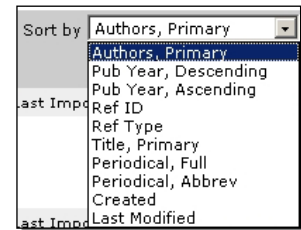


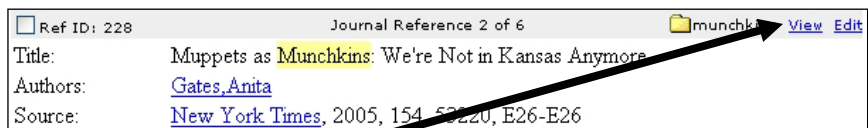
Manage References

1. By default, references are listed in alphabetical order by the primary (first) authors.

You can sort by other criteria. Click the *Sort by* drop-down menu in the upper right corner.



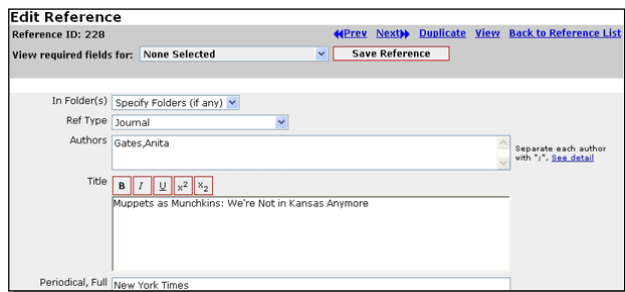
2. References are listed in a brief format (Title, Authors, Source) by default. To see the abstracts and other citation information click on *View* for an item.



3. Editing Citations allows you to:

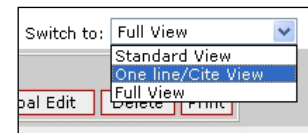
- correct misspellings
- add diacritical marks (e.g. ä, é, ø, ř, š, etc.)
- superscript, subscript, italicize letters and numbers
- add notes, comments, and keywords to references to help you recall the more useful citations

Editing references means less clean-up when you cite them. In the brief or full view of a reference, click *Edit*. When done, click *Save Reference*. Then click *Back to Reference List*.



4. *One line/Cite View*

The default view of each citation occupies a lot of screen space. When you want to see more references on-screen, change this view to *One line/Cite View*.



Each entry now occupies one line (author, publication year, title). This can be a more productive view.

