

How do I create a citation list?

Users can create a citation list for a books, journal articles, manuscripts, newspapers, or musical compositions in Resources. There are two methods for creating a citation list.

Method 1: Import a file in RIS (Research Information Systems) format.

Method 2: Manually create list.

Go to Resources.

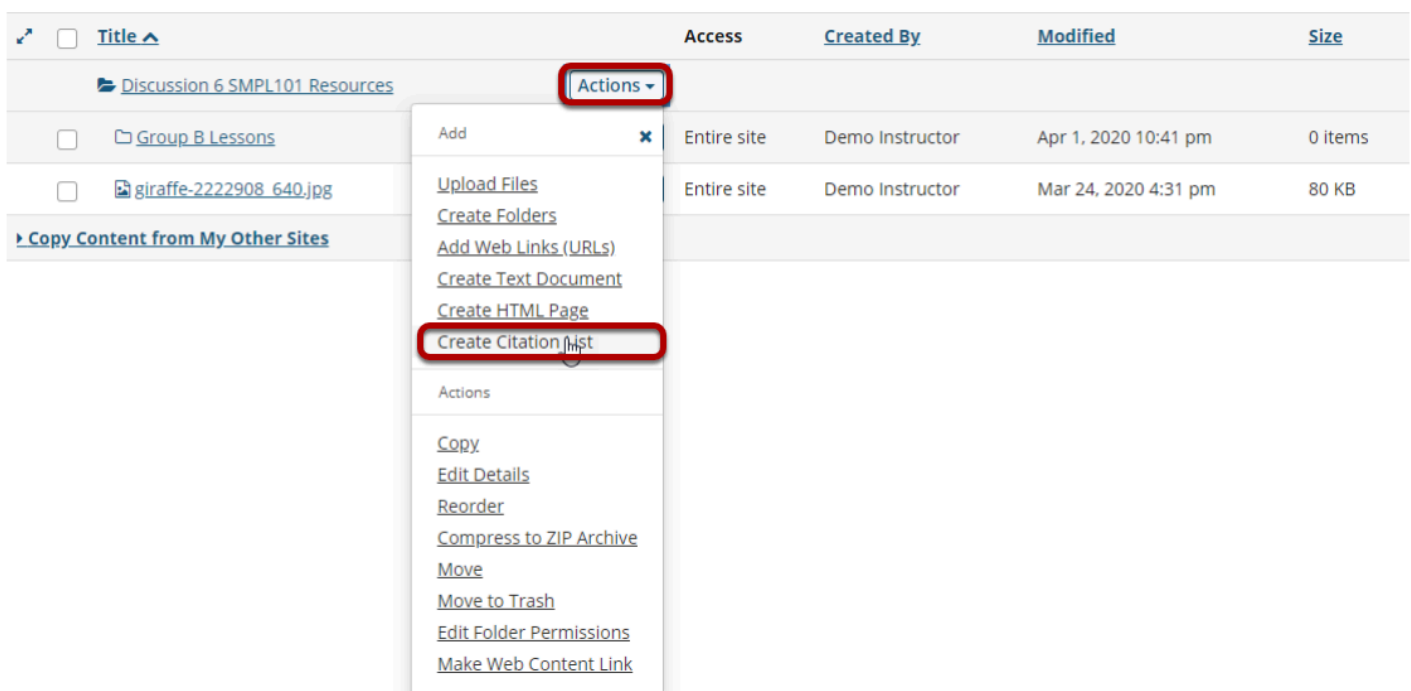
Discussions

Resources

Assignments

Select the **Resources** tool from the Tool Menu of your site.

Method 1: Import RIS File



The screenshot shows a course management system interface. At the top, there are navigation options: Discussions, Resources (highlighted with a red box), and Assignments. Below this, there is a table of resources. The table has columns for Title, Access, Created By, Modified, and Size. The first row is 'Discussion 6 SMPL101 Resources' with an 'Actions' dropdown menu. The second row is 'Group B Lessons' with 'Entire site' access, 'Demo Instructor' created by, 'Apr 1, 2020 10:41 pm' modified, and '0 items' size. The third row is 'giraffe-2222908_640.jpg' with 'Entire site' access, 'Demo Instructor' created by, 'Mar 24, 2020 4:31 pm' modified, and '80 KB' size. Below the table, there is a link 'Copy Content from My Other Sites'. The 'Actions' dropdown menu for the first row is open, showing options: Add, Upload Files, Create Folders, Add Web Links (URLs), Create Text Document, Create HTML Page, Create Citation List (highlighted with a red box), Actions, Copy, Edit Details, Reorder, Compress to ZIP Archive, Move, Move to Trash, Edit Folder Permissions, and Make Web Content Link.

Title	Access	Created By	Modified	Size
Discussion 6 SMPL101 Resources				
Group B Lessons	Entire site	Demo Instructor	Apr 1, 2020 10:41 pm	0 items
giraffe-2222908_640.jpg	Entire site	Demo Instructor	Mar 24, 2020 4:31 pm	80 KB

To the right of the folder you want to import the RIS citation list, from the **Actions** drop-down menu, select **Create Citation List**.

This displays the New Citation List page.

Enter a name, then Import.

New Citation List

* Citation List Name:

Ice in Our Oceans

Email Notification

None - No notification

Add Citations From:

Search Resources

Manually Create

Import

DONE

No citations have been added yet.

DONE

Enter a name for the citation list, then click **Import**.

This displays the Import Citations page.

Click Choose File.

Import Citations

Please select an RIS file to upload or enter the text of an RIS file directly into the text area below.

IMPORT

Back to Add Citations

Cancel

Import File From:

Choose File No file chosen

Import RIS Formatted Data from the Following Text:

IMPORT

Back to Add Citations

Cancel

Click **Browse** to locate and select the .ris file on your computer.

Click Import.

Import Citations

Please select an RIS file to upload or enter the text of an RIS file directly into the text area below.

IMPORT

Back to Add Citations

Cancel

Import File From:

Choose File ice-in-our-oceans.ris

Import RIS Formatted Data from the Following Text:

IMPORT

Back to Add Citations

Cancel

Note: The selected .ris filename will appear next to the Choose File button.

Click Done.

New Citation List

Citation List Name:

Email Notification:

Add Citations From:

DONE

Antarctic marine biodiversity: an overview
 Arntz, W.G.C.G., J., and Klages, M., in Antarctic Communities: Species, Structure and Survival, 3Cambridge: Cambridge University Press (UK), 1997.
[Get It!](#) | [view citation](#) | [edit](#) | [remove](#) | [export](#)

Primary production in sea ice
 Arrigo, K.R., in Sea ice - an introduction to its physics, chemistry, biology and geology, 143Oxford: Blackwell Science Ltd, 2003.
[Get It!](#) | [view citation](#) | [edit](#) | [remove](#) | [export](#)

Respiration and lipid content of the Arctic copepod *Calanus hyperboreus* overwintering 1 m above the seafloor at 2-300 m water depth in the Fram Strait
 Auel, H., Klages, M., and Werner, I., Marine Biology, 143(2) 2003, 275-282.
[view citation](#) | [edit](#) | [remove](#) | [export](#)

untitled
 Benthien, A., Universität Kiel, 1994.
[Get It!](#) | [view citation](#) | [edit](#) | [remove](#) | [export](#)

untitled
 Bocher, A., Alfred-Wegener Institut für Meeres- und Polarforschung, 1996.
[Get It!](#) | [view citation](#) | [edit](#) | [remove](#) | [export](#)

untitled
 Haas, C., Alfred-Wegener Institut für Meeres- und Polarforschung, 1997.
[Get It!](#) | [view citation](#) | [edit](#) | [remove](#) | [export](#)

The biology and chemistry of land fast ice in the White Sea, Russia - A comparison of winter and spring conditions
 Krell, A., Ummerhofer, C., Kattner, G., Naumov, A., Evans, D., Dieckmann, G.S., and Thomas, D.N., Polar Biology, 26(11) 2003, 707-719.
[view citation](#) | [edit](#) | [remove](#) | [export](#)

Preliminary sediment core evidence against short-term UV-B induced changes in Antarctic coastal diatom communities
 McMinn, A., Hejnis, H., and Hodgson, D., in Antarctic Communities: Species, Structure and Survival, 381Cambridge: Cambridge University Press, 1997.
[Get It!](#) | [view citation](#) | [edit](#) | [remove](#) | [export](#)

Polar marine diatoms
 Cambridge: British Antarctic Survey, 1990.
[Get It!](#) | [view citation](#) | [edit](#) | [remove](#) | [export](#)

A new microcosm to investigate oxygen dynamics at the sea ice-water interface
 Mock, T., Kruse, M., and Dieckmann, G.S., Aquatic Microbial Ecology, 30(2) 2003, 197-205.
[view citation](#) | [edit](#) | [remove](#) | [export](#)

Benthic response to ice-edge-induced particle flux in the Arctic Ocean
 Schewe, I., and Soltwedel, T., Polar Biology, 26(9) 2003, 610-620.
[view citation](#) | [edit](#) | [remove](#) | [export](#)

Sea ice - an introduction to its physics, chemistry, biology and geology
 Oxford: Blackwell Science Ltd, 2003.
[view citation](#) | [edit](#) | [remove](#) | [export](#)

Ice planktonic algae of the strand White Sea
 Zhukov, Yu.N. and Fedorov, V.D., Vestnik Moskovskogo universiteta 2003, 24-31.
[Get It!](#) | [view citation](#) | [edit](#) | [remove](#) | [export](#)

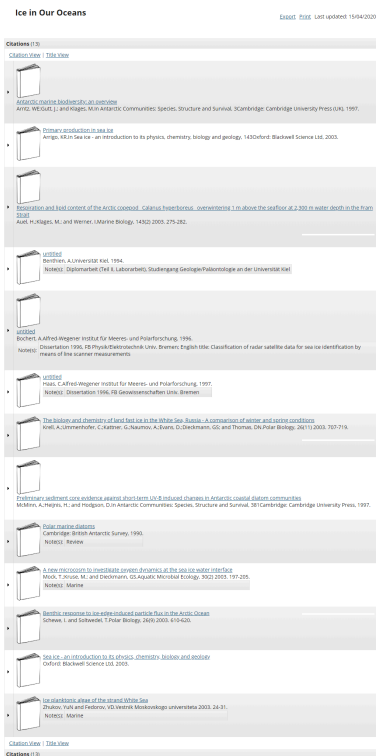
DONE

View citation list in Resources.

<input type="checkbox"/> Title ^	Access	Created By	Modified	Size
Discussion 6 SMPL101 Resources Actions ▾				
<input type="checkbox"/> Group B Lessons Actions ▾	Entire site	Demo Instructor	Apr 1, 2020 10:41 pm	0 items
<input type="checkbox"/> giraffe-2222908_640.jpg Actions ▾	Entire site	Demo Instructor	Mar 24, 2020 4:31 pm	80 KB
<input type="checkbox"/> Ice in Our Oceans Actions ▾	Entire site	Demo Instructor	Apr 15, 2020 3:59 pm	13 citations

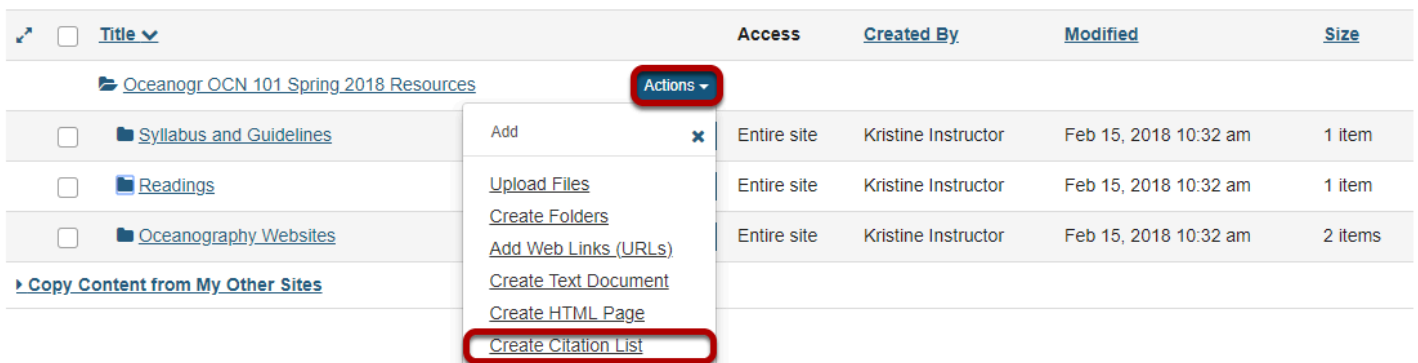
The citation list is located in the selected folder.

Click on the citation list name.



Clicking on the list name will open the item and display the list of citations.

Method 2: Manually create citation list.



To the right of the folder where you want to create the citation list, from the **Actions** drop-down menu, select **Create Citation List**.

This displays the New Citation List page.

Enter a name for the citation list, then click Manually Create.

New Citation List

* Citation List Name:

Email Notification:

Add Citations From:

No citations have been added yet.

Enter citation information, then Save.

Add Citation

Select Citation Type:

Author(s):
[Add another](#)

Book Title:

Year:

Date:

Publisher:

Publication Location:

Edition:

Editor(s):
[Add another](#)

Series Title:

Abstract:

Note(s):
[Add another](#)

ISBN:

Subject(s):
[Add another](#)

Language:

Call Number:

Date Retrieved:

Open URL:

DOI:

Rights:
[Add another](#)

Link(s):
URL:
Use as title link?
Label:
[Add another](#)

Manually enter the citation information, then click **Save Citation**.

Click Done.

New Citation List

* **Citation List Name:**

Email Notification

Add Citations From:

[Search Resources](#)

[Manually Create](#)

[Import](#)

[Done](#)

[Oceanography: An Invitation to Marine Science 9th Edition](#)

Tom Garrison. Brooks Cole, 2015.

[Get It!](#) | [view citation](#) | [edit](#) | [remove](#) | [export](#)

[Done](#)

This returns the display to the New Citation List page with a summary of the citation information. You may add more citations if needed. When finished, click **Done**.

View citation list in Resources.

<input type="checkbox"/>	Title	Access	Created By	Modified	Size	
<input type="checkbox"/>	Oceanogr OCN 101 Spring 2018 Resources	Actions				
<input type="checkbox"/>	Oceanography: An Invitation to Marine Science	Actions	Entire site	Kristine Instructor	Feb 15, 2018 11:25 am	1 citations
<input type="checkbox"/>	Syllabus and Guidelines	Actions	Entire site	Kristine Instructor	Feb 15, 2018 10:32 am	1 item
<input type="checkbox"/>	Readings	Actions	Entire site	Kristine Instructor	Feb 15, 2018 10:32 am	1 item
<input type="checkbox"/>	Oceanography Websites	Actions	Entire site	Kristine Instructor	Feb 15, 2018 10:32 am	2 items
Copy Content from My Other Sites						

The citation is listed in the selected folder.


Click on the citation list name.

Oceanography: An Invitation to Marine Science

[Export](#) [Print](#) Last updated: 15/02/2018

Citations (1)

[Citation View](#) | [Title View](#)

 [Oceanography: An Invitation to Marine Science 9th Edition](#)
Tom Garrison.Brooks Cole, 2015.
Edition 9th

[Citation View](#) | [Title View](#)

Citations (1)

Clicking on the list name will open the item and display the list of citations.