

INFORMATION SKILL COURSE



REFERENCE MANAGEMENT: MENDELEY

Sotirios Drikos

OBJEKTIF



 To know the function and use of reference management software (Mendeley) in the management of references for assignment/ theses/ article

INTRODUCTION

Reference Management software allows you to manage references to all the publications and information sources you have used:

- Create and organise a library of references
- Import references from bibliographic databases on the internet
- Cite while you write using add-in Word features
- Automatically create bibliographies



Source: University of Leicester Library. Software for managing your references. https://www2.le.ac.uk/library/help/bibliographies [12 July 2019]

INTRODUCTION

Before we get started, here are some terms you should be familiar with:



Mendeley Reference Manager : Mendeley Reference Manager is the downloaded part of the software installed onto your computer.

Mendeley Web : This is the Mendeley website where you can access the web version of your library, edit your profile and search for papers, groups or people.

Sync : The process of synchronizing your Mendeley data across devices.

Web Importer : The browser bookmarklet that lets you quickly import documents from anywhere on the web.

Mendeley Cite: An Adds that allows you to create and format your citations and bibliography according to your chosen style.

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https://www.mendeley.com

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DOWNLOAD MENDELEY REEFERENCE MANAGER FOR DESKTOP

https://www.mendeley.com/download-reference-manager/



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Mendeley Desktop

Mendeley Reference Manager for Desktop

- Released August 2020
- It's become increasingly difficult to keep developing the original Mendeley Desktop in the way Mendeley and users need.

• Released September 2020

- Identical functionality and appearance across
 Mendeley Reference Manager online and desktop
- Use Mendeley Cite, a new citation add-in for Microsoft[®] Word.

Mendeley Reference Manager for Desktop difference with Mendeley Desktop: 2023-2024 https://service.elsevier.com/app/answers/detail/a_id/30107/supporthub/mendeley/p/16088/

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- **Add new**: Add new references to your Mendeley library.
- 2) All References: Select this to return to your personal library in Mendeley Reference Manager.
- 3 **COLLECTIONS:** Keep your references organized in custom collections.
- **Search**: Use this field to search your Mendeley library.
- 5 Library table: All of the references in your selected collection or group will be visible here.
- 6 Info panel: Select a reference in the library table to view the metadata in the info panel. Sotirios Drikos

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ADDING REFERENCES IN MENDELEY LIBRARY

ADDING REFERENCES



ADDING REFERENCES

2. Browse for files

Use the 'File(s) from computer' option in the '+ Add new' menu to select a reference from your computer and add it to your Mendeley library.



ADDING REFERENCES

Click 'Add entry' to add the

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I don't have PDFs but I want to create references

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SMART COLLECTIONS

Mendeley Reference Manager automatically organizes your references into smart collections.



- **Recently Read** Displays the references for PDFs opened in the last 30 days.
- **Favorites** 'Star' a reference to automatically add it to your 'Favorites' collection.
- My Publications This collection displays the publications that you have authored and claimed through the Scopus Author Profile.
- **Trash** Displays the references that you have deleted from your library.



COLLECTIONS

Adding a reference to a collection in your Mendeley library does not relocate the reference, but instead acts as a label. This means that any reference added to a collection will still appear in 'All References'. If you delete a collection the references inside will still be available in 'All References'.



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ACTION PANELS

The action panel allows you to organize multiple references.



READING AND ANNOTATING YOUR DOCUMENTS

READING AND ANNOTATING YOUR DOCUMENTS

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MENDELEY NOTEBOOK

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SYNCING

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Hover your cursor over the sync icon to see when the last sync occurred and select the icon to perform a manual sync.

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