



UNIVERSITÀ
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MENDELEY:

**A free software to manage
and create the bibliography
of the research paper**

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SBA SISTEMA BIBLIOTECARIO
DI ATENEO

What is a bibliography?

For a research project — be it a thesis or an article for a scientific journal — a bibliography is an organized list of the documents, books, articles, essays and web pages that have been consulted.



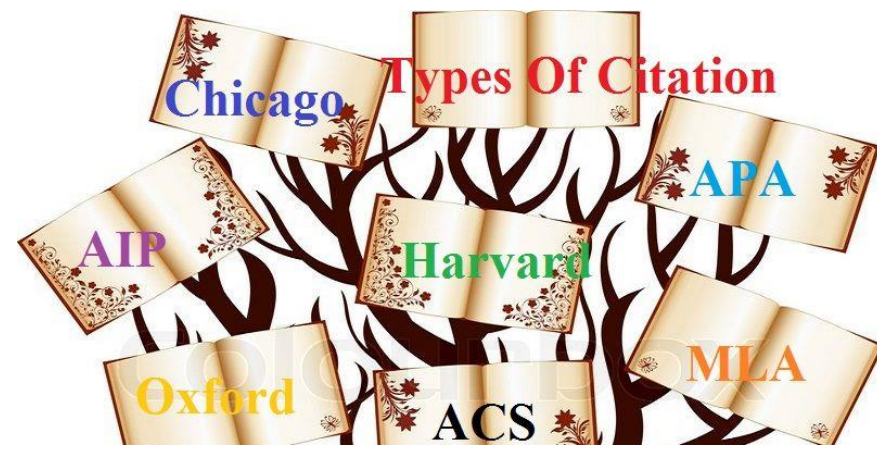
The bibliography adds scientific value to a thesis, as it reflects the research process undertaken.

Citation style

A citation style is the way to structure bibliographic citations.

When drawing up a bibliography, the author/s has to decide on a citation style, **which may be recommended by the tutor or the publisher.**

Although no single standard applies to all publications, the selected style needs **to be consistent throughout the document.**





Why use reference management software?

These applications can help you:

- import citations from catalogues, databases and websites
- create and organize bibliographies for theses, books and articles
- insert and format citations within the text of documents



There are many management bibliography software (free or for a fee), for example:

-  Mendeley (free up to 2 GB)
-  Zotero (free up to 300 MB)



First of all...

- 1) Create an **account** on Mendeley
- 2) Install **Mendeley desktop**
- 3) Install **Web Importer**: it is a browser extension that helps import citation during web navigation
- 4) Install **Citation Plug-In** (only if you use Word, LibreOffice or other word processing system, it isn't helpful with LaTeX):
it allows to insert formatted citations in text file and to create bibliography





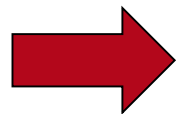
Bibliographic database

- It is created importing citations from web or by local files
- The records appear in “Library”.
- It is possible to organize the database in folders, but the records remain ever in “All documents” too.
- To align the archive (records and folders) between Mendeley Web and Mendeley Desktop click to **Sync**.

The six different ways to import citations in Mendeley

1. Direct importation

Click on Mendeley button (or “Save citation” or “Export”) in the resource.

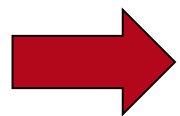


Elsevier resources, e.g. Scopus



2. Indirect importation

- 1) Export citation in a file (.ris) and save.
- 2) Import this file in Mendeley: citations appear in the Library

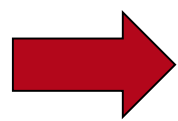


Not Elsevier resources, e.g. Web of Science, GalileoDiscovery, Pubmed



3. Web importer

Click on Mendeley icon (in address bar) when the resource is visualized.



websites and other resources, e.g. GoogleScholar, institutional and association websites

Google Scholar



4. Drag and drop PDF file

Drag and drop the PDF file of the article in Mendeley and the citation fields are filled in.

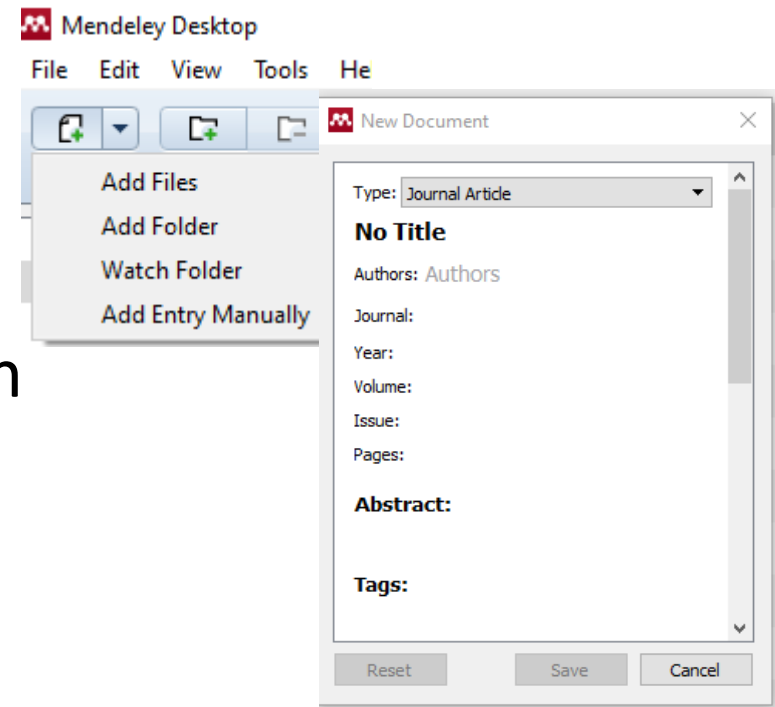


It only works with native
PDF files, not scans!!

5. Add entry manually

You can manually insert the citation, choosing the correct type and filling in every field.

If you know the identifier (DOI, ArXivID or PMID) of one item, you can add the citation in this way.





6. Import folder and Watch folder

You can import a local folder with some pdf articles, like with the drag and drop file method.

With Watch folder the system import automatically every new file in the selected folder.

Verify and correct imported records

You can correct the record during importation by clicking on the "Edit" button in the "Web library" window.

What to check:

- ✓ the "Type" of record chosen (book, article, website)
- ✓ correctness in filling in the individual fields

Other useful features of Mendeley

Folders: use the 'Add folder' button to create a new folder and move here the references you want, to organize your library.

Private groups: with a free account you can create and own 5 private groups, that can have a maximum of 25 members.

Members can share citations and PDF files and work together on it.





Only on Mendeley Desktop

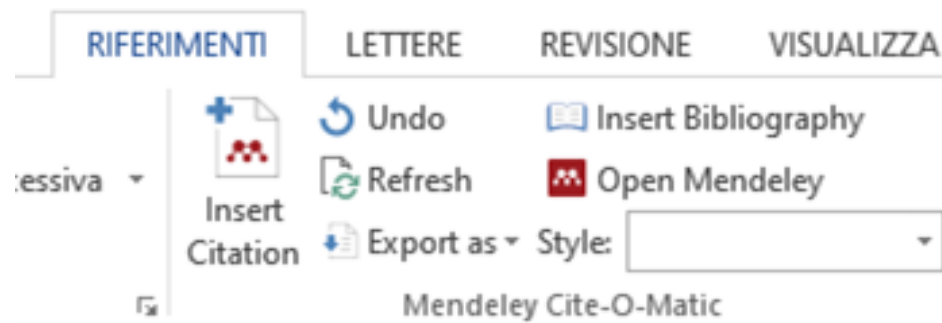
Check for Duplicates: to control and merge duplicate entry

Need reviews: lists any items which Mendeley has imported, but may require extra attention. Once you review the details and indicate that they're correct, it will be removed from this list.

Filter panel: several different options to allow you to quickly filter your current view.

Citation Plug-In

After the download of the plug-in, in Microsoft Word for Windows, the tool can be accessed via the References tab on the ribbon. To use, log into Mendeley Desktop.



Insert citations

- Position the cursor where you want to insert your citation and press the Insert Citation button on the toolbar.
- A pop up appears where you can search for the bibliographic reference to be entered.

OR

- Position the cursor where you want to insert your citation and press the Insert Citation button on the toolbar, then click on 'Go To Mendeley' to open Mendeley Desktop and browse to the specific reference using that interface.
- Select the correct reference and click on the "Cite" button.

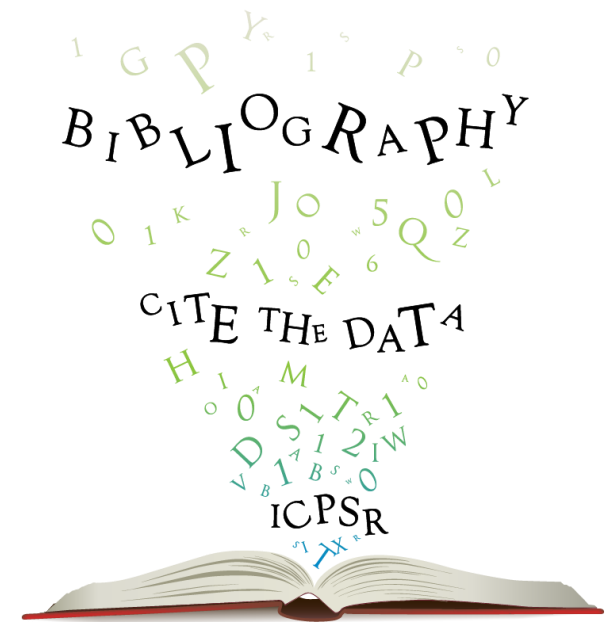
Choosing citation style

- 1) You can choose the citation style selecting it from the drop-down menu that appears in the “References” tab (Style).
- 2) If necessary, click on “More Styles” at the bottom of the drop-down menu to open the “Citation Styles” window in Mendeley Desktop.
- 3) All the citational styles that can be used are listed in the “Installed” tab. In the "Get More Styles" tab you can search for other citation styles to install.



Creating a bibliography

- 1) Position the cursor where you want the bibliography to appear and press the 'Insert Bibliography' button on the plugin toolbar.
- 2) The list of the texts previously cited will appear in the chosen citation style.
- 3) If you insert a new citations after this operation, the bibliography will up to date automatically





The End

Mendeley guides

<https://www.mendeley.com/guides>



Satisfaction survey

<http://www.cab.unipd.it/corsi-sba-questionario>

Username: 25973

Password:





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Thank you for your attention!

We are at your disposal



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