

Academic Literacy Skills



Reference Management Software (Mendeley)

Learning Outcomes

At the end of the workshop you will be able to:

- locate information about APA referencing style
- understand the differences between referencing software
- use Mendeley to:
 - save and edit references
 - organise references so that they are easily accessible, searchable and retrievable
 - format your assignment in your required citation style.

Library & Learning Hub
Auckland Institute of Studies
Email: ais-library@ais.ac.nz
<https://www.ais.ac.nz/student-life/library>

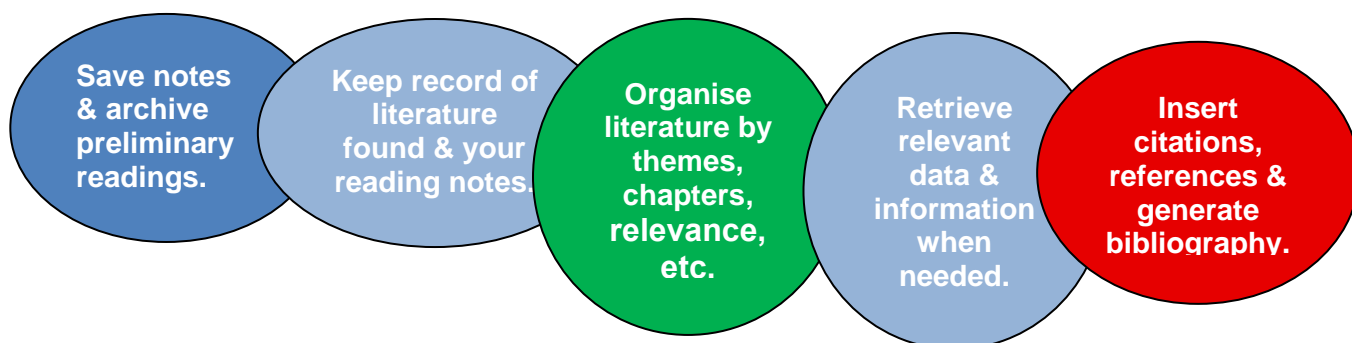


Contents

1. Why use reference management software?.....	3
2. Reference management software comparison	4
3. How to use Mendeley reference management software and online platform	4
4. How to add and save references in Mendeley	5
4.1. Create a reference entry manually	5
4.2. Add a PDF (full text) file from your device/computer	6
4.3. Add references directly from Google Scholar, database or website using Mendeley Web Importer .	6
4.4. Import references from databases and e-resources using DOI (Digital Object Identifier) number..	7
5. How to cite & reference in your academic writing (MS Word) using Mendeley Cite plug-in	8

1. Why use reference management software?

Reference management software is a cost-free web-based reference management application. It will help you to:



- Store, access, organize and search all your references anytime.
- Seamlessly insert references and bibliographies into your Microsoft Word documents.
- Read, highlight, and annotate PDFs, and keep all your thoughts across multiple documents in one place.
- Collaborate with others by sharing references and ideas; network with more than 6 million researchers worldwide.
- Access, download and use more than 30 million multidisciplinary academic readings and references.

Once you have chosen a location to store your references and have organised them for ease of access and retrieval, you can begin to use them for referencing in written work. Referencing “styles” are used to determine the format for your citations and references. Information about the APA 7th referencing style is available at:

AIS Moodle > Common resources for AIS students > Study Skills Resources >

Research Skills: <https://moodle.ais.ac.nz/course/view.php?id=4#section-5>

- **QuickCite** <http://www.cite.auckland.ac.nz/index.php?p=quickcite>

2. Reference management software comparison

The following table shows the main differences and similarities between different software:

	Mendeley	Zotero
Who can use?	Staff and students.	Staff and students.
Access	Desktop & online. Can sync with Mendeley web account.	Web based and Desktop versions. Can sync with Zotero web account.
Cost	Free	Free
Work at home	Download from https://www.mendeley.com/	Download from https://www.zotero.org/
Group work	Yes. Unlimited private groups with up to 25 members in each.	Yes. Groups feature allows you to share references with other Zotero users online.
PDF use	Can store, view and annotate PDFs.	Can store, view and annotate PDFs.
Help	Mendeley forum online	Zotero forum: https://forums.zotero.org/
Access to academic literature	YES. Access, download and use more than 100 million multidisciplinary academic readings and references via Mendeley Search interface .	NO. Not content browsable/ accessible between user reference libraries online.

3. How to use Mendeley reference management software and online platform

To start using Mendeley (<https://www.mendeley.com/>), please complete the following steps:

STEP 1: Create a [free Mendeley account and your online profile](#) (make sure you save/write down your username and password so you do not forget them), activate your account from the email message you will receive from Mendeley (as soon as you create the new account) and fill-in your profile details (e.g. photo, interests, education, experience, current study/research, etc).

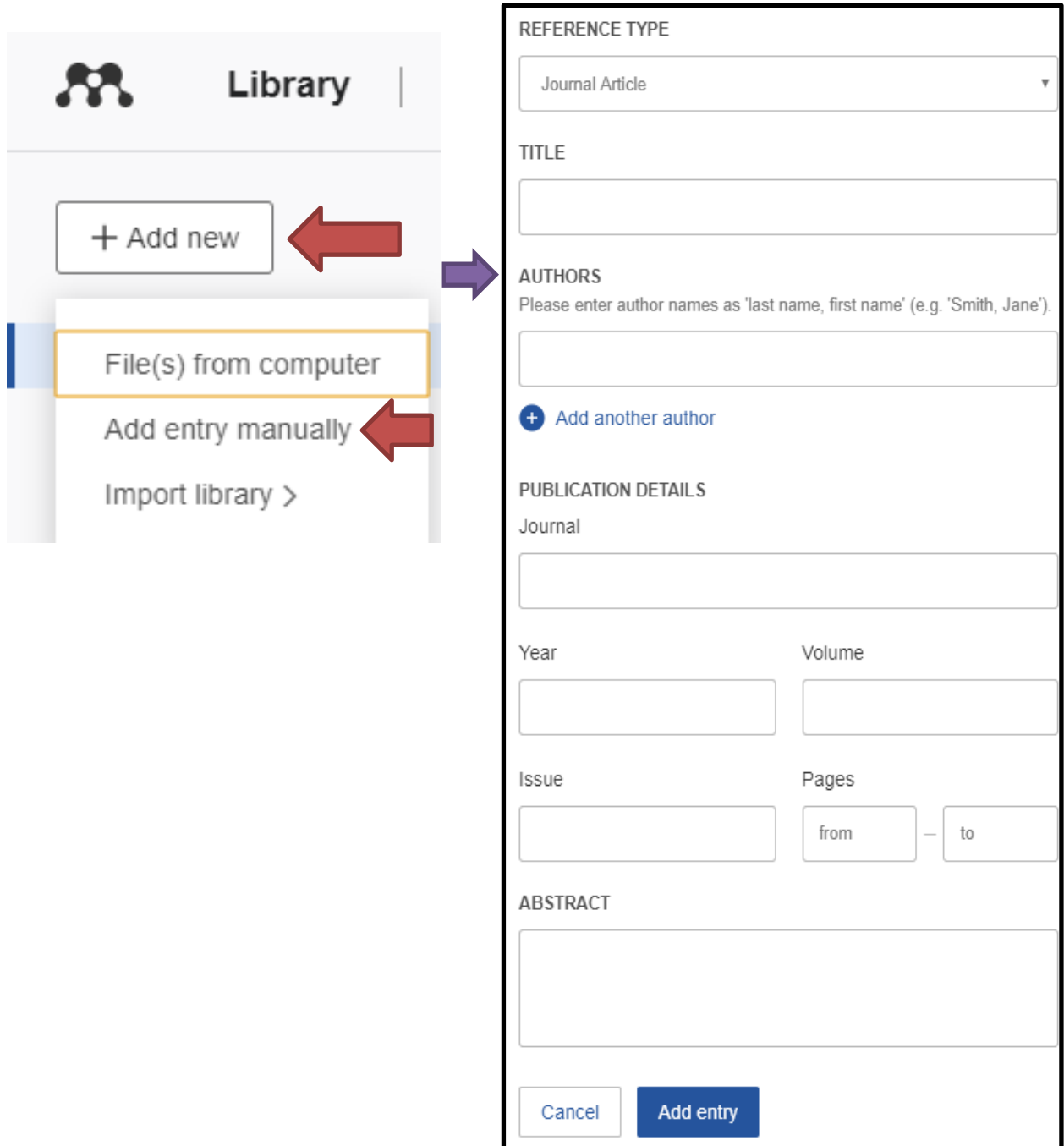
STEP 2: Download the [Mendeley Reference Manager](#) and activate it from your PC or device.

STEP 3: Download the [Mendeley Web Importer](#) browser plug-in (from [MS Edge browser](#)) so that you can quickly add articles from any supported website directly into your reference library with a single click.

4. How to add and save references in Mendeley

There are **FOUR** different ways to add references into your new Mendeley Reference Manager library.

4.1. Create a reference entry manually (used usually when there is no PDF file or no digital copy, only print items):



The image shows the Mendeley Library interface. On the left, the 'Library' header is visible. Below it, there is a '+ Add new' button and a dropdown menu. The dropdown menu is open, showing three options: 'File(s) from computer', 'Add entry manually', and 'Import library >'. A red arrow points from the '+ Add new' button to the 'Add entry manually' option. Another red arrow points from the 'Add entry manually' option to the manual entry form on the right. A purple arrow points from the 'Add entry manually' option to the 'Add entry' button at the bottom of the form.

REFERENCE TYPE
Journal Article

TITLE

AUTHORS
Please enter author names as 'last name, first name' (e.g. 'Smith, Jane').

[+ Add another author](#)

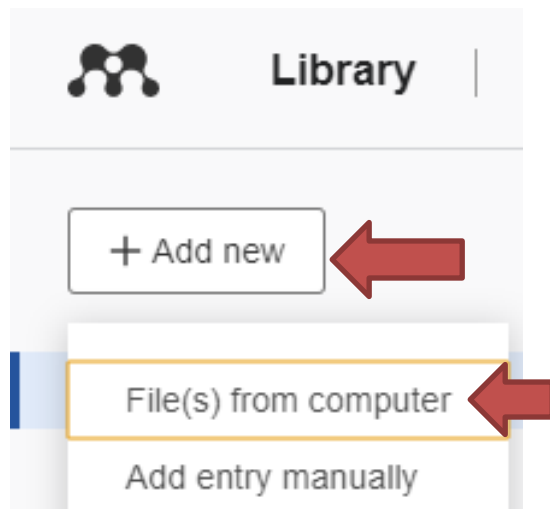
PUBLICATION DETAILS
Journal

Year Volume

Issue Pages from to

ABSTRACT

4.2. Add a PDF (full text) file from your device/computer. This option is useful when you have already downloaded and saved the full-text PDF file of your reading(s).



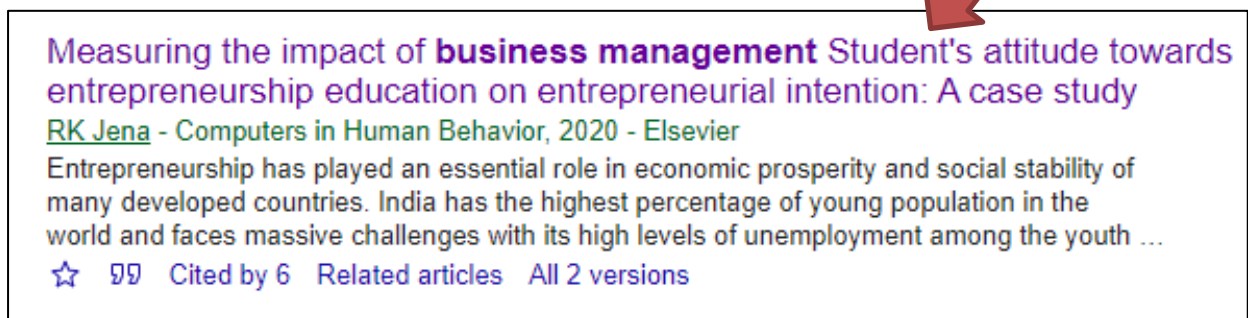
Once the PDF is imported into the Mendeley Reference Manager library, you will see that the new title has appeared on the list of your references.

Double-click on it to open the reference menu to add/enter other reference (bibliographic) details, such as author(s), journal/book title, volume, year of publications, pages, etc.

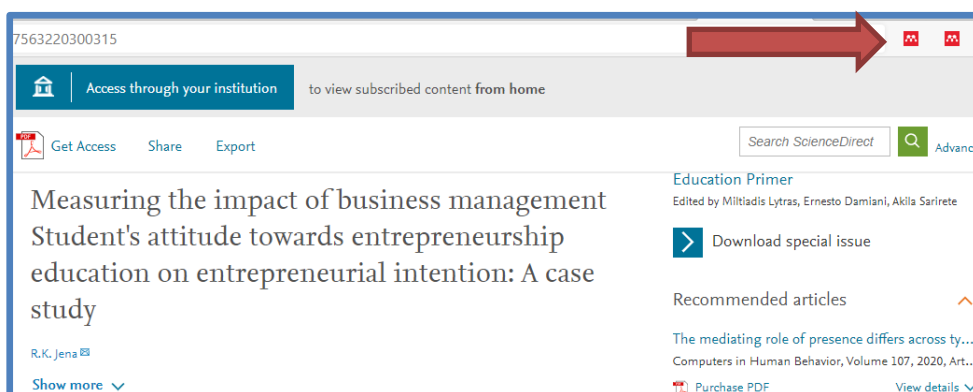
4.3. Add references directly from Google Scholar, database or website using Mendeley Web Importer

To add reference(s) directly from Google Scholar, once you find the reference (reading) you wish to save, follow the steps:

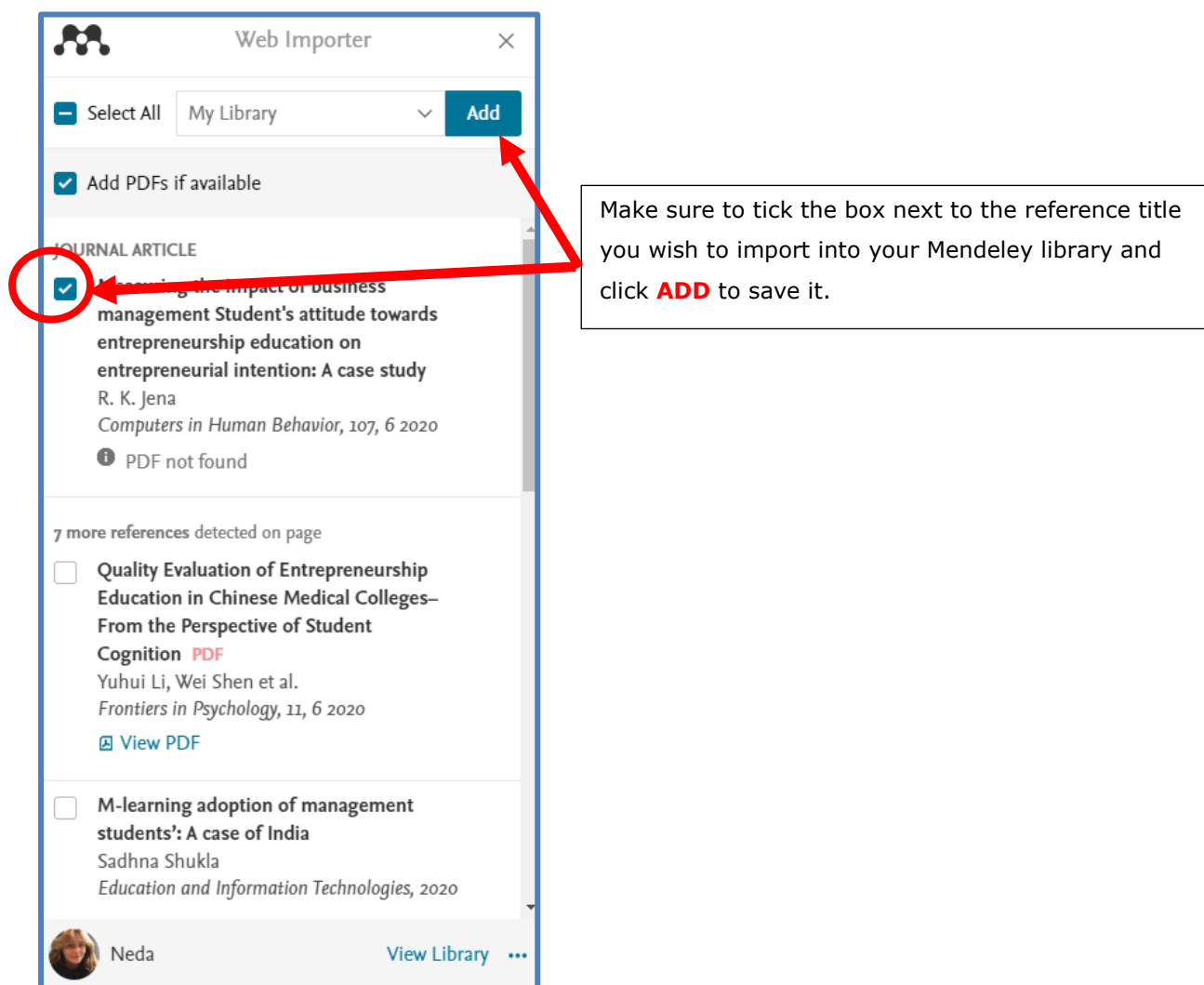
STEP 1: Click on the title link, e.g.:



STEP 2: From the publication page, click on the Mendeley Web Importer tool in your browser:



STEP 3: Mendeley will ask you to log into your Mendeley account at this point. After you log-in, the Mendeley Web Importer menu will appear from your browser:



4.4. Import references from databases and e-resources using DOI (Digital Object Identifier) number


Databases such as EBSCOhost and ProQuest Central do not provide direct reference export into Mendeley (but they do for other subscription-based reference management products, such as EndNote, RefWorks).

To import references from online databases and any other type of electronic resources (university repositories, websites, Scholar, etc) and save time doing it, instead of using Web Importer browser tool, find **DOI (Digital Object Identifier, see more at https://en.wikipedia.org/wiki/Digital_object_identifier) number** for each publication, usually located above or beneath the abstract section of the publication record, **and copy it.**

- From your Mendeley Reference Manager, go to **ADD NEW > ADD ENTRY MANUALLY**.
- The "add entry manually" menu will open.
- Paste the DOI into the DOI entry box at the very top of the menu. Wait several seconds until Mendeley automatically feeds-in the reference details from the DOI:

Add entry manually

DOI (This will pre-populate the form)

10.3991/ijet.v15i14.14673  [Reset](#)

REFERENCE TYPE


Journal Article


TITLE


IT-Architecture for Corporate Knowledge Management Systems

AUTHORS

Please enter author names as 'last name, first name' (e.g. 'Smith, Jane').

Liu, Zhi-Qin 

Deryagin, Aleksandr 

Glushkov, Sergey 

[+ Add another author](#)

PUBLICATION DETAILS

Journal

International Journal of Emerging Technologies in Learning (IJET)

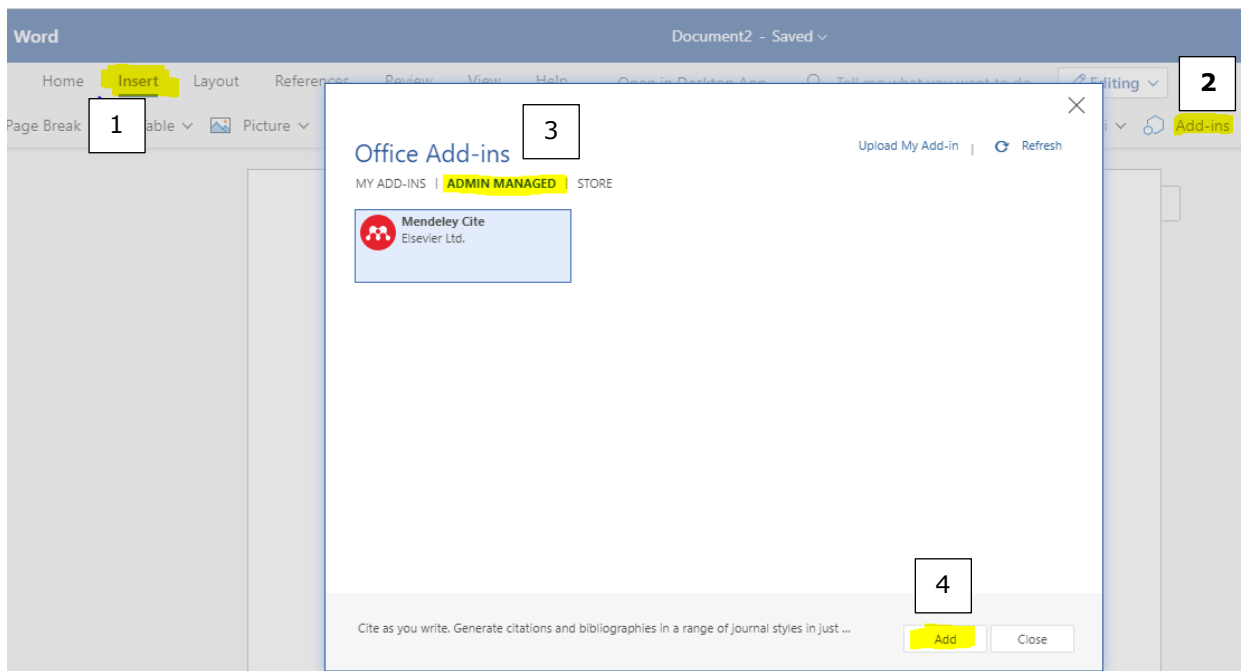
NOTE: DOIs are in wide use mainly to identify academic, professional, and government information, such as journal articles, research reports, data sets, and official publications. The DOI for a document remains fixed over the lifetime of the document, whereas its location and other metadata (e.g. URLs) may change.

5. How to cite & reference in your academic writing (MS Word) using Mendeley Cite plug-in

To seamlessly insert citations and references from your Mendeley Reference Manager (library) into your MS Word document, you need to activate the **Mendeley Cite** <https://www.mendeley.com/reference-management/mendeley-cite> plug-in.

NOTE: If you are using MS Word from your AIS Office 365 Online student account/ licence (see <https://www.ais.ac.nz/student-life/student-login>), **you only need to activate Mendeley Cite plug-in** as follows (see also photo below):

- 1) Click the **Insert tab** from the top Office 365 Online MS Word document.
- 2) Select **Add-ins** tool.
- 3) From the Office Add-ins menu, select **ADMIN-MANAGED** > Mendeley Cite. Click **"ADD"** at the bottom of the menu. The new **Mendeley Cite** button will appear at the top of your MS Word document menu. Double-click on it to activate it.



As soon as you open your Word file, the new "Mendeley Cite" menu will appear from the right-hand side of your screen. Click "Citation Style" tab to select the APA Referencing Style. Here you can browse your Mendeley reference library, select references to cite automatically in your document and insert/generate the complete reference list at the end of your document.

Here is how "Mendeley Cite" menu appears in plain (not web) MS Office Word file:

