

Getting Started with Reference Management

It is very important to quote references in your assignment, as well as in the discussions:

“A critical part of the student and faculty research process is keeping track of relevant literature—journal papers, books, web pages, images, quotations, etc.—so that they can be utilized and properly cited in the writing process of research.”“Tools to Manage References for Research and Writing - HSU Library.”

Also, in on our webpage, “Plagiarism (copying the work of others) and how to avoid it”, we explain why is considered unethical to use other peoples ideas and writing with fully acknowledging them. Therefore,

“the material you present during discussions or in assignments should be from your own work and be written specifically for this program. Any other written or verbal material including your classmate’s or yours have to be cited and referenced.”“Plagiarism (copying the work of others) and how to avoid it | People’s Open Access Education Initiative: Peoples-uni.”

Unless you keep track for where you have found the information you use in research and writing, it is impossible to accurately report in your writing the proper citation and references to that information. You could just keep detailed notes of your research. However, you may find it helpful to use a reference manager which you can use when you create your assignment answers.

Reference managers are applications that allow to store the details of the works you consult and quote in your research, they also provide a mechanism for formatting the references and reference lists in the style required. (see the wikipedia article on [Reference Manager Software](#))

Academic institutions and technical journals generally require that all texts conform to specific style standards. (See this web page on [Demystifying citing and referencing](#) from MMU for a good explanation of reference styles). PeoplesUni is associated with the Manchester University, and their preferred reference style is the Harvard style therefore we recommend that students use this style in their PeoplesUni course assignments.. For details see: [Referencing in the Harvard style - tutorial from Nottingham University](#)' and [Referecing guide from Manchester Metropolitan University](#).

Free reference manager and PDF organizer | Mendeley - Mozilla Firefox

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If you would like to investigate or use a reference manager we recommend [Mendeley](#). This is free web based service that helps you find and store your references. It also has an associated PC application that works with the on-line reference database, and it also provides plug-ins for Microsoft Word and OpenOffice/LibreOffice. These word processor plug-ins provide functions like '*Select Citation Style*', '*Insert Citation*', '*Merge Citations*' and '*Insert Bibliography*'.

If you use or would like to use the [Zotero](#) reference manager (which is a free plug-in for the Firefox web browser), the Mendeley PC application can synchronize its database with the Zotero database.

How to use Mendeley web services

With the Mendeley reference manager you can create you own reference library and then use the references in your library to add to your assignment or other document as a list of references at the end of the document. The library will contain the reference as well as a copy of the paper or web site itself.

The first step to go to the Mendeley website and sign up for your free account (use the 'sign up for free' green button).

The screenshot shows the Mendeley website dashboard in a Chromium browser. The address bar shows 'www.mendeley.com'. The page header includes the Mendeley logo, a welcome message 'Welcome back david wilson', and a 'My Account' dropdown menu. Below the header are navigation tabs for 'Dashboard', 'My Library', 'Papers', 'Groups', and 'People'. A search bar is located to the right of these tabs. The main content area features a 'Newsfeed' section with a text input field 'What's on your mind?' and a 'Share' button. Below the input field are two posts from 'PeoplesUni'. The first post says 'You have joined PeoplesUni' and is dated '18th November'. The second post says 'Created by Foundation ID open source' and is also dated '18th November'. To the right of the newsfeed is a yellow box titled 'Install the Web Importer' with a warning icon, explaining that the service allows importing references from over 30 academic databases. Below this is a section titled 'Edit My Profile' with a progress bar showing 'Your profile completeness: 37.5%'. At the bottom of the page is a footer with columns for 'What is Mendeley?', 'About Us', 'Support', 'Useful Links', and 'Download and Upgrade'. The 'Download and Upgrade' column contains a green button labeled 'Download Mendeley Fr'.

When you have logged into your Mendeley account and you are on the initial Dashboard page you should also install the service that installs into your web browser which allows to save web references to your Mendeley reference list, to do this click on the 'Install the Web Importer' link.

This screenshot shows a close-up of a browser's bookmark bar. A single bookmark is visible with the text 'Import to Mendeley...'. The text 'Import to Mendeley...' is highlighted in a light blue background.

This will install a link 'Import to Mendeley' into your web browser bookmarks. When you select this bookmark it will add reference to current web page to your Mendeley reference list (you can see this link in the above screen print, in the Bookmark tool bar 'Import into Men...' directly under the URL www.mendeley.com)

I suggest you test this. Click on the 'Import into Mendeley' in the bookmark toolbar, or find it in amongst your bookmarks. This brings up the 'Import Documents Into Mendeley' pop-up details box. It takes a screen print of the current web page and saves it in the database, and the pop-up details box

allows you to change the title or add keywords, notes, etc. (see the screen print below) you can then save the reference.

The screenshot shows the Mendeley website interface. The main dashboard is visible on the left, featuring the Mendeley logo, navigation tabs for 'Dashboard', 'My Library', 'Papers', 'Groups', and 'People', and a 'Newsfeed' section with user posts from 'PeoplesUni'. A vertical 'feedback' button is on the left side of the newsfeed. The right side of the image shows a modal window titled 'Import documents to Mendeley - Chromlun' with the URL 'www.mendeley.com/import/bookmarklet/?key=f3ad80'. This window contains a 'Webpage snapshot saved!' message, an 'Edit title, tags and notes' section, and a 'SAVE' button. The 'Edit title, tags and notes' section includes a dropdown for 'Add document to...', a 'Title' field with 'Dashboard | Mendeley', an 'Author-supplied keywords' field with placeholder text, a 'Tags' field with placeholder text, and a 'Notes' field with a rich text editor containing the text 'academic software for bibliography creation and research paper management by mendeley'. A note at the bottom of the modal states: 'Note: Could not detect bibliographic metadata. For a list of supported sites click here.'

When have clicked on the save button, one of the next options shown is 'View the document in your Mendeley Library', click on this to see how it looks in you document list, you can see that 'Dashboard | Mendeley' is the first item in the 'Recently Added' list



Of course you want to add more than just web pages to your reference list you will want to add Journal articles, and books, etc.

Lets add a journal article. We will start with Mendeley's Stored papers. Click in the 'Papers' tab near the top of the screen,

We will find a paper about 'Vitamin C' so type that in the search box and click on the magnifying-glass search button.

The screenshot shows a web browser window with the Mendeley website. The address bar shows the URL: www.mendeley.com/research-papers/search/?query=vitamin+c. The page header includes the Mendeley logo and navigation tabs for Dashboard, My Library, Papers, Groups, and People. A search bar contains the text 'vitamin c'. Below the search bar, the results are displayed as 'Results 1 - 20 of 56,428'. The first result is titled 'Vitamin C transporters' and is from the *Journal of physiology and biochemistry* (2008). The abstract snippet reads: 'Vitamin C is a wide spectrum antioxidant essential for humans, which are unable to synthesize the vitamin and must obtain it from dietary sources. There are two biologically important forms of...'. Below the title, there is a 'Save reference to library' button and a 'Related research' link. To the right of the first result, it says '10 readers'. The second result is titled 'The effect of vitamin C' and is from *Clinical Biochemistry* (2011). The abstract snippet reads: 'Sulphur mustard (SM) gas is a poisonous chemical agent causing various systemic action in...'. On the right side of the page, there is a 'Refine search' section with a checkbox for 'Open Access articles only'.

We will select the first article 'Vitamin C transporters' by clicking on the 'Save Reference to Library' under that title.

If you now go back to 'My Library' and 'Recently Added' you can see the article has been added.

This all very fine but how do use these references in my assignments and the articles I am writing ?

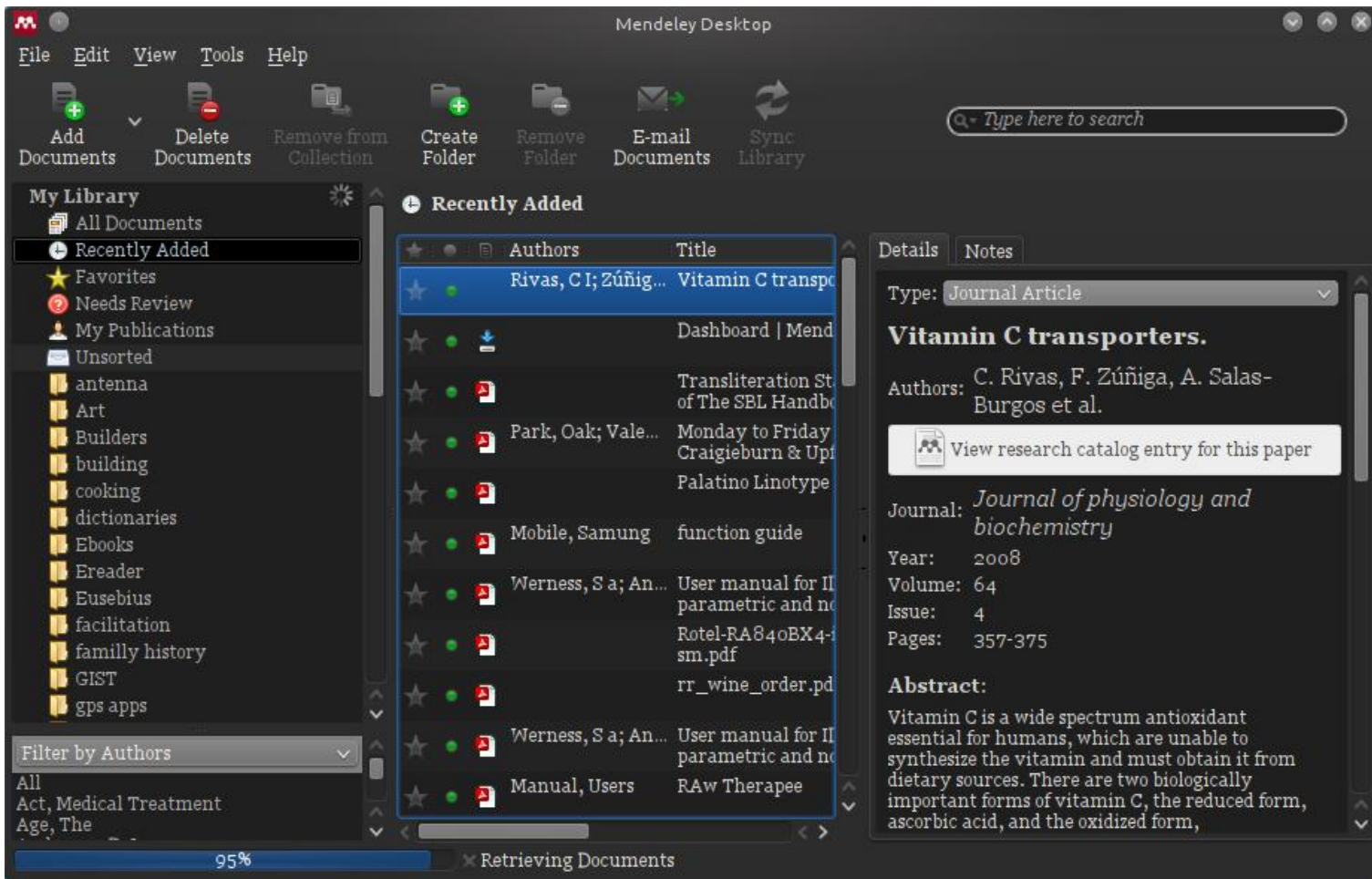
Next we:

Install and use the Mendeley PC program 'Mendeley Desktop'.



Download the PC application '**Mendeley Desktop**' from Mendeley web front page (use the green button 'Download Mendeley Free' near the bottom of the page.). The install process will ask you for your email address and the password you used when you setup the Mendeley web account. This is needed so that the '*Mendeley Desktop*' program can access the documents and references you have stored on the web site.

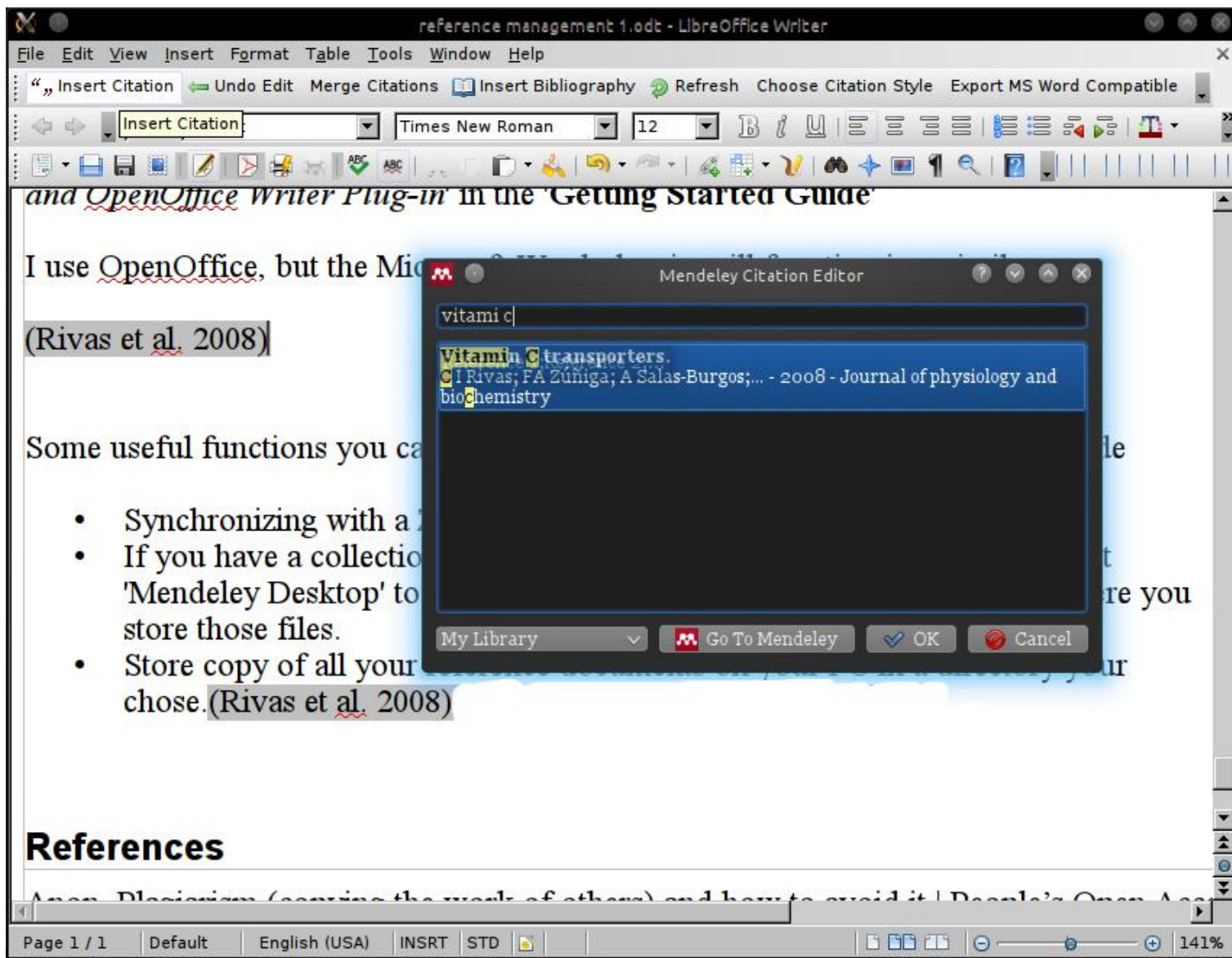
Mendeley icon After you have installed the program (it will have installed a '*Mendeley Desktop*' icon on your desktop or will be available in your programs list). Click on 'Recently Added' and you will see our Vitamin C article. If it is not shown click on the 'Sync Library' to synchronize the PC and web systems.



The next step is to install the Mendeley word-processor plug-in, go to the Tools menu and select the 'Install Word Plugin'.

For instructions on how use the new word-processor citation and reference list functions read the chapter 3 'Installing the Word and OpenOffice Writer Plug-in' in the 'Getting Started Guide'

I use OpenOffice, but the Microsoft Word plug-in will function in a similar way to the following example.



I will now inserted the citation for the article 'Vitamin C Transporters'.

I have used the 'Inset Citation' button on the Mendeley Toolbar (just under the main menu in the screen pic above).

This button causes the Mendeley Citation Editor panel to appear. I have typed “vitamin c” and it has found the 'Vitamin C Transporters' article that we saved and I clicked OK to insert the reference,

The 'Vitamin C Transporters' citation has been inserted here → (Rivas et al. 2008)

Normally I would need to place the Bibliography that my citations referee to at the end of my document. But I will insert it here:

Bibliography

Anon, Plagiarism (copying the work of others) and how to avoid it | People's Open Access Education Initiative: Peoples-uni. Available at: <http://www.peoples-uni.org/book/plagiarism-copying-work-others-and-how-avoid-it> [Accessed December 3, 2011a].

Anon, Tools to Manage References for Research and Writing - HSU Library. Available at: <http://library.humboldt.edu/~rls/references.html> [Accessed December 3, 2011b].

Rivas, C.I. et al., 2008. Vitamin C transporters. *Journal of physiology and biochemistry*, 64(4), pp.357-375. Available at: <http://www.ncbi.nlm.nih.gov/pubmed/20122894>.

(The first two items on this list are the references to the two quotations at the start of this document.)

The Mendeley word-processor plug-in generates this list for you automatically, to use it place the cursor where you want the list placed and click on the '*Insert Bibliography*' button on the Mendeley Toolbar.

The citation and the Bibliography are formatted to the reference standard selected by using the '*Choose Citation Style*' button, in this case it is set to the '*Harvard Reference 1 (author-date)*' style which is the style PeoplesUni prefers.

Adding Add documents to your library

You can add documents to your library by:

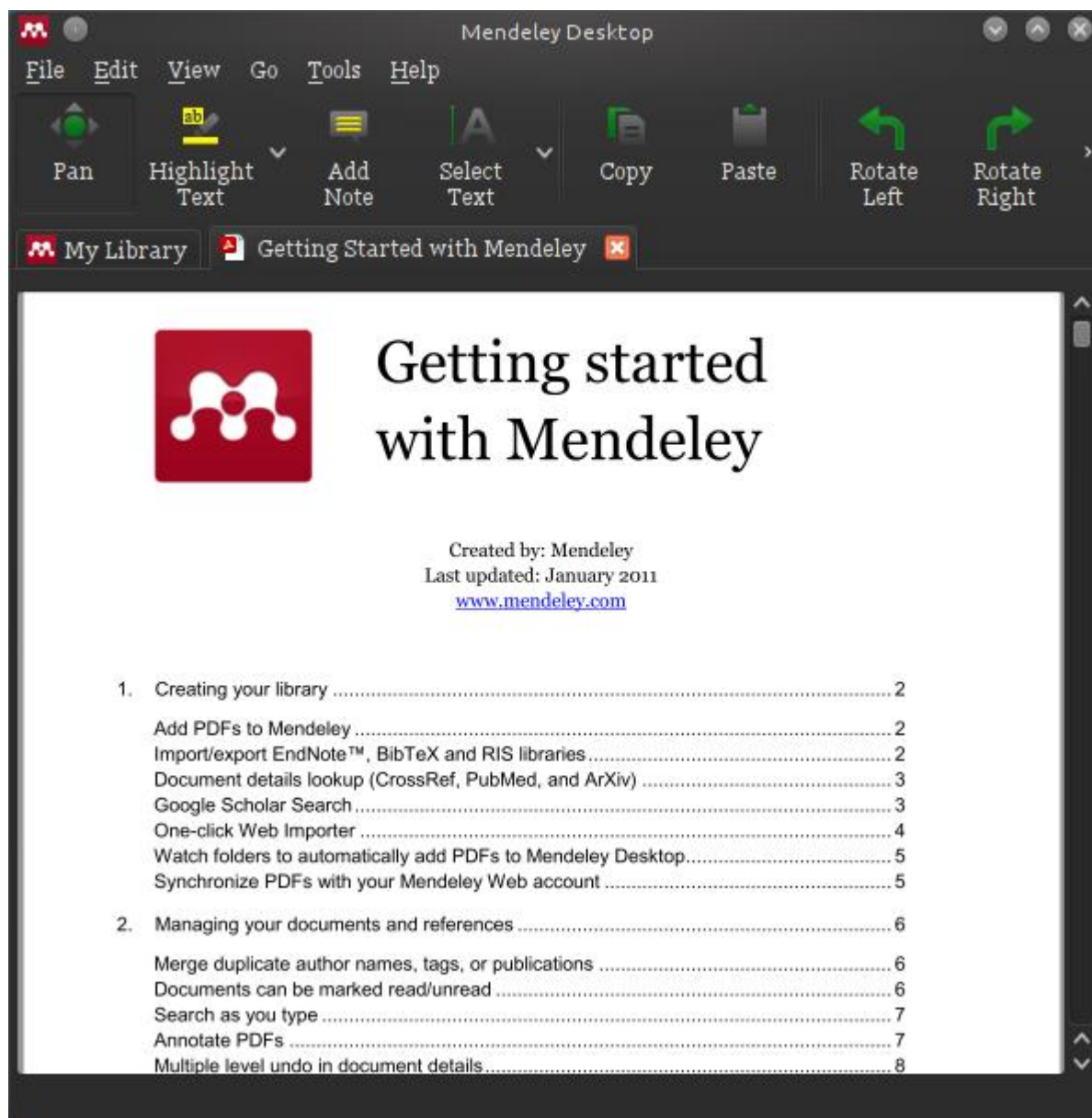
- a) Import pdf files – go to the pdf file and then click 'Import to Mendeley' which you will have created in your bookmarks previously (see above)
- b) Import a web site (<http://www.mendeley.com/import/>) – go to the web site and then click 'Import to Mendeley' which you will have created in your bookmarks previously (see above)
- c) Import a reference – go to the paper itself and then click 'Import to Mendeley' which you will have created in your bookmarks previously (see above)
- d) Add a reference directly – go to 'Add document' at the top left when you are in your Mendeley library and just enter the details as you are prompted

Other Functions

There are several useful functions you can configure for Mendeley Desktop from the menu Tools->Options, including

- Synchronizing with a Zotero reference database,
- If you have a collection of PDF or other reference documents on your computer or an a USB memory stick, you can set 'Mendeley Desktop' to watch and index the contents on the directory where you store those files.
- Store copy of all your reference documents on your PC (or usb memory stick) in a directory your chose.

There is a lot more, but the steps above are the basics. Please see the '*Getting Started Guide*' accessed from the Help menu on Mendeley Desktop for more detail.



Getting Help

We have set up a forum for students to ask questions and to gain assistance in the use of the Mendeley Reference system. Go the [Forum for questions about the Mendely Reference Manager](#)