Mendeley - Manage and Share your Research: Introduction

A quick guide on how to use Mendeley to keep track of your research, to quickly and easily cite while writing and how to share your research.

Mendeley Guidebook

Mendeley: crowd-sourced reference and citation management in the information era by Jacques Raubanheimer

Call Number: PN171 Foo.Ra 2014
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Mendeley Workshop details:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Registration</th>
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<tbody>
<tr>
<td>22nd February 2020</td>
<td>12 pm to 2 pm</td>
<td>Central Library Theatre 1</td>
<td>Cancelled</td>
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<tr>
<td>20th February 2020</td>
<td>2pm to 4pm</td>
<td>Central Library Theatre 1</td>
<td>Register Here</td>
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Learn how Mendeley can speed up your workflow, and bring important collaborative tools to the forefront of your research.

Contact:
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Send email

Ming Guang Han

http://libguides.nus.edu.sg/mendeley
Mendeley
Manage and Share Your Research

By Reference Management Team
UPCOMING WORKSHOPS
j.mp/RU_ABOUT
MENDELEY WEB VS. DESKTOP
JOINING MENDELEY INSTITUTIONAL EDITION (MIE)

1. Head to this special Mendeley link for NUS Staff and Students

2. Login with your NUSNET ID and Password if prompted and accept the Acceptable Use Policy

3. Login to the Mendeley website using the email and the password you used to register with Mendeley

4. More information:
   http://libguides.nus.edu.sg/mendeley/MIE
OVERVIEW

Using Mendeley
OVERVIEW

BUILD
1. Add PDFs and citations
2. Grab citations with the Web browser extension
3. Manual entry

ORGANISE
2. Quick ways
3. Use the folders
3. Search/locate references
4. Annotate the PDFs

USE/CITE
3. Insert and edit citations in MSWord
3. Generate the Bibliography
3. Change citation styles

COLLABORATE/DISCOVER
4. Discover within the Mendeley community
4. Collaborate with others
REFERENCES AND DOCUMENTS

1. Expressed in a citation style appropriate to your discipline/subject/journal
2. Citation styles may be expressed as in-text citations OR footnotes in the body of text
BUILD

Populating a Mendeley Library
1. ADDING NUMEROUS DOCUMENTS

Select a file or folder to add from your computer. Primarily, PDFs that contain DOI. Manual entry is generally a last resort.

Import from another reference manager, or BibTeX and .ris files.
**ADDING PDFS**

- PDFs must have a **DOI** (Digital Object Identifier) to enable Mendeley to auto-populate the key metadata fields of a citation/reference
- **Click** on the PDF, **drag and drop** into the middle panel of your Mendeley Desktop
- Check that the metadata fields are populated correctly
ADDING PDFS

Mendeley – Importing PDFs

- Useful method because most of us have many PDFs
- One of the easiest methods to add PDFs into Mendeley

Link to video: https://youtu.be/hPEVz8wVpyc
2. Mendeley Web Importer - Save Research While Browsing Online

www.mendeley.com/reference-management/web-importer#id_1

Mendeley Web Importer

Import papers, web pages and other documents directly into your reference library from search engines and academic databases. Mendeley Web Importer is available for all major web browsers.

Get Web Importer for Firefox
MENDELEY WEB IMPORTER

Browser dependent:
• Chrome or Firefox are best
• Safari is ok; some issues
• Internet Explorer & Edge are very problematic

Caveats:
It works with selected databases
The quality of metadata varies with the source
USING THE WEB IMPORTER ON GS

Select an article and import the reference to your library in one click.
MENDELEY WEB IMPORTER

Link to video: https://youtu.be/L-rcHbvawNk
3. EXPORT FROM DATABASES (.RIS)

Typically, look for the ‘Export to …’ function in a subscribed database. For example:

**EBSCO**
- Save citations to a file formatted for:
  - Direct Export in RIS Format (e.g. CITAVI, EasyBib, EndNote, ProCite, Reference Manager, Zotero)
  - Direct Export to EndNote Web
  - Generic bibliographic management software
  - Citations in XML format
  - Citations in BibTeX format
  - Citations in MARC21 format
  - Direct Export to RefWorks
  - Direct Export to EasyBib

**JSTOR**
- Export Selected Citations
  - Export to RefWorks
  - Export a RIS file
    (For EndNote, ProCite, Reference Manager, RefWorks, Zotero...)
  - Export a Text file
    (For BibTeX)
  - Using RefWorks? Find out how it works with JSTOR

**ProQuest**
- Save to My Research
  - Export/Save
    - RefWorks
    - EasyBib
  - HTML
  - PDF
  - RIS (works with EndNote, Citavi, etc.)
  - RTF (works with Microsoft Word)
  - Text only
  - XLS (works with Microsoft Excel)
A. FINDMORE @NUS LIBRARIES
B. DATABASES: SCOPUS AND SCIENCE DIRECT

Scopus

ScienceDirect

Export document settings
You have chosen to export 1 document
Select your method of export
- [ ] Mendeley
- [ ] RefWorks
- [ ] SciVal
- [ ] RIS Format
  - EndNote, Reference Manager
- [ ] CSV
- [ ] BibTeX
- [ ] Plain Text
  - ASCII in HTML

What information do you want to export?
- Citation information
- Bibliographical information
- Abstract & keywords
- Funding details

- Author(s)
- Document title
- Year
- Source title
- Volume, issue, pages
- Citation count
- Source & document type
- DOI

- Affiliations
- Serial identifiers (e.g. ISSN)
- Publisher ID
- Publisher
- Editor(s)
- Language of original document
- Correspondence address
- Abbreviated source title

- Abstract
- Author keywords
- Index keywords
- Number
- Acronym
- Sponsor
- Funding text

- RIS (for EndNote, Reference Manager, ProCite)
- BibTeX

Format:
- Text

Content:
- Citation Only
- Citation and Abstract

Export
Title: Health Beliefs and Practices Related to Dengue Fever: A Focus Group Study

Authors: Wong Li Ping and Sazaly AbuBakar


DOI: 10.1371/journal.pntd.0002310
4. MANUAL ENTRY

- Select the relevant document type
- Key in the details of the item: title, author & year are crucial
- Author field requires special attention (Last name, first names)
- ‘Source’ info is also important
ADD AN ENTRY **MANUALLY**

Link to Video: [https://youtu.be/RXSCkzYuBTw](https://youtu.be/RXSCkzYuBTw)
RE-CAP

1a. Drag & Drop a PDF

b. Import a folder containing PDFs

2. Mendeley Web Importer

3. Import a .RIS file

4. Manual Entry

Reference

Reference + Doc

Reference + Doc (if available)
ORGANIZE

Managing Your Library
QUICK WAYS OF ORGANISING ITEMS

All items in your personal library

Items added in the last two weeks

Access your recently read items

All items you’ve starred in your library

Items in need of review

Use column headings to order your references

Mark entries read or unread

Entries with attached PDFs can be opened with the PDF Reader

Star items to mark them as favorites
CREATE AND USE FOLDERS

References not added to a folder will appear in ‘Unsorted’

Your folders will be listed below. Drag and drop to re-order them.

Use ‘Create Folder’ to enter a new folder name.
SEARCH YOUR LIBRARY

Use the clear button to remove the search filter

Enter your search term in the search field

Click on a specific folder to search within it

Mendeley’s search tool will look at reference metadata, but will also search within the full text of PDF papers.
SEARCH YOUR DOCUMENTS

Add tags to papers in your library which share a common theme

Use the Filter Menu to filter your library view to only include tagged items

You can also filter by Author, Author Keywords and Publication
CHECKING FOR DUPLICATES

Under ‘Tools’ …

Invite Colleagues…
Install Web Importer
Uninstall MS Word Plugin

Check for Duplicates
PDF VIEWER
Highlight and Annotate Documents
THE PDF VIEWER

PDF shows in a separate tab

Annotation tools are shown only in this tab
SYNC
CITE
Using the Mendeley Citation Plug-In
INSTALL THE CITATION PLUG-IN
The citation tool bar appears in Word automatically.

Windows & Mac Word 2016
1. Click ‘Insert or Edit Citation’

2. Search by author, title or year, or select a document from your Mendeley library

3. Select the article or book, and click ‘ok’ to automatically cite that text in Word
EDITING AND ADDING TO CITATIONS

1. Select your citation and click ‘Insert or Edit Citation’

2. Click on your citation (here: ‘Carroll 2011’)

3. Use the Citation Editor to add page numbers, other information, or to suppress the author


All formatting of the bibliography (font size, line spaces, hanging paragraphs) are done in MSWord
CHANGING CITATION STYLES

Just choose the relevant style that you want. If it cannot be found, click on "More Styles..."
FINDING A CITATION STYLE

Click on ‘Get More Styles’ if you are not using the standard styles under the ‘Installed’ tab.

There are > 9,000 styles.
LAST BUT NOT LEAST . . .

Before you submit or share your Word doc, please remember to save it without the Mendeley fields.

Before you share your document or send it to the publisher, your work should be code free (Savage, Lye, & Ofori, 2010). Go to the Mendeley Cite-O-Matic, and export the document as ‘without Mendeley codes’.

It will save you a lot of time and heartache later.

Bibliography

CITING AND CREATING BIBLIOGRAPHIES

Link to Video: https://youtu.be/19I5VKZWC5M
COLLABORATE

Join and Create Groups to Share References
DISCOVER
New Research, Recommendations, and Impact
When using Mendeley Web to search for articles, use the Library Proxybookmarklet to access the full-text
Let us know if you need help or resources
NUS LIBRARIES’ MENDELEY YOUTUBE PLAYLIST

- NUS Libraries has created a Mendeley YouTube Playlist with videos on how to use Mendeley

- You can access these videos at https://www.youtube.com/playlist?list=PL55ab3KkOp0j3d48dLE-K8fXPhtJqsSqS
CONNECT WITH US @NUSLIBRARIES
HAVE A MINUTE?
HELP US IMPROVE
j.mp/RU_fdbk

Programme Title: Mendeley
Date & Time: 2nd July 2020, 2pm