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 Training Sessions

Learn how Mendeley can speed up your workflow, and bring important collaborative tools to the forefront of your research.

Mendeley Workshop details:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>22nd February 2020</td>
<td>12 pm to 2 pm</td>
<td>Central Library Theatre 1</td>
<td>Cancelled</td>
</tr>
<tr>
<td>20th February 2020</td>
<td>2pm to 4pm</td>
<td>Central Library Theatre 1</td>
<td>Register Here</td>
</tr>
</tbody>
</table>

Resource Librarian

Ming Guang Han

Contact:
NUS Central Library
+65 6516 3127
Send email
Mendeley
Manage and Share Your Research

By Reference Management Team
UPCOMING WORKSHOPS
j.mp/RU_ABOUT
House Rules

• Please use your personal name after logging in
• You will be muted by default but you may keep your camera on
• Questions during the workshop can be typed into the chat screen

Music: https://www.bensound.com
Photography, audio and video recordings may be taken by NUS Libraries at this event and be used for NUS Libraries' archival, communications and promotional purposes.

By joining the event, you agree to be filmed for any and all media purposes without compensation or acknowledgement.
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

OVERVIEW

Using Mendeley

Sign in

Email address

Password

Forgot password?

Keep me signed in

Sign in >

Mendeley now supports signing in with your Elsevier credentials.
Show details

Not on Mendeley? Create a free account
OVERVIEW

1. **BUILD**
   - Add PDFs and citations
   - Grab citations with the Web browser extension
   - Manual entry

2. **ORGANISE**
   - Quick ways
   - Use the folders
   - Search/locate references
   - Annotate the PDFs

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

4. **COLLABORATE/DISCOVER**
   - Discover within the Mendeley community
   - 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
Populating a Mendeley Library
1. ADDING NUMEROUS DOCUMENTS

Select a file or folder to add from your computer

Primarily, PDFs that contain DOI

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

Manual entry is generally a last resort
• 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

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.
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 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)
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
- [x] 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

Format
- [x] RIS (for EndNote, Reference Manager, ProCite)
- [ ] BibTeX

Content
- [ ] Citation Only
- [ ] Citation and Abstract

Export
4. ADD AN ENTRY MANUALLY

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

**Authors:** Wong Li Ping and Sazaly AbuBakar

**Journal details:** PLOS Neglected Tropical Diseases, 2003, Volume 7, Issue No. 7

**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
RE-CAP

1. Drag & Drop a PDF
   a. Drag & Drop a PDF
   b. Import a folder containing PDFs

2. Mendeley Web Importer
   Reference + Doc (if available)

3. Import a .RIS file
   Reference

4. Manual Entry
   Reference
ORGANIZE
Managing Your Library
QUICK WAYS OF ORGANISING ITEMS

- 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

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
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
THE PDF VIEWER

PDF shows in a separate tab

Annotation tools are shown only in this tab
SYNC
Using the Mendeley Citation Plug-In
INSTALL THE CITATION PLUG-IN
THE CITATION TOOL BAR APPEARS IN WORD AUTOMATICALLY

Windows & Mac Word 2016

Mac toolbar (for older MSWord)
GENERATE IN-TEXT CITATIONS IN WORD

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
INSERTING YOUR BIBLIOGRAPHY


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
MENDELEY WEB SEARCH & THE LIBRARY PROXY BOOKMARKLET

When using Mendeley Web to search for articles, use the Library Proxybookmarklet to access the full-text.
TIME FOR A SHORT QUIZ!

Using your phones or laptops, login to:

https://pollev.com/hmg
TALK TO US

Let us know if you need help or resources
TECH SUPPORT (UK BASED)  Mendeley Support Hub
Limited tech knowledge but we’ll try to help 😊

hanmingguang@nus.edu.sg
winnifred@nus.edu.sg
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
Programme Title: Mendeley
Date & Time: 19th August 2020
10 am