

ATHENA WEBINAR

Utilize the accessible resources wisely: journal assessment for publishing and information management using Mendeley tool

11th of May, 2023
13:00 - 14:30 CET
Online on ZOOM

#RESEARCHtips



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Mendeley: an information management tool



11 May, 2023

Content

Bibliographic information management tool **Mendeley**:
functionality,
information search,
saving sources,
inserting citations in the text,
creating a bibliography



Bibliographic information management tools:

Facilitates the preparation of written works:

- organize and systematize information and full texts of publications,
- cite and make a bibliography.



Citationsy*



etc.

Mendeley possibilities

- Collection and grouping of documents;
- E-mail document storage, annotation (in PDF format; 2 GB free of charge);
- Access to cited sources online and in the desktop application;
- Choosing the right citation style;
- Automatic compilation of the bibliography;
- Creating groups, collaborating with other researchers, sharing records.



Mendeley Reference Manager



Web Importer

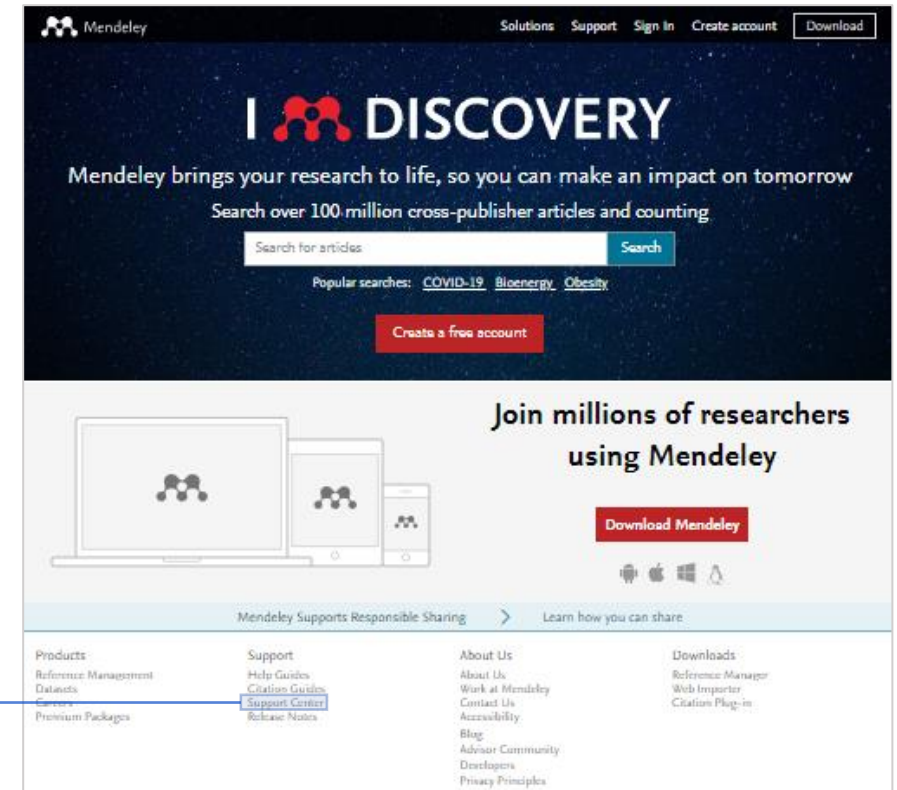
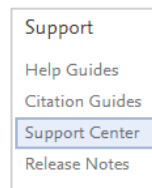


Mendeley Cite

Mendeley technical requirements

- Operating systems: *Windows, Mac, Linux*;
- Web browsers: *Chrome, Firefox, Microsoft Edge, Safari*
(*JavaScript* and *cookies* must be enabled.);
- Text processors: *MS Office, Libre Office*

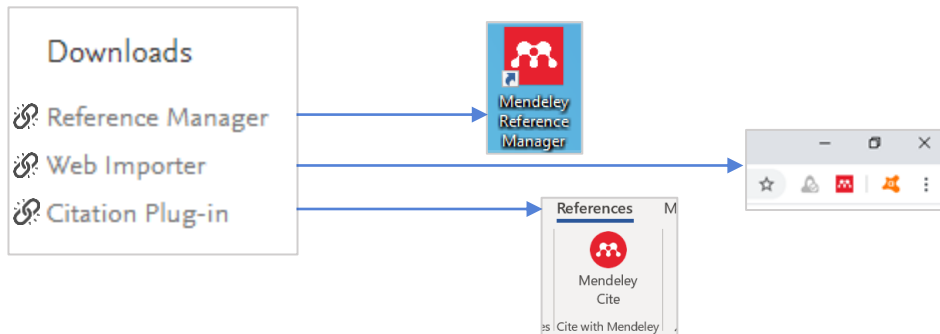
 [For more information](#)



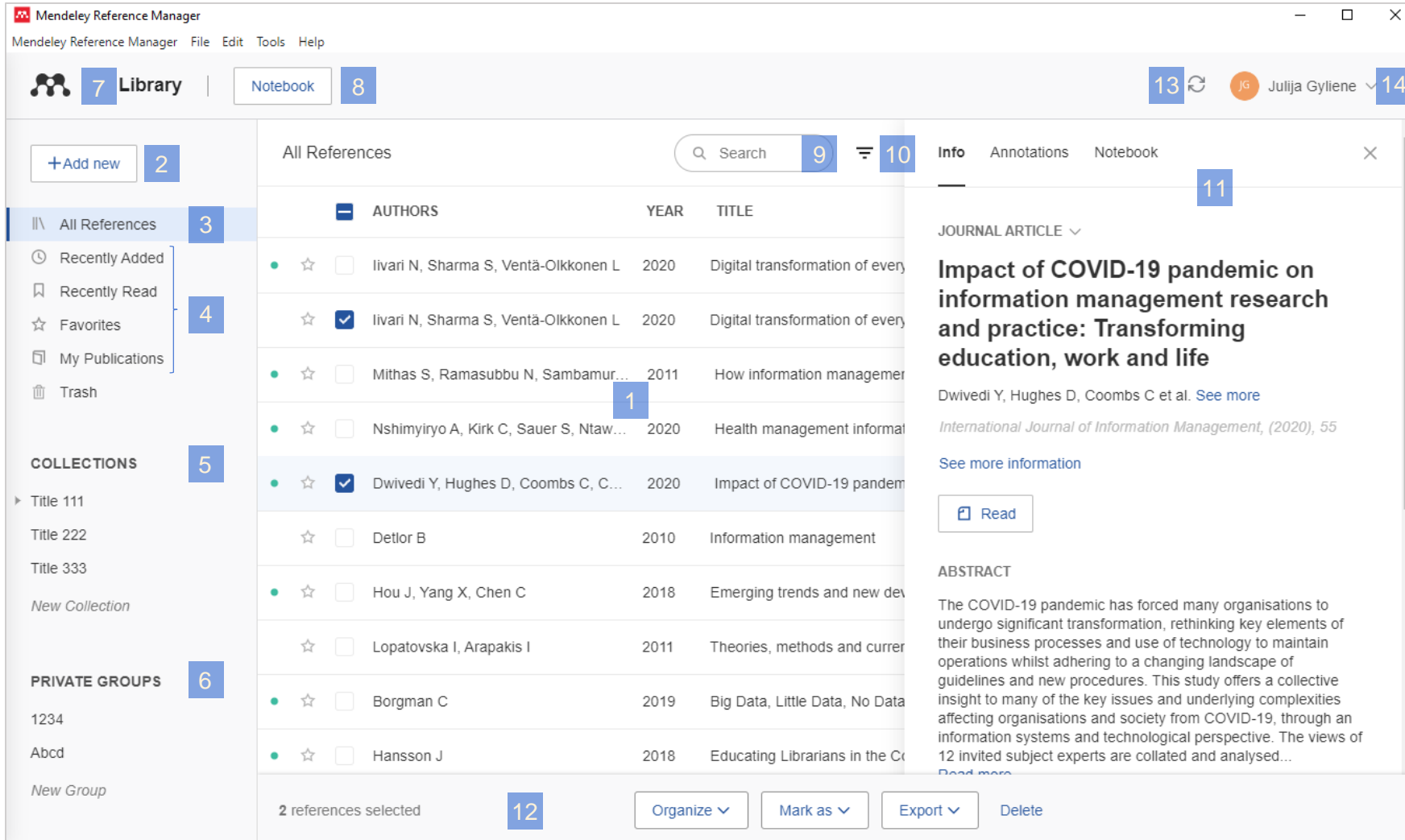
Mendeley

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

1. Create a free account
2. Sign in
3. Download:



Navigate Mendeley Reference Manager



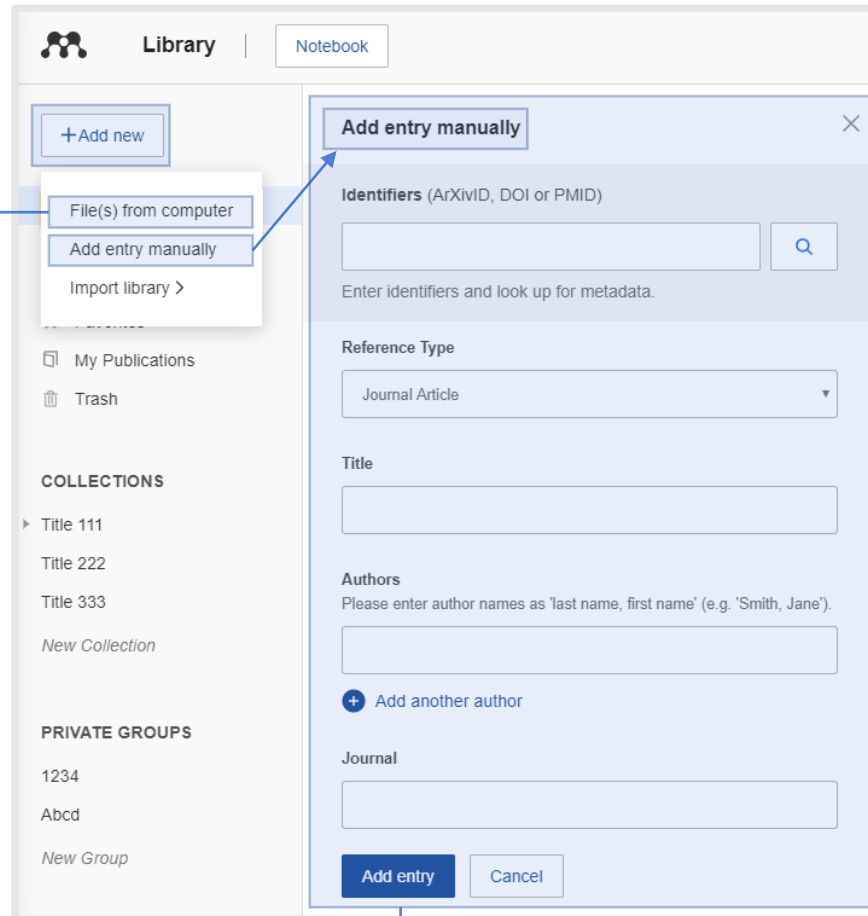
The screenshot shows the Mendeley Reference Manager interface. The top bar includes the application name, menu options (File, Edit, Tools, Help), and user information (Julija Gyliene). The main area is divided into a left sidebar, a central table of references, and a right-hand info panel. The sidebar contains sections for 'Library' (with a '+Add new' button), 'COLLECTIONS', and 'PRIVATE GROUPS'. The central table lists references with columns for 'AUTHORS', 'YEAR', and 'TITLE'. The right-hand panel shows details for a selected reference, including its title, authors, and abstract. Numbered callouts (1-14) point to various UI elements: 1. Checkmark in the 'Action panel' of a reference row; 2. '+Add new' button; 3. 'All References' in the sidebar; 4. 'Recently Added', 'Recently Read', 'Favorites', and 'My Publications' in the sidebar; 5. 'COLLECTIONS' section; 6. 'PRIVATE GROUPS' section; 7. 'Library' button; 8. 'Notebook' button; 9. Search bar; 10. Filter icon; 11. Info panel; 12. '2 references selected' status; 13. Sync icon; 14. User profile icon.

AUTHORS	YEAR	TITLE
livari N, Sharma S, Ventä-Olkkonen L	2020	Digital transformation of every...
livari N, Sharma S, Ventä-Olkkonen L	2020	Digital transformation of every...
Mithas S, Ramasubbu N, Sambamur...	2011	How information managemer...
Nshimiyryo A, Kirk C, Sauer S, Ntaw...	2020	Health management informat...
Dwivedi Y, Hughes D, Coombs C, C...	2020	Impact of COVID-19 pandem...
Detlor B	2010	Information management
Hou J, Yang X, Chen C	2018	Emerging trends and new dev...
Lopatovska I, Arapakis I	2011	Theories, methods and curren...
Borgman C	2019	Big Data, Little Data, No Data...
Hansson J	2018	Educating Librarians in the C...

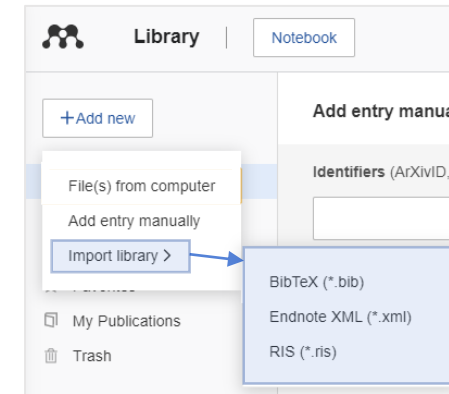
- 1. Library table** – all the references in your selected collection or group
- 2. Add new** references to your library
- 3. All References** or your library
- 4. Smart Collections** – Mendeley Reference Manager automatically organizes aspects of your library into smart collections
- 5. Custom Collections** – Keep your references organized in custom collections
- 6. Private Groups** you have created or joined
- 7. Library** – return to the main library view
- 8. Notebook** – keep all your thoughts in one place
- 9. Search** your library
- 10. Filters** by authors or tags
- 11. Info panel** – select a reference in the library table to view the metadata in the info panel
- 12. Action panel** – select the check box next to a reference in the library table to bring up the action panel
- 13. Sync** - Mendeley Reference Manager automatically syncs any changes you make to the cloud
- 14. Profile** – access your online profile page, access support or sign out of your account

Mendeley Library: create, import, add

Select file(s) from your computer or drag and drop PDFs from your computer. Mendeley automatically captures author, title and publisher information.

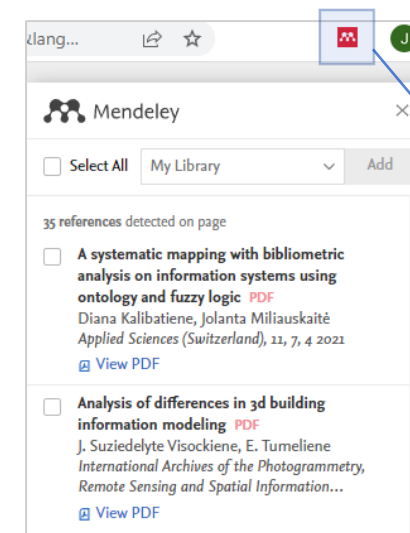


Manually create an entry. If you enter the DOI into the appropriate field Mendeley automatically looks up the details for you.



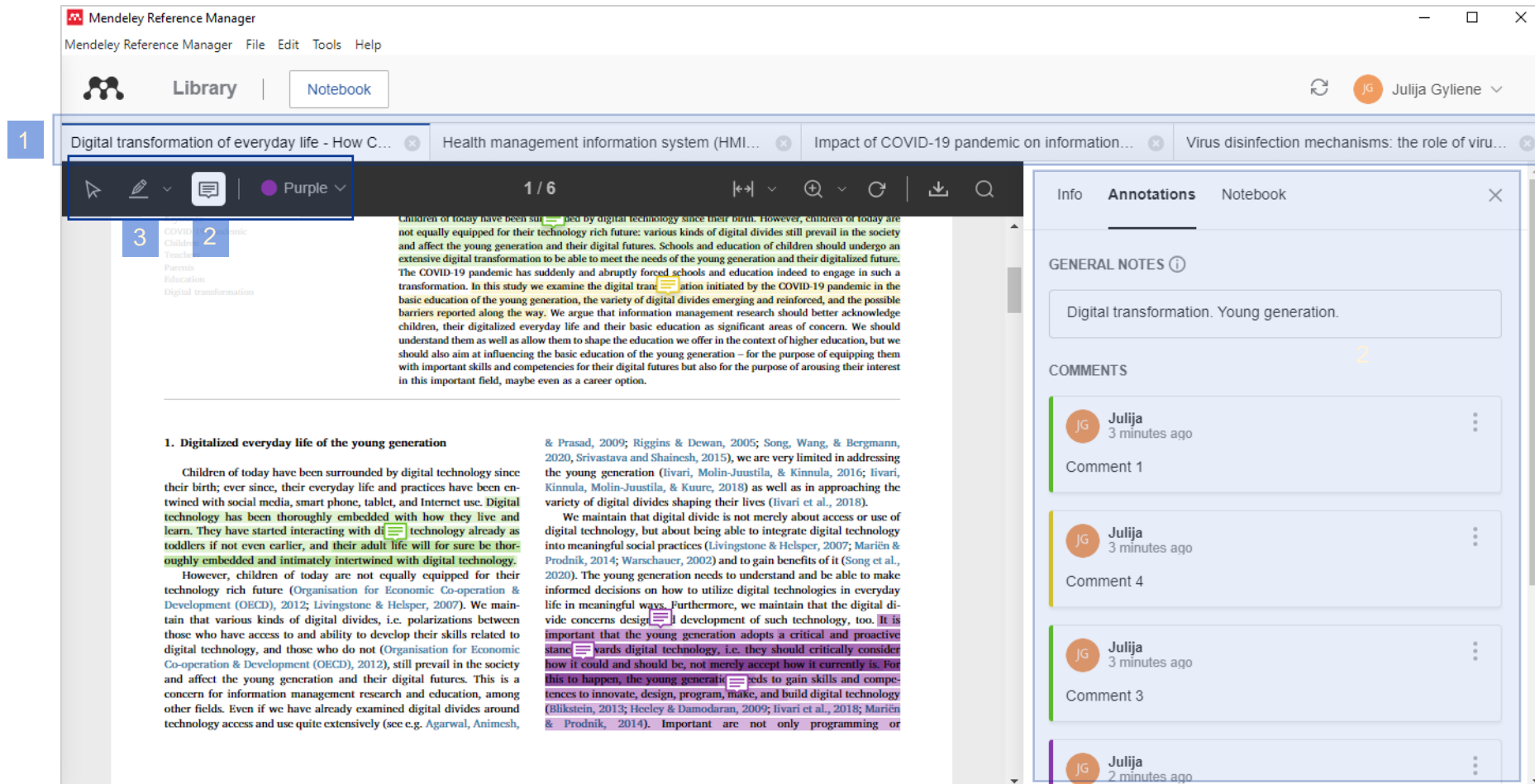
Import files from your computer.

- Select and add locally stored references.
- Import locally stored BibTeX, RIS or EndNote XML files.



Import content from the internet using Mendeley Web Importer.

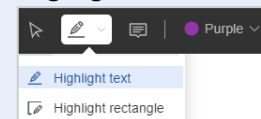
Highlight and annotate PDFs



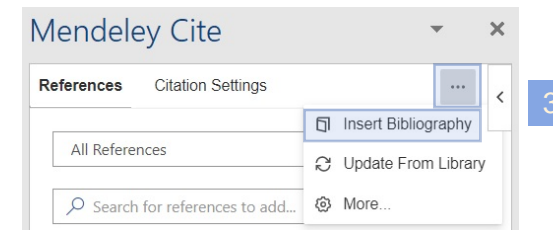
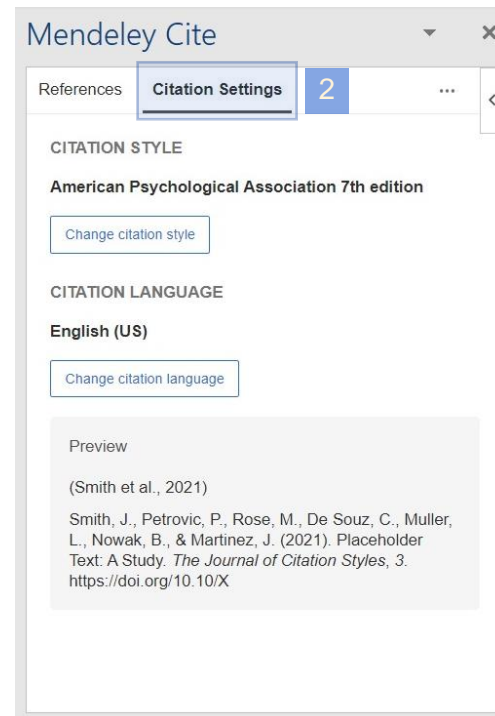
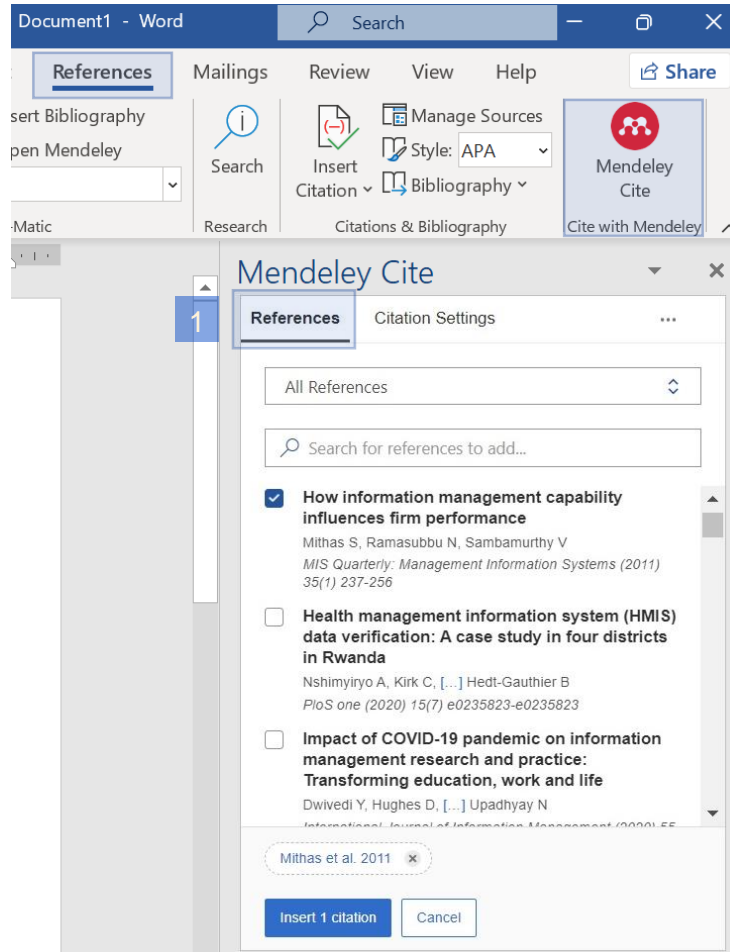
The screenshot displays the Mendeley Reference Manager application window. The top menu bar includes 'Mendeley Reference Manager', 'File', 'Edit', 'Tools', and 'Help'. Below the menu is a 'Library' tab and a 'Notebook' tab. The main window shows a list of PDF documents, with the first document, 'Digital transformation of everyday life - How C...', selected. The document is open in a viewer, showing a page with text and a sidebar with navigation icons. A toolbar at the top of the viewer includes a search icon, a highlight icon, a comment icon, and a color selection dropdown set to 'Purple'. The document text is annotated with purple highlights and comments. A right-hand sidebar titled 'Annotations' shows a list of general notes and comments. The first note is 'Digital transformation. Young generation.' and the first comment is 'Comment 1' by Julija 3 minutes ago. The second comment is 'Comment 4' by Julija 3 minutes ago, and the third is 'Comment 3' by Julija 3 minutes ago. The fourth comment is 'Comment 2' by Julija 2 minutes ago.

If the downloaded record contains a PDF document, you can:

1. Work with multiple PDF files
2. Annotate PDFs
3. Highlight the text



Insert citations and bibliographies



Use the Mendeley Cite add-in for MS Word to generate citations and bibliographies:

1. Find and insert individual or multiple **references** into your document.
2. Select from thousand of different **citation styles**.
3. Generate a **bibliography**.

If you need to edit the bibliographic descriptions in the reference list, please make the corrections in the Mendeley Reference Manager tool (not in MS Word).

Live presentation:

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

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