

u^b

b

**UNIVERSITÄT
BERN**

Mendeley

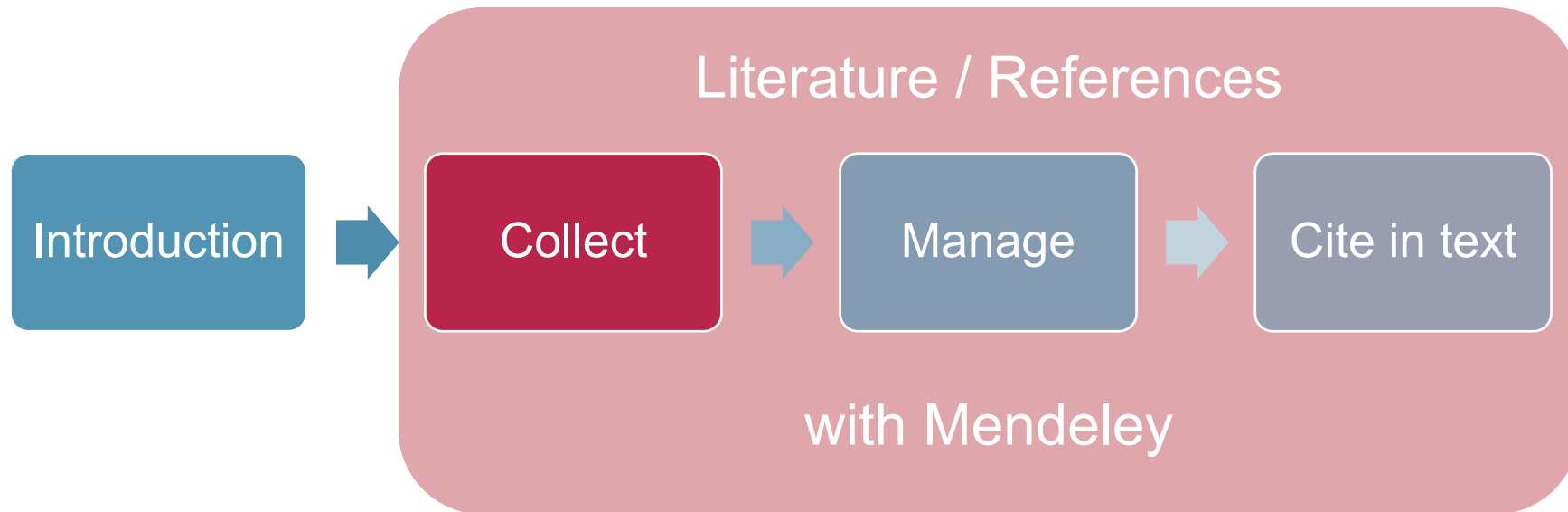
Easy and efficient reference management

Dr. Aline Frank and Dr. Eri Amsler, University Library Bern, www.unibe.ch/ub/sciencelibrary
Online video course FS 2023 (accompanying slides in English)

Part 2

u^b

Part 2 – Collect references



u^b Desktop view – Library

The screenshot shows the Mendeley Reference Manager desktop application. The main window displays a list of references under the heading "All References". The interface includes a menu bar at the top with "File", "Edit", "Tools", and "Help". Below the menu bar, there are tabs for "Library" and "Notebook". A search bar and "Filters" button are located in the top right corner. The left sidebar contains a list of folders, including "All References", "Recently Added", "Recently Read", "Favorites", "My Publications", and "Trash". Below this, there is a section for "COLLECTIONS" with entries like "Demo Schulungen", "Test Collection", and "New Collection". The main area displays a table of references with columns for "AUTHORS", "YEAR", "TITLE", "SOURCE", "ADDED", and "FILE".

predefined folders

- All References
- Recently Added
- Recently Read
- Favorites
- My Publications
- Trash

individually created collections

- Demo Schulungen
- Test Collection
- New Collection

Main window with reference details

	AUTHORS	YEAR	TITLE	SOURCE	ADDED	FILE
<input type="checkbox"/>	Wigley F	2009	Vascular disease in scleroderma.	Clinical reviews in :	3.3.2022	
<input type="checkbox"/>	Strandness D, Eidt J	2000	Peripheral vascular disease.	Circulation	3.3.2022	
<input type="checkbox"/>	Clavijo L	2015	Vascular disease. Preface.	Cardiology clinics	3.3.2022	
<input type="checkbox"/>	Symons G	2014	Vascular disease--everyone's problem.	South African medi	3.3.2022	
<input type="checkbox"/>	Le H, Shakoor A	2021	Diabetic and Retinal Vascular Eye Disease.	The Medical clinics	3.3.2022	
<input type="checkbox"/>	De Meyer G, Grootaert M, Michie...	2015	Autophagy in vascular disease.	Circulation researc	3.3.2022	
<input type="checkbox"/>	Swenty C, Hall M	2020	Peripheral Vascular Disease.	Home healthcare n	3.3.2022	
<input type="checkbox"/>	Mehryar S, Sasson I, Surminski S	2022	Supporting urban adaptation to climate change: Wha	Urban Climate	10.2.2022	
<input type="checkbox"/>			Titel Kapitel		25.11.202	

u^b Create new references

Several possibilities

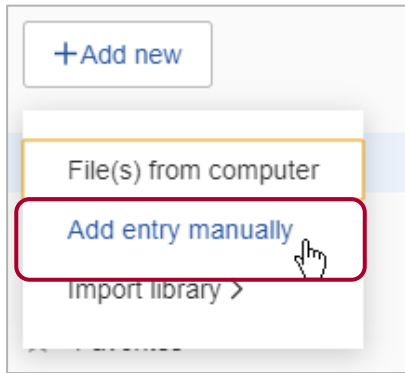
1. Enter manually
2. PDF drag & drop
3. Web importer, e.g. from swisscovery-catalogue or from publishing platform
4. Export from literature databases (Scopus, Web of Science etc.)
5. Import from other literature management systems (Citavi, EndNote, Zotero, etc.)

Tip:

Check each reference right after creation

→ *No later corrections necessary, saves a lot of time*

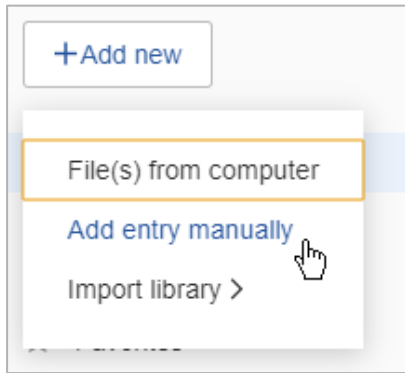
1. Enter manually

A screenshot of a web form titled 'Add entry manually' with a close button (X) in the top right corner. The form is divided into several sections: 1. 'Identifiers (ArXivID, DOI or PMID)' with a text input field and a search icon. Below it is the instruction 'Enter identifiers and look up for metadata.' 2. 'Reference Type' with a dropdown menu currently set to 'Journal Article'. 3. 'Title' with a text input field. 4. 'Authors' with a text input field and the instruction 'Please enter author names as 'last name, first name' (e.g. 'Smith, Jane').' Below this is a blue '+ Add another author' button. 5. 'Journal' with a text input field. 6. 'Year' and 'Pages' sections. 'Year' has a text input field. 'Pages' has a 'from' field, a hyphen, and a 'to' field. 7. 'Volume' and 'Issue' sections, each with a text input field. At the bottom of the form are two buttons: 'Add entry' (highlighted with a red box) and 'Cancel'.

Tip:
Ideal for old articles and book chapters. Attach PDF if possible.

1. If available and known: enter DOI for automated import of metadata
2. Enter reference type
3. Fill in fields

1. Enter manually



The 'Add entry manually' form contains the following fields and sections: 'Identifiers (ArXivID, DOI or PMID)' with a search input; 'Reference Type' dropdown menu set to 'Journal Article'; 'Title' text input; 'Authors' section with a text input and a '+ Add another author' button; 'Journal' text input; 'Year' and 'Pages' (with 'from' and 'to' sub-inputs) text inputs; 'Volume' and 'Issue' text inputs; and 'Add entry' and 'Cancel' buttons at the bottom.

Open new reference, add details

The 'Info' tab for a journal article displays the following information: 'JOURNAL ARTICLE' with a dropdown arrow; title 'Is the climate warming or cooling?'; authors 'Easterling D, Wehner M'; journal 'Geophysical Research Letters, (2009), 36(8)'; 'Add additional information' link; 'ABSTRACT' section with 'Add text' input; 'TAGS' section with a '+ Add another tag' button and a tag input field containing 'tag name' with a close button; 'FILES' section with a '+ Add files' button; 'URLS' section with an 'Add a URL' input; 'IDENTIFIERS' section with 'ISSN: 0094-8276'; and 'CITATION KEY' section with an 'Add a citation key, e.g. Parker2005' input.

- e.g. enter tags
- e.g. attach PDF
- e.g. add a URL

u^b

1. Enter manually

Common reference types

Journal Article

Title, Authors, Journal, Year, Volume, Issue, Pages

Book

Title, Authors, Year, Pages, City, (Edition), (Editors),
Publisher

Book Section

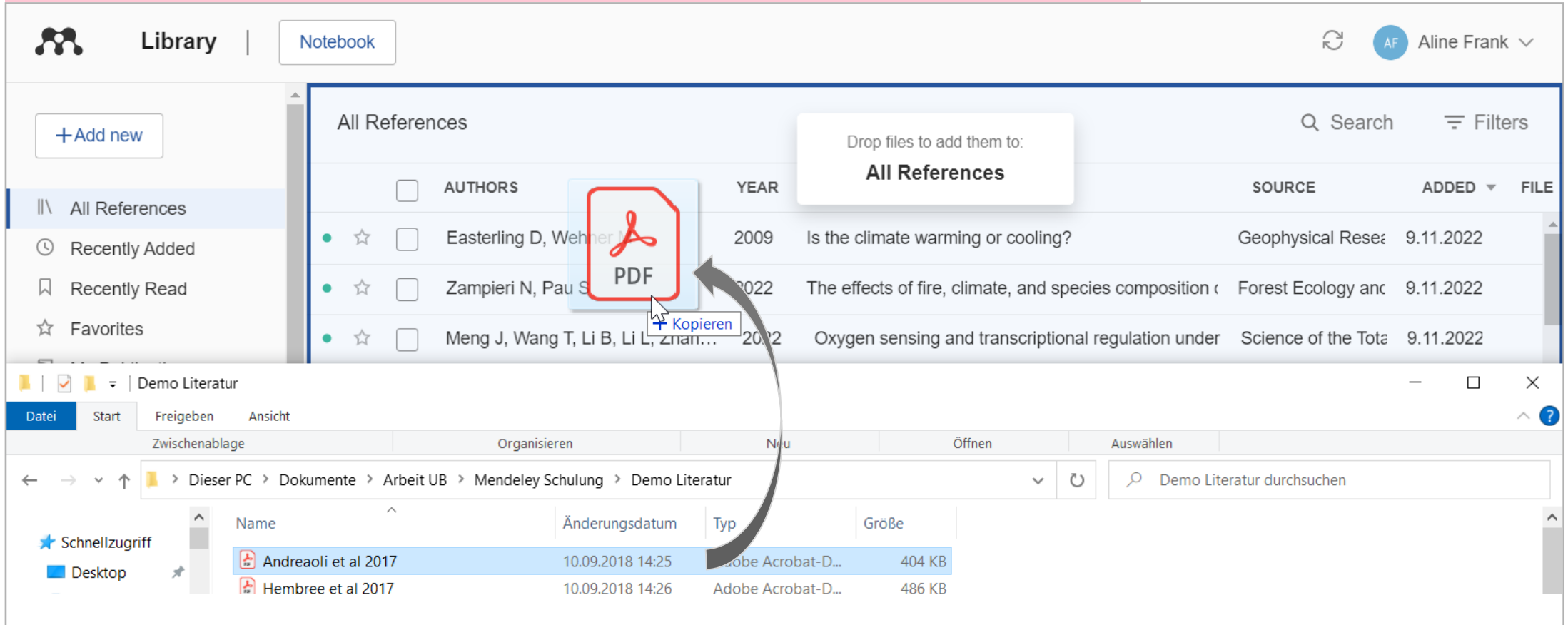
Title, Authors, Book Title, Year, Pages, City, (Edition),
Editors, Publisher

Tips:

- ✓ Do not format entries, do not use of abbreviations, punctuations & special characters.
- ✓ For internet-based references: Entering a DOI (digital object identifier) and URL is worthwhile for quick retrieval.
- ✓ There is no reference type for maps in Mendeley; use “unspecified”. Tips to cite maps can be found [here](#).


2. PDF Drag & Drop

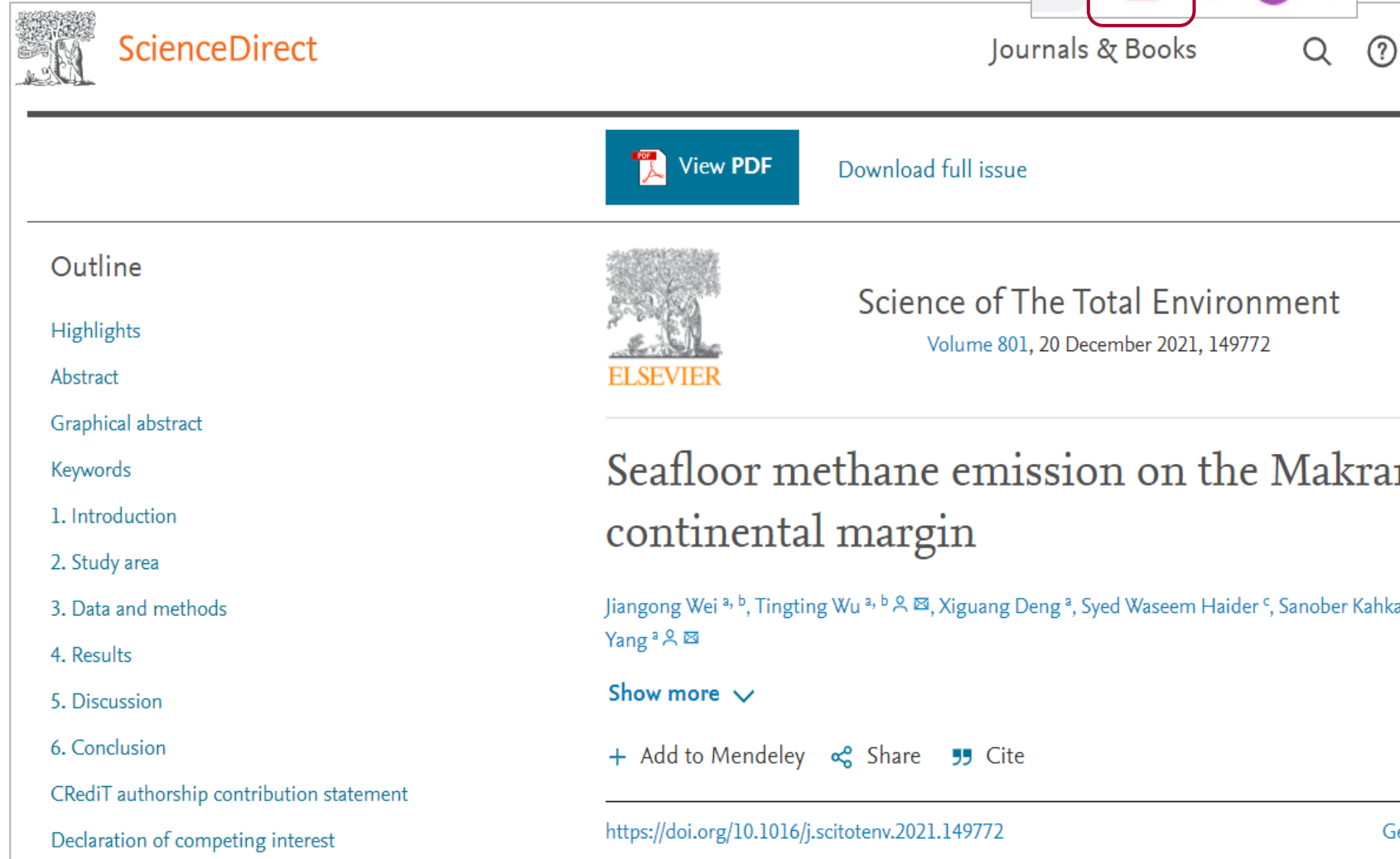
Click on PDF in your desktop folder and drag and drop into the Mendeley Library:



u^b

3. Web Importer

1. Search for article in an online literature database
2. Open publishing website with full text («view PDF at publisher» or similar)
3. Use Web Importer 
4. Choose Collection folder
5. Save reference (“Add to Mendeley”)
6. Data will be imported into the web-version, and will appear in the desktop-version after the next synchronization
7. Check the data!



The screenshot shows a ScienceDirect article page. The browser's toolbar at the top right contains a star icon, a red Web Importer icon (highlighted with a red box), a gear icon, a purple 'A' icon, and a vertical ellipsis icon. Below the toolbar, the ScienceDirect logo is visible on the left, and 'Journals & Books' is on the right. The article title is 'Science of The Total Environment', Volume 801, 20 December 2021, 149772. The article title is 'Seafloor methane emission on the Makran continental margin'. The authors are Jiangong Wei ^{a, b}, Tingting Wu ^{a, b}, Xiguang Deng ^a, Syed Waseem Haider ^c, Sanober Kahkha Yang ^a. The article has a 'View PDF' button and a 'Download full issue' link. The left sidebar contains a table of contents with sections: Outline, Highlights, Abstract, Graphical abstract, Keywords, 1. Introduction, 2. Study area, 3. Data and methods, 4. Results, 5. Discussion, 6. Conclusion, CRediT authorship contribution statement, and Declaration of competing interest. At the bottom right, there is a 'Show more' dropdown and buttons for '+ Add to Mendeley', 'Share', and 'Cite'. The DOI link is <https://doi.org/10.1016/j.scitotenv.2021.149772>.

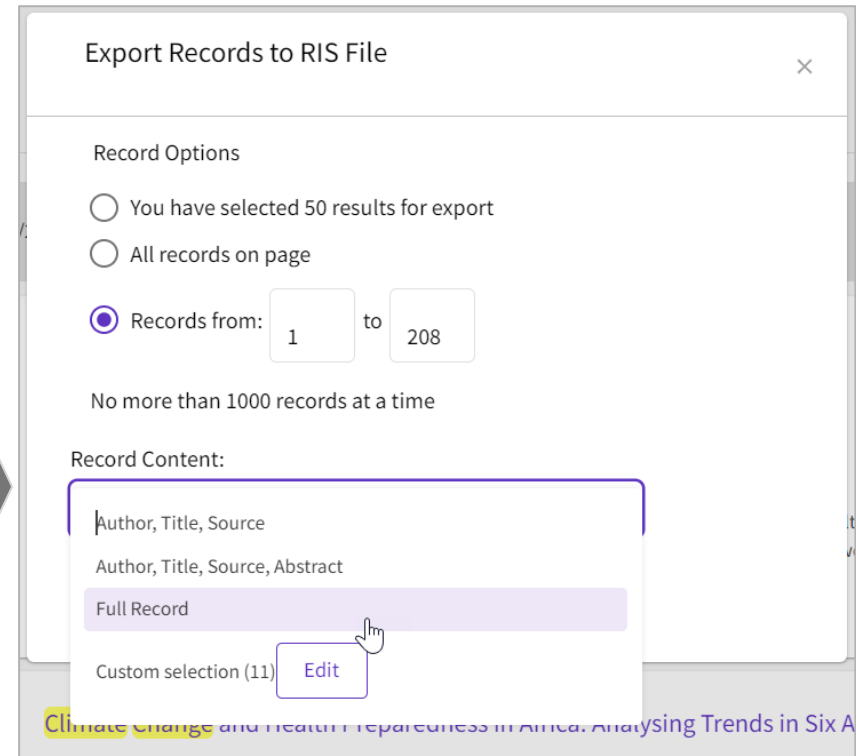
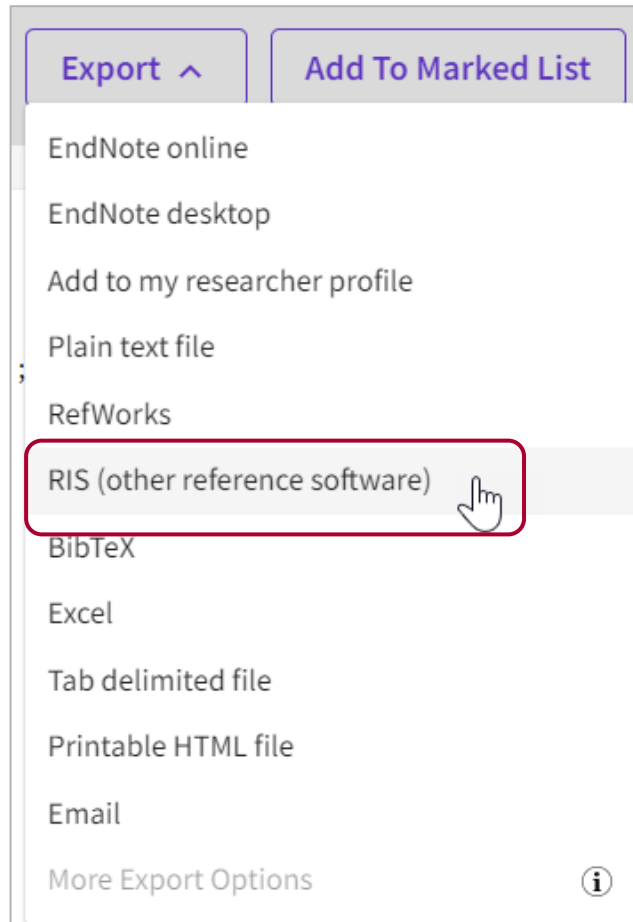
u^b

4. Export from database, without Web Importer e.g. Web of Science

1. Search article in literature database

2. Export reference(s):

Export → *RIS* → choose
Record Content → *Export*

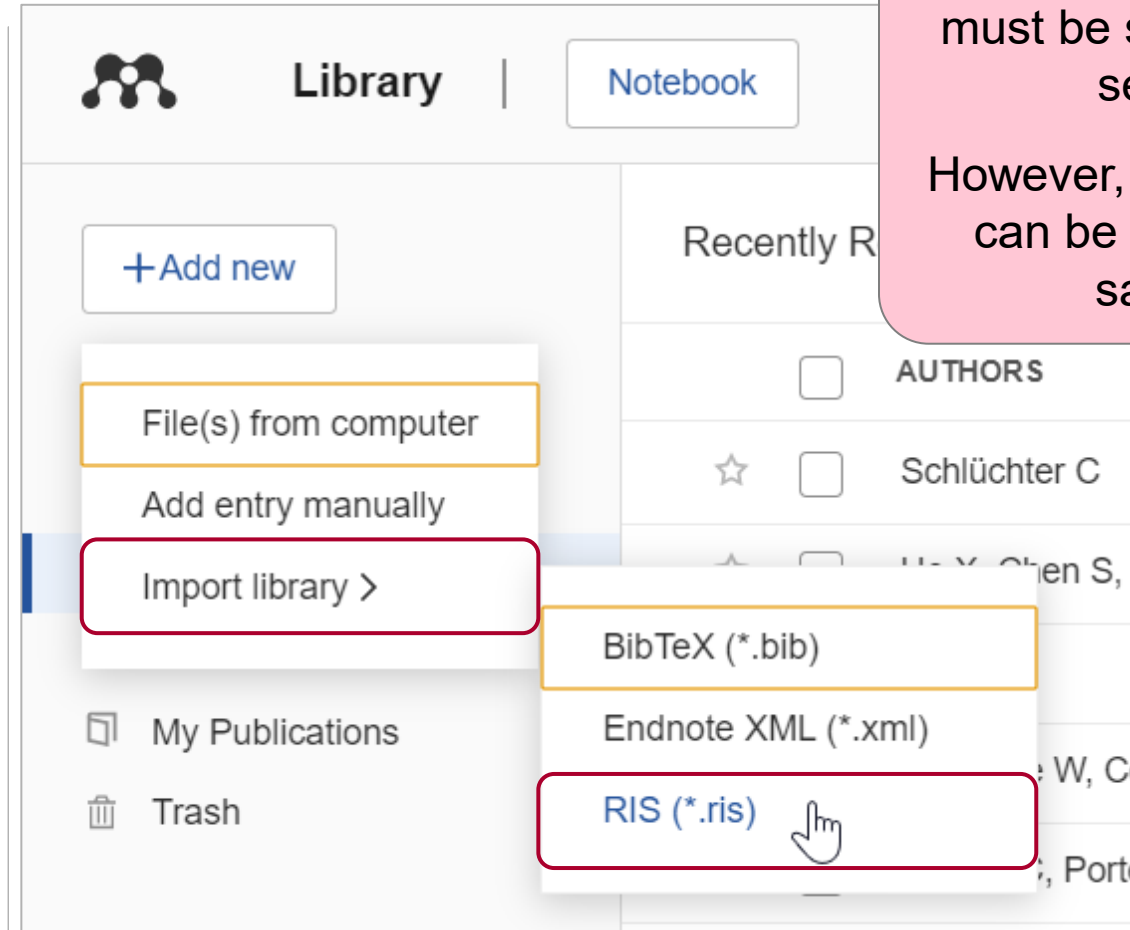


u^b

4. Export from database, without Web Importer

e.g. Web of Science

1. Search article in literature database
2. Export reference(s):
Export → *RIS* → choose Record Content → *Export*
3. Import in Mendeley via:
+Add new / Import library / *RIS* → import .ris-file from Downloads



Attention:

PDFs are not automatically included this way. They must be saved and linked separately.

However, many references can be imported at the same time.

u^b

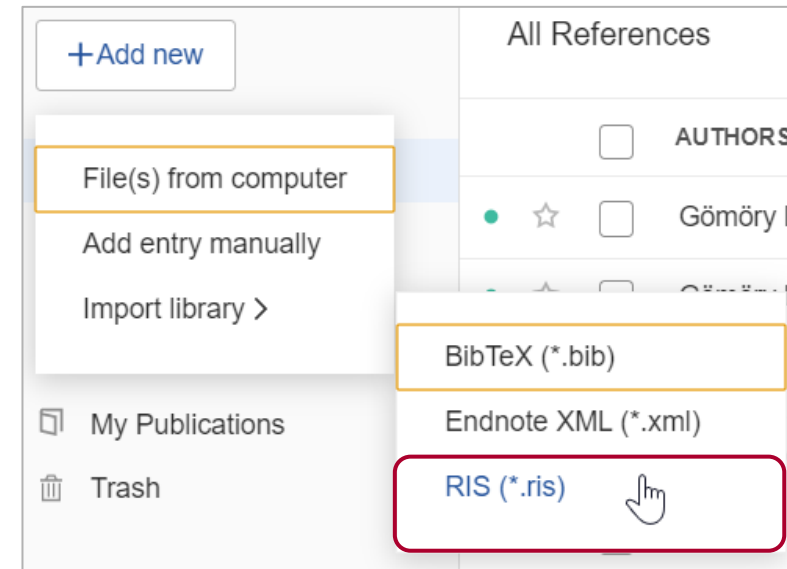
5. Import from other programs Zotero, EndNote, Citavi. etc.

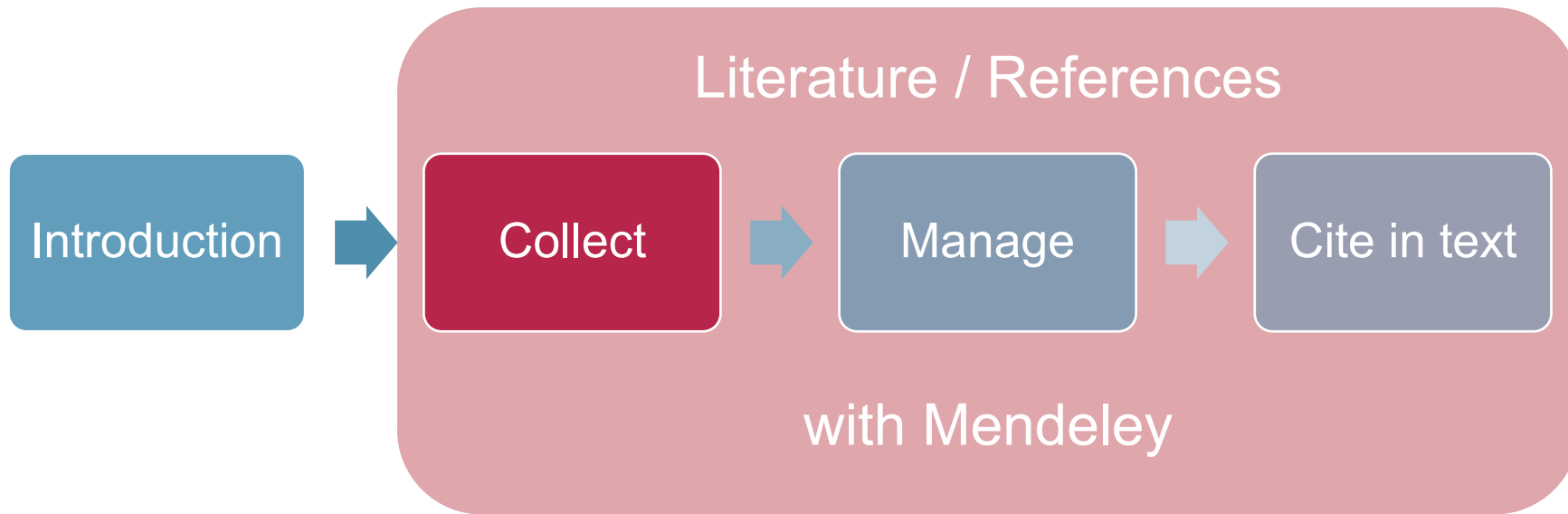
Same procedure as export from literature database:

1. Export of references from Zotero, EndNote, Citavi, etc. as .bib-, .xml- or .ris-file
2. Import file in Mendeley:

+Add new / Import library / RIS

➔ import .ris-file from Downloads





u^b

Contact

University Library Bern, reference management

tools.ub@unibe.ch

More courses in reference management:

https://www.ub.unibe.ch/services/courses/index_eng.html

Mendeley: Easy and efficient reference management

Online video course (accompanying slides in English)

Part 2 – Collect references

University Library Bern

CC-BY 4.0

2023