



PAPER WRITING

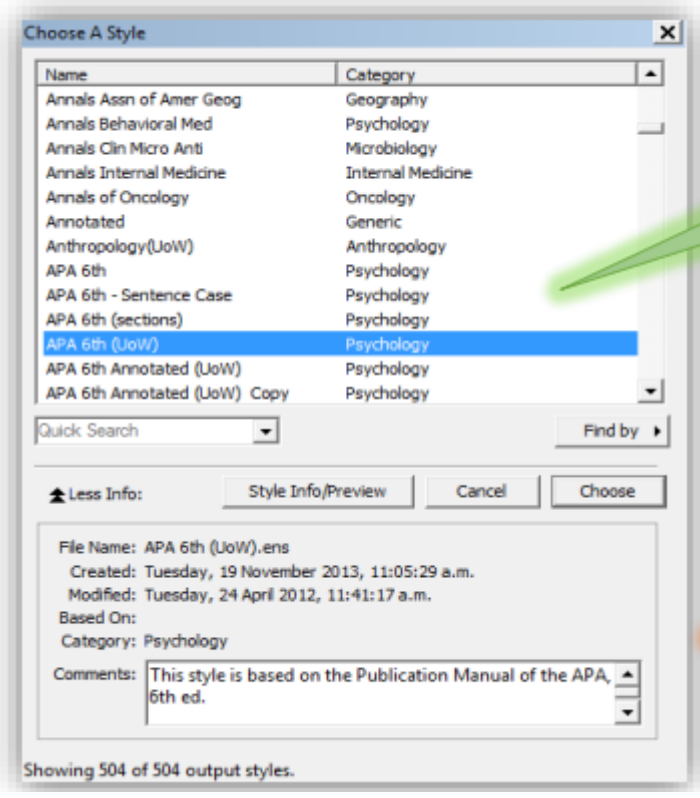
**Guide to Use Reference Manager (EndNote &
Mendeley Software)**

Module 11

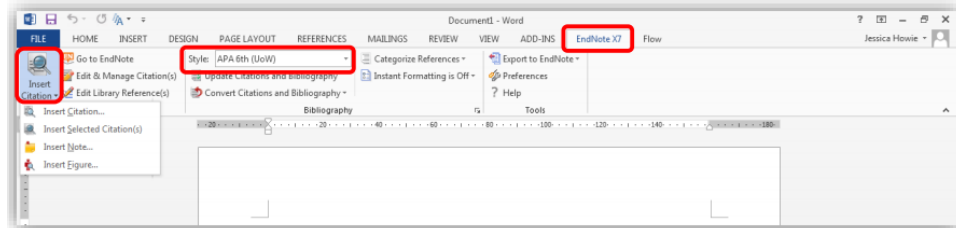
*By,
Association of Science, Technology
and Innovation*

Guide to Use Reference Manager

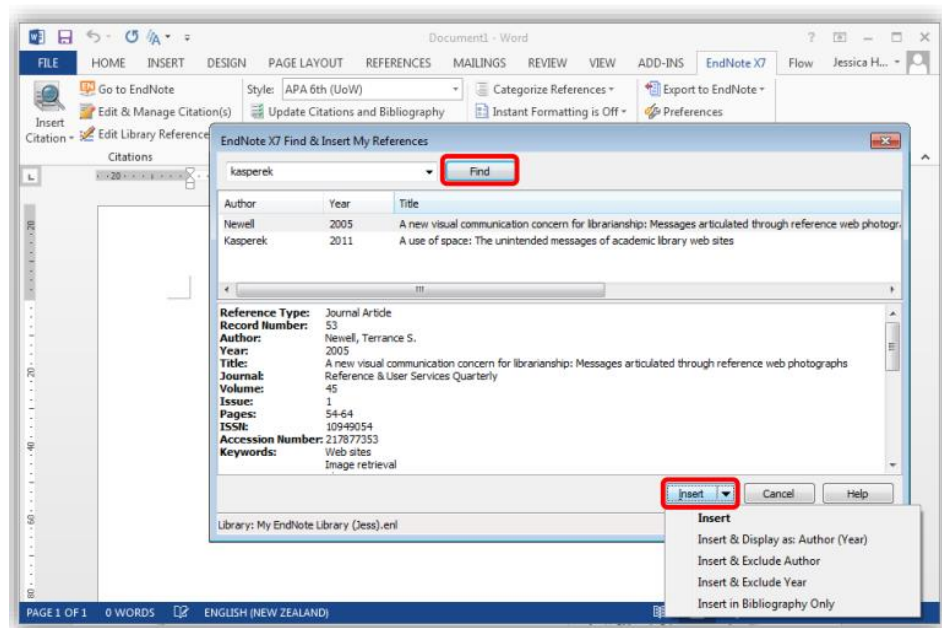
EndNote Reference Manager

1	Getting install	<p>Step 1: Create a free account @ https://endnote.com/product-details/basic/</p> <p>Step 2: Create a New Library</p> <ul style="list-style-type: none">• Go to Start → Programs → EndNote• Click on Create a New Library.• The first time you start EndNote after installation a screen appears showing the features of Endnote, close it.• Go to File → New <p>Step 3: Set the Reference Style</p> <ul style="list-style-type: none">• Click on the referencing style.• From the drop down menu select your desired style. 
2	Citations & bibliography	<p>Step 1: Insert Citation</p>

Once you have installed Endnote, there will be a new Endnote tab in Word. Ensure that you select the correct style. If you cannot see the style you need click Select Another Style.



- Click the magnifying glass icon.
- Search for the citation that you need, either by title or author.
- Click the citation that you want and click Insert



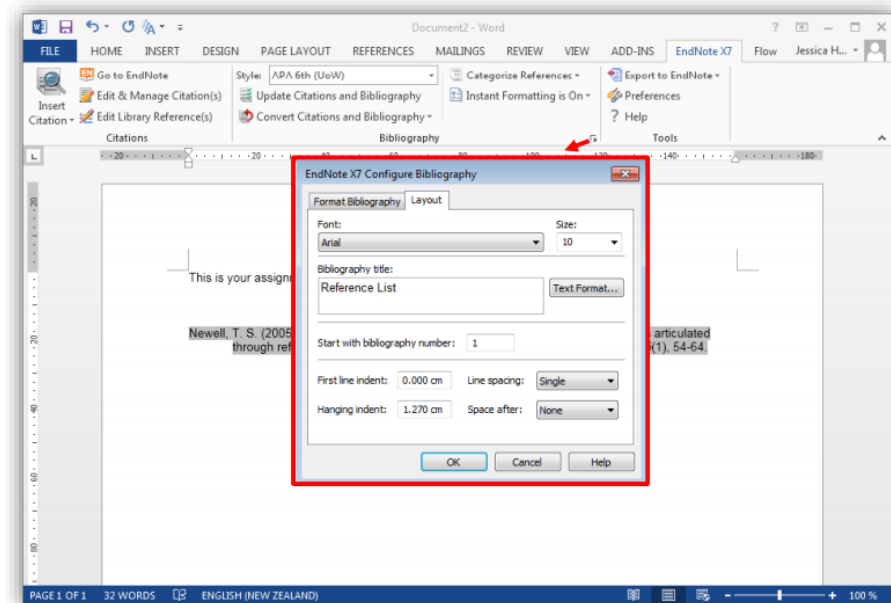
3 Insert Selected

- First select the citation/s from your EndNote Library.
- In word click Insert Citation on the EndNote toolbar and from the drop down menu select Insert Selected Citation(s).

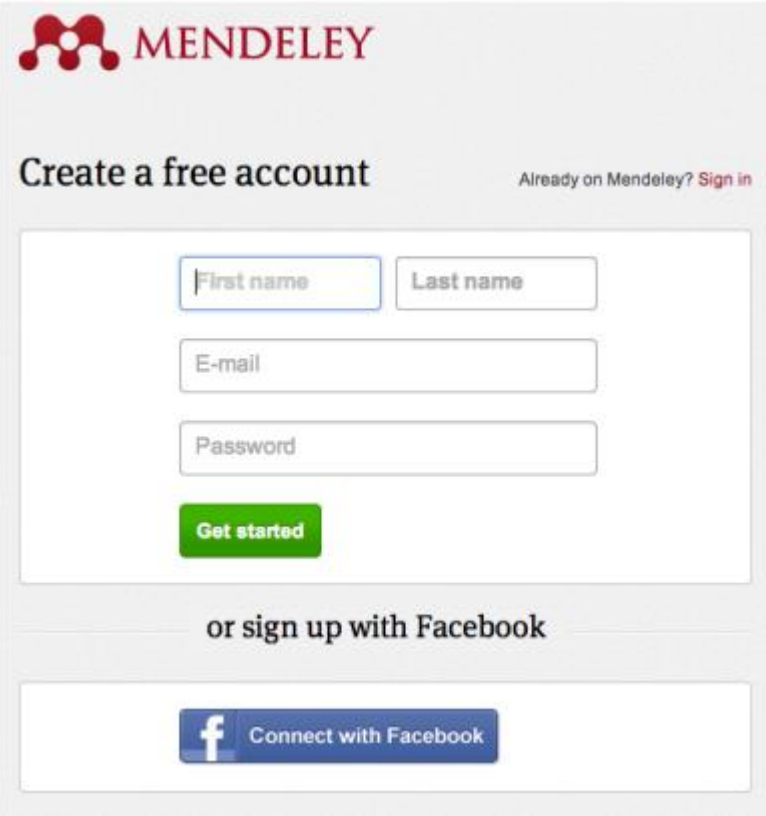
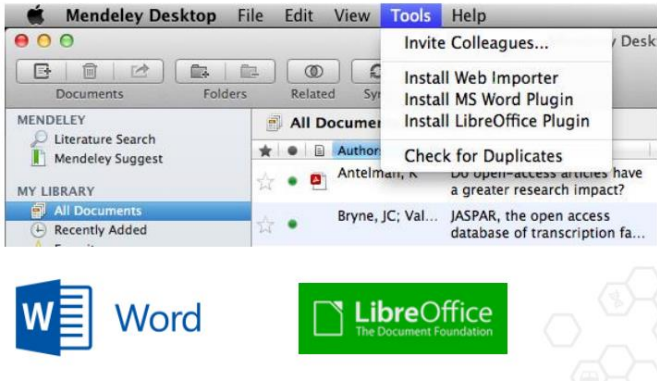
4 Edit Bibliography

Format

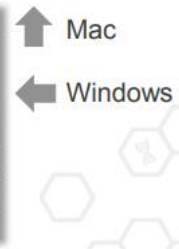
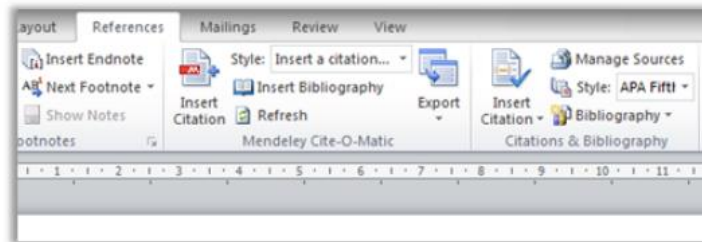
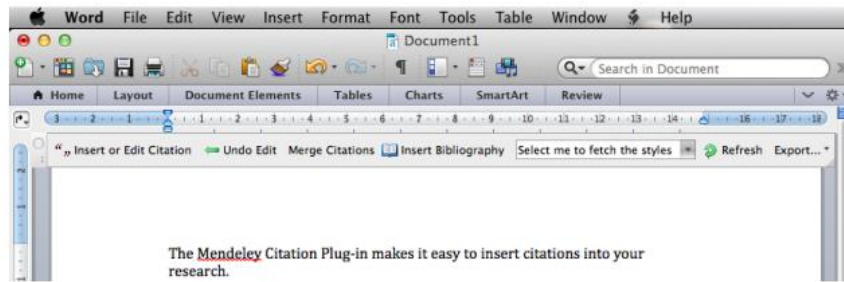
- On the Endnote toolbar, in the Bibliography group, click the small arrow in the bottom right hand corner (pictured below).
- Select Layout.
- This is where you can customise your bibliography



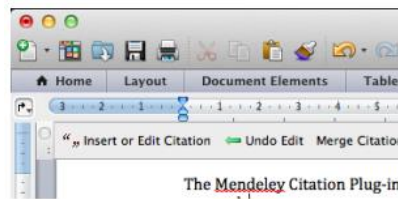
Mendeley Reference Manager

1	Getting install	<p>Step 1: Create a free account @ https://www.mendeley.com/guides/web</p>  <p>Step 2: Download Mendeley Desktop</p> <p>Step 3: Build Your Library</p>
2	Citations & bibliography	<p>Step 1: Install the Citation Plug-in</p> 

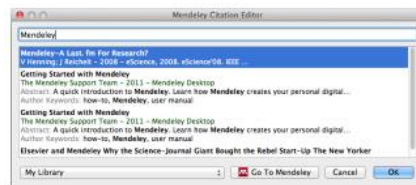
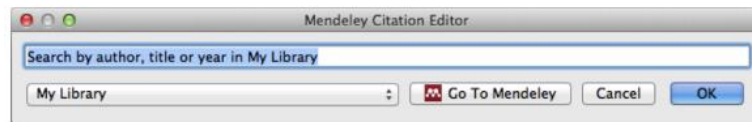
Step 2: The Citation Tool Bar Appears in Word Automatically



Step 3: Generate In-Text Citations in Word



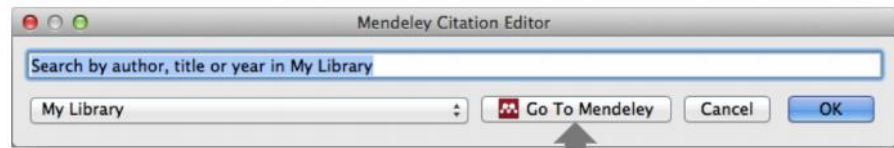
1. Click 'Insert or Edit Citation'
2. Search by author, title or year, or select a document from your Mendeley library



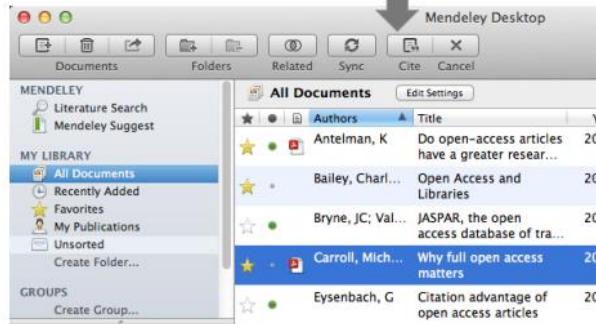
3. Select the article or book, and click 'ok' to automatically cite that text in Word



or Step 3: Finding a Reference in Your Library



1. Click "Go to Mendeley"
2. The 'Cite' button appears

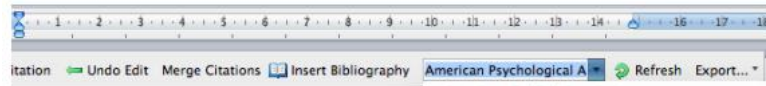


Step 4: Inserting Your Bibliography



The **Mendeley** Citation Plug-in makes it easy to insert citations into your research. (Henning & Reichelt, 2008)

1. Click 'Insert Bibliography'



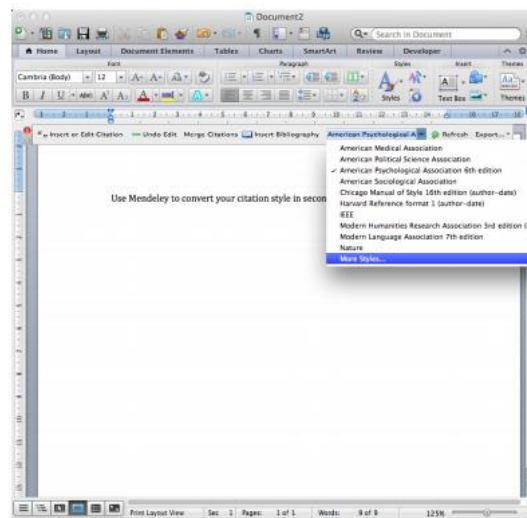
2. Choose your style

The **Mendeley** Citation Plug-in makes it easy to insert citations into your research. (Henning & Reichelt, 2008)

Henning, V., & Reichelt, J. (2008). Mendeley-A Last. fr
2008. eScience'08. IEEE Retrieved from
http://ieeexplore.ieee.org/xpls/abs_all.jsp?arnumber=4736778

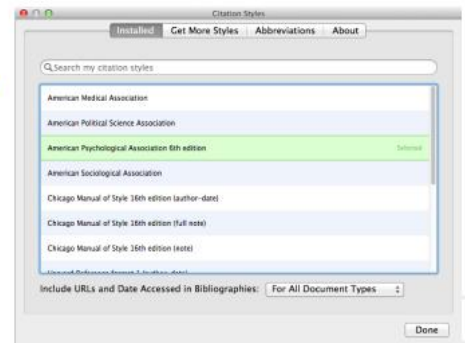
3. Done!

Step 5: Finding a CSL Style



Select your style, or

Search Mendeley's database of 6,000+ citation styles



References

<https://endnote.com/wp-content/uploads/m/pdf/en-online-qrc.pdf>

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

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