

Key Learnings:

- Learners will understand the core functions of Mendeley Reference Manager and the role it plays as a productivity tool in the publication process

Key Result:

- Learners will install Mendeley, MS Word Plugin, and the Web Importer and leave the workshop with their own libraries built

Supporting Guides: <https://www.mendeley.com/guides>

What is Mendeley and why should you use it?

Mendeley is a free cross-platform reference manager, as well as a data repository, career database, and social network that supports millions of researchers across all stages of the research workflow.

Why does it matter? The number of scientific research articles published doubles every ~9 years. Navigating this landscape for relevant insights demands specialized toolsets to extract signal from noise. Much of research career success comes down to day-to-day organization & productivity - factors that are totally within your control! In this session, we'll learn how Mendeley can make you a powerful, productive researcher.

{ **Advisor:** Poll the audience: How many are Post-docs? Graduate students? Undergraduates? Faculty? Staff members? }

{What disciplines?}

{How many of them have published research articles, or would like to within the near future?}

{ How do they organize their references & notes, currently?}

- **Performance task:** Learners create own accounts & install Mendeley Desktop (or the Android/iOS versions, if they don't have a laptop)

{Advisor walks around to help participants install Mendeley: [Installation Guides](#) }

Mendeley Desktop

{**Advisor:** Select a database that your audience might use (e.g. Scopus, ScienceDirect, Knovel, Reaxys, Engineering Village. Demo a literature search & [how import references](#) to Mendeley. This portion can be interactive – e.g. ask an audience member for a suggested search term)}

There are several ways to import references to Mendeley.

1. Download & import a PDF (in many cases, PDFs contain metadata that Mendeley can read into your Library)
 2. Export metadata from database
 3. [Mendeley Web Importer](#) plug-in: This will pull down the record, and even the full-text if a copy is available.
 4. DoI Lookup (e.g. from search next to DoI or library or Add Entry Manually)
 5. [Watch Folder](#): Auto-add PDF documents from a selected folder on your machine
- **Performance Task:** Learners begin populating their own libraries with references relevant to their research
 - Advisor: walk around to answer questions as needed

[MS Word Plug-in \(Citing In-Text\)](#)

{ **Advisor:** Poll audience if any of them have manually formatted references in the past }

{ Show learners where the option to install the Word plug-in is }

{ Show learners how to use the Word plug-in within a document }

Performance Task: Have your participants install the MS Word Plug-in & open a new Word document. Have participants insert a reference and formatted bibliography

{ Advisor: Walk around the room to answer questions/guide as needed }