

MANAGING YOUR REFERENCES

ENGR 156

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FINDING REFERENCES



- After you find a topic idea you like, write out the question and make a list of other similar issues or words you could use as keywords to research.
- Use your keywords to look for articles in **Google Scholar** or another search engine
- References should be within the last 10 years for reviews and 5 years for original research articles.
- Read, read, read

POPULAR REFERENCE MANAGEMENT SYSTEMS

Reference management software	Cost	Does it integrate with Microsoft Word?	Can it capture a webpage to create a record?
RefWorks	US\$100/year or free at any subscribing academic institution	Yes (requires download of Write-N-Cite utility)	Yes
Zotero	Free/open source	Yes (also works with OpenOffice)	Yes
EndNote	US\$249.95	Yes (also works with OpenOffice)	No
Mendeley	Free	Yes (also works with OpenOffice)	Yes
Citationsy	Free	Yes (also works with OpenOffice)	Yes

FIND AND DOWNLOAD YOUR REFERENCE MANAGER

- You are welcome to use any reference management software, but you must use one of them (I use Endnote, Jose uses Mendely)
- Here, we will teach Zotero (since it is supported by UC Merced).
 - Search Zotero and UC Merced or go to:
 - <https://libguides.ucmerced.edu/zotero>
 - Download the Zotero app
 - Do not use both Zotero and EndNoteplugins for Word, they are incompatible..
- Import references from another reference library
 - Skip if you don't currently have a reference management system (most of you will skip this step)
 - If you do have another reference management system and want to switch to Zoteto or other troubleshooting
 - <https://middlebury.libguides.com/zotero/word-plugin>

ADDING NEW REFERENCES

- Find specific reference from Google Scholar using key words
 - 1st read abstract, then read paper, and only then will you add the reference to your reference manager if you think that you might want to use information from that article.
- Download citation in RIS
 - Find the citation link.
 - This will be in different places for different journals. Sometimes at the end of the author list or abstract, sometimes under Cite, Tools, etc. Look for keywords like “Cite this” or “Citations” or “download citation”
 - Drag the downloaded citation into Zotero.
 - You can also add the full article PDFs – by dragging the PDF file into the Zotero pane.
 - The first time you do this, Zotero will prompt you to install "pdf tools," which allow Zotero to extract text from PDF files.

CREATING REFERENCE LINK IN WORD

- Open WORD
- Add/Edit Citation
 - Copy and paste the citation from Zotero library into you in-text citation (this works in Endnote anyway)
- Format Bibliography
- This adds your reference list to the end of the document (you will usually add a page break before the reference list).
 - Choose “Insert Bibliography” from the “References” tab.
 - Choose the “Nature” formatting style. This will list the references as numbered and will present them in the order in which they are first mentioned in the text.
- Note: These are live links that will be turned into text if you download your word file onto a computer without a reference manager, so make sure you have Zotero downloaded on all computers that you to use.