

## BIBLIOGRAPHY MANAGERS

### WHAT ARE THEY?

Bibliography managers are software, applications or Internet services, which support the process of creation, organisation and management of the bibliographic sources. These sources include information about books, articles, reports, websites and other materials used in different types of dissertations, such as essays, scientific articles, reviews, reports or books. Managers simplify collection, storage, searching and citation of bibliographical sources in compliance with various bibliographic styles and standards, such as APA, MLA, Chicago, Harvard and others.

### BIBLIOGRAPHY MANAGERS

What are they used for?

1. They simplify bibliography creation and update.

- 2. They automate formatting of bibliographic sources according to the selected style and norm, eliminating mistakes and inaccuracies.
- 3. They integrate with the text editor programmes, such as Microsoft Word, Google Docs, LibreOffice and others, enabling citations and bibliography insertion directly to the text.
- 4. They simplify cooperation and sharing bibliographic sources with other users, which simplifies joint writing and research.
  5. They enable management of many bibliographic sources, which can be sorted, filtered, tagged, commented and exported to different formats.

## ADVANTAGES of using bibliography managers

- They improve works quality and credibility, providing accurate and coherent source citations, which helps to avoid plagiarism and shows respect to the authors and readers.
- They increase writing effectiveness, saving time for formatting and checking sources, which helps to focus on the contents and argumentation.
  - They simplify organisation and knowledge management through database creation and storage, useful for writing, research, teaching and learning.
  - They enable access and source update from any place due to cloud activity and synchronisation with different devices.
  - They support cooperation and communication, enabling sources sharing and commenting, which encourages creation of scientific and writing nets.

### THE MOST OFTEN USED BIBLIOGRAPHY MANAGERS

Zotero Citavi Mendeley EndNote RefWorks

Each of them has its own unique features and functions, so it is worth checking the list of recommended bibliography managers, to find the one, which the best meets your needs.



### zotero

Zotero is a free bibliography manager of the open source type, which helps to collect, organise, cite and share sources. It is compatible with many web browsers and text editors, which simplifies addition of new publications directly from the browser.



zotero

#### The most important functions:

- Bibliography management: Zotero allows easy collection, organisation and citation of the bibliographic sources. It supports different citation styles, including APA, MLA, Chicago, Oxford, Vancouver and others.
- Integration with browsers : Zotero works as a plug for web browsers, such as Firefox, Chrome, Opera, Safari, enabling fast addition of Internet sources directly to its database.
- **3. Support for text editors**: Zotero integrates with popular text editors, such as Microsoft Word, Google Socs, Libre Office, which enables easy insertion of citations and creation of bibliography directly in the text.
- 4. Organisation and data storage : Zotero enables creation of folders and tagging sources, which simplifies their organisation. It is also possible to add notes and attachments for individual records.



### zotero

#### The most important functions:

5. Cooperation and sharing : Zotero allows sharing
bibliography with other users, which supports cooperation within the research teams and writing projects.
6. Synchronisation in the Cloud: Zotero offers
synchronisation of data in the cloud, which enables access to its source base from any place and device.

7. Support for many formats: Zotero operates different formats of files, including PDF, DOCX, HTML and others, which enables storage of full texts of articles, notes and other research materials.

8. Data import and export: Zotero allows data import from other bibliography managers and export its database to various formats, which simplifies migration and cooperation.

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Programme can be

downloaded from the page

www.zotero.org





Citavi is an advanced bibliography manager and tool for knowledge management for Microsoft Windows system, published by the Swiss Academic Software from Wädenswil in Switzerland. Citavi Free can be downloaded free from the website, but it is limited to 100 references per project. There are no limitations to the number of projects. You can use it without any restrictions after purchasing a licence.





#### The most important functions:

- Bibliography management: Citavi allows easy collection, organisation and citation of the bibliographic sources. It operates different citation styles, including APA, MLA, Chicago and others.
  - 2. Knowledge management: Citavi enables creation of notes, abstracts and thematic categories, which supports organisation of thoughts and research materials.
- **3.** Integration with text editors: Citavi integrates with the Microsoft Word, which enables easy insertion of citations and creation of bibliography directly in text documents.
- 4. Cooperation and sharing: Citavi enables cooperation with other users through sharing projects and databases, which is useful in team research projects.





#### The most important functions:

5. Automatic metadata downloading : Citavi can automatically download metadata from the PDF files and from many databases and library catalogues, which simplifies addition of precise information about sources.

6. Bibliography organisation: Citavi allows creation of advanced bibliographic structures, such as categories, subcategories, tags and groups, which enables management of large literature collections.

#### 7. Support for many languages.

8. Citations in various styles: Citavi enables citations in many bibliographic styles and allows adjustment of citation styles to individual needs.

**9. Data export and import**: Citavi allows data import from other bibliography managers and export its own database to various formats, which enables migration and cooperation.





The most important functions:

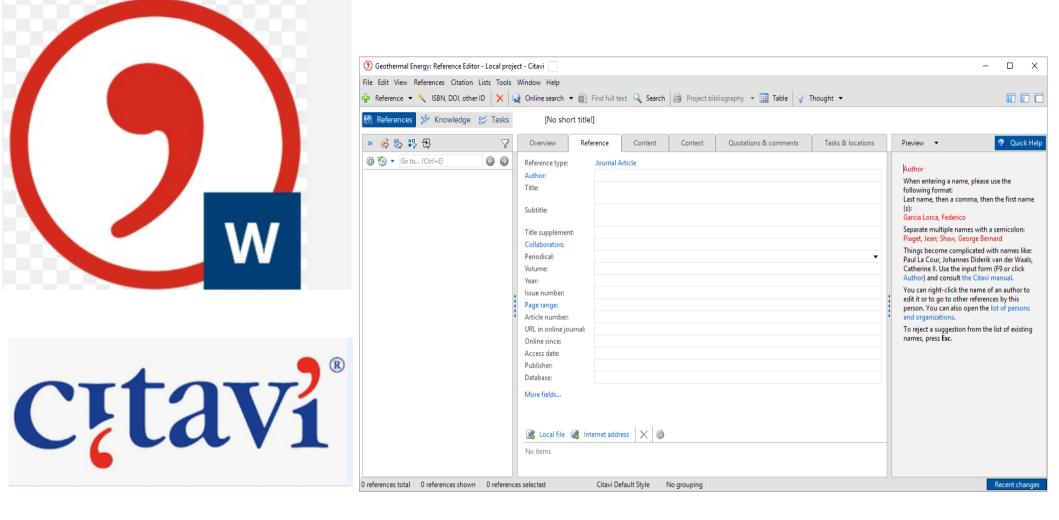
**10. Synchronisation in the Cloud**: Citavi offers synchronisation options in the cloud, which enables access to projects and data from various devices and localisations.

**11. Support for various resources types**: Citavi operates various types of resources, including books, articles, reports, websites, films and other materials, which enables complex literature management.

**12. Advanced search functions:** Citavi owns advanced search functions, which allows quick finding the necessary sources in large databases.

**13. Community support and documentation**: Citavi offers rich documentation and support of users community, which helps in problems solving and effective using.

14. Projects planning and organisation: Citavi facilitates planning and organisation of research projects through creation of harmonograms, to-do lists and reminders.



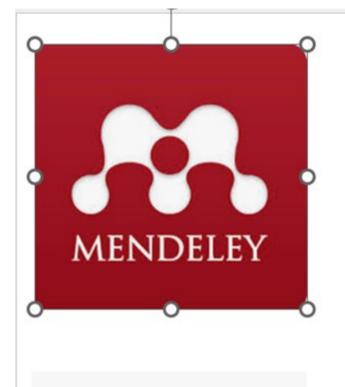
https://www.citavi.com



## 🂦 Mendeley

https://www.mendeley.com

Mendeley is a tool of Elsevier company, projected with a view to scientists, which supports bibliography management. It enables easy collection of interesting sources, their organisation, citation and sharing with other users. The basic version of the software is available for free.





#### The most important functions:

**1. Bibliography management**: it enables import and organisation of articles, books and other scientific publications, as well as automatic metadata download from the PDF files.

Support and sharing: it enables creation of private and public groups for cooperation with other researchers and sharing bibliography and notes with group members.
 Annotations and notes: it owns tools for addition of notes, underlinings and annotations directly in the PDF files.
 Automatic citation: Mendeley is integrated with text editors (e.g. Microsoft Word, LibreOffice), which enables easy insertion of citations and creation of bibliography according to the selected citation style.

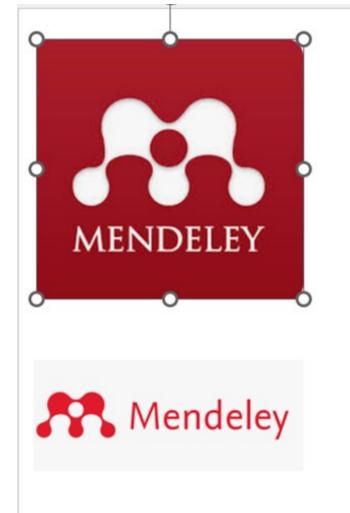




#### The most important functions:

5. Synchronisation and availability: it enables data synchronisation on different devices through the cloud, providing access to the bibliography from any place.
6. Recommendations:

Recommendations algorithms help in discovering new articles and research connected with your scientific interests.



#### Advantages of using Mendeley:

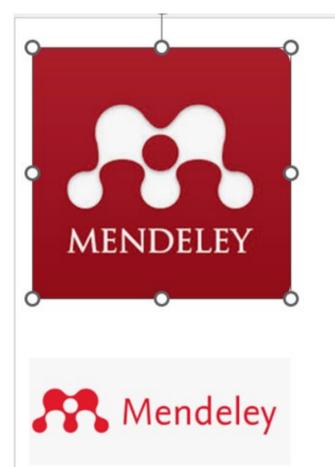
- **Ease of Use**: Intuitive user's interface simplifies management of large collections of articles.
- **Support for Many Formats** : It operates various formats of files, including PDF, DOC, TXT.
- **Expanded Database:** Access to extensive database of scientific articles and publications.
- Integration with External Tools: It operates with other tools for research management, such as Zotero and EndNote.





#### How to start using the Mendeley:

- **1. Registration**: Create an account on Mendeley's website.
- **2. Download and Installation:** Download and install the Mendeley application on your computer and mobile devices.
- **3. Bibliography import**: Import your existing articles and publications to Mendeley.
- **4. Organisation and Annotations**: Organise your own library, add notes and annotations to the documents.
- **5. Integration with the Text Editor**: Install the plug to Mendeley to the text editor, in order to easy insert citations and create bibliography.



**Resources and Help** 

- Mendeley Website: Official website with documentation, guides and technical support:
- https://www.mendeley.com
- **Community Forum**: Platform to exchange experiences and questions with other users.
- Webinars and Trainings: Regular organised webinars and trainings for users at different levels of advancement.

https://www.mendeley.com

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https://endnote.com

EndNote is a commercial programme of bibliography management offered by Clarivate Analytics company. It enables advanced references management, automatic formatting of citations and bibliography and cooperation with other researchers through sharing the reference database.

EndNote is available as a paid software with various subscription plans and individual and institutional licences. Users can choose between purchasing a permanent licence or an annual subscription.



https://endnote.com

#### The most important functions:

1. References management: EndNote allows storage and organisation of thousand of references in one easily accessible database; it enables creation of folders and subfolders to better organise your materials.

#### 2. Automatic citations and bibliography:

- Integration with popular text editors, such as Microsoft Word, enables automatic insertion of citations and generation of bibliographies in the selected citation style (e.g. APA, MLA, Chicago).
- "Cite While You Write" function enables addition of citations directly while writing a document.
- **3. Cooperation and sharing**: EndNote enable sharing the reference database with other users, which simplifies cooperation on research projects.



https://endnote.com

#### The most important functions :

**4. Import and export** : EndNote operates references import from many different sources, such as databases, library catalogues and websites; it gives the opportunity to export data in many formats, which simplifies sharing bibliography with others.

**5. Annotations and notes**: EndNote owns tools used for addition of notes and annotations to the PDF documents directly in the programme, there is also the possibility of creation own tags and keywords to make it easier to find references.

**6. Synchronisation**: there is the possibility of synchronisation of the EndNote database on different devices, which allows access to references from any place.



https://endnote.com

#### Advantages of the EndNote

- Versatility: EndNote is very flexible, and it can be adjusted to different work styles and specific research needs.
- Professional Tools: EndNote offers advanced tools for bibliography management, which are especially useful for professional researchers and academicians.
- Integration with Academic Tools: Great integration with academic databases and other research tools.



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RefWorks is an online tool for bibliography management, available on a subscription licence. It enables import, references organisation and formatting, as well as cooperation with other users.

RefWorks is available on a subscription basis, with different plans adjusted to the needs of the individual users and academic institutions.



https://refworks.proquest.com

#### The most important functions :

- 1. Reference management: RefWorks allows the reference import from various databases, library catalogues and websites; it gives the possibility of organisation of references into folders and subfolders, as well as, addition of tags and notes.
- 2. Automatic citation and bibliographies: Integration with text editors, such as Microsoft Word and Google Docs, enables automatic insertion of citations and generation the bibliography in various citation styles (e.g. APA, MLA, Chicago).
- **3.** Cooperation and sharing: RefWorks enables cooperation with other users through sharing the reference folders.



#### The most import functions:

#### 4. Import and export:

- It operates references import from many sources, including databases, websites and PDF files.
- A possibility of data export in various formats, which simplifies sharing the bibliography with others.
- **5. Annotations and notes:** RefWork owns tools for additon notes and annotations for PDF documents directly in the programme; it is also possible to add tags and keywords for descriptions, which enables their searching.

**6. Availability in the Cloud:** RefWorks operates in the cloud, which enables access to references from any place and on any device with Internet access.



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#### Advantages of the RefWorks

- **Ease of use:** Intuitive user's interface simplifies reference management even for beginners.
- Online availability: Because RefWorks operates in the Cloud, it does not require any additional software.
- **Support for cooperation:** The sharing and cooperation functions are especially useful for research teams and students working on joint projects.



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#### **Common functions of the bibliography managers:**

- Organisation and management: the possibility of creation folders, tags and notes to better organise materials.
- Automatic citations: Integration with text editors allows easy insertion of citations and creation of bibliography.
- Import and export: Ability to import data from various sources and export in many formats.
- **Cooperation**: Options of sharing and cooperation with other researchers.





- Consultations are provided:
- Personally at the Scientific Information Department (room 560) and at the Informatory room 504,
- The Main Library of the John Paul II Catholic University of Lublin, 27 Chopin Street, Lublin
- by phone: (81) 45 45 275
- by e-mail: infnauk@kul.pl

#### www.kul.pl

## Scientific Information Department of the University Library of the John Paul II Catholic University of Lublin

http://www.bu.kul.pl/oddzial-informacji-naukowej,11935.html

We offer trainings and consultations from the range on the use of modern sources of information, both for Employees and the Students of the John Paul II Catholic University of Lublin.

In the training programme there can be found such issues as:

- \* Basic rules of using the University Library of the John Paul II Catholic University of Lublin (creating an account, searching library catalogues, search strategies, virtual library card)
- \* Fast and complex searching for the Library resources
- \* Electronic sources of information databases currently available for the John Paul II Catholic University of Lublin, repositories, e-journals and e-books
- \* Ranked journals search engines of ranked journals, rankings and journals scoring and bibliometric indicators (IF, H-index), Journal Citation Reports with the value of Impact Factor indicators
- \* Bibliometric databases citations, bibliometric indicators
- \* Bibliography managers using the Zotero in details;
- \* Open science; research data
- \* Seminar trainings in the range of information searching (informational heuristics)