

Creating & Managing Citations

zotero

<http://www.zotero.org/>



MENDELEY

<http://www.mendeley.com/>

Reference Management Software

- **Cost:** Free for basic accounts (300MB for Zotero, 2 GB for Mendeley), premium accounts start at \$5/month for extra storage. **Platforms:** Windows, Mac, Linux, iPad and Android apps.
- Plugins available for Microsoft Word, LibreOffice, and OpenOffice available to insert citations as you write.
- Basic Mendeley account allows you to annotate and sync PDF files from desktop software, and save files from the web through a bookmark.
- Zotero integrates with Firefox or Chrome to gather references as you browse the web.



<http://www.worldcat.org/>



<http://www.bccls.org/>

Your Local Library OPAC or Worldcat.org

- **Cost:** Free. **Platform:** Web-based
- Many library catalogs allow you to create lists of materials, which can be exported in various citation styles and file formats.
- Works for materials in the OPAC only, seldom for periodicals or websites.

OpenOffice.org



Microsoft®

Office



LibreOffice

Office/Word Processing Software

- **Cost:** Free. **Platforms:** Windows, Mac, Linux.
- No extra software needed, built in to existing office suite.
- Can be used with portable versions of software to move from computer to computer.

Presented by LibraryLinkNJ, the New Jersey State Library and the New Jersey Library Association

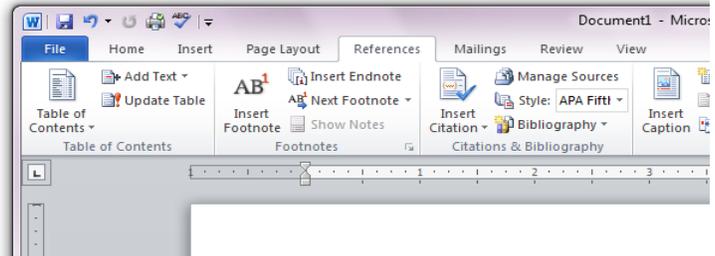
Technology Speed Dating Event at Parsippany Public Library, January 14, 2014

Siobhan McCarthy, Sidney Silverman Library, Bergen Community College · smccarthy@bergen.edu · 201-493-3697

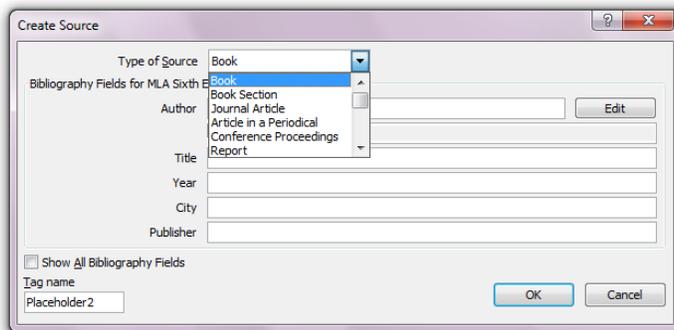
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Creating a Bibliography from within Microsoft Word

Step 1: After opening a new or existing document, select the References tab from the toolbar.

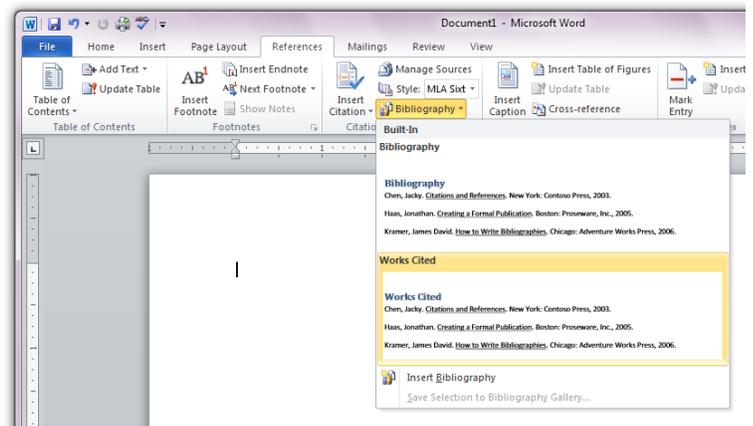


Step 2: From the “Insert Citation” button, click on “Add new source”



Step 3: Enter source information into the appropriate fields. The “Tag name” (or Placeholder) will be used to identify the source later on, and should be something easy to identify, such as the Author’s last name.

Step 4: Use the “Insert Citation” button from Step 2 to insert placeholders for each source as you write.



Step 5: Select either “Bibliography” or “Works Cited” from the drop-down menu under the Bibliography tab. This will create a list of all of the references used in the document you have created.

Tips for Collecting & Managing Website References

When researching information on the Internet, web-based or social bookmarking software can be used to keep track of references. Citations can be created manually and put into the “notes” field of each entry. **Cost:** Free, with premium upgrades available (\$25/yr).

- <http://www.Diigo.com>
- <http://www.Delicious.com>
- <http://www.Pinboard.in>