



How to Manage References



Research guide

Reference Management

With so many different online resources, such as, databases, e-journals, ebooks, scholar websites, etc., it could be difficult to manage and organize your references, especially if you're doing it manually or you are dealing with large numbers of references.

Remember to Cite

Remember to always cite your sources for anything that isn't your original idea, opinion, material. Effective and efficient **citing** is the best strategy to avoid **plagiarism**.

Make sure to check with your department to see which Referencing Style they use (Harvard, APA, MLA, IEEE, etc). Departmental reference guides are usually found in [MOLE \(https://mole.citycollege.sheffield.eu/\)](https://mole.citycollege.sheffield.eu/).

There are also several **TOOLS** available that can help you with the management of references.

Reference Management: Software tools

What are reference/citation/bibliography managers?

Reference management tools (also known as citation or bibliography management tools) help students, researchers and academics organize their research sources and generate citations and bibliographies in **multiple citation formats and styles**.

There are many different referencing software packages available to use.

Although they generally all perform the same tasks, you need to find the one that better suits your needs.

EndNote Online - <http://www.myendnoteweb.com/>

A free online service to anyone who registers for an account that allows you to store - share and organize your citations and access them from any computer. By installing the Microsoft Word plugin, you can cite references from your library and automatically create your bibliography as you write.

Using EndNote Basic/ Online

(https://www.youtube.com/playlist?list=PLAEGcPDvwiwLY_MePrJAum34xt8Nz9-Kub)

Mendeley - <https://www.mendeley.com/reference-management/reference-manager/>

You can sign up for a free account and access it online or from your computer, iPad or iPhone. It allows users to generate citations and bibliographies in Microsoft Word, LibreOffice, and LaTeX.

If you're in a technical or scientific field, Mendeley is an excellent option for you. As with EndNote, it allows you to connect with colleagues and share your papers, notes, and annotations.

Mendeley help guides and video tutorials - <https://www.mendeley.com/guides>

Zotero - <https://www.zotero.org/>

Zotero is free and can be used as a browser extension or add-on for Word. It helps you:

- Organize your research by tagging sources with keywords and saving them to collections
- Cite your sources using over 9,000 styles
- Cite directly inside a Word document or Google Doc
- Build a collaborative bibliography with others

Zotero Quick Start Guide - https://www.zotero.org/support/quick_start_guide

Citation Management: Online Citation Generators

When Citation Generators Are Needed

Using a citation generator helps students to integrate referencing into their research and writing routine and turning a time-consuming ordeal into a simple task. They help you:

- Format properly
- Create bibliographies
- Produce reference lists
- Create citations

Questions to Ask before using a free Citation Generator....

- Does it support the publishing style you need?
 - Common styles such as *Harvard*, *APA*, *MLA*, and *Chicago* are available.
- Is the citation style edition correct?
 - Always use the latest edition of a given style, unless otherwise told.
- Did you double-check citations?
 - It is your responsibility to make sure that your citations are formatted properly for a given style. The citation generators are free, convenient, and easy to use, but not perfect so always double-check the format.
 - Watch out for common errors: capitalizations, punctuation, spacing, incorrect information or placement, etc.
 - Consult with your department, tutor, or supervisor if you are not sure. Go to the Library for help and advice.

The following online citation management tools are available for free.

 **bibme** - <http://www.bibme.org/>

With the free version, you can:

- Create citations in MLA, APA, and Chicago/Turabian formats
- Add citations and a bibliography directly to your paper
- Easily search for sources by author, title, or ISBN
- Receive up to 20 suggestions for improving your grammar, writing style, punctuation, and sentence structure



- <https://www.citefast.com/?s=APA>

It generates citations and title pages in MLA, APA and Chicago formats. When typing bibliographic information into the form, elements of the citation are underlined in red and provide "pop-up" tips for what to include in that element. It provides additional information on how to use the APA Style.



- <http://www.citationmachine.net/>

Citation Machine® helps students and professionals properly credit the information that they use. With the free version, you can:

- Add your bibliography and citations directly to your paper
- Easily create citations in Chicago, MLA, APA, and 13 other styles
- Cite 57 different types of resources (including films, podcasts, and manuscripts)
- Take advantage of the auto-fill tool for a number of resources by simply searching the title



- <http://www.citethisforme.com/citation-generator>

It can help you create citations and bibliographies in APA, MLA, and Harvard formats for over 30 types of sources. The layout is simple and easy to use. With the free version, you can:

- Search for sources easily by title, author, or ISBN to use their auto-citation tool
- Export a bibliography or share it with others



- <https://www.scribbr.com/apa-citation-generator/#/>

Easily generate in-text citations and reference lists in APA format

Online Resources Can Generate Citations

Most **databases** – like **EBSCO**, will produce citations for the articles that you find inside them. Usually you can generate a citation for each article as you find it. In other cases, you can create a list of articles you are interested in and have the database produce a list of citations like a bibliography. **Every database works differently**, so you will need to discover which method works best in the database you are using.

Once you find an article, look for "**Cite**" feature on the page and click it on to find the publishing style that you want. Click on "Export" to export the citations to your citation management program.

Google Scholar can display the reference information for an item in many of the most frequently used styles, including Harvard, APA and MLA.

Once you find an article from the search results page at Google Scholar, click on a quote sign ("") for a citation generator feature. The citation is often not properly formatted. Make sure to look up a more authentic source to cite it right.

Remember!

- *YOU* are responsible for the accuracy of your citations.
- When using the citation option of an online resource, ensure the information required to create citation is complete.
- Look into *MOLE* to find the Reference Style your department uses.

It is still important that students understand how to cite sources “the old-fashioned way.” Knowing the rules and guidelines that each style guide outlines is an important part of writing a paper, assignment, project, dissertation, etc and compiling a bibliography.

Skills

Information and Digital Literacy Tutorials - <https://www.sheffield.ac.uk/library/idlt/index>
Help on finding & evaluating information; copyright; avoiding plagiarism; referencing

301: Academic Skills Centre - <https://www.sheffield.ac.uk/ssid/301/international>
Find skills development opportunities including research experiences, study skills support and maths and statistics help.