Managing Your Research References
A Practical Workshop for Graduate Students

Library Resources
Shortcut Guide

Contact a Librarian for research help...

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http://libguides.utep.edu/ref_managers

Assemble your reference library, build your collection of professional/disciplinary literature
A reference manager can function as your own research library directly in your computer and gives easy
access to your literature.

Why You Should Organize Your Collection
- Create bibliographic records for your citations, manually or electronically, from databases, catalogs or
the Web.
- Manage data through annotations, self-assigned tags, author-specified keywords, and attachments.
- Create your own critical abstracts.
- Search and organize your own database of references according to your personal preferences (Folder,
subject, item type, etc.).
- Link to word processing documents and insert footnotes, endnotes, or in-text citations.
- Create a standalone reference list using sources within database of references.
- Make a habit of storing all useful references to research literature as you come across them, don’t
forget them later.

Sharing your references
- In our highly networked environment, sharing literature and references with colleagues should be
easy.

Stay Connected To Your UTEP Library Subscription Access- regardless of what tool you use
To access electronic content outside the library you will need to authenticate yourself as a UTEP student.

- VPN Connection - this will allow you to operate as if you were on-campus and on UTEP's hardwired network.

VPN on Windows

1. Open Network & Sharing Center
2. Click on "Setup a new connection or network"
3. Then click on "Connect to a workplace"
4. Click on "Use my Internet Connection (VPN)"
5. In the internet address bar type: vpn.utep.edu
6. In the destination name bar type: UTEP VPN
7. Click next.
8. The username and password is the same as your
UTEF username and password. The domain is
MINERS.
9. Click on connect.

VPN on Macintosh

1. Go to "system preferences"
2. Next click on network
3. Click on the + sign at the bottom left hand corner.
4. In the interface bar choose VPN and for the VPN type
choose PPTP
5. Service name = UTEP VPN
6. Click on create
7. Server address = vpn.utep.edu
8. Account name = your UTEP username
9. Click on authentication settings and type in your UTEP
password
10. Check the box labeled "show VPN status in menu bar"
11. Click on connect and apply.
<table>
<thead>
<tr>
<th></th>
<th>RefWorks</th>
<th>zotero</th>
<th>Mendeley</th>
<th>EndNote®</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Best Use</strong></td>
<td>Long-Term Storage and Management of Many Sources</td>
<td>Web-Based Research</td>
<td>Storage and Management of PDFs</td>
<td>Sophisticated Management of Sources</td>
</tr>
<tr>
<td><strong>Best Features</strong></td>
<td>Ease of Sharing and Collaboration</td>
<td>User-Friendly Design</td>
<td>User-Friendly Design</td>
<td>Customization</td>
</tr>
<tr>
<td></td>
<td>Review and Management of Large Numbers of Sources</td>
<td>Screenshot capture of Web material</td>
<td>Review and Management of PDFs</td>
<td>Review and Management of Large Numbers of Sources</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ease of Adding Sources Recognized by Zotero</td>
<td>Ease of Adding Sources Recognized by Mendeley</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Ability to Search Full-Text of Attached Files</td>
<td>Dropbox Compatible</td>
<td></td>
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<tr>
<td><strong>Disadvantages</strong></td>
<td>Separate Log-In and RefWorks Window</td>
<td>Somewhat difficult to manage large numbers of sources</td>
<td>Unable to recognize sources that are not PDFs (e.g., books)</td>
<td>Tied to your desktop</td>
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<tr>
<td></td>
<td>Works best with traditional resources</td>
<td></td>
<td>Not widely recognized</td>
<td>Steep learning curve</td>
</tr>
<tr>
<td></td>
<td>Searching citations is robust - but cannot search the full-text of attached files</td>
<td></td>
<td>Works best with traditional resources</td>
<td>Complicated to import references</td>
</tr>
<tr>
<td><strong>Add Citations to Word?</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Access</strong></td>
<td>UTEP Library</td>
<td>Browser plug-in</td>
<td>Online or downloaded software</td>
<td>Desktop</td>
</tr>
<tr>
<td><strong>Format</strong></td>
<td>Web-based</td>
<td>Web-based</td>
<td>Web and Desktop based</td>
<td>Software/ Web Version(basic)</td>
</tr>
<tr>
<td><strong>Mobile</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Cost</strong></td>
<td>Free for UTEP affiliates</td>
<td>Free for anyone</td>
<td>Free for anyone</td>
<td>Must purchase (~$300)</td>
</tr>
</tbody>
</table>
Be Social With CiteULike

citeulike

- Login with Facebook and associate your account
- Create feeds of your searches
- See how many other people have added an article
- Blog/comment on an article
- Write and read reviews on an article
- Rate articles by how much you want to read them & sort unread articles by rating
- Annotate PDFs (must pay for GOLD membership to unlock this feature)
- Search other user libraries

Manage Your Awareness With Alerts—in your favorite databases and in Google Scholar

- What are Alerts? Alerts are used to stay up-to-date with current research on a topic of interest. You can create following types of alerts:
  - Table of Content Alerts – Set up TOC alerts for various journals and have the new issue's 'table of contents' emailed directly to you when it is published. Most journals and full-text databases offer this type of alert.
  - Search Alerts – To stay current on a particular topic, you can enter your search terms or query in a database and save it as an alert. The alert automatically searches the database for the latest records matching your saved searches. Whenever new information becomes available on your topic, you are alerted via email or RSS feed. Most journals and databases offer this type of alert.
  - Citation Alerts – Use it for a specific citation to be alerted every time it is cited in another publication. Citation alerts are not available in all databases.