Citing and managing the references
Management of knowledge and communication

Why is it important to cite?

For presenting academic papers, writing doctoral theses and publishing books, articles, etc., it is important to know how to quote and reference the information sources that have been consulted (books, articles, theses, websites, etc.).

Properly citing and referencing enables:

1. Providing documentary quality, support and reinforcement to what has been written.
2. Providing the reader with the information sources consulted.
3. Respecting and valuing the work done by the authors cited.

Below we set out some resources to be aware of the citation styles used in the field of biomedicine and the social sciences, applications to automatically generate bibliographic references and bibliography managers that enable you to manage references, cite automatically within a paper, and present the references automatically and in your style of preference.

Citation styles

- Vancouver (biomedicine)
- American Psychological Association/Harvard (social sciences)
- American Psychological Association (social sciences)
- How to cite sources from the social web
- Citing Medicine (National Library of Medicine)

Reference generators – Managers

- Citing and managing references using Word: you can watch the following video or the following presentation.
- Harvard Referencing Generator
- Vancouver Referencing Generator
- APA Referencing Citation Generator
- BibMe
- OttoBib
- Citethisforme
- EasyBib

Bibliography managers

- Mendeley
- Zotero
- Citeulike

Mendeley

For the manager

- For the citation to appear correctly, you must check that the type of document chosen is correct "book chapter", "book", etc.
- All fields must be properly indicated in the manager.
- You must decide how you want pagination to appear, in short format (e.g. 345-6) or in long format (e.g.345-346), but it must always be the same.

For the final document

While the bibliography manager allows you to automatically create citations and the final references, in a document there are certain things you need to change manually.

- Editing must be in the language of the document cited or referenced.
- Indications such as "In" or "Retrieved from" or "Accessed" must be in the working language being written: "En", "Recuperado de" "Acceso".
- You can make these changes quickly if you use the "Find and replace" function in Microsoft Word

Mendeley: videos and guides

- Opening a Mendeley Free account
- Installing Mendeley Desktop
- Installing in MsWordPlugin
- Installing WebImporter
- Installing Watch Folder (folder of pdf files synchronized with Mendeley)
- Menu options
- Importing references from Pubmed
- Importing references from WOS
- Importing references from CCUC
- Creating a reference of a web page
- Adding a pdf to an existing reference
- Importing a reference when attaching a pdf
- Citing and creating the final references
- Creating and managing groups
- Sharing notes in a pdf - creating a pdf with notes [in short format]
- Exporting references from Refworks
- Importing references from Refworks to Mendeley
- UAB Mendeley Premium tutorial
- Guide for migration to Mendeley: from RefWorks, EndNote X 7, Zotero

Instructions for users with a UB account:

- Check the CRAI UB website, with all the [information and help about Mendeley Premium.](#)

- Create an [account in](#) [Mendeley Premium](#) as a member of the UB, using the institutional e-mail address.

- Turn a [Mendeley Free account into](#) a [Mendeley Premium](#) account.

- Migration of the references you have in RefWorks, folder by folder, following the instructions of the "[help" section to migrate RefWorks references and folders to a Mendeley Premium account.](#)