



**Avinashilingam Institute for Home Science and Higher Education for Women**

(Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD)

Re-accredited with 'A++'Grade by NAAC. Recognised by UGC Under Section 12B

Coimbatore - 641 043, Tamil Nadu, India

# **Hands on Session on Mendeley: A Reference Management Tool**

## **Online Workshop Report**

**School of Education**

**May 08, 2023 at 1:00 pm**

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### **Introduction**

Mendeley is a reference management tool that helps researchers, students, and academics to organize their research work. It is a free software that allows users to store, manage, and share research articles, papers, and other types of documents. A hands-on session on Mendeley was organized to help researchers understand and utilize this tool effectively. Resource person Dr K Mahalakshmi, Assistant Librarian, Avinashilingam Institute for Home Science and Higher Education for Women helped out the researchers to familiarise with Mendeley. The aim of this report is to describe the hands-on session on Mendeley and its outcomes.

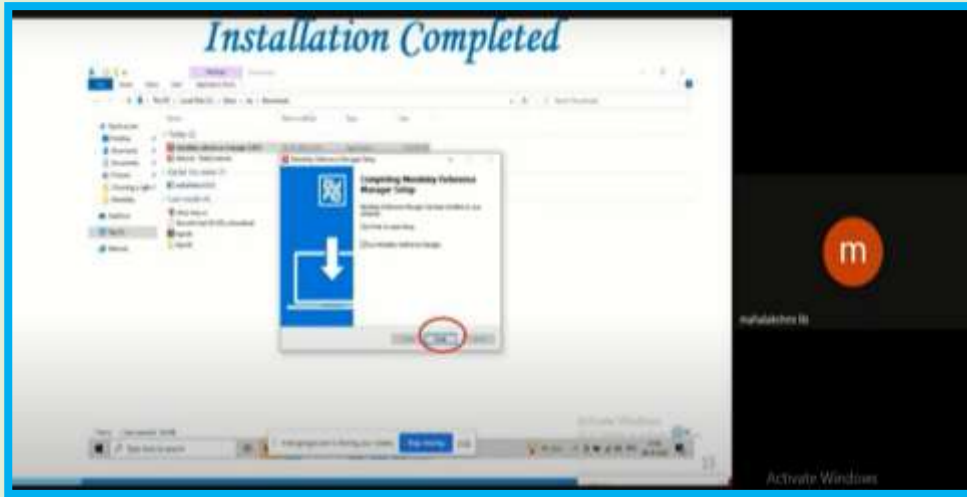
### **Objectives**

The hands-on session on Mendeley aimed to:

1. Introduce Mendeley as a reference management tool.
2. Familiarize the participants with the features and functionalities of Mendeley.
3. Guide the participants on how to download and install then create and manage their Mendeley accounts.
4. Help the participants understand how to import, organize, and cite references using Mendeley.

### **Method**

The hands-on session on Mendeley was conducted on 8th May 2023 at School of Education. Total 25 participants attended the session included researchers and faculty members from school of Education. The session started with a brief introduction to Mendeley, its features,

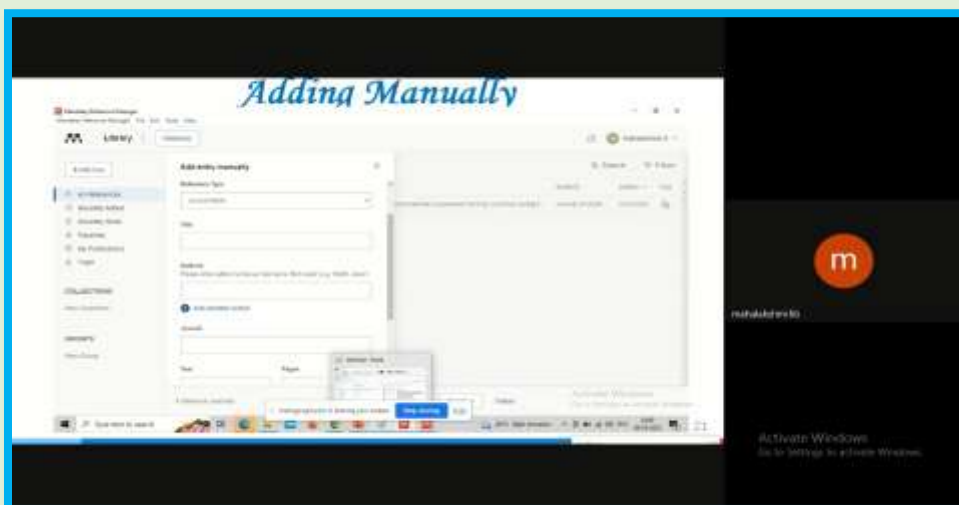


and benefits. The resource person showed how to download the Mendeley from proper source and demonstrate the step by step installation. Duration of the workshop was 1 hour.

*Figure 1: Mendeley software Installation*

The trainer then demonstrated how to create a Mendeley account, import references from different sources, organize them into folders, and cite those using different referencing styles.

The participants were operated the Mendeley site with their own laptops based on the instructions given by the trainer. They were encouraged to explore the various features of Mendeley and ask questions. The session was continued to how to add references manually with article title, author name, and with DOI number.



### *Figure 2: Adding the references manually*

The trainer also guided the participants on how to use Mendeley's social networking features to connect with other researchers and discover new research articles.

#### **Outcome**

The hands-on session on Mendeley was successful in achieving its objectives. The participants gained a comprehensive understanding of Mendeley and its features. They were able to create and manage their Mendeley accounts, import references from various sources, organize them into folders, and cite those using different referencing styles. They also learned how to collaborate with other researchers using Mendeley's social networking features.

#### **Conclusion**

In conclusion, the hands-on session on Mendeley was an effective way to introduce and familiarize researchers, faculty members, and students with this reference management tool. The participants gained practical knowledge of how to use Mendeley for their research work, which can save them time and increase their productivity. The session was successful in creating awareness of the benefits of Mendeley and its potential to enhance research collaboration and discovery.

## **Annex B Invitation**



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Cordially invites you for a

# Hands on Session on Mendeley: A Reference Management Tool

**May 08, 2023 at 1:00PM**

Resource Person

Dr K Mahalakshmi.

Assistant Librarian,  
**Avinashilingam Institute for  
Home Science and Higher  
Education for Women**