

FCSCC09

REFERENCE MANAGEMENT USING MENDELEY

SYLLABUS & ASSESSMENT PROCEDURE

COURSE DESCRIPTION

Citations and references are essential components of any research. The citations and references also help to prevent plagiarism, and the authors are required to follow set guidelines when submitting their thesis and manuscripts. Incorrect referencing and citations may lead to the rejection of the manuscript, so it is crucial to understand the basics of referencing.

SYLLABUS

FCSCC09 – CERTIFICATE COURSE IN REFERENCE MANAGEMENT USING MENDELEY

Credit:2

Duration: 30 Hours

OBJECTIVES

- To learn about personal digital Mendeley library and manage all the sources in one place
- To cite correctly and document the research process

COURSE OUTCOMES

CO1 Documenting search process and correct citing of sources using Mendeley

CO2 Using this tool while report writing

CO3 Identify and implement an appropriate information management technique

CO4 Understand the conventions for citation styles and bibliographies required for the thesis

UNIT 1: Research: Meaning, definition, objectives and characteristics of research, types of research.

(4 Hours)

UNIT 2: Sources of informations: Finding and organizing sources of informations -References-significance/ role of references in research – documentation –reference styles –methods of importing documents and references.

(5 Hours)



UNIT 3: Research report writing: Principles of report writing, basic components, text of reports, bibliography, footnotes, spacing, margins. (5 Hours)

UNIT 4: Introduction to reference management softwares/tools: Reference management tools -types, uses –limitations advantages (5 Hours)

UNIT 5: Mendeley reference manager-installation- interface contents-extensions, Mendeley interface contents –storage- notes- meta data verification (6 Hours)

UNIT 6: Mendeley – text citation – bibliography –selection of styles of bibliography (5 Hours)

RELATED EXPERIENCE:

1. Writing an article using Mendeley reference management

REFERENCES:

1. Kothari C R, Research Methods, Wiley Eastern Ltd, New Delhi, 2000
2. <https://libguides.webster.edu/c.php?g=97951&p=4715570>
3. https://researchguides.uoregon.edu/Mendeley/reference_manager#s-lg-box-28097842
4. <https://elsevier.libguides.com/Mendeley/mendeley-reference-manager>
5. <https://latrobe.libguides.com/reference-management>

STRATEGIES FOR INSTRUCTION

The course can be conducted through both online and offline classes.

Lecture, lecture cum demonstration, hands-on training, peer learning, flipped classroom, experiential learning, etc. may be adopted as teaching-learning strategies

SCHEME OF EVALUATION

METHOD OF EVALUATION			
Assessment Methods	Criteria	Marks	Weightage
Formative Assessment (FA)	Attendance	4	25%
	Assignment/Project/Activities/Reports	6	
Summative Assessment (SA)	Test Paper	30	75%
	Total	40	100



ATTENDANCE

Attendance	Marks
90-100%	4
85-89.9%	3
40-84.9%	2
75-79.95	1
<75%	0

GRADING POLICY

Grade	Percentage of total marks (FA+SA)
A	80% & above
B	60-79.9%
C	50-59.9%
D	40-49.9%
Not qualifying	<40%



Model Question Paper
Certificate Course
FCSCC09 – CERTIFICATE COURSE IN REFERENCE MANAGEMENT USING
MENDELEY

Time: 1 Hour

Max Marks: 30

Section A

Answer all questions. Each question carries 1 mark

1. Define research.
2. Mention the objectives of research.
3. Mention the types of reference styles.
4. Define bibliography.
5. What are reference management tools?
6. What is text citation?
7. Mention the limitations of reference management tools.
8. Define meta data verification.
9. What is documentation?
10. Define descriptive research.

(10*1= 10 Marks)

Section B

Answer any five questions. Each questions carries 2 marks

11. Write a note on footnotes.
12. Explain the uses of reference management tools.
13. Explain the types of research.
14. Discuss the role of reference as in research.
15. Discuss the different steps in writing report.
16. Explain the methods of importing documents and references.
17. Explain the characteristics of research.
18. What are the advantages of reference management tools.

(5*2= 10 Marks)



Section C

Answer any two questions. Each questions carries 5 marks

19. Discuss the layout of a research report.
20. Write a note on the significance of research.
21. Explain Mendeley under the following heads
 - a. Installation
 - b. Mendeley Inference Contents
22. Explain the significance and role of references in research.

(2x5= 10 Marks)



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PRINCIPAL
Korambayil Ahamed Haji
Memorial Unity Women's
College, Manjeri