

## I WANT TO KEEP A RECORD OF MY SEARCH RESULTS

### REFERENCE MANAGEMENT SOFTWARES

You can make things easier for yourself by using software such as Zotero, Endnote, or Mendeley to automatically manage your search results and create bibliographies.

Everything you need to know about **Zotero** can be found in our [Zotero Guide](#).

[The Helpful Tips page](#), accessible from the Search tab on the top menu, provides practical information about Zotero and Endnote and an email address to get support with Zotero all year round.

The **University of Quebec's Carrefour Gestion Bibliographique** can help you choose which software to use:

*"Reference management software is very useful for managing the resources you've consulted as well as for citing their references in documents. Specifically, they allow you to:*

- *manage references from different sources: databases, library catalogues, PDF files, personal documents;*
- *insert references in a text document;*
- *produce bibliographies in a given citation style;*
- *share references and manage related files (PDFs, images, etc.);*
- *annotate documents in PDF format."*

(source: <https://carrefour.uquebec.ca/>)

On this website, you will find information on using the following three software programs:



And even a test to work out which one is best for you.

## MANAGE FAVOURITES IN THE CATALOGUE AND VIEW YOUR SEARCH HISTORY

To avoid searching the same subjects and items several times, you can save your searches in the library catalogue. You can even create an RSS feed for your search and subscribe to an email alert that will let you know when a new item is available.

Here are the steps you need to take to save your searches:

<https://www.sciencespo.fr/bibliotheque/en/search/how-to-use-the-catalogue-fr.html>.

Favourites help you keep an eye on items or research that may interest you later. Everything is explained on the How to use the catalogue page:

<https://www.sciencespo.fr/bibliotheque/en/search/how-to-use-the-catalogue-fr.html>.

This step-by-step video shows you how to save and classify important items for your work:

<https://www.youtube.com/watch?v=K92PRP9vc-I&feature=youtu.be>

Your Favourites include items that you have “pinned” individually in your search results as we saw above, and searches that you have saved in full and can run again to update the results. Here’s how to do it:

[https://catalogue-bibliotheque.sciencespo.fr/discovery/static-file/help?vid=33USPC\\_SPO:SPO&lang=fr#enregistrees](https://catalogue-bibliotheque.sciencespo.fr/discovery/static-file/help?vid=33USPC_SPO:SPO&lang=fr#enregistrees)

You can also set up email alerts. Each time a new item corresponds to the keywords of your search, a notification will be sent to you with the list of new items.

Favourites also includes your Search History, which lets you to look back over the past year’s searches.

You can access your Favourites via the pin in the top right menu or through your library account.