What methods did you use to keep track of your reading and manage your referencing?

**Tooshan:** One of my friends and I, we started using Microsoft Excel or like basically any Excel sheet software to sort of like make a record of whatever we were reading, and I wish I had known this in the first term, but it took me like an entire term to figure out that there’s so much to read and I cannot keep a track of all of those things on just Word documents. And so what we would do is we would make, like, a spreadsheet and under every spreadsheet, note down the, under every column note down the author’s name and what were the most important points from that book or from that article, just like I note it down over there, so when I’m compiling all of that in my literature review or in my work I know that I’m not missing any important thing.

And also that I’m including what I felt at that time was the most important, the most relevant to my work. So I’ve been using that for my thesis as well and that has been the most wellful thing for me to sort of like document everything that I’ve read and manage every material that I’ve read.

**Yolanda:** There’s a computer programme called Mendeley, many, many people probably know it already, it allows you to underline and cite and, like, you can import your citations into Word and into LaTeX and you can write small summaries about what the essays are about and you can write comments on the essay and everything is saved per folder and, it’s really handy.

**Tooshan:** I think in academic writing, referencing is another very big erm, thing that you have to do with your work, and using Zotero – I use Zotero basically because it was advised by my Faculty as well, and they are sort of like the experts with Zotero as well, and they help us with one-on-one sessions and taking like class sessions as well, and using Zotero has really sorted out all the referencing systems with the style and everything that’s one other software that I’ve been able to learn. But yeah, basically just related to, like, research.

**Nicole:** Create an Excel spreadsheet where you just put in all your readings, and maybe write in your quotes of your important authors, so that everything’s organised and you can come back to it later because I think what I realised was that things come up again all the time so that’s a thing I often forgot and it helped me immensely.

**Laura:** I would say definitely download Zotero, make sure you know how to use it, it saved me so much time in writing up, just for everything.