





## Types of Bibliographies

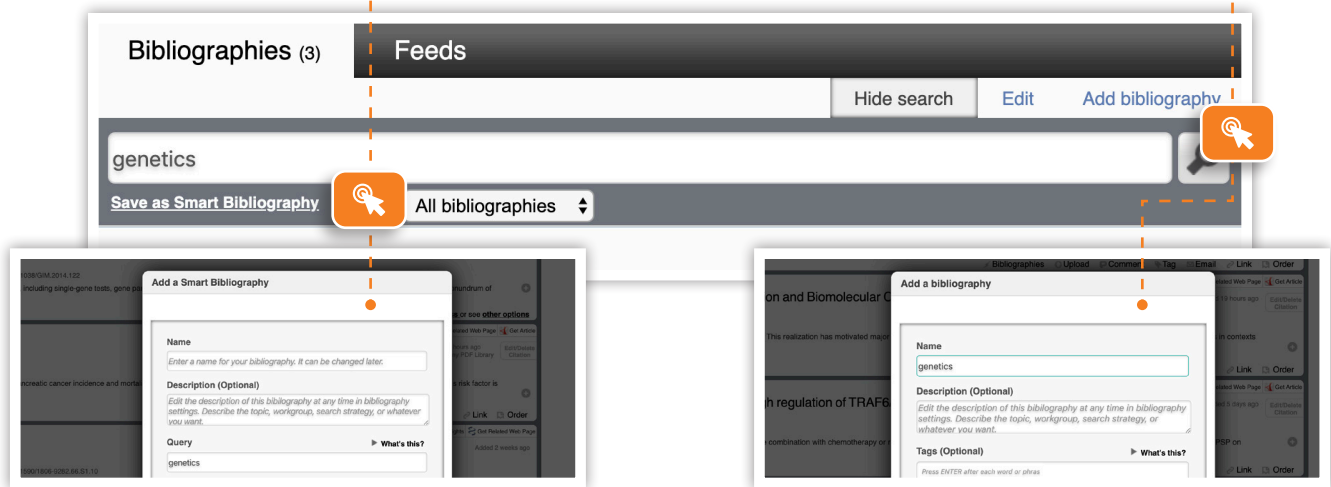
### My Bibliographies - Personal / Shared

My Bibliographies provides individual users with an unlimited number of bibliographies. Each bibliography can be used as a personal library—or customized for easy sharing and collaboration.

There are two ways to add personal or shared bibliographies:

1. Click on [Add bibliography](#) to manually create a bibliography.
2. Save a simple or structured search query into a  **Smart Bibliography**. It will continue to auto-populate based on your query.

Click on the gear icon  at any time to revisit and update these settings.



## Company PDF Library

Say goodbye to duplicate purchases and tedious manual coordination. This is your company's system of record. A centralized, copyright compliant library that compiles all the full-text PDF articles that your organization and users can legally access. Anytime anyone in your organization acquires an article through Article Galaxy (paid or open access), it is automatically added to the PDF library.




The library will be visible to all users by default. All the PDFs your organization owns should be located here. If you need set-up help, please contact Reprints Desk.

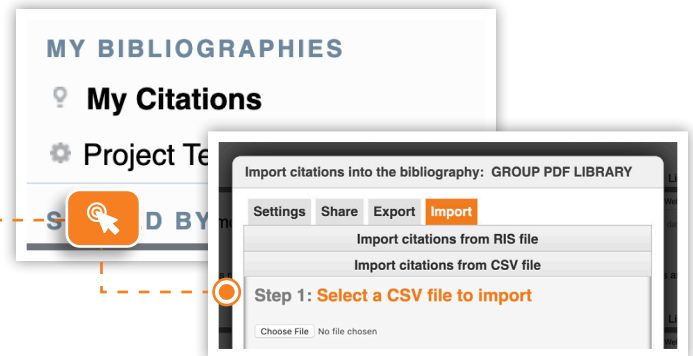
## Adding Citations to Your Bibliography

There are multiple ways to add articles or citations to your list of Bibliographies.

Your ability to add or delete within the company PDF library is based on your organizational settings. Check with your administrator for access questions.

### a. From the Bibliography Window

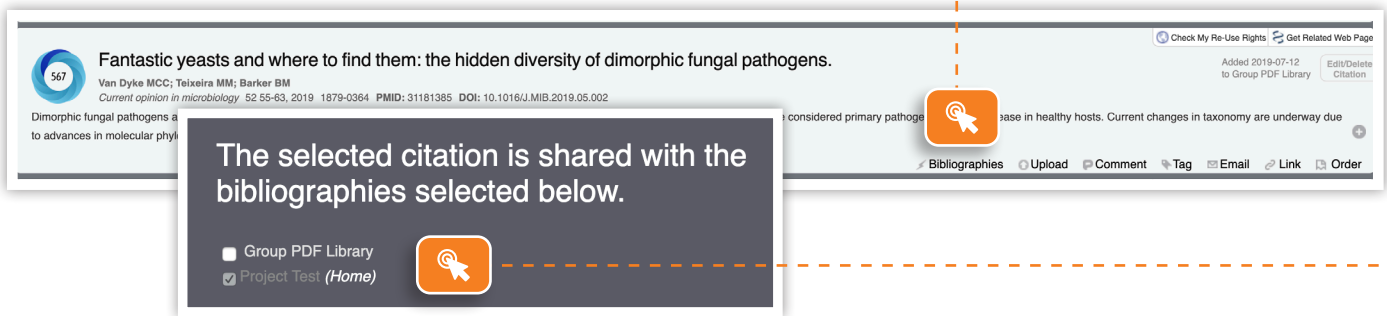
To bulk import from an RIS or CSV file, open the bibliography settings  or  of each bibliography. 



### b. From the Citation Window


Select the bibliography where you want to add the article:

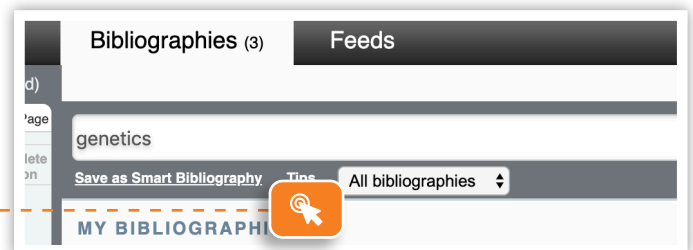
1. Click on  **Bibliographies** on an article citation. 
2. Select the bibliography box(es)  **Bibliography Name** where you would like to store the article citation. 



Importing a large volume of files will take some time to populate. Feel free to close your browser or skip to another activity; the system will be working behind the scenes to add in your citations.

### c. From the Search Bar

Type in a search term to build and auto-populate a **smart bibliography**. 



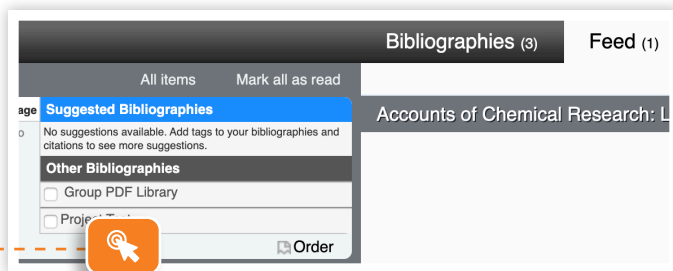
Click on "Tips" to learn how to build detailed search queries.



## d. From Your Feed

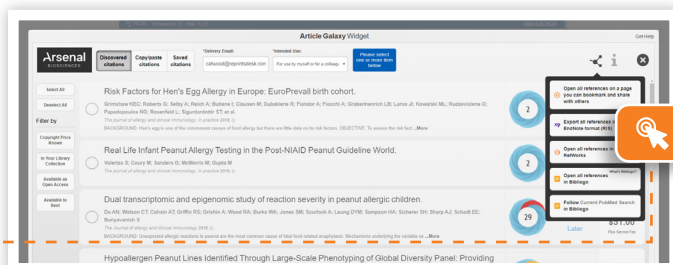
To add a citation directly from a feed to your bibliography, just select  the location where you want to add it.

See how to create feeds below.



## e. From Article Galaxy Widget

Simply click on 'Open References' or 'Save Current PubMed Search' to save citations as a bibliography or a keyword search as a feed in Bibliogo.

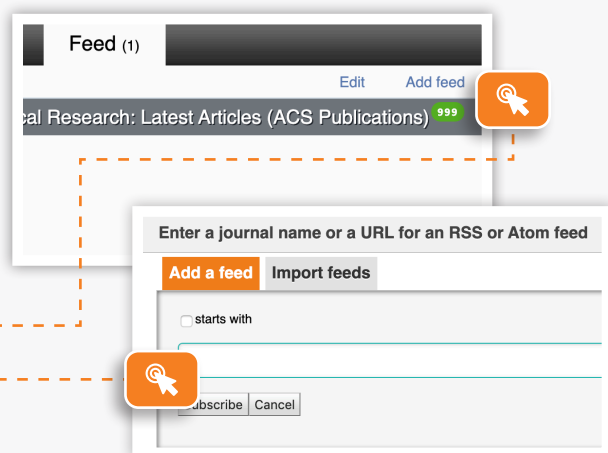


You must first add the Article Galaxy Widget bookmarklet to your favorite browser.

## Creating Feeds

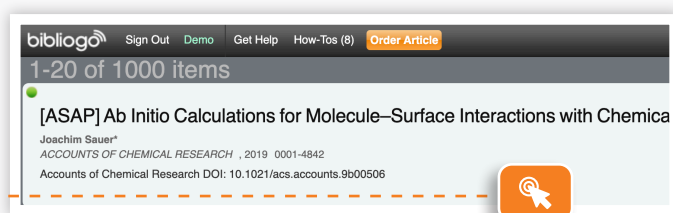
Choose from 1000s of journals and conveniently subscribe to table-of-contents (TOC) alerts, which can all be found in a single location: **Bibliogo Feeds**. Free up your inbox and easily add articles to your bibliography.

1. Click on **Add feed** button in Toolbar.
2. Type in the journal name or import.
3. Type in the journal name or copy and paste an RSS or ATOM feed URL directly on the search box.
4. To import RSS or ATOM feeds by other readers, click "Add feed" and then select the 'Import feeds' tab.



## Monitoring Feeds

Mark a citation feed as read by clicking on it. The green orb  will disappear.



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