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# Mendeley

Learn how to use the reference management programme Mendeley.

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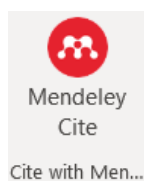
### Zotero

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## Mendeley Cite

Mendeley Cite is a new citing tool for inserting citation in Word documents.

- You can cite references without having Mendeley Desktop open or even installed
- Download Mendeley Cite from the Mendeley website. The Mendeley Cite will appear in the MS Word References ribbon:



- Sign in to Mendeley Cite to find the references in your Mendeley library

Find more details about how to cite references and insert a bibliography from the Mendeley Cite guide.

## Using Mendeley Word plugin

Mendeley Word plugin is used by the old Mendeley desktop version.

Mendeley uses a plugin to format in-text citations and reference lists in MS Word. The functionality of this plugin is limited, but it is simple and easy to use.

- Install the Word plugin first

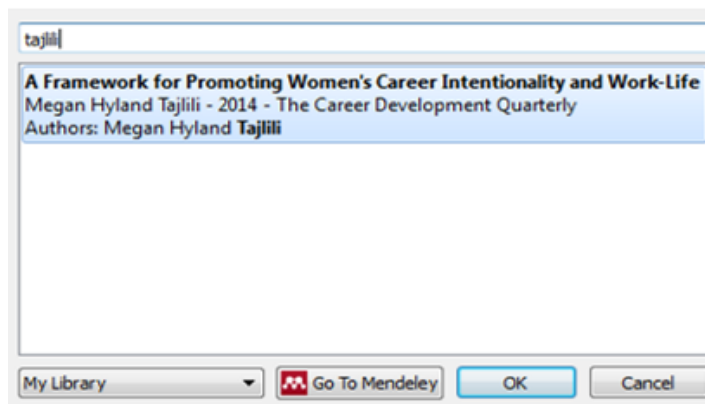


- Open MS Word, click the **References** ribbon to find the Mendeley Word plug-in toolbar

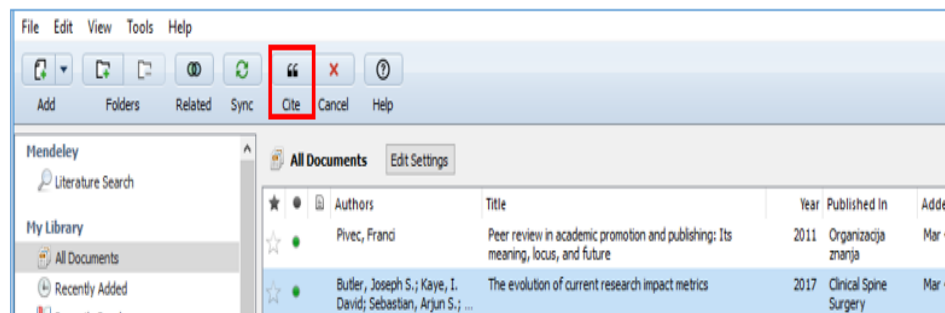
## Insert in-text citations

You can select citations from your desktop Mendeley and insert them as in-text citations in your Word document.

- On your Word document, click **References** to find a Mendeley Cite-O-Matic section. Select your preferred referencing style (e.g. APA 7th) from the **Style** dropdown box
- Place a cursor at the end of a sentence where you want to insert an in-text citation
- Click **Insert Citation** from the Mendeley Word plug-in bar
- Search for the relevant reference using the search box, or click **Go To Mendeley** to select a citation from your Mendeley library

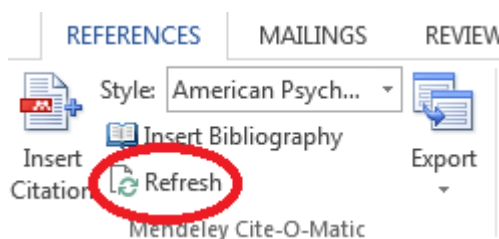


- Click OK to insert this citation in your document.
- You can also click the **Go To Mendeley** button to go to your Mendeley library. Select a reference and click the **Cite**. The in-text citation should now be inserted into your document.

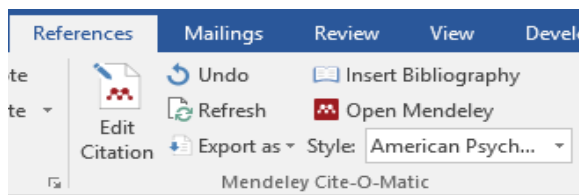


## Edit in-text citations

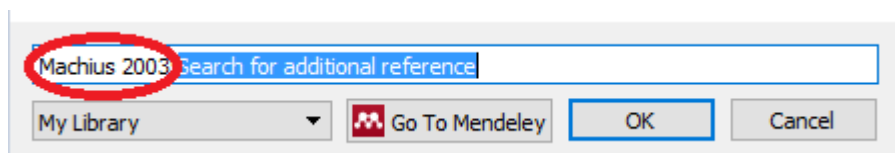
- If you notice mistakes in your in-text citations or reference list (e.g. spelling mistakes, incorrect capitalisation etc.), the best way to remedy this is to correct the details in your Mendeley library first. Then go back to your Word document and click the **Refresh** button on the Mendeley Word plug-in bar to update these citations.



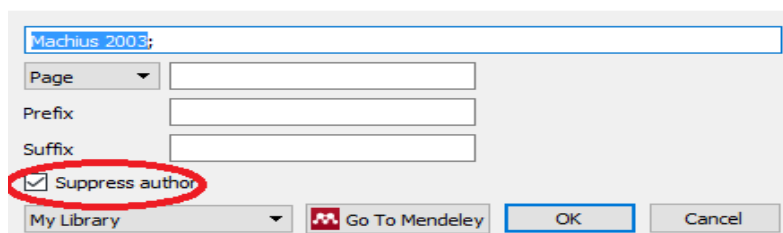
- If you would like to remove an author from an in-text citation or add a page number to an in-text citation, click the in-text citation in your document, the Insert Citation button in the Mendeley Word plug-in bar will change to **Edit Citation**:



- Click Edit Citation, the following box will pop up. Click the citation "Machius 2003"

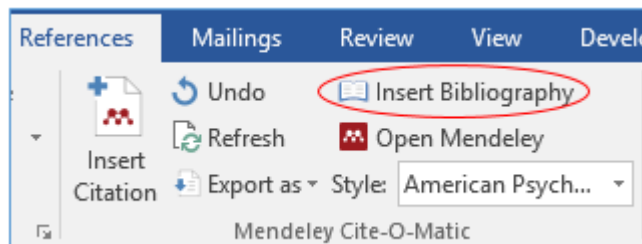


- You can now edit this citation, e.g. select Suppress author, or add a page number, etc.



## Insert a Bibliography

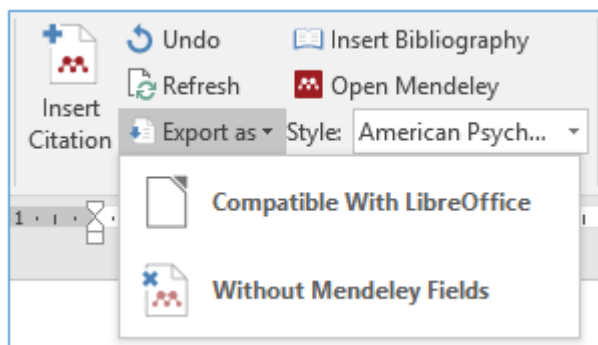
Click **Insert Bibliography** to start building your Reference List. Each time you add a new in-text citation to your document, the reference will be automatically added to your reference list, in the correct order.



## Create a plain text document

In-text citations and the bibliography in a Word document are linked with your Mendeley library. However, you can make a plain text document without Mendeley field codes.

- After you complete your writing, click the Reference ribbon on the top of your Word document.
- In the Mendeley Word plug-in bar, click the **Export as** drop-down menu, select **Without Mendeley Fields**



- Save this file to your computer. This will create a duplicated document without Mendeley field codes. When you click on the references or in-text citations, you will not see the gray colour background.
- You can edit in-text citations and bibliography using normal Word editing functions.

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