Mendeley
Manage and Share Your Research

By Reference Management Team
MENDELEY WEB VS. DESKTOP
OVERVIEW Using Mendeley
OVERVIEW

1. BUILD
   • Add PDFs and citations
   • Grab citations with the Web browser extension
   • Manual entry

2. ORGANISE
   → Organise your Mendeley Library
   → Use the folders
   → Search/locate references
   → Annotate the PDFs

3. USE/CITE
   • Insert and edit citations in MSWord
   • Generate the Bibliography
   • Change citation styles

4. COLLABORATE/DISCOVER
   → Discover within the Mendeley community
   → Collaborate with others
REFERENCES AND DOCUMENTS

1. Expressed in a **citation style** appropriate to your discipline/subject/journal
2. Citation styles may be expressed as **in-text** citations OR **footnotes** in the body of text
BUILD

Populating a Mendeley Library
1. ADDING DOCUMENTS

Select a file or folder to add from your computer

Add reference by manually entering details

Import from another reference manager, or BibTeX
**ADDING PDFS**

• PDFs must have a **DOI** (Digital Object Identifier) to enable Mendeley to auto-populate the key metadata fields of a citation/reference

• **Click** on the PDF, **drag and drop** into the middle panel of your Mendeley Desktop

• Check that the metadata fields are populated correctly
2. EXPORT FROM DATABASES (.RIS)

Typically, look for the ‘Export to …’ function in a subscribed database. For example:

**EBSCO**

- Direct Export in RIS Format (e.g. CiteAV, EasyBib, EndNote, ProCite, Reference Manager, Zotero)
- Direct Export to EndNote Web
- Generic bibliographic management software
- Citations in XML format
- Citations in BibTeX format
- Citations in MARC21 format
- Direct Export to RefWorks
- Direct Export to EasyBib

**JSTOR**

- Export Selected Citations

- Export to RefWorks
- Export a RIS file
  (For EndNote, ProCite, Reference Manager, RefWorks, Zotero...)
- Export a Text file
  (For BibTeX)

Using RefWorks? Find out how it works with JSTOR

**ProQuest**

- Save to My Research
- Export/Save
  - RefWorks
  - EasyBib
  - HTML
  - PDF
  - RIS (works with EndNote, Citavi, etc.)
  - RTF (works with Microsoft Word)
  - Text only
  - XLS (works with Microsoft Excel)
A. FINDMORE @NUS LIBRARIES
B. DATABASES: SCOPUS AND SCIENCE DIRECT
3. WEB BROWSER EXTENSION

SAVE RESEARCH WHILE BROWSING ONLINE

www.mendeley.com/reference-management/web-importer#id_1
WEB BROWSER EXTENSION

Browser dependent:
• Chrome or Firefox are best
• Safari is ok; some issues
• Internet Explorer & Edge are very problematic

Caveats:
It works with selected databases
The quality of metadata varies with the source
USING THE WEB EXTENSION ON GS

Select an article and import the reference to your library in one click.
Title: Health Beliefs and Practices Related to Dengue Fever: A Focus Group Study

Authors: Wong Li Ping and Sazaly AbuBakar


DOI: 10.1371/journal.pntd.0002310
4. MANUAL ENTRY

- Select the relevant document type
- Key in the details of the item: title, author & year are crucial
- Author field requires special attention (Last name, first names)
- ‘Source’ info is also important
RE-CAP

1a. Drag & Drop a PDF
b. Import a folder containing PDFs

2. Import a .RIS file

3. Mendeley’s Web Importer

4. Manual Entry
ORGANIZE

Managing Your Library
QUICK WAYS OF ORGANISING ITEMS

- Use column headings to order your references
- Mark entries read or unread
- Entries with attached PDFs can be opened with the PDF Reader
- Star items to mark them as favorites

All items in your personal library
Items added in the last two weeks
Access your recently read items
All items you’ve starred in your library
Items in need of review
CREATE AND USE FOLDERS

- References not added to a folder will appear in ‘Unsorted’
- Your folders will be listed below. Drag and drop to re-order them.
- Use ‘Create Folder’ to enter a new folder name.
SEARCH YOUR LIBRARY

Enter your search term in the search field

Click on a specific folder to search within it

Use the clear button to remove the search filter

Mendeley’s search tool will look at reference metadata, but will also search within the full text of PDF papers.
SEARCH YOUR DOCUMENTS

Add tags to papers in your library which share a common theme

Use the Filter Menu to filter your library view to only include tagged items

You can also filter by Author, Author Keywords and Publication
CHECKING FOR DUPLICATES

Under ‘Tools’ …

Invite Colleagues...
Install Web Importer
Uninstall MS Word Plugin

Check for Duplicates
THE PDF VIEWER

PDF shows in a separate tab

Annotation tools are shown only in this tab
Using the Mendeley Citation Plug-In
INSTALL THE CITATION PLUG-IN
THE CITATION TOOL BAR APPEARS IN WORD AUTOMATICALLY

Windows

Mac toolbar (for older MSWord)
1. Click ‘Insert or Edit Citation’

2. Search by author, title or year, or select a document from your Mendeley library

3. Select the article or book, and click ‘ok’ to automatically cite that text in Word
EDITING AND ADDING TO CITATIONS

1. Select your citation and click ‘Insert or Edit Citation’

2. Click on your citation (here: ‘Carroll 2011’)

3. Use the Citation Editor to add page numbers, other information, or to suppress the author
INSERTING YOUR BIBLIOGRAPHY


All formatting of the bibliography (font size, line spaces, hanging paragraphs) are done in MSWord.
CHANGING CITATION STYLES

Just choose the relevant style that you want. If it cannot be found, click on "More Styles..."
FINDING A CITATION STYLE

Click on ‘Get More Styles’ if you are not using the standard styles under the ‘Installed’ tab.

There are > 9,000 styles.
LAST BUT NOT LEAST . . .

Before you submit or share your Word doc, please remember to save it without the Mendeley fields.

Before you share your document or send it to the publisher, your work should be code free (Savage, Lye, & Ofori, 2010). Go to the Mendeley Cite-O-Matic, and export the document as ‘without Mendeley codes’.

It will save you a lot of time and heartache later.

Bibliography

COLLABORATE

Join and Create Groups to Share References

VIDEO
DISCOVER New Research, Recommendations, and Impact
When using Mendeley Web to search for articles, you will have to use the Library Proxybookmarklet to access the full-text.
TALK TO US

Let us know if you need help or resources
NUS LIBRARIES’ LIBGUIDE

Mendeley - Manage and Share your Research: Introduction

A quick guide on how to use Mendeley to keep track of your research, to quickly and easily cite while writing and how to share your research.

Introduction | Installation | Mendeley Institutional Edition | Researcher Profile | Adding References | Organizing References | Insert Citations & Bibliographies

Collaborating & Sharing resources | Backing Up | Moving from Endnote to Mendeley | Mendeley Web | Getting Help | LaTeX users

Handouts
- Mendeley Handouts
  Handouts and slides for Mendeley Training Session

Have a question? Chat with us!

Chat with us!
Type your question in the box below and press Enter to start chatting.

Mendeley Training Sessions

Learn how Mendeley can speed up your workflow, and bring important collaborative tools to the forefront of your research.

Hands-on Training details:
17th March 2017 (Friday) from 10am to 12pm at the Central Library Theatrette 2

Before you arrive at our class, it’s important to:
- Bring your own laptop. Ensure that it is already set up to connect to NUS Wi-Fi and that you have Microsoft Word installed on your laptop.

Resource Librarian

Ming Guang Han
Contact:
NUS Central Library
+65 6516 3127

Limited tech knowledge but we’ll try to help 😊
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winnifred@nus.edu.sg
RESEARCHER unbound

HAVE A MINUTE?
HELP US IMPROVE

1st Feb 2019

5th March 2019