

MENDELEY

Reference management, made simple

- What tools do I need?
- What are the easiest ways to add sources?
- How do I create the final bibliography for a paper?

Instructions for students and researchers

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STEP BY STEP

Summary instructions

Sign up https://mendeley.com

Download the tools (from the Mendeley website)

- Mendeley for your desktop (Reference Manager)
- Mendeley for Microsoft Word *(Citation Plug-In- Mendeley City)*
- Mendeley for your browser (Web importer)

Easy citation import

1. With web importer
2. With DOI number or PubMed ID

ADD SOURCES — METHOD A

Mendeley Web Importer



1. **Download Mendeley Web Importer**
2. Search for my paper's topic (e.g. on Google Scholar)
3. Click the Web Importer icon (browser add-on)
4. Select articles and add them to my Mendeley library with one click
5. Check and correct my references
6. Add the PDF of the publication *(if it wasn't added automatically during import!)*

ADD SOURCES — METHOD B

With DOI or PubMed ID



1. **Download Mendeley Reference Manager**

2. Find the article I'm interested in, e.g. in the PubMed database (copy the PubMed ID or DOI number)

3. In my Mendeley library, select Add new → Add reference manually → paste the DOI or PubMed ID

4. Check and correct the reference I just entered

5. Add the PDF of the publication *(if it wasn't added automatically during import!)*

WORD + MENDELEY

Mendeley Citation Plug-in



1. **Download the Mendeley Citation Plug-In (add-in)**

2. Open my paper in Word (Microsoft 365) and go to the point where I want to insert a citation

3. Select the References tab → Mendeley Cite and see all the sources I've added to my library

4. At the point where I want to cite, select Insert citation *(Mendeley formats it according to the style I chose — e.g. in APA style, the author and year appear)*

MENDELEY CITE

Formatting the final bibliography



Prepare the full bibliography list

1. Go to the “Bibliography” chapter of my paper in Word
2. Click the three dots on Mendeley Cite and select Insert Bibliography

How do I change the citation style?

1. From Word and Mendeley Cite, select Citation settings (to the right of References)

I can choose different bibliography display styles, e.g. **APA**, **AMA**.

ADVANTAGES

Why use Mendeley?



Source organization



Import articles with one click



Embedding sources into papers



Notes and highlights on the PDFs I study



Sharing bibliography (groups)



Search across the entire library database and files

Ideal for those writing a thesis or publications

GET IN TOUCH

Contact & Training

LIBRARY

Physical Education & Sports Science Library

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Reach out for one-to-one guidance or a training session for your class or research group.