

Mendeley

"Mendeley is a free reference manager and academic social network that can help you organize your research, collaborate with others online, and discover the latest research."¹

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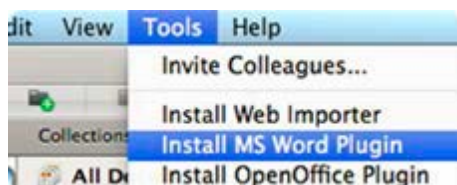
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¹ Source: <http://www.mendeley.com/> [Accessed: 29 September 2013]

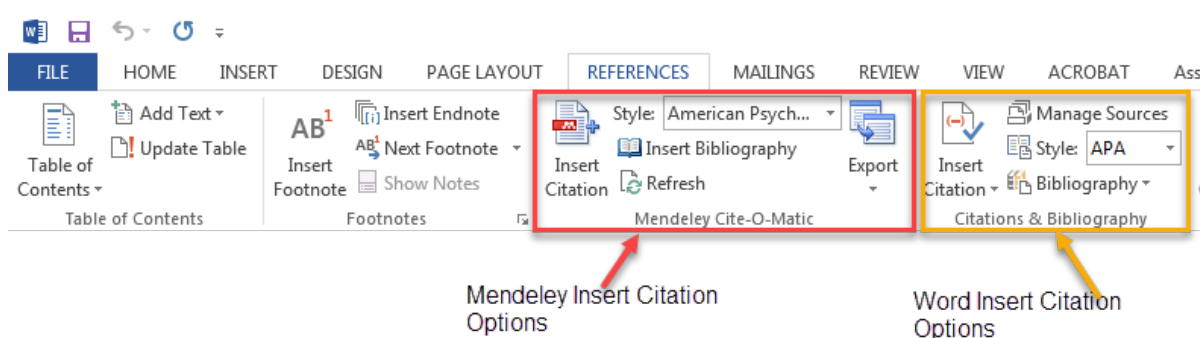
Installation and Setup

This section shows you how to setup and install Mendeley

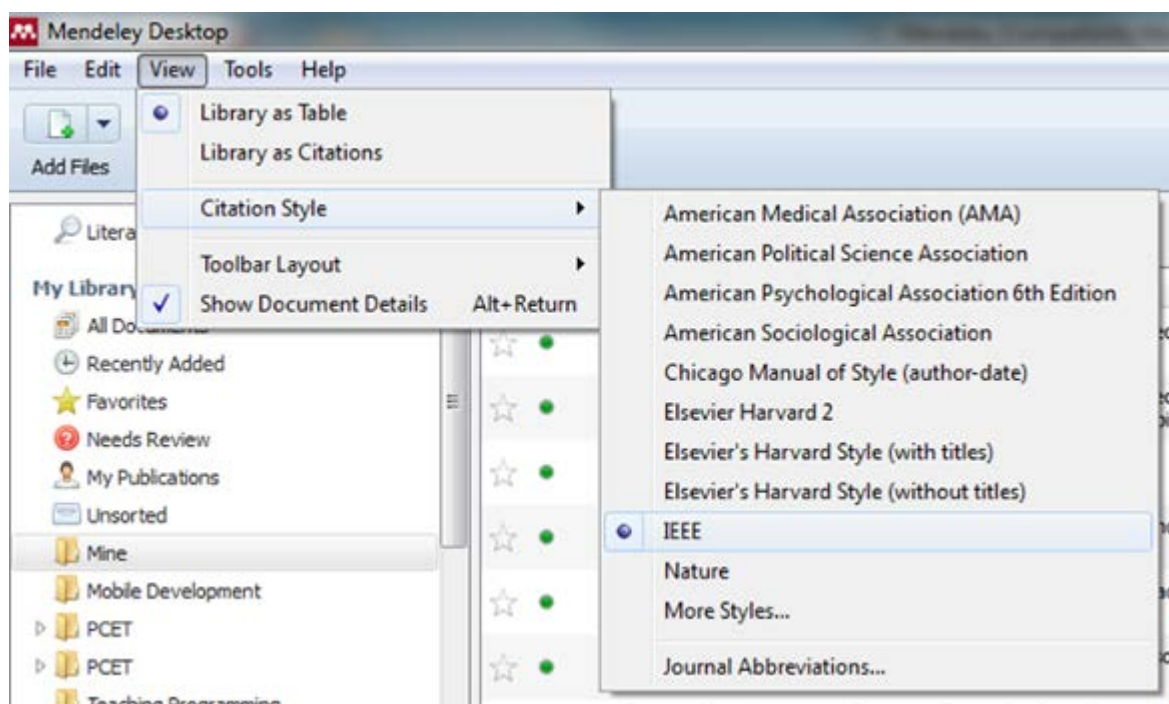
1. Visit <http://www.mendeley.com/>
2. Create an account, if you do not already have one. Signing up enables you to access your reference library from anywhere.
3. **You do need to install the desktop version** to integrate with Word. **Download** the appropriate version (Mac, Windows, Linux, Android) follow the steps to install Mendeley on your local computer.
4. The application should launch itself once it has finished installing, if not launch the application manually (using the start menu or the shortcut icon on your desktop).
5. Next, you need to integrate the application with Word. Click on the Tools → Install MS Word Plugin (see figure below). This will allow you to cite and create bibliographies/reference lists easily in Word as you type your document. You may be prompted to close Word and a few other applications if they are open. If this has already been installed, the option will be "Uninstall Word Plugin" and you can ignore this step.



6. Once the installation has completed successfully, open up Word and click on the References tab at the top. You should now have buttons that allow you to insert citations from your Mendeley library and create bibliographies or reference lists (see figure below).



- Return to Mendeley and specify your preferred citation format (**Note:** The school's accepted citation format is the IEEE Numerical Referencing Format). Click on View → Citation Style → IEEE. If IEEE is not listed, click on the More Styles... menu option and follow the steps (using the Get More Styles tab) to import the IEEE referencing format.

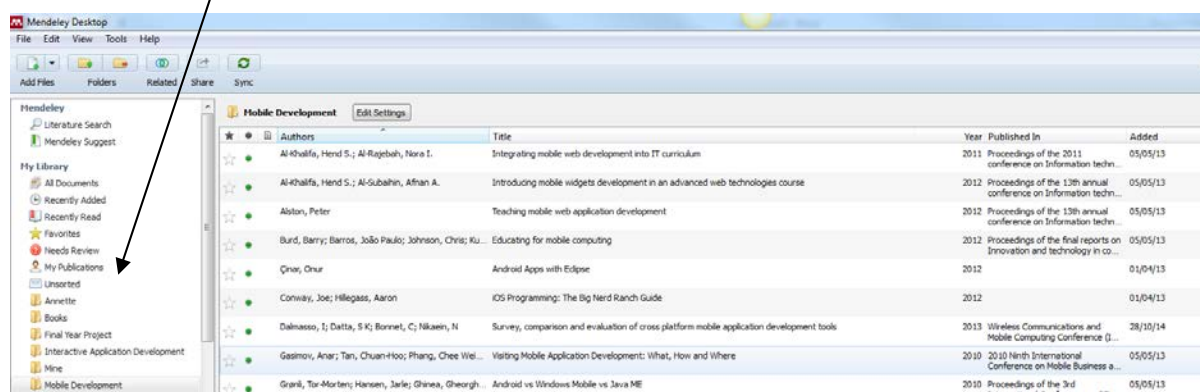


Using Mendeley

This section shows you how to use Mendeley.

Adding a Reference Source to your Library

- To use a citation, you need to add it to your Mendeley library, but there are options available that make it easy for you to import a reference to your library. Details on how to import/add references are provided below.
- Open up your Mendeley desktop application.
- You can use folders to organise your references, the same way you would use folders to organise your files on your computer, USB, email inbox, etc.



4. There are several ways you can add a new reference to your library. First, you will need to locate a file document that you want to import into your library from a reference source.
 - a. Add an Entry Manually
 - b. Importing Citations
 - c. Importing from the Web
5. To illustrate how to add references, the list of references shown in the screen shot below will be used. The reference list is from the IEEE website.

The screenshot displays the IEEE search results interface. At the top, a blue header reads "SEARCH RESULTS". Below it, a light blue box states "You searched for: **html5**" and "145 Results returned". The interface includes controls for "Results per page" (set to 25) and "Sort by: Relevance". A navigation bar shows "Select All on Page | Deselect All" and a series of numbered links (1, 2, 3, 4, 5) with "First" and "Last" options. Below the navigation bar are icons for "Set Search Alert", "Download Citations", "Save to Project", "Email Selected Results", "Print", and "Export Results".

The first reference is titled "Application of **HTML5** multimedia" by Xing Yan ; Lei Yang ; Shanzhen Lan ; Xiaolong Tong, published in the "Computer Science and Information Processing (CSIP), 2012 International Conference on". The Digital Object Identifier (DOI) "10.1109/CSIP.2012.6308992" is circled in red. The reference is labeled "IEEE CONFERENCE PUBLICATIONS" and includes a PDF icon and the text "PDF (433 KB)".

The second reference is titled "HTML5 based media player for real-time video surveillance" by Zhu, Guolei ; Zhang, Fang ; Zhu, Wei ; Zheng, Yayu, published in the "Image and Signal Processing (CISP), 2012 5th International Congress on". The DOI "10.1109/CISP.2012.6469806" is circled in red. This reference is also labeled "IEEE CONFERENCE PUBLICATIONS" and includes a PDF icon and the text "PDF (288 KB)".

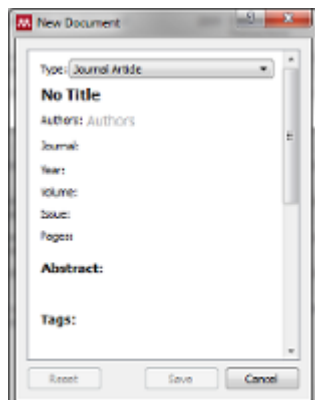
Adding an Entry Manually

You can add in an entry manually (similar to what you would do in Word), but sometimes Mendeley makes this slightly easier.

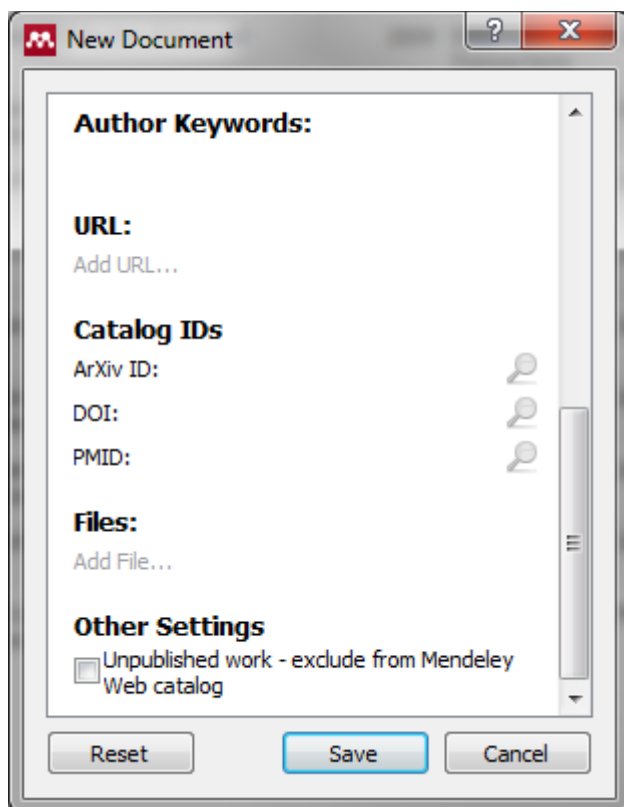
1. Click the drop down arrow beside the Add Files Icon and select Add Entry Manually or alternatively, use the File → Add Entry Manually... menu option.



2. You should get the following dialog window.



3. Sometimes you do not have to type in the entries manually. For example, if you have the Digital Object Identifier (DOI) Number as highlighted in the IEEE screenshot above. Scroll down the dialog window and you should see a section called 'Catalog IDs'. Under this section there are fields with search buttons to the right of them, which means Mendeley can try to search for the reference of interest and import the details for you.



4. If you look at the screen shot from the reference search results from IEEE above, you will notice that there is a highlight surrounding the DOI Number. You can copy this number to the textbox beside the DOI field shown under Catalog IDs and click the search icon button. If Mendeley finds the item, the fields will be automatically populated. Click the Save button if you are happy with the entries automatically filled.

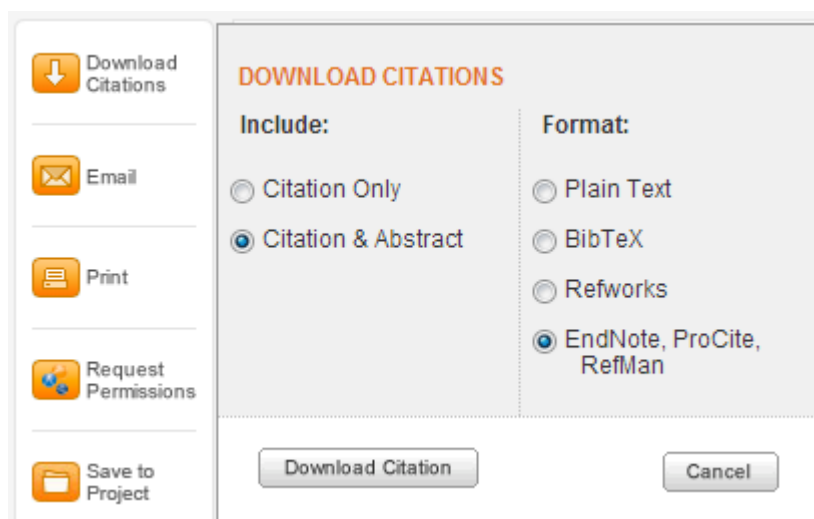
Note: Most academic reference sites will have a DOI number listed in the summary of the article you are after – use it to quickly import your reference.

5. If you cannot use one of the Catalog IDs to import the reference, then you have two other choices:
 - a. Download a citation from the reference source website (discussed next)
 - b. Complete the entries manually.

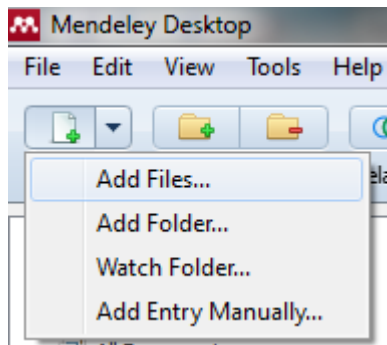
Importing Citations

Most reference libraries will have an option for you to export the citation of a document of interest.

1. Clicking on the first reference found in the IEEE search results shown above, gives the option to export the citation.
2. Clicking on the 'Download Citation' button shows the dialog below. There are a number of options (most should work). Click on a format and download the citation to your computer (it is probably a good idea to have a specific folder location for your downloaded – you can also tell Mendeley to watch this folder automatically using the File → Watch Folder menu option).



3. Return to Mendeley and go to the menu option to add a file as shown below:



4. Locate the file you saved in the previous step and open it. The reference for the document should be added into your library.

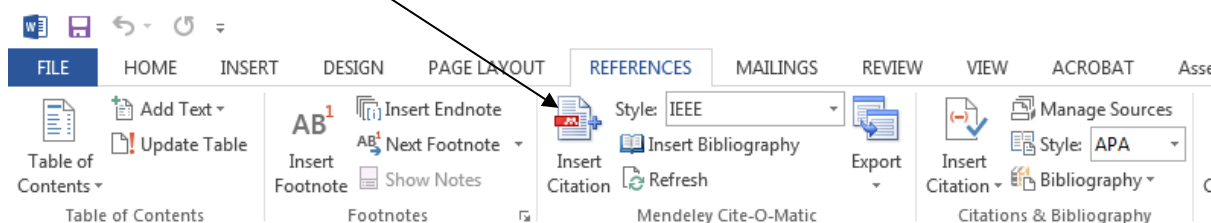
Importing from the Web

Mendeley also let you import a web reference while browsing the page. Follow the instructions at this URL to enable importing from the web: <http://www.mendeley.com/import/>.

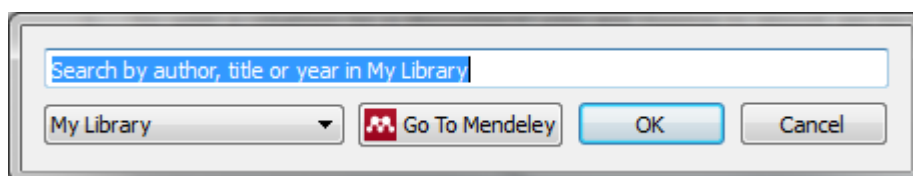
Using a Citation in Word from your Library

Once you have added references to your library, you can cite as you type in Word. When you are done, you can then generate your bibliography or reference list.

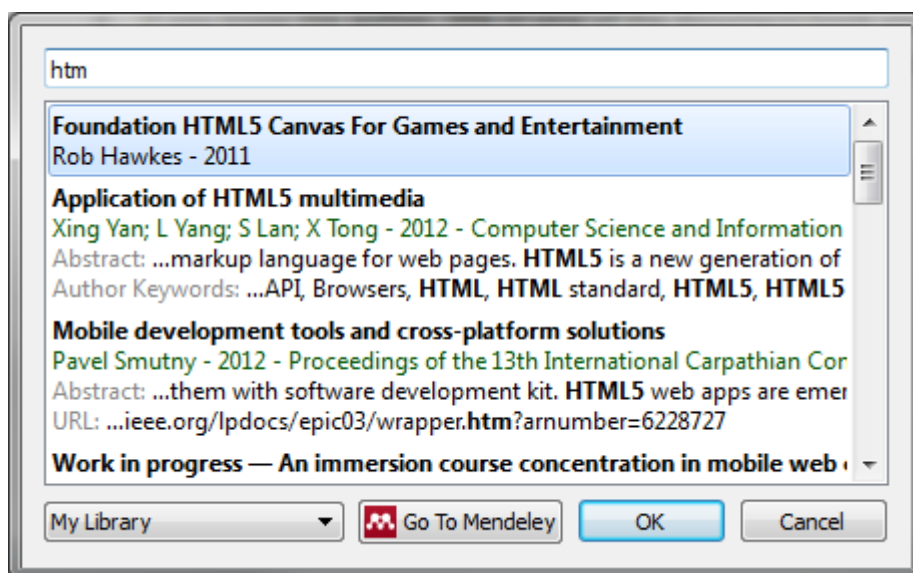
1. To add a citation to a document you are typing in Word, go to the point you want to add the citation in your document and click on the References tab.
2. Click on the Mendeley "Insert Citation" button as shown below:



3. You should get a little dialog that allows you to search for a citation to include in your document

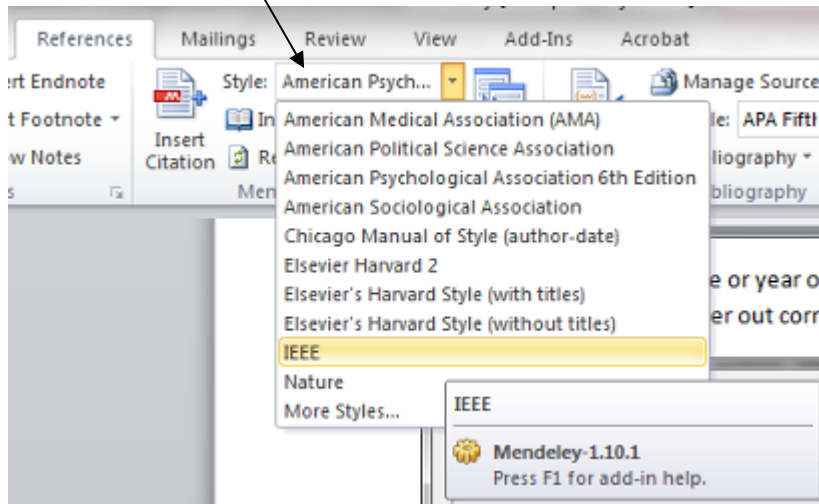


4. If you know the author, title or year of the document/book you want to cite, you can type into the search box and it will filter out corresponding citations from your library as shown below.

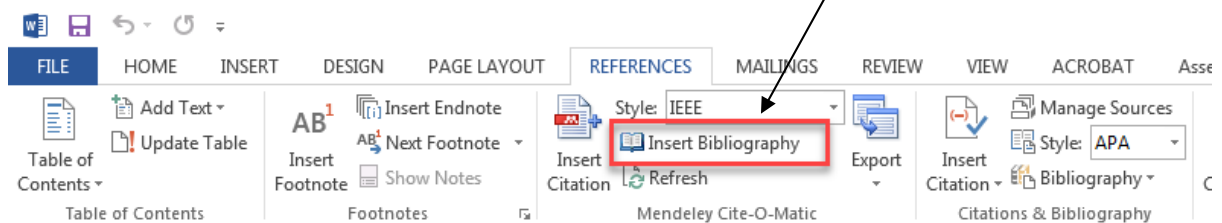


5. Select the one you want and click the OK button. Alternatively, you can use the "Go To Mendeley" button to go and find the document of interest in Mendeley. Once you have located the document you want, click on "Cite" button on the toolbar menu at the top to return to Word (Hawkes, 2011).

6. Check to see that the inserted citation is in the referencing format that you want from the Style drop down list (see figure below), otherwise you can change this by selecting your preferred format from the Style drop-down list as shown.



7. To generate a Bibliography or Reference list of all the documents/articles/web sites etc. that you have cited in your document, go to the point in your Word document where you would like to insert the list and click on the References tab and click on the “Insert Bibliography” button as shown.



8. A bibliography in your chosen citation style should be automatically added to your document.

Synchronising your Library

If you created an online account, you can also synchronise your references so that you can access them from anywhere (**Note:** you will need to do this if you alternate between working at home and on campus). Just press the Sync button and this will synchronise your references to your online account.

