Using Mendeley's Plug-in for Word

Are you looking for a way to eliminate the drudgery from in-text citations and bibliographies? Mendeley has a plug-in feature that you can use within a Word document.

To set it up, open your Mendeley Desktop, and enable the extension under "Tools."

Now open up your Word document. Under "References," you will see Mendeley Cite-o-Matic." First pick the citation style you need. In this example, we'll use APA. Place the cursor where you need to cite and click on "Insert citation." The Mendeley tool bar will pop up, allowing you to search for the author or title of your citation.

If you are citing more than one article, keep searching and adding references. Your references will appear in the right order and they will be formatted correctly.

When you have an exact quotation, as in this second sentence, you will need to add a page number. Clicking beside the author's name will pull up the option you need.

And note that if you've already used the author's name in the sentence, you can suppress it in the citation.

To add the list of references, simply place the cursor in the right spot, and click on "Insert bibliography." All references listed in your in-text citations will appear automatically.

The final step is to proofread your references for any possible errors.

If you have any questions, just email us at libcitations@wlu.ca.