

Using Mendeley's Plug-in for Word

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

Enable the Word Extension

To set it up, open your Mendeley Reference Manager, and enable the extension under "Tools. Now open up your Word document. Under "References," you will see "Mendeley Cite."

Using Mendeley Cite to Create In-text Citations

Sign in with your Mendeley password. First pick the citation style. In this example, we'll use APA. Place the cursor where you need to cite and click on "References." You can search in your folders or just use the search box to look for an author or words from the title. Your formatted citation will appear.

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, you will need to add a page number. Clicking on the author's name below will pull up the option you need.

If you've already used the author's name in the sentence, there is an option to suppress here.

Using Mendeley Cite to Create Bibliographies

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

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

Citation Assistance

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