

Biblioteek- en Inligtingsdiens

Library and Information Service

UNIVERSITEIT • STELLENBOSCH • UNIVERSITY



Mendeley



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021 808 3997



MENDELEY

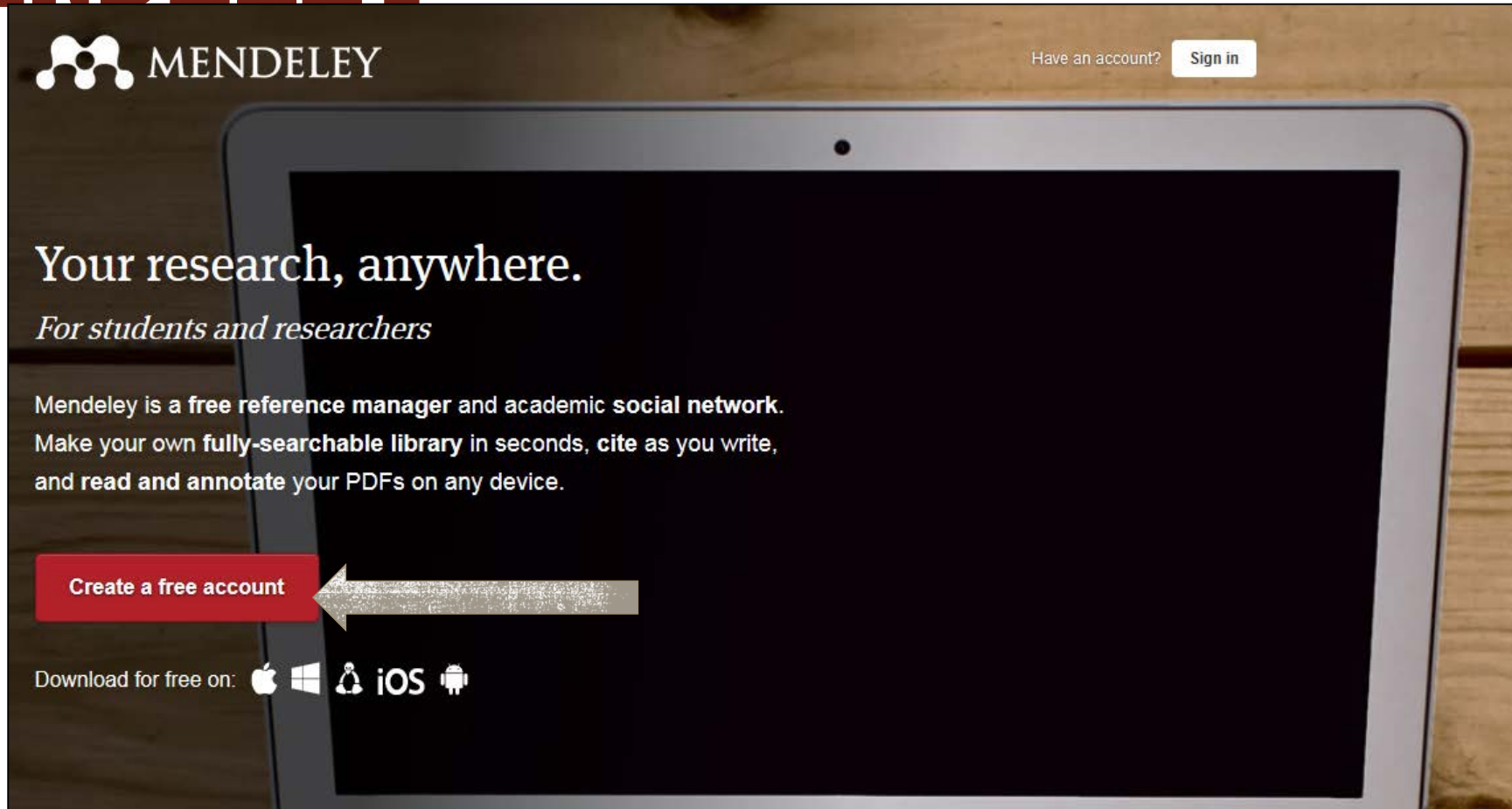
- *Create a FREE account*
- <https://www.mendeley.com/>
- *Download Mendeley desktop*
- *Install web importer*
- *Install Word plugin on Microsoft Word*
- *Choose citation style*


Mendeley videos and tutorials

- <https://community.mendeley.com/guides/videos>
- *Mendeley videos available on YOUTUBE*



MENDELEY

The image shows the Mendeley website landing page. At the top left is the Mendeley logo, which consists of three interconnected circles followed by the word "MENDELEY". To the right of the logo, there is a link "Have an account?" and a "Sign in" button. The main heading is "Your research, anywhere." followed by the subtitle "For students and researchers". Below this, a paragraph describes Mendeley as a free reference manager and academic social network, highlighting features like creating a fully-searchable library, citing as you write, and reading/annotating PDFs on any device. A prominent red button labeled "Create a free account" is positioned to the left of a large, light-colored arrow that points towards the right. At the bottom left, it says "Download for free on:" followed by icons for Apple, Windows, and Android, and the text "iOS" next to the Android icon.

 MENDELEY





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Your research, anywhere.

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Mendeley is a **free reference manager** and **academic social network**.
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and **read and annotate** your PDFs on any device.

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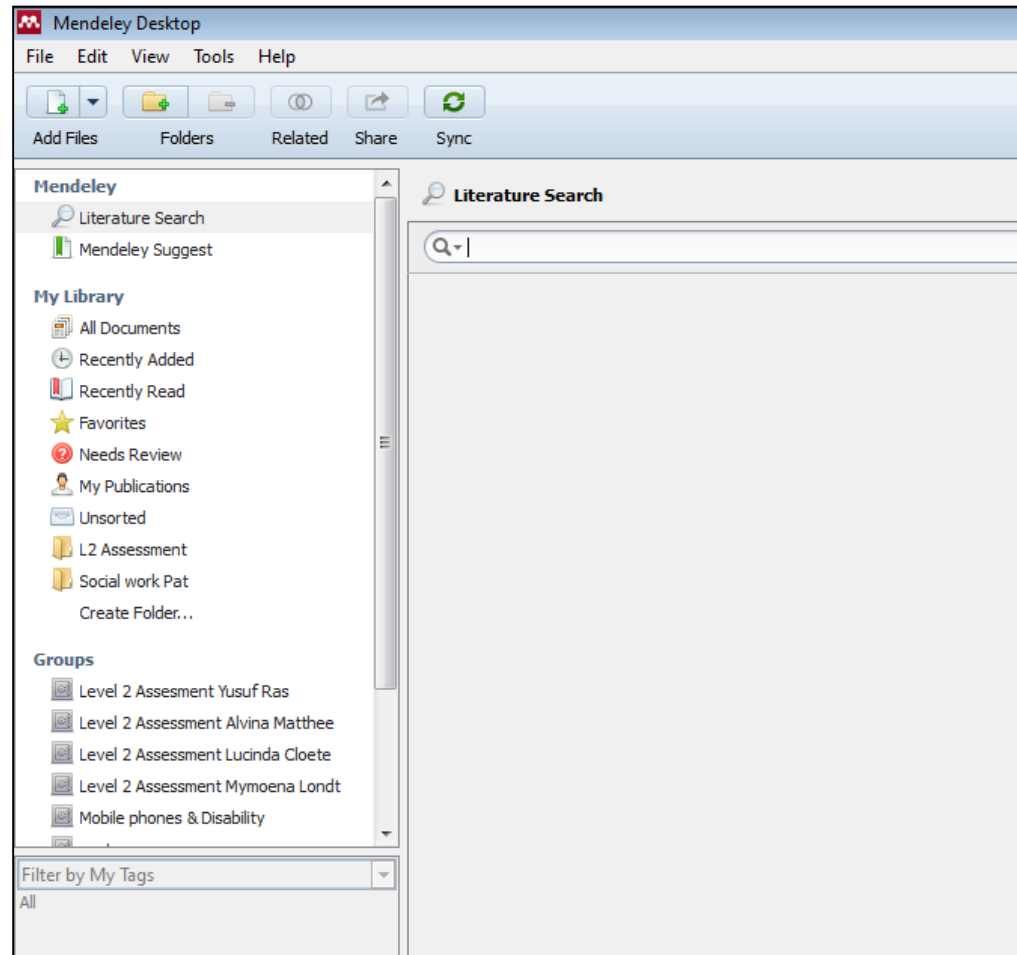
MENDELEY DESKTOP

- Install Mendeley Desktop:
- <https://www.mendeley.com/download-mendeley-desktop/>
- Word plugin **must be done** from **Mendeley desktop**.



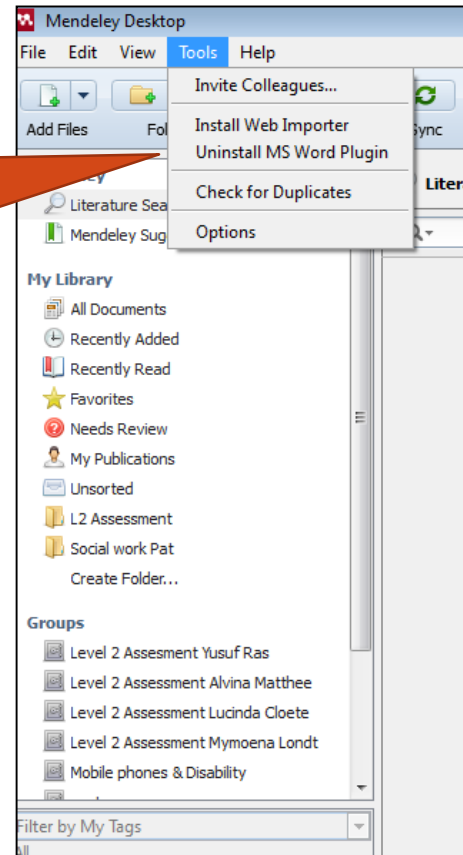
OPEN MENDELEY DESKTOP

Mendeley Desktop is the downloaded part of the software installed onto your computer

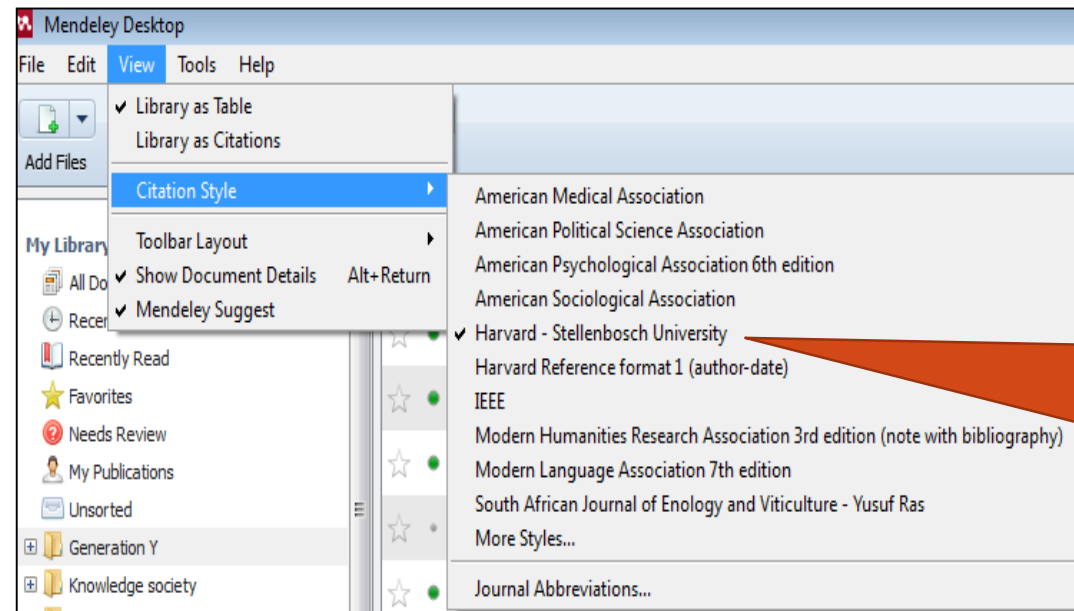
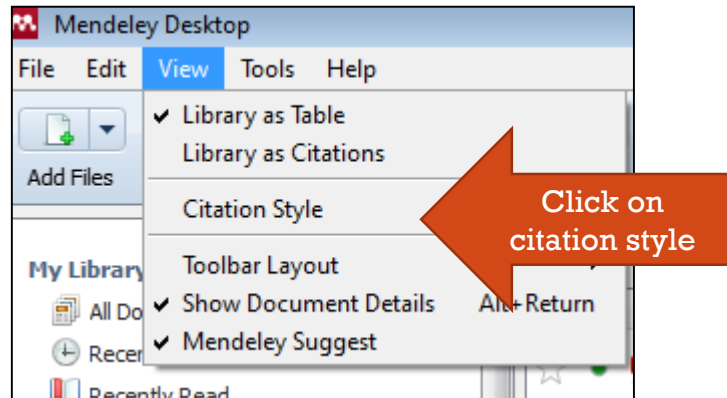


MENDELEY

Click on
tools &
Install MS
Word
plugin

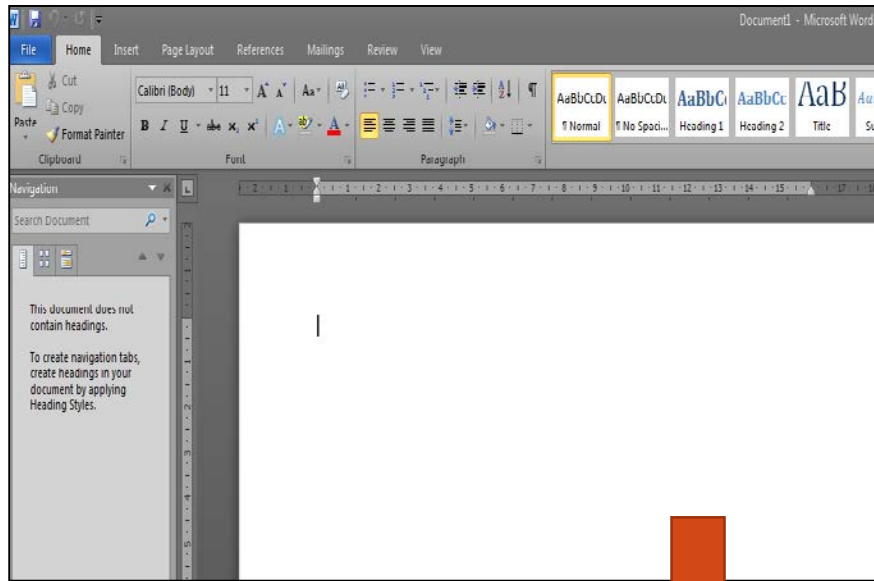


MENDELEY: ADD REFERENCING STYLE

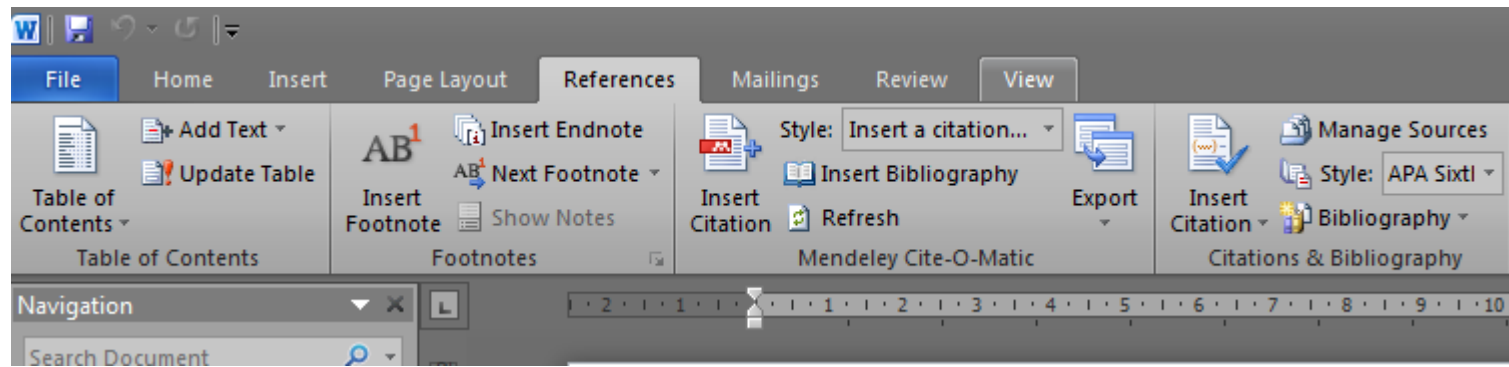


Choose
Harvard-
Stellenbosch,
or the style
you will be
using





Open Word and
Click on references,
Mendeley should
appear



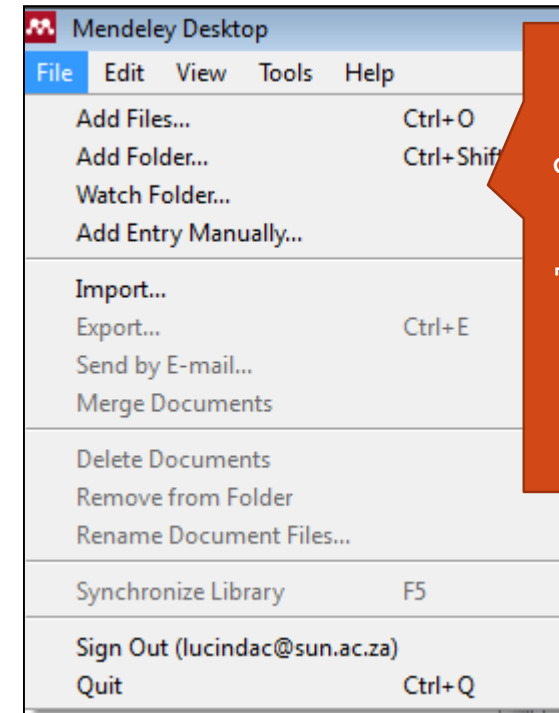
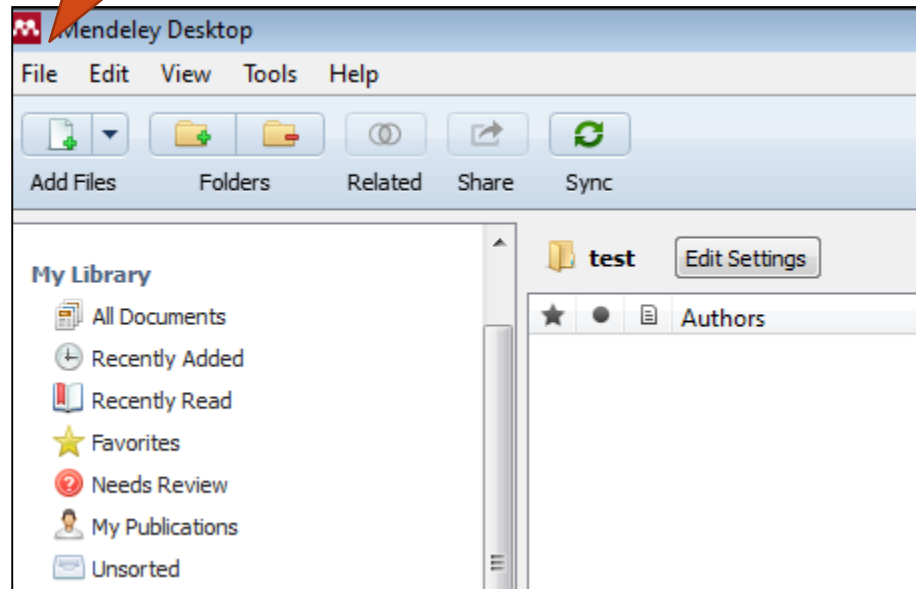
CITATIONS

- Make sure that all the sources that you want to cite are correctly saved in Mendeley.
- Add pdf documents by drop and drag / add files using TOOLS on desktop
- Sources can be add manually if not available online



ADDING FILES

Click on file



Add files from computer, folder /flashdrive or add manually. This can only be done from Mendeley desktop.

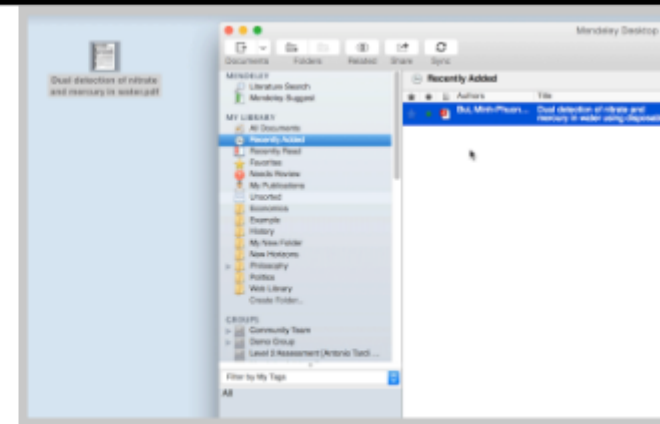


ADDING FILES

Drag and drop files or folders

Add papers to Mendeley by dragging and dropping a PDF into the Mendeley Desktop window. Mendeley will automatically extract the details from the document and create a library entry.

You can also drag and drop a folder containing multiple papers – Mendeley will work its way through the contents, creating library entries for the PDFs it finds.



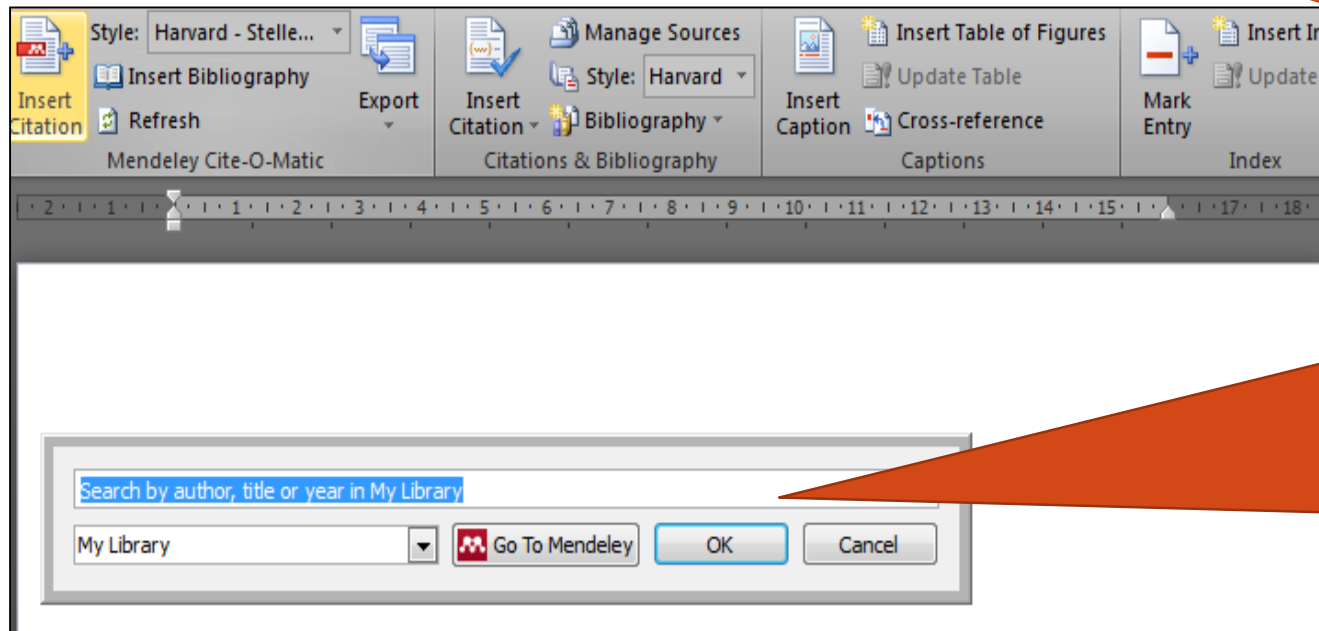
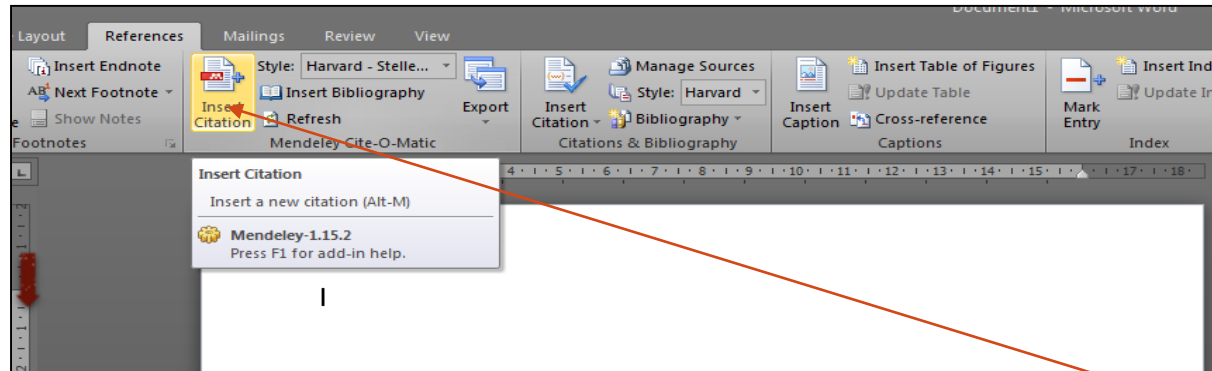
Manually create an entry

Use File > 'Add Entry Manually...' to manually input the details of a reference. Select the appropriate document type and complete the fields to create a library entry using the details you provide. This can be used to create library entries for items that you do not hold in PDF form – such as books, articles and other types of media.

Tip: You can use a DOI, PMID or ArXiv ID to look up the details of a reference. Paste the identifier into the appropriate field, and click on the magnifying glass. This will look up the item in the Mendeley Catalog and return the details provided by other Mendeley users. If the reference is completely new to Mendeley, the details will be retrieved directly from the appropriate identification service.



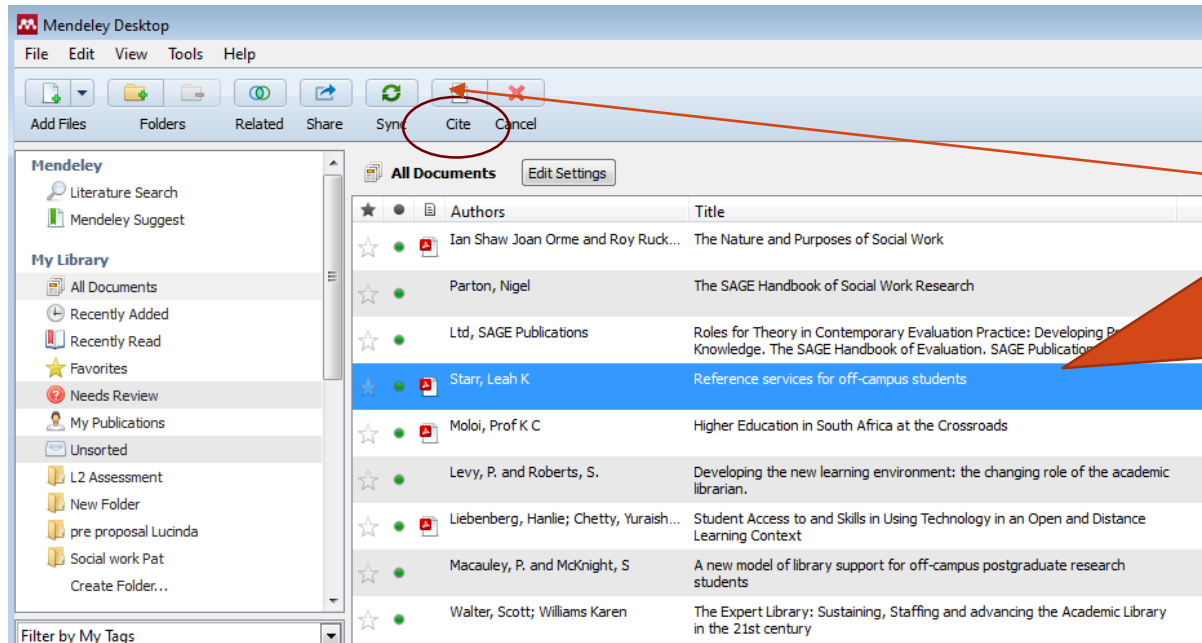
INSERT IN-TEXT CITATION



Click on insert citation in word.
Click on Go to Mendeley and choose article/title



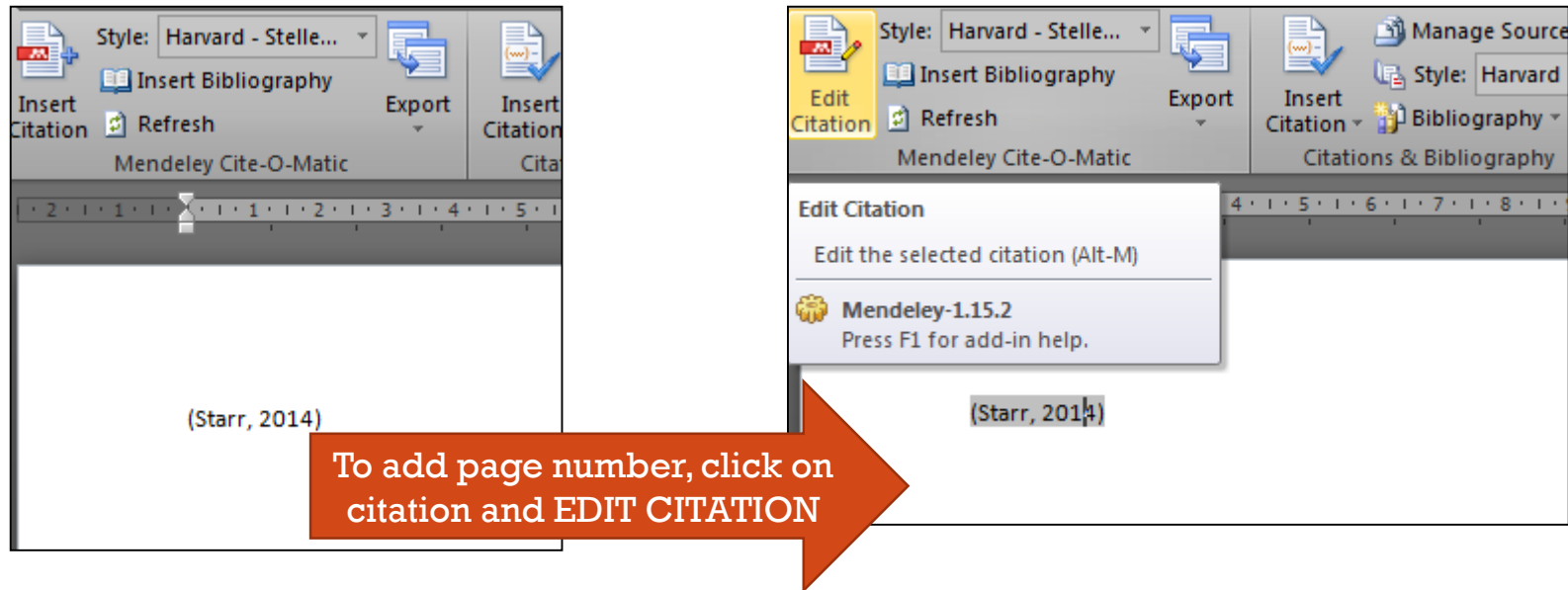
IN-TEXT CITATION



Click on the article
you wish to cite &
click on **cite**



IN-TEXT CITATION



Style: Harvard - Stelle...

Insert Citation Insert Bibliography Export Insert Citation

Refresh Mendeley Cite-O-Matic

(Starr, 2014)

Style: Harvard - Stelle...

Edit Citation Insert Bibliography Export Insert Citation

Refresh Mendeley Cite-O-Matic

Manage Source Style: Harvard Bibliography Citations & Bibliography

Edit Citation

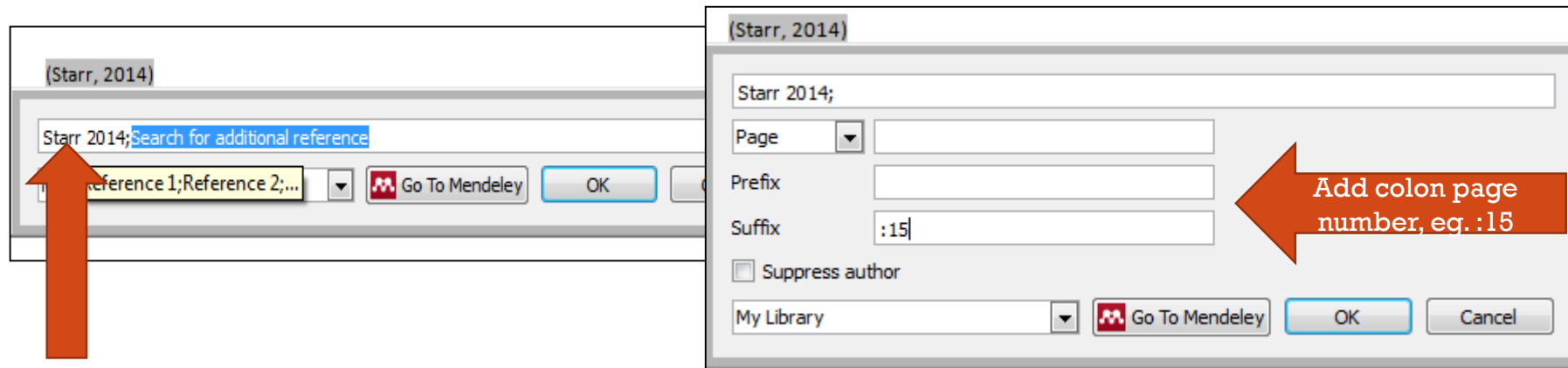
Edit the selected citation (Alt-M)

Mendeley-1.15.2

Press F1 for add-in help.

(Starr, 2014)

To add page number, click on citation and EDIT CITATION



(Starr, 2014)

Starr 2014; Search for additional reference

Reference 1; Reference 2;...

Go To Mendeley OK

(Starr, 2014)

Starr 2014;

Page 15

Prefix

Suffix :15

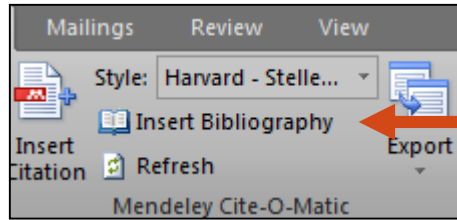
☐ Suppress author

My Library Go To Mendeley OK Cancel

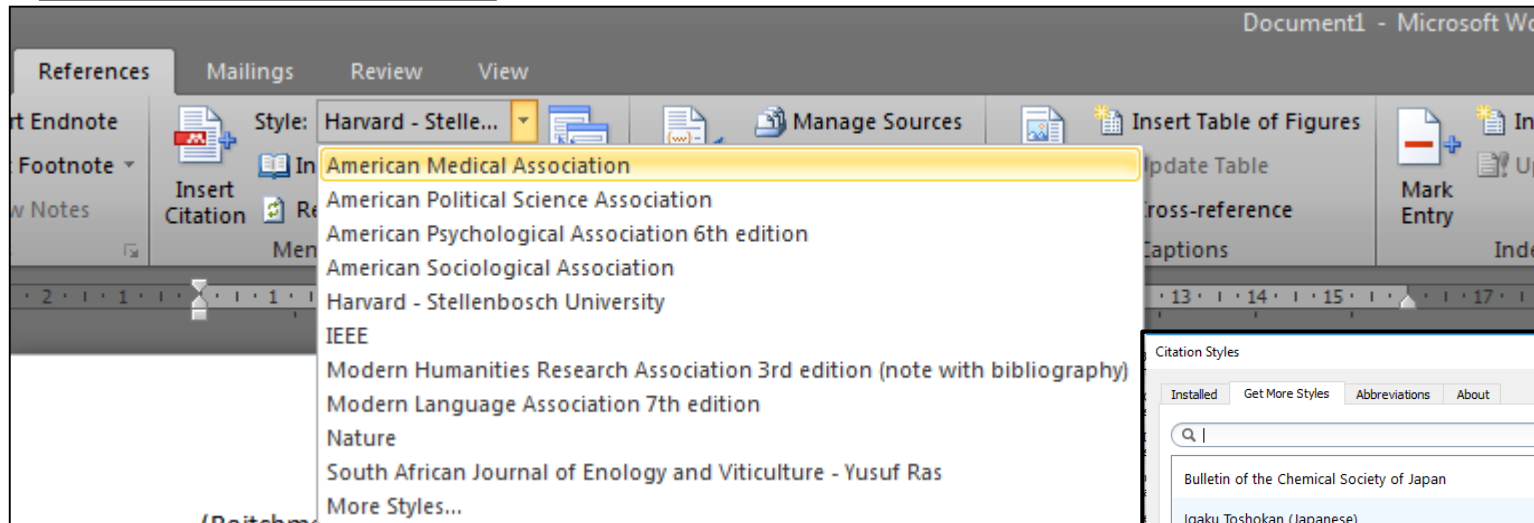
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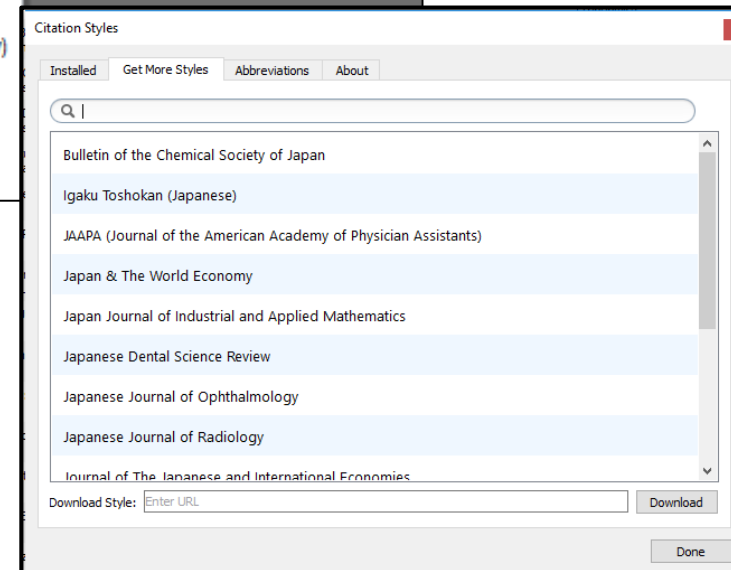
BIBLIOGRAPHY



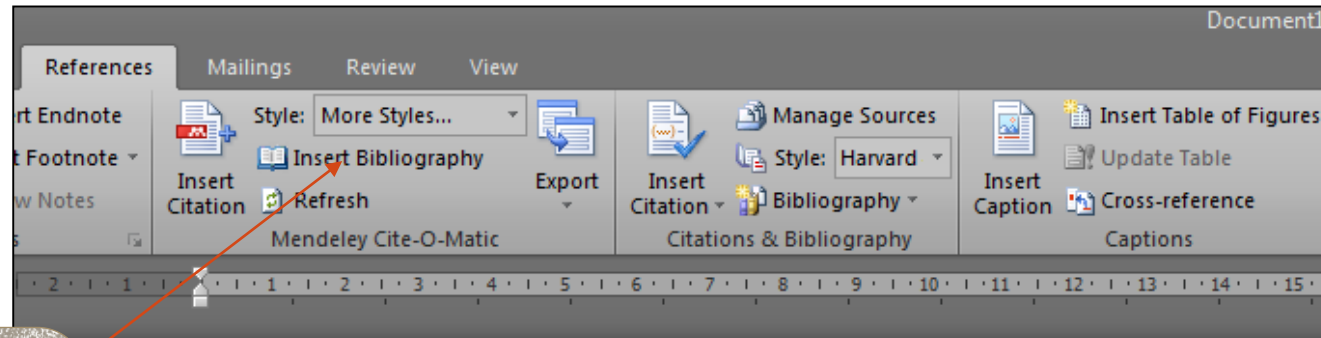
Insert
bibliography



Choose “Get More styles” if
your referencing style is not
on list



BIBLIOGRAPHY



**To compile
bibliography,
click insert
bibliography**

(Beitchman, Zucker, Hood, DaCosta, Akman, *et al.*, 1992:12) (Credé, 2010:5)

Beitchman, J.H., Zucker, K.J., Hood, J.E., DaCosta, G.A., Akman, D. & Cassavia, E. 1992. A review of the long-term effects of child sexual abuse. *Child Abuse & Neglect*. 16(1):101–118.

Credé, S. 2010. The Utilization of Health Care Services by Children with Foetal Alcohol Syndrome in the Western Cape, South Africa.

