Biblioteek- en Inligtingsdiens

Library and Information Service

UNIVERSITEIT·STELLENBOSCH·UNIVERSITY

Mendeley

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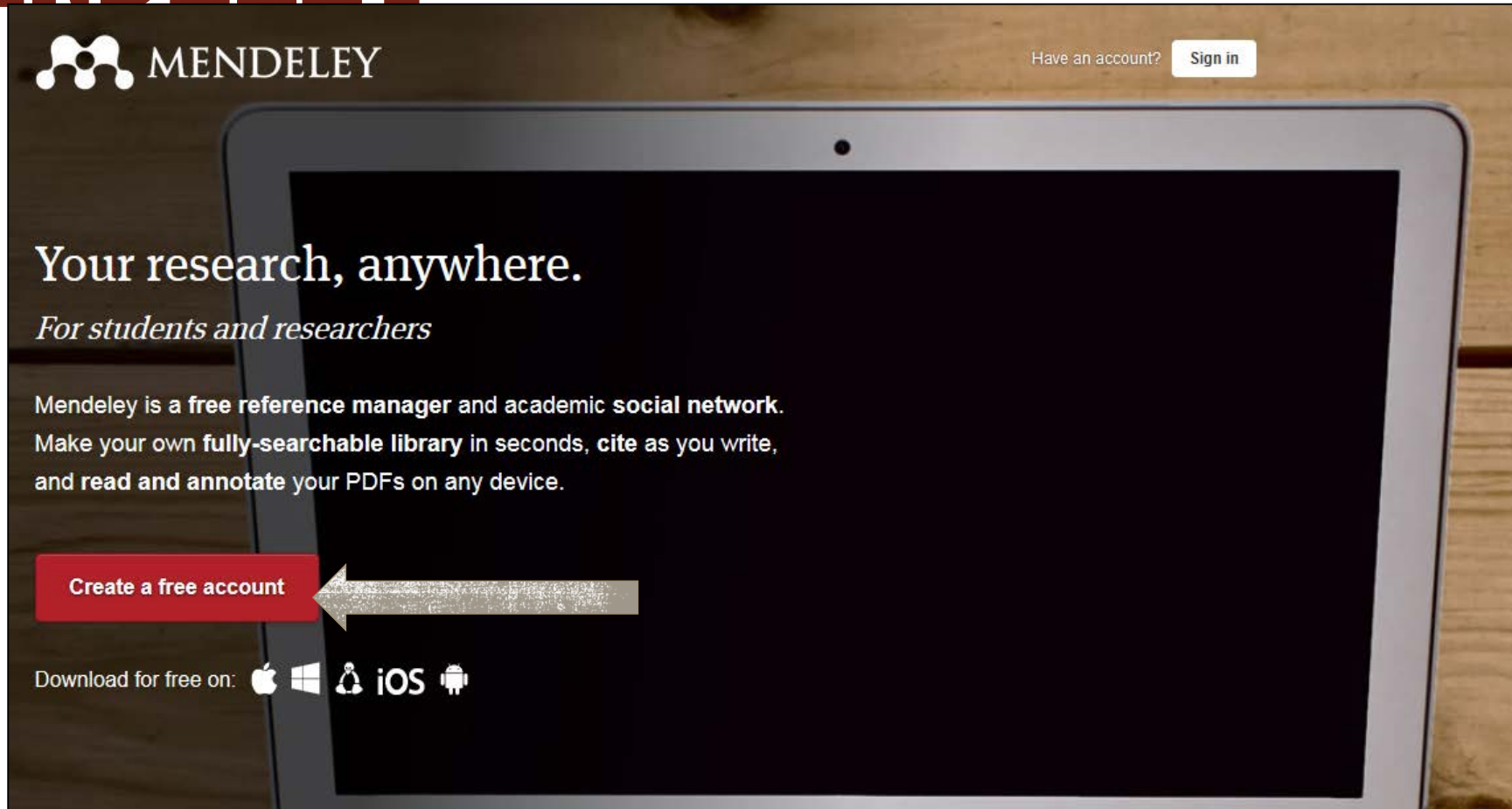
MENDELEY

- *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

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
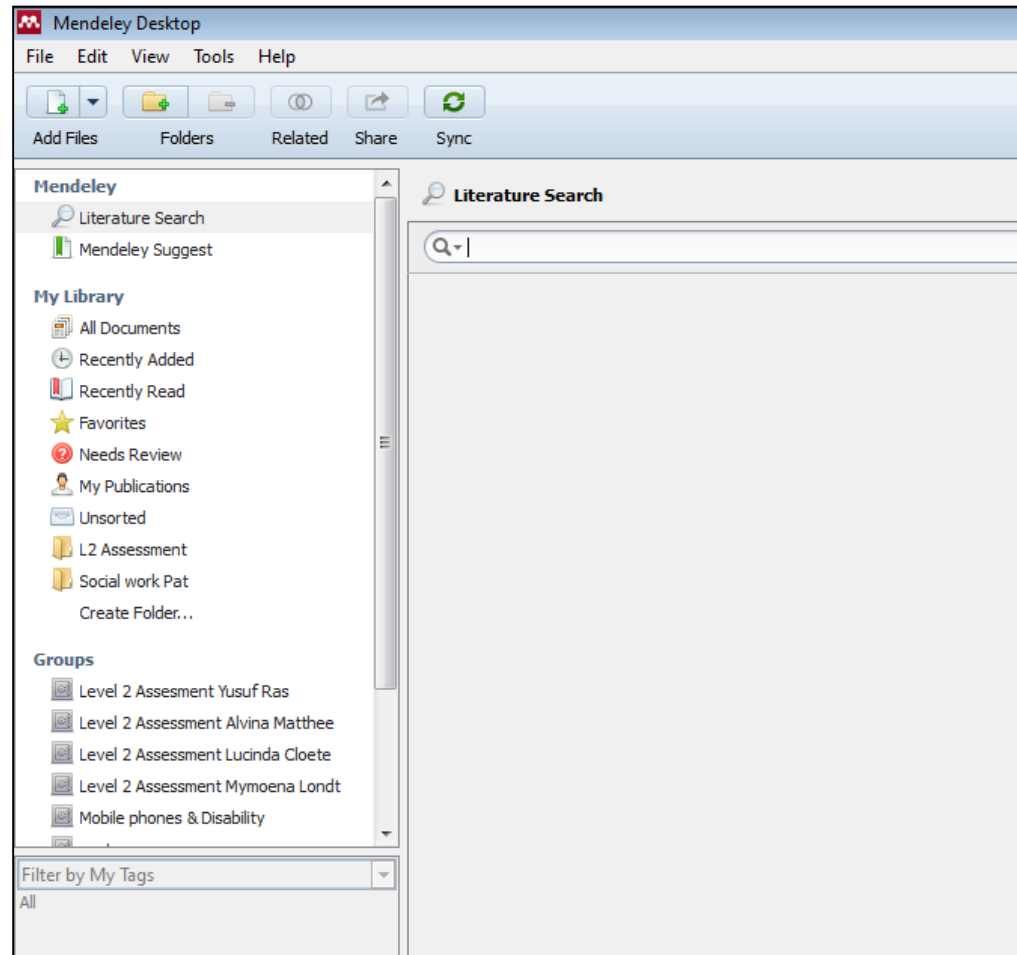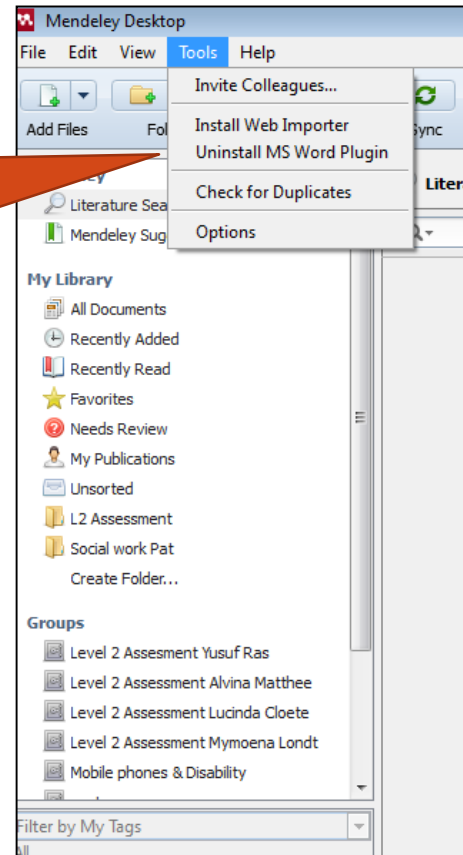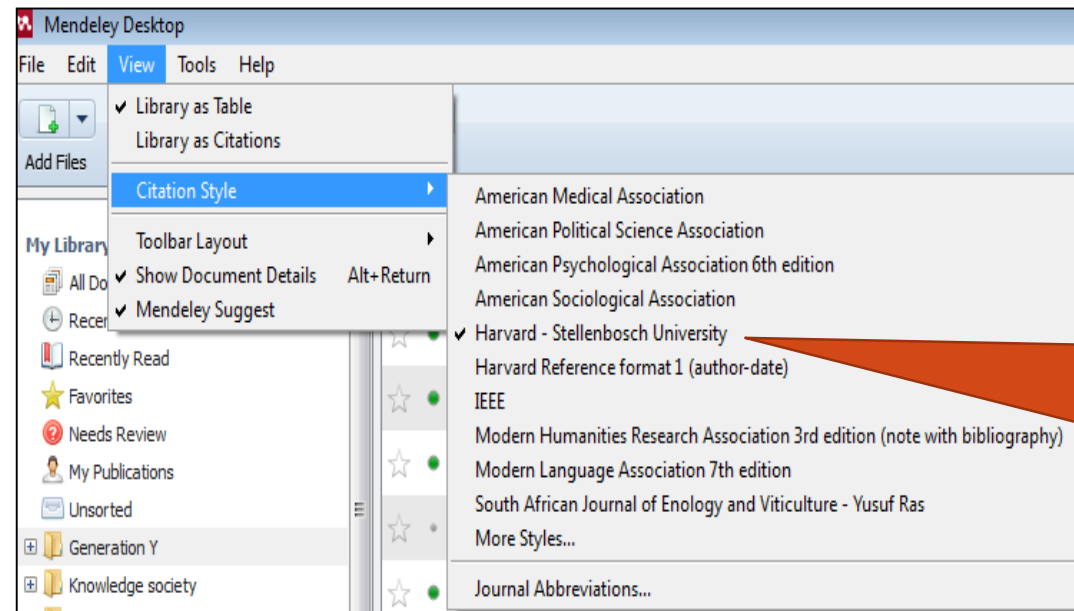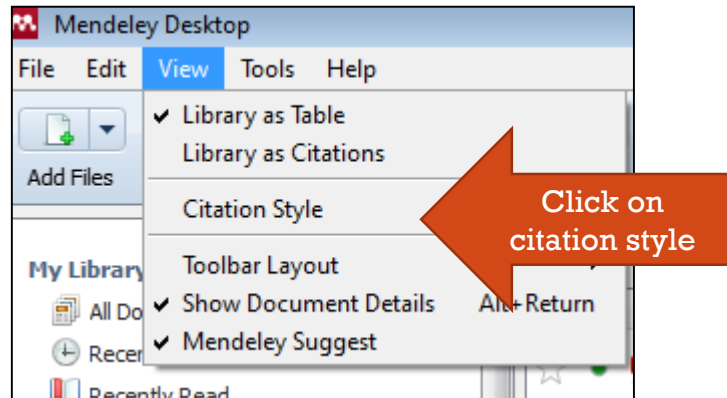
MENDELEY

Click on tools & Install MS Word plugin

MENDELEY: ADD REFERENCING STYLE

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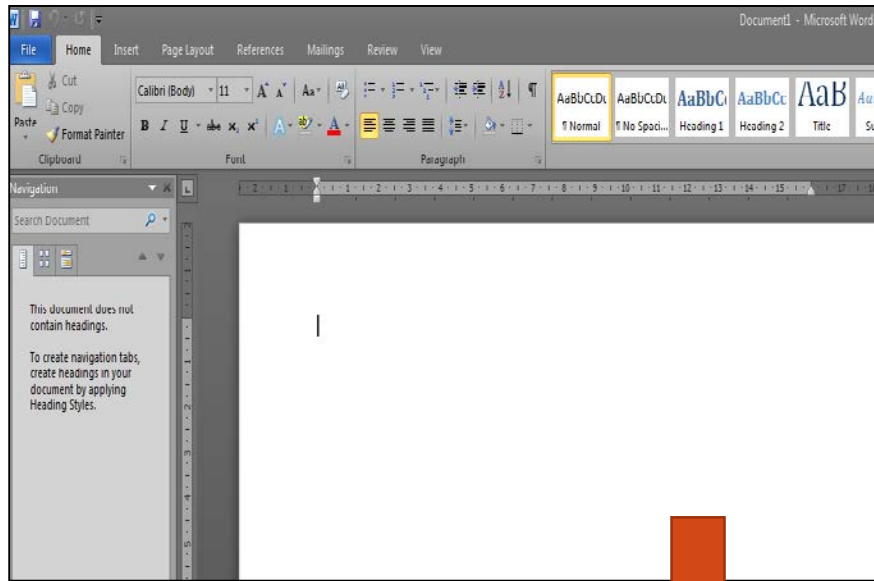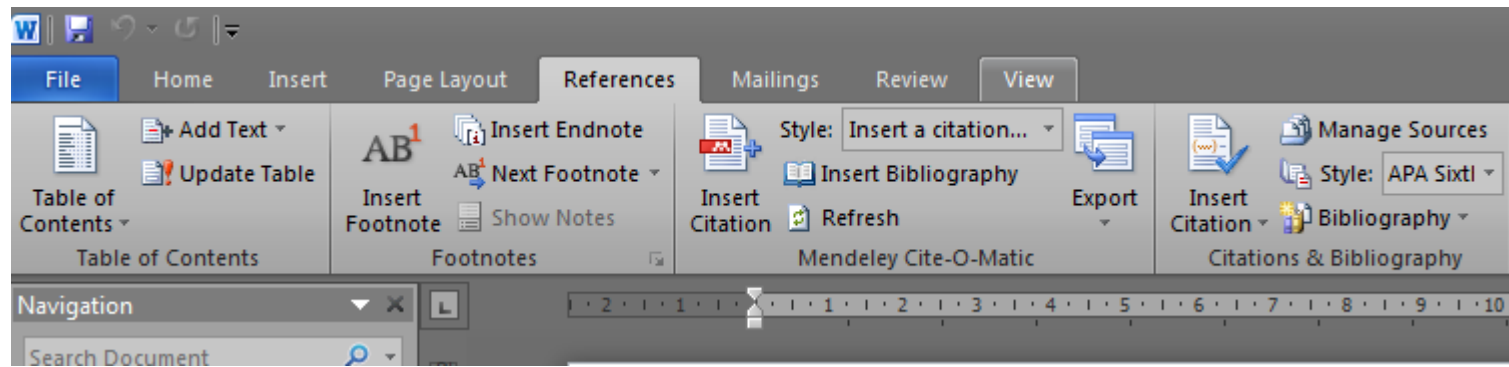
Choose Harvard-Stellenbosch, or the style you will be using

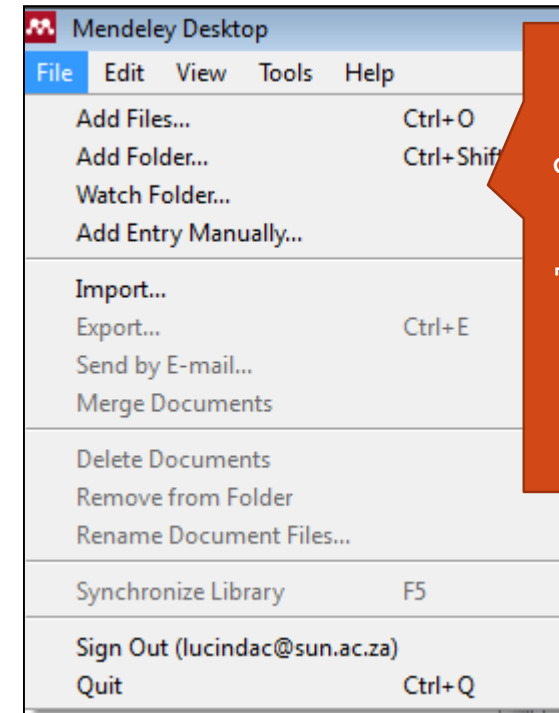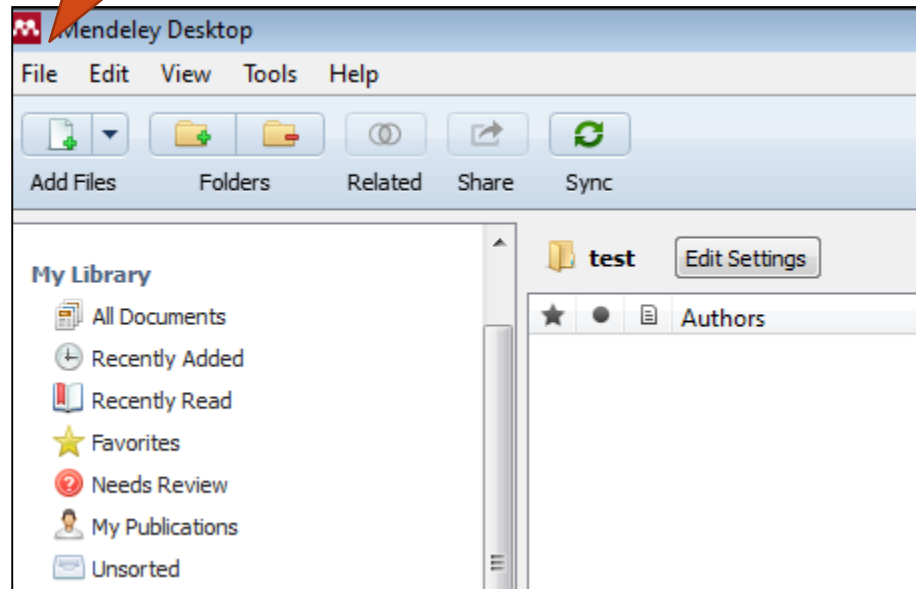Open Word and Click on references, Mendeley should appear

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

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.
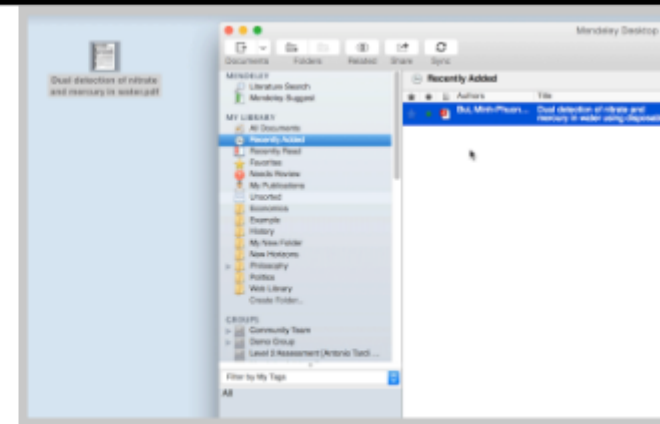

Manually create an entry

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.
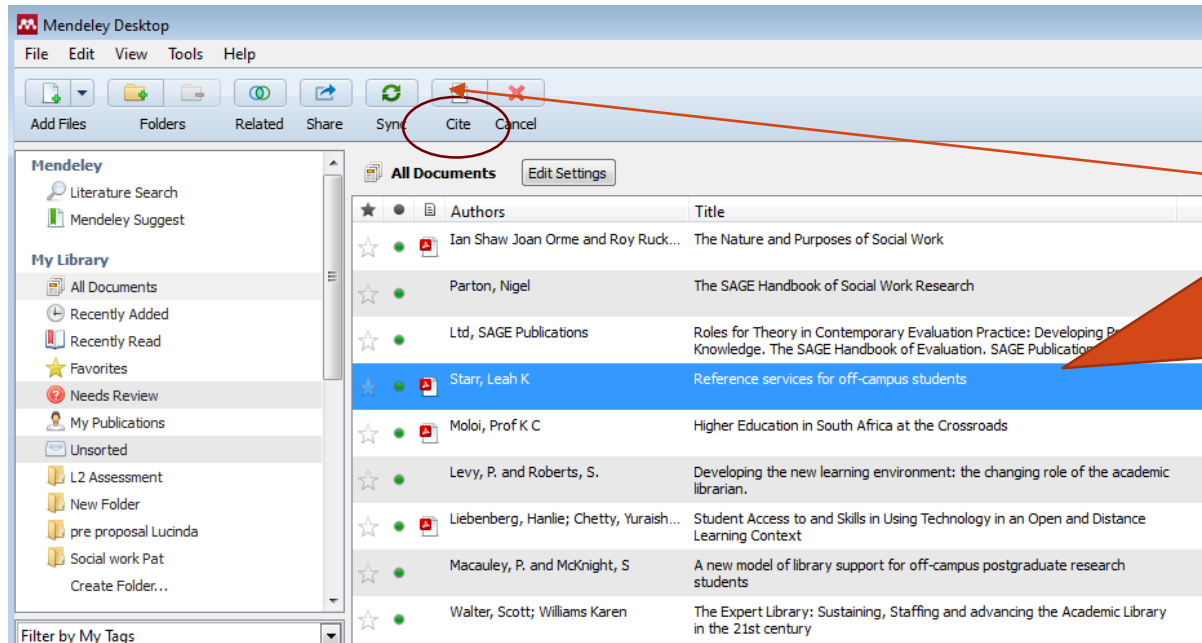
INSERT IN-TEXT CITATION
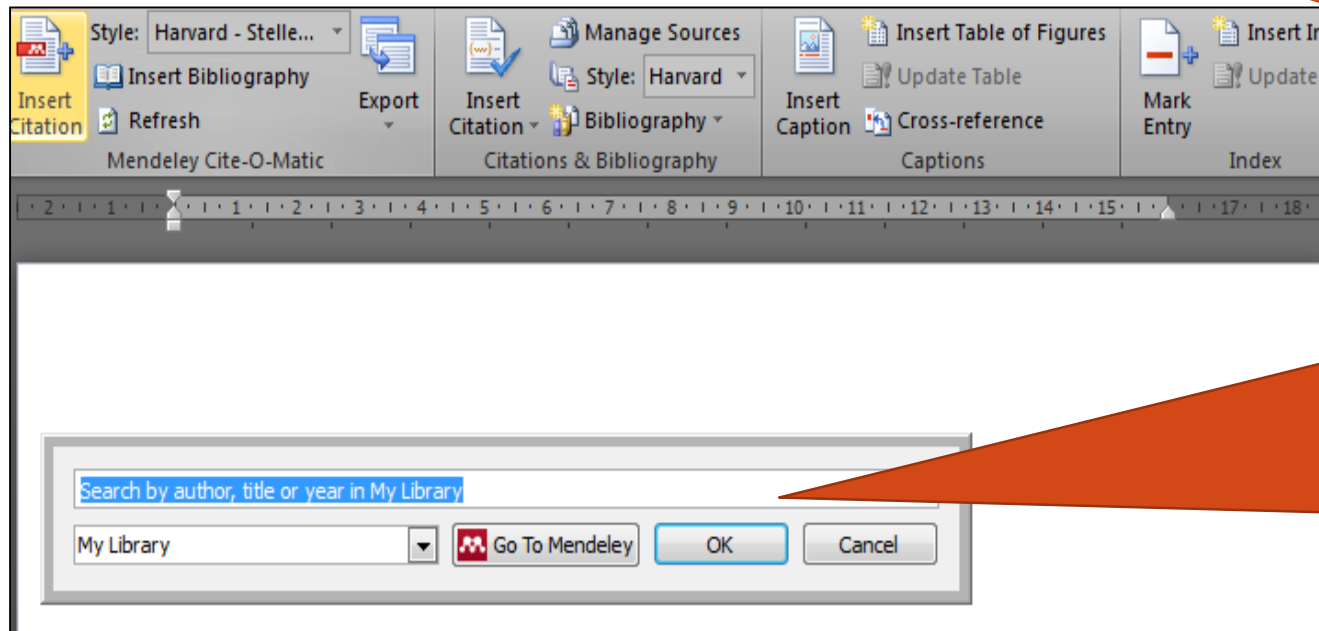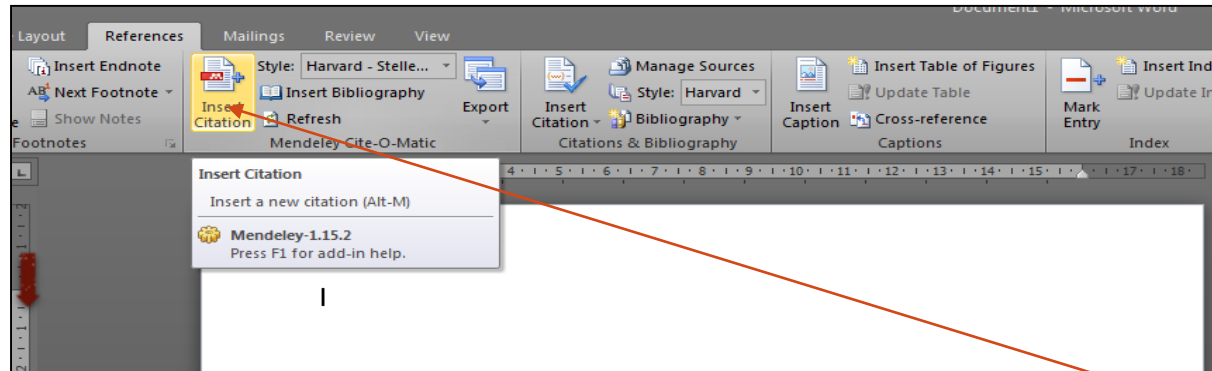
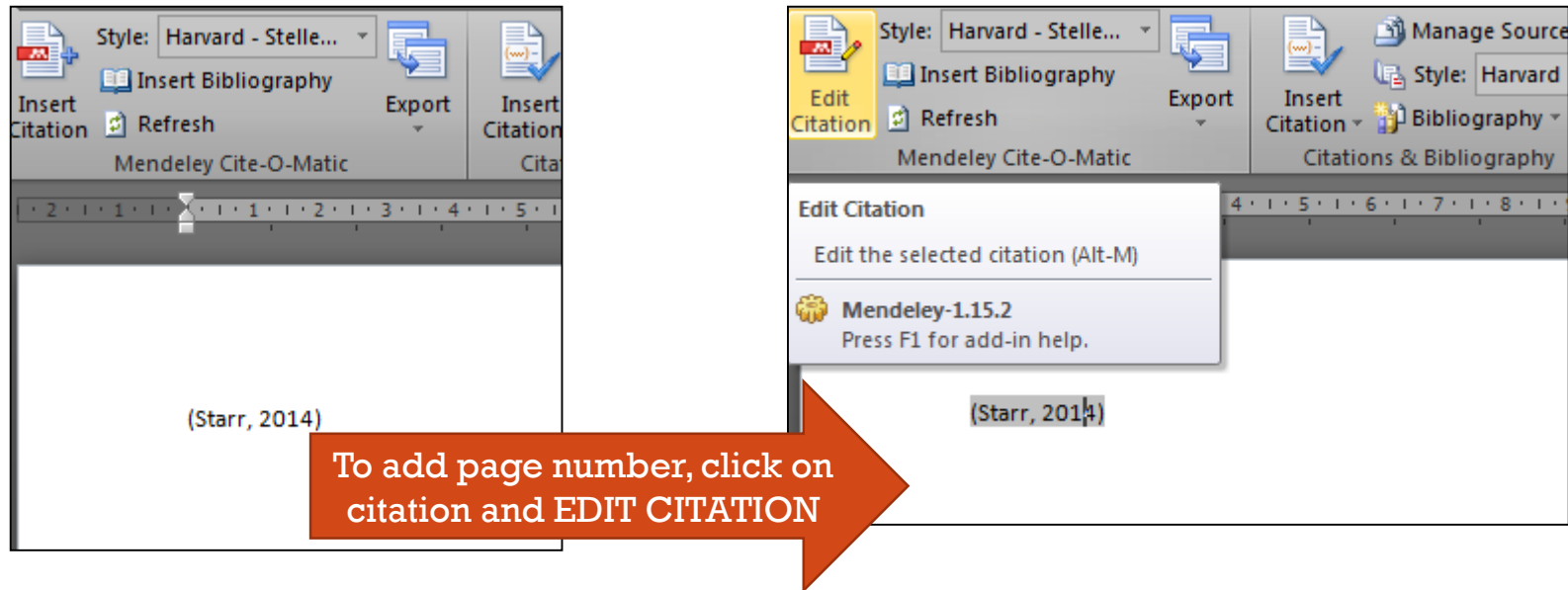Click on insert citation in word. Click on Go to Mendeley and choose article/title

IN-TEXT CITATION

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

IN-TEXT CITATION
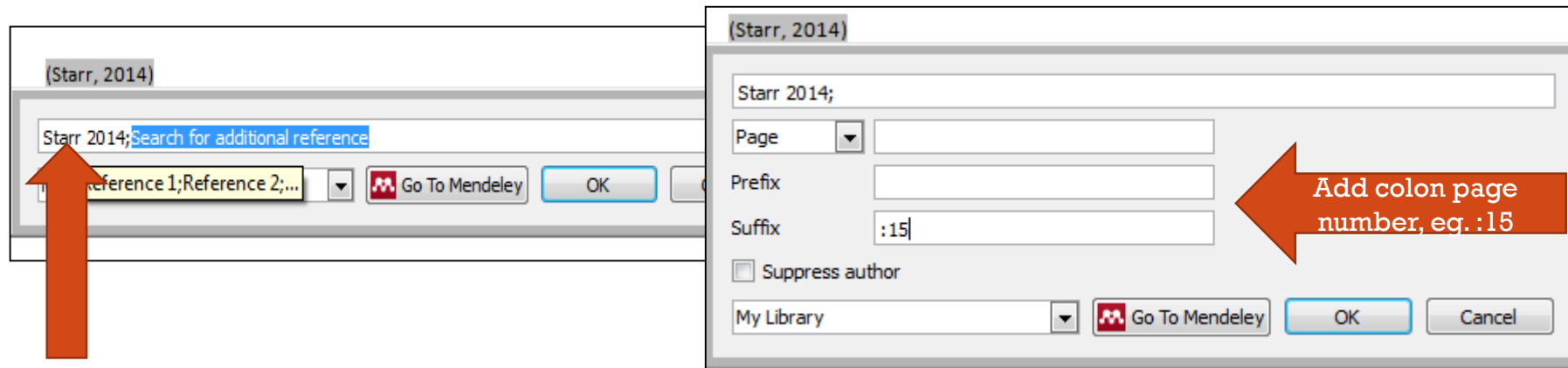
To add page number, click on citation and EDIT CITATION

Add colon page number, eg. :15
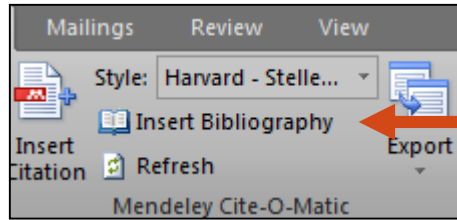
BIBLIOGRAPHY

Insert bibliography

Choose "Get More styles" if your referencing style is not on list
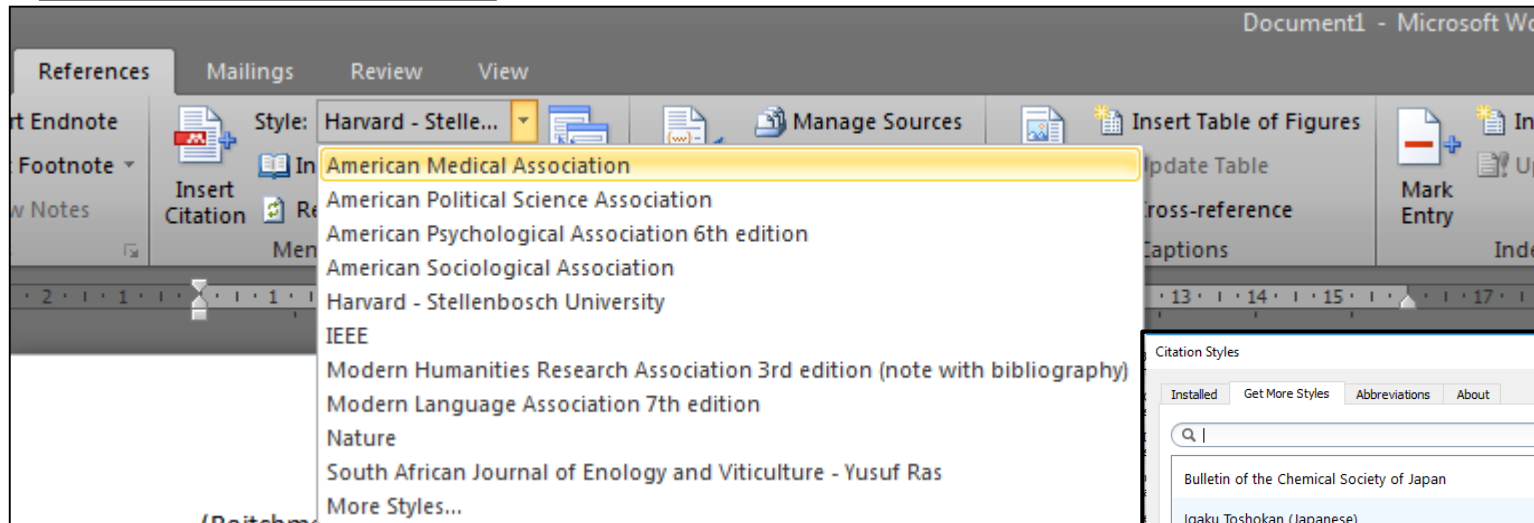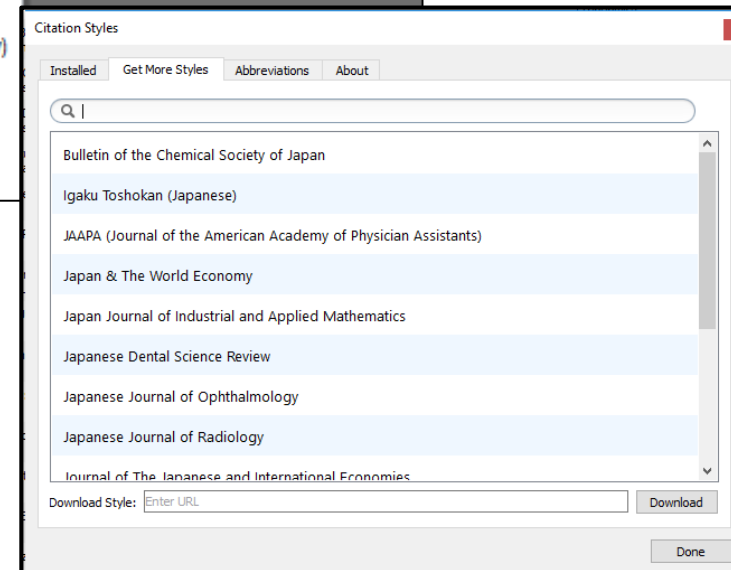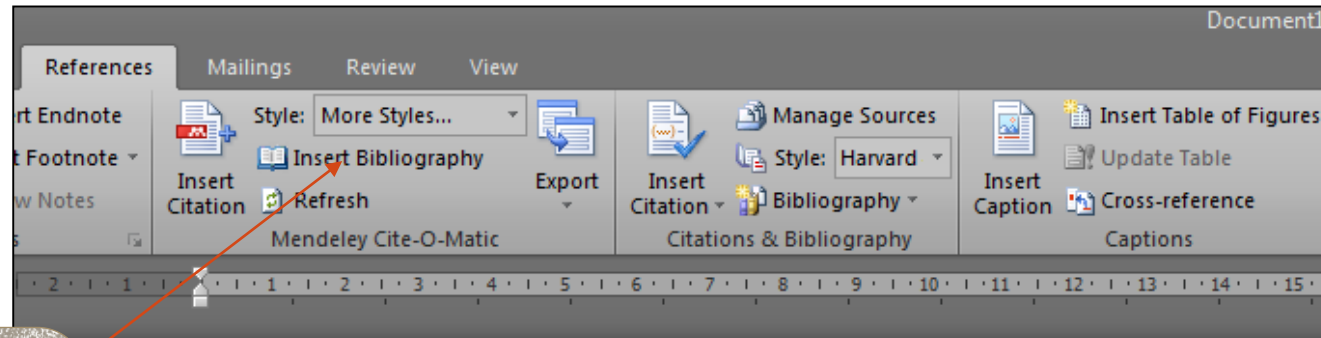
BIBLIOGRAPHY

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 t 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.