Mendeley: Format and Edit Citations and Bibliographies

Create a Formatted Reference:

For a quick means of adding a reference to the bibliography of your paper, select the reference from your Mendeley Desktop library, go to the “Edit” menu, and choose “Copy As” and “Formatted Citation.” The information is added to your clipboard. Paste the reference into your document. Alternatively, drag and drop the reference directly into your document. These methods will not automatically insert the citation into the body of the paper.

Note that the reference is added using your default citation style. To use a different style, change the citation style default before performing the copy and paste or drag and drop operation. To change styles, go to the “View” menu in Mendeley Desktop, and click on “Citation Style.” Choose a style from the dropdown list, or click “more styles...” to locate additional choices. For citation styles that use abbreviations for journal titles, more formatting options are available by clicking on “Journal Abbreviations...”

Insert Citations within Your MS Word Document

Once the Mendeley Citation Plugin has been installed (from the “Tools” menu in Mendeley Desktop), a “Mendeley Cite-O-Matic” group will be visible on the “References” tab in MS Word for Windows.

(Note: A citation toolbar appears for Mac users, and a LibreOffice plugin version is also available, but not covered here.)

To insert a citation in your Word document (for Windows), begin typing your text and then with your cursor positioned where you want the citation, click the “Insert Citation” button in the Mendeley Cite-O-Matic” group.

A window will open to allow you to locate a reference in your Mendeley library or in one of your Mendeley groups (which can be selected from the drop down list). Enter search terms in the box to display reference choices. Select the reference you want and click the “OK” button.

Alternatively, click the “Go to Mendeley” button to open the Mendeley Desktop. Locate the reference you want and select it in Mendeley Desktop. Click the “Cite” button that appears to insert it into your Word document.

Multiple citations can be included by holding down the “Control” key while selecting references in Mendeley Desktop.

Change Styles:

The citation is automatically inserted into the text in the format that is selected in the Mendeley Cite-O-Matic style group. To change the style, select a new style from the style dropdown menu. To locate additional choices, click on “More styles...” All citations and references in the document will be converted to the new style.
Edit Citations:

Some citations and styles may require additional information, such as page numbers of the cited material. To edit an inserted in-text citation, **click anywhere within the citation** to highlight it and access the Mendeley coding. **Click the “Insert Citation” button** to open the citation search box. **Click on the citation in the search window** to open a dialog box with additional options. **Enter the additional data** under the proper field designation and **click the “OK” button**.

Note that there are many options for additional data types from the dropdown menu. Mendeley will automatically format the citation with the new data based upon the selected choice.

To include the author name within the sentence rather than within the citation, **edit the citation to suppress the author name** and type the author into the sentence instead of the citation field. [Note: Do not alter the text directly within the Mendeley citation field as this will affect the automated functioning and formatting.]

Insert Bibliography:

To insert a bibliography (list of references) in your document, place your cursor where you want it and **click the “Insert Bibliography” button** in the Mendeley Cite-O-Matic group. References that were cited in the document will be automatically listed in the correct format and order for the selected citation style. The bibliography will be updated automatically as additional citations are added to the document.

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Changing the citation style will update the format automatically for all references in the bibliography as well as for in-text citations.

Carr et al. found that people who are cynical about politics perceive citizen reporting to be more believable than traditional news media. The inclusion of hyperlinks in news articles tends to increase perceived credibility.

References
