

# Mendeley Guide

*Please note there is a specific guide for Law, using [OSCOLA with Mendeley](#) at LJMU.*

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## Introduction

Mendeley is a free reference manager and academic social network.

Mendeley provides a free online account to build a personal library of references. You can:

- Download Mendeley Desktop for free on your own computer, and/or on the LJMU network from the App player (available for Windows, OSX and Linux).
- Use mobile applications (iOS and Android) and access a web-based view of your library from any browser. Any updates you make are synced.
- Organise, read & annotate your PDF documents within Mendeley.
- Use Mendeley Desktop and the Microsoft Word Citation Plugin to insert citations using references from your library, and to generate bibliographies.

## Sign Up for Mendeley and Download the Tools

Create a standard 2G storage Mendeley account at <https://www.mendeley.com/>. Adding profile information is useful for networking and recommendations features.

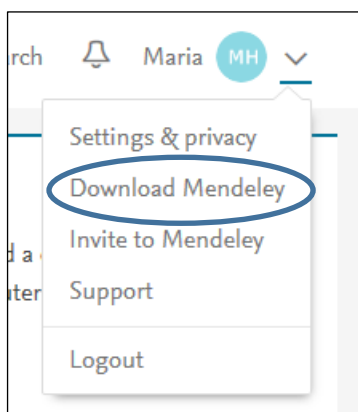
### On your own equipment.

Once signed up and logged in online, click the 'Download Mendeley' link (pictured below) in the online account. **From here you can access three downloads**, Mendeley Desktop, Web Importer, and Citation Plugin for Word.

These are all free to download.

Start by downloading '**Mendeley Desktop**' to your computer.

You will be prompted to sign into Mendeley Desktop using your Mendeley online login details. Logging in enables you to sync changes between the online version and between different PCs (**very important to sync to save changes always – regularly at start and end of sessions should avoid losing work and ensure items added online appear in the desktop version**).



Download the '**Web Importer**' (Imports papers, web pages and other documents directly into the online version of your Mendeley library - available for many browsers but not Safari).

Install the **MS Word 'Citation Plug-In'**– (Enables 'cite as you write' using references stored in Mendeley Desktop). This plugin can also be downloaded from Mendeley Desktop as described in the next section.

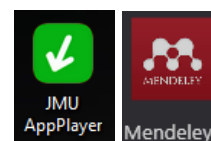
## On the LJMU University network

**TIP:** Using **Google Chrome** is easiest on the LJMU network, because Internet Explorer or Edge may try to open references you export from Discover and from Databases in a different programme – Endnote.

Once you have created a Mendeley account online...

On the LJMU app player (find pictured icon on network desktops). Search Mendeley then click on icon to open the Mendeley Desktop Programme.

Use your newly created login details to sign into it.

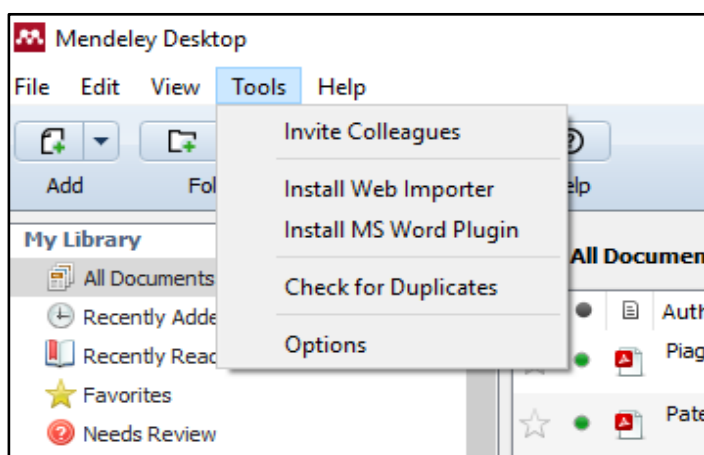


**FROM Mendeley Desktop** a pop-up may offer to install the **MS Word plugin**. If

**not, install from the Tools menu** as shown below (NOT from your online Mendeley account, as this does not work on the LJMU network).

This may involve some opening and closing of MSWord/Outlook as instructed by messages on screen.

**MS Word 'Citation Plug-In'** enables 'cite as you write' using references stored in Mendeley Desktop.



If you will be using the **Web Importer**, install it **ONLINE from the browser you are logged into** using the 'Download Mendeley' location shown on the previous page - Google Chrome recommended on LJMU.

**'Web Importer'** (Imports papers, web pages and other documents directly into the online version of your Mendeley library (using Google Chrome only on LJMU network)

**N.B.** It is fairly quick to do, but you have to install the tools you need every time you use Mendeley on the LJMU student network.

### Web Importer Notes

'Web Importer' is added to your Browser. See two examples here - in Google Chrome it is found to the right of the address bar (left), and in some others it looks like a bookmark (right).



**N.B.** For simplicity this guide mainly describes using **Google Chrome** in Windows 10 rather than detailing slight differences for all browsers and other operating systems.

## Set the Citation Style of your choice

Once the Word citation Plug-in is installed find it under the **References Tab** in Microsoft Word, and set the referencing style from here as follows.

Click the drop-down next to the word 'Style'.

If your style is showing in the short list, then select it.

If your style is not showing in the list...

You have to click 'More Styles' ...this connects to Mendeley and a dialogue box.

In the box – select the 'Get more styles' tab, then search for your style.

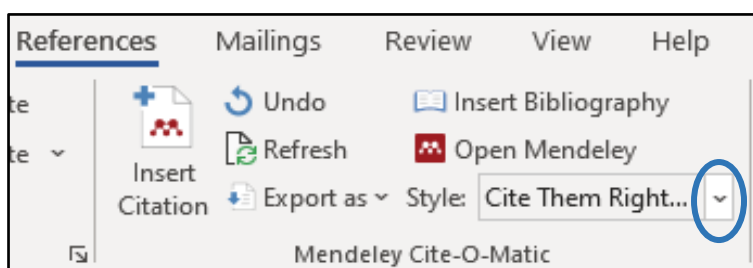
Click on the required style to select .

Click 'Install' then 'Done' (but it is still not showing).

Use the style dropdown again – Your added style should now show in the list so click on it.

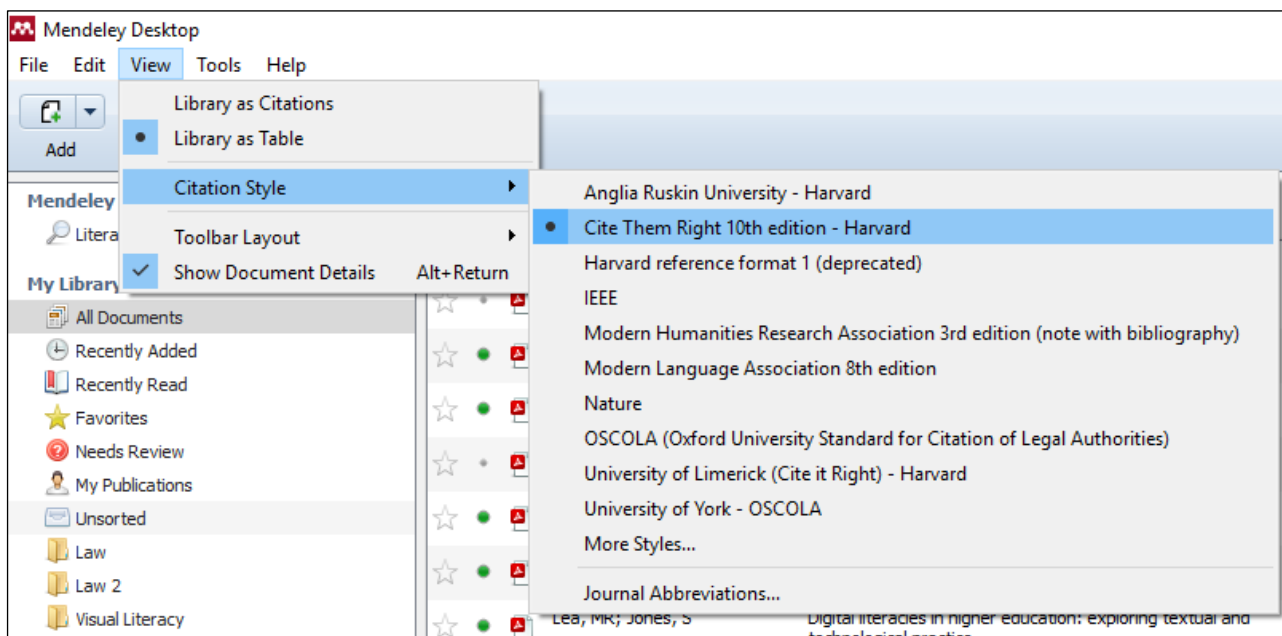
Click 'Use this Style' then click 'Done'.

Citation style should now show in Word as pictured here. Change pic



Your style should also be set in Mendeley Desktop 'View' menu as pictured below.

You can always check that the correct style is selected and change styles here if not.



The Harvard style pictured is one of the styles that is similar (not exact) to Harvard LJMU. A guide is provided by [Cite Them Right](#) (LJMU subscription resource), enabling you to check references in this style. 'Cite Them Right' also covers: APA, MLA, MHRA, OSCOLA, Vancouver, Chicago, IEEE. It is vital to check citations and references produced by any Reference Management tool are complete and consistent in the details, and Mendeley is no exception.

**TIP:** Good practice to methodically check the reference and make any necessary edits when you first add them to your Mendeley Library, so they are 'good to go' for your writing..

## Adding and Editing References and Documents

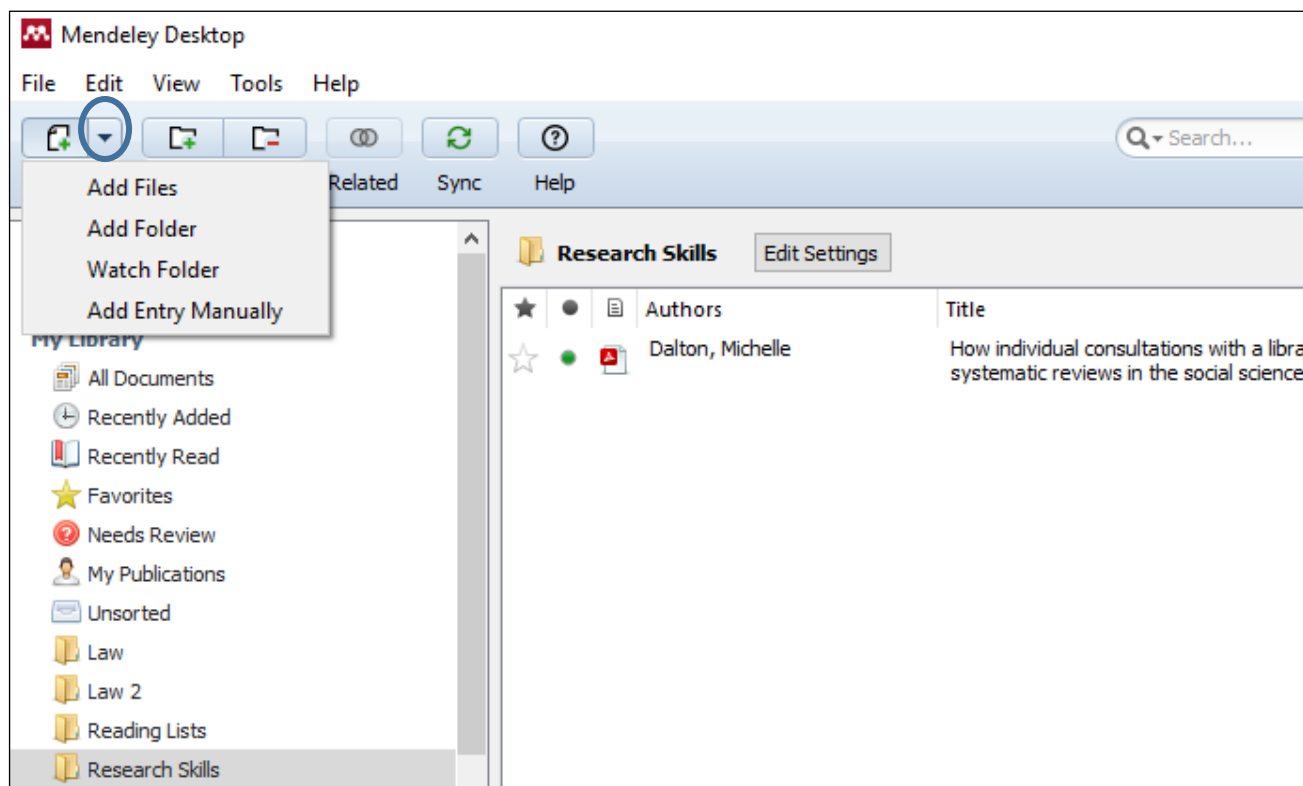
### Adding an article PDF or any other PDF to Mendeley Desktop

If you download an article from LJMU's Discover or anywhere else, it will usually go straight to your downloads in Google chrome. Some PDFs have good embedded reference data. If so, once you have added your PDF to your Mendeley library, the item will be ready to use as a reference.

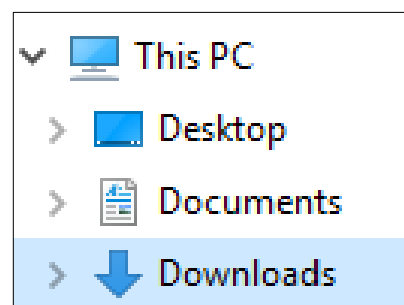
For many PDFs you need to edit the fields to create a good reference.

In Mendeley Desktop, select where you want the document (Research Skills folder selected – pictured below).

Click File, then 'Add files' OR dropdown for menu pictured below – select 'Add files'.



Browse to 'Downloads' folder, then click on PDF document to select it, and click 'Open' to add it. Image shows finding downloads on LJMU network, (typical for Windows 10 PC).

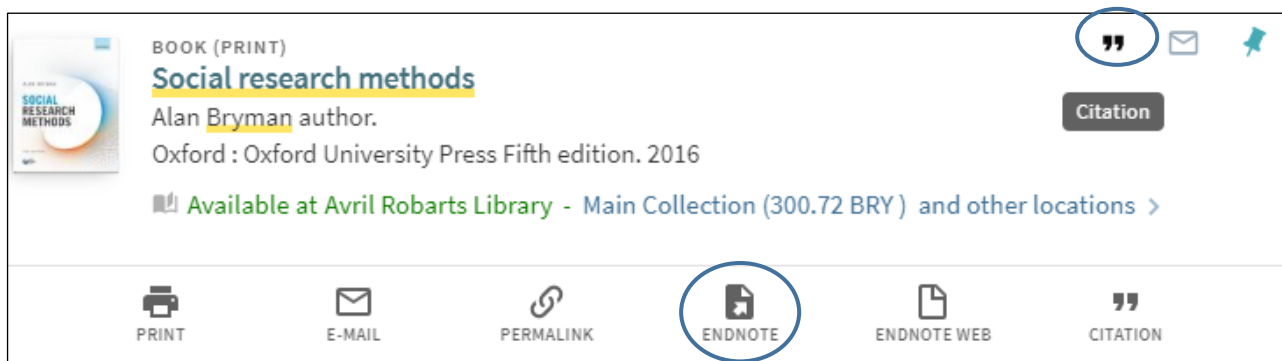


**NB.** Important. In student profiles on the LJMU network the Downloads are not saved, so add files to Mendeley before ending your session (**and SYNC**), or to a folder on your Office 365 OneDrive to add later.

**Tip:** Watch folder option in image above. You can set a folder for Mendeley to 'watch' – any PDF you put in will be added to Mendeley. Always check material type for any added PDFs, then edit fields as needed.

## Adding Books and Journal Articles from Discover to Mendeley Desktop.


In 'Results' list choose an item (BOOK in this example) to reference. Journal articles are the same process.

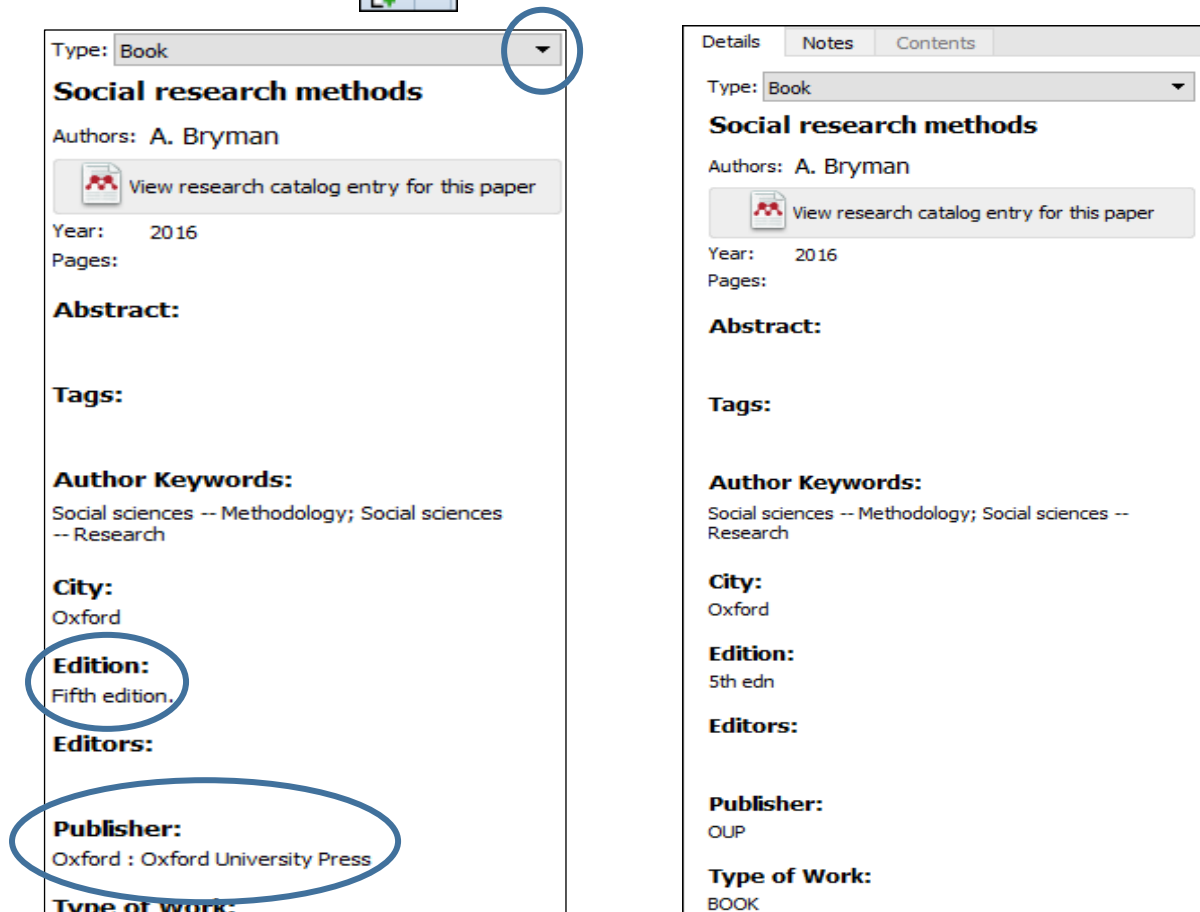


In results list, click the Double quotes as above to see options, from which you select Endnote.

Continue clicking the button below. Book or Journal Article material 'Type' should select automatically.



You see the 'Reference' (RIS) file download in Chrome (bottom left), defaulting to go to the 'Downloads' folder. In Mendeley, use  button to add file, browse to file in 'Downloads' and click to confirm.



As above, a few simple edits ensure the book is ready to display correctly in citations & references.

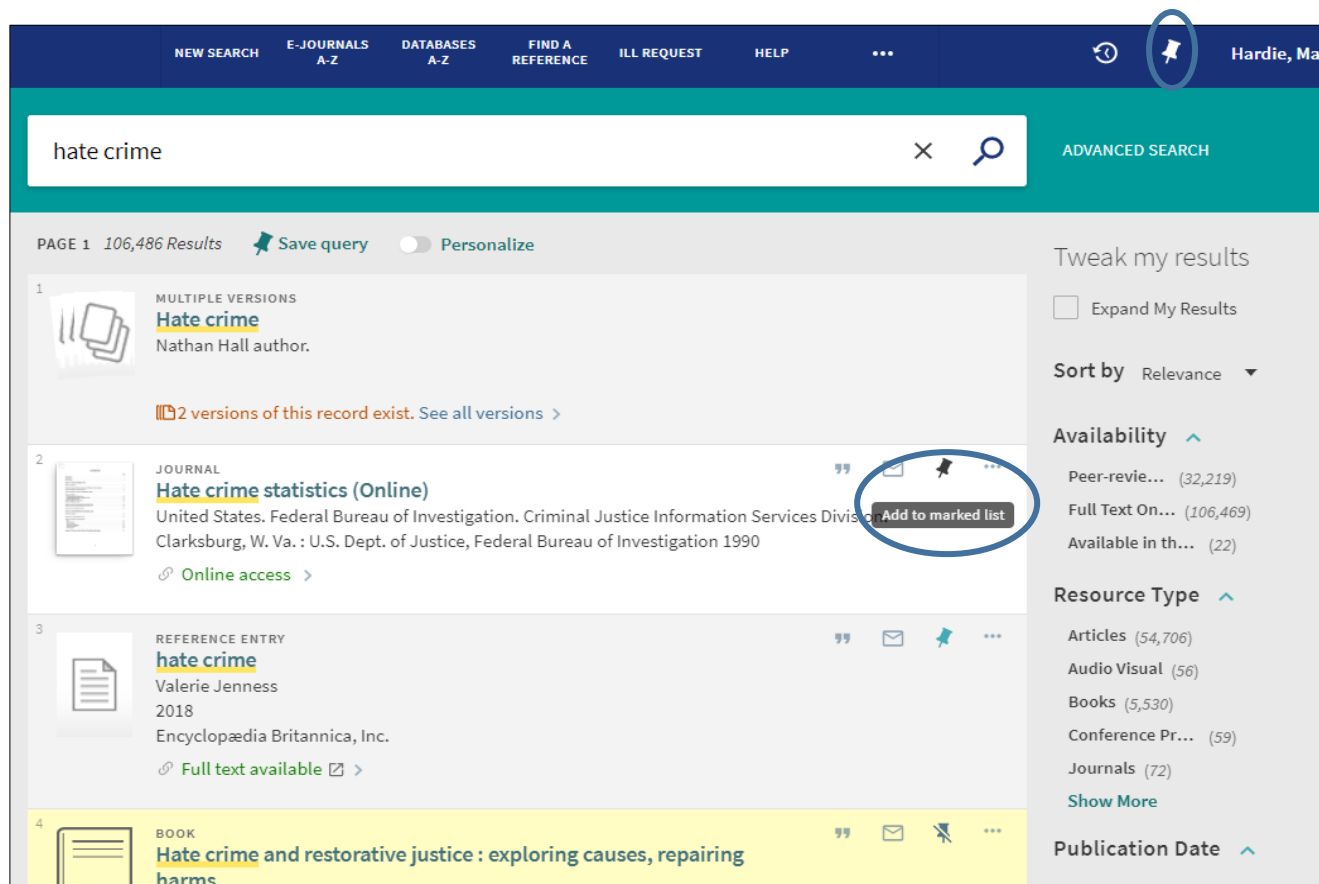
(Bryman, 2016)

Bryman, A. (2016) *Social research methods*. 5th edn. Oxford: OUP.

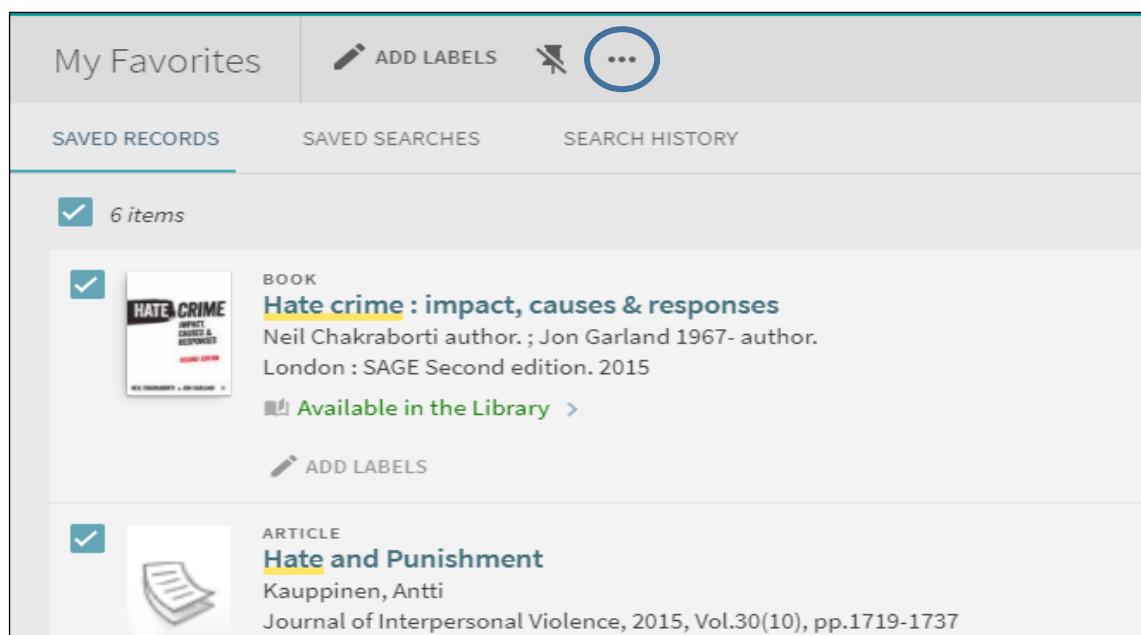
**Tip:** Watch out for Editors incorrectly in the author field. Simply cut and paste to move them to correct field.

Export multiple references from Discover to Mendeley using Discover 'Pin' feature.

Perform search. Use item pin to 'Add to marked list'. (Pinned items show in yellow, and can be unpinned by clicking on pin again). Access the list of pinned items by clicking on the larger pin at top right.



The 'Pins' screen opens at the first of 3 tabs - 'Saved records'. Here, 6 items have been pinned. Tick the '6 items' box to select all items as pictured. (Or tick individual items if not all are wanted). Next click the 3 menu dots, and complete the steps as below to download RIS file for all 6 references. Add file to Mendeley.



DOWNLOAD

## Adding Multiple References from Databases to Mendeley Desktop – Four Examples

Many databases have the option to 'export' multiple references to reference managers like Mendeley. Here are 4 examples of exporting from multidisciplinary databases from Databases A-Z on the [electronic library](#).

### Exporting from Wiley Online Library

Once logged in as LJMU using A-Z instructions, perform a search. Click 'Export citation(s)' - a box pops up.

The screenshot shows the Wiley Online Library interface. At the top, the user is logged in as 'Access by -member@ljmu.ac.uk'. A search bar contains the query '"focus group" research'. Below the search bar, it displays '28,416 results for ""focus group" research" anywhere'. There are buttons for 'SAVE SEARCH' and 'RSS'. A blue button labeled 'Articles & Chapters (28,416)' is prominent. Below this, there are tabs for 'Journals' and 'Collections (255)'. A 'Refine Search' dropdown menu is open, showing the option 'Export Citation(s)' which is circled in blue. The 'Applied Filters' section shows 'Journals' selected. The 'Filters' section on the left includes 'Publication Date'. The main results area shows a list of articles, with the first one titled 'The phenomenological focus group: an oxymoron?' and a 'Full Access' icon.

Tick Items to export, then click 'Next' button at the bottom of the pop up box.


The 'Export Citations' pop-up box displays a list of search results with checkboxes for selection. The first item, 'The phenomenological focus group: an oxymoron?', is checked. Other items include 'Characterization of Orgasmic Difficulties by Women: Focus Group Evaluation', 'Focus Group Strategies in Community Development', 'Lin Receives 2010 Natural Hazards Focus Group Award for Graduate Research', 'The use of focus group methodology — with selected examples from sexual health research', and 'Planning focus group interviews with asylum seekers: Factors related to the researcher, interpreter and asylum seekers'. Each item has a 'Full Access' or 'Free Access' icon. At the bottom, there is a 'Next' button.

In the next box select RIS for 'Format' and Citation file for 'Type' then click 'Export' (as below).

The 'Export Citations' pop-up box shows the export options. It states 'You have chosen to export 4 citations.' Under the 'Format' section, 'RIS (ProCite, Reference Manager)' is selected. Under the 'Type of import' section, 'Citation file or direct import' is selected. At the bottom, there is a 'Go back' button, a 'Citation Help' link, and an 'Export' button.



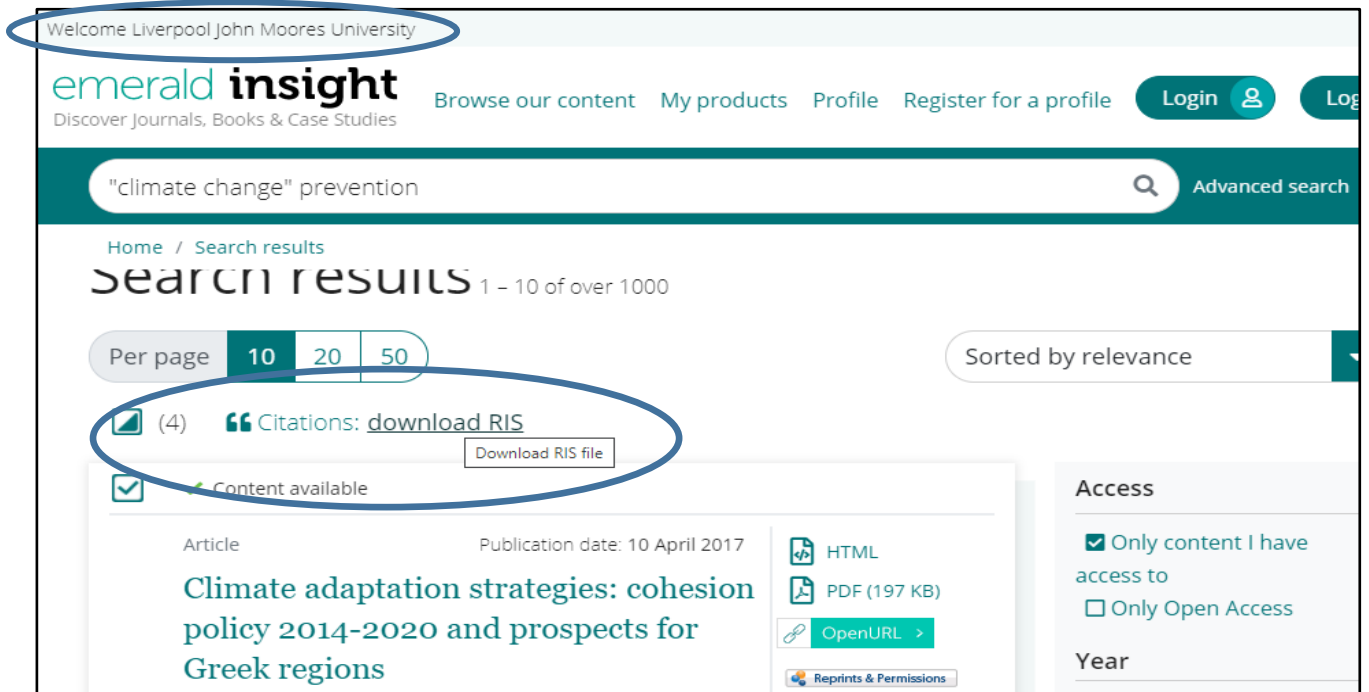
You will see the **'Reference' (RIS) file download** in Chrome, defaulting to go to the 'Downloads' folder.

In Mendeley, again use  button to add file, browse to file in 'Downloads' and click to confirm.


**TIP** : Remember to **SYNC** regularly when you have added references to avoid losing work or forgetting at the end of your session, especially when on the LJMU network.

### Exporting from Emerald Insight

Once logged in as LJMU using A-Z instructions, perform a search. Each result has a box at it's top left. Tick desired results. 4 have been ticked altogether in image including first. Click 'download RIS'

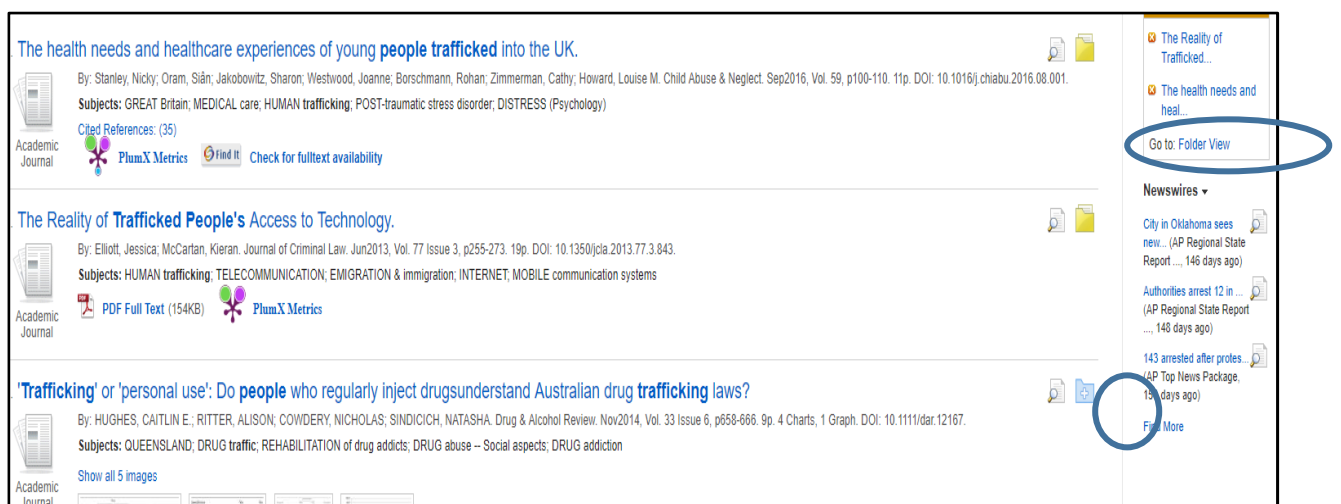


You will see the 'Reference' (RIS) file download in Chrome, (defaulting to go to the 'Downloads' folder in all browsers).

In Mendeley Desktop, again use  button to add file, browse to file in 'Downloads' and click open to confirm and add references.

### Exporting from Ebsco Databases

Includes Business Source Complete, Education Research complete, Art Full Text, CINAHL, MEDLINE, Criminal Justice Abstracts with full text and more..



Click on the blue folder icon with the + to select each item (ringed). Icon changes yellow to show item is in folder as first 2 in list.

Click 'Go to folder view'. In Folder View screen, select all items and click 'Export'.

In next screen choose default option 'Direct Export in RIS Format (e.g. CITAVI, EasyBib, EndNote, ProCite, Reference Manager, Zotero)', then click 'Save'. Again, RIS file downloads ready to add to Mendeley as above.

### Exporting from Proquest Central

Once logged in as LJMU using A-Z instructions you may click 'Change Databases' to access a list and add further databases to your search. Once chosen, click 'use selected databases' then perform a search.

In results, tick box at top left of each result you wish to select, then click on 'Cite' icon.

The screenshot shows the ProQuest Central interface. At the top, the ProQuest logo and 'Access provided by LIVERPOOL JOHN MOORES UNIVERSITY' are visible. The navigation bar includes 'Basic Search', 'Advanced Search', 'Publications', 'Browse', and 'Change databases' (which is circled in blue). A search bar contains the text 'research ethics'. Below the search bar, it says '1,146,499 results'. On the left, there are filters: 'Applied filters' (Scholarly Journals), 'Sorted by' (Relevance), and 'Limit to' (Full text, Peer reviewed). The main results area shows two items. Item 1 is 'Research Ethics in Victimization Studies: Widening the Lens/Gendered Violence and the Ethics of Social Science Research /Commentary/ Research Ethics in Victimization Studies: Widening the Lens: A Response and Alternative View/ Research Ethics in Victi ...' by Clark, James J; Walker, Robert; Mulla, Sameena; Hlavka, Heather; Conte, Jon R; et al. Item 2 is 'Call for Abstracts: Hidden Research Ethics: Ethics Research by any Other Name' by Anonymous. Both items have a blue folder icon with a white plus sign in the top left corner, indicating they are selected. A 'Cite' button is visible in the top right corner of the results area.

Ignore everything in next box, but click RIS button at bottom left (pictured). In the next screen RIS is already selected and you just need to click 'Continue' at the bottom, and the RIS file will download.

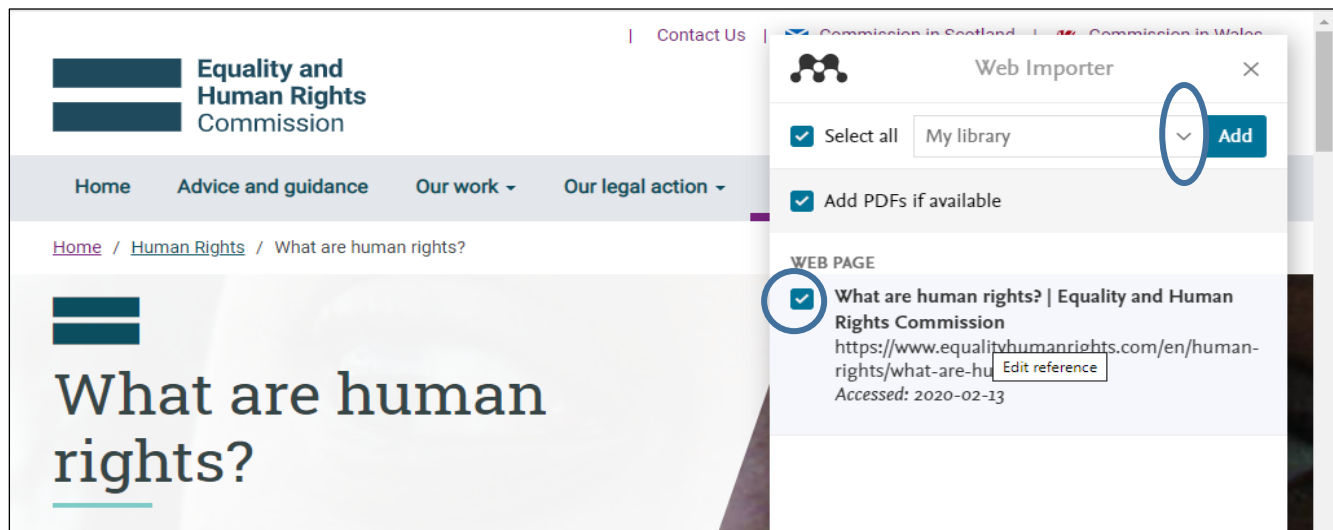
The screenshot shows the 'Export/Save' dialog box. It has a title bar 'Export/Save' with a close button. The 'Items selected:' field shows '2'. There is a checkbox 'Deselect items when done'. The 'Output to:' dropdown is set to 'RIS (works with EndNote, Citavi, etc.)'. The 'Content:' dropdown is set to 'Citation, abstract, indexing'. The 'Bibliography:' section has a checkbox 'Include bibliographic citations at the end'. The 'Citation style:' dropdown is set to 'Harvard - British Standard'. The 'Include:' section has checkboxes for 'Recent searches', 'Cover page/header', 'Table of contents', and 'Document numbering'. At the bottom, there is a 'Privacy Policy' link, a 'Cancel' button, and a 'Continue' button. On the left side of the dialog, there is a small icon with the text 'RIS EndNote, Citavi, etc.'

## Adding webpages and other online items using the 'Web Importer'.

Websites and other online items can be captured using the Web Importer.

- Open required Web page in Chrome browser then click on the Web Importer extension (explained on P3).
- If not already signed into Mendeley online click on 'Get Started' then sign in.
- Use ringed drop-down to choose a specific folder to save in if desired.
- If the PDF option is present, keep PDF ticked if desired.
- Hover over the reference to see 'Edit Reference' as pictured then click.

Get started



- Make any changes that are needed to ensure your reference would display correctly as in the example below.
- In this example the year was found at the bottom of the webpage and needed adding in the year field which was empty. The author 'Equality and Human Rights Commission' needed to be cut from the Title field and added to the author field. The organisation was the only author on the page in this case.



After you click the blue 'Add' button pictured above, this shows that your reference has been added to Mendeley online.

(Equality and Human Rights Commission, 2019)

Equality and Human Rights Commission (2019) *What are human rights?* Available at: <https://www.equalityhumanrights.com/en/human-rights/what-are-human-rights> (Accessed: 13 February 2020).

**Tip. SYNC** - When you next open Mendeley Desktop, remember to sync to so that these items you have added online appear in Mendeley Desktop. Sync will also update any changes you have made on Mendeley Desktop on other computers.

## Adding an eBook reference with the Web Importer from an eBook landing page

EBook main pages usually work well with the Web Importer, and the material type selects automatically. This example is a book from LJMU Ebook Central collection.

‘Capturing’ the reference in this way whilst accessing the book is an alternative to downloading the reference from ‘Discover’ to import.

Note in this instance, there are three options captured– the 1st is a book reference and is the useful one, the 2<sup>nd</sup> a chapter reference, the 3<sup>rd</sup> a webpage version.

Hover over the first option to see ‘edit reference’ as pictured and click to open. Details can be checked and edited here, a useful time whilst the book details are on the screen to paste in.

In this case, publisher details were missing and publisher name and city were added to those fields.

Note that you can use the drop-down to choose a Mendeley folder to send it to.

The screenshot shows the ProQuest Ebook Central interface. The main page displays the book 'Climate Change' by Kaufui Vincent Wong, published by Momentum Press. It includes options to 'Read Online', 'Download Book', 'Add to Bookshelf', and 'Share Link to Book'. The 'Availability' section states that the institution has unlimited access. The 'Description' mentions it's a collection of papers on climate change science.

Overlaid on the right is the 'Web Importer' window. It features a search bar with 'Keyword, Author, ISBN, and more', a 'Select all' button, a library dropdown menu (circled in blue), and an 'Add' button. Below these are checkboxes for 'Add PDFs if available' and '2 references detected on page'. The first reference is 'Climate change' by Kaufui Vincent Wong, with an 'Edit reference' button. The second reference is 'Climate Change and theories' by Kaufui Vincent Wong and M Jacqueline Pape, noting 'PDF not found'. A 'WEB PAGE' section shows a 'ProQuest Ebook Central - Detail page' with a URL and access date.

Once the details are correct, tick the reference you wish to import as below, and the ‘Add’ button turns blue ready for you to click to send the reference to your library.

This is a close-up of the 'Web Importer' window. The 'Add' button is now blue, indicating it is ready to be clicked. The reference 'Tourism and climate change : risks and opportunities' by Susanne Becken and John E. Hay (2007) is selected with a checked checkbox. The 'Add PDFs if available' checkbox is also checked.

**Tip:** Recently Added Folder - If you forget to choose a folder, new documents show in the Recently Added Folder in Mendeley Desktop, and can be dragged from there to desired folder.

## Adding a Journal Article from a Database using the Web Importer

This one is a 'ProQuest' Journal Article which has been opened. Click the Web importer, choose folder using the dropdown if desired. Many will import ready to reference accurately in your footnotes.



The screenshot shows the ProQuest website with a search result for the article "Six research priorities for cities and climate change" by Xuemei Bai. The article is from Nature, Vol. 555, Iss. 7694, (Mar 1, 2018): 23-25. DOI:10.1038/d41586-018-02409-z. The article is displayed in the 'Abstract' tab. To the right, the 'Web Importer' window is open, showing a list of references detected on the page. The first reference is the same article, and it is selected. The 'Add' button is circled in red. The 'Add PDFs if available' checkbox is checked. The 'Edit reference' button is also visible.

The first reference is the desired one again, and this time it is possible to bring in a full text PDF if desired. Above the box is ticked to add PDF if available.

Hover and click to 'Edit Reference'. In this case the Material type was incorrect and needed changing to 'Journal article'. Other details had all been completed. This time the reference was ticked to be added without editing first by clicking the 'Add' button to check and edit later in Mendeley Desktop, as shown in the section Checking References .

## Adding a Reference Manually

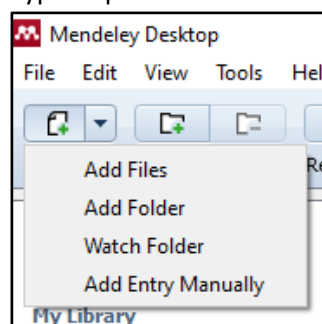
On occasion, you may wish to add a reference by typing or pasting in all the details manually.

For example, you may have a book from your bookshelf. You can just enter the reference details formatted as in the links mentioned immediately above. Any material type can be added manually.

Choose the 'Add Entry Manually' option from the drop-down.

Select the correct material type.

Type or paste in the details needed for the reference.



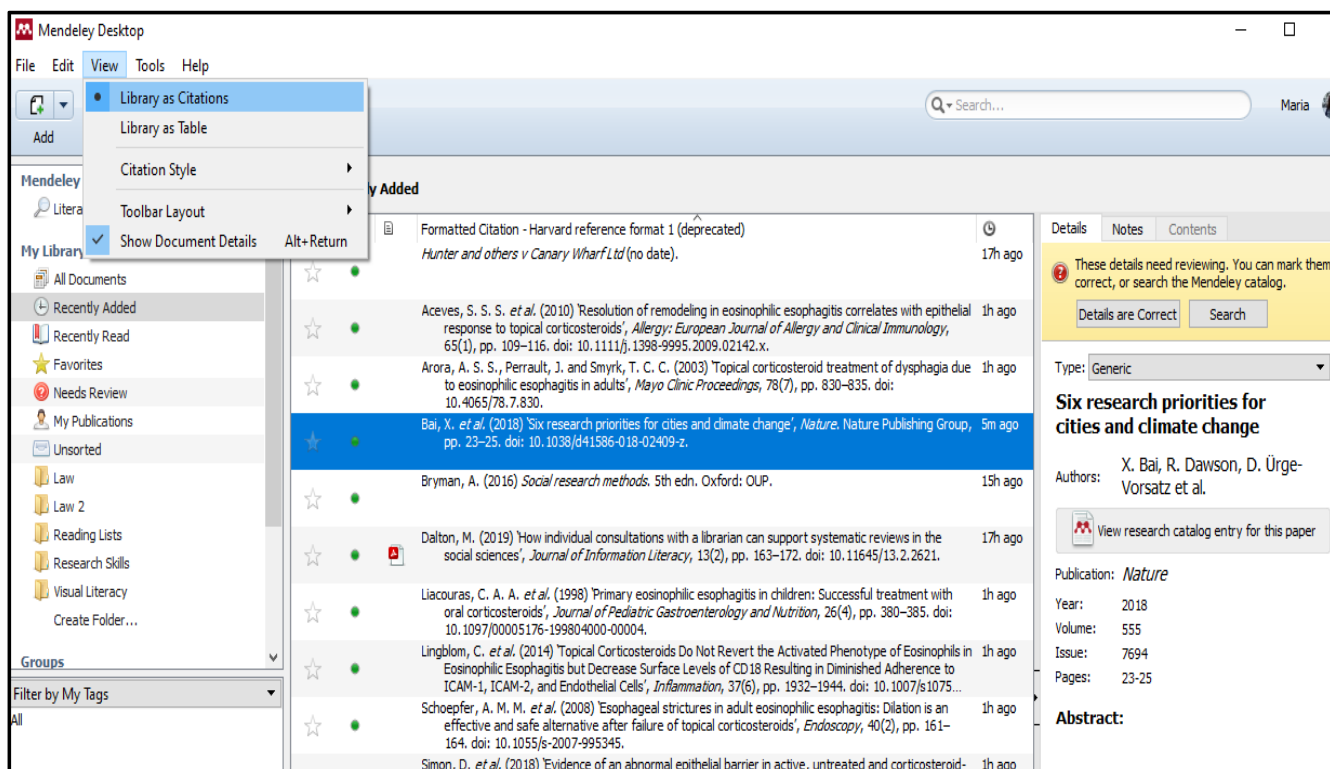
**TIP:** Don't forget that an Organisation author will need a comma at the end to display correctly.

## Checking References and Managing Duplicates

**Checking** - It is good practice to **check/edit references immediately after adding**, so they are ready to use.

Pictured below the folder 'Recently Added' is selected. Using '**View**' as shown, change Mendeley desktop from the usual view - 'Library as Table' to show '**Library as Citations**'.

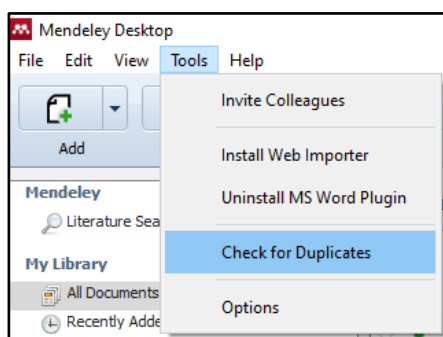
Select each reference and make any necessary edits to the fields in the right hand pane. Useful to click on 'Details are correct' at top of right hand pane when you have finished checking each one.



You can swap back to the normal table view once you have finished editing.

## Duplicates

Importing from a number of resources may result in **duplicate references**. A simple tool helps manage these. In the '**Tools**' menu, select '**Check for Duplicates**'



Duplicates will be listed. Select each one by one. If the details have no conflicts, you can simply click a button to Confirm Merge, and it will go out of the list.

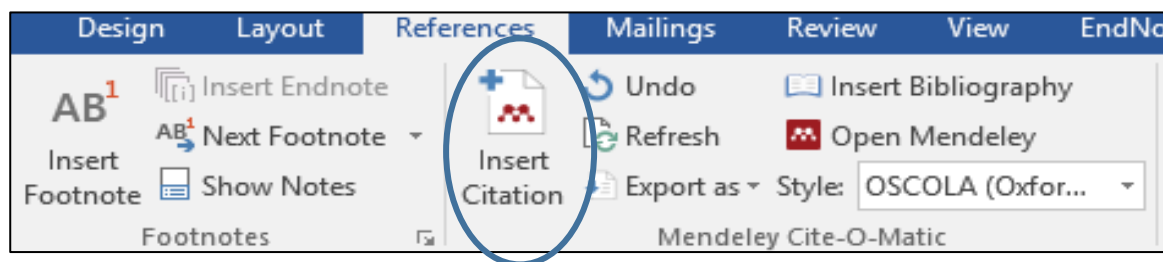
If there are conflicts where details are different, go to the right hand pane, and tick any boxes which are unticked that have details you wish to keep (Instructions are on screen for this) then 'Confirm Merge'.

Useful [Blog Post on Duplicate Checking](#) in case useful.

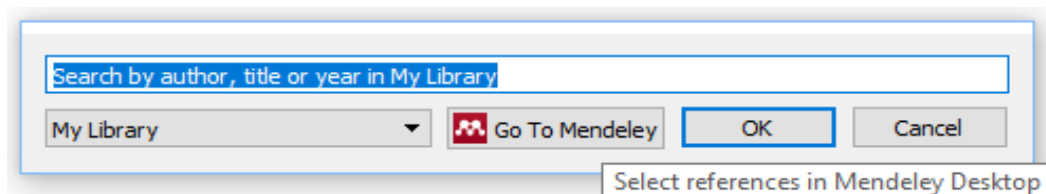


## Use Mendeley References in your Writing in Microsoft Word

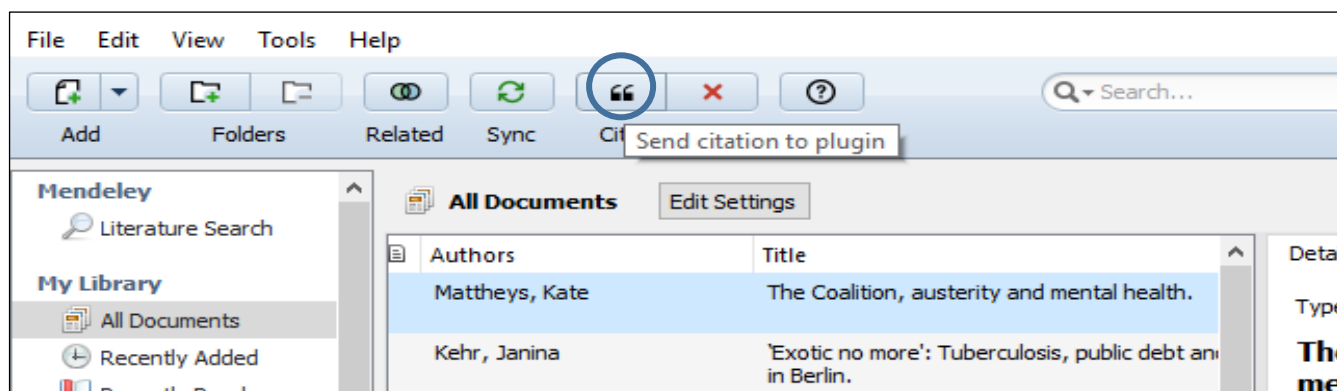
- In Microsoft Word, insert your cursor where you want the citation.
- Click Insert Citation



This box pops up – Click on 'Go To Mendeley'



The Cite button is now showing in Mendeley desktop. Click on a reference first to select, then click Cite.



The author/date citation will now show in your document.

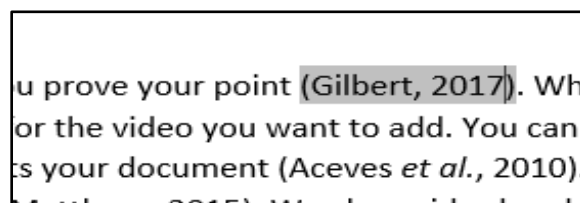
## Citation Editing

Editing 'in-text' citation (author, year)

Click on the citation (which will highlight grey).

Click again where edit is required and make required edits such as adding a page number, or using the author name as part of your sentence

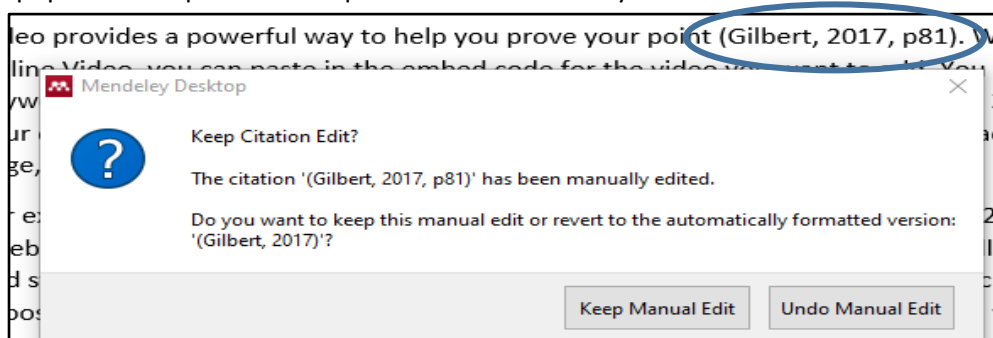
e.g. Wong (2016, p23) claims that...



Click elsewhere on the page to pop this box up. Select 'Keep Manual Edit' to save your edits.

Citation edits only apply to one. Other citations of the same source are unchanged.

**NB.** Any edits to the source details fields should be done in the reference 'Details' pane in Mendeley.

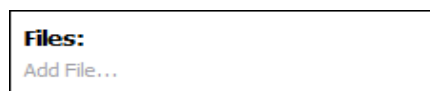


## Adding a PDF to a Reference

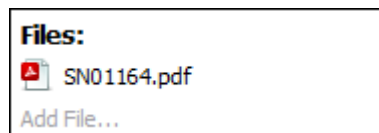
If desired to add a PDF to a reference, first download the PDF required.

Select the reference so that you can see all the fields in the right hand pane.

Click on 'Add File..' in the 'Files' field. Browse to the required PDF, select and click to confirm,



It will then show as added as in the example below.

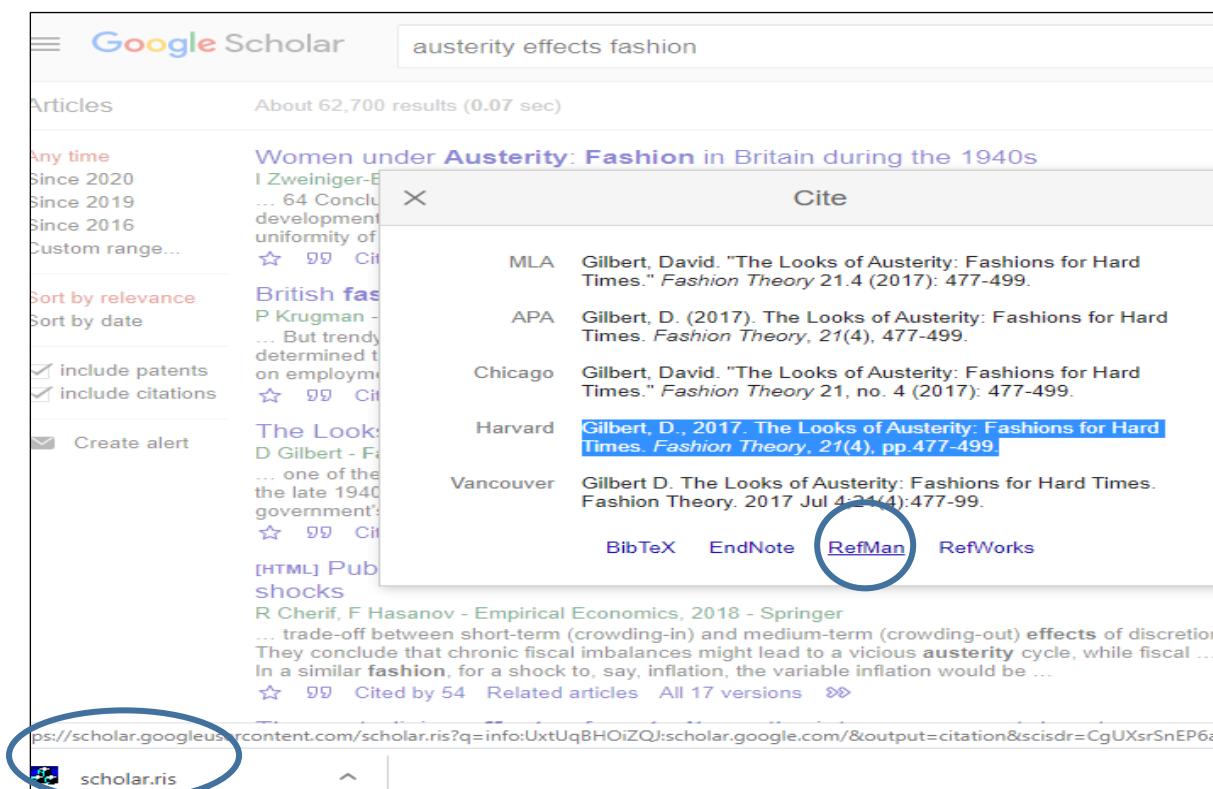
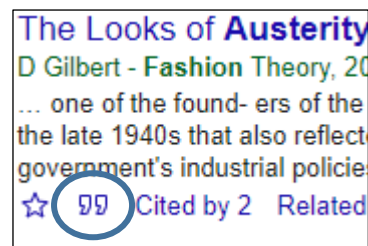


**Tip:** Free account space is 2G. PDFs use more space than just references so bear this in mind, but a good many can be stored in this space. References alone use less space. You could always remove some PDFs and references that are no longer needed if this became a problem.

## Google Scholar

Google scholar can export Harvard and some other referencing styles to Mendeley. Click on the Cite icon for the item. To open the Cite box as below.

Click Harvard version to highlight in blue if desired, then 'RefMan' or go straight to 'Refman' is fine. RIS file suitable for Mendeley will download.





## Annotating your library PDFs

Single clicking on a reference in your library selects it and displays the details in the right hand pane.

Double clicking opens any attached PDF in a new tab as below ready to read.

As seen below, a set of useful buttons arrive suitable for highlighting text, adding notes etc..

Also in the details pane are found:

- a Notes tab which displays any previously added notes for the document
- a Contents tab which displays the document's 'Table of contents' (if it has one – many PDFs do) for easy navigation between sections

You can use the 'My Library' tab to swap back to your library at any time. Mendeley automatically saves any changes you have made. Click the x on the open document tab if you have finished with it.

The screenshot shows the Mendeley Desktop application interface. The main window displays a PDF document titled "Statutory Homelessness in England". The document text is visible, with several paragraphs. The first paragraph discusses quarterly bulletins from the Department for Communities and Local Government (DCLG). The second paragraph, which is highlighted in yellow, states: "The financial year 2010/11 saw a 10% increase in homelessness acceptances by local authorities, representing the first financial year increase since 2003/4. Homelessness acceptances continued to rise over the next three years but fell by 3% between 2012/13 and 2013/14. The 2014/15 financial year recorded a further increase, with acceptances 36% higher than in 2009/10 (but 60% below the peak in 2003/4). The 2015/16 financial year saw acceptances increase by 6% on 2014/15 and the 2016/17 financial year recorded a 1% increase on the previous year." The third paragraph discusses the challenges of homelessness statistics. The fourth paragraph mentions the UK Statistics Authority's assessment of compliance with the Code of Practice for Official Statistics. The fifth paragraph discusses homelessness arising from various causes. The right-hand pane shows the document's details, including the title "Statutory Homelessness in England", authors "W. Wilson, C. Barton", and a link to "View research catalog entry for this paper". The bottom status bar indicates "Page 3 of 45".

Mendeley Desktop

File Edit View Go Tools Help

Select Pan Note Highlight Color Zoom Zoom To Fit Fullscreen Sync Help

My Library Statutory Homelessness in England

quarterly by the Department for Communities and Local Government (DCLG) in March, June, September and December. These quarterly bulletins are now published with statistics on local authority prevention and relief work.

The financial year 2010/11 saw a 10% increase in homelessness acceptances by local authorities, representing the first financial year increase since 2003/4. Homelessness acceptances continued to rise over the next three years but fell by 3% between 2012/13 and 2013/14. The 2014/15 financial year recorded a further increase, with acceptances 36% higher than in 2009/10 (but 60% below the peak in 2003/4). The 2015/16 financial year saw acceptances increase by 6% on 2014/15 and the 2016/17 financial year recorded a 1% increase on the previous year.

Organisations such as Shelter and Crisis argue that the official statistics do not give a full picture of homelessness in England. The figures exclude those who are homeless but who do not approach a local authority for assistance and those who do not meet the statutory criteria. Local authorities are increasingly adopting informal responses to tackling homelessness, which can result in households falling outside the official quarterly monitoring process. In December 2015 the UK Statistics Authority published an assessment of compliance with the Code of Practice for Official Statistics. DCLG's homelessness and rough sleeping statistics. The assessment of "Homelessness Prevention and Relief statistics" do not currently meet the National Statistics.

Homelessness arising from parents/friends/relatives being no longer willing or able to provide accommodation remains significant, as does homelessness arising from the breakdown of a violent relationship. However, the most frequently cited reason for loss of the last settled home is now the ending of an assured shorthold tenancy in the private

Details Notes Contents

Type: Generic

**Statutory Homelessness in England**

Authors: W. Wilson, C. Barton

View research catalog entry for this paper

Year:

Pages:

**Abstract:**

**Tags:**

**Author Keywords:**

**City:**

**Date Accessed:**  
2018-02-24

**Publisher:**


**Type of Work:**

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## Inserting a 'Reference List' in Microsoft Word

Decide where you want to insert your Bibliography and leave your cursor there.

In the Word References tab click on  in the Mendeley plugin. Example below.

If you have been checking references as you have added them using Checking References  there should be no problems.

You can include eJournal and eBook links in your reference if desired (Mendeley imports these). In the examples below some include it and some do not. You would need to delete the link from the record in Mendeley if you do not want to include it. If the print details (volume, issue and page details) are present, it may be unnecessary. Either is usually acceptable, but it is recommended to be consistent in your approach.

Aceves, S. S. S. *et al.* (2010) 'Resolution of remodeling in eosinophilic esophagitis correlates with epithelial response to topical corticosteroids', *Allergy: European Journal of Allergy and Clinical Immunology*, 65(1), pp. 109–116. doi: 10.1111/j.1398-9995.2009.02142.x.

Bryman, A. (2016) *Social research methods*. 5th edn. Oxford: OUP.

Crown Prosecution Service (2017) *Revenge Pornography: Guidelines on prosecuting the offence of disclosing private sexual photographs and films*. Available at: <https://www.cps.gov.uk/legal-guidance/revenge-pornography-guidelines-prosecuting-offence-disclosing-private-sexual> (Accessed 19 July 2019).

Dalton, M. (2019) 'How individual consultations with a librarian can support systematic reviews in the social sciences', *Journal of Information Literacy*, 13(2), pp. 163–172. doi: 10.11645/13.2.2621.

Gavrielides, T. (2012) 'Contextualizing Restorative Justice for Hate Crime', *Journal of Interpersonal Violence*, 27(18), pp. 3624–3643.

Gilbert, D. (2017) 'The Looks of Austerity: Fashions for Hard Times', *Fashion Theory*, 21(4), pp. 477–499.

Mattheys, K. (2015) 'The Coalition, austerity and mental health.', *Disability & Society*. Department of Geography, Durham University, Durham, UK: Routledge, 30(3), pp. 475–478.

Wong, K. V. (2016) *Climate change*. New York: Momentum Press.

### The Reference List

You can continue to add citations to your work and the list will update placing new items correctly alphabetically.

If you decide to remove a citation this is done by deleting the citation in the text.

Check that item has gone from the Bibliography. Remove it if not.

Always check your module guidance provided by your tutors who will be marking your work for information in case there is specific information about reference lists and formats of references.

## Further Help and Support

This document is intended to get you started with using Mendeley importing references and documents from the web and the LJMU electronic library.

The software has many other features such as Researcher Networking, Search, Groups and 'Suggest'.

Visit <https://www.mendeley.com/guides> for information about these features and for further detail on using the software.

**For support with Mendeley please either contact named librarian or use the methods below:**

- the [LJMU HelpMe](#) form
- [Library Chat](#)

**Maria Hardie**

(Wed-Thurs-Friday)

[m.c.hardie@ljmu.ac.uk](mailto:m.c.hardie@ljmu.ac.uk)

You are welcome to contact us for further help, and to arrange a one-to-one appointment.

Guide Updated: **September 2021**

By: **M Hardie**