

Getting started with Mendeley



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ITC faculty library

<https://www.itc.nl/library>

[@LibITC](#)

October, 2020

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1 Mendeley in not even 10 steps

Mendeley is a free reference manager that helps you keep references and literature for your research organized. Start your own information infrastructure right from the start.

You can:

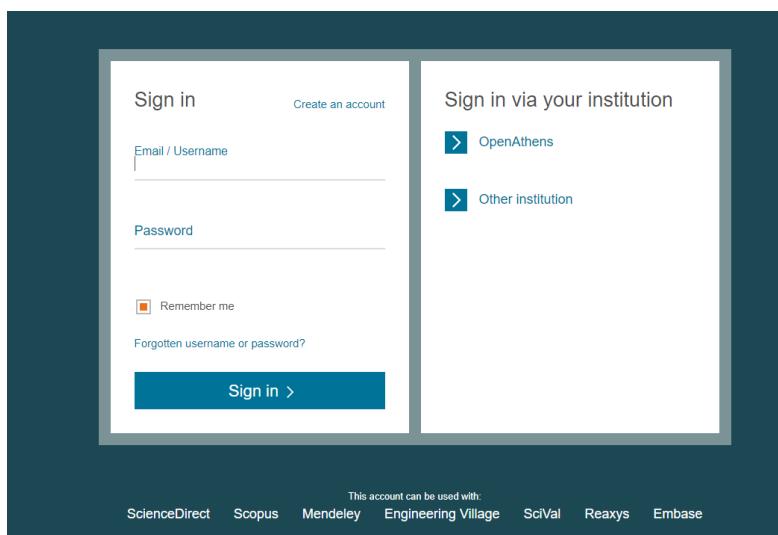
- Create and manage citations of books, articles, and more
- Import citations from online resources and publisher's websites
- Automatically extract metadata from imported PDFs
- Collaborate with other researchers online
- Highlight and annotate papers and share those notes with others

Because you have a desktop version and an online version that synchronize you can always work anywhere, from any device and have your library up to date. 2GB of online storage is available for free, the Mendeley Institutional Edition (University subscription) provides 100 GB storage.

1.1 Go to www.Mendeley.com and register

Two important things:

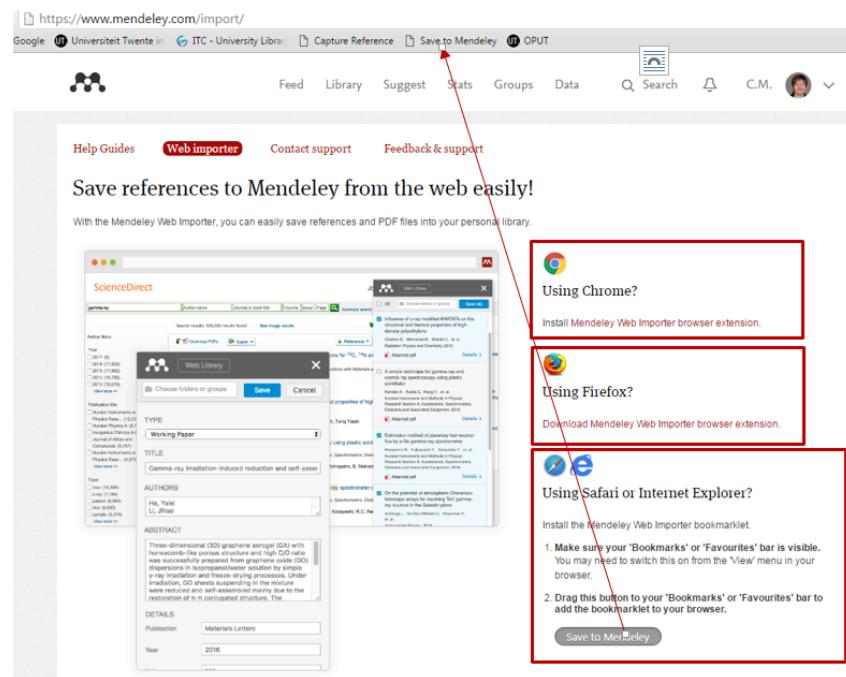
1. Create your account using your @GMAIL or @student.utwente.nl / @utwente.nl.
2. Create a new Mendeley password, do not user your Canvas account.
3. Make a note of your username and password !
4. Install Mendeley desktop in your **documents** folder, this way it is easier to back-up your references and more important your pdf's.
5. Be careful with signing in to Elsevier products (Scopus, Geobase, ScienceDirect, SciVal) with the option "Sign in via your institution" this will create a problem to register with your personal UT mail address. Always use the proxy link from the library website to access databases and sign in with your personal UT login.



1.2 Download Mendeley desktop

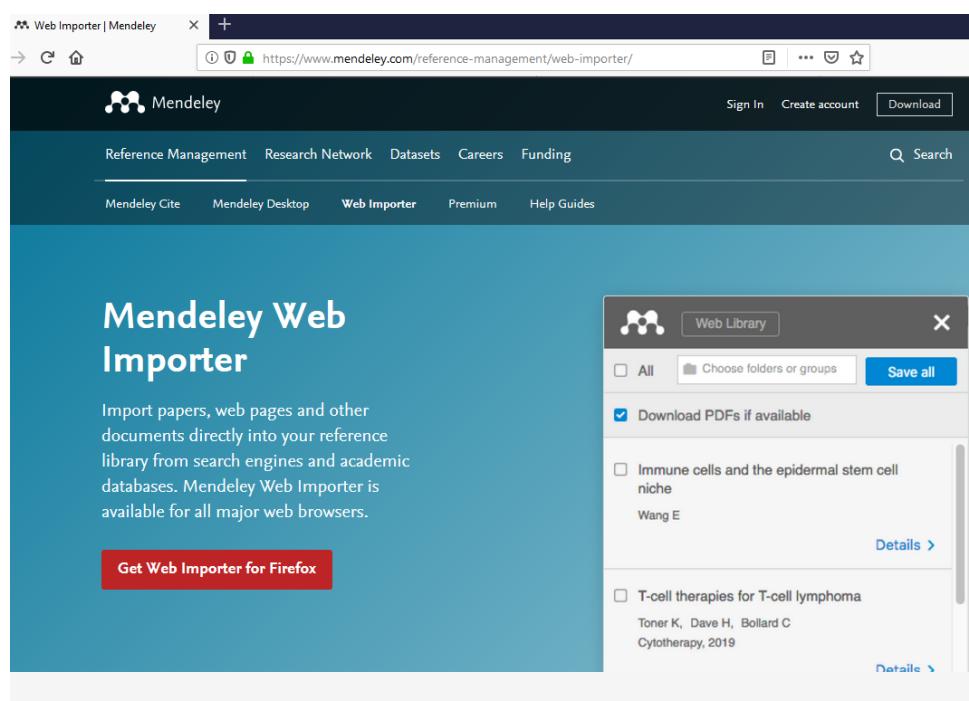
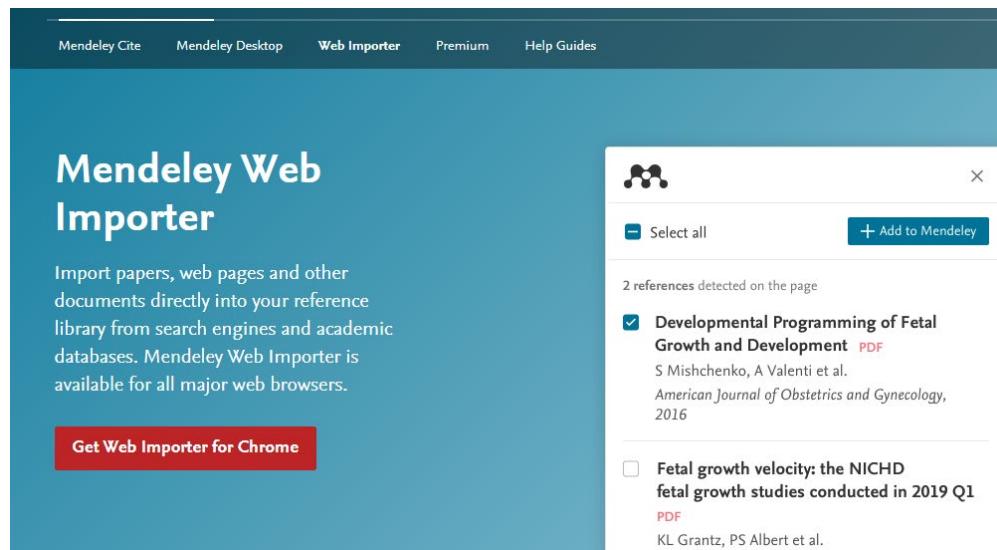
Install Mendeley desktop from the downloaded file: <https://www.mendeley.com/reference-management/reference-manager>

From <https://www.mendeley.com/import/> Use the options to insert the Chrome or Firefox browser extensions. For Safari or IE, click the grey 'save to Mendeley' button and drag it to your Bookmarks toolbar. (See next page how to find this toolbar). You can also do this later from the Tools menu in Mendeley desktop.



1.3 Find your browsers bookmark toolbar

Mendeley in **Firefox AND Chrome** Browser : go to <https://www.mendeley.com/import/> click the Mendeley import for Firefox, or Chrome depending on which browser you like.

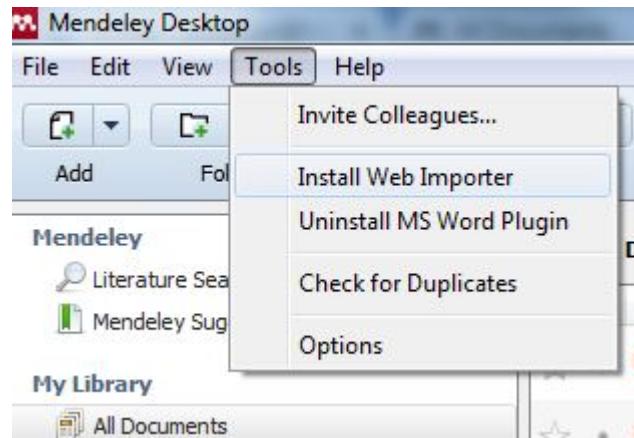


We recommend Chrome or Firefox ! Internet Explorer has some issues.

Mendeley does not work with **Microsoft Edge**.

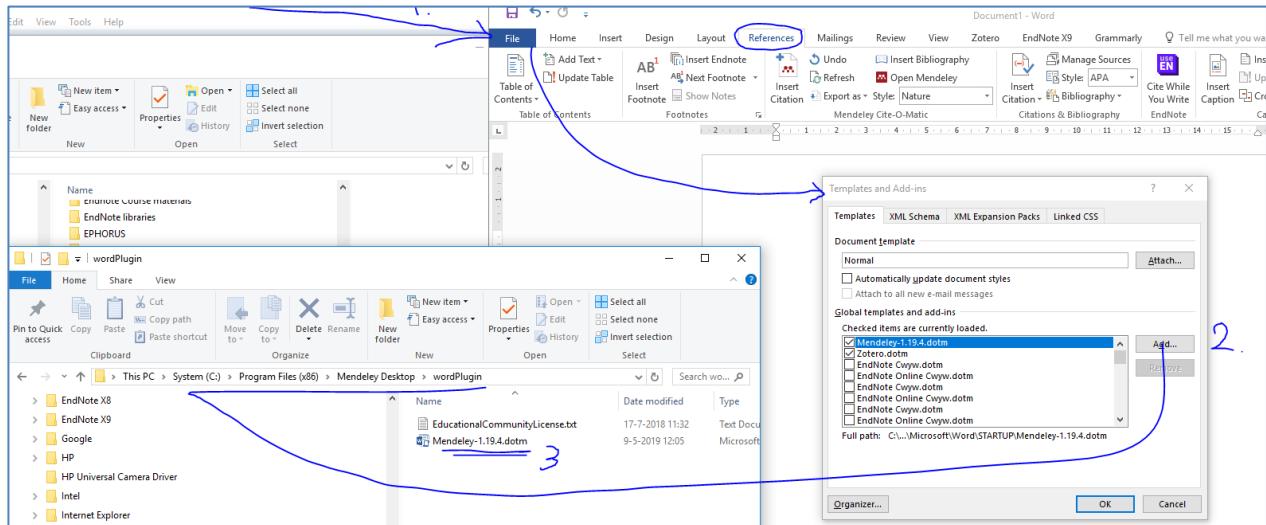
1.4 Install the Word plugin – add-in's - ActiveX

Go to the tools menu in the desktop version. Also you can select another plugin for other word processors.



Add-Ins : If your Word Plugin does not appear, try to add this manually via the File menu of Word.

File, Options, Add-Ins (select Manage Word Add-ins), Use the Add button and navigate to your Mendeley installation on your computer.



Some Word installations give **ActiveX** problems. Please see this Youtube for the fix.

<https://www.youtube.com/watch?v=64eq5NFrzgl>

1.5 Start building your library

Importing references with the help of the save to Mendeley button from for example Elsevier, Web of Science, ACM or Wiley online library. The first time in any session you want to import a reference you will be asked to sign in with your Mendeley account. Some examples and notes below:

From ScienceDirect by Elsevier.

If you have a search with few results, and click “save to Mendeley”, the export of all references on your screen will start. You can then select the ones you really want from the download list on your screen. Do NOT do this with a result of 12,354 articles! refine your search, or go to one of the articles on your screen and save that one.

The screenshot shows a search results page for the term "URBAN PLANNING". At the top, there is a search bar with the term and a "Save" button. Below the search bar, there are filters for "All" and "CRITICAL READ..." (which is selected), and a "Save (2)" button. A checkbox for "Download PDFs if available" is checked. The results section shows 19 results. Each result has a checkbox, a "Download selected articles" link, and an "Export" link. The results are as follows:

- Spatial data for slum upgrading: Volunteered Geographic Information and the role of citizen science. Hachmann, S., Jokar Arsanjani, J., Vaz, E. Habitat International, Volume 72, February 2018, Pages 18-26. Samyra Hachmann, Jamal Jokar Arsanjani, Eric Vaz. Download PDF (2.977 KB) Abstract Export
- Utilising volunteered geographic information to assess resident's flood evacuation shelters. Case study: Jakarta. Kusumo A., Reckien D., Verplanke J. Applied Geography, 2018. A. N. L. Kusumo, D. Reckien, J. Verplanke. Download PDF (4.639 KB) Abstract Export
- Key issues and priorities in participatory mapping: Toward integration or increased specialization? Applied Geography, Volume 95, June 2018, Pages 1-8. Greg Brown, Marketta Kyttä. Download PDF (631 KB) Abstract Export
- The hearing, the mapping, and the Web: Investigating emerging online sound mapping practices. Landscape and Urban Planning, Volume 142, October 2015, Pages 187-197. Lin W.

From Web of Science (WOS):

To Save references in your Mendeley library from Web Of Science save one reference at a time !

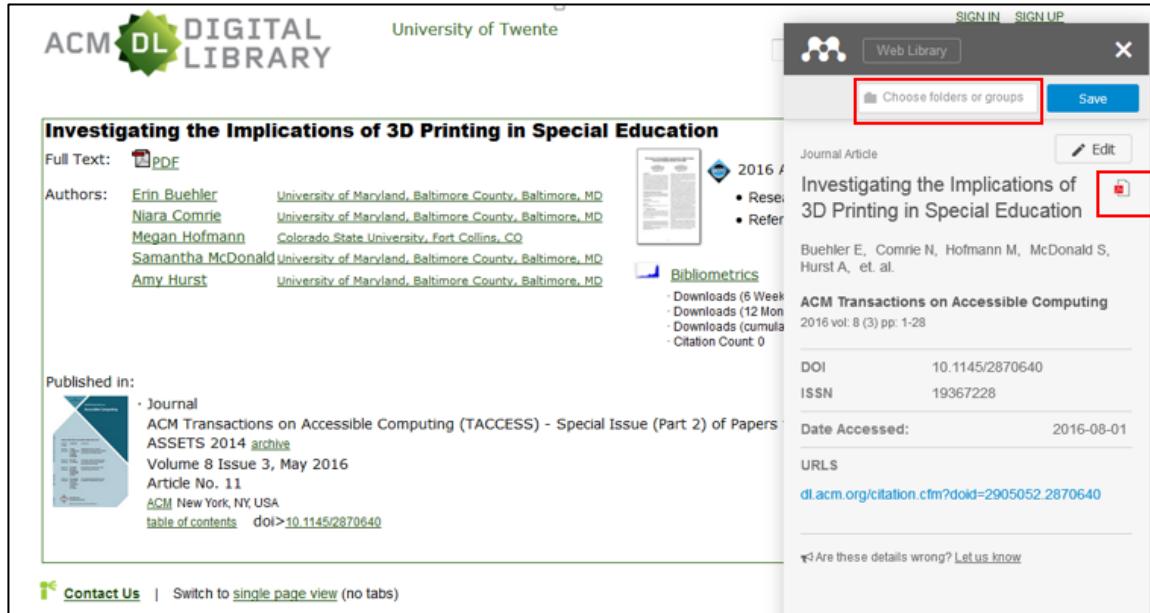
Three more tips:

1. saving e reference from this kind of bibliographic database that integrates many publisher works best when you use the option “full text from Publisher” because the metadata for a reference is best from the original publisher.
2. to save the pdf of the article in your Watch-Folder is a fast way to generate a reference and have the full text document in your Mendeley library.
3. use the doi to go to the publisher website: Type <http://dx.doi.org/> in your browser, add the article DOI [10.1016/j.habitatint.2015.01.018](https://doi.org/10.1016/j.habitatint.2015.01.018), this way you have created the fastest route to the publishers website, and the full text <http://dx.doi.org/10.1016/j.habitatint.2015.01.018>

The screenshot shows the Web of Science search results for the query "TOPIC: (crowdsourcing AND "URBAN PLANNING")". There are 27 results. The first result is an article by Spyridatos, Spyridon; Stathakis, Demetris, titled "Evaluating the services and facilities of European cities using crowdsourced place data". The abstract panel for this article includes a "Full Text from Publisher" link, which is highlighted with a blue arrow. The second result is an article by Haltofova, Barbora, titled "USING CROWDSOURCING TO SUPPORT CIVIC ENGAGEMENT IN STRATEGIC URBAN DEVELOPMENT PLANNING: A CASE STUDY OF OSTRAVA, CZECH REPUBLIC". The third result is an article by Mueller, Johannes; Lu, Hangxin; Chirkov, Artem; et al., titled "Citizen Design Science: A strategy for crowd-creative urban design". Both the "Full Text from Publisher" link and the "View Abstract" link for the third article are highlighted with blue arrows.

From ACM digital library

The Mendeley web importer will start and offer you the option to include the pdf, and to select the library folder in which you want to 'add' this reference.



ACM DIGITAL LIBRARY University of Twente SIGN IN SIGN UP Web Library X

Choose folders or groups Save

Investigating the Implications of 3D Printing in Special Education

Full Text: PDF

Authors: Erin Buehler, University of Maryland, Baltimore County, Baltimore, MD; Niara Comrie, University of Maryland, Baltimore County, Baltimore, MD; Megan Hofmann, Colorado State University, Fort Collins, CO; Samantha McDonald, University of Maryland, Baltimore County, Baltimore, MD; Amy Hurst, University of Maryland, Baltimore County, Baltimore, MD

Published in: ACM Transactions on Accessible Computing (TACCESS) - Special Issue (Part 2) of Papers: ASSETS 2014 archive, Volume 8 Issue 3, May 2016, Article No. 11. ACM New York, NY, USA. table of contents doi>10.1145/2870640

2016 ACM Research • Reference

Bibliometrics Downloads (6 Weeks) Downloads (12 Months) Downloads (cumulative) Citation Count: 0

Investigating the Implications of 3D Printing in Special Education

Buehler E., Comrie N., Hofmann M., McDonald S., Hurst A., et al.

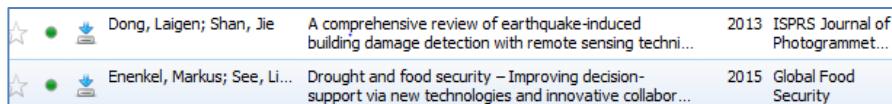
ACM Transactions on Accessible Computing 2016 vol: 8 (3) pp: 1-28

DOI 10.1145/2870640
ISSN 19367228
Date Accessed: 2016-08-01
URLS d1.acm.org/citation.cfm?doid=2905052.2870640

Contact Us | Switch to single page view (no tabs)

- Go to Mendeley Desktop library and sync to import this reference with pdf.

Mendeley now shows you the record, highlighted so you can check and edit the record, and add the pdf by clicking the blue download sign (pdf is not always added directly) if the pdf does not load, save it manually in your Mendeley pdf (watched) folder.



Dong, Laigen; Shan, Jie	A comprehensive review of earthquake-induced building damage detection with remote sensing techni...	2013 ISPRS Journal of Photogrammet...
Enenkel, Markus; See, Li...	Drought and food security – Improving decision-support via new technologies and innovative collabor...	2015 Global Food Security

You may have noticed : the pdf is not always automatically imported with the reference.

Drag and drop a pdf to create a reference

- Previously saved pdf's are easily imported into Mendeley.
- Open the folder for these pdf's in a new screen, now drag-and-drop the pdf from the folder to the middle pane of the Mendeley desktop library.

Do it yourself record

If importing information via Save to Mendeley or pdf does not work, Use the “Add details manually” button,

The screenshot shows the ITC Library web interface. At the top, there's a purple header with the library name and various navigation tabs: Search, Results, Details, Selection/reservation, Search History, Log in / Status, and Search profiles. Below the header, the main content area displays a search result for a thesis. The result is presented in a table-like format with columns for different metadata fields. At the bottom of the result table, there's a row for loan information. To the right of the result table, a message box says "Sorry, no documents were detected on this page." and contains a blue button labeled "Add details manually". On the far left, there's a sidebar with options to "Refine search result" and "Print".

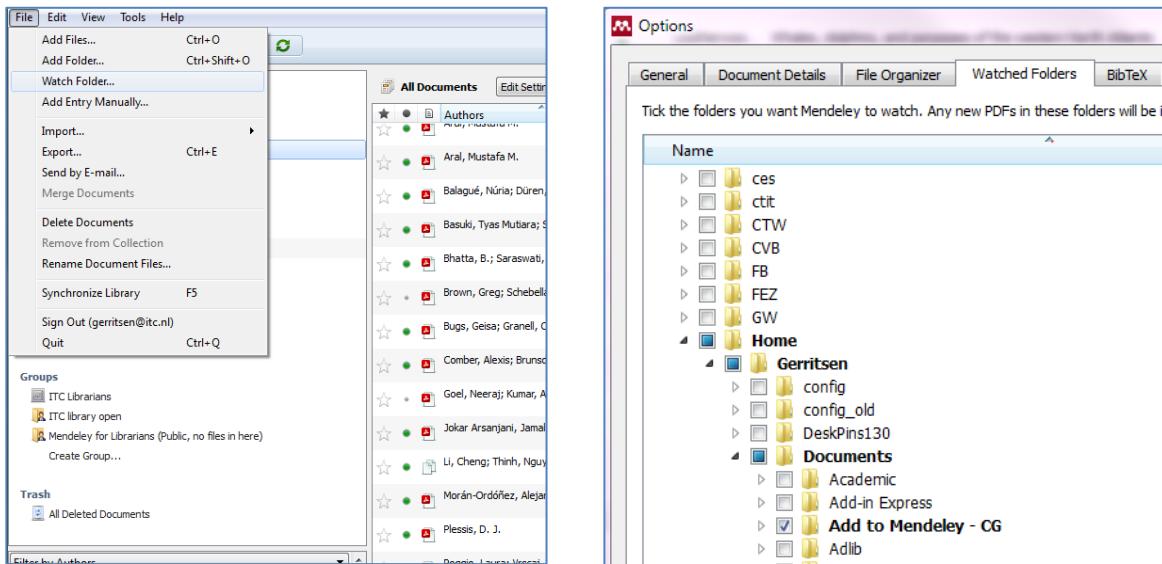
You can now easily copy/paste all the information from the source into the relevant Mendeley reference fields.

This screenshot shows the same ITC Library interface as the previous one, but with a "Save" dialog box overlaid on the right side. The dialog has fields for "Choose folders or groups", "TYPE" (set to "Book"), "TITLE" (containing the thesis title), "AUTHORS" (empty), "ABSTRACT" (empty), and "DETAILS" (empty). At the top right of the dialog is a "Save" button. The rest of the interface, including the search result table, remains visible.

1.6 Create your Watched Folder

1. in your personal document folders create a new folder calling it ‘MendeleyWatch’ or ‘Add to Mendeley’ you want this to be the dedicated pdf folder for automatic reference import.
2. from your Mendeley desktop library, go to: file, watch folder, navigate to the just created folder to tell Mendeley your preference.
3. Save a pdf in this specific folder that you have designated your watched folder and your references will be added automatically to your library.

Please check this, because the pdf needs to contain enough metadata to form a reference.



This is also how you add a pdf to an already imported reference. In ScienceDirect by Elsevier this also works for the ‘download multiple pdf’ option.

Just a small example, to remind you: Always check your imported reference information !

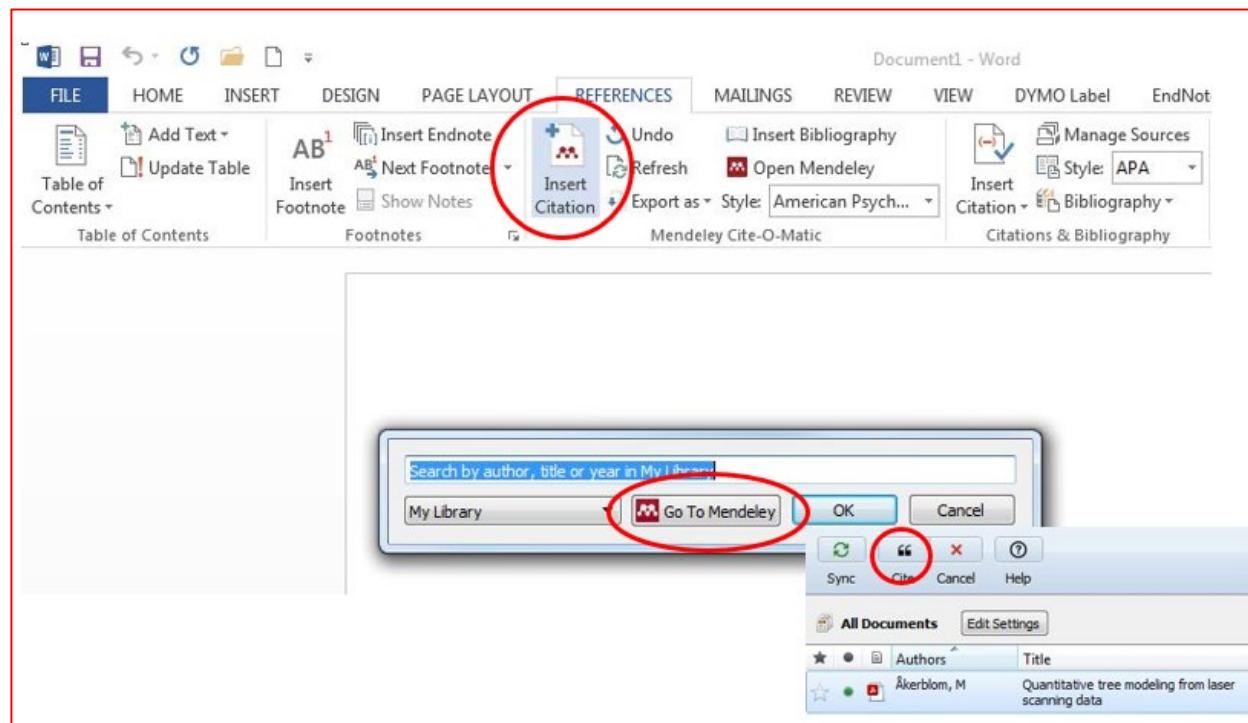
See text below, same article, different source

Ju-Sung Lee, T. F. A. L.-Z. B. H.-M. F. S. I. L. A. V. J. G. P. Z. S. and D. C. P. (2015). The Complexities of Agent-Based Modeling Output Analysis. *2015:55:2*.

Lee, J. S., Filatova, T., Ligmann-Zielinska, A., Hassani-Mahmooei, B., Stonedahl, F., Lorscheid, I., ... Parker, D. C. (2015). The complexities of agent-based modeling output analysis. *JASSS, 18(4)*.
<http://doi.org/10.18564/jasss.2897>

1.7 Inserting citations and references – two ways

1. Go to the reference tab in Word:
 - click insert citation and
 - use the search bar to find the reference you want to insert in your work, type author or a distinguishing title word(s).
 - Insert by clicking Ok in the Mendeley search bar
2. From the Word, references tab, click insert citation,
 - then on the search bar click the **Go to Mendeley** button,
 - click the reference to highlight it in your Mendeley library reference list
 - on the top menu bar the “Cite” (Send citation to plugin) button appears
 - click this to insert the selected reference in your Word document.



Citations:

When you start writing a document Mendeley will only add the citation without reference to your word document.

References :

To add references to your document, first place the cursor in the Word document at the spot where you want your reference list. Next click ‘insert bibliography’ and from now on Mendeley will add citation and reference simultaneously.

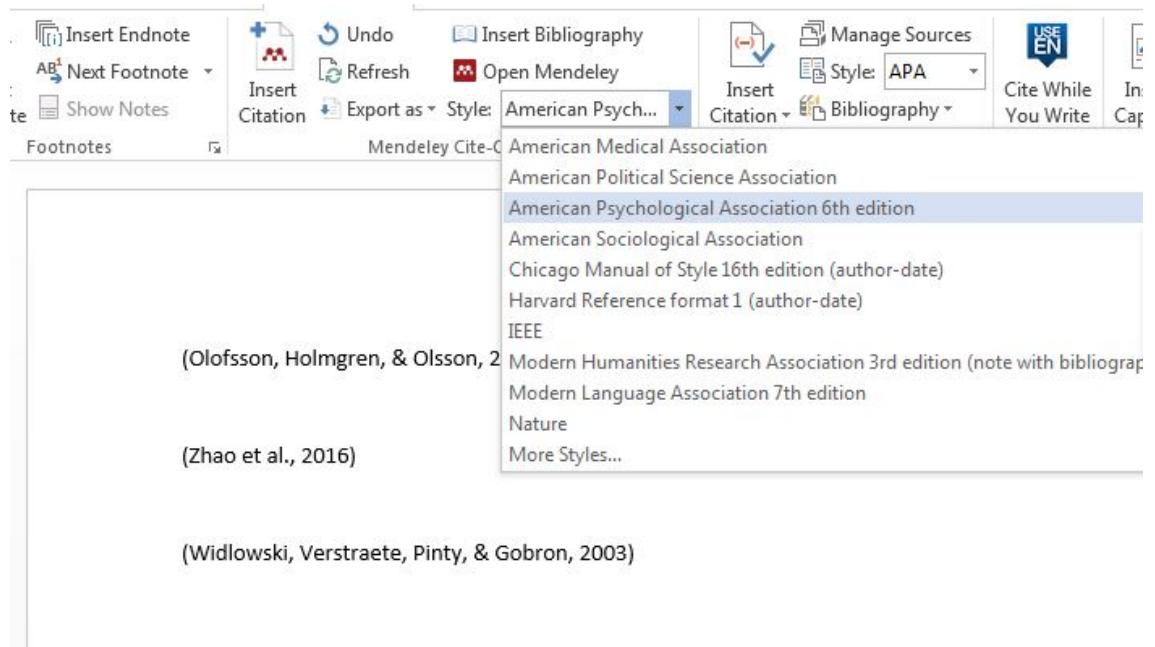
Chapter 1.

(Wielstra et al., 2012)

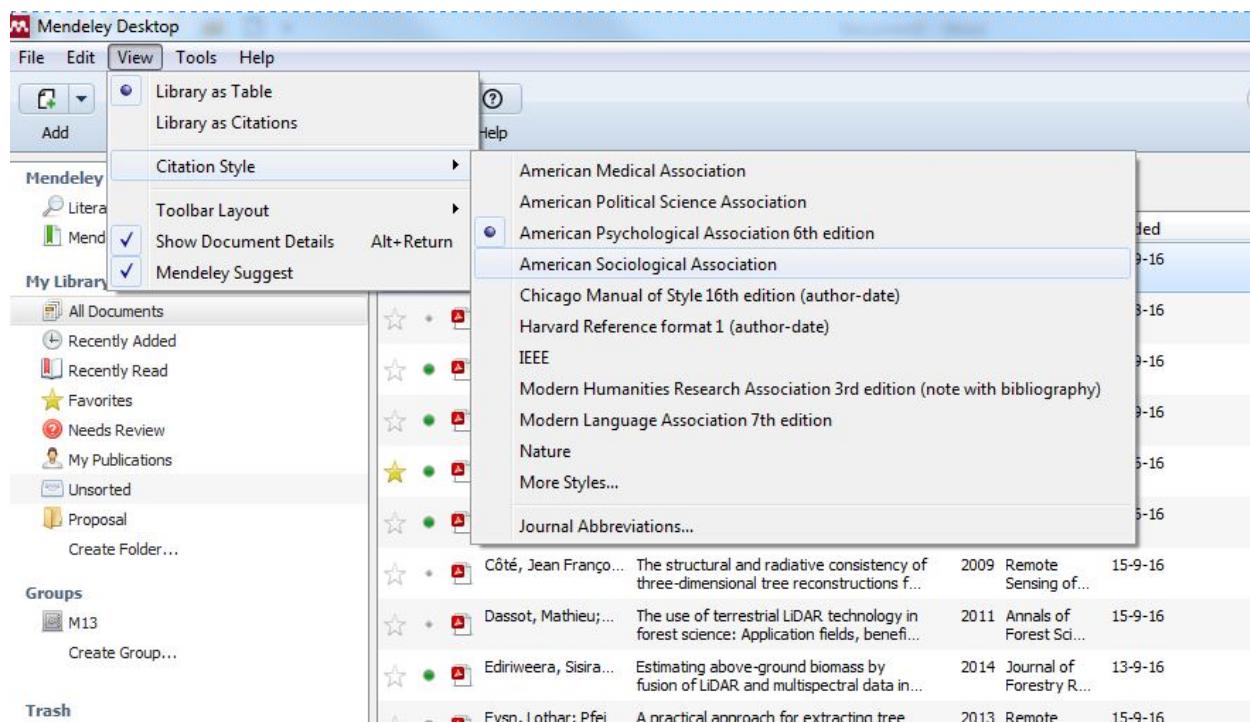
REFERENCES

Wielstra, B., Beukema, W., Arntzen, J. W., Skidmore, A. K., Toxopeus, A. G., & Raes, N. (2012). Corresponding Mitochondrial DNA and Niche Divergence for Crested Newt Candidate Species. *PLoS ONE*, 7(9), e46671. <http://doi.org/10.1371/journal.pone.0046671>

1.8 Change your citation and output style by using the drop down menu in Word



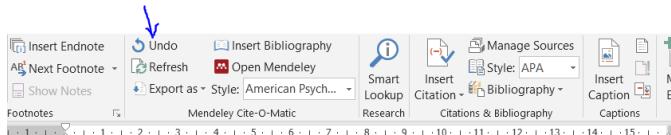
Or the View menu in Mendeley desktop



1.9 Edit your citation

In the flow of writing a sentence you may want to place the name of an author outside the brackets. To achieve this simply click the citation and immediately upon doing this your ‘insert citation’ button now says ‘edit citation’. You can now type a bracket before the year and remove the one placed before the author’s name.

When you have finished, put your cursor elsewhere in the text and you will be asked if you want to keep this manual edit.



Chapter 1.
(Wielstra et al., 2012) **Tripathy et al. (2017)**

REFERENCES

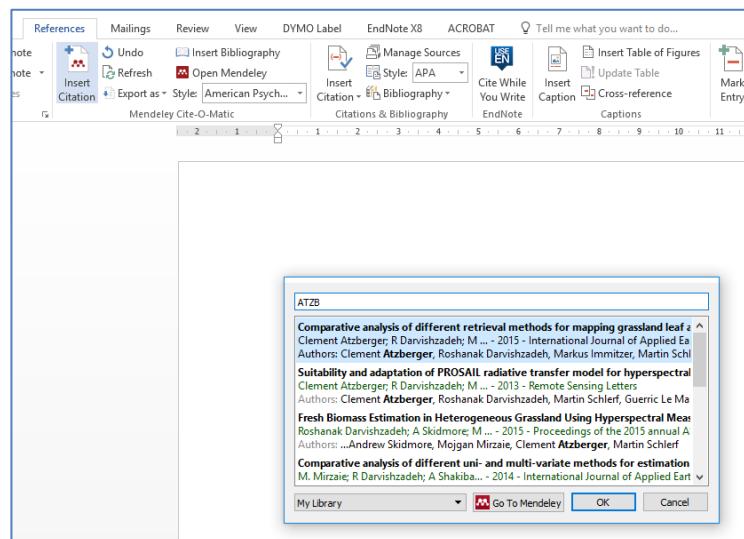
- Tripathy, J. P., Bhatnagar, A., Shewade, H. D., Kumar, A. M. V., Zachariah, R., & Harries, A. D. (2017). Ten tips to improve the visibility and dissemination of research for policy makers and practitioners. *Public Health Action*, 7(1), 10–14. <http://doi.org/10.5588/pha.16.0090>
- Wielstra, B., Beukema, W., Arntzen, J. W., Skidmore, A. K., Toxopeus, A. G., & Raes, N. (2012). Corresponding Mitochondrial DNA and Niche Divergence for Crested Newt Candidate Species. *PLoS ONE*, 7(9), e46671. <http://doi.org/10.1371/journal.pone.0046671>

Later on it is possible to undo this simply by clicking on the citation and use the “undo edit” button. This Mendeley insert citation button has a multi-purpose function !

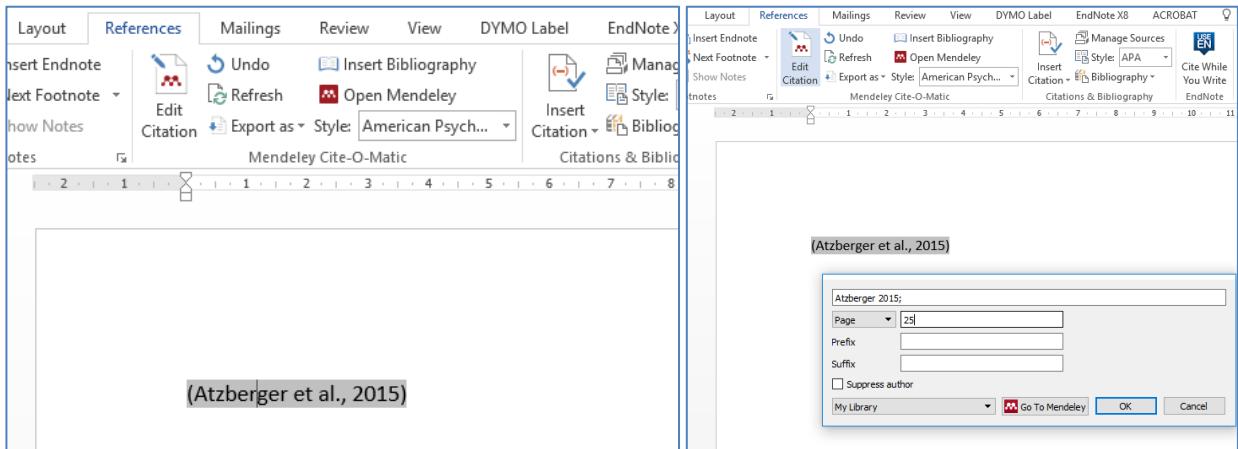
To completely exclude the author; click the citation, click the now so called ‘edit citation button’ put your cursor on the author’s name in the search bar and click the button “suppress author” this leaves only the Year. The Prefix and Suffix option add text before the author and after the year.

1.9.1 Add page numbers or prefix

1. insert a new citation or edit an existing citation



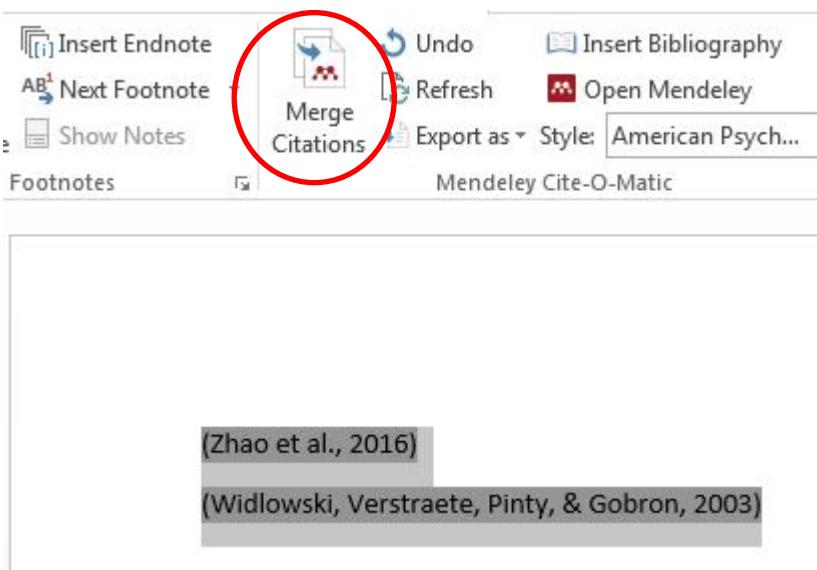
2. Click the citation, so it is highlighted and the ‘insert citation’ button is now called ‘edit citation’.



3. Click edit citation, and in the pop-up again click the name of the author and this edit screen will appear.

1.10 Merging citations

To add a reference to a citation, or later combine two citations, just add the citation of the other article to your text, highlight them both and now you can see that the ‘insert citation’ button is now called ‘merge citation’ just click this to finish the process.



2 Mendeley things to know

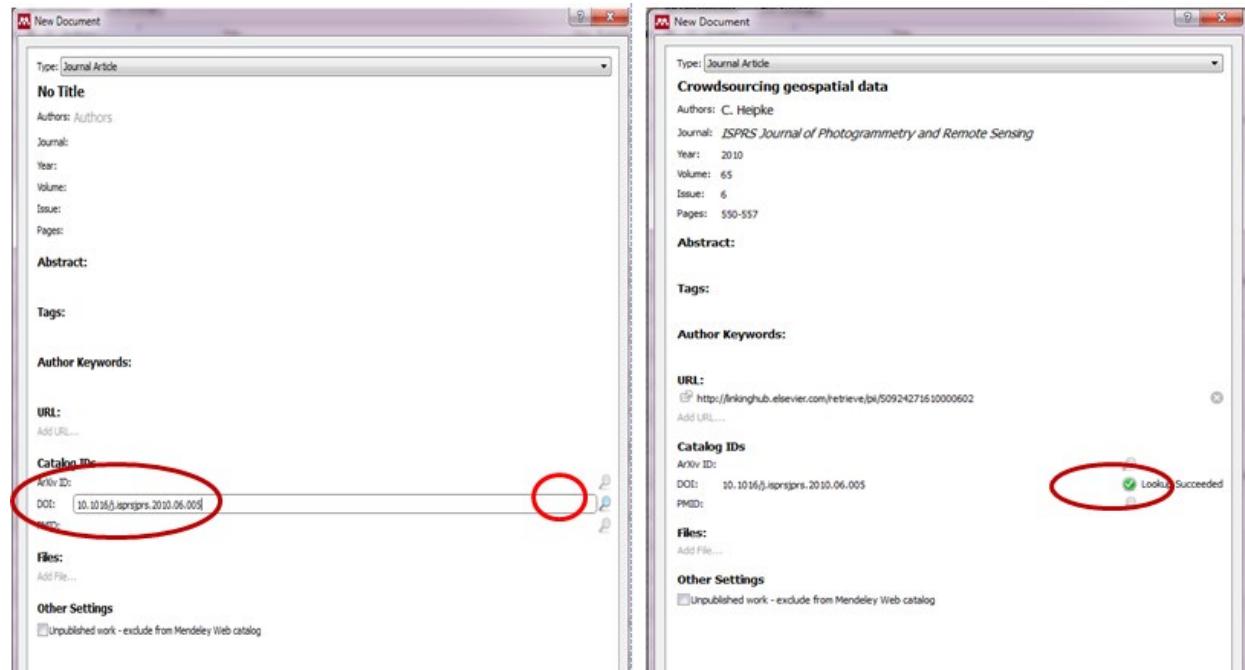
All online resources and help by Mendeley <http://resources.Mendeley.com/>

2.1 Research databases

If you use research databases like Scopus, Web Of Science, Geobase or CAB for your research, where the Universities Journal subscriptions are integrated with the database, you may have to click a few times to get to the publishers site before you can download the full text pdf with the necessary metadata. Or type <http://dx.doi.org/> in a new browser tab; add the DOI <http://dx.doi.org/10.1016/j.isprsjprs.2010.06.005> and you will go straight to the publisher's website Importing the references from the original publisher's website gives the best metadata.

2.2 The DOI saves the day

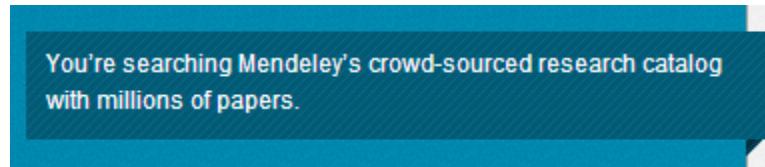
If you have trouble exporting your references, try to find the DOI (Digital Object Identifier) of your article, put it in a New Reference (File, Add entry manually) and the Lookup function will complete your reference!



2.3 Literature Search in Mendeley Crowd-sourced online research catalogue

You can use the literature search – bar in Mendeley.

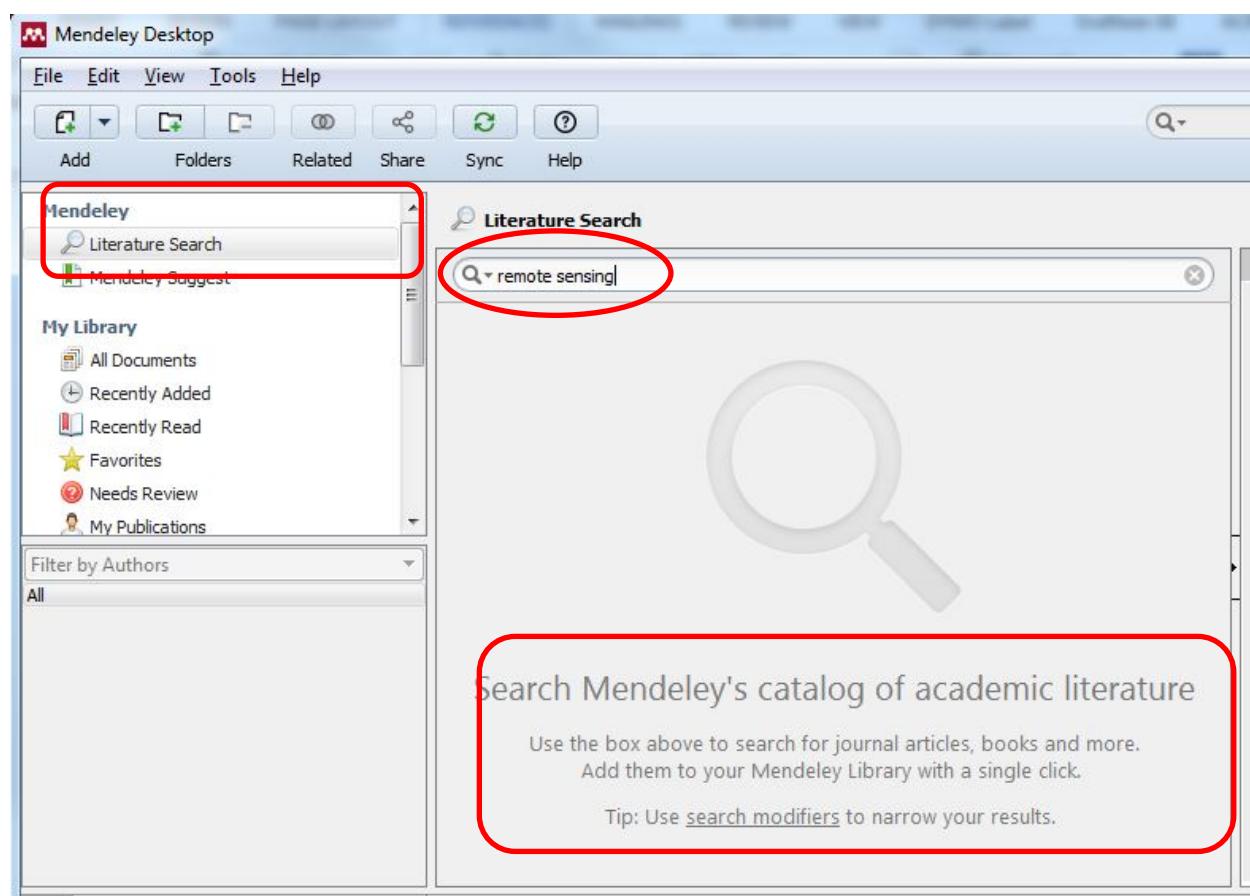
Which database are you using with this search option?



Please be aware, this is not the search within your own library! This is the WorldWide database of all references saved by anyone using Mendeley. So you import any mistakes made also, check your import!

- It accepts Boolean operators, AND, OR and Not
- Truncation is possible: mode*ing for modelling or modeling
- Just tick the dot before one of the found references to save it to your library

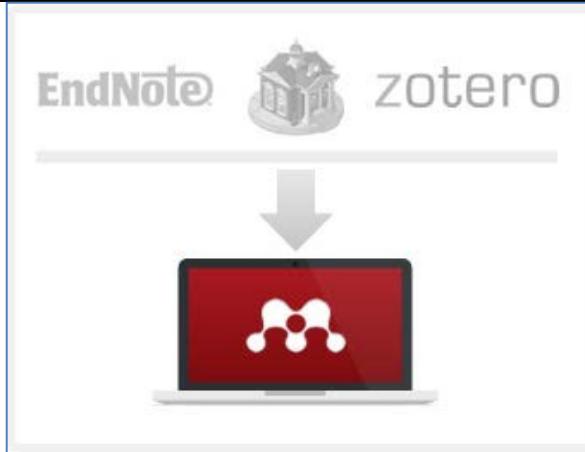
Be aware that most publication types are not properly recognized, given as "generic" in the database. Use the look-up function with each reference to complete the reference.



3 Organizing your Mendeley library

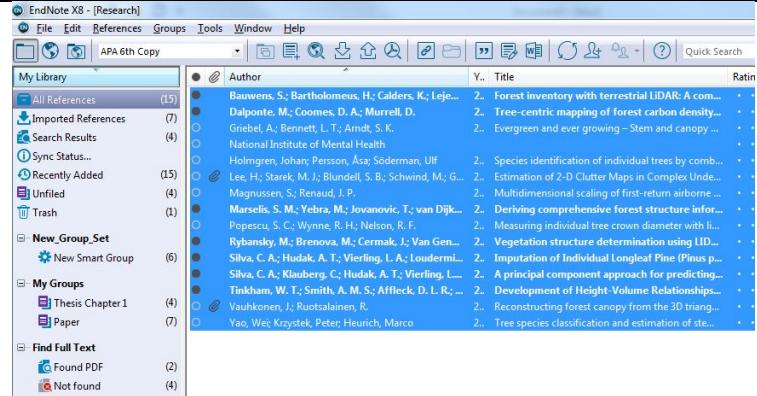
3.1 Import other libraries

Endnote or other libraries can be imported, into Mendeley desktop library, take the next few steps:

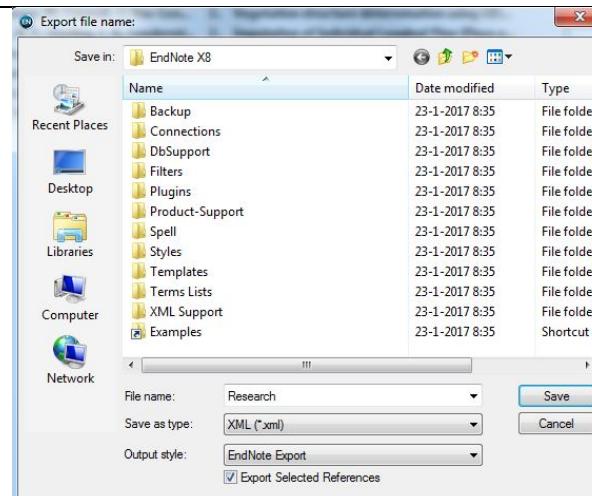


Starting from Endnote:

1. Select all references
2. Go to ; File, and Export



3. Select location : save in
4. Choose : file name
5. Save as type: XML
6. Outpute style : Endnote Export OR RIS
7. Tick the box: export selected references
8. Save



<p>Go to Mendeley:</p> <ol style="list-style-type: none"> 1. Go to: File, import, Endnote OR RIS 2. Navigate to the file you have just save 3. .. and import 4. Mendeley will check for duplicates 	<p>Mendeley Desktop</p> <p>File Edit View Tools Help</p> <ul style="list-style-type: none"> Add Files... Ctrl+O Add Folder... Ctrl+Shift+O Watch Folder... Add Entry Manually... Import... Ctrl+E Export... Send by E-mail... Merge Documents Delete Documents Remove from Folder Rename Document Files... Synchronize Library F5 Sign Out (s.m.tilon@student.utwente.nl) Quit Ctrl+Q
---	---

3.2 Create folders & sub-folders and search the full-text of your library

My Library

- All Documents
- Recently Added
- Favorites
- Needs Review
- My Publications
- Unsorted
- Demo Library
- Forages
- Mendeley intro
- PhD thesis
- Create Folder...

Semi-supervised projected model-based clustering

Authors: L. Guerra, C. Bielza, V. Robles et al.

View research catalog entry for this paper

Journal: *Data Mining and Knowledge Discovery*

Year: 2013

Volume: 28

Issue: 4

Pages: 882-917

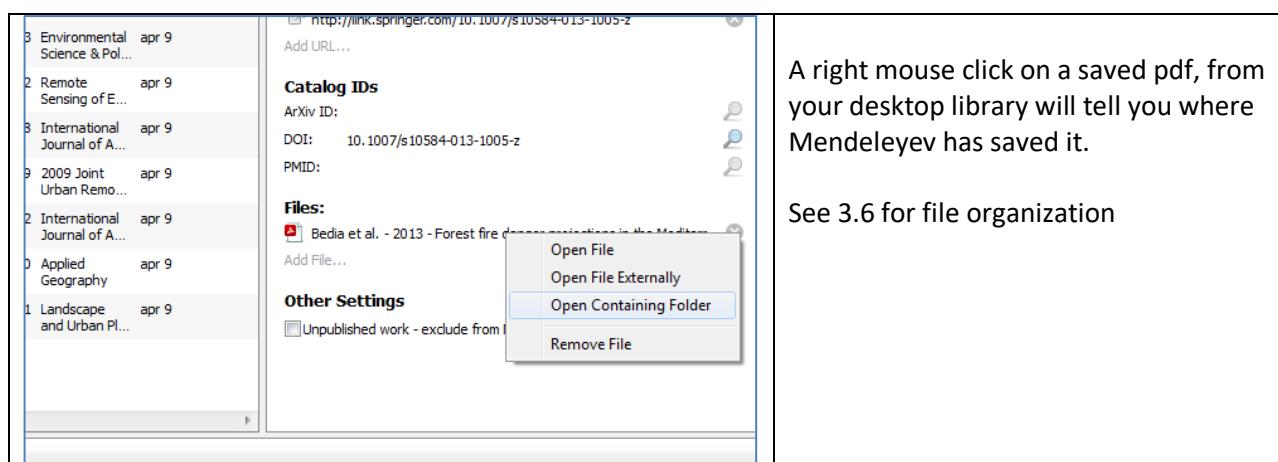
Right click anywhere in the left hand pane to create folders and sub-folders. You can drag and drop files into folders from anywhere. We recommend starting with search to help find things fast. The real usefulness of folders is for reducing the scope of your search

Search for a keyword, title words, authors in the top right search bar to find documents instantly as you type.

This search bar is context sensitive, so if you are reading a pdf, it will search the full text of the pdf (pdf type permitting)

The search includes global notes and tabs by default and you can filter specifically by clicking the filter arrow.

3.4 Where are my pdf's?



A right mouse click on a saved pdf, from your desktop library will tell you where Mendeleyev has saved it.

See 3.6 for file organization

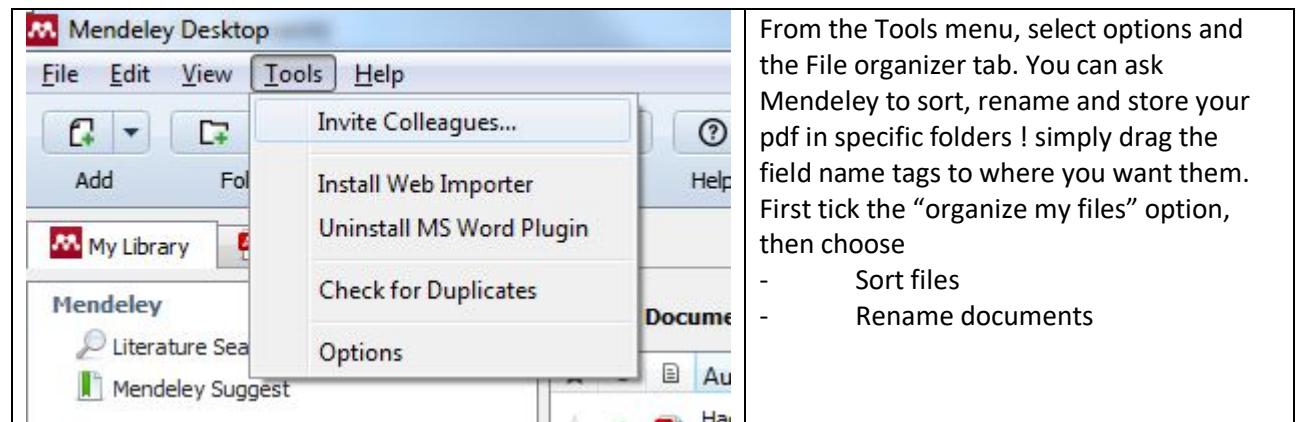
3.5 Read, mark and add sticky notes to the saved articles

If you double click one of the references in your Mendeley desktop the pdf will open, you can read, make notes, use the highlighter. Etc.

You can share this paper with annotations with your, supervisor or colleagues, via: File, Export pdf, and in the next popup select, pds + notes or Notes only.

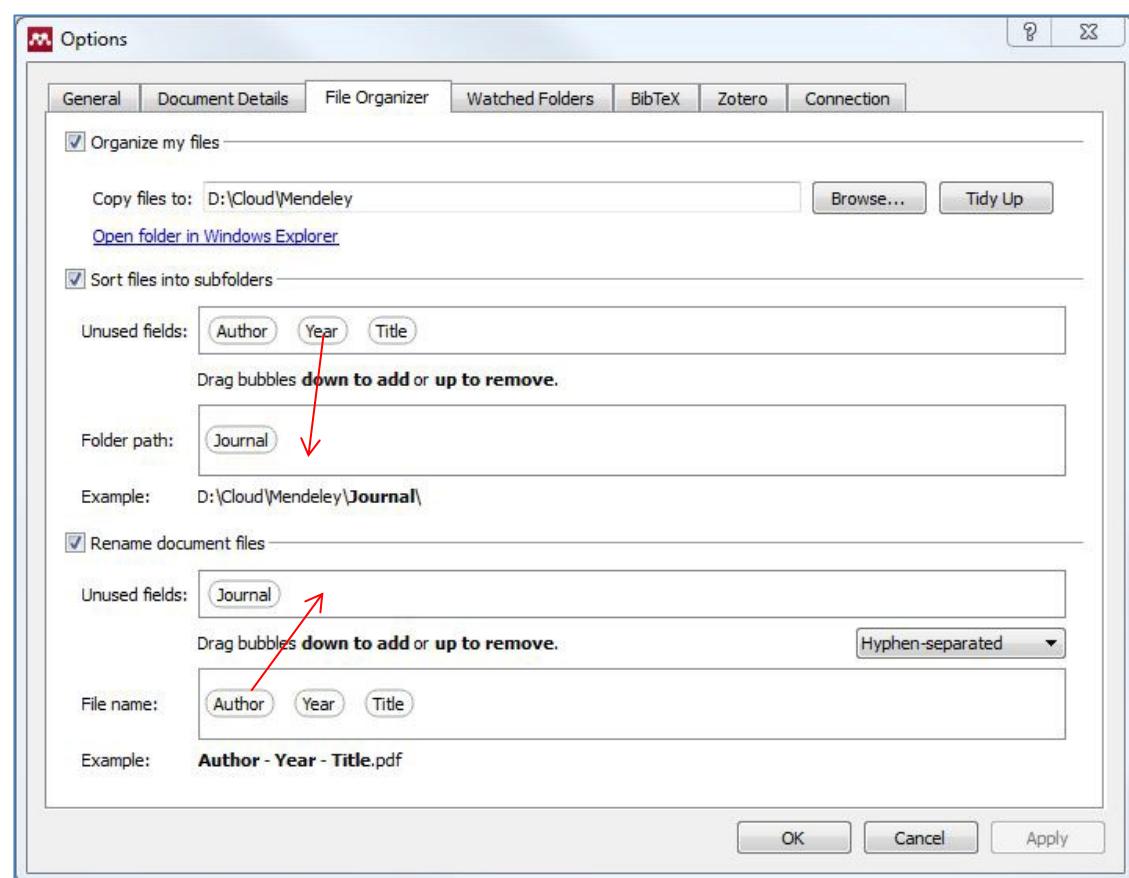
A screenshot of the Mendeley desktop application. The main window shows a document titled "positioning" by Richard Knippers and Klaus Tempfli. The document content discusses spatial referencing concepts, coordinate systems, and transformations. Several annotations are visible in the text, such as a green box highlighting a paragraph about geoid heights and a yellow box highlighting a section about satellite-based positioning systems. To the right of the document, there is a sidebar titled "Notes" which lists various annotations and summaries added by users. One annotation from "C.M. Gerritsen, MSC" explains the use of a geoid to describe heights. Another annotation from "Carla Gerritsen" provides a summary of the chapter. The sidebar also shows a "GROUP: CRITICAL READING" section with a note about sticky notes.

3.6 Automatically organizing your pdf's



From the Tools menu, select options and the File organizer tab. You can ask Mendeley to sort, rename and store your pdf in specific folders ! simply drag the field name tags to where you want them. First tick the “organize my files” option, then choose

- Sort files
- Rename documents



4 Document-types and output-styles

4.1 Different document types

Most used is the journal article, and if your paper and reference comes from one of the larger databases like Springer, Elsevier or Web of Science your reference and citation will be complete. Document types such as reports, MSc and PhD theses and especially websites may take some attention. In general, always check the reference you have just imported to see if all information is there.

When using the ‘save to Mendeley’ button on a website you have been using in your research the author of the website does not appear. As author of a webpage you usually use the Organization or institution that hosts the webpage. In case of a blog you name the person writing the blog.

The screenshot shows the Knoema World Data Atlas homepage. At the top, there are social sharing icons (Twitter, Facebook, Google+), a search bar, and a navigation menu with links to 'Data', 'Infographics', 'Solutions and Services', 'Login', and 'Get started'. Below the header, the main title 'World Data Atlas' is displayed, followed by the subtitle 'World and regional statistics, national data, maps, rankings'. There are three circular filters: 'timeseries: 2.4B+', 'topics: 1K+', and 'sources: 1K+'. On the left, a sidebar lists categories like 'Country profiles', 'Sources', 'Country groups', 'Maps', 'Country rankings', 'Commodities', and 'Topics'. The 'Topics' section is currently selected. The main content area features two cards: 'Data Calendar' (04 SEP, Bangkok Climate Change Conference 2018) and 'Data Bulletin' (24 AUG, Health Status). Below these are several small icons representing different data categories such as Agriculture, Crime Statistics, Demographics, Economy, Education, Energy, Environment, Food Security, Foreign Trade, Health, Land Use, National, Poverty, Research and Development, Telecommunications, Tourism, Transportation, and Water. On the right side, there is a 'Web Library' interface showing a 'CRITICAL READ...' item and a 'Saved' section. At the bottom right, there is a 'Date Accessed: 2018-07-26' and a 'URLS' section with the link 'knoema.com/atlas/topics'.

The screenshot shows the Mendeley software interface with a citation entry for the World Data Atlas. The citation details are as follows:

Type: Web Page
Title: World Data Atlas : Topics - World and regional statistics, national data, maps, rankings
Author: KNOEMA
Publication: 2018
Year: 2018
Pages:
Abstract:
Tags: Use for data gathering section
Author Keywords:
Date Accessed: 2018-07-26
URL: <https://knoema.com/atlas/topics>
Catalog IDs:
DOI:
Files: Add File...
Other Settings: Unpublished work - exclude from Mendeley Web catalog

Citation, with organization as author

(KNOEMA, 2018)

KNOEMA. (2018). World Data Atlas : Topics - World and regional statistics, national data, maps, rankings. Retrieved July 26, 2018, from <https://knoema.com/atlas/topics>

Citation without organization as author, in APA style the title gets inserted in the citation.

("World Data Atlas : Topics - World and regional statistics, national data, maps, rankings," 2018)

World Data Atlas : Topics - World and regional statistics, national data, maps, rankings. (2018). Retrieved July 26, 2018, from <https://knoema.com/atlas/topics>

Corporate authors – organizations as authors of publications

If you manually add the name of the institute, department, organization as author of the webpage, your citation will be clearer and the reference will make more sense. While typing the name of the author you will be offered the option of marking it as an institution/organization.

If for example if “The World Bank” appears as “Bank, T.W.” in your Word documents, **add** a comma [,] after **The World Bank**, in your Mendeley library, this will keep the name in the same order and Mendeley will not try to change it into a family name with initials.

The screenshot shows two side-by-side Mendeley library entries for "World Bank Open Data".

Left Entry:

- Type: Web Page
- World Bank Open Data : Free and open access to global development data**
- Authors: T. Bank (highlighted with a blue arrow)
- View research catalog entry for this paper
- Publication:
- Year: 2017
- Pages:
- Abstract:**
- Tags:** Open Access; Open Data
- Author Keywords:**
- Date Accessed:** 2016-07-19
- URL:** <http://data.worldbank.org/>
- Add URL...
- Catalog IDs**
- DOI:
- Files:** Add File...

Right Entry:

- Type: Web Page
- World Bank O** (highlighted with a blue box) Last Name, First Names
Last Name, First Names
...
- Authors: The World Bank, (highlighted with a blue box)
The World Bank, (Institution/Organization)
The World Bank
Bank, The World
- Publication:
- Year:
- Pages:
- Abstract**
- Tags:** Open Access; Open Data
- Author Keywords:**
- Date Accessed:** 2016-07-19
- URL:** <http://data.worldbank.org/>
- Add URL...

MSc or PhD theses

To clearly recognize a MSc or a PhD theses you may want to add (MSc thesis) or (PhD thesis) just after the title in your Mendeley record. Use both ‘Book’ as record type for these publications in Mendeley.

The screenshot shows a single Mendeley library entry for a thesis.

- Type: Book
- Digital urban terrain characterization for 1D2D hydronamic flood modelling in Kigali, Rwanda (MSc thesis)**
- Authors: H. Ali
- View research catalog entry for this paper
- Year: 2016
- Pages:
- Abstract:**
- Ali, H.T. (2016) Digital urban terrain characterization for 1D2D hydronamic flood modelling in Kigali, Rwanda (MSc thesis). Enschede, University of Twente Faculty of Geo-Information and Earth Observat...
- Tags:**

4.2. Not every References needs a hyperlink

If with every reference Mendeley imports a hyperlink, you can change the settings of the Reference style in two steps.

1. From the Word document, Reference tab menu, select the drop down option next to the name of the Reference style and select 'more styles' (see image below)
2. After selecting this, your Mendeley library will open with a styles pop-up where you have the option to select – include URLs and Date Accessed in Bibliography "Only for Webpages" or "For all document types" Standard in APA style is "only for web pages".

REFERENCES

Beck, P. S. A., Atzberger, C., Høgda, K. A., Johansen, B., & Skidmore, A. K. (2006). Improved monitoring of vegetation dynamics at very high latitudes: A new method using MODIS NDVI. *Remote Sensing of Environment*, 100(3), 321–334. Retrieved from <http://www.sciencedirect.com/science/article/B6V6V-4HWX9T3-1/2/ea114955feadd4ffd37351a62d3c2356>

Include URLs and Date Accessed in Bibliographies: For All Document Types
Citation and Bibliography Language: Default Only for Webpages

4.3 Output styles

The APA style is one of the most used output and writing styles, the reference list generated following this style is very elegant and complete. Please see this schedule on how many authors are used in citations of papers with more than one author.

Online style library for other output style examples <https://csl.mendeley.com/searchByName/>

Citation schedule for APA:

Citing References in Text				
The following chart shows how to format in-text citations (6.11–6.15)				
Table 6.1 Basic Citation Styles				
Type of citation	First citation in text	Subsequent citations in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in text
One work by one author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
One work by three authors	Bradley, Ramirez, and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez, & Soo, 1999)	(Bradley et al., 1999)
One work by four authors	Bradley, Ramirez, Soo, and Walsh (2006)	Bradley et al. (2006)	(Bradley, Ramirez, Soo, & Walsh, 2006)	(Bradley et al., 2006)
One work by five authors	Walker, Allen, Bradley, Ramirez, and Soo (2008)	Walker et al. (2008)	(Walker, Allen, Bradley, Ramirez, & Soo, 2008)	(Walker et al., 2008)
One work by six or more authors	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)
Groups (readily identified through abbreviation) as authors	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	(NIMH, 2003)
Groups (no abbreviation) as authors	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh, 2005)	(University of Pittsburgh, 2005)

If you prefer to have only **one author** with each citation, select for example:

- **Chicago : manual of style 16th edition** or
- **Harvard : imperial college London**, as an output style.

(Ramoelo et al., 2013)

Ramoelo, A., Skidmore, A.K., Cho, M.A., Mathieu, R., Heitkönig, I.M.A., Dudeni-Tlhone, N., Schlerf, M. & Prins, H.H.T. (2013). Non-linear partial least square regression increases the estimation accuracy of grass nitrogen and phosphorus using in situ hyperspectral and environmental data. *ISPRS Journal of Photogrammetry and Remote Sensing*. 82. pp. 27–40. Available from:
<http://www.sciencedirect.com/science/article/pii/S0924271613001214>.

Others prefer a Numbered style for example “Nature” where each citation is just symbolized by [3] for example instead of the author’s name.

1

1. Ramoelo, A. et al. Non-linear partial least square regression increases the estimation accuracy of grass nitrogen and phosphorus using in situ hyperspectral and environmental data. *ISPRS J. Photogramm. Remote Sens.* 82, 27–40 (2013).

Have a good look at both citations and references before you change your output style.

5. Mendeley and BibTeX / LaTeX

5.1 Export from Mendeley to BibTeX

<http://libguides.mit.edu/content.php?pid=241351&sid=1992274>

"How do I export from b to BibTeX?

Open Mendeley, and within "My Library" found on the left, select references that you would like to export to BibTeX. In the drop-down menu in the toolbar at the top of the screen, click "File --> Export" (or ctrl-E if you use keyboard shortcuts) and in the dropdown list of file types, chose "Save as type: BibTeX" and save to the same location as the LaTeX file.

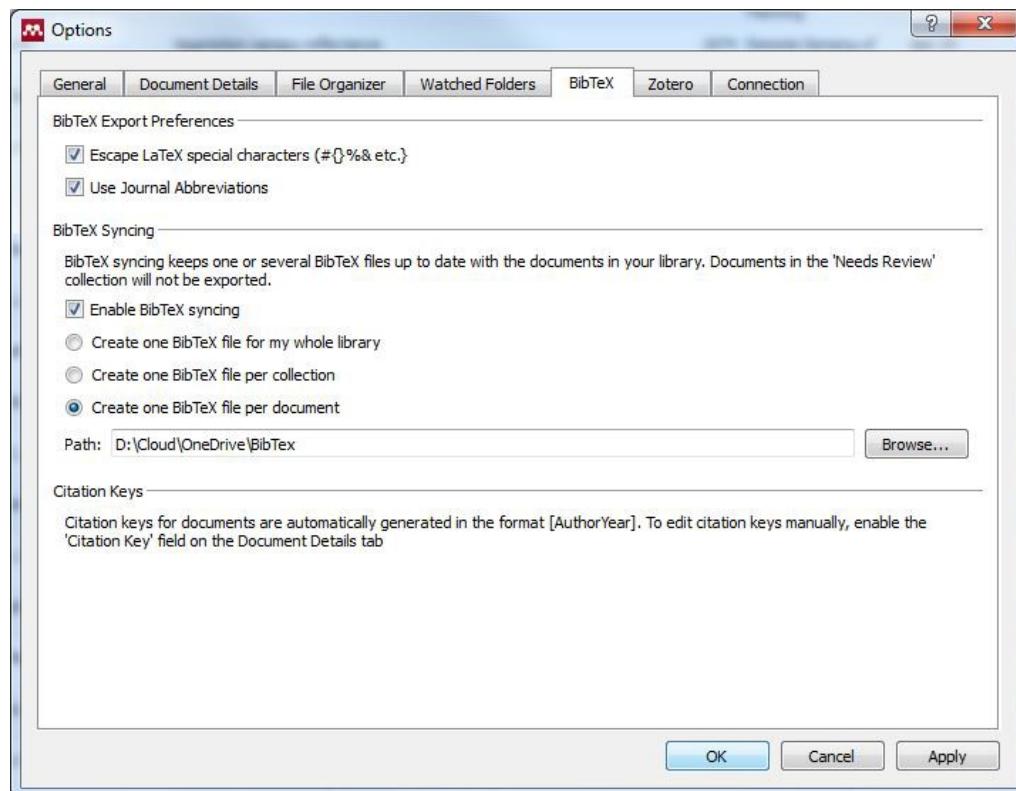
If you're working with Mendeley on a PC and your manuscript is on Athena, you'll need to save the BibTeX export to your hard drive and use FTP or another file transfer method to transfer the file to the correct directory in your Athena space.

To link the bibliography file that you just downloaded to your document, you need to enter two commands: `\bibliographystyle{style}` should go just inside your `\begin{document}` command. `style.bst` is the name of the style file dictating the format of your bibliography (see [How do I change the format of the bibliography?](#) below).

`\bibliography{filename}` should go wherever you want LaTeX to generate the bibliography. `filename.bib` is the name of the file that you just downloaded from RefWorks containing your exported references. “ (Green, n.d.)

5.2 Automatically create a BibTeX files

Also from the Tools menu, and options, BibTeX tab you can set **Mendeley** to automatically create a BibTeX file for each reference in the library.



6. Mendeley online

Your online Mendeley library serves as backup and can act as your work platform when you do not have your 'desktop computer' at hand.

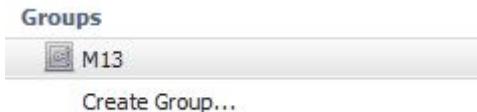
You can save references, maybe not always with pdf but the synchronization option of Mendeley will import them into your desktop version when you start-up the next time.

Your online storage capacity for the free Mendeley edition is 2GB

Some editing options are also available in the online version

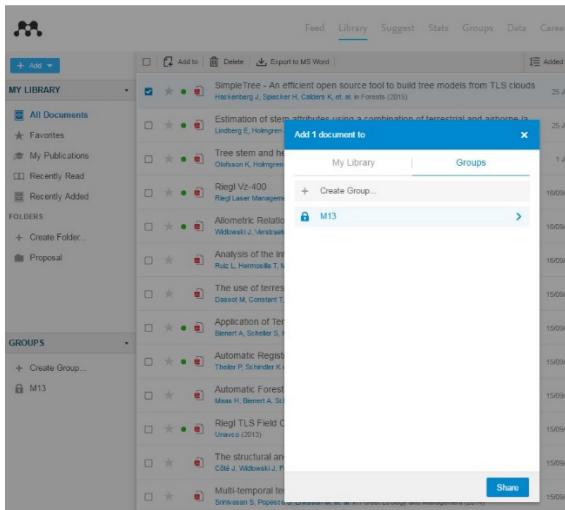
The screenshot shows the Mendeley online library interface. On the left, there's a sidebar with 'MY LIBRARY' sections for 'All Documents' (Favorites, My Publications, Recently Read, Recently Added), 'FOLDERS' (Create Folder...), and 'GROUPS'. The main area displays a list of 18 references, each with a checkbox, star rating, and a small icon. The columns show the title, author(s), journal, and date. To the right of the list is a 'Details' dialog box for the selected reference ('SimpleTree - An efficient open source tool to build tree models from TLS clouds'). The dialog includes tabs for 'Details', 'Notes', and 'Save/Cancel'. The 'Details' tab contains fields for 'TYPE' (set to 'Journal Article'), 'TITLE' (set to 'SimpleTree - An efficient open source tool to build tree models from TLS clouds'), 'AUTHORS' (set to 'Hackenberg, Jan; Spiecker, Heinrich'), and 'ABSTRACT' (a detailed description of the software). Below these are 'DETAILS' fields for 'Journal' (Forests), 'Year' (2015), 'Volume' (6), 'Issue' (11), and 'Pages' (4245-4294). At the bottom are 'CATALOG IDS' fields for 'ArXiv ID' (empty), 'DOI' (10.3390/f6114245), and 'PMID' (empty).

6.1 Create a group



In the free version of Mendeley you can make only one private group of 3 people to share references and your work. You can however make more open groups to share references. In these open groups you can share references when working on a joint project. But you cannot share documents because of copyright.

In the Mendeley institutional Edition, you can create also larger private groups to share references and annotations.



Move references to this group.

- From your desktop library
- Or From the online Mendeley dash

6.2 Participate in groups

The screenshot shows a search results page for 'remote sensing'. At the top, there's a search bar with 'remote sensing' and a placeholder 'eg. Social networks'. Below the search bar, it says 'Groups 1 - 20 of 277'. There are four group entries listed:

- Remote sensing**: 24 members. Options: Join group, Follow group.
- Remote Sensing**: 7 papers · 1 member. Options: Ask to join group, Follow group.
- Remote sensing of water temperature**: 43 papers · 11 members. Options: Join group, Follow group.
- Institute for Applied Remote Sensing**: 1 member. Options: Ask to join group, Follow group.

Already a lot of people with Mendeley account have joint groups of their interest, it's possible to search available groups for your topic and see if useful discussions are going round. You can ask to join if it is a closed group, or opt to follow their work.

The option to browse groups offers a nice start to see what's available.

6.3 Create your own profile

To work with others, share your experience or build your own profile you can create a Mendeley profile on your online account page, click your name as mentioned after login. Now you can edit your profile, change who you want to follow etc.

adding your papers will be offered to you by Mendeley, and of course you can add papers yourself.

The screenshot shows a Mendeley user profile for 'Richard Sliuzas'. At the top, there's a navigation bar with links for Feed, Library, Suggest, Groups (which is highlighted with a red box), Datasets, Careers, Funding, Search, a notification bell, and a user icon. Below the navigation is a circular profile picture of a man with glasses. To the right of the picture is the name 'Richard Sliuzas' and his title 'Dr'. Below this, it says 'Professor of Urban Planning for Disaster Risk Reduction' and 'University of Twente Faculty of Geo-Information Science and Earth Observation'. To the right of the name are '16 h-index' and '705 Citations'. Below the main information are three tabs: 'Overview' (underlined), 'Stats', and 'Network'. The 'Overview' section contains two main boxes: 'In common with you' (listing 1 research interest at University of Twente Faculty...) and 'Publications (36)' (listing three publications with details like title, authors, readers, and citations). The 'Publications' box has a red box around the first publication entry.

In common with you

- 1 research interest
- University of Twente Faculty...
- 1 institution

Publications (36)

Publication	Readers	Citations
Capturing the Diversity of Deprived Areas with Image-Based Features: The Case of Mumbai Kuffer M, Pfeffer K, Sliuzas R et al. See more <i>Remote Sensing</i> (2017)	21 Readers	N/A Citations
Developing a cellular automata model of urban growth to inform spatial policy for flood mitigation : A case study in Kampala , Uganda Pérez-Molina E, Sliuzas R, Flacke J et al. See more <i>Computers, Environment and Urban Systems</i> (2017) 65 53-65	41 Readers	1 Citations
Developing a cellular automata model of urban growth to inform spatial policy for flood mitigation: A case study in Kampala, Uganda	41 Readers	

By using the DOI in your url colleagues from all over the world with access to e-journals can find the papers you're listing on your profile. To share these papers the use of author's copies and pre-publication versions is usually allowed by publishers. Open Access papers know no restrictions in this sense.

REFERENCES

Green, R. (n.d.). Research Guides. Mendeley at MIT. Mendeley with LaTeX and BibTeX. MIT Libraries. Retrieved March 24, 2014, from <http://libguides.mit.edu/content.php?pid=241351&sid=1992274>