Mendeley – Citing Your References in Word

The Mendeley Word Plugin (Mendeley Cite-O-Matic) is a writing tool linking your document to your Mendeley Library so that you can create your in-text citations and automatically update your bibliography.

Install the Mendeley Word Plugin

- Make sure Word and Outlook are closed on your computer.
- From the Mendeley Desktop, click Tools and select Install the MS Word Plugin
- Open Word select the References tab on the toolbar. You should now have a section called Mendeley Cite-O-Matic.

Select a Referencing Style

1. You must cite at least one reference before you can select a new referencing style (see below).
2. Click the References tab and click the drop-down menu in Mendeley Cite-O-Matic to choose a style.
3. If the style you want is not listed, click More Styles. If the style you want is not installed, click Get More Styles and search for your style e.g. if you type Harvard you will see many different variations of that style [Note: currently Harvard Stirling University is not available in Mendeley].

Insert a Citation

1. Place your cursor where you want the in-text citation in your document.
2. Click the References tab and in Mendeley Cite-O-Matic click Insert Citation.
3. Search for the author or words in the title and select the reference you want from the list. Click OK and your citation will appear, or:
Insert Multiple Citations

1. Place your cursor where you want the in-text citation in your document.
2. Click the References tab and in Mendeley Cite-O-Matic click Insert Citation.
3. Click Go to Mendeley, select your references (press ctrl+click each reference required) then click Cite. All the references will be cited together e.g. (Smith, 2010; Marshall, 2013)

Merging Multiple Citations

If you wish to add an additional citation to one already in your text:

1. Insert Citation next to the first one so that you end up with two together e.g. (Smith 2010) (Jones 2017).
2. Highlight both the citations, then click the References tab in Word and select Merge Citations from Mendeley Cite-O-Matic.

Deleting Citations

Highlight the citation (pull your mouse across the whole citation including any round brackets - do not simply click on it) and press the delete key.

Edit Citations (e.g. Adding Page Numbers and Suppress Authors)

1. Select the citation to be edited.
2. Click the References tab, then in Mendeley Cite-O-Matic click Edit Citation.
   a. If you wish to change the citation to another source, click Search for Additional Reference and search or Go to Mendeley to find the replacement and click Cite.
   b. To edit the existing in-text citation e.g. to add page numbers or suppress the author, click on the citation (usually author name) to pull up the edit window.
Note: if your referencing style does not support page numbers, enter the page number into the **Suffix** field and include the abbreviation p. or pp.

Note: if you wish to display in the format author (year) e.g. Smith (2010) argued that ...., use the **Suppress Author** option but you will need to manually type the author name prior to the Mendeley citation in your text.

**Citing Secondary Sources**

You may wish to cite secondary sources e.g. (Jones 2011 cited in Davidson 2014 p.14) or (Davidson 2014 p.16 quoting Jones 2011).

1. Follow the instructions above to edit the citation you have read and enter the appropriate text in the prefix or suffix box.

**Inserting the Bibliography/Reference List**

Place your cursor where you wish the Bibliography to appear, change the Style if you wish and click **Insert Bibliography**.

**Editing References in the Bibliography**

Errors in references imported from databases become very obvious when you insert your bibliography e.g. titles and authors in upper case, incorrect punctuation etc.