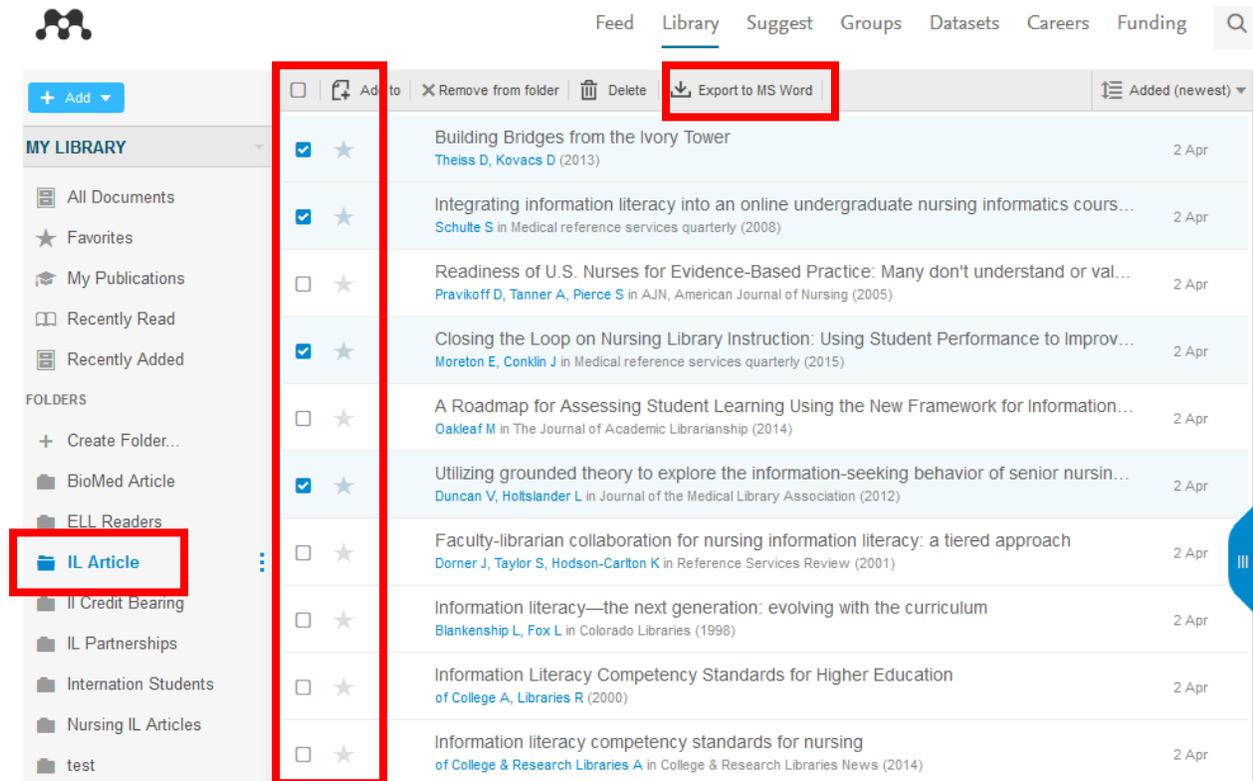# Creating Bibliographies using Mendeley – Web Version

Creating Bibliographies using the Web version of Mendeley

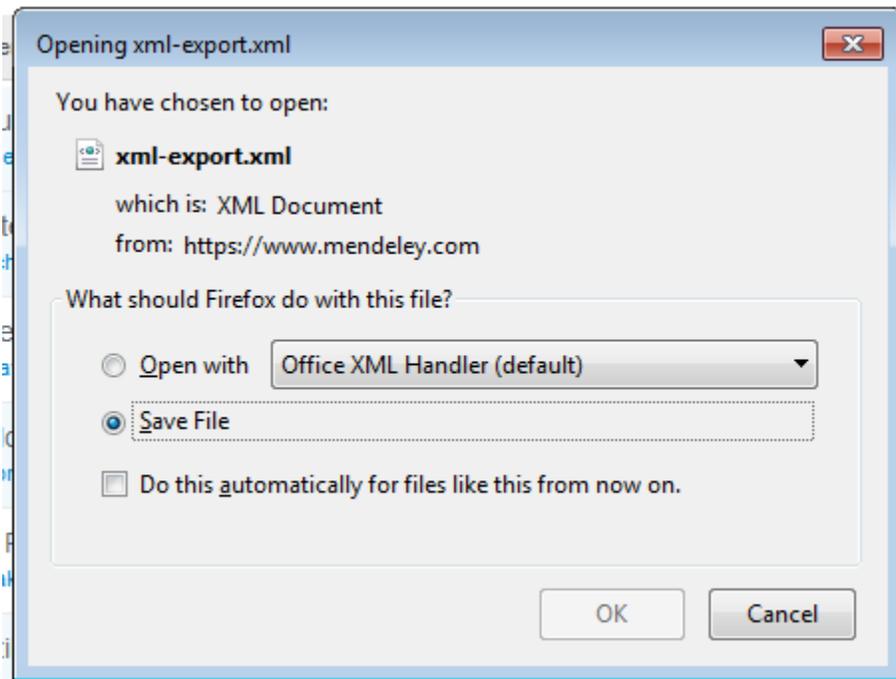**Step 1:** Log in to Mendeley.com and click on the My Library tab

Step 2: Select the folder that contains your citations and then select the citations (all or those needed for the bibliography)
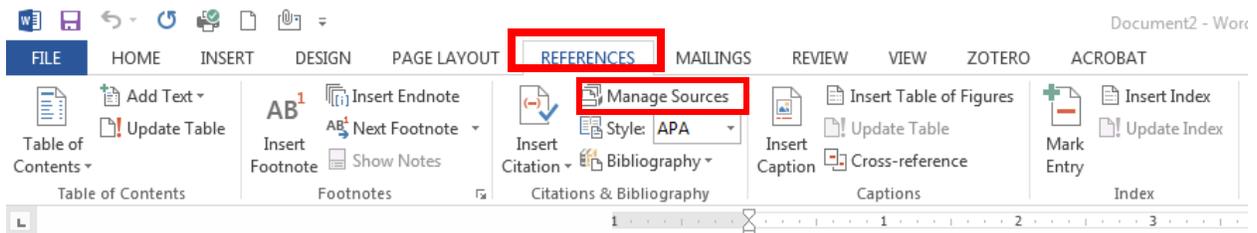

Step 3: Click on 'Export to MS Word' (see above)

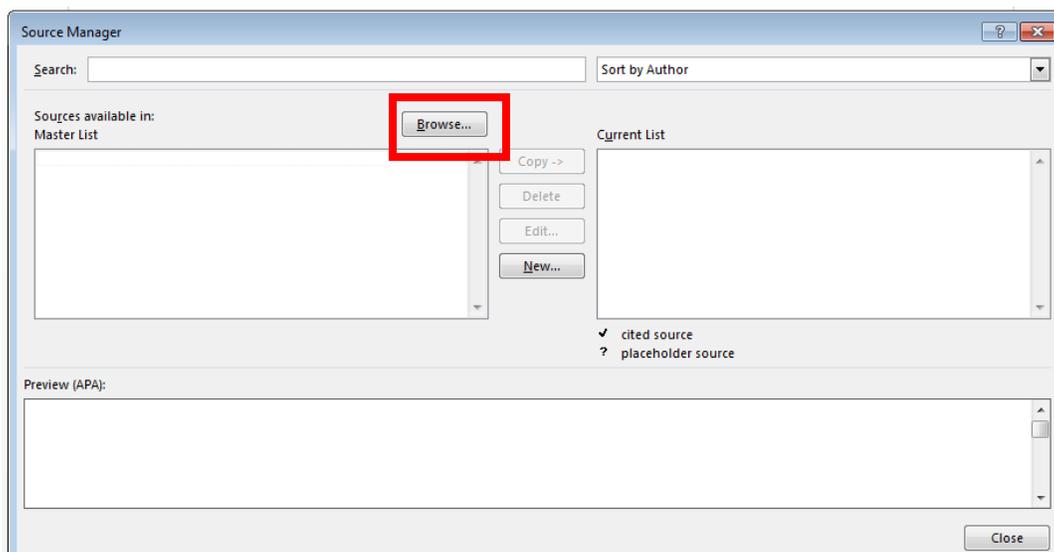**Step 4:** Save the XML file to your desktop or somewhere where it will be easily found.

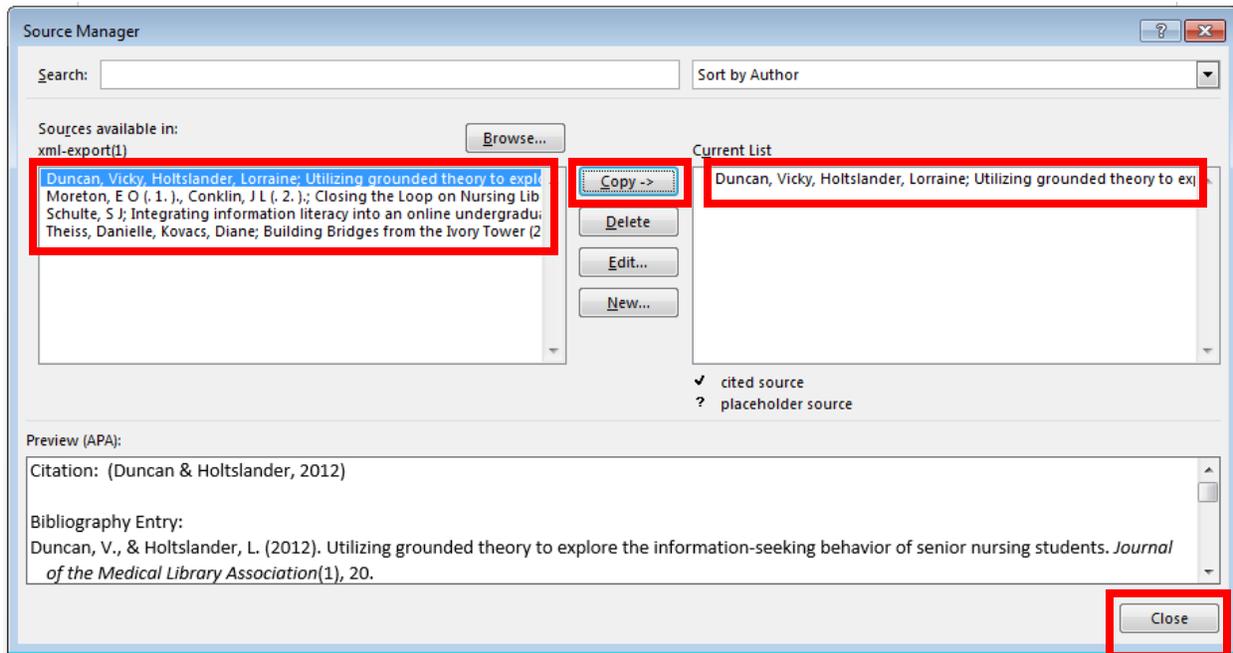**Step 5:** If you haven't already done so, open a blank page in Microsoft Word

Step 6: Select the 'References" tab in the tool bar at the top of the page, then click on 'Manage Sources'

Step 7: The source manager box will open and you will need to browse for your file.
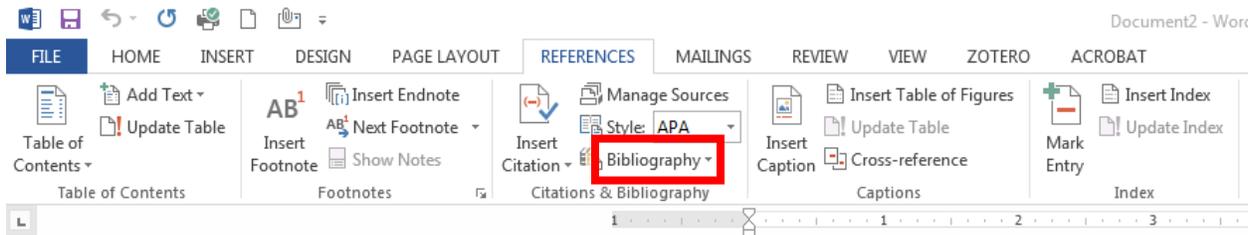
Step 8: Once you have selected your file you will see the citations you chose in the 'Sources available in' box. Select them and copy to the current list (the box on the right).

After selecting and moving the citations close the box.

Step 9: You can now create the bibliography by clicking on 'Bibliography".

Note: the drop down arrow allows you to use the term Bibliography, References, or Works Cited.

Bibliography

Duncan, V., & Holtslander, L. (2012). Utilizing grounded theory to explore the information-seeking behavior of senior nursing students. *Journal of the Medical Library Association*(1), 20.

Moreton, E., & Conklin, J. (2015, 4). Closing the Loop on Nursing Library Instruction: Using Student Performance to Improve Outcomes. *Medical reference services quarterly, 34*(1), 113-121.

Schulte, S. (2008, 4). Integrating information literacy into an online undergraduate nursing informatics course: The librarian's role in the design and teaching of the course. *Medical reference services quarterly, 27*(2), 158-172.

Theiss, D., & Kovacs, D. (2013). Building Bridges from the Ivory Tower. In D. Theiss, & D. Kovacs. Chicago: Association of College & Research Libraries.

Be sure to double check the citations to make sure they are in the correct style and do not contain incorrect letters or symbols. Corrections can be made manually if they do.