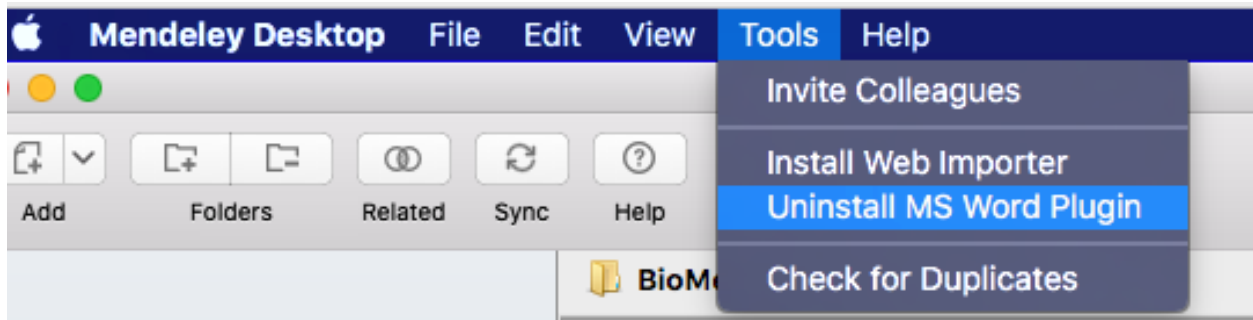
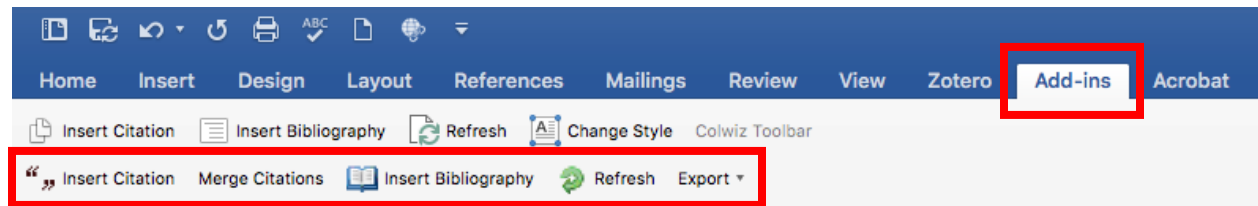


Mendeley – In-text Citations and Corresponding Bibliographies using WORD

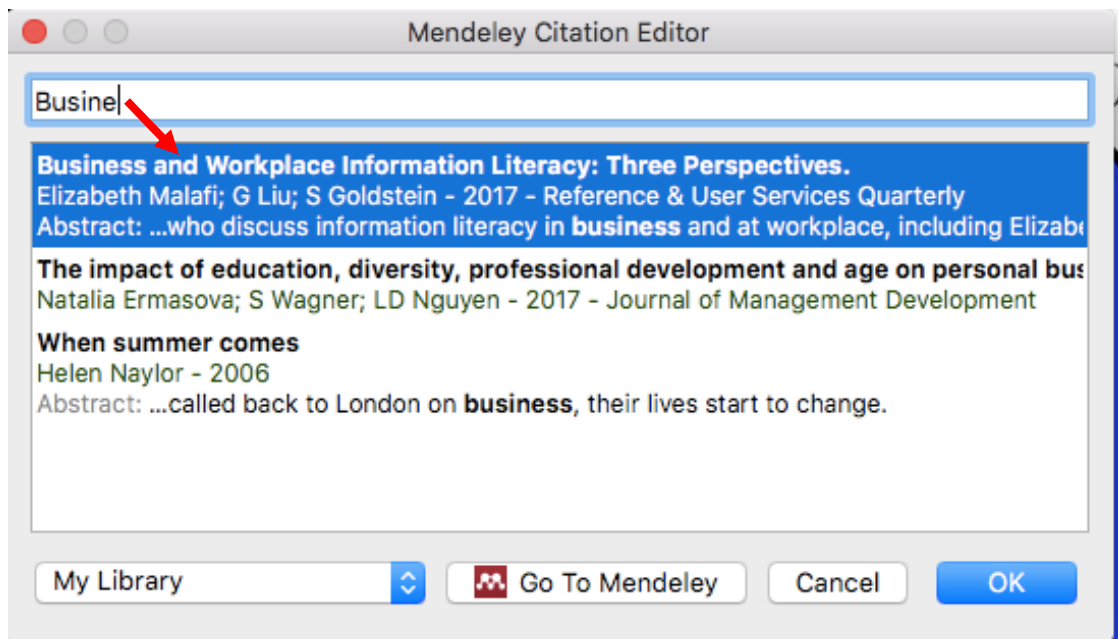
Step 1: You will need to open your Mendeley desktop and go to tools to install the MS Word Plugin. Unless previously installed, your link will say 'Install MS Word Plugin'. Simply click on the link and it will be installed in Word. (Note: do not open Word until this step is completed).



Step 2: Now open a blank your Word document. You should notice that Word has created an add-in tab with the following links.



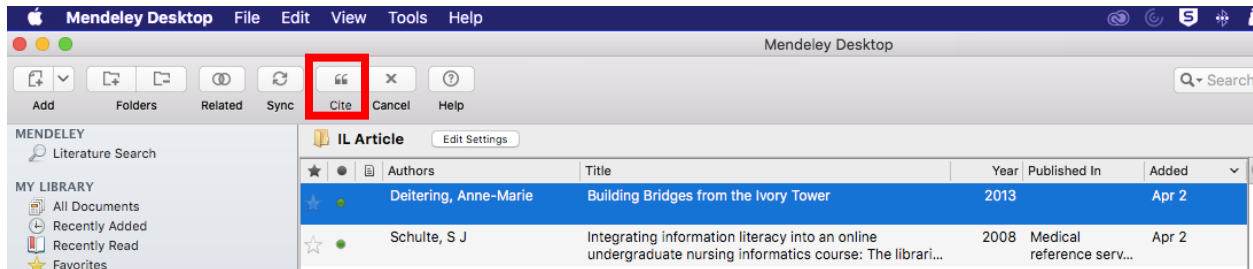
Step 3: Now that the plug-in is installed, you may insert your citations. Simple place your cursor where the citation should be noted and click on 'Insert Citation'. The following box will open and you may search for the citation or go to Mendeley to find what you need.



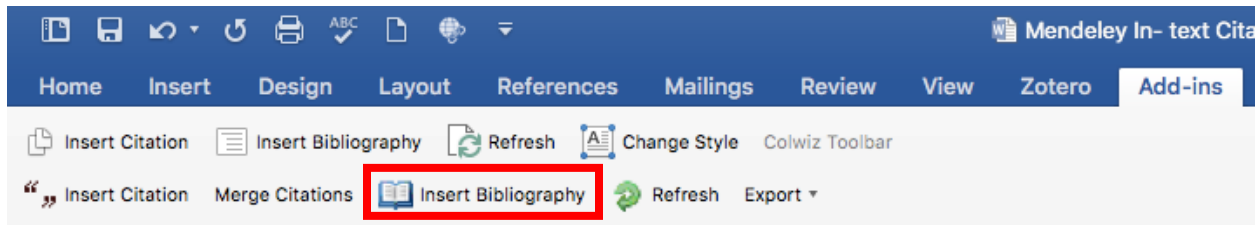
Click ok and the citation is placed in your document.

This is a sample of text with an inserted citation using the APA format. The citation is entered here (Malafi, Liu, & Goldstein, 2017) and then the bibliography will be entered below.

If you need to go to Mendeley for the citation, you will need to find the citation, select it and then click on cite.



Step 4: Once you have completed your document (or want to see the bibliography), you may place the cursor where you want the bibliography to be inserted and click on 'Insert Bibliography'. Your bibliography will be inserted into your document. Note: the term bibliography is placed at the end of the full citations. Don't forget to remove it.



Deitering, A.-M. (2013). Building Bridges from the Ivory Tower (pp. 115–135). Chicago: Association of College & Research Libraries.

Malafi, E., Liu, G., & Goldstein, S. (2017). Business and Workplace Information Literacy: Three Perspectives. *Reference & User Services Quarterly*, 57(2), 79–85. Retrieved from <http://login.libproxy.stcloudstate.edu/login?url=http%3A%2F%2Fsearch.ebscohost.com%2Flogin.aspx%3Fdirect%3Dtrue%26db%3Daph%26AN%3D127155346%26site%3Ddehost-live%26scope%3Dsite>

{Bibliography}

Delete 'Bibliography' before printing or saving your final copy.