



MENDELEY

A reference manager and academic social network



Mendeley

MENDELEY

Reference Management Software

Mendeley is a **reference manager** and **academic social network**.

It helps you collect, organize, and cite research papers, books, and articles while writing assignments, theses, or papers.

How does It Work?

- Collect References
- Organize Your Library
- Read & Annotate PDFs
- Generate Citations Automatically
- Create Bibliographies Instantly
- Sync Across Devices

Why It's Useful?

- Saves **a lot of time** compared to typing citations manually.
- Reduces mistakes in formatting.
- Helps keep all your research materials in one place.
- Makes collaboration easier (you can share reference folders with colleagues).

MENDELEY

How do I install it?



1. Download Mendeley

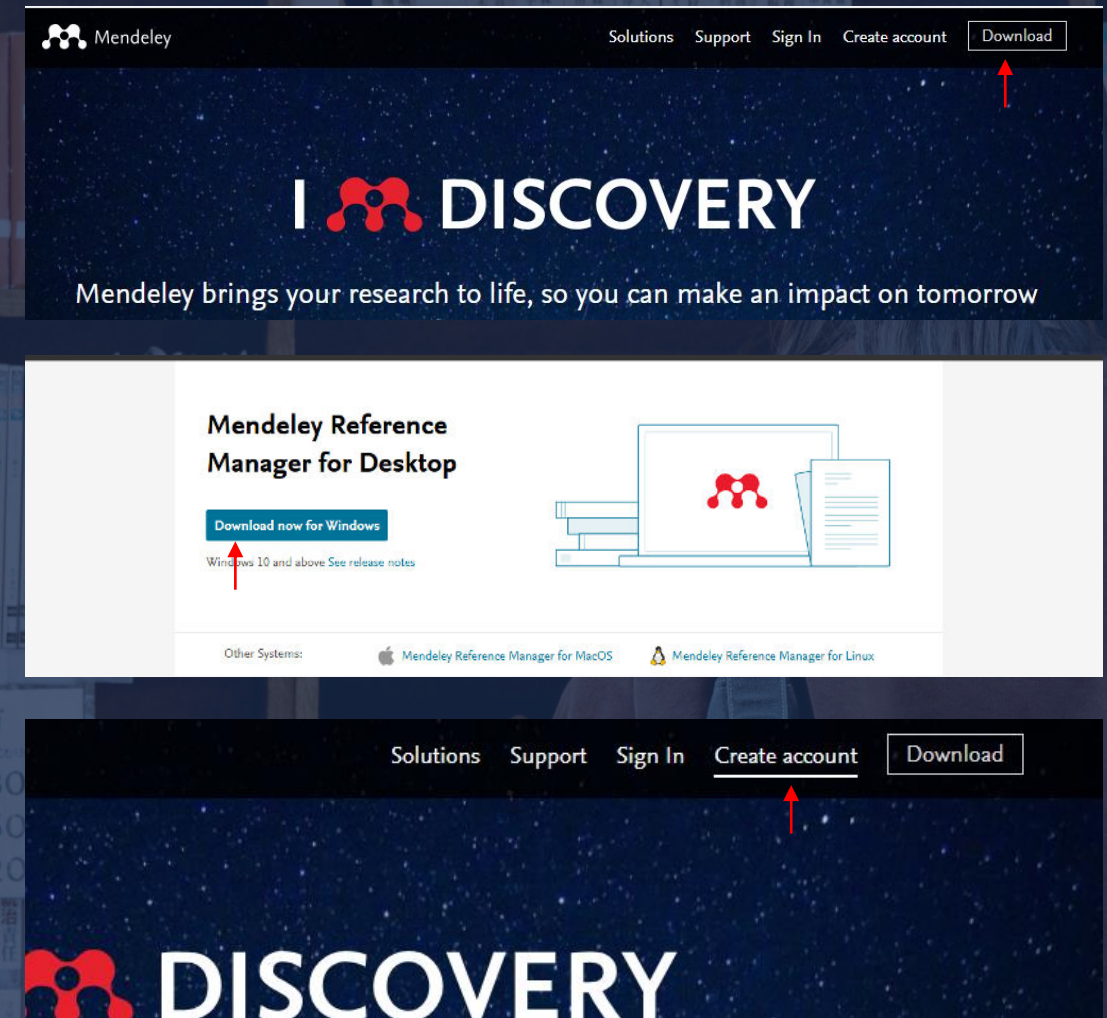
- Go to the official website: <https://www.mendeley.com>
- Click **Download**
- Choose the correct version for your operating system (Windows / macOS / Linux)

2. Install the Program

- **Windows:** Double-click the .exe file and follow the on-screen instructions (click Next > Install > Finish)
- **Mac:** Open the .dmg file, drag Mendeley into Applications
- **Linux:** Use the package provided on the site (instructions are listed for each Linux distribution)

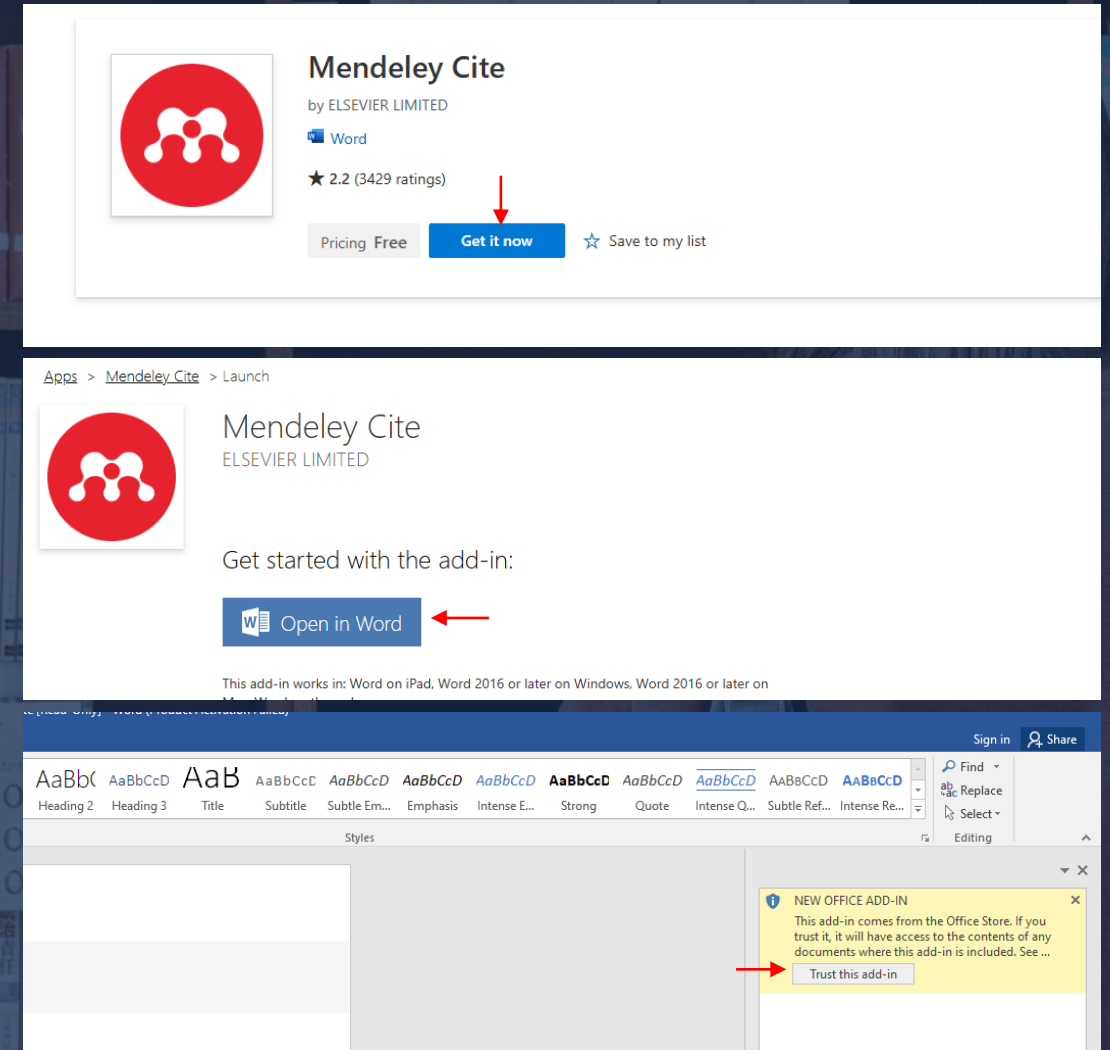
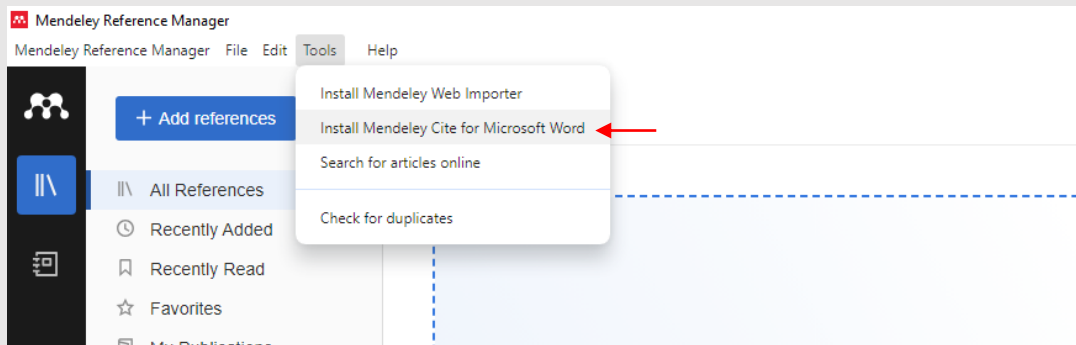
3. Create or Log In to Your Account

- Open Mendeley
- Log in with your Elsevier / Mendeley account
 - * If you don't have one, click Register and sign up for free



4. Install the Citation Plugin (Word Processor Add-In)

- Open Mendeley Reference Manager
- Go to **Tools > Install Mendeley Cite for Microsoft Word**
 - * On newer versions, Mendeley uses **Mendeley Cite**, which works with Word (Office 2016+), Word Online, and even Overleaf
- Click on the **Get it now > Open in Word**
- When Word opens, click **Trust this add-in** to enable the Mendeley tool.



5. Sync Across Devices (Optional but Recommended)

- Install the **Mendeley app** on your phone/tablet (iOS or Android)
- Log in with the same account to have your references everywhere

At this point, you'll have Mendeley installed and ready!



MENDELEY

How do I use it?



STEP 1: ADD YOUR FIRST REFERENCE

- You can add references in three ways:

1. Manually

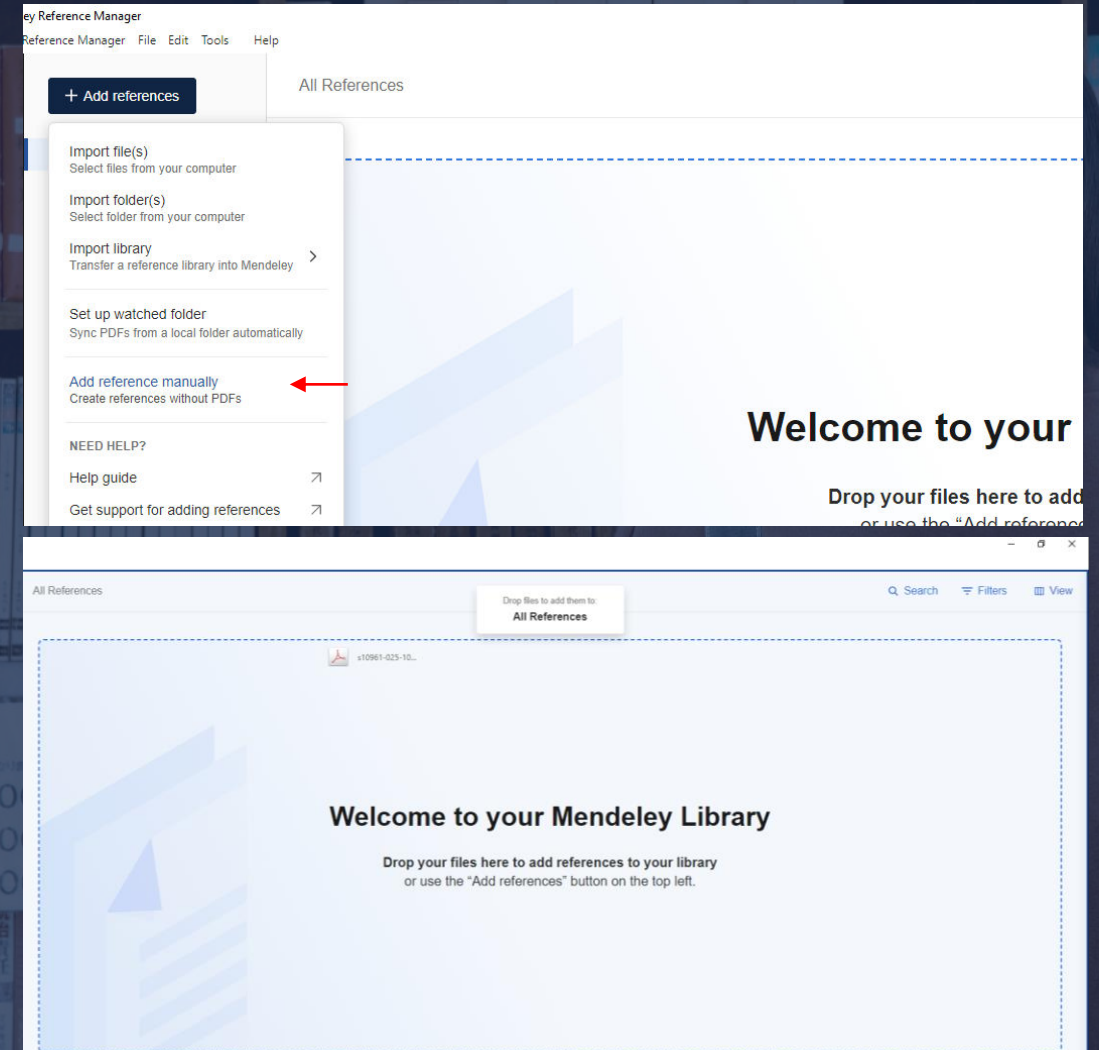
- Open **Mendeley Reference Manager**.
- Click **+ Add New > Add Reference Manually**.
- Fill in the details (Author, Title, Year, Journal, Publisher, etc.).
- Click **Save**.

2. From a PDF

- Drag and drop a PDF (article/book) into Mendeley.
- Mendeley will automatically extract the citation details.

3. From Databases (e.g., Google Scholar)

- Use the Mendeley Web Importer browser extension (download from Mendeley website).
- When browsing an article, click the Mendeley icon to save it directly to your library.

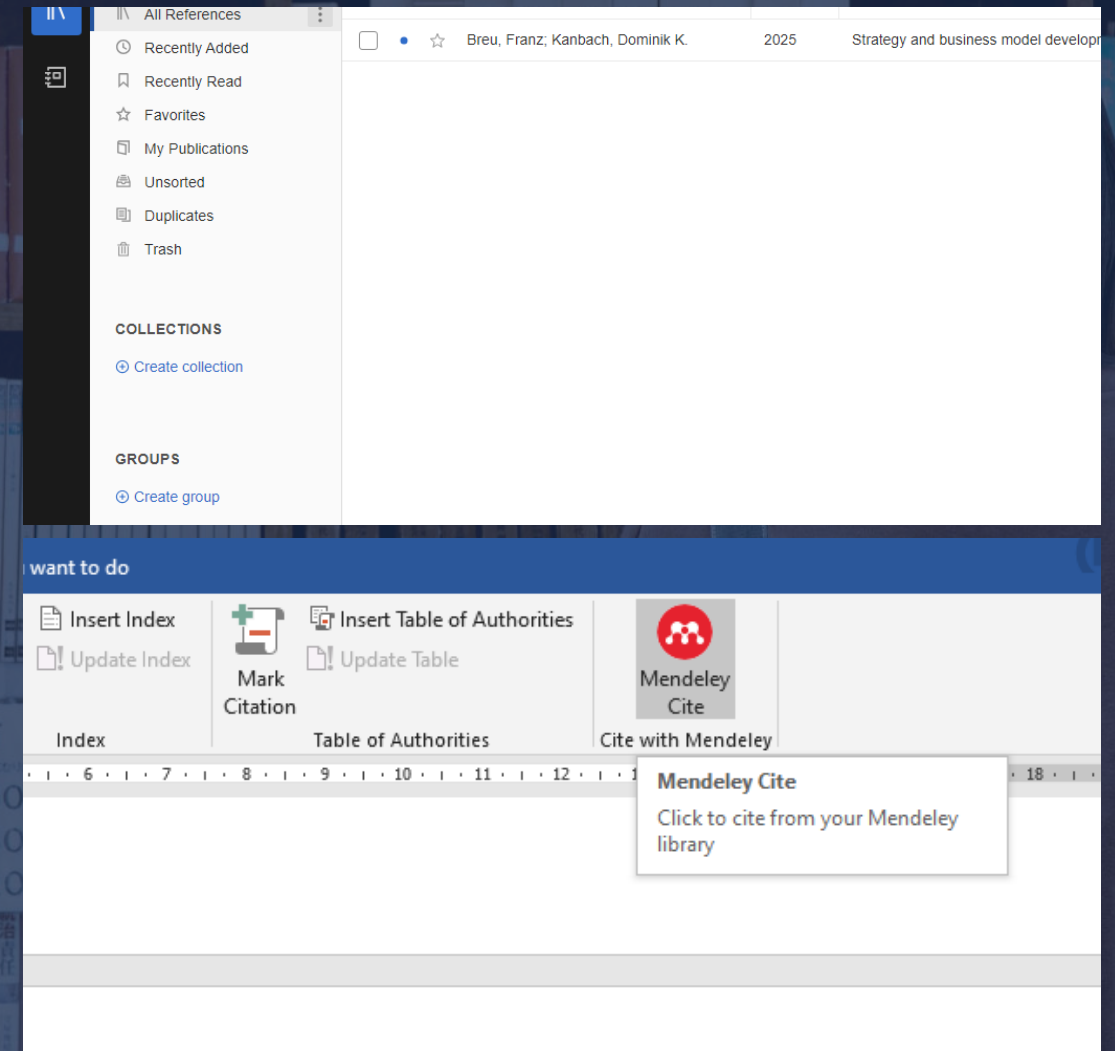


STEP 2: ORGANIZE YOUR LIBRARY

- Group your references by topic, project, or assignment. Example: Thesis, Essay 1, Literature Review, Teaching Materials.
- Drag and drop references into the right folder.


STEP 3: INSERT A CITATION IN WORD


- Open your Word document.
- Go to the **References** tab (or look for **Mendeley Cite** in the toolbar).
- Place the cursor where you want the citation.
- Click **Insert Citation**.
- Search for the author/title from your Mendeley library.
- Select the correct reference → Click **Insert**.





19

Mendeley Cite

References Citation Settings  ...


All References 


 Search for references to add...


☐ **Strategy and business model development for business incubators: a systematic literature review and framework**
Breu F, Kanbach D
Journal of Technology Transfer (2025)
[Insert citation](#) | 


5 · 16 · 17 · 18 · 19

Mendeley Cite

References Citation Settings  ...

All References 

 Search for references to add...

☐ **Strategy and business model development for business incubators: a systematic literature review and framework**
Breu F, Kanbach D
Journal of Technology Transfer (2025)
[Insert citation](#) | 

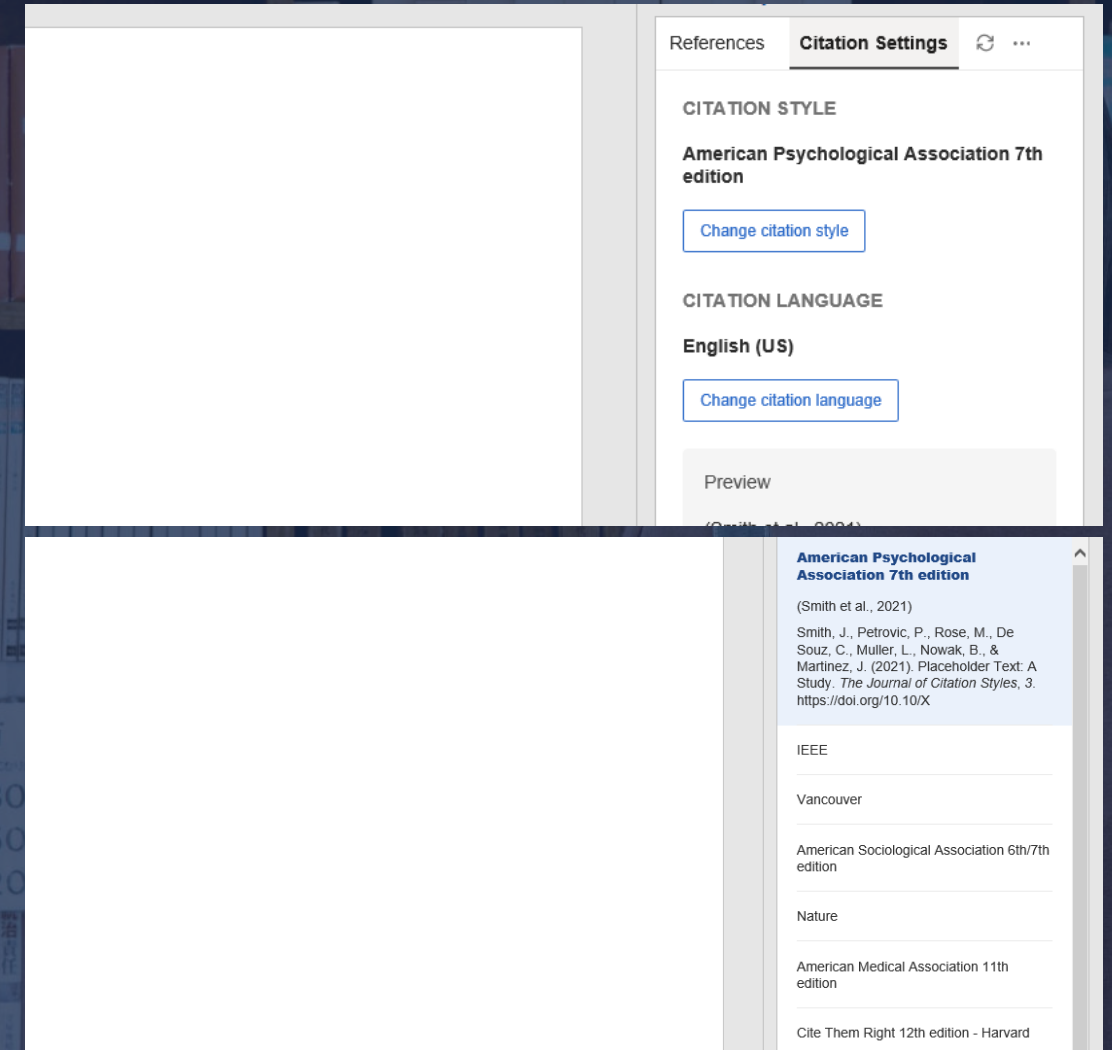
Insert as: Author (Year)

Insert as: Author

Insert as: (Year)

HOW TO CHANGE CITATION STYLE IN WORD

- Find the option for ***Citation Settings***.
- Under Citation Style, click the blue button ***Change citation style***.
- A list of available styles will appear (APA, MLA, Harvard, Chicago, Vancouver, etc.).
- Select the one you need.
- All **in-text citations and the bibliography** in your Word document will update automatically.





**For more information ask your
librarian!**

2 Danais Avenue, 8042 Pafos, Cyprus
+357 26 843 313 | lib@nup.ac.cy