

# HOW TO USE MENDELEY REFERENCE MANAGER?

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**Metin ESGIN**

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Reference Managers & Citation Styles

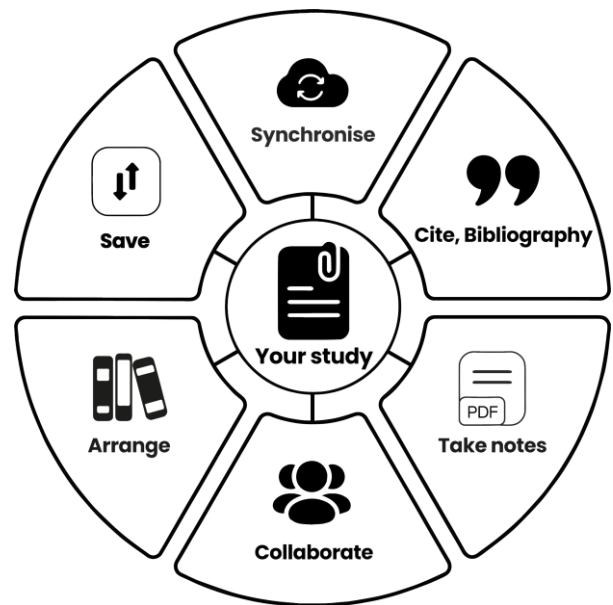




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Reference Managers & Citation Styles





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## ABOUT THE AUTHOR

The author was born in Istanbul, Türkiye. He completed his bachelor's degree in Information and Document Management from Marmara University, where his undergraduate thesis, titled "Movie Archive Database Program," which won third place in a department-wide competition.

Continuing his academic journey, he obtained a master's degree in the same field from Istanbul University, with a thesis titled "Analysis, Comparison, and Possible Developments of Commonly Used Bibliographic Management Software." Currently, he is pursuing a Ph.D. in the same department at Istanbul University. At the same time, he is enrolled in a second undergraduate program in Management Information Systems through the Open Education Faculty at Anadolu University.

With over 13 years of professional experience, the author has held various positions. His roles include work at the Central Library of Istanbul University, the Faculty of Law Library at Erzincan Binali Yıldırım University, the General Directorate of Boyner Büyük Magazacılık in the BSSD/Sales/End of Series Unit, and as an Assistant Manager in the Export Department of Avrasya Foreign Trade.

His current work focuses on bibliography management software, moocs, librarianship, and information technologies. He is proficient in various programming languages and software tools, including SQL, HTML, CSS, JavaScript, Figma, Photoshop, Illustrator, Canva, MS Visio, Premiere Pro, Audition, Canvas LMS, Google Workspace, FileMaker Pro, SirsiDynix, Yordam, AACR2, RDA, Dublin core, Joomla, WordPress, EndNote, Mendeley, Zotero, and WoS InCites. He is a native Turkish speaker and has a good knowledge of Ottoman Turkish.

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Also, I would like to express my gratitude to my **mother**, **father**, and **brother** for their unwavering support throughout the preparation of this book and throughout my life.

## ABSTRACT

*Mendeley Reference Manager* is a bibliography management software primarily used by graduate and doctoral students, academic staff, research development (R&D) workers, writers, and anyone who requires citations and references in their work. Its key features include saving references, backing up data, importing a reference library from other bibliography management software, and organizing references and related files. *Mendeley Reference Manager* seamlessly integrates with MS Word and other similar word processing software, simplifying the citation and bibliography processes. This book serves as a guide to help users maximize the end-user features of *Mendeley Reference Manager*, enabling them to quickly learn how to effectively utilize the software.

## FOREWORD

Bibliography management software, also known as a reference manager, assists with citation and bibliography tasks during the writing process in any field.

These tools collect important details about references, such as the title, author, publisher, journal, volume, issue, publication year, publication location, edition, editor, translator, page count, ISSN/ISBN, DOI, PMID, keywords, URL, and PDF, all with just a few clicks.

Citations and bibliographies can be created quickly and easily, and users can switch between citation styles in an instant.

Additionally, bibliography managers allow users to share their reference libraries with others and back them up in the cloud. They offer features for reading, annotating, and taking notes on PDFs, as well as the ability to rename PDF files and organize them into folders based on citation information. The software can also synchronize with specified folders on the computer, facilitating academic research and collaboration.

This book provides practical and comprehensive instructions on how to use these processes effectively. For those interested in bibliography management software, and education the following resources are available:

- *How to use EndNote desktop*
- *How to use Zotero desktop*
- *Examining, comparing, and improving of the most used web based bibliographic management programs*
- *A systematic and comprehensive learning system: 2022/011608 TurkPatent, 112023000320 DPMA and 18/994,667 USPTO*

You can access all these resources and more at [www.citehub.net](http://www.citehub.net)

The bibliography at the end of this book includes detailed information about the listed books and other related resources.

Enjoy your reading!

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## ABBREVIATIONS LIST

<b>.doc/docx</b>	: The file type used by Microsoft Word.
<b>APA</b>	: American Psychological Association
<b>CSL</b>	: Citation Style Language
<b>DOI</b>	: Digital Object Identifier
<b>IDs</b>	: Identifiers
<b>ISBN</b>	: International Standard Book Number
<b>ISSN</b>	: International Standard Serial Number
<b>MIE</b>	: Mendeley Institutional Edition
<b>MLA</b>	: Modern Language Association
<b>.bib</b>	: Bibtex database file
<b>ODT</b>	: Open Document Text
<b>PDF</b>	: Portable Document Format
<b>PMID</b>	: PubMed Identifier
<b>RIS</b>	: Research Information System
<b>RTF</b>	: Rich Text Format
<b>SYNC</b>	: Synchronization
<b>TXT</b>	: Text
<b>URL</b>	: Uniform Resource Locator
<b>WoS</b>	: Web of Science
<b>XML</b>	: eXtensible Markup Language

## **www.citehub.net**

All the information in this book as well as additional resources are provided free of charge through a learning management system, organized in a systematic and special order via [www.citehub.net](http://www.citehub.net). Additionally, the content on [citehub.net](http://citehub.net) includes tutorials, videos, screenshots, explanations of menu options, software specifications, frequently asked questions, and literature related to bibliography management software. This website is also a valuable resource for thesis, book, and article writers, as well as anyone who uses citations and bibliographies in their work. The [www.citehub.net](http://www.citehub.net) website enables users to track their progress in bibliography management software training and find answers to exam questions, making the learning process more manageable and enjoyable.

## CITATION STYLES

The most critical issue when using bibliography management software is the citation style. This system file formats the citation information of a publication for use in citations, footnotes, and bibliographies. Once the preferred citation style is activated in the software, it generates the desired citation and bibliography without requiring corrections in abbreviations, punctuation, or order. Even if a new citation is created after the bibliography is established, the program will place the new citation in the appropriate location within the bibliography.

However, if the citation style isn't selected correctly in the software, it won't produce the expected citations and bibliography. Instructions on how to activate the citation and bibliography style in the software can be found under the section titled "d) Choosing, Finding, and Editing Citation Styles". Creating a citation style system file from scratch or modifying an existing one requires experience. Therefore, it is often easier to find an existing file from citation style repositories and activate it within the software. If the file is already formatted in the required style (for example, APA7), using the software becomes straightforward; if not, it can be challenging.

Publishing houses, journal editors, graduate school boards, and faculty members can facilitate the use of reference management software by adopting commonly used citation styles for authors and students.

# I. GETTING STARTED WITH MENDELEY REFERENCE MANAGER

*Mendeley Reference Manager* developed by the American company *Elsevier* provide software solutions for managing citations, bibliographies, and references (Esgin, 2019, p. 81).

This guide offers comprehensive information on using *Mendeley Reference Manager*. Please note that it does not cover [mendeley.com](https://mendeley.com) completely or other *Mendeley* web services in detail. Once you become proficient with *Mendeley Reference Manager*, you will find it easier to navigate [mendeley.com](https://mendeley.com) and other *Mendeley* products, as they share similar functionalities.

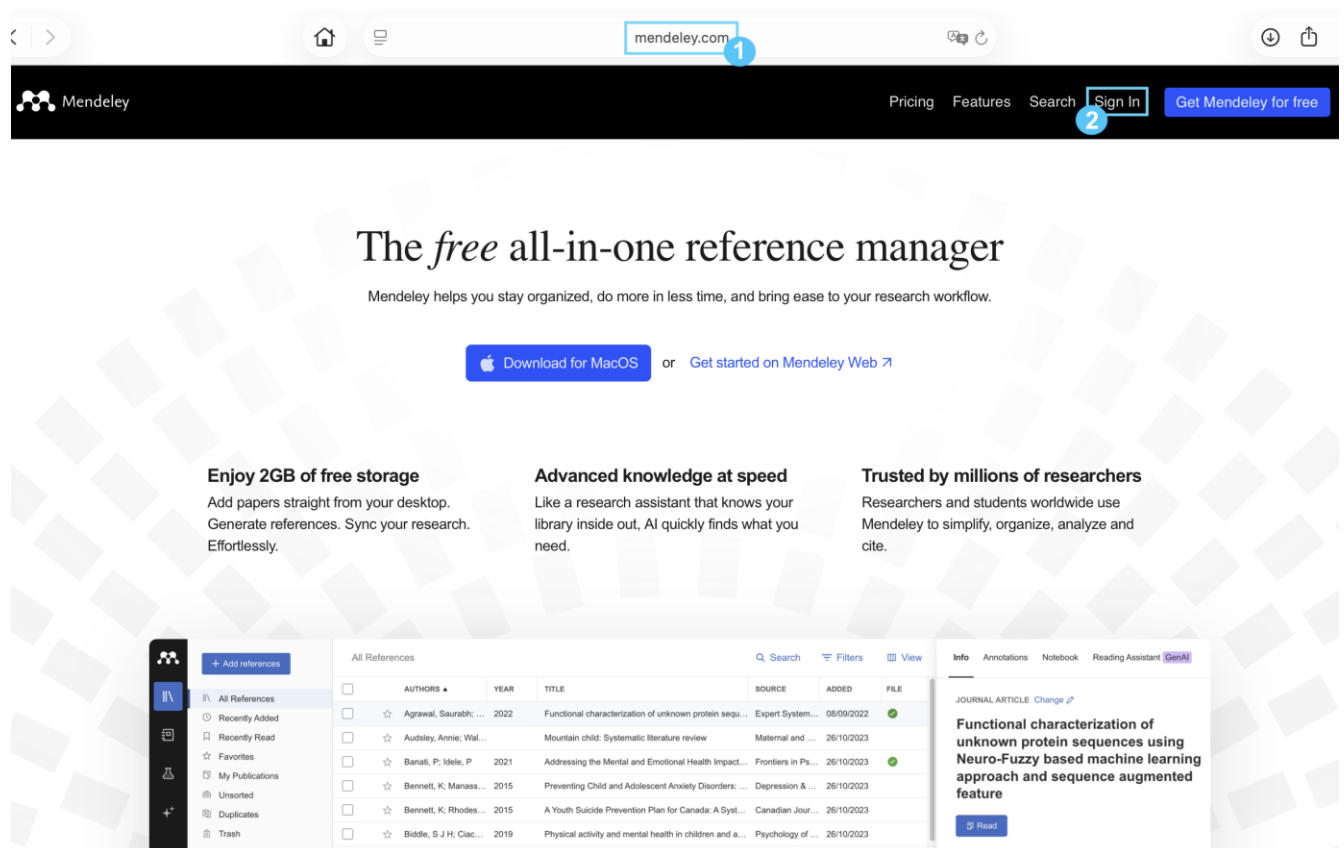
Now, let's begin with the instructions on how to use *Mendeley Reference Manager*.

## a) Usage Options

### i) Free Account

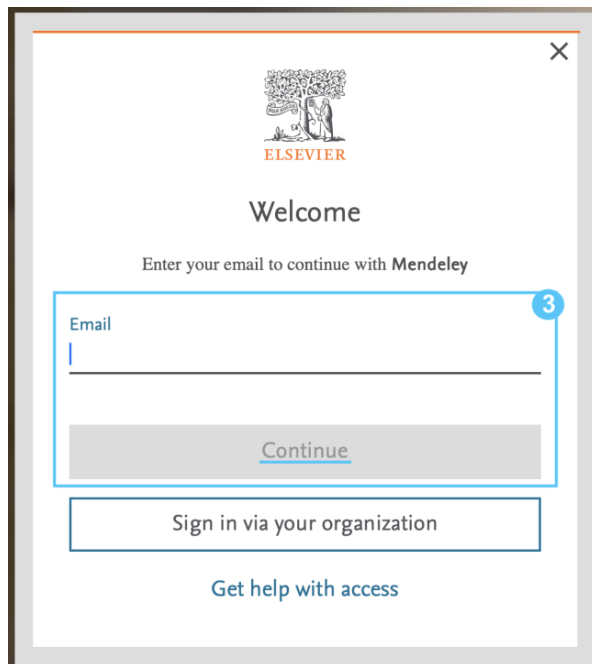
To use *Mendeley Reference Manager*, you need to create an account, it's free. Creating a membership account **5** steps:

**Steps 1-2:** Open the [mendeley.com](https://mendeley.com) websites **(1)** > click on **Sign In (2)**.



Screenshot 1 - Creating Free Account - 1

**Step 3:** Enter your email address and click **Continue (3)**.



ELSEVIER

## Welcome

Enter your email to continue with Mendeley

Email

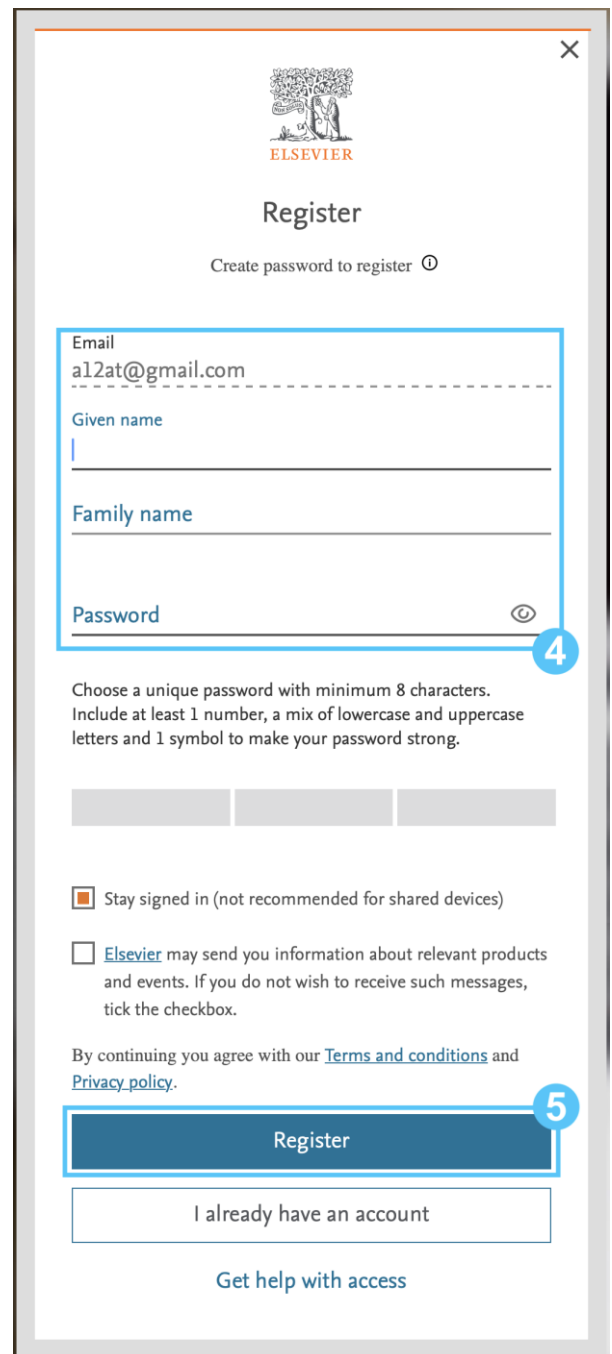
[Continue](#)

[Sign in via your organization](#)

[Get help with access](#)

Screenshot 2 - Creating Free Account - 2

**Steps 4-5:** Fill in your membership information **(4)** > click **Register (5)**.



ELSEVIER

## Register

Create password to register ⓘ

Email  
al2at@gmail.com

Given name

Family name

Password ⓘ

Choose a unique password with minimum 8 characters. Include at least 1 number, a mix of lowercase and uppercase letters and 1 symbol to make your password strong.

☒ Stay signed in (not recommended for shared devices)

☐ Elsevier may send you information about relevant products and events. If you do not wish to receive such messages, tick the checkbox.

By continuing you agree with our [Terms and conditions](#) and [Privacy policy](#).

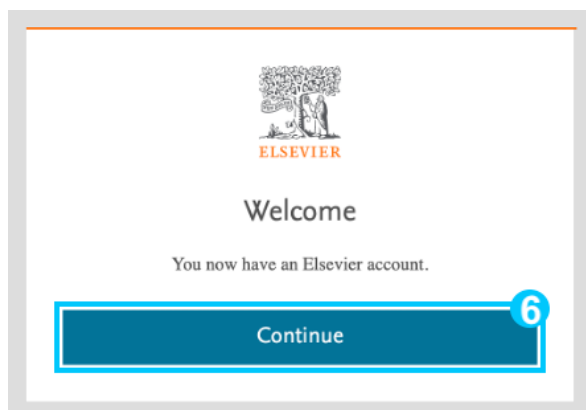
[Register](#)

[I already have an account](#)

[Get help with access](#)

Screenshot 3 - Creating Free Account - 3

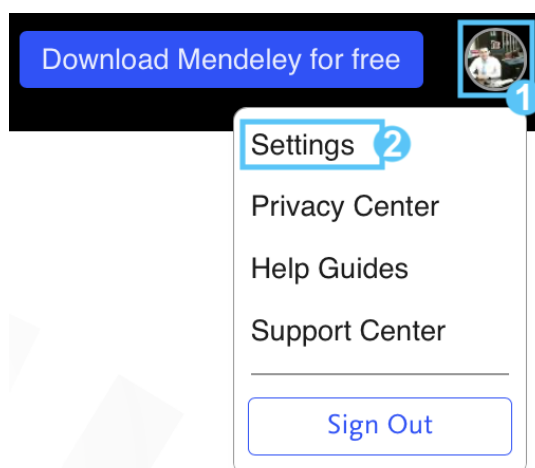
**Step 6:** Click on **Continue (6)**.



Screenshot 4 - Creating Free Account - 4

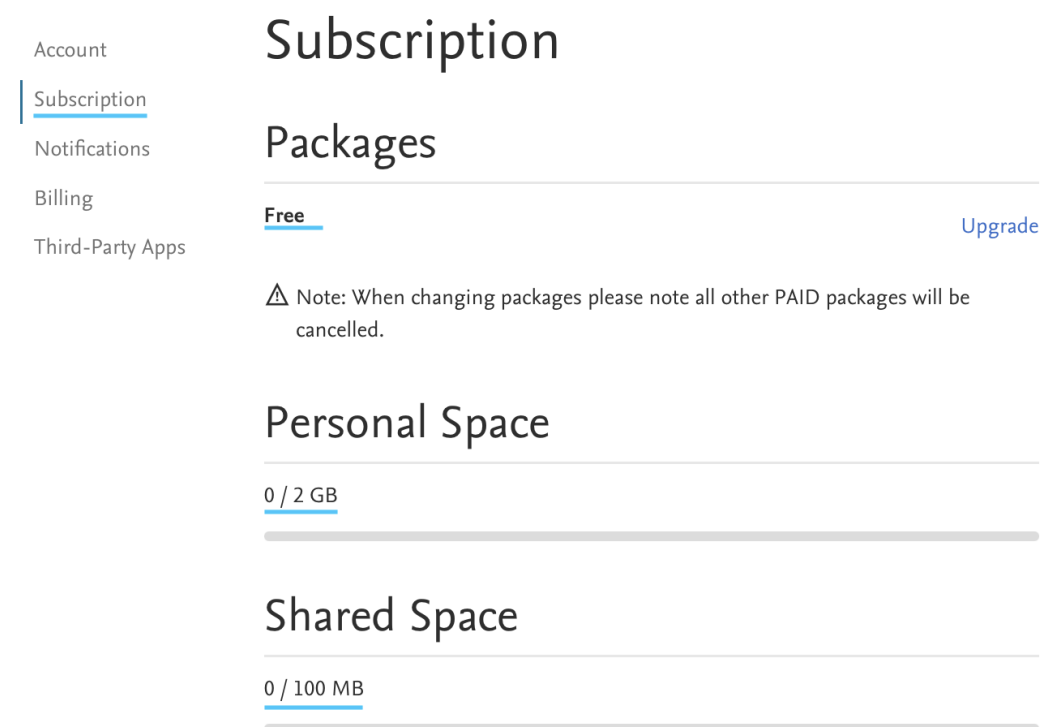
A free account has been created.

To view your account information, click on account icon (1) > **Settings (2)**



Screenshot 5 - View Account Information - 1

You can view the details of your subscription under the **Subscription** option.



Screenshot 6 - View Account Information - 2

If you sign up for a free account while using a university's internet network, you will subscribe to *Mendeley Institutional Edition (MIE)* automatically. You can enjoy the benefits of this subscription even if you don't use an institutional email address. To become an *MIE* subscriber, simply log in or sign up through the university network at [mendeley.com](https://mendeley.com). For providing this subscription, your university/institution must be registered under the institutional *Mendeley* agreement for this to be possible. You can check with your library to see if the agreement is in place.

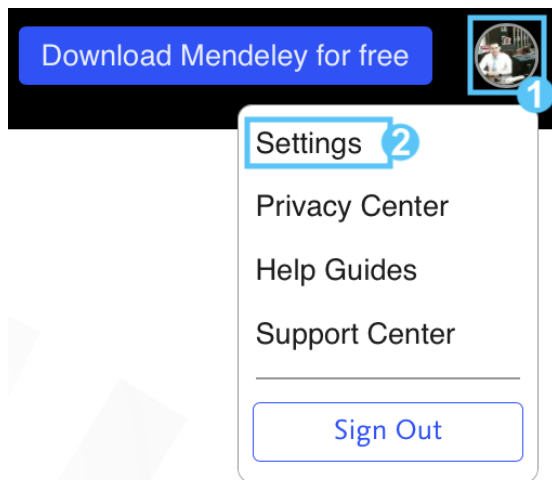


## ii) *Mendeley Institutional Edition (MIE)* Subscription

If you sign up for a free account while using a university's internet network, you will subscribe to *Mendeley Institutional Edition* automatically. You can enjoy the benefits of this subscription even if you don't use an institutional email address. To become an *MIE* subscriber, simply log in or sign up through the university network at [mendeley.com](https://mendeley.com). For providing this subscription, your university/institution must be registered under the institutional Mendeley agreement for this to be possible. You can check with your library to see if the agreement is in place.

To access the details of a sample user account as a member of *Mendeley Institutional Edition*:

**Steps 1-2:** Click on account icon (1) > **Settings** (2)



Screenshot 7 - Mendeley Institutional Edition Subscription Information - 1

The subscription details of the account can be found under the **Subscription** option.

Account

Subscription

Notifications

Billing

Third-Party Apps

# Subscription

## Packages

### Mendeley Institutional Edition

Expires on 06/05/2023

100 GB personal library space, 100 collaborators, 100  
GB group library space, 1000 groups

⚠ Note: When changing packages please note all other PAID packages will be cancelled.

## Personal Space

7.92 MB / 100 GB

## Shared Space

10.1 MB / 100 GB

## Groups I Own

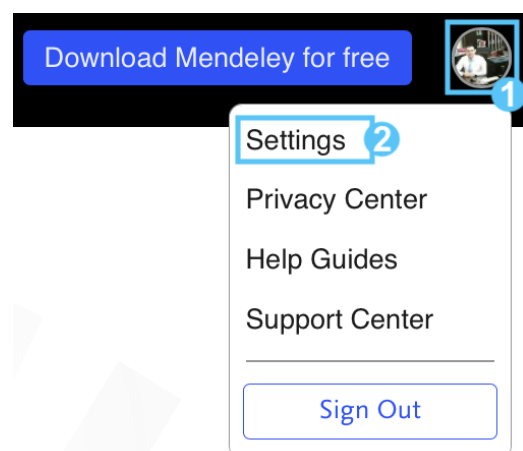
Name	Web Space	Members

Screenshot 8 - Mendeley Institutional Edition Subscription Information - 2

### 1) Purchasing Cloud Storage

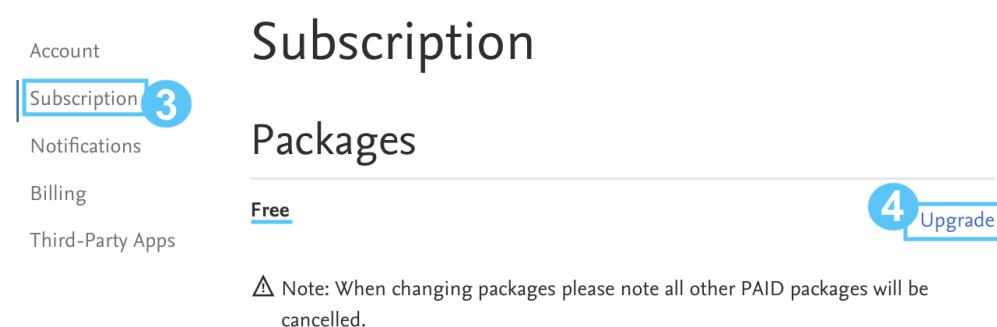
If you are using a free account, there are options available to increase your storage space. To upgrade your storage on the [mendeley.com](https://mendeley.com), follow these steps:

**Steps 1-2:** Click on your account icon (1) > **Settings** (2)



Screenshot 9 - Purchasing Cloud Storage - 1

**Steps 3-4:** Select **Subscription (3)** > **Upgrade (4)**.



*Screenshot 10 - Purchasing Cloud Storage - 2*

If you wish, you can choose one of the plans from [mendeley.com](https://mendeley.com) website as stated below.

## Choose the Premium plan that's right for you

Free trial converts to paid subscription after 14 days and renews automatically.

☐ Monthly ☒ Yearly (Get one month free)

	MOST POPULAR	
<b>PLUS</b> <b>\$55</b> / year <ul style="list-style-type: none"> <li>• Reading Assistant (Unlimited)</li> <li>• 5GB Storage</li> </ul> <a href="#">Choose plan</a>	<b>PRO</b> <b>\$110</b> / year <ul style="list-style-type: none"> <li>• Reading Assistant (Unlimited)</li> <li>• Compare Experiments</li> <li>• Ask My Library</li> <li>• 10GB Storage</li> </ul> <a href="#">Start free trial</a>	<b>MAX</b> <b>\$165</b> / year <ul style="list-style-type: none"> <li>• Reading Assistant (Unlimited)</li> <li>• Compare Experiments</li> <li>• Ask My Library</li> <li>• Unlimited Storage</li> </ul> <a href="#">Choose plan</a>

Not interested in an upgrade? Our [free plan](#) includes 2GB storage and 5 Reading Assistant questions.

*Screenshot 11 - Purchasing Cloud Storage - 3*

## b) Installations

### i) **Compatible Operation Systems and Word Processors**

The software is compatible with Windows, MacOS and Linux operating systems.

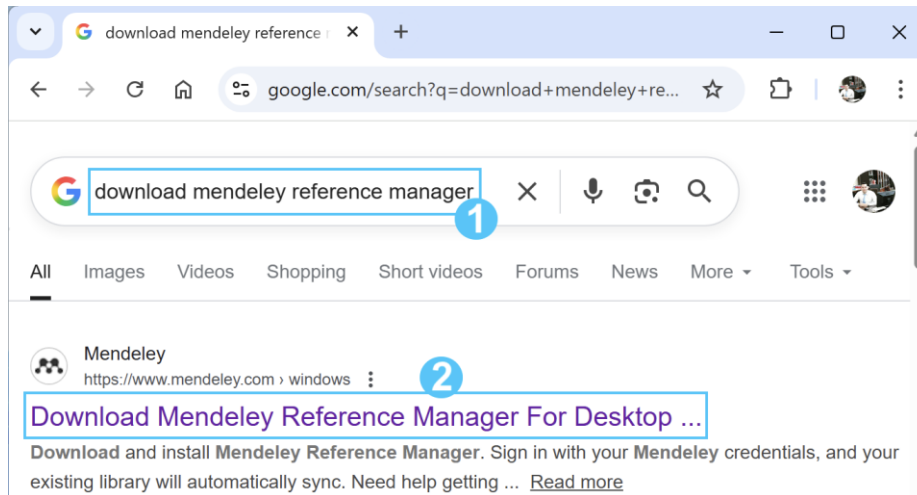
Additionally, the software is compatible with Microsoft Word and LibreOffice word processing programs (mendeley.com, 2026).

### ii) **Desktop Software Installation**

#### 1) **How to install Mendeley Reference Manager?**

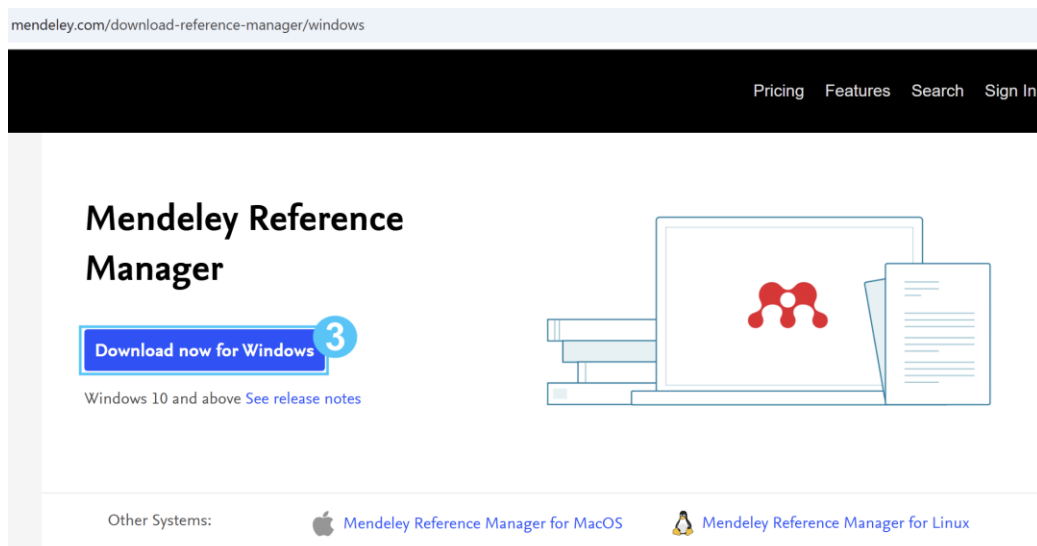
The *Mendeley Reference Manager* program can be easily installed on a computer by following the steps below (using Google Chrome and Windows), Here are the necessary 7 steps:

**Steps 1-2:** Open Google and perform search for “**Download Mendeley Reference Manager**” (1, 2) and click on the link same text link with the search.



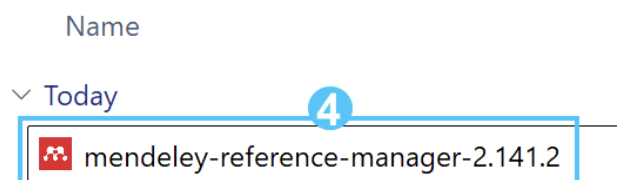
Screenshot 12 - Mendeley Reference Manager Installation - 1

**Step 3:** Click on “**Download now for Windows**” (3).



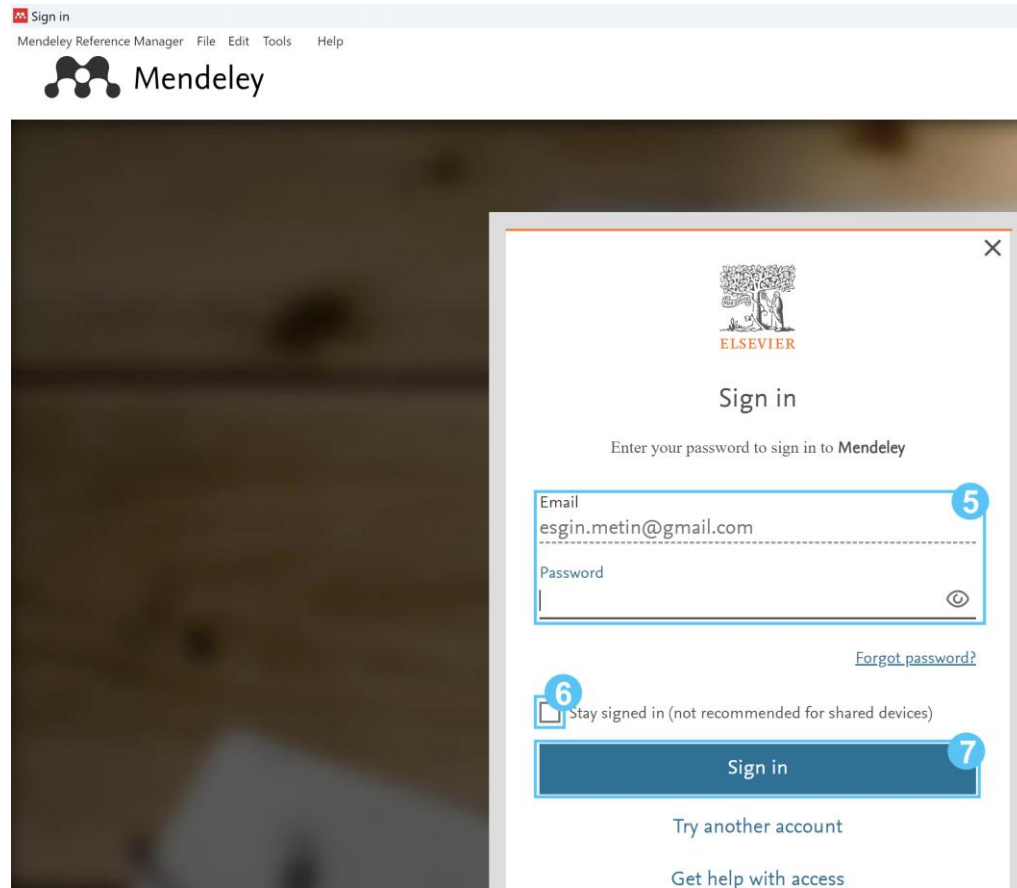
Screenshot 13 - Mendeley Reference Manager Installation - 2

**Step 4:** Once the download is complete, locate the "mendeley-reference-manager" file on your computer and double-click it (4) to begin the installation.



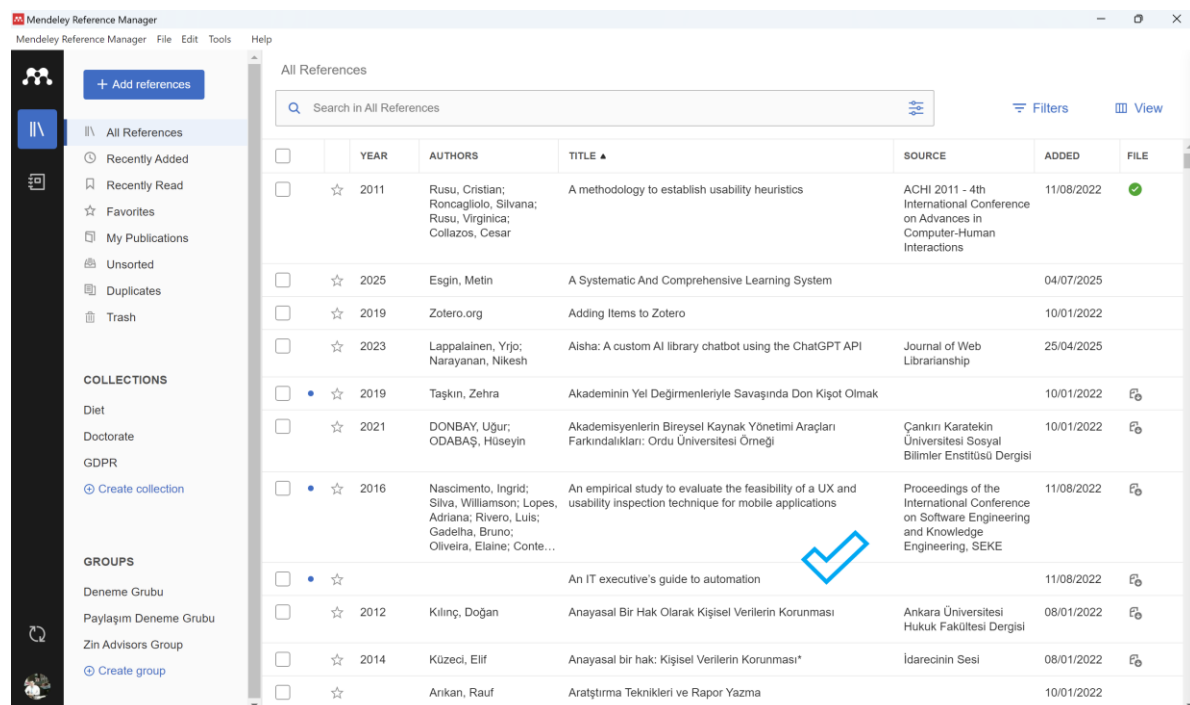
Screenshot 14 - Mendeley Reference Manager Installation - 3

**Steps 5-6-7:** After the installation is complete, launch the software. Enter the **email address** and **password (5)** you have used to create your account on the mendeley.com, and check the **"Stay signed in"** box (6) > click on **"Sign in" (7)**.



Screenshot 15 - Mendeley Reference Manager Installation - 4

Once you complete these steps, the software will open and be ready for use as stated below.

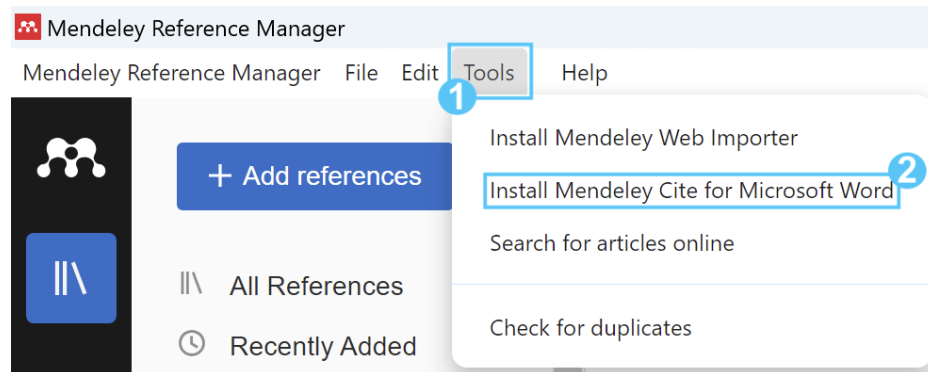


Screenshot 16 - Mendeley Reference Manager Installation – 5

## I. Installation of MS Word Add-Ins.

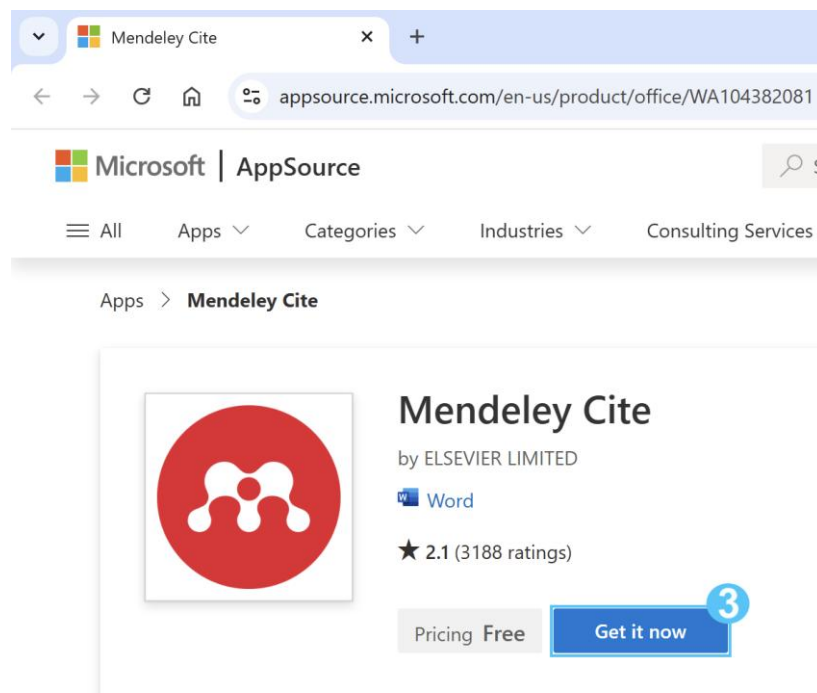
To easily create citations and a bibliography using references saved at *Mendeley Reference Manager*, you need to install the *Mendeley Cite* for MS Word. Here are the necessary 15 steps:

**Steps 1-2:** Open the *Mendeley Reference Manager* and click the **Tools (1) > Install Mendeley Cite for Microsoft Word (2)**.



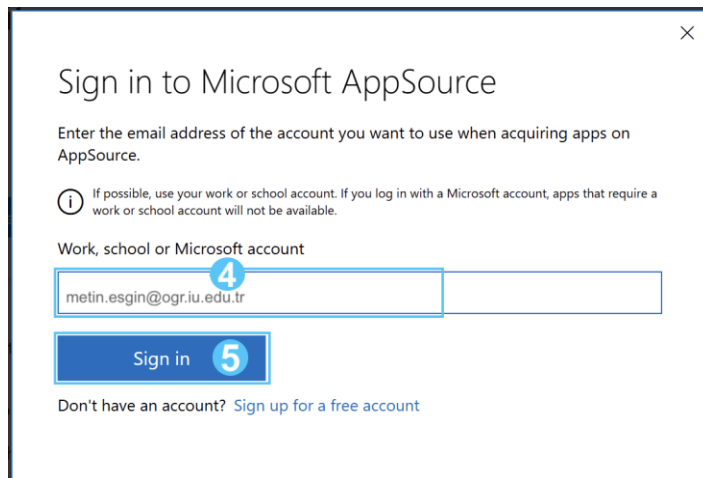
Screenshot 17 - MS Word Plugin Installation - 1

**Step 3:** Opening [microsoft.com](https://www.microsoft.com/en-us/product/office/WA104382081) click on **Get it now (3)**.



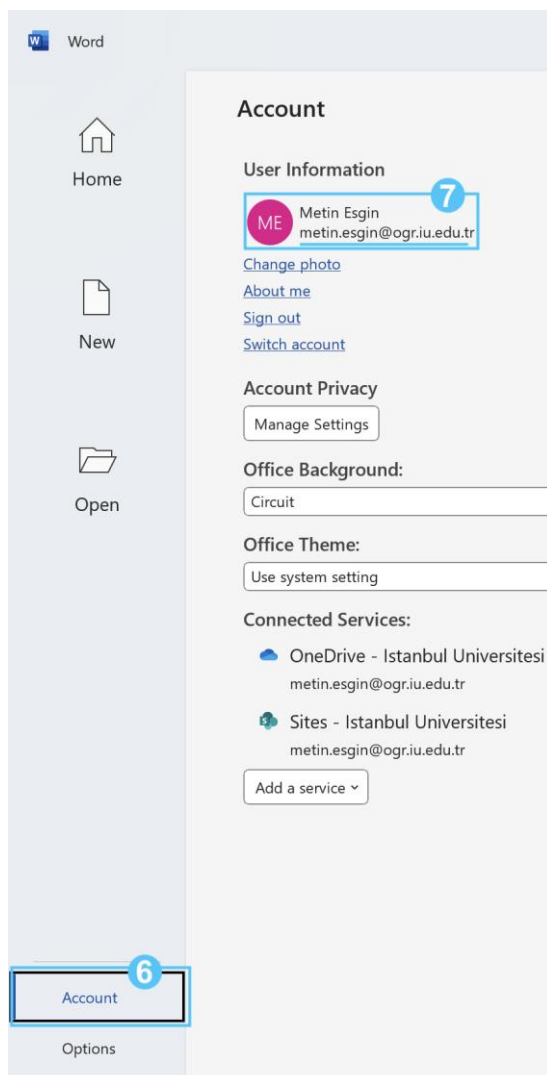
Screenshot 18 - MS Word Plugin Installation - 2

**Steps 4-5:** Enter your e-mail address (4) which you have signed in to MS Word. Then click **Sign in** (5). (If you do not use same mail while signing in microsoft.com (4) > Word (7), the add-on will not be able to install.)

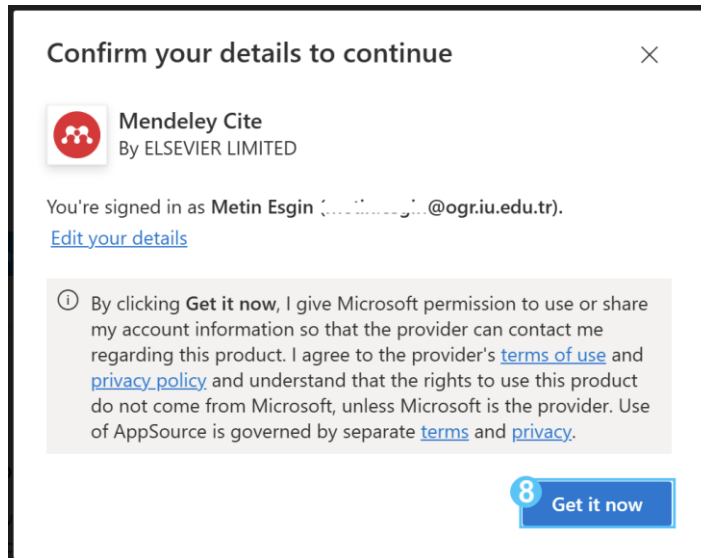


Screenshot 19 - MS Word Plugin Installation - 3

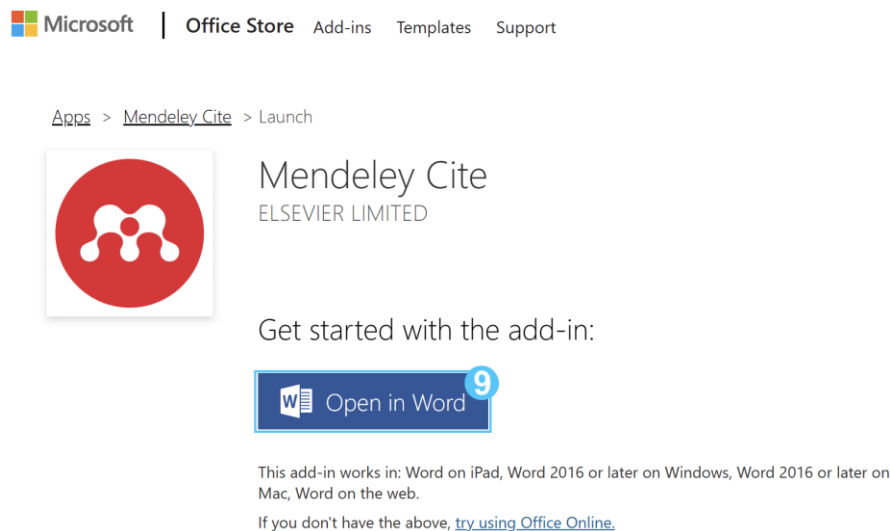
**Steps 6-7:** Click on **Account** (6) > check your e-mail address (7) > whether if it is same or not which you signed in at microsoft.com (4).



Screenshot 20 - MS Word Plugin Installation - 4

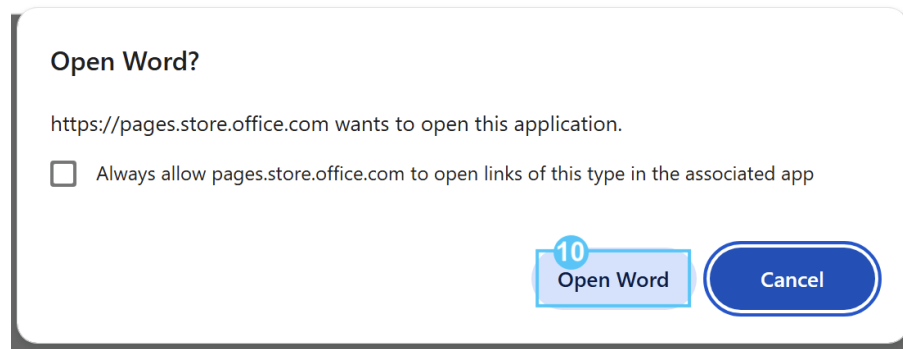
**Step 8: Click on **Get it now** (8).**

Screenshot 21 - MS Word Plugin Installation - 5

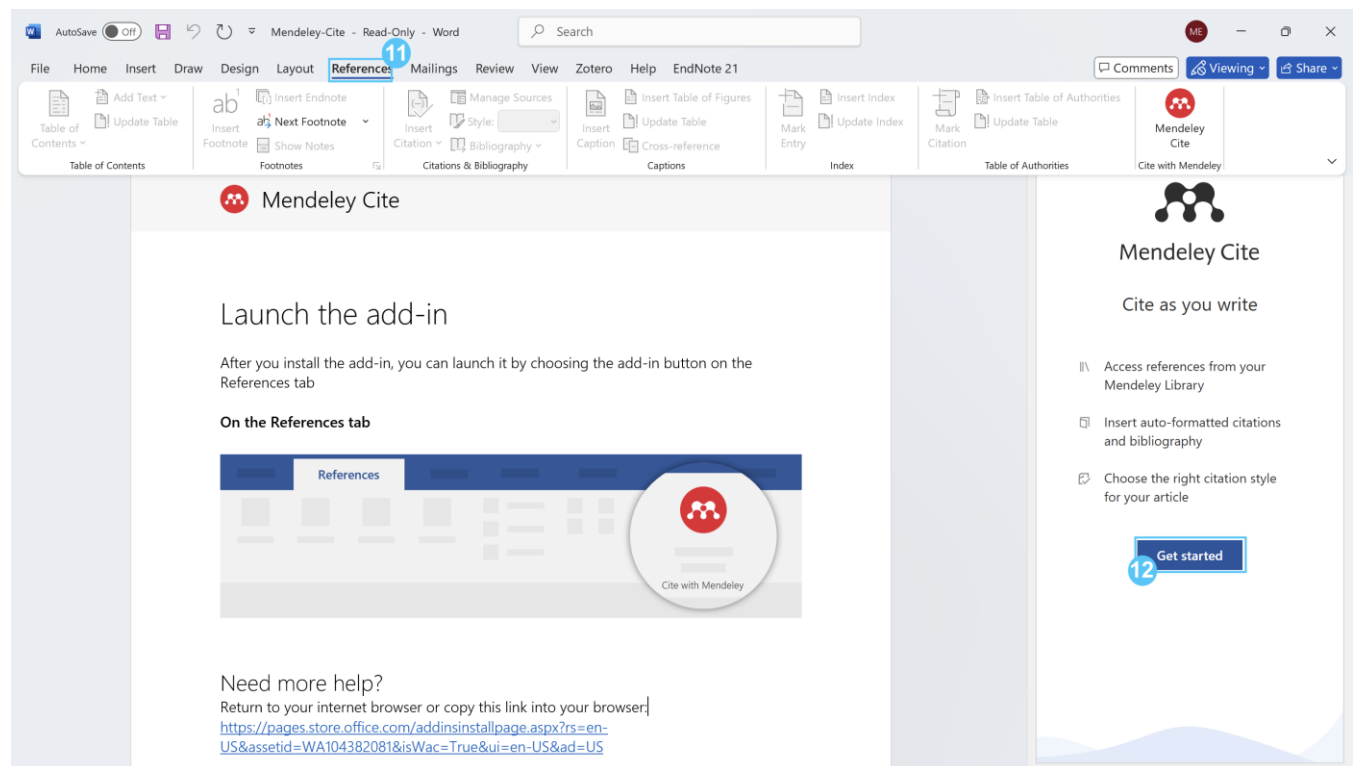
**Step 9: Click on **Open in Word** (9).**

Screenshot 22 - MS Word Plugin Installation - 6



**Step 10: Click on Open Word (10).**


Screenshot 23 - MS Word Plugin Installation – 7


**Steps 11-12: Click on References (11) > Get started (12).**

Screenshot 24 - MS Word Plugin Installation - 8


**Steps 13-14-15:** Enter *Mendeley* account e-mail and password (13), check the box of **Stay signed in** (14) > click on **Sign in** (15).

Mendeley Cite - [https://id.elsevier.com/as/authorization.oauth2?state=735ae0cf0bc3f02c046b84ebb4819c9f8&prompt=login&scope=openid%20email%20profile%20els\\_auth\\_info%20](https://id.elsevier.com/as/authorization.oauth2?state=735ae0cf0bc3f02c046b84ebb4819c9f8&prompt=login&scope=openid%20email%20profile%20els_auth_info%20)

 Mendeley

  
**Sign in**  
Enter your password to sign in to Mendeley

Email

Password 13 

[Forgot password?](#)

14 ☐ Stay signed in (not recommended for shared devices)

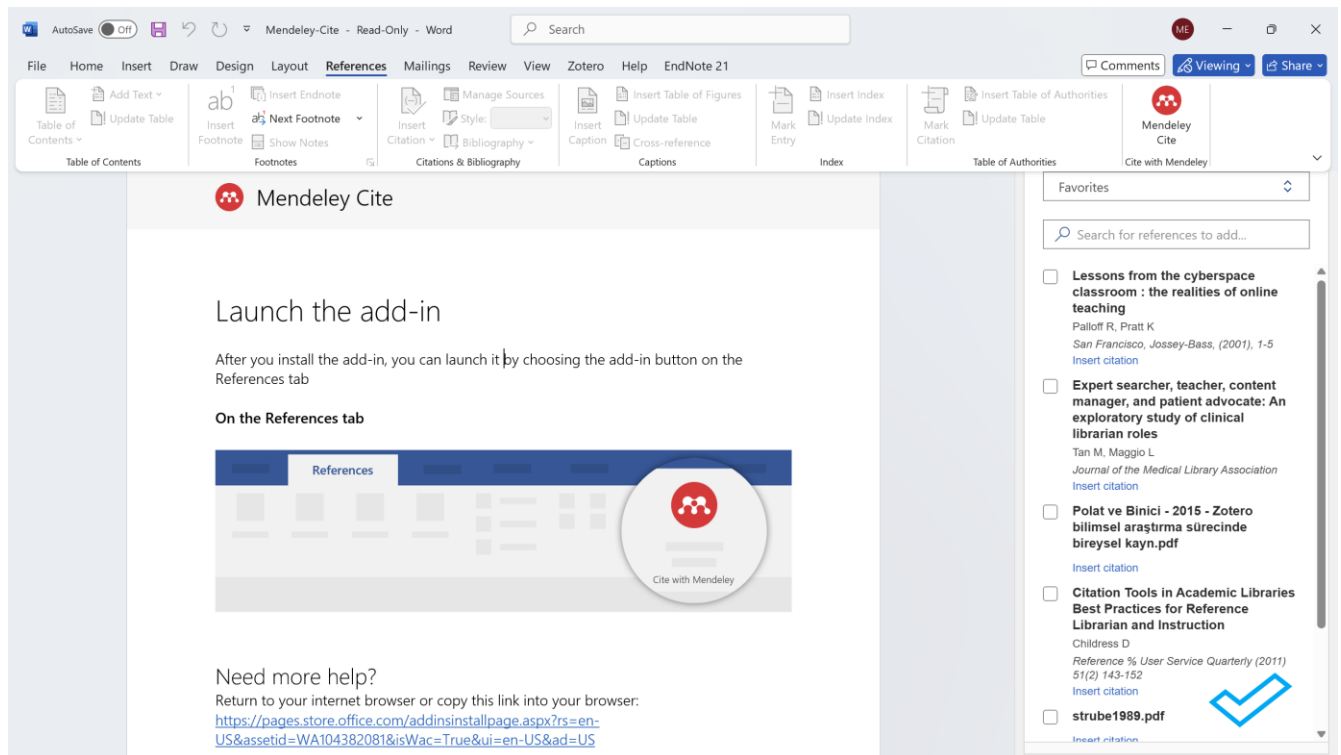
**Sign in** 15

[Try another account](#)

[Get help with access](#)

Screenshot 25 - MS Word Plugin Installation – 9

The installation of the MS Word add-in is now complete as stated below.



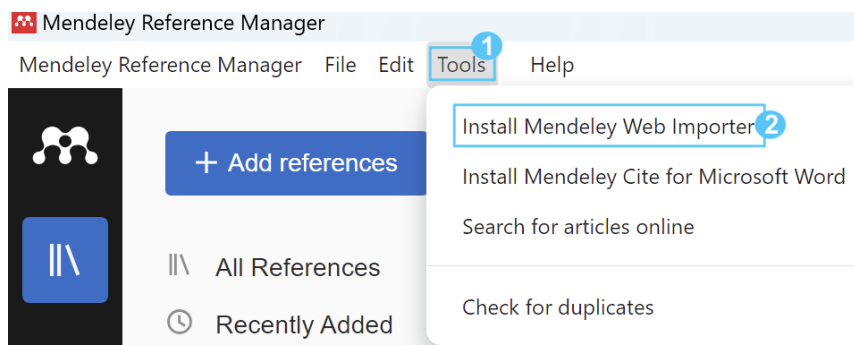
Screenshot 26 - MS Word Plugin Installation – 10

## II. Installation of the Internet Browser Extension

### How to install the *Mendeley Web Importer*?

To easily save references from websites and databases using your internet browser, you need to install the *Mendeley Web Importer* plugin. Here are the necessary 11 steps:

**Steps 1-2:** Click the **Tools (1)** > **Install Web Importer (2)**.



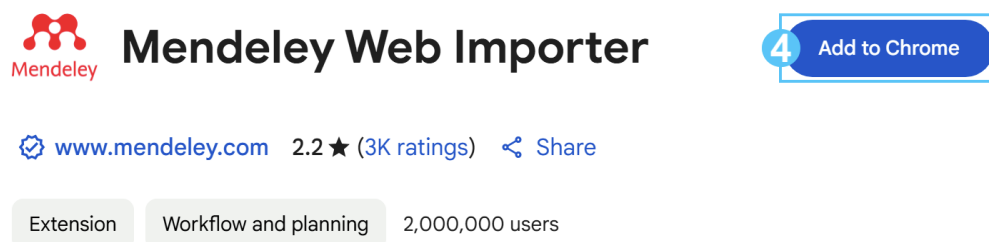
Screenshot 27 - Mendeley Web Importer Installation - 1

**Step 3:** Opening *Mendeley* website click on **Get Web Importer for Chrome** (3).



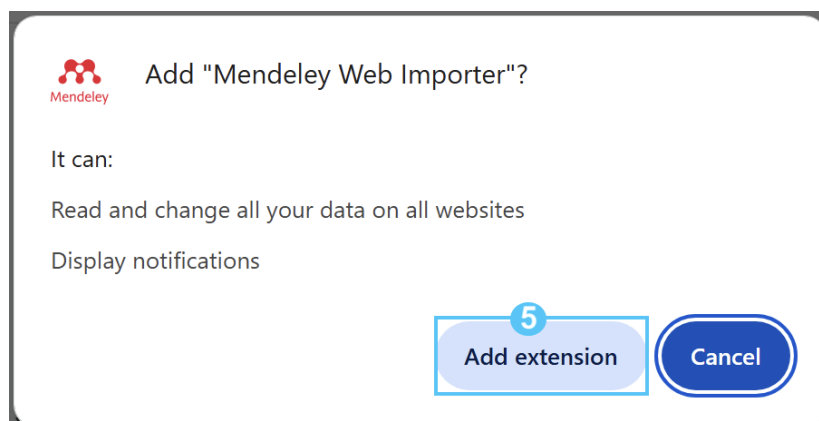
Screenshot 28 - Mendeley Web Importer Installation - 2

**Step 4:** In the chrome webstore click **Add to Chrome** (4).



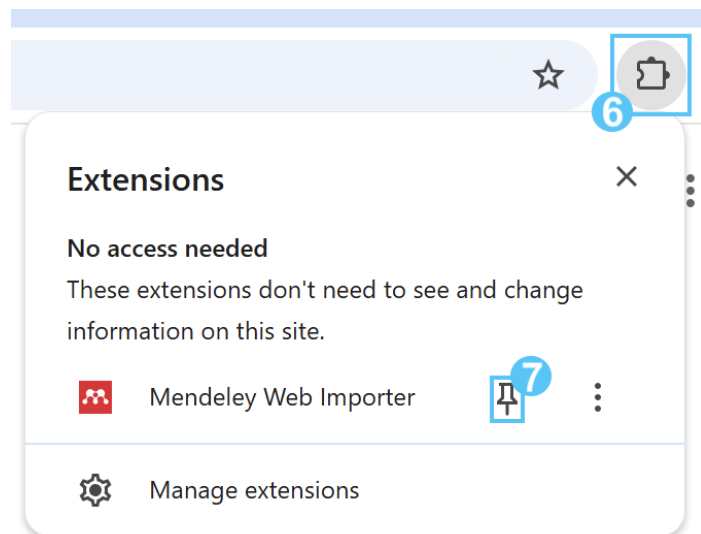
Screenshot 29 - Mendeley Web Importer Installation - 3

**Step 5:** Click the **Add extension** (5).



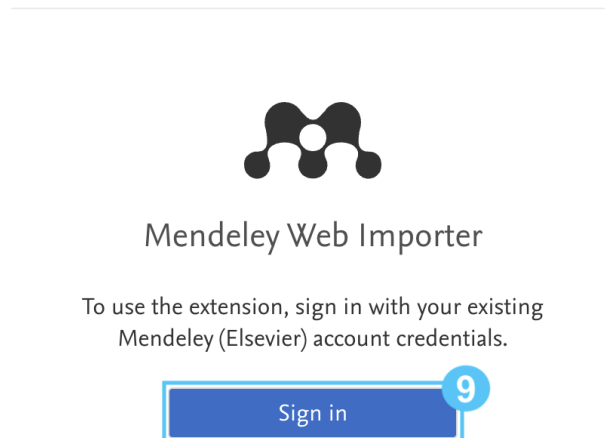
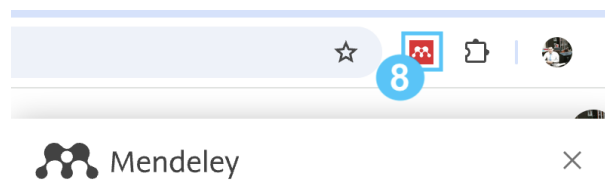
Screenshot 30 - Mendeley Web Importer Installation - 4

**Steps 6-7:** Once the extension is installed, click on the extension's icon (6) in the Chrome. To make the *Mendeley Web Importer* easily accessible, click the pin icon (7) next to *Mendeley Web Importer*.



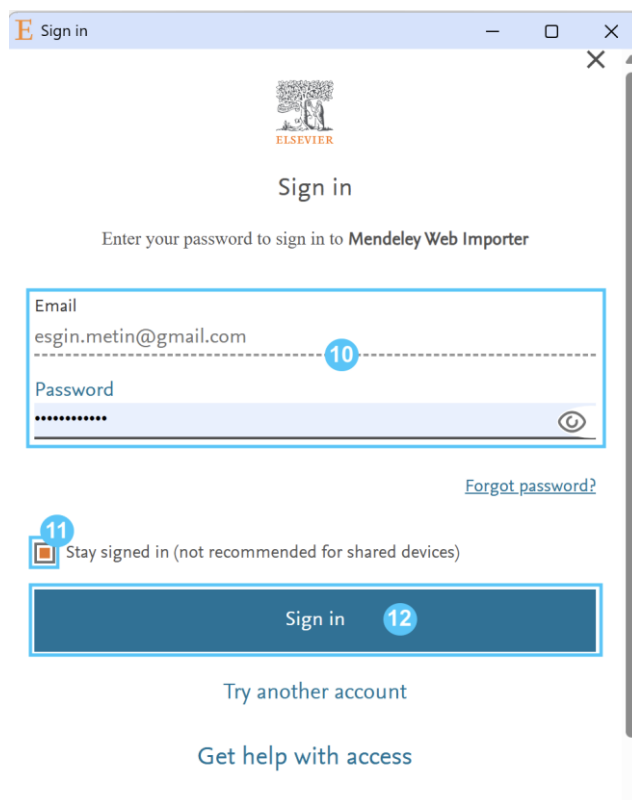
Screenshot 31 - Mendeley Web Importer Installation - 5

**Steps 8-9:** Click on the *Mendeley* extension (8) > select **Sign in** (9)

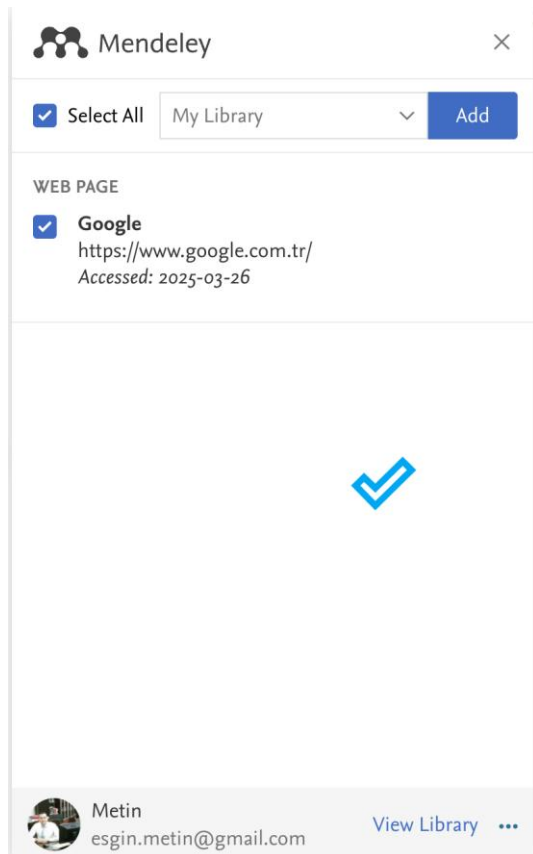


Screenshot 32 - Mendeley Web Importer Installation - 6

**Step 10:** Enter your email and password (10) > click on **Stay signed in** (11) > click on **Sign in** (12).



Screenshot 33 - Mendeley Web Importer Installation - 7



Screenshot 34 - Mendeley Web Importer Installation - 8

The *Mendeley Web Importer* extension has been successfully installed for Google Chrome.

### c) Transitioning from Other Software

When switching from a bibliography management software other than *Mendeley*, you can export your registered reference library and save it in *Mendeley Reference Manager*.

#### i) Moving from EndNote

To transfer your references, you must first export your *EndNote* library and then import it into *Mendeley*. Here are the **6+** steps to follow:

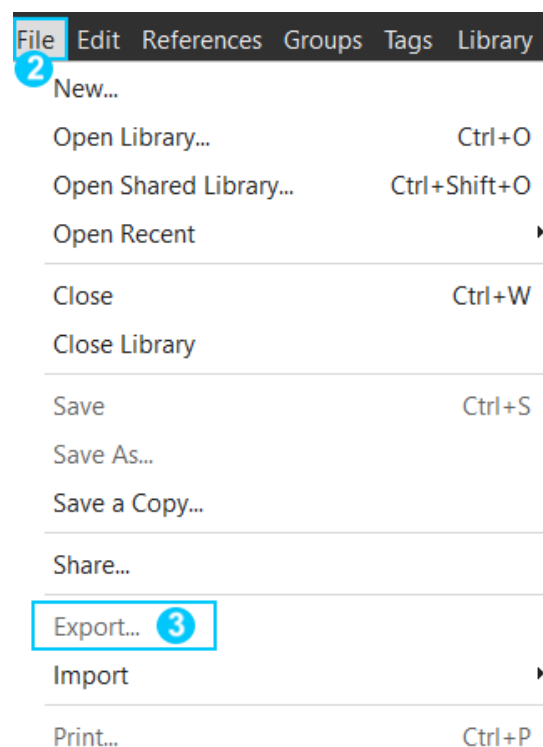
**Step 1:** Select the references you wish to export from your *EndNote* library using the mouse while holding down the ctrl button **(1)**.

Unfiled  
21 References

	Title	Journal	Year	Author	Reference ...	Last Updated
	1916 the country found them ready	The phonographic yearbook	2005	Wheeler, Frederick J.; M...	Audiovisua...	02/08/2023
	Associations of muscle stiffness and thickness with muscle stren...	Geriatrics & Gerontology Int...	2012	Ikezoe, T.; Asakawa, Y.; F...	Journal Art...	01/08/2023
	Correlates to Lifetime Suicide Attempts, Thoughts, and Planning B...	Journal of Prevention	2020	Andrew Yockey, R.; King,...	Journal Art...	03/09/2024
	A. D., 6306 Sayılı Kanunun 6. Maddesinin Birinci Fikrasi Kapsamın...	Kocaeli Üniversitesi Hukuk F...	2016	Denizhan, Ayşe	Journal Art...	20/07/2023
	Effectiveness of Cost Management Systems in Turkish Manufacturi...			Ayluçtarhan, Arif	Journal Art...	20/07/2023
	Ethylene thiourea exposure induces neurobehavioral toxicity in ze...	Journal of Environmental Sci...	2024	Wang, J.; Yu, Z.; Wang, Y...	Book	24/07/2023
	Freud's "On narcissism--an introduction"	Contemporary Freud	1991	Sandler, Joseph; Person,...	Book	03/09/2024
	İdare Hukuku Açısından Kentsel Dönüşüm		2016	Çaptuğ, Mehpare	Book	20/07/2023

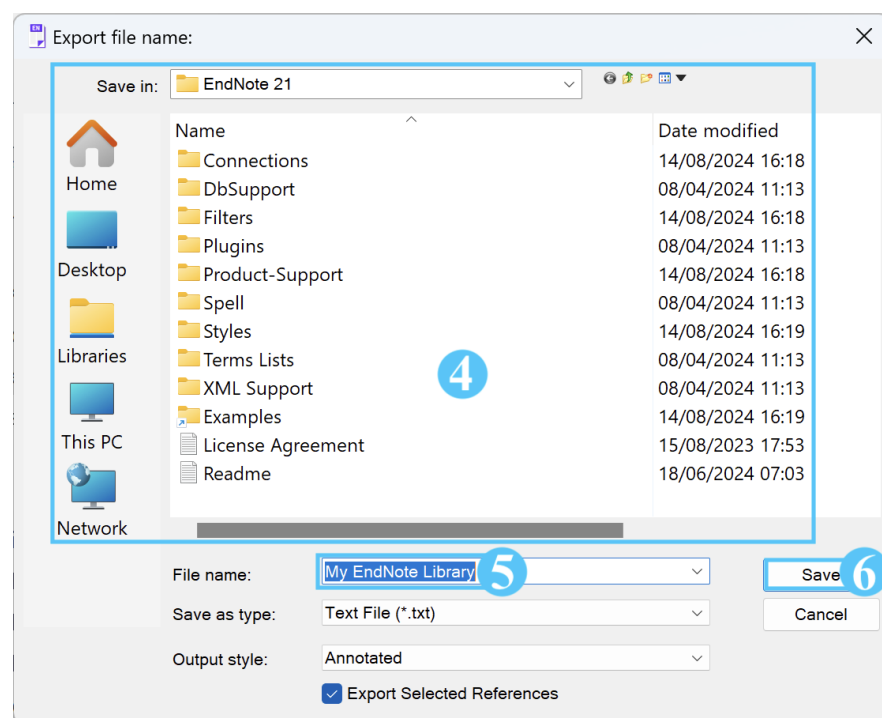
Screenshot 35 - Migrating from EndNote to Mendeley - 1

**Steps 2-3:** Click the **File** (2) > **Export...** (3).



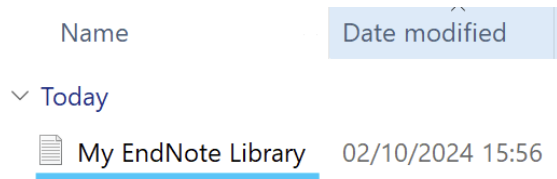
Screenshot 36 - Migrating from EndNote to Mendeley - 2

**Steps 4-5-6:** Choose the location where you want to save the file (4), enter a name for the file (5) > click on **Save** (6).



Screenshot 37 - Migrating from EndNote to Mendeley - 3

After completing these steps, your downloaded file will be ready for import. You can then save the downloaded file to your *Mendeley Reference Manager* library by following the instructions outlined in the “[e\) Import](#)” section.



Screenshot 38 - Migrating from EndNote to Mendeley - 4

### ii) Moving from Zotero

To move your library from *Zotero* to *Mendeley*, you first need to export your *Zotero* library and then import it into *Mendeley*. Here are the **7+** steps to follow:

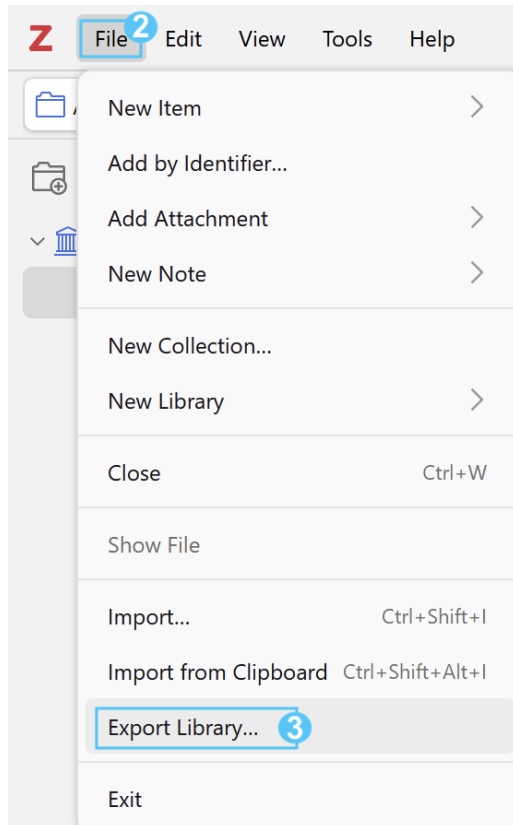
**Step 1:** Select the references you want to export from your *Zotero Desktop* library by holding the Ctrl button and choose references. **(1)**

Title	Creator	Item Type	Year	Publisher
📁 Sağlıkta yeni hedefler: dijital hastaneler	AK	Conference...	2013	Akdeniz Üniversitesi
📄 Tıbbi Dokümantasyon Bölümü Açık Ders Mal...	KÖKSAL	Document	2023	Ankara Üniversitesi
📄 Dijitalleştirme : dijital arşiv oluşturma rehberi	BOSTANCI	Document	2020	Ankara Üniversitesi Bilgi ve Belge Yönetimi
📁 Tapu müdürlüklerindeki işlem belgelerinin el...	POLAT	Thesis	2018	Ankara Üniversitesi Fen Bilimleri Enstitüsü
📄 Sağlık hizmetlerinde bilgi yönetimi	Esatoğlu, and...	Book	2010	Ankara Üniversitesi Uzaktan Eğitim Yayınlar
📁 Ankara'da Bir Vakıf Üniversitesi Hastanesi Arş...	CIHAN	Thesis	2022	Başkent Üniversitesi Sosyal Bilimler Enstitüsü
📁 Ankara'da bir vakıf üniversitesi hastanesi arşı...	CIHAN	Thesis	2022	Başkent Üniversitesi Sosyal Bilimler Enstitüsü
📄 How to use Mendeley Desktop? for more w...	Esgin	Book	2025	Citehub.net
📄 Arşivlerde Gerçekleştirilecek Dijitalleştirme F...		Document	2020	Devlet Arşivleri Başkanlığı
📁 Ankara'daki özel hastanelerin dijital hastane ...	TEKEREK	Thesis	2023	Hacettepe Üniversitesi Sosyal Bilimler Enstitüsü
📄 EMRAM criteria update: himss 17	DANIELS and...	Document	2018	HIMSS Analytics
📄 Sağlık hizmetlerinde dijitalleşme ve geleceği	UYSAL and S...	Book	2022	IKSAD Publishing House
📄 Managing hospital records	ROPER and ...	Book	1999	International Council on Archives

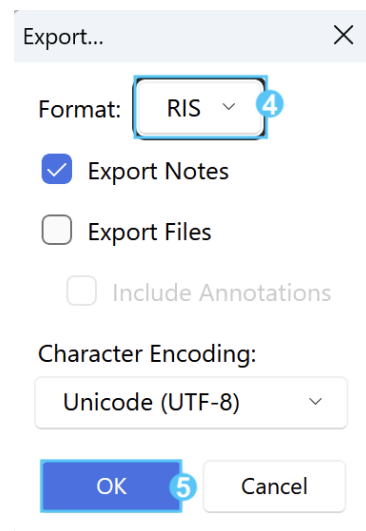
Screenshot 39 - Migrating from Zotero to Mendeley - 1



**Steps 2-3-4-5:** Click on **File** (2) > **Export Library...** (3) > **RIS** (4) > **OK** (5).

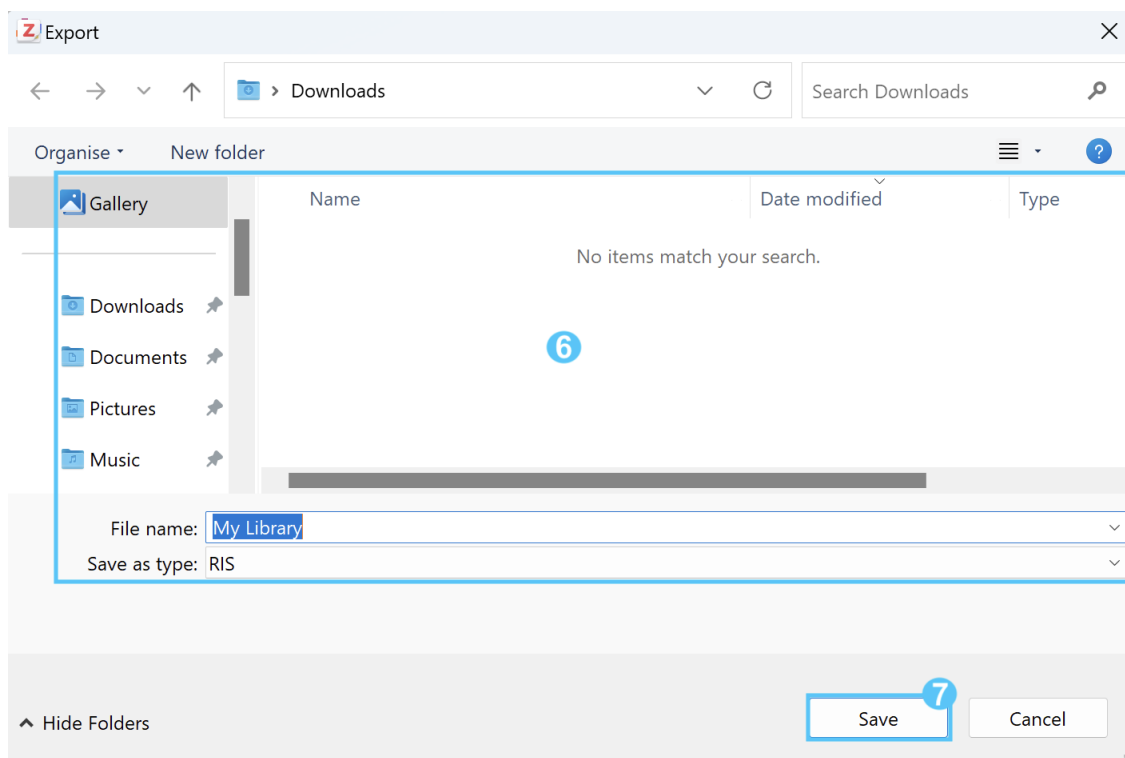


Screenshot 40 - Migrating from Zotero to Mendeley - 2




Screenshot 41 - Migrating from Zotero to Mendeley - 3

**Steps 6-7:** Choose the location where you want to save the exported file (6) > click on **Save** (7).



Screenshot 42 - Migrating from Zotero to Mendeley - 4

Your downloaded file is now ready for import.

Name	Date modified	Type
Today		
 My Library	02/10/2024 19:40	RIS File

Screenshot 43 - Migrating from Zotero to Mendeley - 5

To import it into your *Mendeley* library, follow the instructions in the “e) Import” section.

## II. REFERENCE SAVING METHODS

Click on *view bibliography samples* and see the required data fields they contain.

### a) Saving References Manually

References can be saved manually in *Mendeley Reference Manager* by following these 5 steps:

**Steps 1-2-3-4-5:** If there is one of this information as ArXivID, DOI, PMID you can easily retrieve reference data, by entering one of these data to the field (1) by clicking to the magnifying icon (2). If you don't have ArXivID, DOI, PMID you can enter data manually. Choose the appropriate reference type. (3). Enter the related information (4) > click on **Add entry** (5).

Add reference manually

Identifiers (ArXivID, DOI or PMID)

1 2

Enter identifiers and look up for metadata.

Reference Type

Journal Article 3

Title

Authors

Please enter author names as 'last name, first name' (e.g. 'Smith, Jane').

+ Add another author

Journal

Year

Pages

from to

4

Volume Issue

Month

Day

Abstract

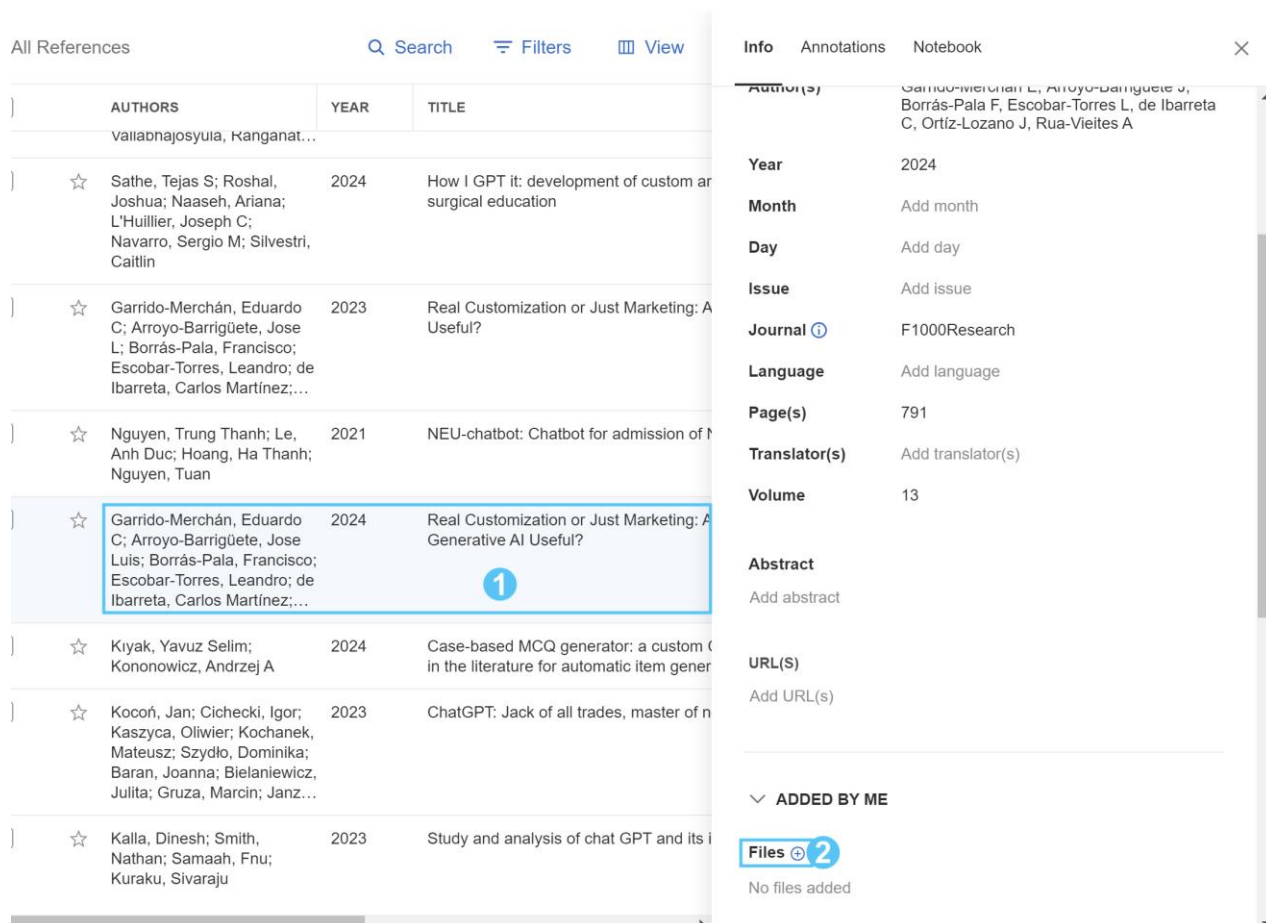
5 Add entry Cancel

Screenshot 44 - Manual Reference Entry - 1

### i) Adding Files (PDF etc.) to References

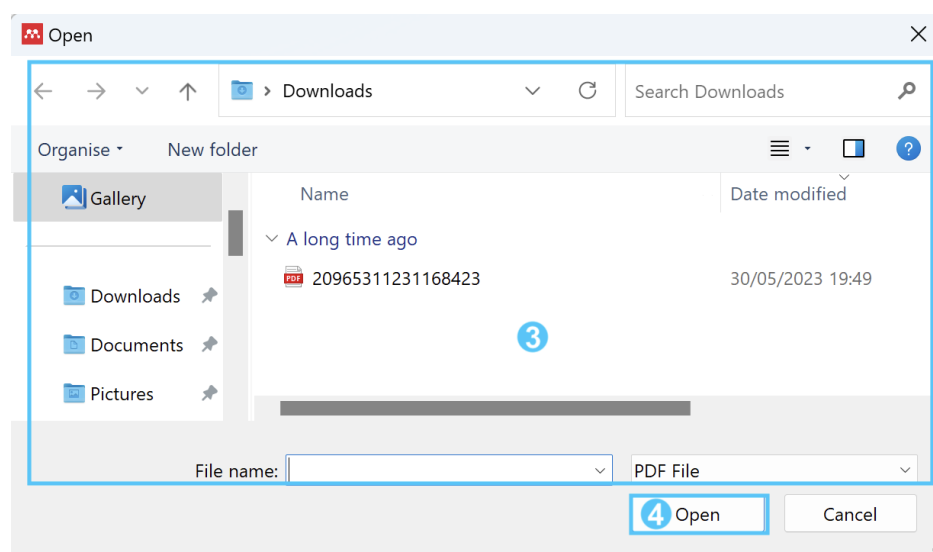
To add a PDF file to a reference in your library, follow these 4 steps:

**Steps 1-2:** Click the reference (1) you want to add the file > click on "Files" (2)"



Screenshot 45 - Adding Files (PDF etc.) to References - 1

**Steps 3-4:** Choose the PDF file (3) you want to upload. Click **Open** (4) the PDF will now be added to the reference in your *Mendeley* library.



Screenshot 46 - Adding Files (PDF etc.) to References - 2

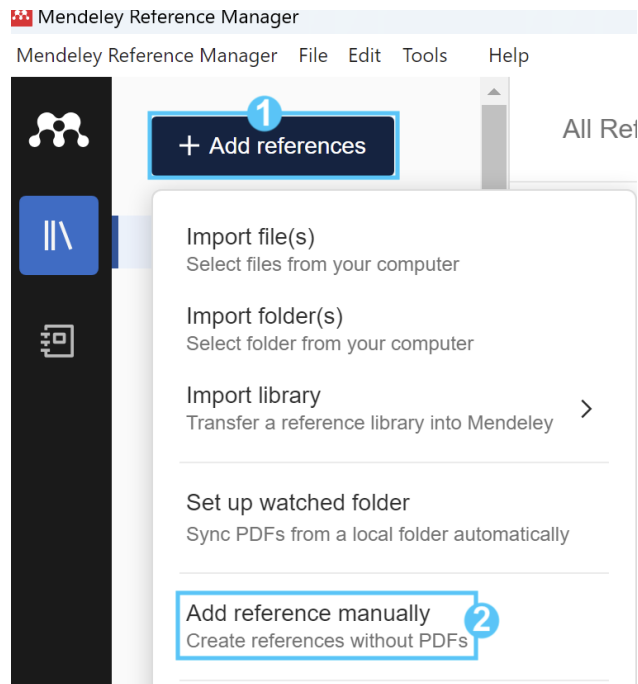
The PDF will now be attached to the reference in your *Mendeley* library.

## b) Easy Methods

### i) Fast Reference Entry via Identifiers (DOI, ArXiv ID, PMID)

You can quickly retrieve and save bibliographic data by entering an ArXiv ID, DOI, or PMID and clicking on the magnifying glass icon. However, it's essential to check the automatically retrieved data for any errors. Here are the **5** steps for quick reference entry using identifiers:

**Steps 1-2:** Click the **+ Add references (1)** > **Add reference manually (2)**.



Screenshot 47 - Fast Reference Entry via Identifiers (ISBN, DOI, ArXiv ID, PMID) - 1

**Steps 3-4:** Enter the **ArXiv ID**, **DOI** or **PMID** (3) > click on the magnifying glass icon next to it (4).

Screenshot 48 - Fast Reference Entry via Identifiers (ISBN, DOI, ArXiv ID, PMID) - 2

**Step 5:** The bibliographic data will be displayed. Click on **Add entry** (5).

Screenshot 49 - Fast Reference Entry via Identifiers (ISBN, DOI, ArXiv ID, PMID) - 3

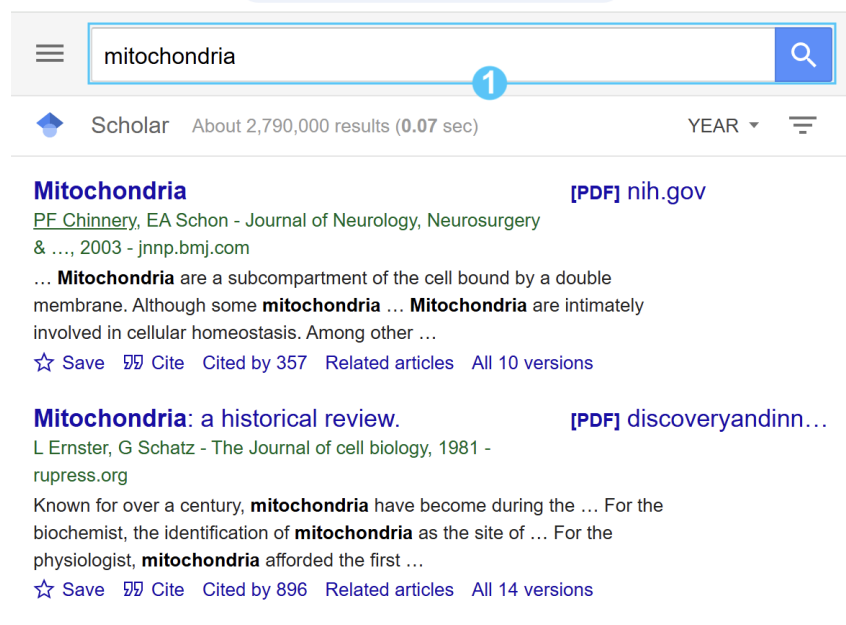
By following these steps, you can efficiently enter references using the identifier.

## ii) Importing References via Internet Browser

### 1) Mendeley Web Importer

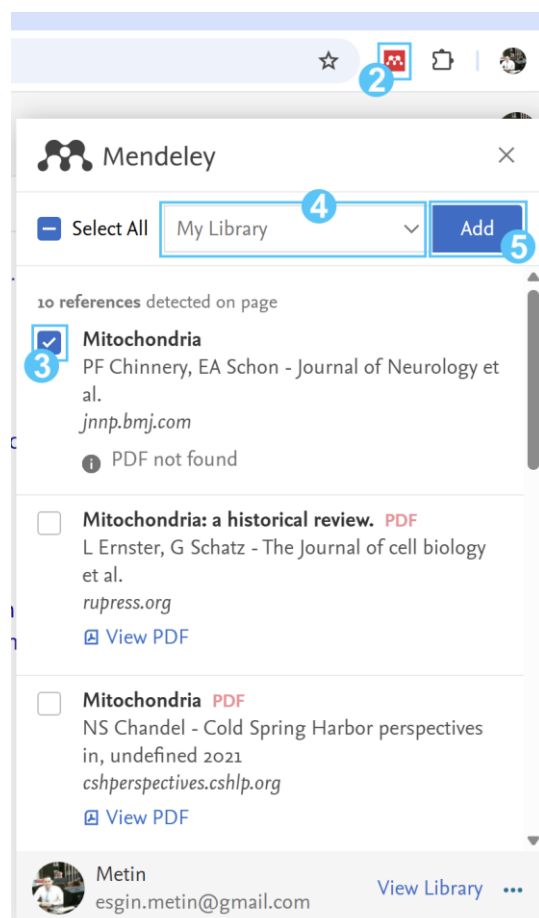
You can save references from online sources, such as websites and databases, to your *Mendeley* library using the *Mendeley Web Importer*. This method is applicable for academic databases like Google Scholar, Web of Science, Scopus etc. other website. Follow these 6 steps:

**Steps 1-2:** Enter keywords into the relevant database and perform a search (1). Ensure that the 1) Mendeley Web Importer is installed on your internet browser and that you are logged in.



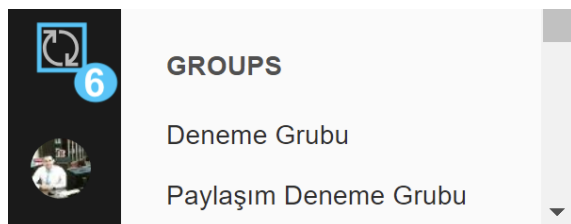
Screenshot 50 - Import with Mendeley Web Importer - 1

**Steps 2-3-4-5:** Click the *Mendeley Web Importer* add-on (2) > select the check boxes (3) > select *Mendeley* library section (4) > **Add** (5). The selected resources will now be added to your *Mendeley* web library.



Screenshot 51 - Import with Mendeley Web Importer - 2

**Step 6:** Click the **Sync (6)** to save the resources from your online library to the *Mendeley Reference Manager* desktop.



Screenshot 52 - Import with Mendeley Web Importer - 3

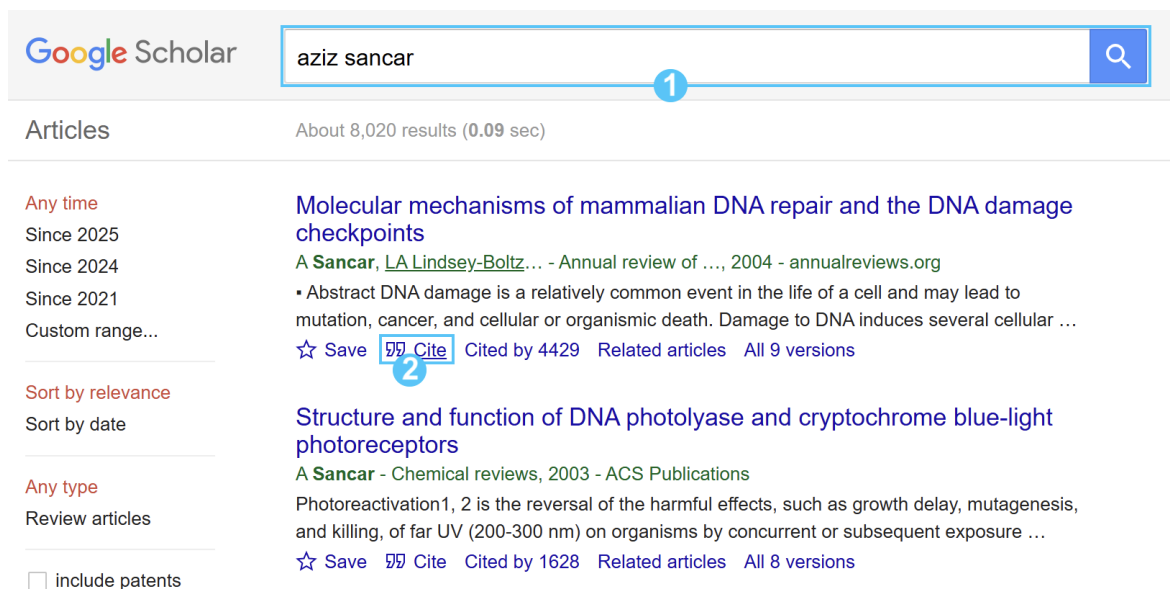
For installing instructions, you can follow "[Mendeley Web Importer](#)" heading.

### c) Academic Databases

#### i) Google Scholar

References obtained from *Google Scholar* can be saved to your computer and then imported into *Mendeley*. Follow these **3+** steps:

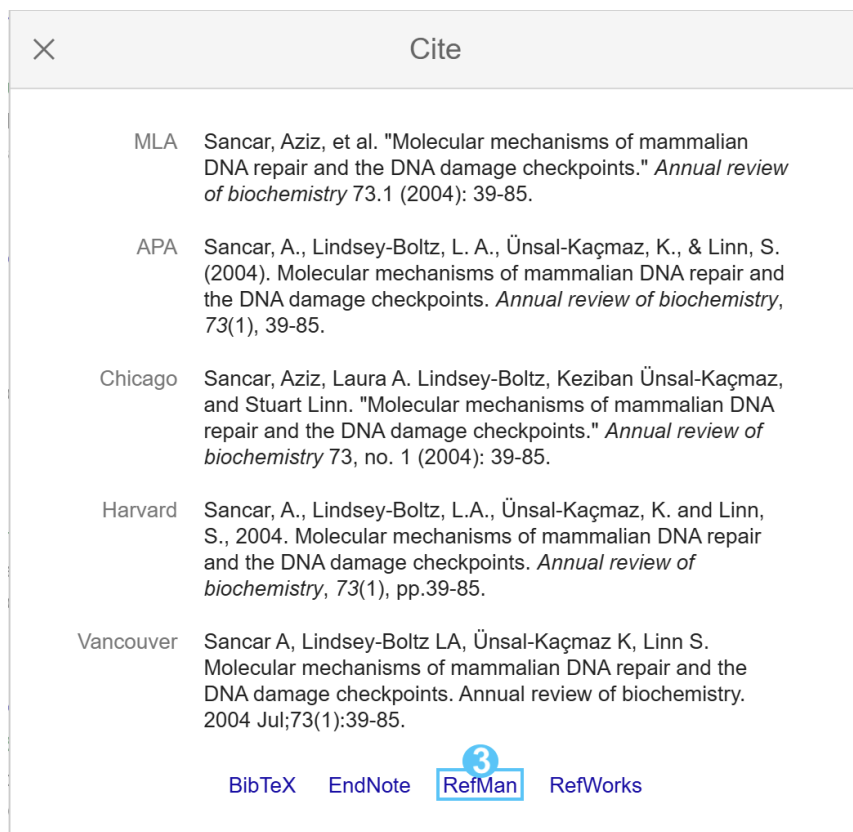
**Steps 1-2:** Search on the *Google Scholar* (1) > click (") icon (2).



Screenshot 53 - Import from Google Scholar - 1



**Step 3:** Click the **RefMan (3)** and reference file will be downloaded to your computer.

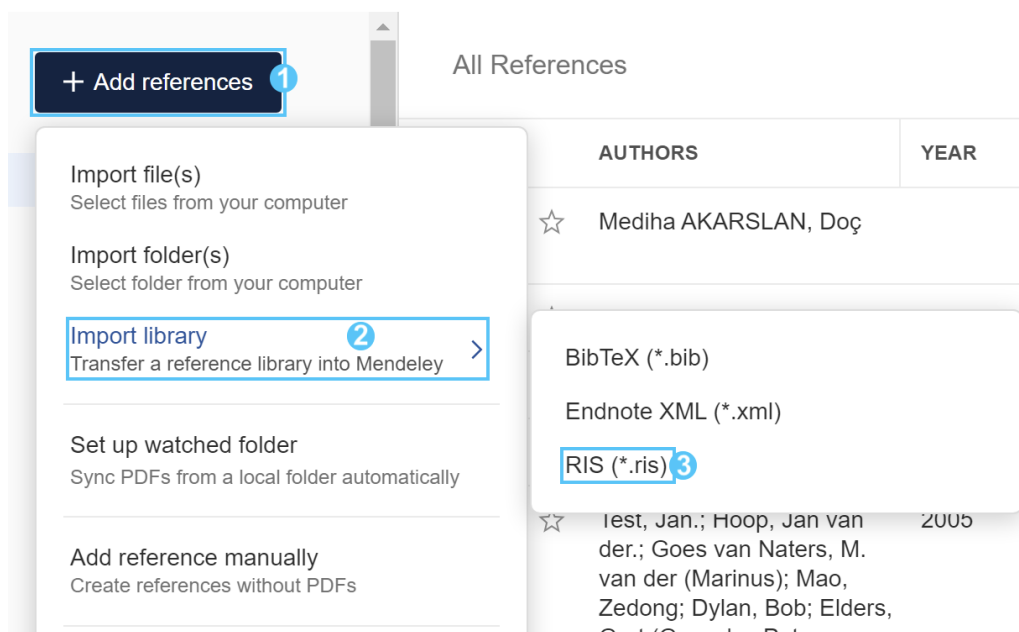


Screenshot 54 - Import from Google Scholar - 2

For detailed instructions on how to transfer the downloaded file to *Mendeley*, see the section titled "e) Import", also the importing process is outlined below.

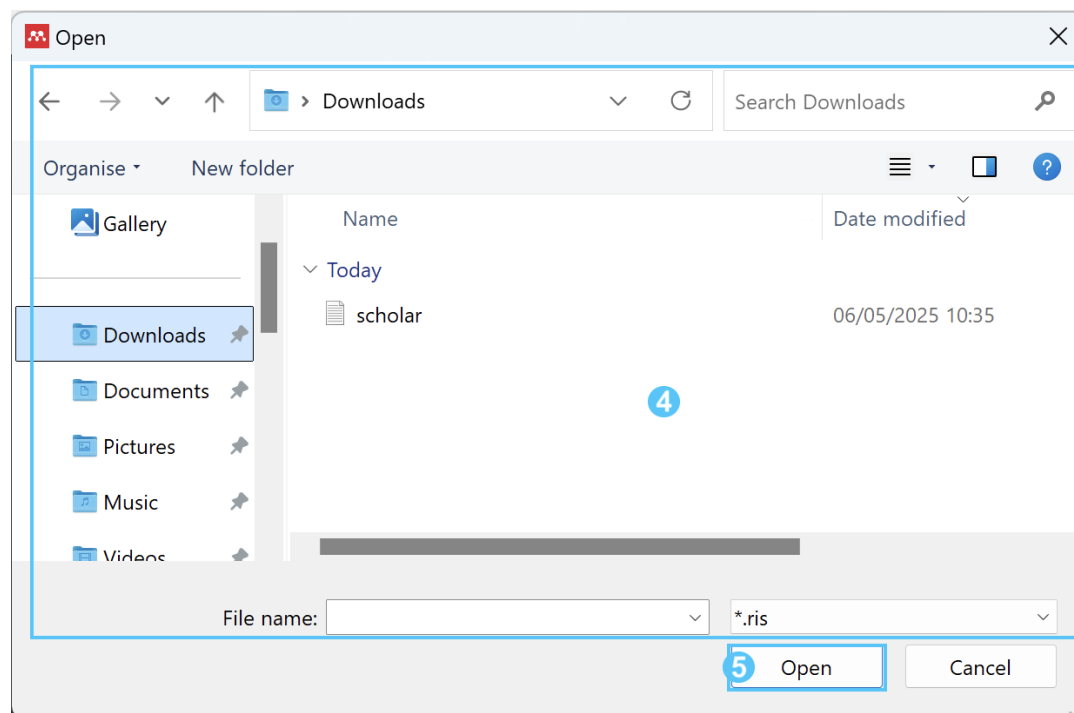
**5** steps for importing the downloaded reference file:

**Steps 1-2-3:** Click on **+Add references (1)** > **Import library (2)** > choose file type for import. Select **"RIS (\*.ris) (3)"**.



Screenshot 55 - Import from Google Scholar - 3

**Steps 4-5:** Locate the downloaded file on your computer and select it (4) > click **Open** (5).



Screenshot 56 - Import from Google Scholar - 4

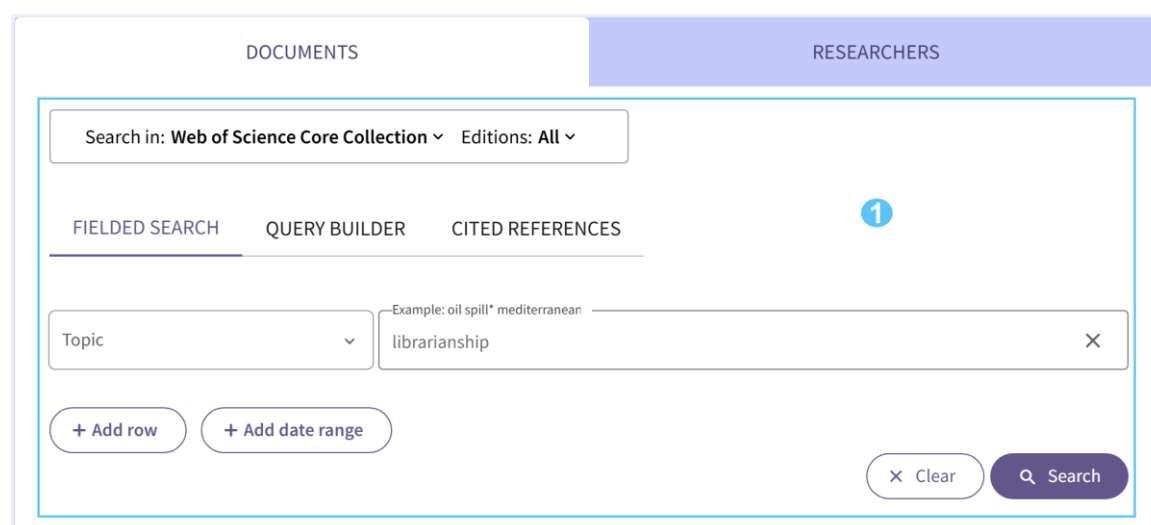
The source will now be imported and saved in *Mendeley*.

Additionally, sources on Google Scholar can also be saved directly using the “1) Mendeley Web Importer”.

### ii) *Web of Science*

References obtained from Web of Science can be saved to your computer and then transferred to *Mendeley Reference Manager*. Follow these 7 steps:

**Step 1:** Open the *Web of Science* website and perform your search (1). Note that access requires a subscription or connection through a subscribed institution's network.



Screenshot 57 - Import from Web of Science - 1

**Steps 2-3-4:** Click the box(es) (2) next to the reference(s) > **Export** (3) > **RIS (other reference software)** (4).

2/6,967 Add To Marked List Export

Sort by Relevance 1 of 140

1 Web of Science Core Collection  
THE ROYAL-SCHOOL-OF  
KAJBERG, L  
Fal 1988 | JOURNAL OF EDUCATION  
Full Text at Publisher

2 Web of Science Core Collection  
An approach to progressive librarianship  
Civallero, E  
Mar-apr 2013 | PROFESIONAL DE LA INFORMACION 22(2), pp.155-162  
For many Spanish-speaking librarians, the so-called "progressive librarianship" has been the first step in approaching a particular way of understanding library and information sciences generically known as "social librarianship". Despite the abundance of information on the aims and activities (... Show more  
Free Full Text from Publisher

EndNote online  
EndNote desktop  
Plain text file  
RefWorks  
RIS (other reference software)  
Excel  
Tab delimited file  
Printable HTML file  
Email  
Fast 5000  
More Export Options

7 References

4 Citations  
28 References

Screenshot 58 - Import from Web of Science - 2

**Steps 5-6-7:** Specify the references you want to save, again (5), select the bibliographic data titles you wish to download (6), click **Export** (7) (note that download permission might be required in your internet browser).

Export Records to RIS File

Record Options

☒ You have selected 1 results for export

☐ All records on page

☐ Records from: 1 to 1000

No more than 1000 records at a time

Record Content:

Export Cancel

Screenshot 59 - Import from Web of Science - 3

To this point, you should have followed the steps outlined in the “e) Import” section and saved your reference(s) in *Mendeley*.

Alternatively, you can use the “1) Mendeley Web Importer” to save references directly from Web of Science to *Mendeley Reference Manager*.

### iii) PubMed

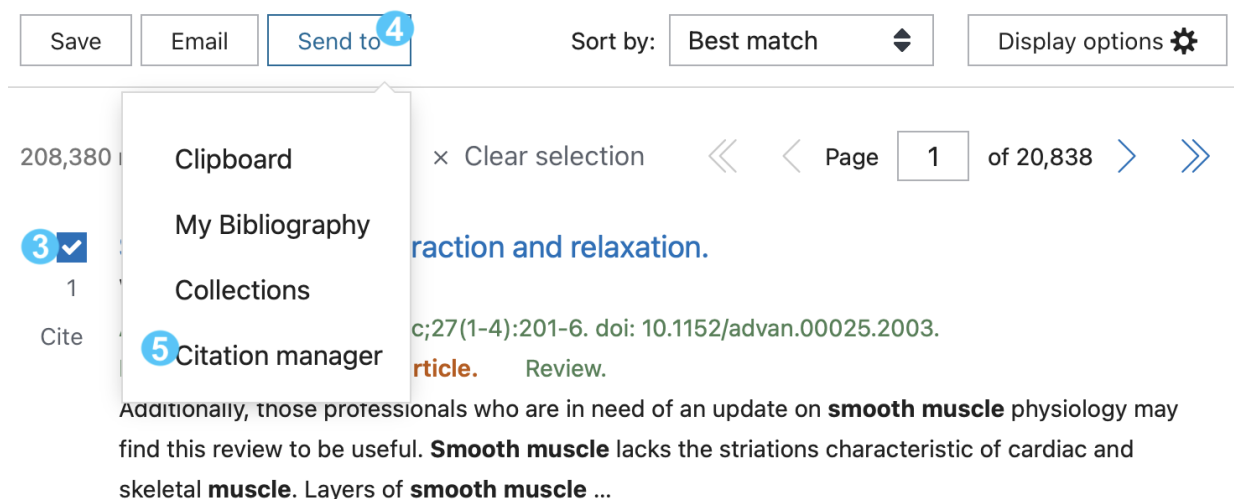
To save references from PubMed and import them into *Mendeley Reference Manager*, follow these 7+ steps:

**Steps 1-2:** Open the *PubMed* website (1) > perform a search (2).



Screenshot 60 - Import from PubMed - 1

**Steps 3-4-5:** Click on box(es) next to references (3) > **Send to** (4) > **Citation manager** (5).



Screenshot 61 - Import from PubMed - 2

**Step 6:** Click the **Create file (6)** (Note: You may need to allow download permissions in your internet browser.)

### Create a file for external citation management software

Selection: Selection (1) ▾

6  
Create file
Cancel

Screenshot 62 - Import from PubMed - 3

**Step 7:** The file will be downloaded to your computer (7).

Name	Date modified	Type	Size
▼ Today			
 pubmed-muscle 7	09/05/2025 16:01	NBIB File	3 KB

Screenshot 63 - Import from PubMed - 4

To this point, you should have followed the steps outlined in the “[e\) Import](#)” section and saved your reference(s) in *Mendeley Reference Manager*.

Alternatively, you can use the “[1\) Mendeley Web Importer](#)” to save references from *PubMed* into *Mendeley Reference Manager*.

### iv) Scopus

References obtained from *Scopus* can be saved to [mendeley.com](https://mendeley.com) and then synchronized to *Mendeley Reference Manager*. Follow these 4 steps:

**Step 1:** Access the *Scopus* database (please note that access requires a subscription) and search the database. (1).

Start exploring

Documents   Authors   Researcher Discovery   Organizations
Search tips ⓘ

Search within  
Article title, Abstract, Keywords

Search documents \*

+ Add search field   + Add date range   Advanced document search >
Search Q

Screenshot 64 - Import from Scopus - 1

**Steps 2-3:** Click the box(es) (2) > Export (3).

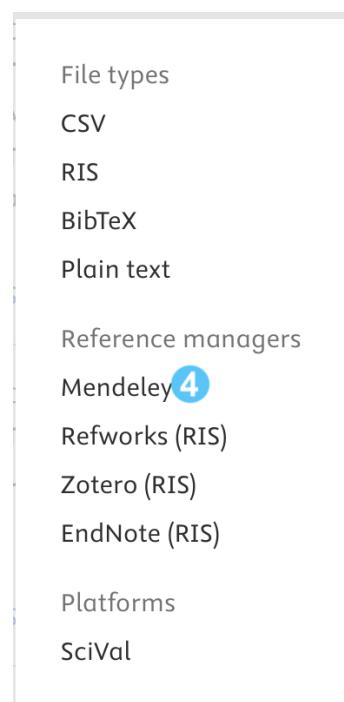
6,202 documents found

[Analyze results](#)

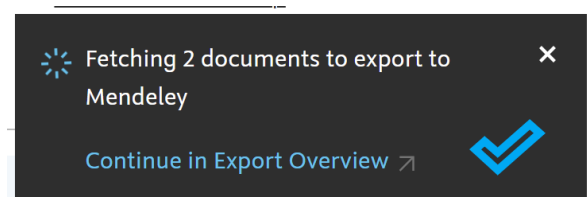
All		Export	Download	Citation overview	More	Show all abstracts	Sort by	Date (newest)		
Document title	Authors	Source	Year	Citations						
1	Article • Open access <b>The CARE approach for academic librarians: From search first to answer first with generative AI</b>	<a href="#">Lo, L.S.</a>	<a href="#">Journal of Academic Librarianship</a> , 52(1), 103186	2026	0					
2	Conference Paper <b>The Impact of Artificial Intelligence on English Language Learning Challenges and Opportunities</b>	<a href="#">Alhatemi, Q.M.M., Najm, A.H., Howaidi, K.I.</a>	<a href="#">Lecture Notes in Networks and Systems</a> , 1393 LNNS, pp. 989–1004	2026	0					

Screenshot 65 - Import from Scopus - 2

**Step 4:** Select **Mendeley (4)** as the destination for the export. This process transfers the documents to [mendeley.com](https://mendeley.com).

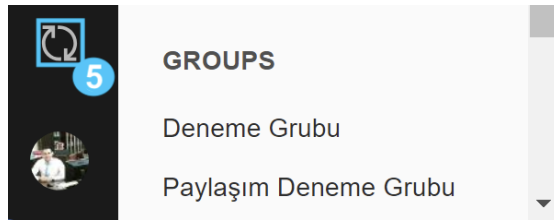


Screenshot 66 - Import from Scopus - 3



Screenshot 67 - Import from Scopus - 4

**Step 5:** Click the **Sync (5)** button in *Mendeley Reference Manager*. The sources will be displayed in the **Recently Added** section.

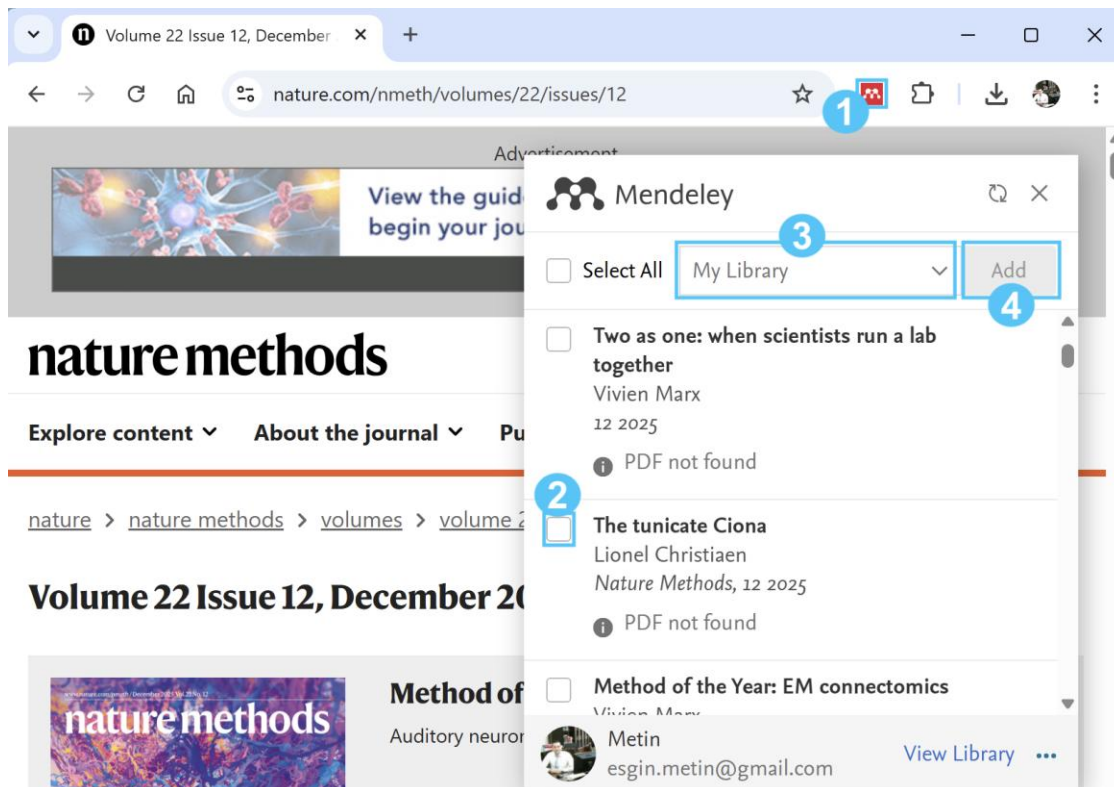


Screenshot 68 - Import from Scopus - 5

#### d) Other Websites

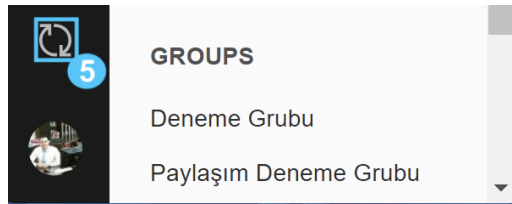
References from any website can be saved to the *Mendeley Reference Manager* library using the *Mendeley Web Importer*. Here are the necessary 5 steps:

**Steps 1-2-3-4:** Click the *Mendeley Web Importer* plugin on the relevant website (1). In the window that opens, check the boxes (2) next to the resources you want to save. Select the library section (3) where you want to save the resources and click on **Add (4)**. Website saved to the [mendeley.com](https://mendeley.com) library.



Screenshot 69 - Import from Other Websites - 1

**Step 5:** When the **Sync (5)** button is clicked in the *Mendeley Reference Manager*, the source in the internet library is saved to the desktop software.



Screenshot 70 - Import from Other Websites - 2

### e) Import

Import lets you save multiple references at once. Even references with detailed citation information—like title, author, year, edition, pages, isbn, doi, issn, pmid, article number, accession number, keywords, abstract, notes, accession date, translated title, reference type, tags, notes, and more—can be saved in one step, no matter how many there are.

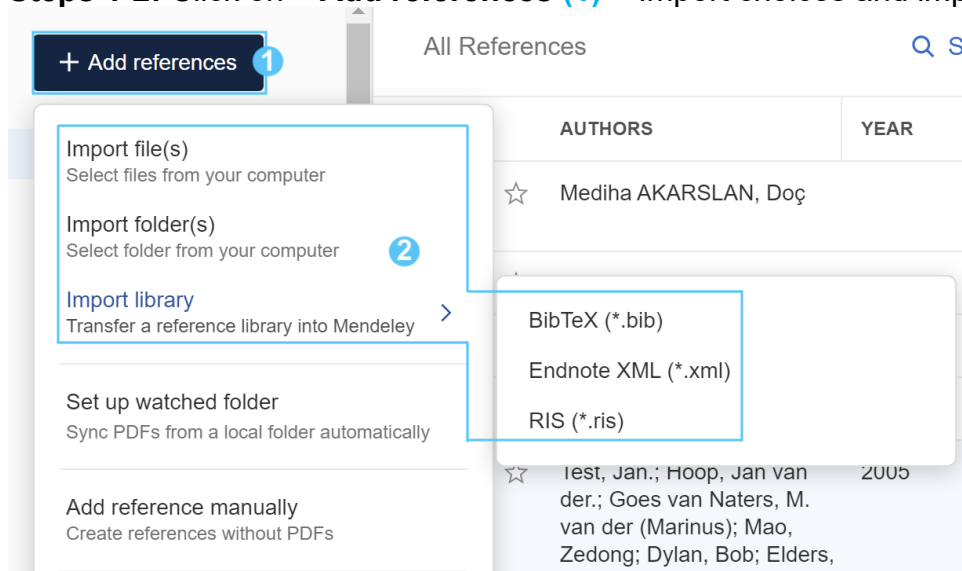
This feature allows you to import files from your computer or from databases (e.g. *Web of Science*, *PubMed*, *WorldCat* etc.) into the software. Supported file types in *Mendeley Reference Manager* include:

- .doc/.docxs, .odt, pdf, .txt, rtf, tab delimited etc. document files.
- ris, xml, .bib, .nbib, zotero sqlite and other bibliographic databases data files.

Files must include properly formatted bibliographic data to be saved as references.

After import, use “ii) Merging Duplicate References” to remove duplicates and keep only unique entries. To import files **4** steps:

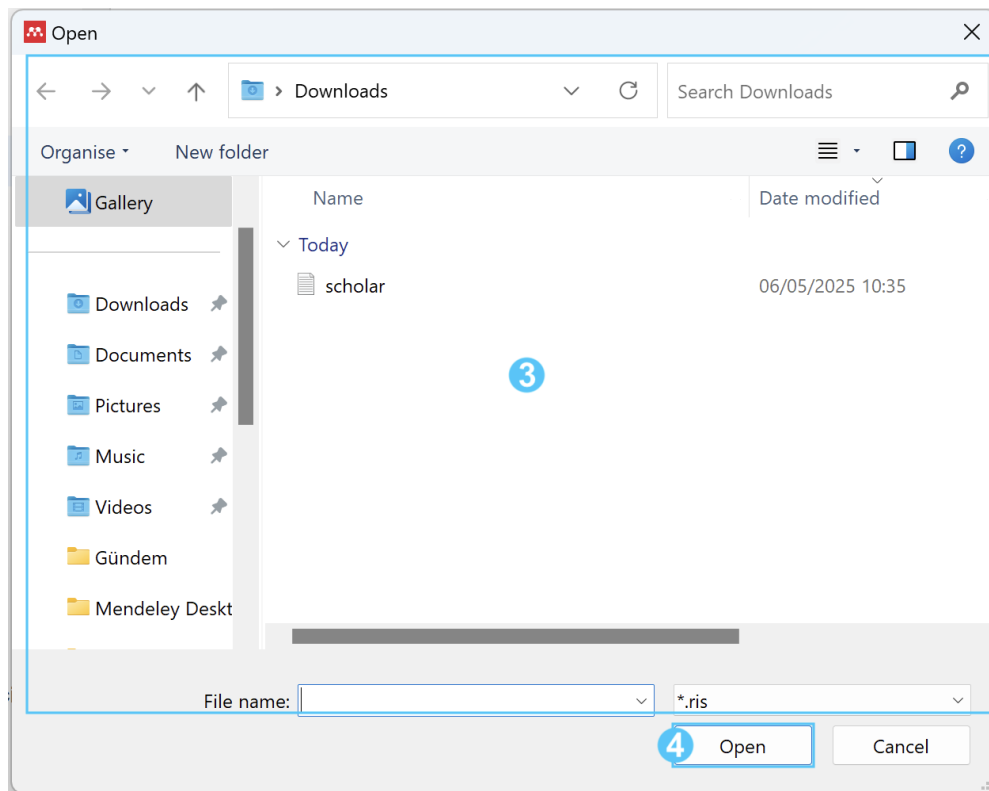
**Steps 1-2:** Click on **+ Add references (1)** > Import choices and import files/folders **(2)**.



Screenshot 71 - Import Menu - 1



**Steps 3-4:** Select the file (3) > click **Open** (4).



Screenshot 72 - Import Menu - 2

The reference is now imported and saved to your library.

### III. LIBRARY FEATURES

### a) Editing a Reference

Click on reference in the center panel (1), then update its details or add a file using the panel on the right (2).

All References

Search

Filters

View

Info

Annotations

Notebook

AUTHORS

YEAR

TITLE

☆

2020

Global Skills Index

☆

2011

A methodology to establish usability heu

1

☆

An IT executive's guide to automation

☆

Find, Know; Manager, Program; Manager, Program; Manager, Program

Critical stages of grant applications... To typical grant And remember... Successfi

☆

2020

Supporting the understanding and comp platforms

☆

2017

Bölüm 1 : Genel Bölümler Bölüm 2 : Gır Bölüm 3 : Pazar Bölümü

☆

2020

Quartile Scores of Scientific Journals: M Ahmet

☆

2013

Usability of mobile applications: literatur usability model

☆

2020

Usability of mobile applications: A syste

☆

2020

The Rise of No/Low Code Software Dev

☆

2021

ARDEB 1001 BAŞVURU REHBERİ

JOURNAL ARTICLE [Change](#)

A methodology to establish usability heuristics

Read

KEY INFORMATION

Author(s)

Rusu C, Roncagliolo S, Rusu V, Collazos C

Year

2011

Month

Add month

Day

Add day

Issue

c

2

Journal

ACHI 2011 - 4th International Conference ...

Language

Add language

Page(s)

59-62

Translator(s)

Add translator(s)

Volume

Add volume

Abstract

Usability evaluation for applications based on emerging information technology brings new challenges. Is it the classical

Screenshot 73 - Reference Editing - 1

### ***i) Grouping References***

Organise your library by creating folders, here are the necessary **3** steps:

**Step 1:** Click on **+Create collection** (1).

## COLLECTIONS

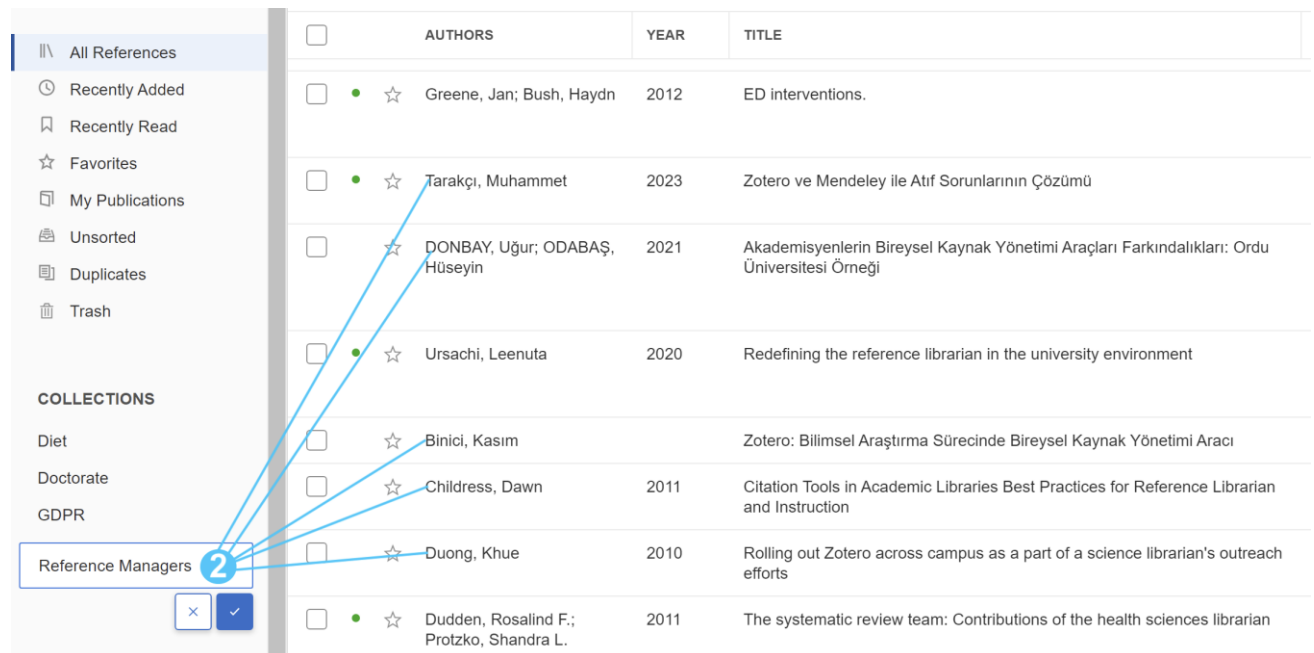
Diet

Doctorate

GDPR

[+ Create collection](#) **1**

Screenshot 74 - Grouping of References - 1

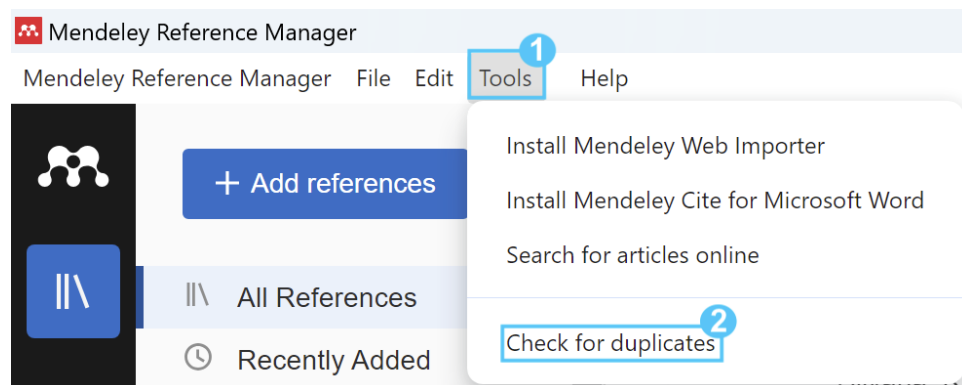
**Step 2:** Drag and drop references into new created collection (2).

Screenshot 75 - Grouping of References - 2

References are now grouped by folder for easier access.

**ii) Merging Duplicates**

If the library has duplicate references, they can be automatically detected and merged. Here are the necessary 5 steps:

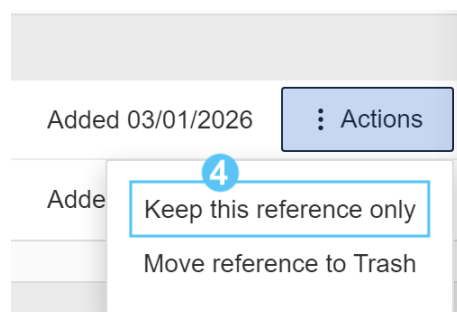
**Steps 1-2:** Click on **Tools** (1) > **Check for Duplicates** (2).

Screenshot 76 - Merging Duplicate References - 1

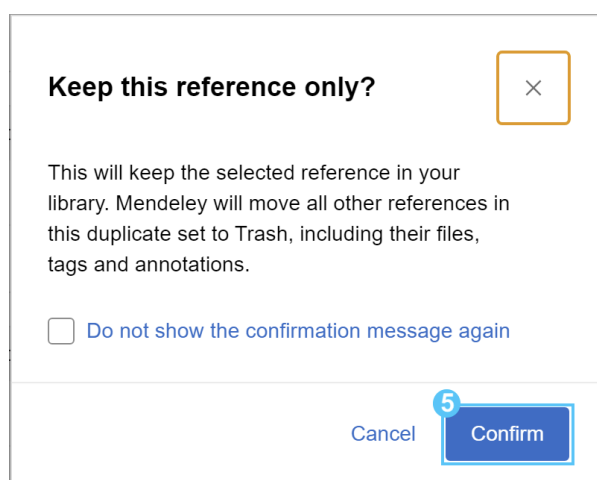
**Step 3: Click on Actions (3).**

Duplicates						
32 sets of duplicates with the same DOI						
This set contains 2 <b>duplicates</b> of the same reference						
1	Freeman J; Nagel G	Curricular support, equipment lending, and a defense...	2025	The Journal..	Added 03/01/2026	<b>3</b> Actions
2	Freeman J; Nagel G	Curricular support, equipment lending, and a defense...	2025	The Journal..	Added 23/11/2024	Actions

Screenshot 77 - Merging Duplicate References – 2

**Step 4: Click on Keep this reference only (4).**

Screenshot 78 – Merging Duplicate References – 3

**Step 5: Click on Confirm (5).**

Screenshot 79 – Merging Duplicate References – 4

The duplicate references are now merged as stated below.

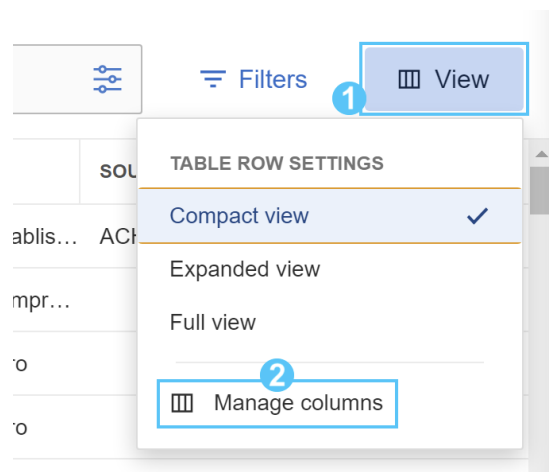
<div> <b>Duplicate set resolved</b> </div>				
Freeman J; Nagel G	Curricular support, equipment lending, and a defense...	2025	The Journal..	

Screenshot 80 – Merging Duplicate References – 5

**iii) Customize the Library**

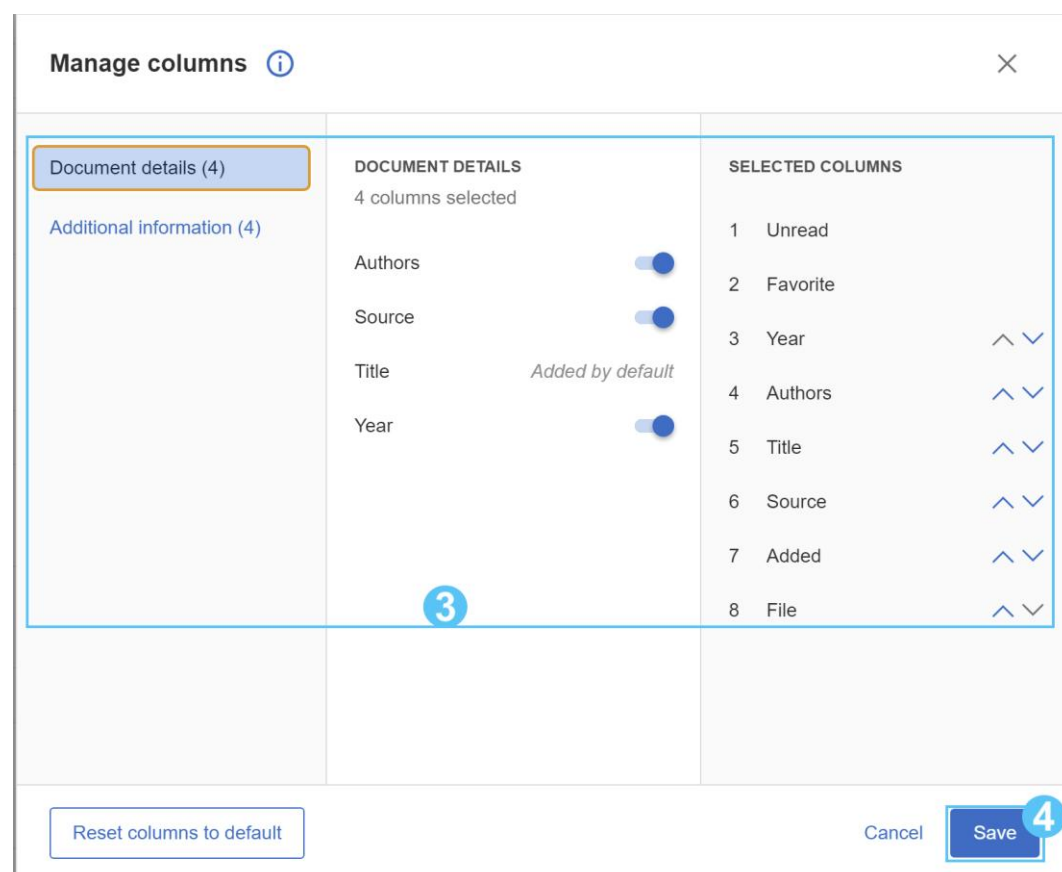
You can view and sort the references in the library with various options to make these settings (4) steps:

**Steps 1-2:** Click on **View (1)** > **Manage columns (2)**.



Screenshot 81 – Customize the Library – 1

**Steps 3-4:** Make the settings (3) according to your preferences > click on **Save (4)**.



Screenshot 82 - Customize the Library - 2

You can mark reference(s) as **Favorite**, **Unfavorite**, **Read**, **Unread**. (3) steps to make these settings:

**Steps 1-2-3:** Click on reference(s) (1) > **Marks as** (2) > make your choice (3).

All References

Search in All References

		AUTHORS	YEAR	TITLE	SOURCE
<input checked="" type="checkbox"/> 1	☆	Ukhov, P A; B...	2021	Customiz...	Journal of P...
<input type="checkbox"/>	☆	Alhatemi, Q M...	2026	The Imp...	Lecture Not...
<input type="checkbox"/>	☆	Lo, L S	2026	The CAR...	Journal of A...
<input type="checkbox"/>	☆	Esgin, Metin	2024	Ein Syst...	
<input type="checkbox"/>	☆	Esgin, Metin	2022	Kaynakç...	
<input type="checkbox"/>	☆	Esgin, Metin	2019	Web tab...	Arşiv Dünyası
<input type="checkbox"/>	☆	Mischia, Chi...	2022	Chatbots...	Procedia C...
<input type="checkbox"/>	☆	Wald, Rebecc...	2021	Make yo...	Adjunct pro...
<input type="checkbox"/>	☆	Pandya, Keiv...	2023	ArXiv prepr...	arXiv prepri...
<input type="checkbox"/>	☆	Arun, Gautha...	2024	Anatomical ...	Anatomical ...
<input type="checkbox"/>	☆	Zhao, Benjam...	2024	ArXiv prepr...	arXiv prepri...
<input type="checkbox"/>	☆	Sathe, Tejas ...	2024	Journal of s...	Journal of s...

1 reference selected

Organize ▼

2 Mark as ^

Copy as ▼

Screenshot 83 - Customize the Library – 3

**iv) Search**

**Step 1:** Type a keyword in the search bar (1) to see results listed in the center.

All References

Search text or use operators. Press '/' for assistance. 1

**TIP:** Simply type the **operator** in the search field, or select it from below.

---

**Search operators**  
*These operators can also be used in combination with the field operators*

“ Exact phrase    ! Exclude

**Field search**

---

**Include/exclude from search**

Abstract ☒

PDF text ☒

---

Navigate     Use     Close    ?

Screenshot 84 - Searching for References in the Library - 1

**Step 2:** You will see search the results at the center of the screen.

<input type="checkbox"/>	AUTHORS	YEAR	TITLE
<input type="checkbox"/>	☆ Esgin, Metin	2025	A Systematic And Comprehensive Learning System
<input type="checkbox"/>	☆ Childress, Dawn	2011	Citation Tools in Academic Libraries Best Practices for Reference Librari...
<input type="checkbox"/>	☆ Rusu, Cristian; Roncaglio...	2011	A methodology to establish usability heuristics

☐ ...curacy and the ease with which users can create a bibliography, should not eclipse these larger issu...

☐ ...An exploratory stage, to collect bibliography related with the main topics of the research: specific...

Screenshot 85 - Searching for References in the Library - 2

### v) Filter

**Steps 1-2-3:** You can reach filters (1) > choose one (2) > or enter new tags in the **Tags** (3) field under reference details (Esgin, 2019, p. 100).

The screenshot illustrates the filtering process in CiteHub. It shows a list of references on the left and a detailed view of a specific reference on the right.

**Step 1:** The 'Filters' button is highlighted in the top navigation bar.

**Step 2:** A dropdown menu is open, showing a search bar and a list of tags: chatbot, library, openaccess, program, and referencemanage... The 'Tags' tab is selected.

**Step 3:** The 'Tags' field in the reference details is highlighted, showing the tag 'program' has been added.

**Reference List:**

Year	Author(s)	Title
2016	Nascimento, Ingrid; Silva, Williamson; Lopes, Adriana; Rivero, Luis; Gadelha, Bruno;...	An empirical study to evaluate the feasibility of and usability inspection technique for mobile applications
		An IT executive's guide to automation
2012	Kılınç, Doğan	Anayasal Bir Hak Olarak Kişisel Verilerin Korunması
2014	Küzeci, Elif	Anayasal bir hak: Kişisel Verilerin Korunması*

**Reference Details:**

- Translator(s):** Add translator(s)
- Volume:** Add volume
- Abstract:** Usability evaluation for applications based on emerging information technology brings new challenges. Is it the classical concept of usability still valid? Which are the dimensions of the (new) usability? How can it be measured? How should we develop for (better) usability? A methodology to develop usability heuristics for emerging applications...
- Expand**
- URL(S):** Add URL(s)
- ADDED BY ME**
- Files:** XA\_methodology\_to\_e...uristics\_\_2011.pdf
- Tags:** program

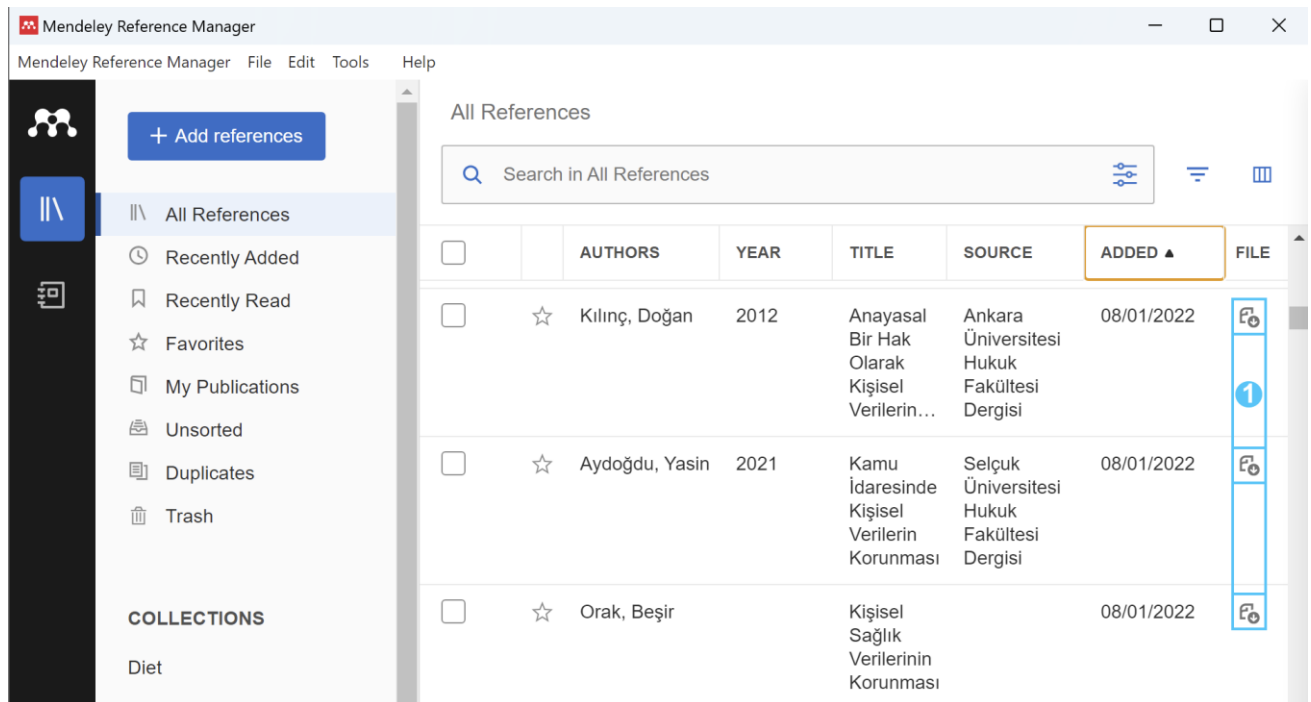
Screenshot 86 - Library Filtering



### b) PDF Viewing and Annotation

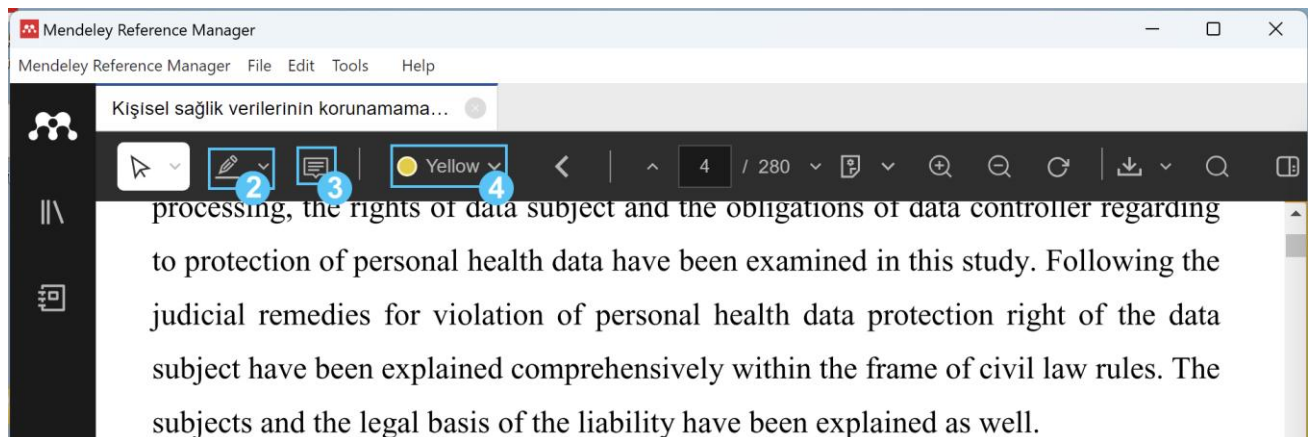
For taking notes, highlighting and colouring a document in (4) steps:

**Step 1:** Click on document icon (1) in *Mendeley* to open the PDF file.



Screenshot 87 - Taking Notes on PDF in the Library - 1

**Steps 2-3-4:** You can highlight/underline (2) take notes (3) color (4) the document.



Screenshot 88 - Taking Notes on PDF in the Library - 2

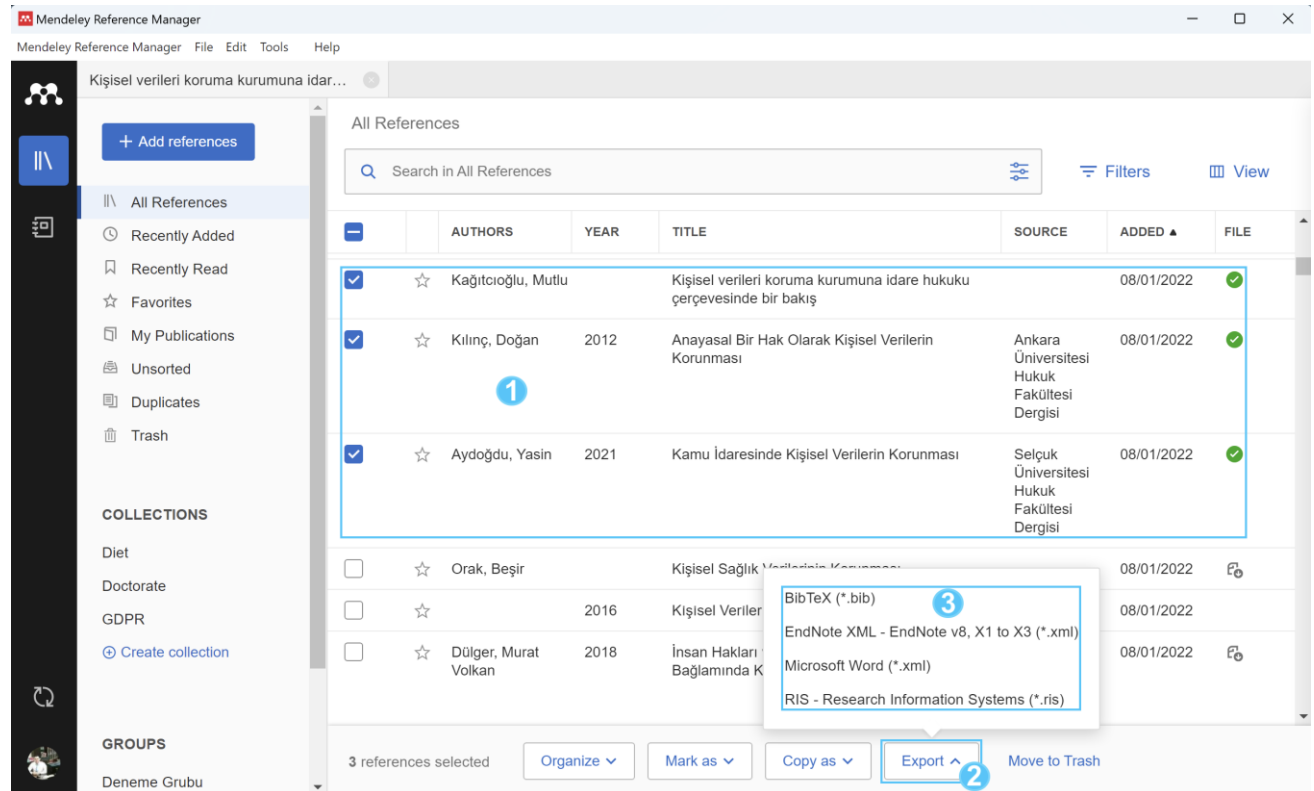
Your changes are saved automatically when you click elsewhere—no save button needed.

## c) Backup and Share

### i) Backup

You can export and reference(s) from *Mendeley* by 6 steps:

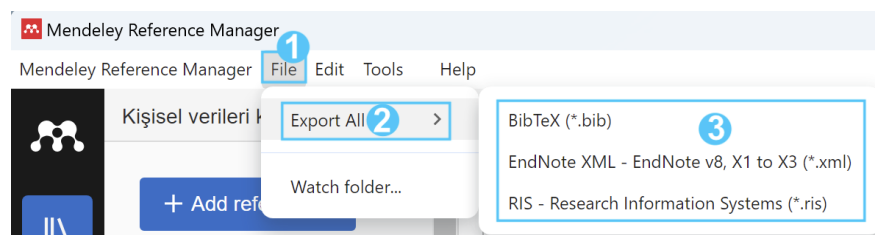
**Steps 1-2-3:** Select sources (1) from library > click on **Export** (2) > choose file type (3).



Screenshot 89 - Backup References - 1

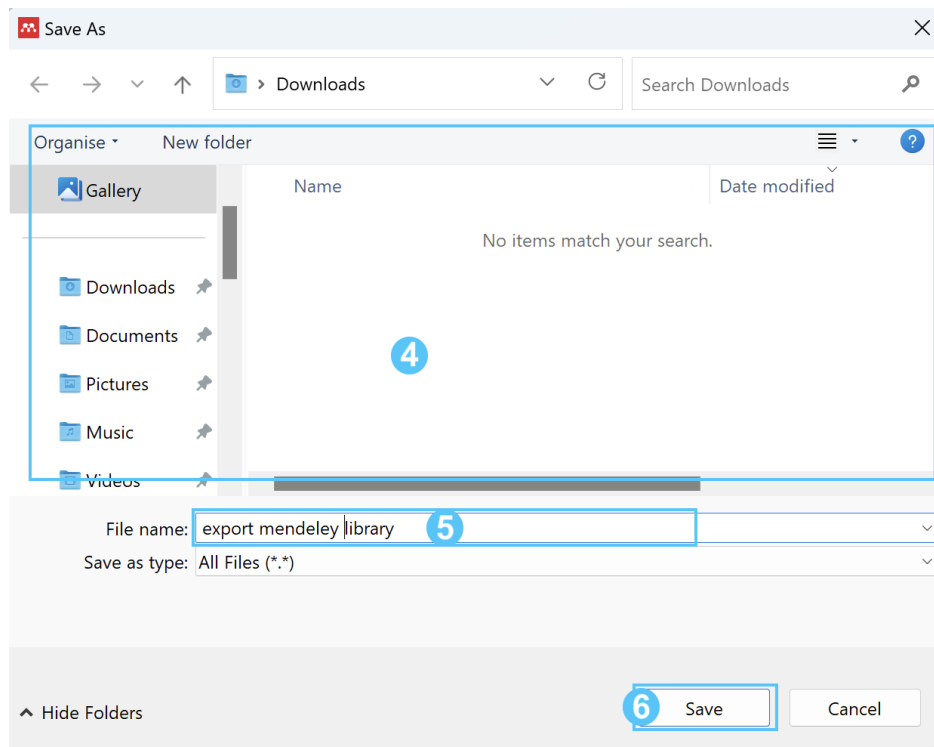
or

**Steps 1-2-3:** Click on **File** (1) > **Export All** (2) > choose file type (3).



Screenshot 90 - Backup References - 2

**Steps 4-5-6:** Choose the export location (4) > name the file (5) > click on **Save** (6).



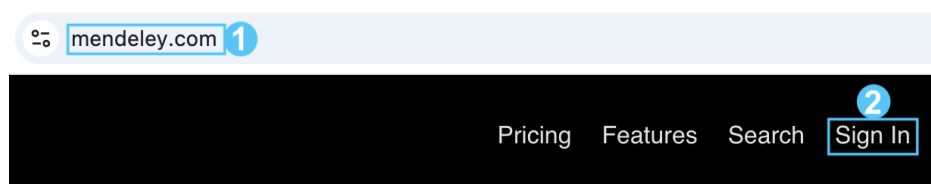
Screenshot 91 - Backup References - 3

Your reference(s) are exported.

### ii) **Sharing with Others**

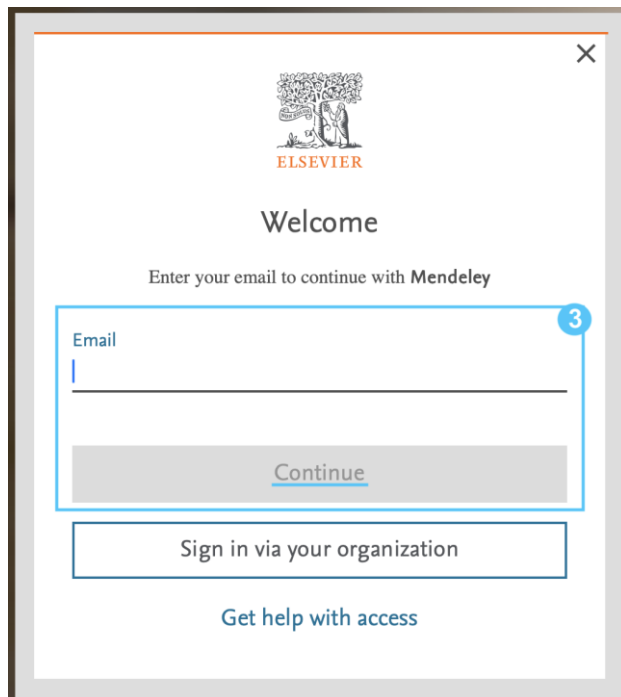
You can share reference(s) with other *Mendeley* users by 12 steps:

**Steps 1-2:** Open the [mendeley.com](https://mendeley.com) (1) > click **Sign In** (2).



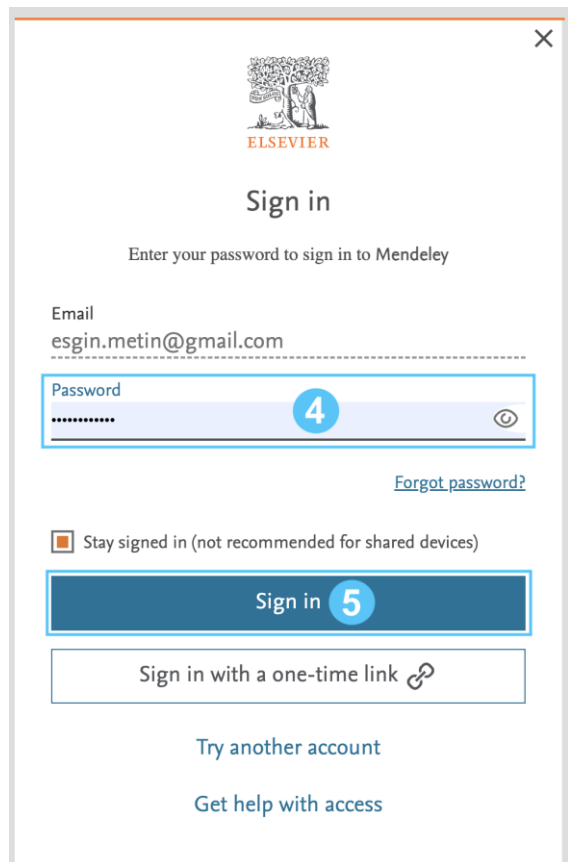
Screenshot 92 - Sharing the Reference Library with Other Users - 1

**Step 3:** Enter your email address and click **Continue (3)**.



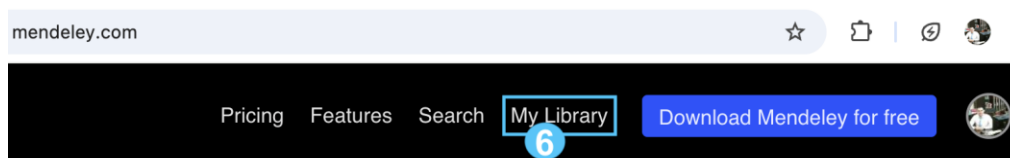
Screenshot 93 - Sharing the Reference Library with Other Users – 2

**Steps 4-5:** Enter your Password **(4)** > click **Sign in (5)**.



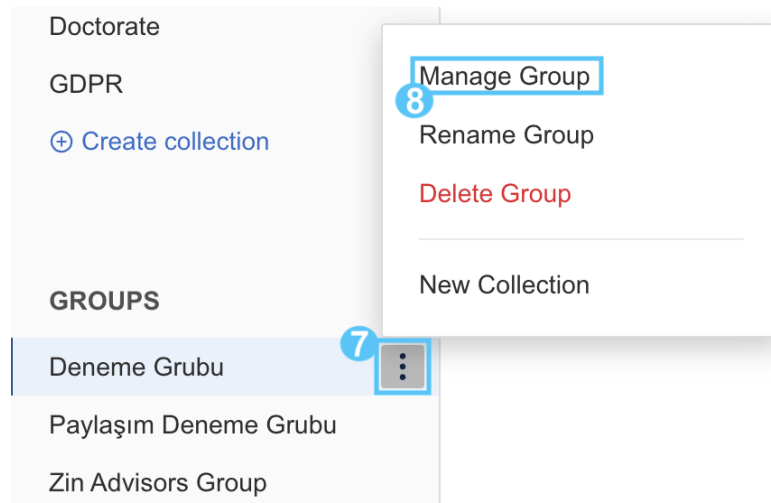
Screenshot 94 - Sharing the Reference Library with Other Users - 2

**Step 6:** Click on **My Library (6)**.



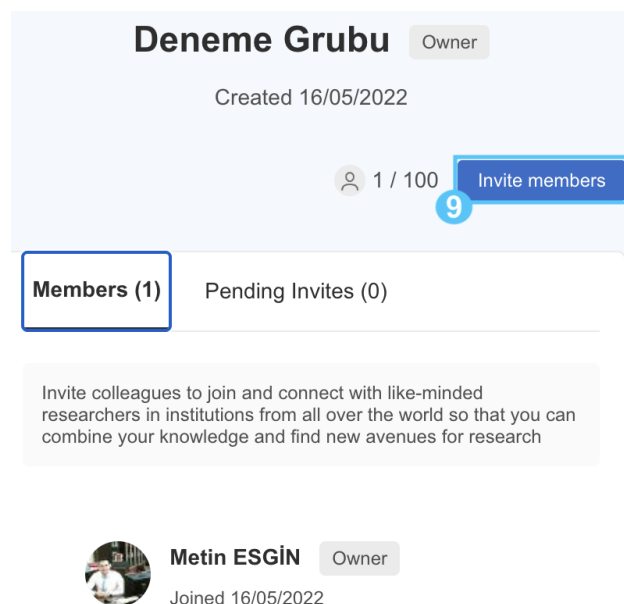
Screenshot 95 - Sharing the Reference Library with Other Users - 3

**Steps 7-8:** In the **Groups** section, bottom-left of the page, create a new group or use an existing one > click on three dot icon, which is near any group (7) > **Manage Group** (8).

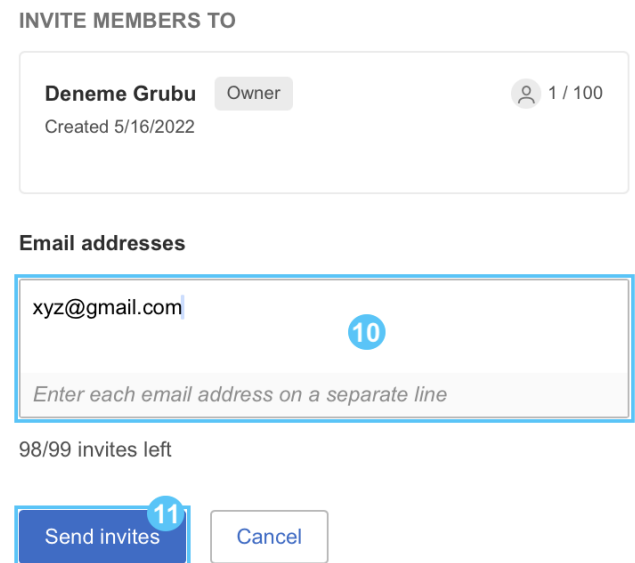


Screenshot 96 - Sharing the Reference Library with Other Users - 4

**Steps 9-10-11:** Click on **Invite members** (9) > enter emails (10) > **Send invites** (11).

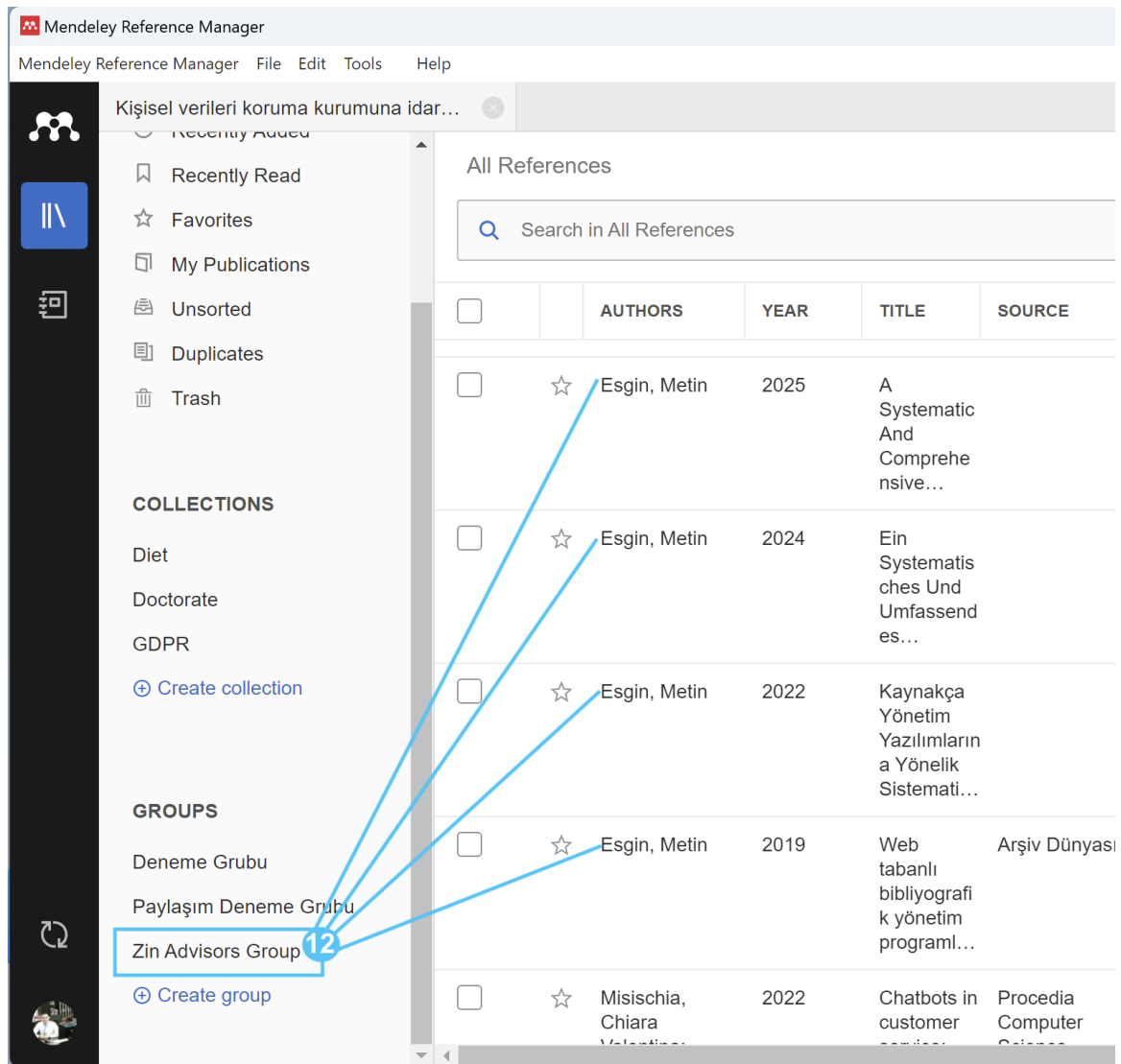


Screenshot 97 - Sharing the Reference Library with Other Users - 5



Screenshot 98 - Sharing the Reference Library with Other Users - 6

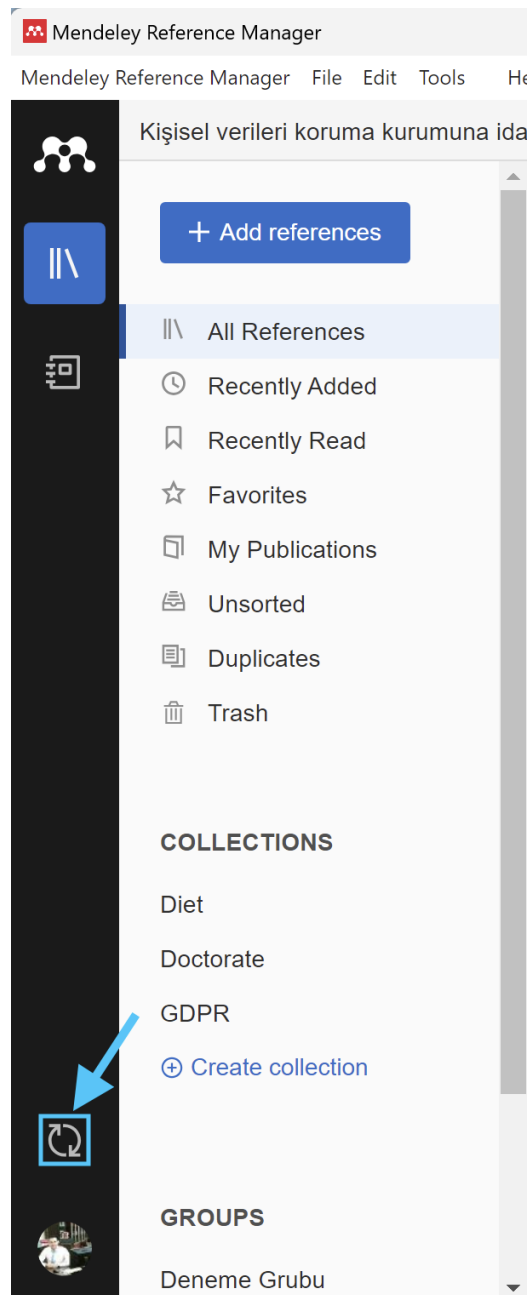
**Step 12:** Drag and drop references into the group (12) to share. Changes sync with *Mendeley Web*. Sharing is completed.



Screenshot 99 - Sharing the Reference Library with Other Users - 7

### iii) Internet Synchronization

Click on **Sync** button to sync references and PDFs between *Mendeley Reference Manager* and mendeley.com updates are applied both ways.



Screenshot 100 - Mendeley Reference Manager and Web Account Synchronization

**Note:** You should have a mendeley.com account and be logged into *Mendeley Reference Manager* for syncing.

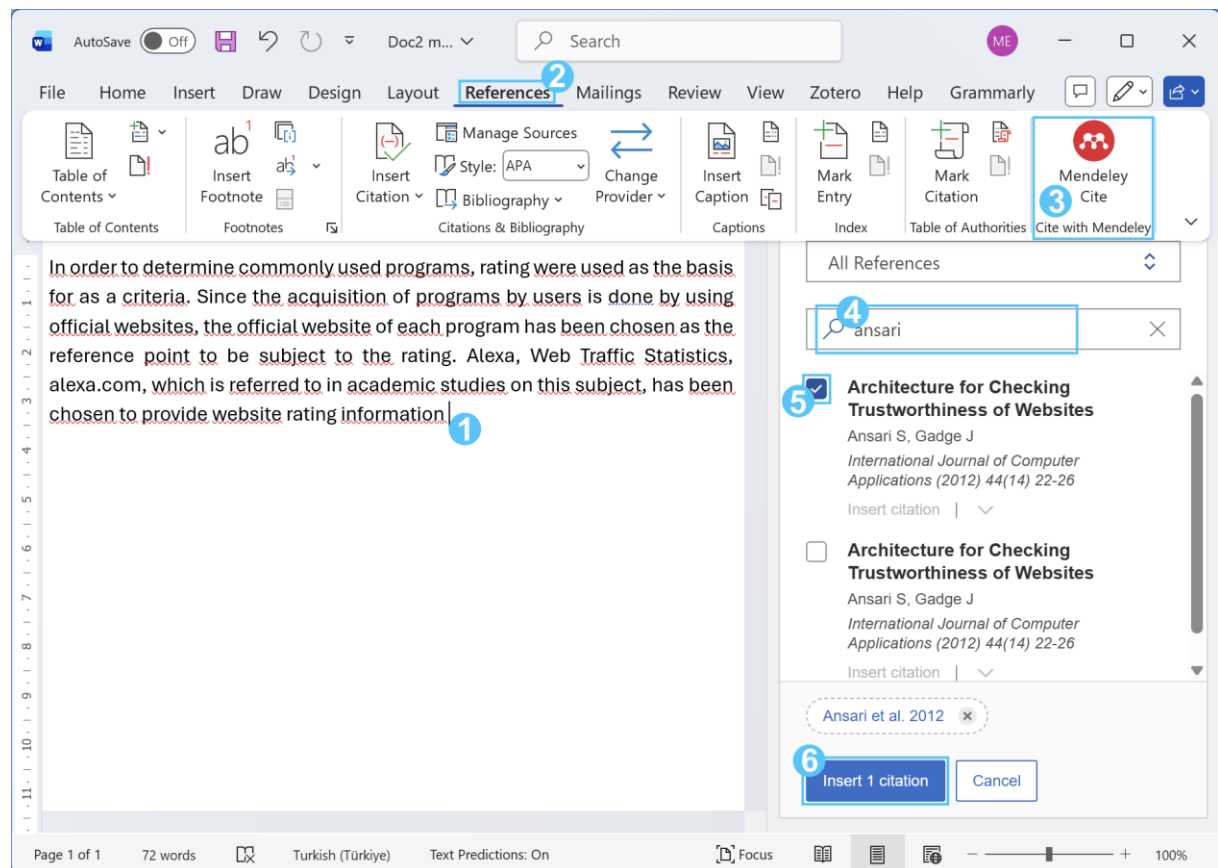
## IV. CITATION AND REFERENCES

### a) Creating and Editing Citations

#### i) Creating Citations

First, you need to install Mendeley Cite in *MS Word*. After that, to insert a citation or footnote into a document **10** steps:

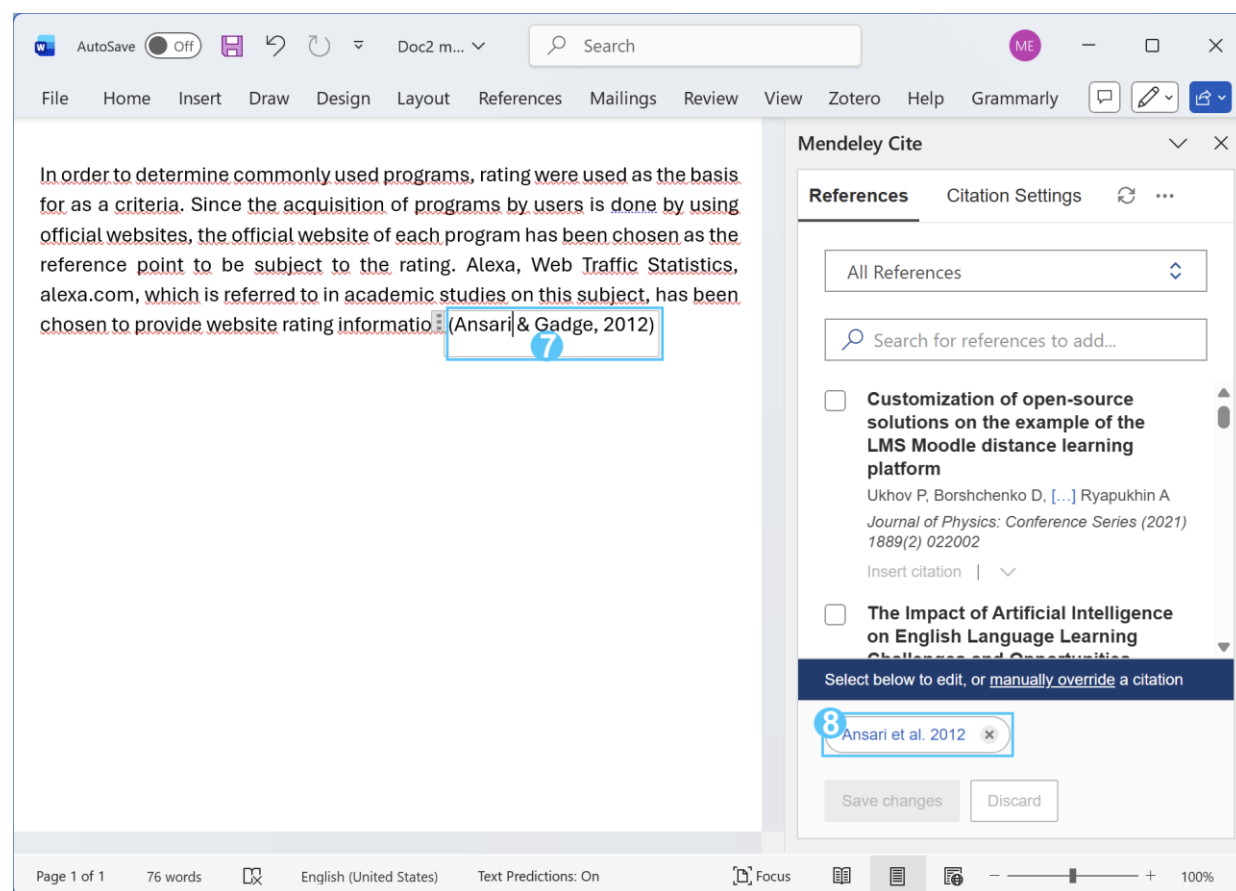
**Steps 1-2-3-4-5-6:** Place the cursor where you want the citation **(1)** > click on **References** **(2)** > **Mendeley Cite** **(3)** > enter keyword(s) **(4)** > check box(es) **(5)** > **Insert citation** **(6)**.



Screenshot 101 - Creating Citations / Footnotes - 1



**Steps 7-8:** To add page information to a citation; click on citation on document (7) > citation on *Mendeley Cite* panel (8),

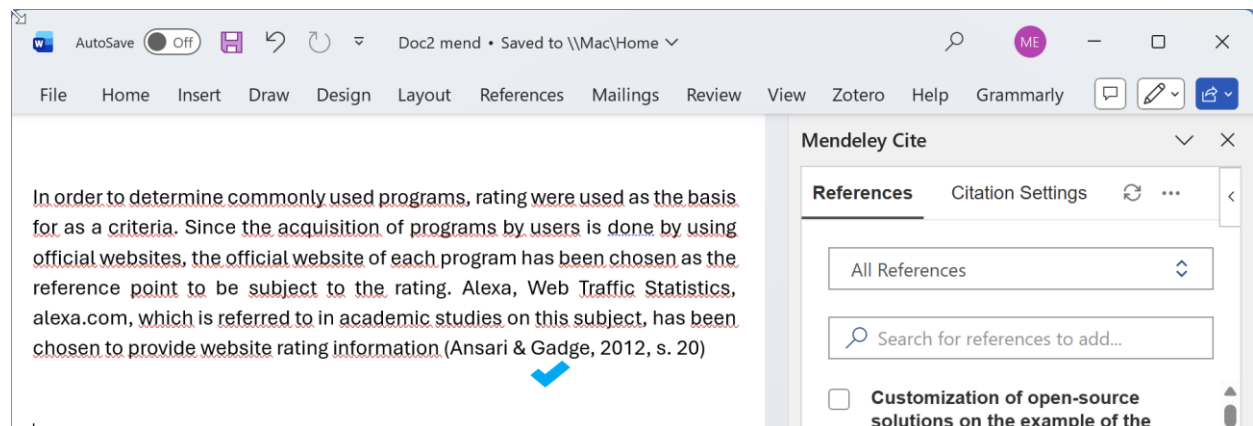


Screenshot 102 - Creating Citations / Footnotes - 1

**Steps 9-10:** Add page number (9) > click on **Save changes** (10).

Screenshot 103 - Creating Citations / Footnotes - 2

The citation creating is completed as stated below.



Screenshot 104 - Creating Citations / Footnotes - 3

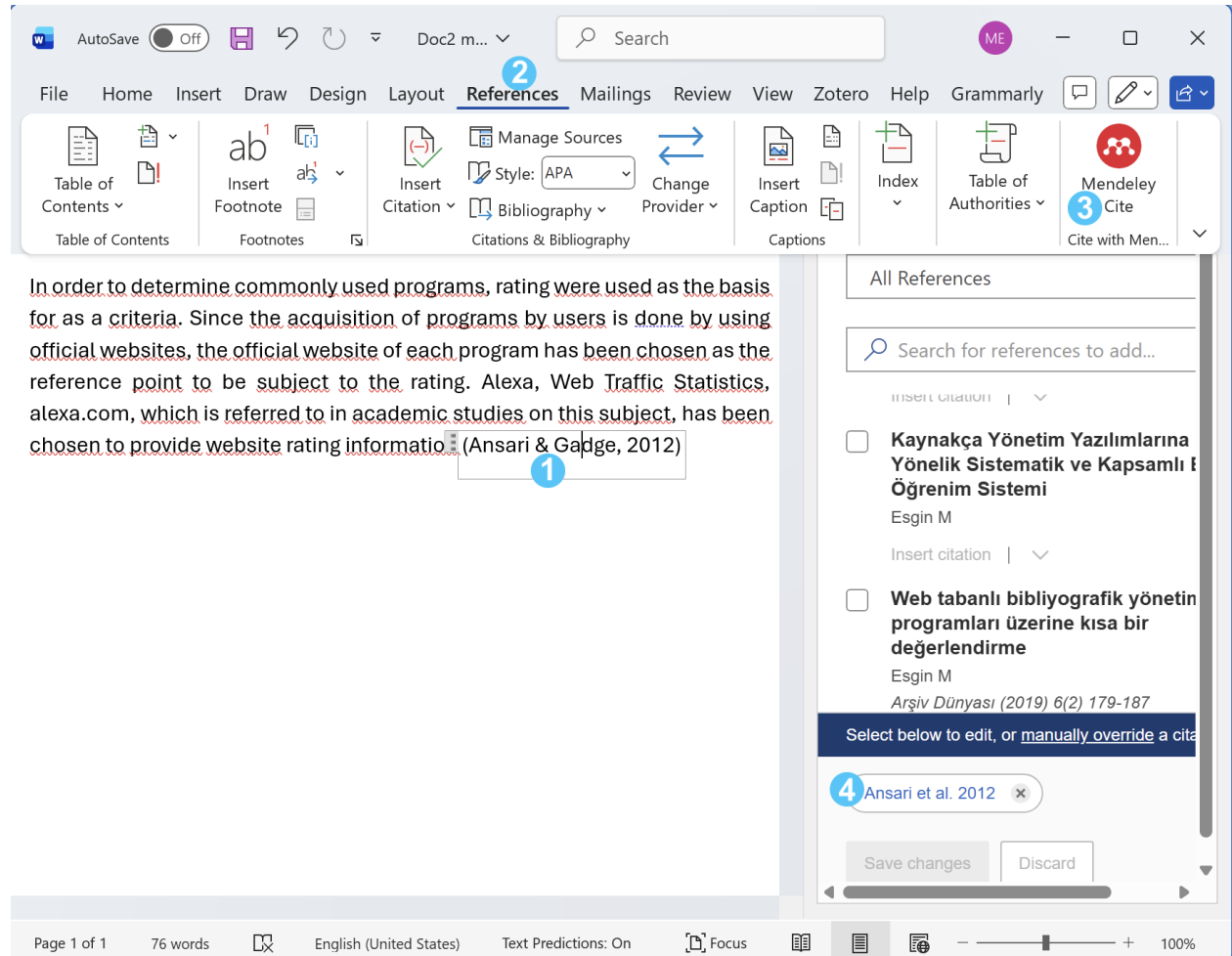
**Note:** In-line or footnote format depends on the selected citation style. You can reach citation settings from “d) Choosing, Finding and Editing Citation Styles”.

The steps for creating a bibliography are explained in section “b) Creating and Editing a Bibliography”.

## ii) Citation Editing

You can **edit** or **add more citations** to an existing one, for making these changings here are the necessary **8** steps:

**Steps 1-2-3-4:** Click on citation/footnote from document **(1)** > **References (2)** > **Mendeley Cite (3)** > citation from panel **(4)**.



Screenshot 105 - Citation / Footnote Editing - 1

**Steps 5-6-7-8:** You can change citation information (5) > add details (as pages, paragraphs etc.) (6) > add **Prefix** or **Suffix** (7) > **Save changes** (8).

Screenshot 106 - Citation / Footnote Editing - 2

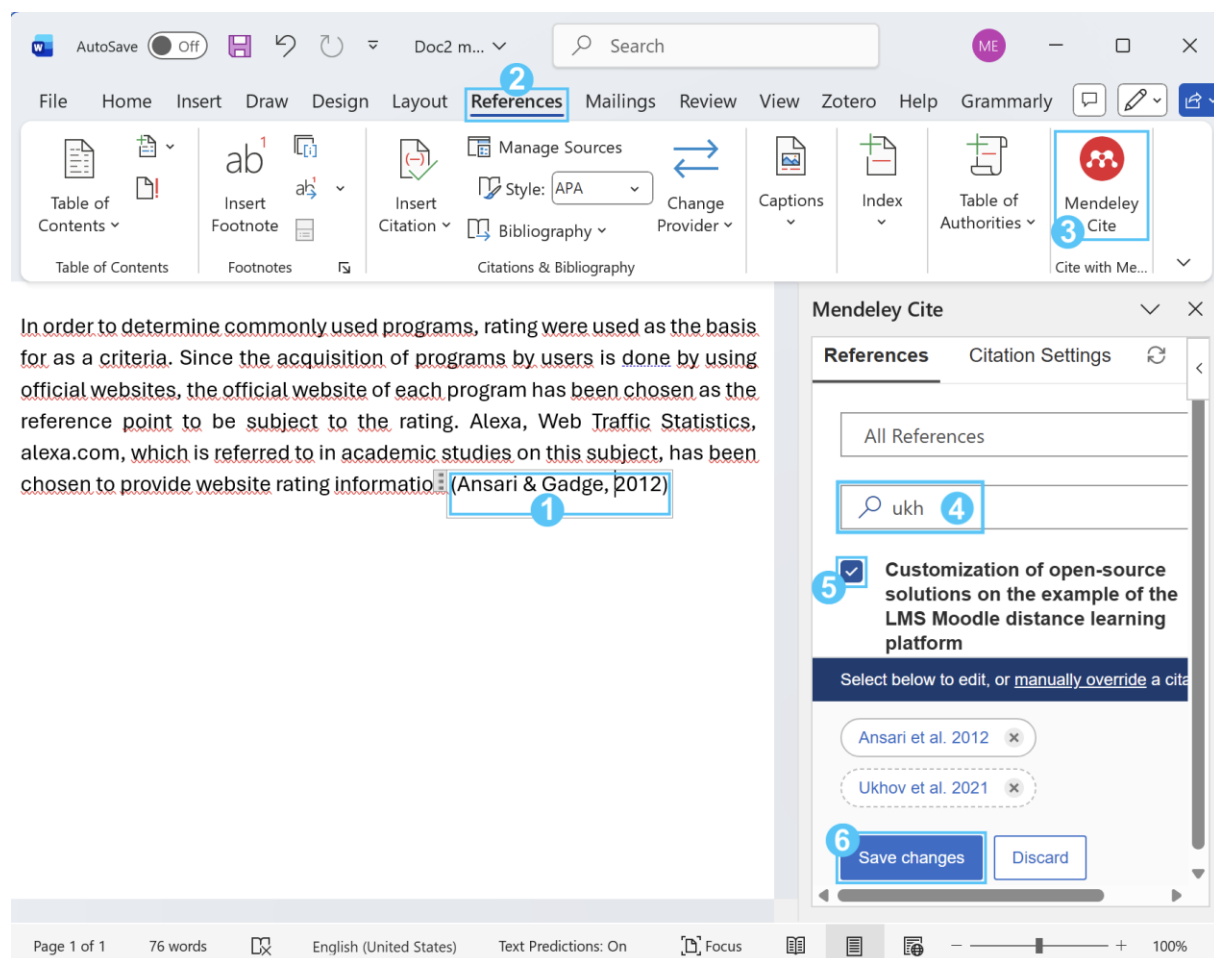
The citation is now edited as stated below.

In order to determine commonly used programs, rating were used as the basis for as a criteria. Since the acquisition of programs by users is done by using official websites, the official website of each program has been chosen as the reference point to be subject to the rating. Alexa, Web Traffic Statistics, alexa.com, which is referred to in academic studies on this subject, has been chosen to provide website rating information (Ansari & Gadge, 2012, s. 20) ✓

Screenshot 107 - Citation / Footnote Editing - 3

Second, to **add more citation** to an existing one, here are the necessary **6** steps:

**Steps 1-2-3-4-5-6:** Click on citation/footnote from document **(1)** > **References (2)** > **Mendeley Cite (3)** > enter keyword(s) **(4)** > check box(es) **(5)** > **Save changes (6)**.



Screenshot 108 - Add more citation to an existing one - 1

The new citation is added to an existing one, as stated below. For adding new one(s) you can follow same steps.

In order to determine commonly used programs, rating were used as the basis for as a criteria. Since the acquisition of programs by users is done by using official websites, the official website of each program has been chosen as the reference point to be subject to the rating. Alexa, Web Traffic Statistics, alexa.com, which is referred to in academic studies on this subject, has been chosen to provide website rating information (Ansari & Gadge, 2012, s. 20; Ukhov vd., 2021) ✓

Screenshot 109 - Add more citation to an existing one - 2

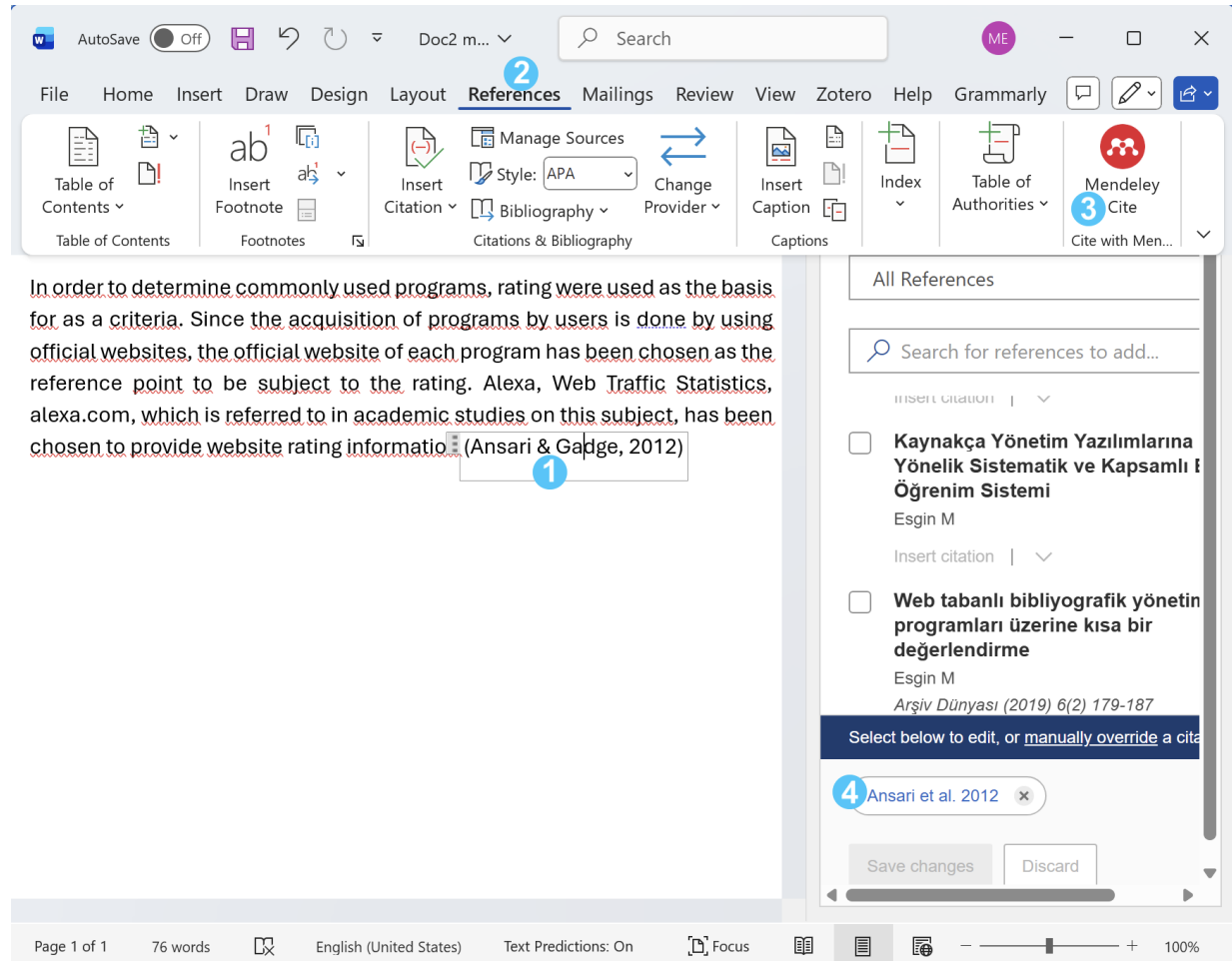
### **WARNING!**

Manual edits will be lost if the citation style is changed. To avoid losing edits, pick the correct style early and leave the manual changes to the last.

## 1) Adding Prefix and Suffix

Use the Prefix and Suffix fields to add text before or after a citation. Here are the necessary 7 steps:

**Steps 1-2-3-4:** Click on citation from document (1) > **References** (2) > **Mendeley Cite** (3) > citation (4) from panel,



Screenshot 110 - Adding Prefix or Suffix to Citation - 1

**Steps 5-6-7: Fill Prefix (5) and Suffix (6) fields > Save changes (7).**

< Edit citation ⓘ

Currently editing: Ansari et al. 2012

Preview

(Ansari & Gadge, 2012)

[Override entire citation manually >](#)

**CITATION FORMATTING**

Display as:

(Author, Year) ▾

Source details

Page ▾ Value

Prefix and Suffix

Prefix 5 Suffix 6

7 Save changes Cancel

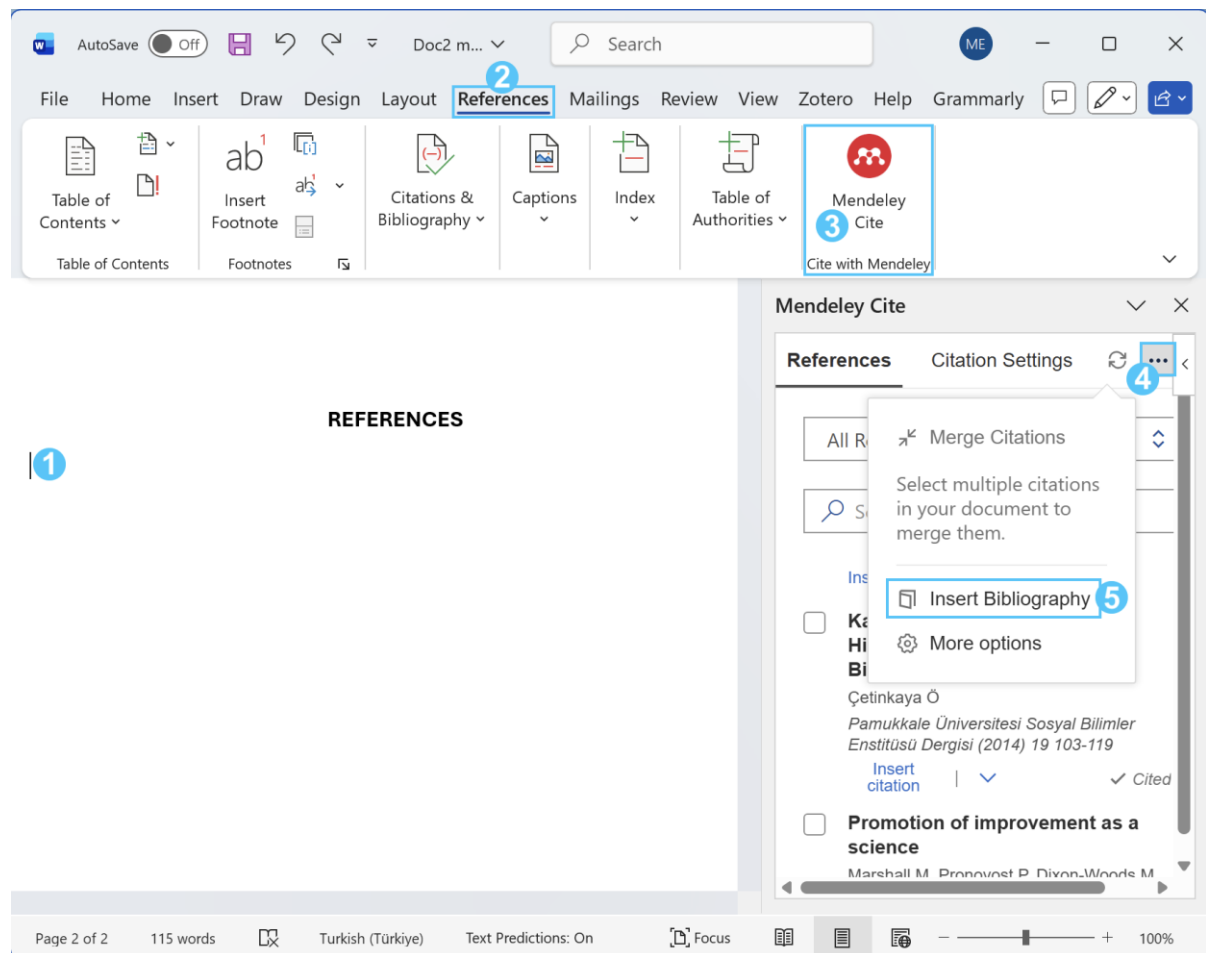
Screenshot 111 - Adding Prefix or Suffix to Citation - 2

## b) Creating and Editing Bibliography

### i) Creating a Bibliography

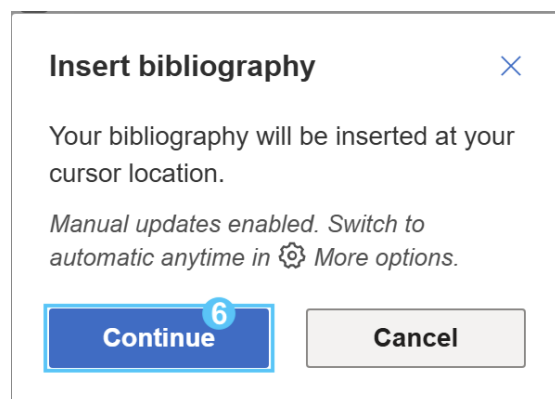
Bibliographies aren't created automatically with citations—they must be added manually. Here are the necessary 7 steps:

**Steps 1-2-3-4-5:** Place the cursor where you want the bibliography (1) > **References** (2) > **Mendeley Cite** (3) > ... (4) > **Insert Bibliography** (5).



Screenshot 112 - Creating a Bibliography - 1

**Step 6:** Click on **Continue** (6),



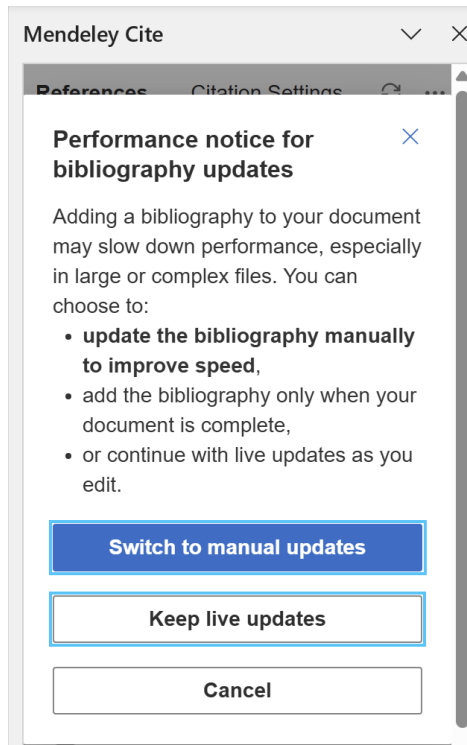
Screenshot 113 - Creating a Bibliography - 2



## Explanations

**Switch to manual updates:** If you choose this, you need to update the bibliography manually from: Mendeley Cite panel > ... > Update Bibliography

**Keep live updates:** If you choose this, bibliography will be updated instantly.



Screenshot 114 - Creating a Bibliography - 3

When you created the bibliography from any choices (as Switch to manual updates or Keep live updates), it will be formatted in the selected citation style (e.g., APA, Chicago).

## REFERENCES

Alhatemi, Q. M. M., Najm, A. H., & Howaidi, K. I. (2026). The Impact of Artificial Intelligence on English Language Learning Challenges and Opportunities. *Lecture Notes in Networks and Systems*, 1393 LNNS, 989-1004. [https://doi.org/10.1007/978-3-031-90893-4\\_67](https://doi.org/10.1007/978-3-031-90893-4_67)



Ansari, S., & Gadge, J. (2012). Architecture for Checking Trustworthiness of Websites. *International Journal of Computer Applications*, 44(14), 22-26. <https://doi.org/10.5120/6332-8706>

ASAN, A., & ASLAN, A. (2020). Quartile Scores of Scientific Journals: Meaning, Importance and Usage. *Acta Medica Alanya*, 4(1), 102-108. <https://doi.org/10.30565/medalanya.653661>

Çetinkaya, Ö. (2014). Karl Popper'ın Yönteminde Hipotetik-Dedüktif Formun Bilimsel İnşası. *Pamukkale Üniversitesi Sosyal Bilimler Enstitüsü Dergisi*, 19, 103-119.

Esgin, M. (2019). Web tabanlı bibliyografik yönetim programları üzerine kısa bir değerlendirme. *Arşiv Dünyası*, 6(2), 179-187.

Screenshot 115 - Creating a Bibliography – 4

### ii) Bibliography Editing

You can change the bibliography style anytime. See section “[d\) Choosing and Finding a Citation Styles](#)” for details.

Manual edits or notes can be added, but read the caution below:

#### **WARNING!**

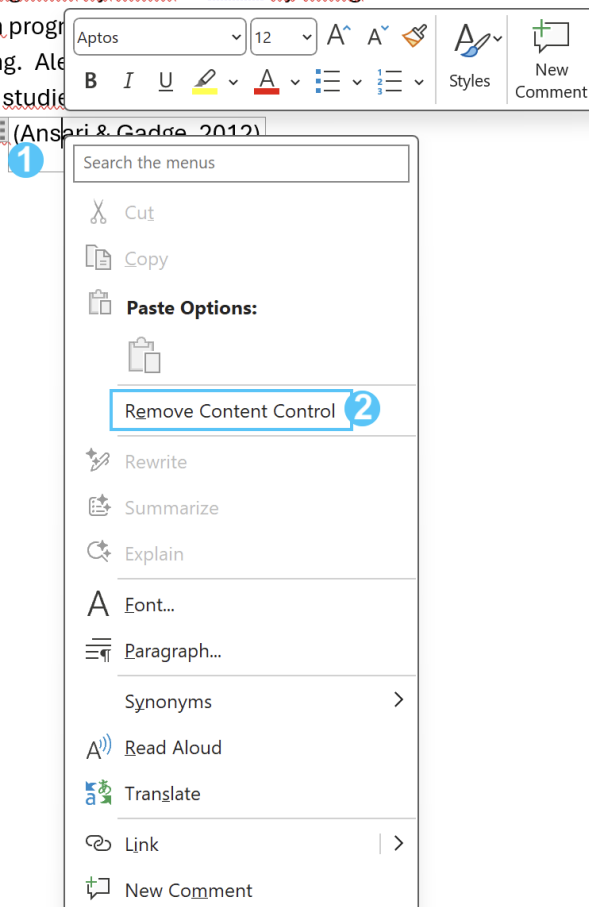
Manual edits will be lost if the citation style is changed. To avoid losing edits, pick the correct style early and leave the manual changes to the last.

### c) Converting Citation and Bibliography Fields to Plain Text

*Mendeley* adds hidden code fields to citations and bibliographies. These can be removed if needed for submission or sharing. To convert in-text citations to plain text, follow these 2 steps:

**Steps 1-2:** Place the cursor (1) to the content for code removal and right click > click on **Remove Content Control** (2).

In order to determine commonly used programs, rating were used as the basis for as a criteria. Since the acquisition of programs by users is done by using official websites, the official website of each program reference point to be subject to the rating. Alexa.com, which is referred to in academic studies chosen to provide website rating information (Ansari & Gadoo, 2012).

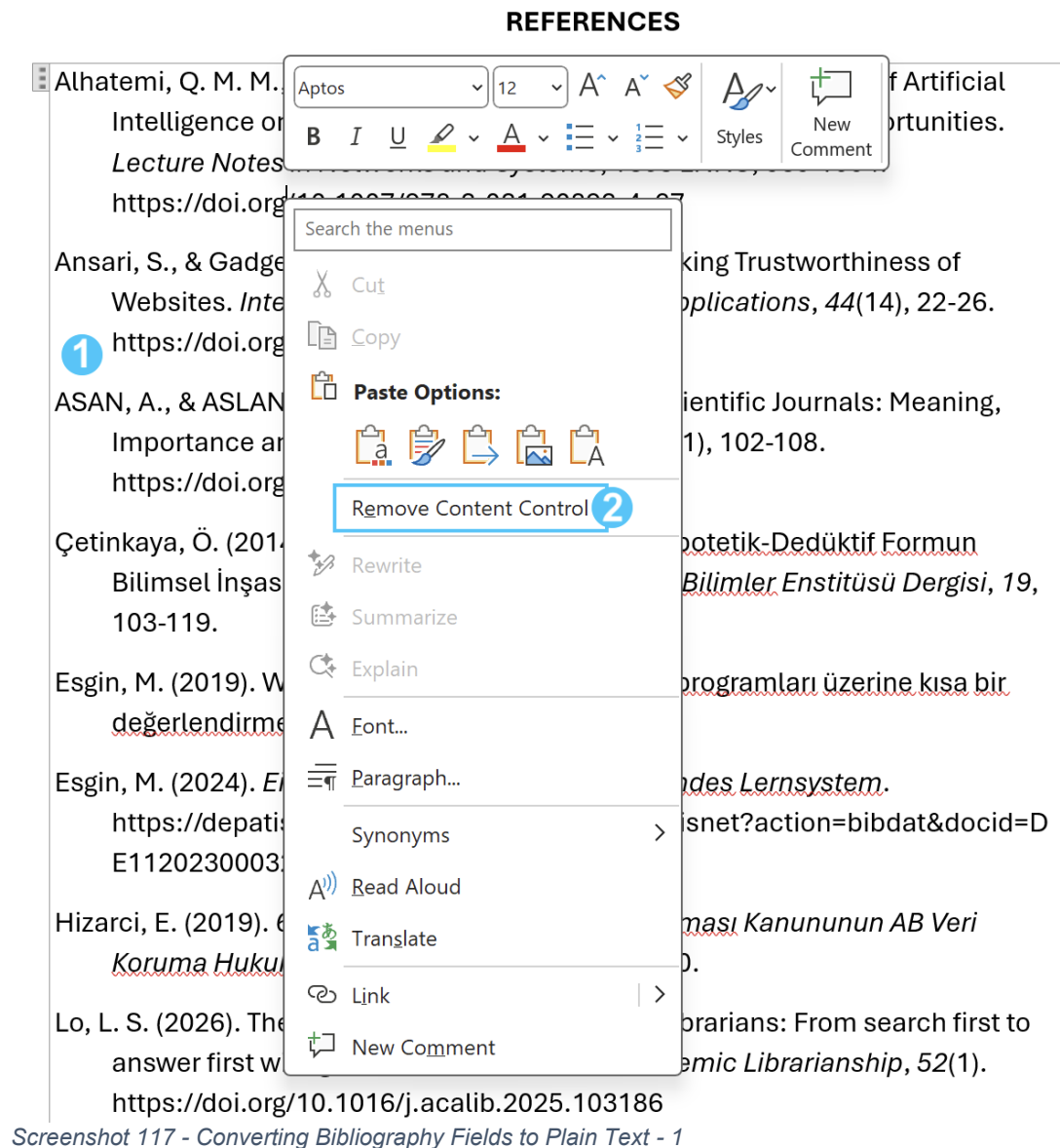


Screenshot 116 - Converting Citation Fields to Plain Text - 1

Citation is now cleared from *Mendeley* hidden codes.

Here are the necessary **2** steps for bibliography clearing from hidden *Mendeley* data codes:

**Steps 1-2:** Place the cursor **(1)** to the content for code removing and right click > click on **Remove Content Control (2)**.



Screenshot 117 - Converting Bibliography Fields to Plain Text - 1

The document is now cleared from *Mendeley* hidden codes.

### d) Choosing, Finding and Editing Citation Styles

A citation style is the system file that formats citation and bibliography content (citationstyles.org, 2026). It determines how reference details appear in citations and footnotes.

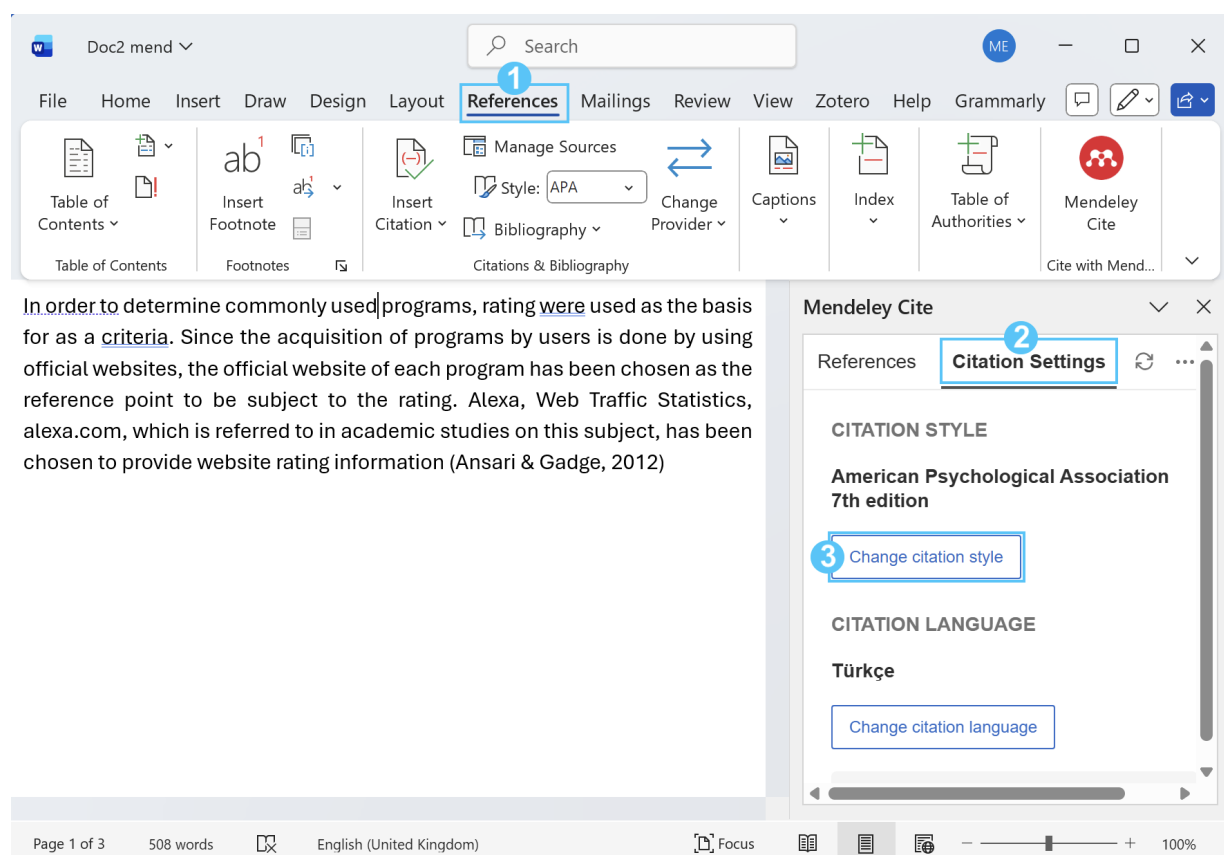
Selecting and Finding Citation Styles: This process is explained in two parts as: Selecting and Searching Citation Styles in the Software and Finding Citation Styles from the Web.

#### i) Selecting and Searching Citation Styles in the Software

##### 1) Selecting Citation Styles in the Software

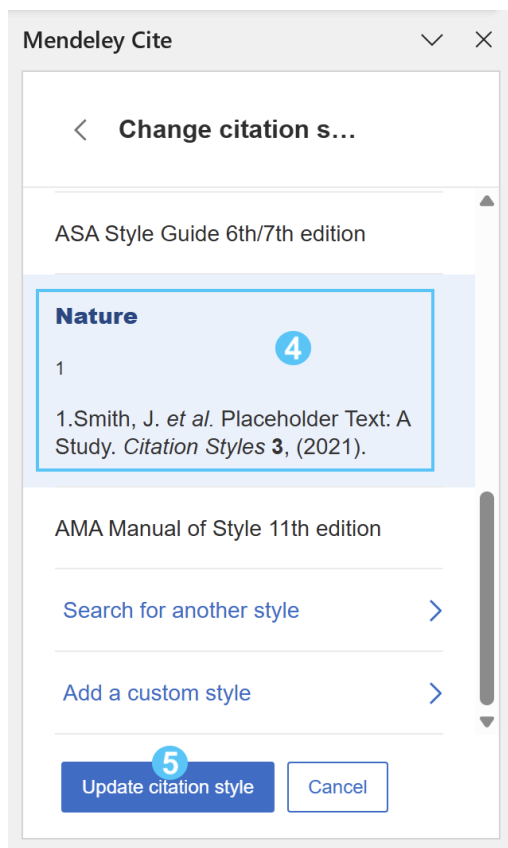
To choose a built-in citation style, here are the necessary 5 steps:

**Steps 1-2-3: Click on References (1) > Citation Settings (2) > Change citation style (3).**



Screenshot 118 - Selecting Citations Styles in the Software - 1

**Steps 4-5:** Click on desired style (4) > **Update citation style (5).**



Screenshot 119 - Selecting Citations Styles in the Software - 2

Built-in citation style selection is completed as stated below.

In order to determine commonly used programs, rating were used as the basis for as a criteria. Since the acquisition of programs by users is done by using official websites, the official website of each program has been chosen as the reference point to be subject to the rating. Alexa, Web Traffic Statistics, alexa.com, which is referred to in academic studies on this subject, has been chosen to provide website rating information <sup>1</sup>

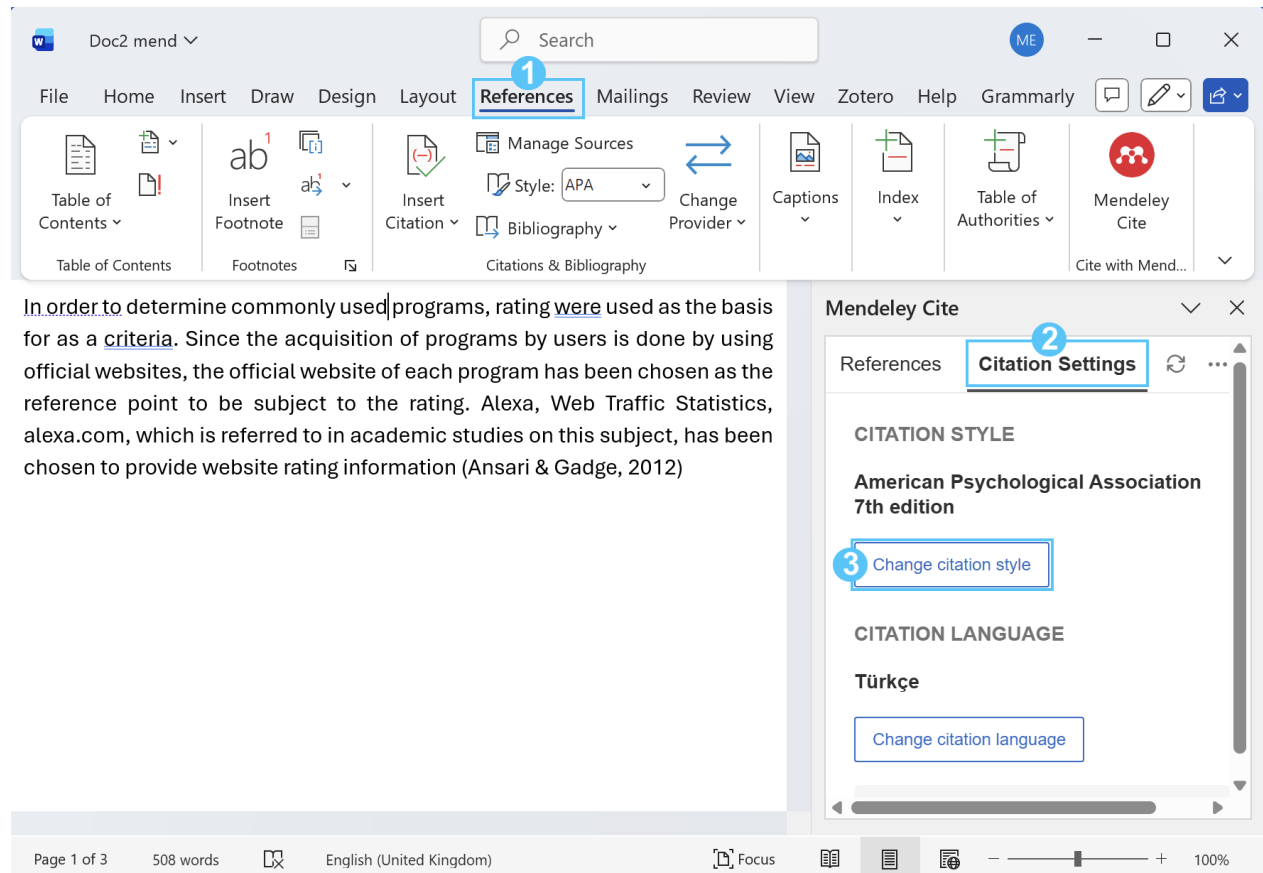


Screenshot 120 - Selecting Citations Styles in the Software – 3

## 2) Searching Citations Styles in the Software

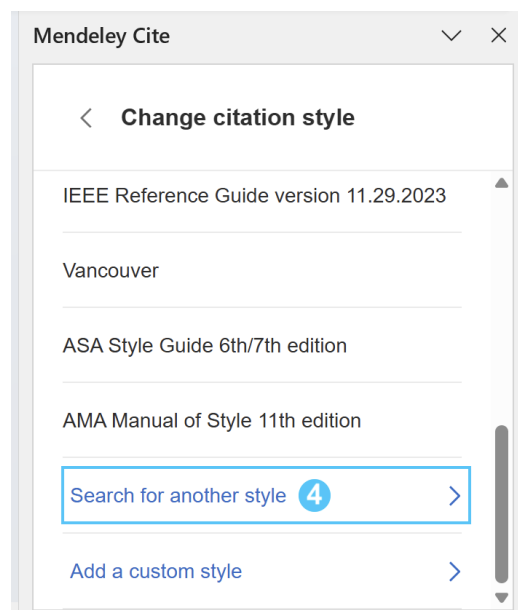
You can download a new style to the software, if it's not listed, here are the necessary 7 steps:

**Steps 1-2-3:** Click on **References (1)** > **Citation Settings (2)** > **Change citation style (3)**.



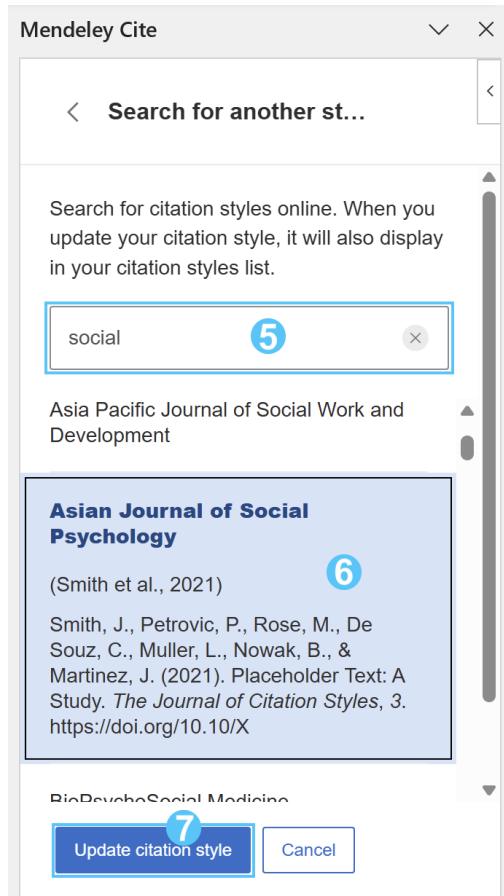
Screenshot 121 - Searching Citations Styles in the Software - 1

**Step 4:** Click on **Search for another style (4)**.



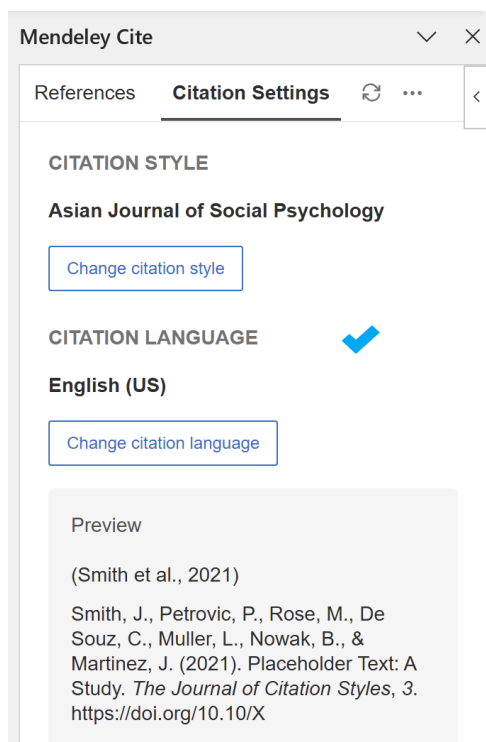
Screenshot 122 - Searching Citations Styles in the Software - 2

**Steps 5-6-7:** Enter keywords (5) > select style (6) > **Update citation style (7).**



Screenshot 123 - Searching Citations Styles in the Software - 3

Citation style downloaded and set-up are now completed. (mendeley.com, 2026).



Screenshot 124 - Searching Citations Styles in the Software - 4

### ii) Searching Citation Style by Example from the Web

At [csl.mendeley.com](https://csl.mendeley.com) you can find citation styles by entering in-page citation or bibliography format. To find a citation style by example 4 steps:

**Steps 1-2-3-4:** Go to [csl.mendeley.com](https://csl.mendeley.com) (1) > **Search by example** (2) > Enter a sample in-page citation or bibliography format (3) > **Search** (4) > take note the citation name as “*American Psychological Association 6th edition*”.

The screenshot shows the 'CSL Search by Example' interface. On the left, a 'CITED ITEM' table lists details for an article-journal by Campbell and Pedersen. On the right, there are input fields for 'IN-TEXT CITATION' and 'BIBLIOGRAPHIC ENTRY'. The 'BIBLIOGRAPHIC ENTRY' field contains the text: 'Campbell, J. L., & Pedersen, O. K. (2007). The varieties of capitalism and hybrid success. *Comparative Political Studies*, 40(3), 307–332. https://doi.org/10.1177/0010414006286542'. Below these fields is a 'Search' button. The search results section shows 'American Psychological Association 6th edition' as a 'Perfect match!' with 'BIBLIOGRAPHY' details and buttons for 'Install', 'Edit', and 'View style'.

Screenshot 125 - Searching Citation Style by Example from the Web - 1

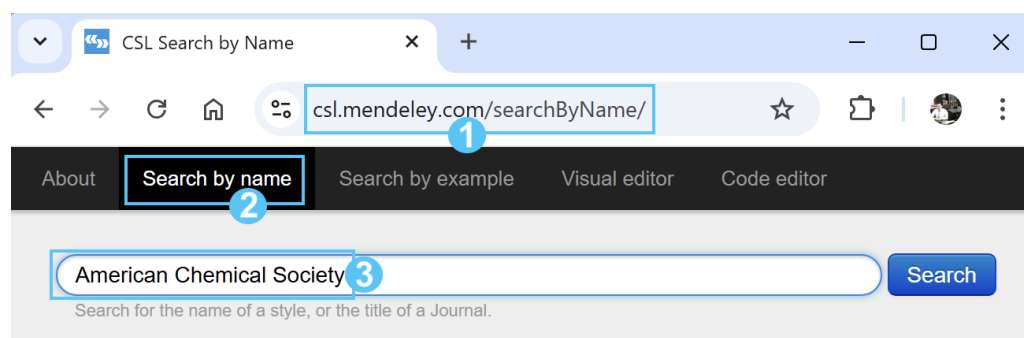
**Step 5:** When you learn the name of the citation from previous step, you can set this style at *Mendeley Reference Manager* by using instructions under the title “2) Searching Citations Styles in the Software”.

### iii) Editing Any Citation Style

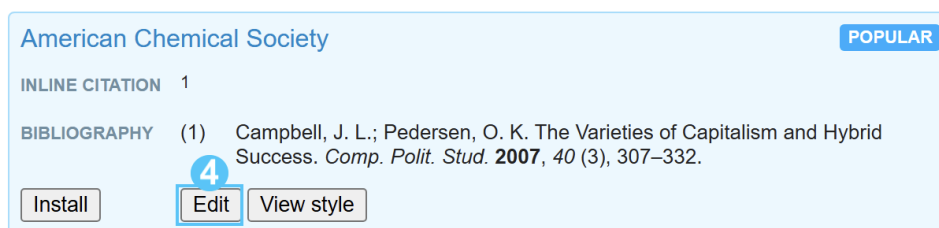
Making changes to an existing citation style, instead of replacing it with a new one, is an advanced process that requires prior knowledge on how to do it. To modify a citation style 18 steps:



**Steps 1-2-3-4:** Visit the [cs1.mendeley.com](https://cs1.mendeley.com) (1) > click on **Search by name** (2) > enter keywords (3) > **Edit** (4) (Login to [mendeley.com](https://mendeley.com) account, if prompted).

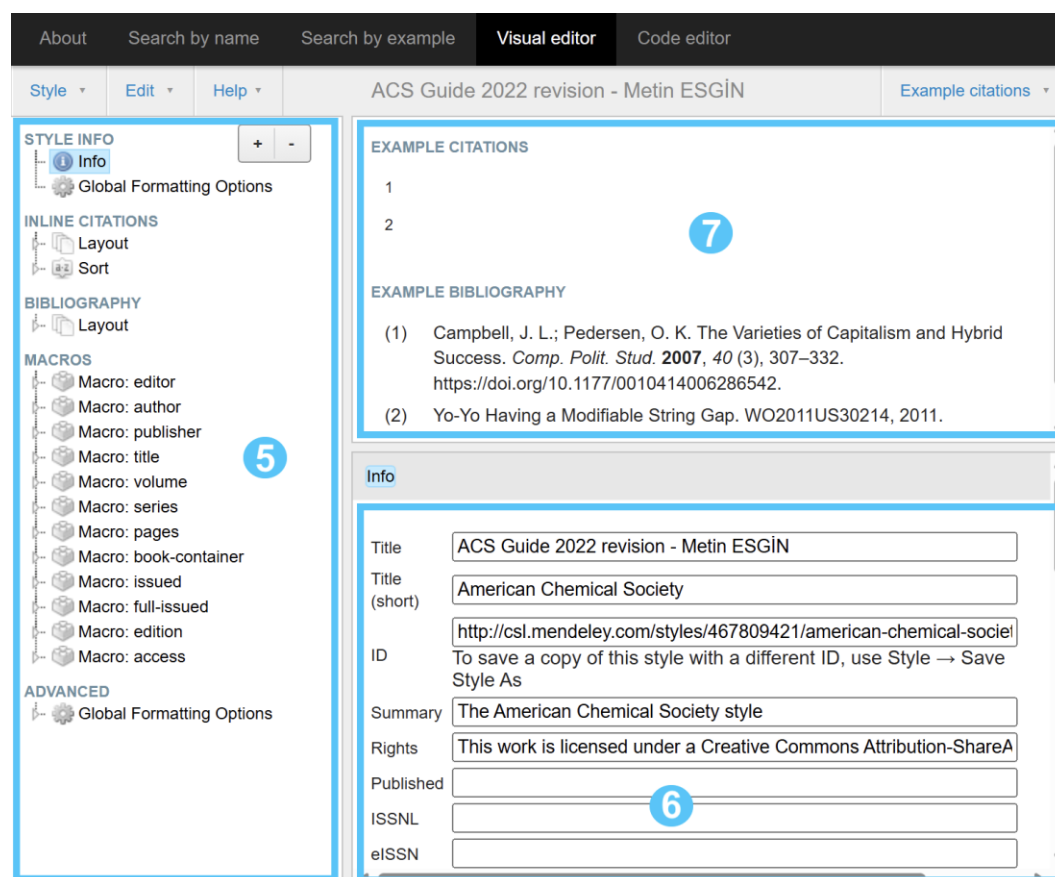


Displaying 2 results:



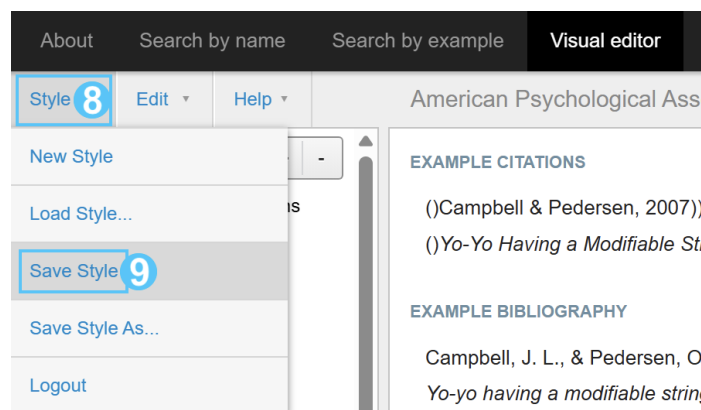
Screenshot 126 - Editing Any Citation Style - 1

**Steps 5-6-7:** Choose section to edit (5) > make changings here (6) > preview results here (7).



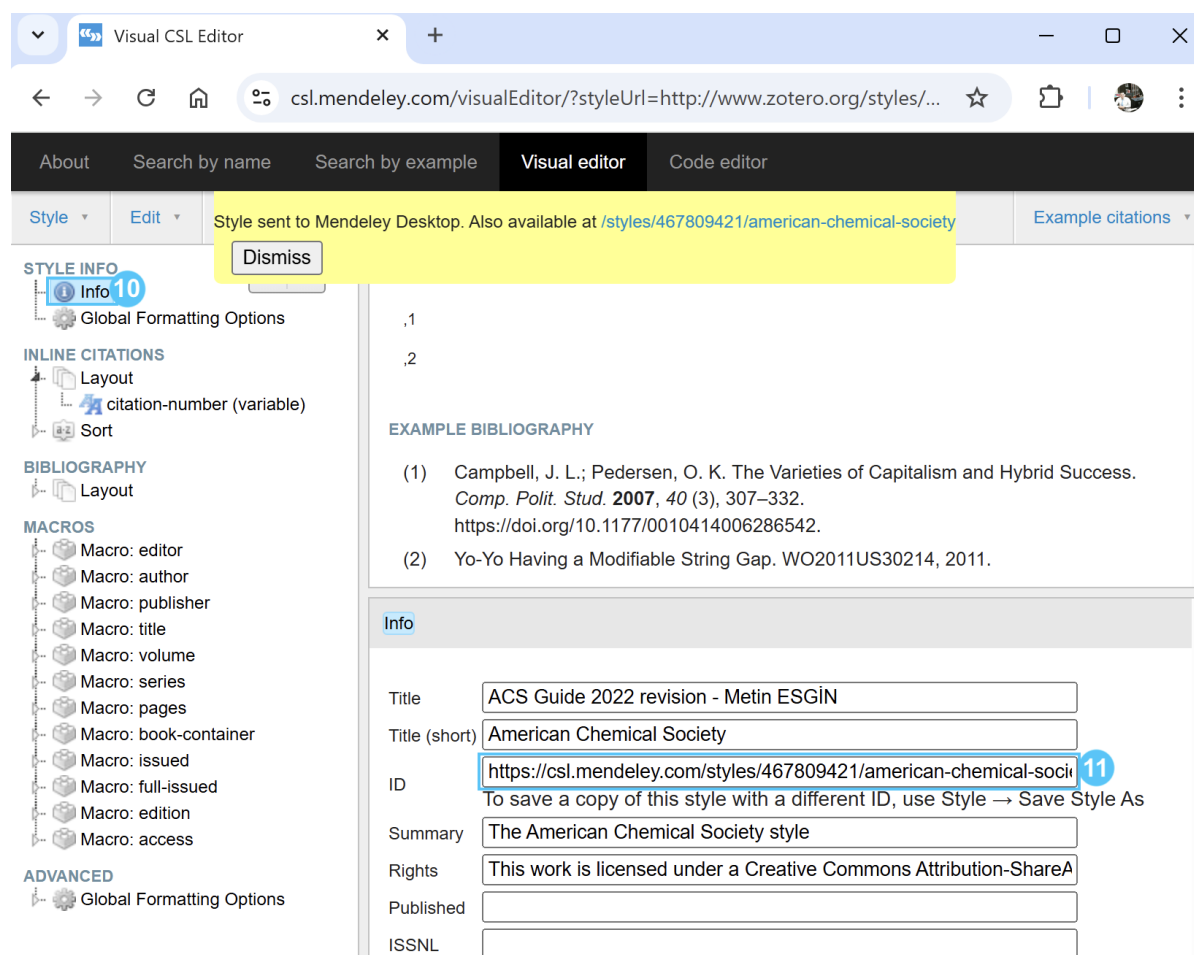
Screenshot 127 - Editing Any Citation Style - 2

**Steps 8-9:** When you completed the changes on the style, click on **Style (8)** > **Save Style (9)**. Style saved to mendeley.com



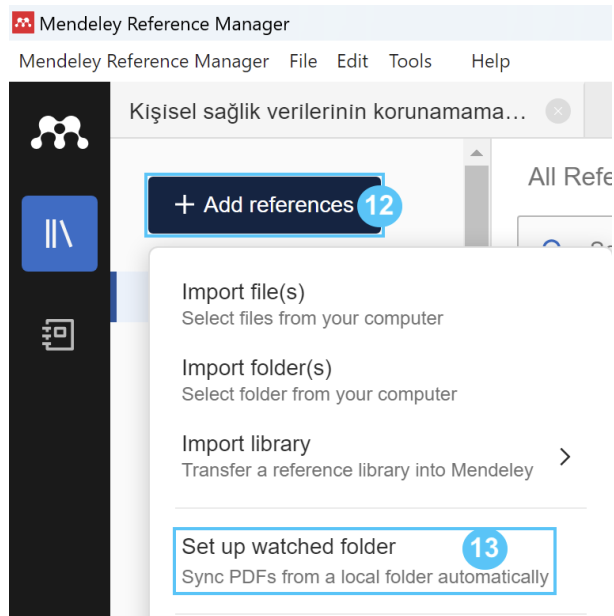
Screenshot 128 - Editing Any Citation Style - 3

**Steps 10-11:** Click on **Info (10)** > copy the URL of ID (11).



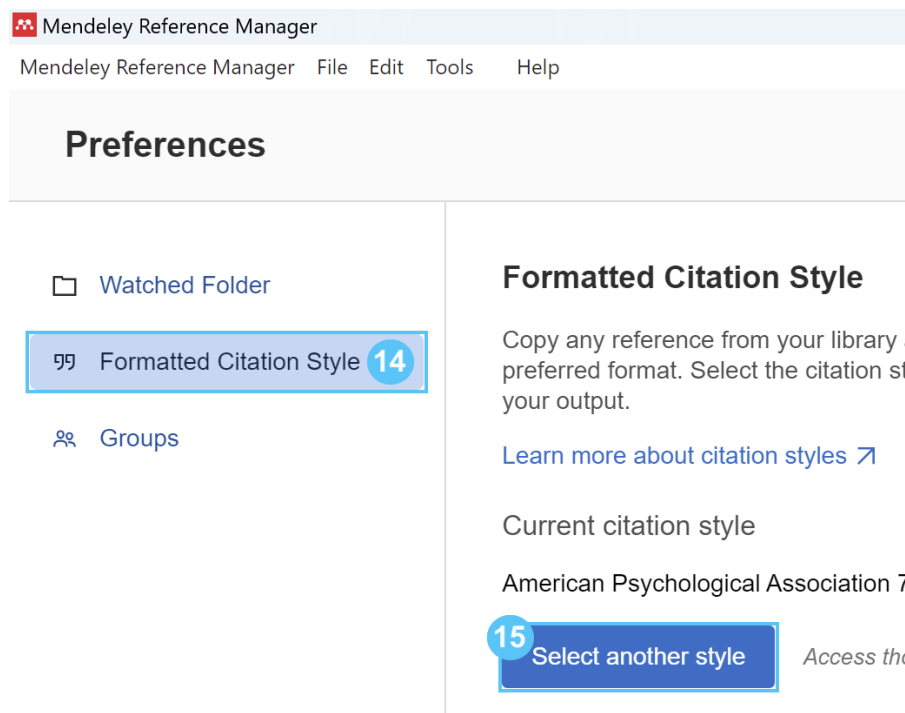
Screenshot 129 - Editing Any Citation Style - 4

**Steps 12-13:** Click on **+ Add references (12)** > **Set up watched folder (13)**.



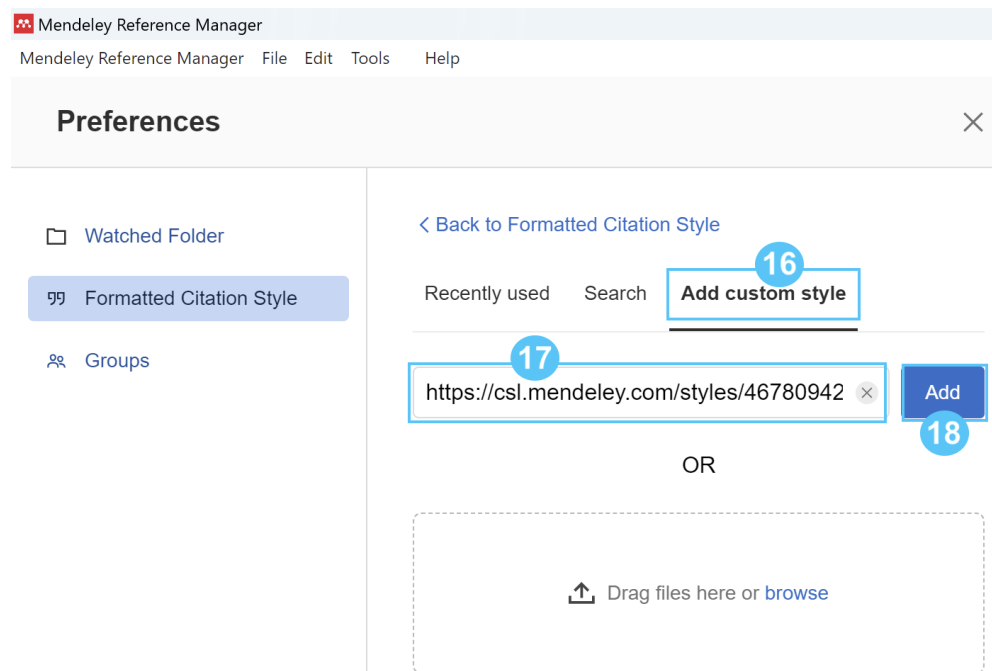
Screenshot 130 - Editing Any Citation Style - 5

**Steps 14-15:** Click on **Formatted Citation Style (14)** > **Select another style (15)**.



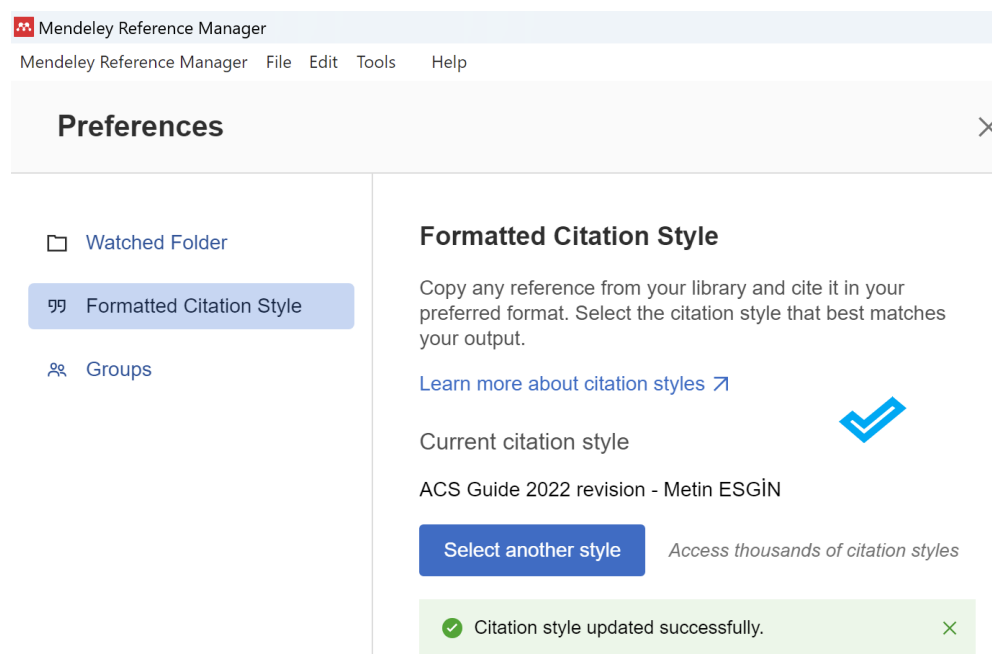
Screenshot 131 - Editing Any Citation Style - 6

**Steps 16-17-18:** Click on **Add custom style (16)** > paste ID URL (17) > **Add (18)**.



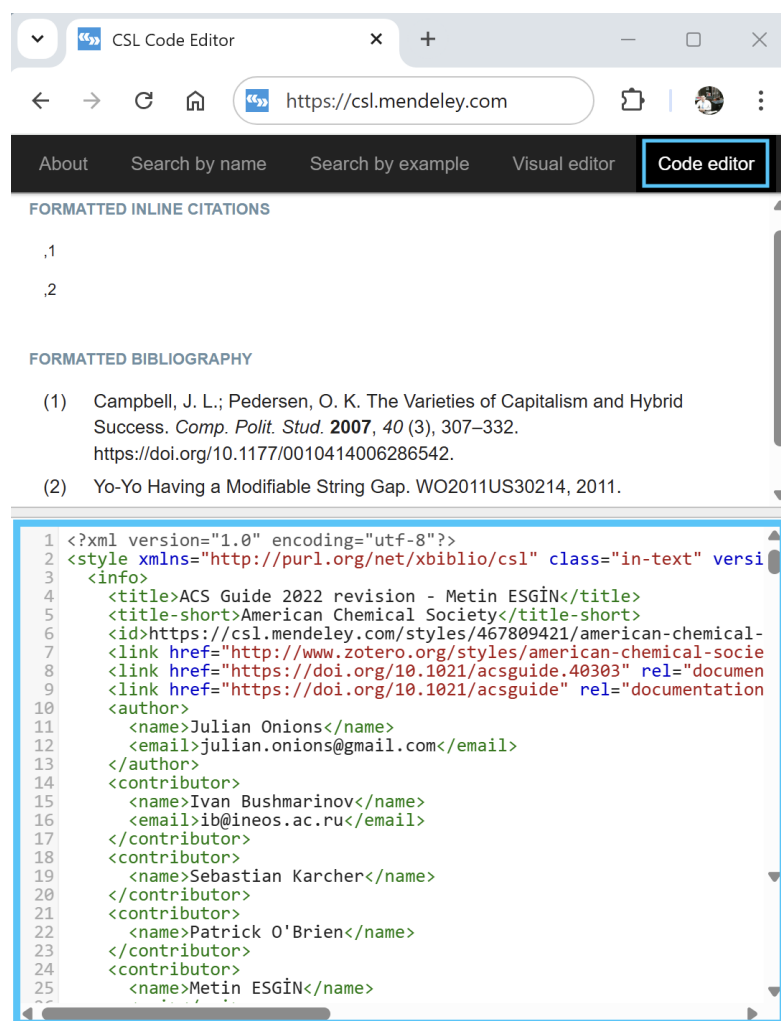
Screenshot 132 - Editing Any Citation Style - 7

Editing any citation style and setting it on the *Mendeley Reference Manager* process is completed as stated below.



Screenshot 133 - Editing Any Citation Style - 8

Alternatively, you can use the **Code editor** on [cs1.mendeley.com](https://cs1.mendeley.com) to create or modify a citation style manually (citationstyles.org, 2026).



Screenshot 134 - Editing Any Citation Style - 9

If a suitable style is not found among the 10,000+ available in [cs1.mendeley.com](https://cs1.mendeley.com) you can:

- Create a style from scratch
- Or modify an existing one by using:
  - [cs1.mendeley.com](https://cs1.mendeley.com) (created by *Mendeley*)
  - [editor.citationstyles.org](https://editor.citationstyles.org) (joint venture)
  - [www.zotero.org/styles](https://www.zotero.org/styles) (is maintained by volunteers led by George Mason University)

All three use *CSL (Citation Style Language)* and are compatible across multiple reference managers.

Creating a style from scratch is time-consuming. It's recommended to find a similar style and edit it instead. The section titled “[iii\) Editing Any Citation Style](#)” briefly covers the basics of modifying a citation style file.

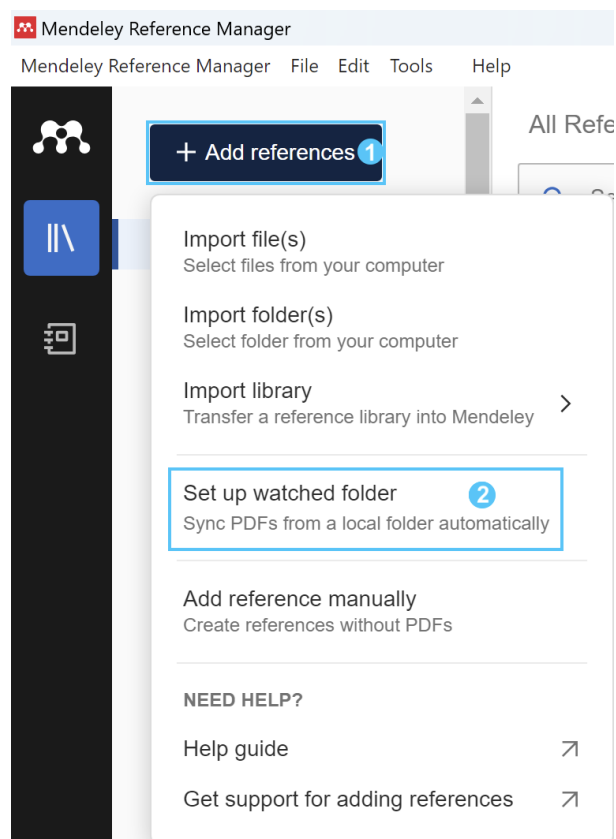
## V. REFERENCE MANAGER TOOLS

### a) Synchronize *Mendeley Reference Manager* with Local Folder

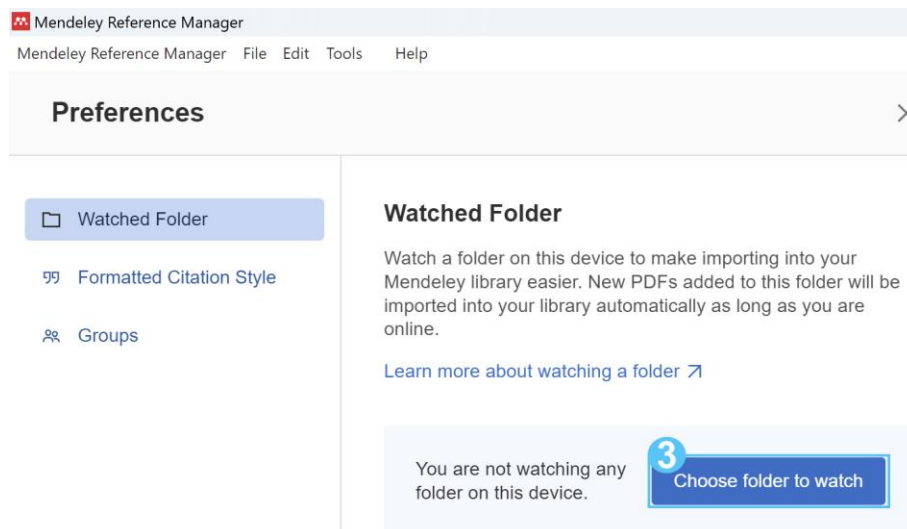
#### i) *Watched Folder*

*Watched Folder* feature automatically imports pdf, .docx, and similar files placed in a designated folder on the computer into the *Mendeley* library, functioning similarly to a cloud drive. The bibliographic data for the imported files is automatically generated by *Mendeley Reference Manager*; however, the accuracy of this metadata should always be reviewed and verified. To activate *Watched Folder* 5 steps:

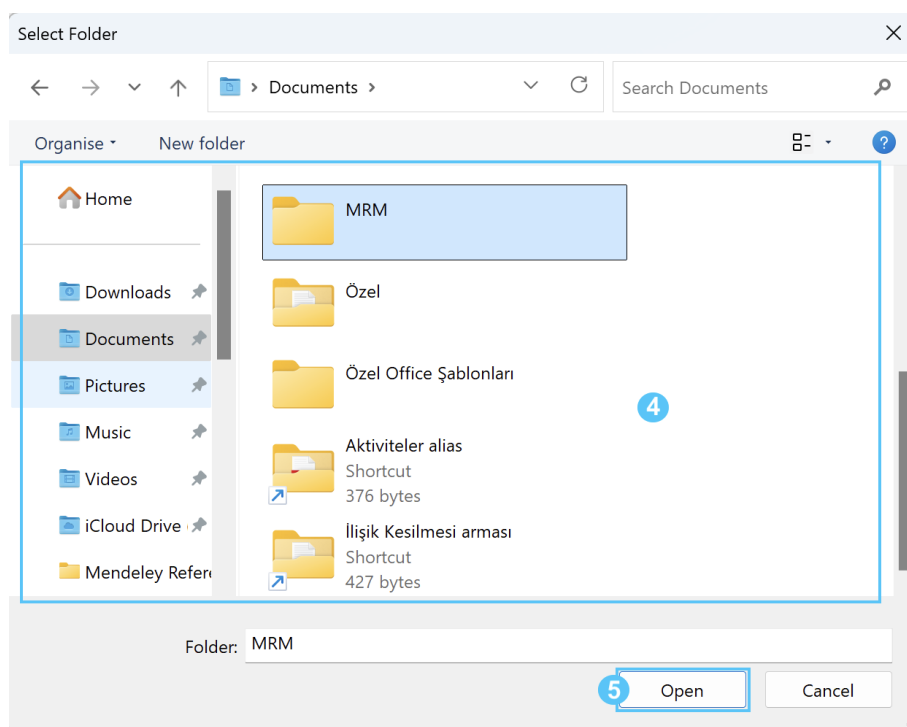
**Steps 1-2:** Click on **+Add references (1)** > **Set up watched folder (2)**.



Screenshot 135 - Watched Folder - 1

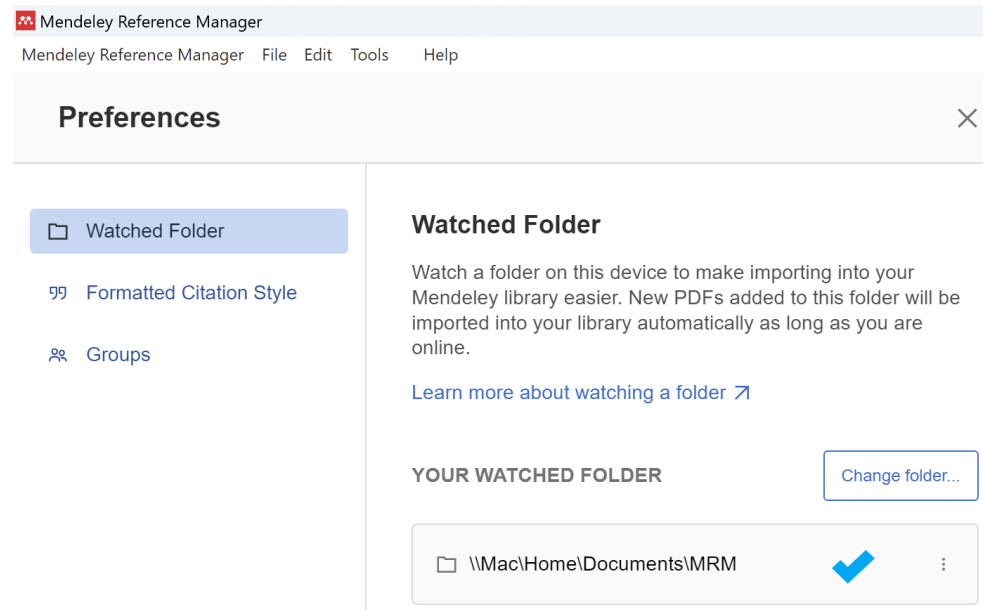
**Step 3: Click on Choose folder to watch (3).**

Screenshot 136 - Watched Folder - 2

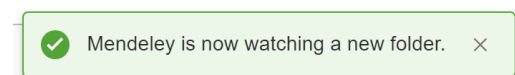
**Steps 4-5: Choose a folder to watch (4) > Open (5).**

Screenshot 137 - Watched Folder - 3

**Watched folder** setting is completed as stated below.



Screenshot 138 - Watched Folder - 4



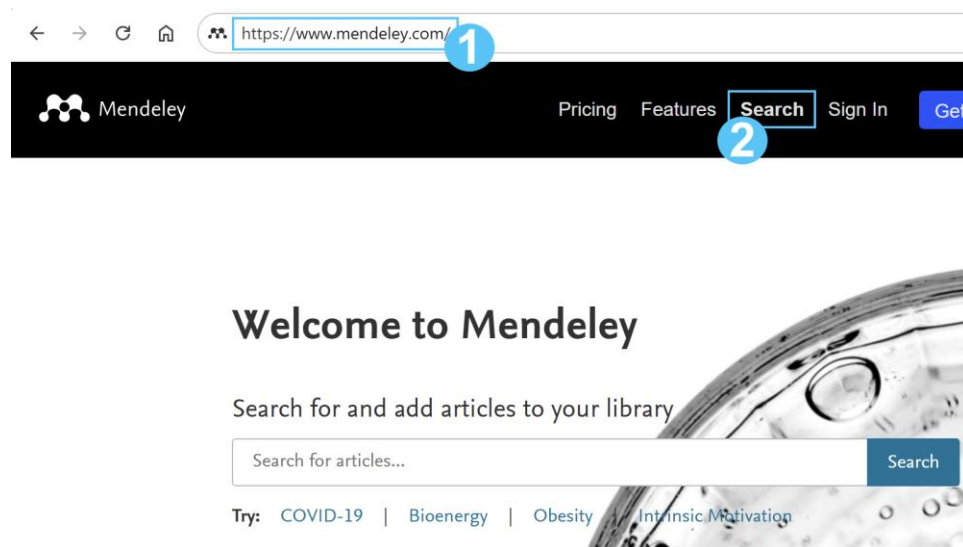
Screenshot 139 - Watched Folder - 5



## b) Software's Own Databases

### i) Mendeley Web Catalogue

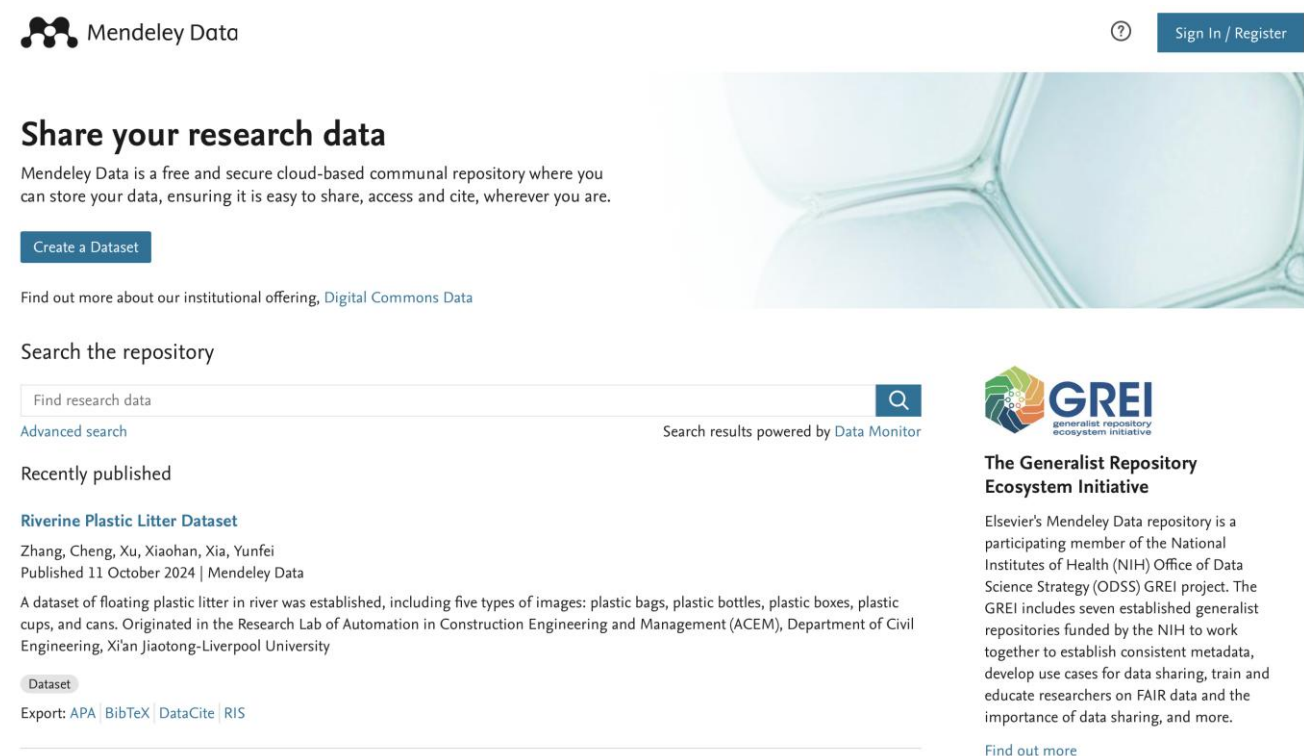
Mendeley offers a reference database called the *Mendeley Web Catalogue*, accessible at [mendeley.com](https://www.mendeley.com/).



Screenshot 140 - Mendeley Web Catalogue

### ii) Mendeley Datasets

Research data are available through [data.mendeley.com](https://data.mendeley.com/) (mendeley.com, 2024e).



Screenshot 141 - Mendeley Datasets

## VI. FOR SYSTEM ADMINISTRATORS

Bibliography managers are generally user-friendly, but expert support may be required in some cases (Mendeley.com, 2026). Below are essential checks for administrators assisting users with potential problems.

### a) Check Points

#### i) Update Control

To ensure smooth performance of the bibliography management software and its plugins, regularly update the following:

- Bibliography management software (*Mendeley* etc.)
- Operating System (Windows / MacOS etc.)
- Word processing software (MSWord / OpenOffice etc.)
- Internet browser (Chrome, Safari etc.)

#### ii) Citation Styles

Citation styles are often defined by journals, institutions, or publishers and can vary widely. Average users may struggle to locate the exact required style. Offering guidance and support can help overcome this challenge. The instructions in this guide on finding and editing citation styles can assist in resolving these issues.

## VII. SAMPLE BIBLIOGRAPHIES

Sample bibliographies for commonly referenced publication types—such as authored book, edited book chapter, scientific journal article, webpage and x post—are provided below according to APA7 style.

**Authored Book** : Levenson, H., Jinich, S., Vaz, A., & Rousmaniere, T. (2025). *Deliberate practice in emotionally focused couple therapy*. American Psychological Association. <https://doi.org/10.1037/0000436-000>

**Edited Book Chapter** : Zeleke, W. A., Hughes, T. L., & Drozda, N. (2020). Home–school collaboration to promote mind–body health. In C. Maykel & M. A. Bray (Eds.), *Promoting mind–body health in schools: Interventions for mental health professionals* (pp. 11–26). American Psychological Association. <https://doi.org/10.1037/0000157-002>

**Scientific Journal Article** : Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. <https://doi.org/10.1037/ppm0000185>

**Webpage** : Toner, K. (2020, September 24). *When Covid-19 hit, he turned his newspaper route into a lifeline for senior citizens*. CNN. <https://www.cnn.com/2020/06/04/us/coronavirus-newspaper-deliveryman-groceries-senior-citizens-cnnheroes-trnd/index.html>

**X Post** : Gates, B. [@BillGates]. (2019, September 7). *Today, it's difficult for researchers to diagnose #Alzheimers patients early enough to intervene. A reliable, easy and accurate diagnostic would* [Thumbnail with link attached] [Post]. X. <https://x.com/BillGates/status/1170305718425137152>

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