Inputing references and documents

One of the easiest ways to add documents to your personal library is to drag and drop a .pdf you have saved or downloaded to your computer.

When you input any document or reference to Mendeley, the programme detects the metadata, i.e. it identifies the information fields for the author, title, publication, year, etc. This information is added to your library when you input the reference. The information is not always complete or correct. This is why you must review it when adding your reference. If the reference details in Mendeley are incorrect or incomplete, they will be displayed like this in the citations and bibliography in your work.

Therefore, check that:

1. Mendeley has correctly identified the document type you are adding, since the fields vary depending on whether it is a journal article, book or chapter. For example, Type: Journal Article, Book, Book section, Working paper, Web page, etc.
2. The metadata are correct: the book/journal title contains no errors, the authors names are correct and in the right order, the year of publication is included, etc.
3. Another way to add references is by using Web Importer that you have installed by following the instructions from the first video.

Let's look at an example from a ScienceDirect search. If you wish to save any references found in your database, you need to click on the add-on and select the references you want to export to Mendeley. Finalise the operation by clicking Save so that the references are added to your personal library. If any reference has the full text attached and it was not added, you can do this by downloading it and uploading it in the Files option for said reference. In this way, you will have the reference and the document in .pdf format, where you can make notes, underlined, etc.

These are just two ways to input information into your database. Please see the additional material to view other options.

The next video will look at how to organise references that we add to our personal library.