



How to insert references and create an APA format bibliography using Mendeley Cite

Open a word document and the Mendeley Cite add-in.

Once you have entered the text you want to reference—which will appear in quotation marks—place the cursor where you want to insert the reference. In Mendeley Cite, select the document you want to reference. Click on Insert.

To include the page of a word-for-word quotation—which must be written in quotation marks—click on the reference you have just inserted. In Mendeley Cite, click on the reference again to edit it. A new screen comprising different fields will be displayed. In the Page option, enter the page(s) you want to include. Finish the process by saving the changes.

Where you include the author's name in the body of the text, remove it from the reference by placing the cursor within the brackets. In Mendeley Cite, click on the reference again to edit it. On the following screen, click on Remove author. Finish the process by saving the changes.

To include two or more works within a single reference, place the cursor where you want to insert them. Select the works you want to reference and click on Insert. Within the brackets, the works are arranged alphabetically in the order in which they appear in the bibliography, and are separated by a semicolon.

Once you have inserted all the references you can produce the reference list automatically. In Mendeley Cite, click on the three dots at the top to open the drop-down menu, and select Insert bibliography.

The references appear in alphabetical order (by author name) and in hanging indent format.