



## Editing references in Mendeley. Useful tips

In this video, we will give you some useful tips on how to edit bibliographic references.

When you upload a document or reference to Mendeley, it is essential that you ensure the details are correct and complete, since this is how they will appear in your references and bibliography.

When you click a reference in your personal Mendeley library, a submenu containing three tabs will pop up on the right-hand side of the screen: *Info*, *Annotations* and *Notebook*.

The info tab gives you access to the form for correcting metadata or adding useful information. To do this, hover the cursor over the field you want to change or click on the (+) sign.

Please remember that URLs only need to appear in bibliographic references for websites. You can remove them by clicking on the (x) symbol.

When you amend references that you have already included in your work, you need to click *Update from Library* in Mendeley Cite so that this change will also appear in your document.