

Foto de [Patrick Perkins](#) na [Unsplash](#)

Manage bibliographic references

Mendeley Reference Manager

Cofinanciado por:



01 **Mendeley Reference Manager**

Registration and installation

02 **Features**

Automatic import of references Web plugin

Add entry manually

Organization of bibliographical references

03 **Integration with word**

Mendeley Cite Plugin

Bibliographic styles

Citations and references



The best way to avoid plagiarism is to cite and reference the sources consulted, making a clear distinction between our work and the work published by others.

Important

use software that simplifies the whole process of organizing and managing citations and bibliographical references automatically.

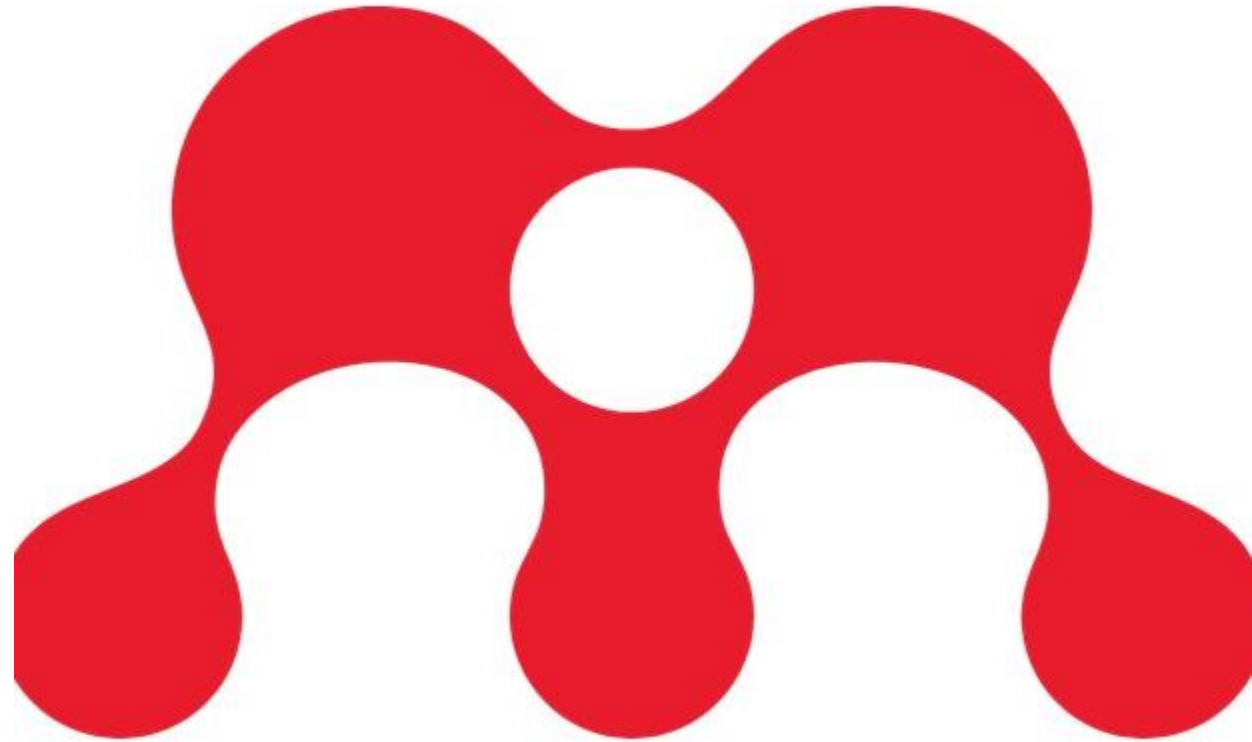


Mendeley Reference Manager Registration and installation

Mendeley Reference Manager

Web version and desktop version

Free version - 2Gb space limit



Mendeley Reference Manager - registration

Access the Mendeley website at <http://www.mendeley.com> with Chrome or Firefox browser.

Create account

Fill the registration form

Mendeley Reference Manager - install

Go to Downloads and click on Reference Management

Click on Download now and follow the instructions

Run the program file (.exe)

Mendeley Reference Manager for Desktop

[Download now for Windows](#)

Windows 7 and above [See release notes](#)

Mendeley web importer - plugin

It allows the automatic collection of bibliographic records from the Web, retrieving the metadata and full texts in PDF, when available.

Databases Scopus | Pubmed | Web of Science

Resources Google Scholar | RCAAP

Mendeley web importer - plugin

Click on Tools

Select the Install Mendeley Web Importer option

Click on Get Web Importer (Chrome or Firefox)

Add the extension

Check that the extension is installed (red icon in the top right corner of the browser)

Add new file from computer

Select saved files/folders and add them to Mendeley.

+ Add new

Select the option Add File(s) from computer

Select the file(s) you want to export and click Open





Features

Mendeley Reference Manager



Add entry manually

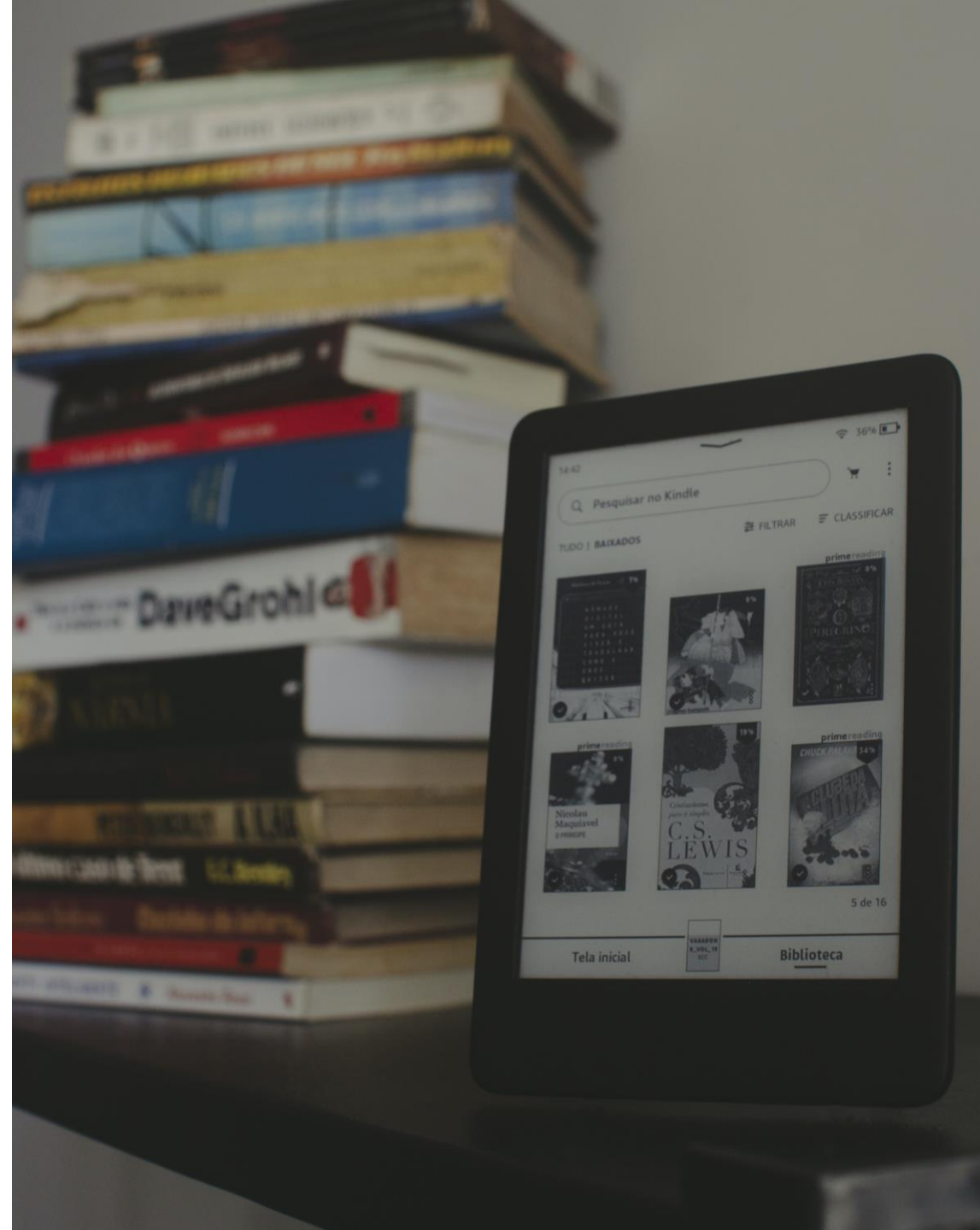
Add New

Add entry manually

In the Reference Type option, select the corresponding type

Fill in the required description fields

Clicar em *Add entry*.



Management of bibliographical references

FOLDERS AND SUBFOLDERS

Collections

New Collection

Select the references from the All References side menu and drag and drop them into the respective folder.

GROUPS

Sharing of files and bibliographical references between group members

Groups

New Group

Management of bibliographical references

DUPLICATES

Allows you to identify two bibliographic references with the same DOI, marking them as duplicates.

FAVORITES

Select the reference(s) you want and click on the favorites icon.

The selected references are saved in the "Favorites" folder in the left-hand sidebar.

Integration with word Plugin Mendeley cite



Plugin Mendeley cite

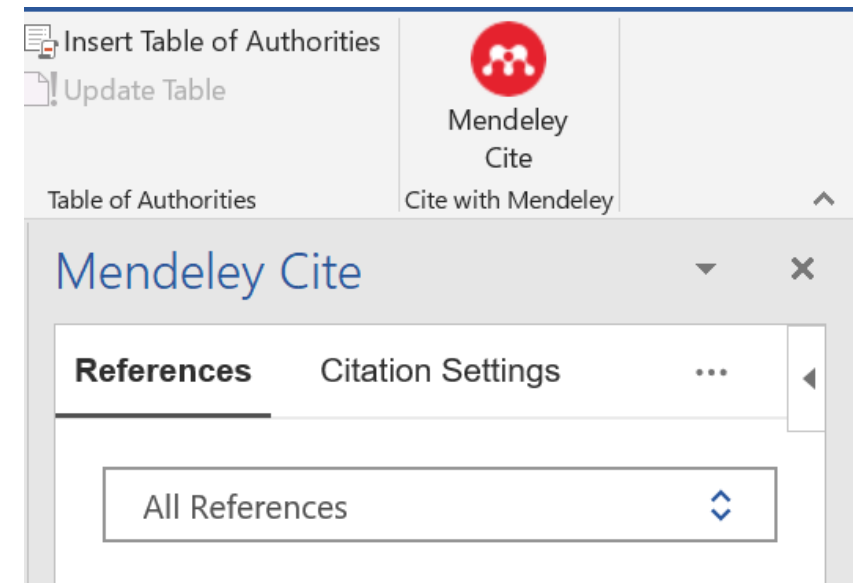
MS Word Plugin allows you to insert Mendeley citations and references into an MS Word or Open Office document.

In the Mendeley Reference Manager, click on Tools

Select the Install Mendeley Cite for Microsoft Word option.

[Mendeley Help Guides](#)

[Guia temático das bibliotecas UA](#)



Bibliographic styles

Author-date

(Luna, 2020)

Numeric

[1], [2] ou (1), (2)



Insert a citation

References menu - click on the Mendeley Cite plugin

Place the cursor where you want to insert the citation

In the Mendeley Cite window, click on the desired entry in the References tab.

If it is not visible in the list, search by title or author in the Search for references to add box.

Click on Insert 1 citation

Edit a citation

Place the cursor on the citation you want to edit

In Word's References menu, click on the *Mendeley Cite* plugin

In the References tab, place the cursor on Author's name, year (e.g. Tavares, 2010) to expand the window and see the options available.

You can add or delete information from the citation

Click on Save changes.

Bibliographic list

In the Word document, place the cursor where you want to insert the bibliographic reference(s)

In the Word References menu, click on the *Mendeley Cite* plugin to expand the window

Click on *Insert Bibliography* and then *Continue*