Creating in Text References:

- Make sure you have both Microsoft Word and Mendeley Desktop open.
- You also need to have the Word Plugin installed.
- Have your assignment open in Microsoft Word.

Select the References Tab and the Style you wish to use for yourReferences.

If the style you want to use does not appear, select more styles and you can search for and insert the style you want to use.
Once you have selected the style, place the cursor where you want the in-text reference to appear.

Select Insert Citation.

The Search bar will appear. See below:

You can search for the Reference you wish to use or if you select Go To Mendeley, the desktop version will appear, pick the source you wish to use and click cite.

The in-text reference will appear, for example:

Sociology “challenges many of the assumptions on which our everyday lives are based” (Abercrombie, 2004, p. 5).

If you want to add a page number or suppress the author, click on the reference and select edit citation, click on author name and that will allow you to add a page number, see below.

If there are issues with the format you may have to go back into Mendeley Desktop and Edit the fields for the reference.
Creating a Bibliography:

Place your cursor at the end of your document

Under the References Tab select Insert Bibliography

If you delete or add in more in-text sources after you insert the bibliography, click on refresh and the bibliography will update.

It is also possible to drag and drop references from Mendeley Desktop into your Bibliography although this is not recommended.

Bibliography: