Mendeley’s reference management solutions help researchers simplify their referencing workflow—allowing them to quickly and easily store, manage, cite and share references and research.

1. Have your students or trainees do a small writing project using Mendeley

“When they are required to use Mendeley to collect, organize and cite references, they will be able to incorporate Mendeley in their writing workflow and really learn how to use it in an effective and efficient manner.”

Ming Guang, Senior Librarian
National University of Singapore Library

2. Know your audience

“Always know your audience and be able to show them how to import their articles into the reference management tool you are teaching from the source(s)/database(s) they are most likely to use.”

Tom Rink, Instructor, Library Services
Northeastern State University

3. Engage students in fun ways

“Join the ‘Mendeley Advisors’ teaching support program and get Mendeley-branded freebies, to give to your students (provided for free). Demonstrate the tool by creating in-text citations and a reference list with a few simple clicks. Introduce Mendeley to your students with a fun quiz (e.g. using Kahoot).”

Nedelina Tchangalova, Public Health Librarian
University of Maryland, College Park

4. Use Mendeley yourself

“Conduct your own research and enter the citations from different sources, edit them, de-duplicate, place them in folders, tag them, annotate PDFs, create notes, etc. Additionally, create bibliographies in the Word environment and change up the styles to see differences and features. The more first-hand experience you have, the better you can teach the program and its nuances to your patrons.”

Suzi Teghtmeyer, Agriculture and Plant Sciences Librarian
Michigan State University

Ten librarians give their top tips for helping researchers get the most out of Mendeley.
5. Familiarize yourself with other Mendeley features

“Two helpful features that help research projects: adding files by creating a ‘Watch folder’. By choosing a folder to ‘watch’—when you add a file, it can simplify the process of expanding the files in your Mendeley account. Adding tags and notes to your files can significantly help in connecting your resources when conducting sizeable research projects—as these are searchable within your Mendeley account.”

Keith Brittle, Library Help Centre Officer
National College of Ireland

6. Get some additional help in the classroom

“If possible, have a colleague or two join you in the classroom as it’s helpful to have a second or third pair of helping hands. For example, students will have different types of computers with different software versions, so having more support walking around can increase adoption among students.”

Laura Kuo, Health Sciences and Education Librarian
Ithaca College

7. Use the most up-to-date citation add-in

“Before starting with hands-on training of Mendeley, make sure the Microsoft Word citation add-in is up to date. This improves the flow of the training session and ensures everyone is on the same page and looking at the same thing.”

Namibitha Manqola, Librarian
University of the Free State

8. Set up groups with a hierarchical system of folders

“In interdisciplinary studies there are often multiple goals for a team project, so it’s helpful when coaching a team of researchers on Mendeley to use a hierarchical system of folders to organize the incoming citations from their search results. Real search results don’t always neatly match your team’s goals, so encourage your team to categorize citations into more than one category when applicable, and to create a separate folder for uncategorized citations they may wish to revisit later.”

Michael Chesnes, Deputy Program Manager
for Select Federal
NASA Goddard Library

9. Assign different highlighter colors to attendees of journal clubs

“To facilitate virtual commentary on papers used for journal clubs using Mendeley, assign each attendee a specific colour from the Mendeley color palette. This enables any comments that are added to the journal paper to be identified by person and is better organised.”

Potenza Atiogbe, Multiprofessional Education and Library Services Manager
Epsom and St Helier University Hospitals NHS Trust

10. Build awareness of the value-added functions supporting research

“For those groups of graduate students further along in their careers or who are writing theses—introduce the ‘valued-added’ functions like Funding, Data, Careers and the ‘social’ aspects of Mendeley to look for opportunities after their studies are over and when they are looking to establish and build a professional profile.”

Jeremy Cusker, Associate Librarian
Cornell University

Find out more about Mendeley:
www.mendeley.com/reference-management

Access more resources for Librarians:
www.elsevier.com/librarians

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