Mendeley: Customizing (Editing) an Output Style

Mendeley comes with a large repository of styles, but sometimes you can’t find the style you need, & you have to edit an existing style.

1. Before creating a new style, make sure that the style you need is not available.

   - In Mendeley Desktop, from the View menu, select Citation Styles, then More Styles. Look for the style on the Installed (what you already have) and the Get More tabs.

2. If you can’t find the style you need, select the About tab to find the CSL editor link on this web site: http://csl.mendeley.com/about.

On this page you can:

- Search for a style by type (use the Search by example link), or
- Search by name (use the Search by name link), if you know a style that is close to the style you need.

Search by example:

To search using an example of the in-text (or inline) citation type (for example, superscript number, author-date), select the Search by example link and either browse for examples or type in a citation in the style you need.
On the left is citation information for a reference. Scroll through examples (using the Previous and Next buttons) to find a bibliographic type (journal article, book, book section) from a subject that is similar to your topic area.

On the right, you can search by citation style. Click Search to see a list of styles that uses the author-date format. To find a different citation style—for example, a number in parentheses—type in a citation in that style and click Search, to find styles that are similar.

- Make changes under Inline Citation and Bibliography by highlighting the part of the citation you want to change and typing in the correction. A small box opens with different formatting options (such as bold, italic, superscript).
- Click Search and a list of bibliographic styles will be displayed.
- Select the one that closely matches your style, and click Edit.

Search by name:

If you know the underlying style for the bibliographic style for the one that you need, use the Search by name link. The Journal of Dental Hygiene style, which Mendeley doesn’t have, is based on the style for the National Library of Medicine (NLM).

Information from the Journal of Dental Hygiene:

In-text citations:
Each reference should be numbered in the order it first appears in the text. If a source is cited more than once, the first reference number it is given is used throughout. Each reference in the text should be in superscript format. Continuous references should be connected with a dash (example: 7, 8-10).

Bibliography: numbered in order of appearance.

Journal articles

Books

3. To customize an existing style, first install that style, in this case, NLM.
In Mendeley Desktop, click on the Get More Styles tab.

Type “National Library of Medicine” in the search box.

Select National Library of Medicine and click the Install button.

Next, click on the Installed tab and scroll down to the National Library of Medicine citation style.

Right click and select Edit Style.

When the Citation Style Editor opens, click Accept to access your account.

Because the style editor creates a new style based on the one that you selected, rename the style immediately to prevent confusion. Click in the Title box and enter the new title.
4. Edit the base style to match the instructions for the style you need.

The JDH style differs from the NLM style in the following ways:

- Each in-text citation should be a superscript number, not a number in parentheses.
- Continuous references should be connected with a dash (example: 7, 8-10).
- All authors are listed. If more than 6 authors are listed, list the first 3 followed by “et al.”
- Capitalize only the first word of the journal article title.

To change the in-text (inline) citations:

- On the left-hand side of the screen under Inline Citations, click Layout.
- On the Layout screen:
  - Under Text formatting click on the X button to change the in-text citations to superscript numbers.
  - Under Affixes, delete the open parenthesis [ ( ] from the prefix box and delete the close parenthesis [ ) ] from the suffix box to remove the parentheses.
- Above, under Example Citations, you can see how the citations will appear.

To change the number of authors displayed in the bibliography field:

- On the left-hand side of the screen, click on Bibliography, then Layout, Group, author (macros), Names, and Name.
To change the **title field** in the bibliography so that only the first word of the title of the journal article will be capitalized (i.e., sentence case capitalization):

- On the left-hand side of the screen, click on **Bibliography**, then **Layout**, the 1st Group, title (macros), and title (variable).

- On the right are three sections (**Type**, **Text formatting**, and **Affixes**).
- Under **Text formatting**, select **sentence** from the **text-case** dropdown menu. This option uses sentence capitalization, so that only the first letter of the title will be capitalized.

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To delete a field:

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• On the menu on the left, highlight the field that you want to delete (for example, Pages). Note that this field is now highlighted in the example in the center pane, & the bottom pane is now labeled Macro: Pages.

• Click the Disable button & page numbers will disappear from the bibliography.

5. To save your style for use in Mendeley Desktop, in the top left, click Style and then Save Style.

• If you see a request to launch Mendeley Desktop, click OK.

• The style will be downloaded, and you’ll see a notification that your customized style is now available to be used.

• Click the Done button in the Select Citation Style window. The style now matches the criteria for the journal.

6. To use the customized style in Word:
With Mendeley open, go to your Word document (you must have at least one citation already inserted).

Click on the style list, and select More Styles.

In the Select Citation Style window, select Journal of Dental Hygiene and click the Use this style button to the right.

Click Done.

The link to the style is saved in the Word document, so if you share the document with another Mendeley user or open it on another computer, the style will automatically appear.

Sharing Citation Styles

Styles created with the style editor can be shared with users of Mendeley, Zotero, and Papers.

To share a style with another Mendeley user, give them the link that appears in the ID field in the Style Editor.

To add a style to Mendeley Desktop from a link, paste the link in the Download Style box in the Select Citation Style window and click Download.

Need Help?

- Ask a Librarian: http://libanswers.webster.edu
- Contact your liaison librarian: http://library.webster.edu/services/liaison.html
- Mendeley Guide: http://libguides.webster.edu/mendeley