



Mendeley Institutional Edition

What is Mendeley Institutional Edition (MIE)?

- It is a reference management tool that lets researchers store, read, annotate, and cite literature both individually and collaboratively. It is also an academic social network that helps researchers to collaborate with others online and discover the latest research.
- This edition has more features than the free version of Mendeley.

 Free Edition	 Institutional
Personal storage 2 GB	Personal storage 100 GB
Shared library 100 MB	Shared library 100 GB
Collaborators Up to 25	Collaborators Up to 100
Private groups Up to 5	Private groups Unlimited

1. GET STARTED

Activities:

- 1.1 Create a free account
- 1.2 Complete your profile
- 1.3 Download and install Mendeley web importer
- 1.4 Join DLSMHSI Mendeley group

1.1 Create a free account

To be able to explore Mendeley, you should create first a free account by following the steps below:

- o Go to www.mendeley.com and click **Sign in via your institution**.
 - **For faculty and students:** Use your Microsoft Office 365. Enter De La Salle Medical and Health Sciences Institute. Then choose Microsoft Azure sign in option. Enter your Microsoft Office 365 email and password.



1.2 Complete your profile

Your profile on Mendeley is how you communicate who you are and what you've done as a researcher on the Mendeley network. Rather than a typical social networking profile, your Mendeley profile focuses on your scholarship.

The more information you share on your profile, the better your Mendeley experience will be. For example, adding your research interests (see below) will allow Mendeley Suggest to provide more specific recommendations for papers that you should read as well as allowing potential collaborators to get a sense of what you're about.

To edit your profile, follow these steps:

- a. Click your **name** at the upper right to access your profile.
- b. Complete your profile by filling out the details.
- c. Make sure to update your profile when necessary.

1.3 Download and install Mendeley Web Importer

Mendeley Web Importer is a browser extension that imports papers, web pages and other documents directly into your reference library from search engines and academic databases. It is available for Chrome, Firefox, and Microsoft Edge. Safari is not supported.

For the documentation on supported browsers, please go to

https://service.elsevier.com/app/answers/detail/a_id/18117/kw/word%20processors/supporthub/mendeley/

Steps in downloading and installing Mendeley Web Importer:

- a. Open the browser where you wish Mendeley Web Importer to be installed.
- b. Go to <https://www.mendeley.com/reference-management/web-importer/>
- c. Click **Get Web Importer** then click **Add extension**.

1.4 Join DLSMHSI Mendeley group

It is important to be a part of DLSMHSI Mendeley group since it will enable you to be able to use the Mendeley Institutional Edition, or the premium version. You may check the Institutional Groups tab under your profile name to see if you are a member of the DLSMHSI Group. If you are not yet a member, please fill out the form here: <http://bit.ly/mendeleygroup>.



2. SEARCH AND SAVE PAPERS

Activities:

- 2.1 Import full text articles
- 2.2 Import references from 3rd party site
- 2.3 Import references from iSearch
- 2.4 Import documents from computer
- 2.5 Add manual entry
- 2.6 Edit entries

2.1 Import full text articles

There are a number of online databases that our Library has subscriptions with. We can directly import our references from these online databases. To do this, you may follow the steps below but please make sure that you have signed in to your Mendeley account:

- a. Go to www.sciencedirect.com (Please note that this is an example only. If you prefer other online databases, you may also try them. If asked to log in via OpenAthens, please follow the instructions in the handout Using OpenAthens to access resources remotely.)
- b. Search for any topic using the search box
- c. Once you have the search results, please click the title of an article which has a PDF full text available.
- d. In the article view, click the Mendeley web importer.
- e. Tick the box of the article you wish to save then click **Add to Mendeley**.



The screenshot shows a ScienceDirect article page for "Recommendations on the clinical management of the COVID-19 infection by the «new coronavirus» SARS-CoV2. Spanish Paediatric Association working group". A Mendeley overlay is present, showing the article selected for addition to the library. Red annotations include: 1. A box around the Mendeley icon in the browser toolbar. 2. A box around the checkbox next to the article title in the Mendeley overlay. 3. A box around the "Add" button in the Mendeley overlay.

f. Once you have added the article to Mendeley, go back to **Mendeley** and click **Library**. This will open the **Mendeley Library**. Check if you have successfully saved the article.

The screenshot shows the Mendeley Library homepage. At the top, there are navigation tabs: "Search", "Library" (highlighted with a red box), and "Profile name". Below the tabs is a search bar with the placeholder text "Search for articles..." and a "Search" button. Underneath the search bar, there are suggested search terms: "Try: COVID-19 | Bioenergy | Obesity | Intrinsic Motivation". The background features a close-up image of a metallic, circular object, possibly a microscope lens or a similar scientific instrument.



Library | Notebook Refresh Your name

+ Add new

All References Search

	AUTHORS	YEAR	TITLE	SOURCE	ADDED	FILE
<input checked="" type="checkbox"/> <input type="checkbox"/>	Calvo C, López-Hortelano M, Vicente J...	2020	Recommendations on the clinical management of the COVI...	Anales de Pediatría ...	6:46 PM	
<input type="checkbox"/> <input type="checkbox"/>	Hanson J, Ostrem J, Davies B	2019	Effect of Kinesiology Taping on Upper Torso Mobility and Sh...	Journal of Manipulat...	11/5/2019	
<input checked="" type="checkbox"/> <input type="checkbox"/>			SCONUL Focus 68 38		9/14/2019	

2.2 Import references from 3rd party site

Aside from the Library's subscribed online databases, we can also import references from third party websites, like Google Scholar, to our Mendeley account. Please follow the steps below:

- Go to <https://pubmed.ncbi.nlm.nih.gov/> or www.scholar.google.com
- Search for any topic using the search box
- From the search results page, click the **Mendeley Web Importer** and choose the article/s you wish to save to your Mendeley account.

pubmed.ncbi.nlm.nih.gov/?term=covid+19

NIH National Library of Medicine
National Center for Biotechnology Information

PubMed.gov

covid 19

Advanced Create alert Create RSS

Save Email Send to

Sorted

MY NCBI FILTERS

23,473 results

RESULTS BY YEAR

2003 2020

TEXT AVAILABILITY

Abstract COVID-19 (Novel Coronavirus 2019) - recent trends.

Web Importer

Select all My library **3** Add

Add PDFs if available

11 references detected on page

An overview of COVID-19 PDF
Yu Shi, Gang Wang et al.
Journal of Zhejiang University: Science B, 21, 5, 5
2020
[View PDF](#)

COVID-19 (Novel Coronavirus 2019) - recent trends PDF

SF View library ...

Feedback



The screenshot shows a Google Scholar search for 'covid 19'. The search bar at the top contains 'covid 19'. On the right, a 'Web Importer' window is open, showing a list of search results. The first result is selected, and the 'Add to Mendeley' button is highlighted with a red circle labeled '3'. Another red circle labeled '2' points to the selected article title, and a red circle labeled '1' points to the search bar.

2.3 Import references from iSearch

iSearch, the discovery service of the Library, lets you search across all the resources available in the Library whether print or online. Like what we did using other , we can also import references from iSearch to our Mendeley account. Please follow the steps below:

- Go to www.dlshsi.edu.ph
- Click the **Academics** tab, then look for **Romeo P. Ariniego, MD, AFSC Library**
- Once you are in the Library homepage, you can already see **iSearch**.
- Using the search box, search for any topic you wish to look into.
- From the search results page, click the **title of the article** you wish to save. (If asked to log in via OpenAthens, please follow the instructions in the handout Using OpenAthens to access resources remotely)

The screenshot shows a search result for 'CovInter: interaction data between coronavirus RNAs and host proteins.' The title is highlighted with a red box. A red circle labeled '1' is placed to the right of the title. Below the title, there is a brief abstract, subjects, and publication information.



f. Click **Cite**.

← Results

Peer reviewed | Journal Article

CovInter: interaction data between coronavirus RNAs and host proteins.

Published in: Nucleic acids research, 2023 Jan 06, MEDLINE Complete

By: Amahong, Kuerbannisha; Zhang, Wei; Zhou, Ying; Zhang, Song; [+11 more](#)

[Access options](#) [Download](#)

Additional information

Title

CovInter: interaction data between coronavirus RNAs and host proteins.

Authors

g. Click **Export Citation** and then select **Export in RIS format**. A file with “Delivery” filename will be downloaded.

Cite [X]

Journal Article

CovInter: interaction data between coronavirus RNAs and host proteins.

Amahong, Kuerbannisha; Zhang, Wei; Zhou, Ying;
2023

[Copy citation](#) [Export citation](#)

Export to your citation tool of choice.

[Export in RIS format](#) (e.g. CITAVI, EasyBib, EndNote, Mendeley, NoodleTools, ProCite, RefWorks, Zotero, etc.)

[Export to EasyBib](#)

[Export to RefWorks](#)

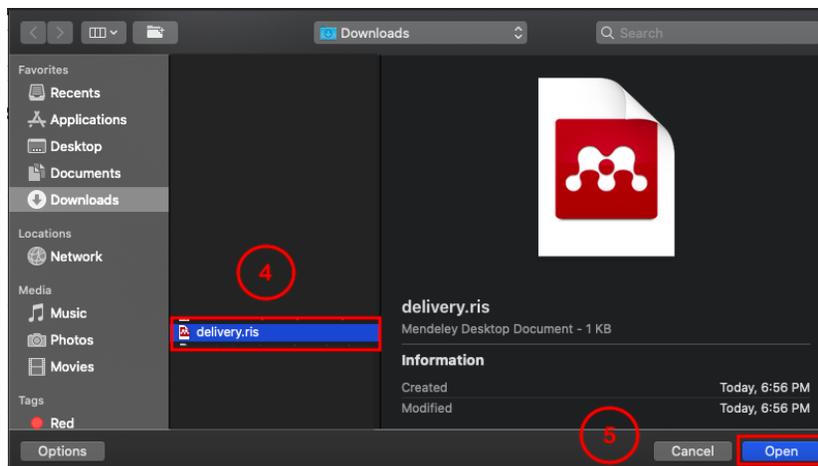
[Export to EndNote Web](#)

[Export to NoodleTools](#)

[Close](#)



h. Go back to your **Mendeley Library**. Click **Add new** then **Import library** then choose **RIS**. Select the RIS file that you have downloaded then click **Open**.



2.4. Import documents from computer

In the event that you have a saved article or document in your computer that you either made yourself or got from other people, you can also directly import them to your Mendeley account. Please follow the steps below to import document/s from your computer:

- Click **Add new** then choose **Files from computer**. You can import documents in Microsoft Word or PDF format.
- Select the file that you wish to import, then click **Open**.
- You can just also **drag and drop** the file from your computer to your Mendeley account.



The screenshot shows the 'Library' interface with a 'Notebook' tab. On the left sidebar, the '+ Add new' button is highlighted with a red box and a red circle containing the number '1'. A dropdown menu is open below it, with the 'Add entry manually' option highlighted by a red box and a red circle containing the number '2'. The main area displays a table of references under the heading 'All References'.

	AUTHORS	YEAR	TITLE
<input type="checkbox"/> ☆	Shidham V, Frisch N, Layfield L	2020	Severe acute respiratory syr
<input type="checkbox"/> ☆	Calvo C, López-Hortelano M, Vicente J...	2020	Recommendations on the c
<input type="checkbox"/> ☆	Hanson J, Ostrem J, Davies B	2019	Effect of Kinesiology Taping
<input type="checkbox"/> ☆			SCONUL Focus 68 38

2.5 Add manual entry

In case you wish to add print references that have no way of being uploaded online, you may opt to add a manual entry for those references. Please follow the steps below to add a manual entry:

- Click **Add new** then **Add entry manually**.
- Select the type of entry, and then supply the necessary details such as title, author, year of publication, etc.
- Click **Save**.

This screenshot is similar to the one above, but the 'Add entry manually' option in the dropdown menu is highlighted with a red box and a red circle containing the number '2'. The table of references is also visible.

	AUTHORS	YEAR	TITLE
<input type="checkbox"/> ☆	Shidham V, Frisch N, Layfield L	2020	Severe acute respiratory syndrome
<input type="checkbox"/> ☆	Calvo C, López-Hortelano M, Vicente J...	2020	Recommendations on the clinical
<input type="checkbox"/> ☆	Hanson J, Ostrem J, Davies B	2019	Effect of Kinesiology Taping on Up
<input type="checkbox"/> ☆			SCONUL Focus 68 38



Add entry manually ×

DOI (This will pre-populate the form)

REFERENCE TYPE

Journal Article ▼

TITLE

AUTHORS

Please enter author names as 'last name, first name' (e.g. 'Smith, Jane').

[+ Add another author](#)

PUBLICATION DETAILS

Journal



2.6 Edit entries

It is important to make sure that the saved references on your Mendeley account are correct and complete with important details. Through editing the entries, we can ensure that the details are correct. To edit the entries, please follow the steps below:

- From your Mendeley Library, click any reference you wish to edit.
- The details of the reference shall be shown at the right side. Click the information that you wish to review or edit.
- Fill in the missing or incorrect details.
- Click anywhere in the box to automatically save the edits you made.

The screenshot shows the Mendeley interface with a list of references on the left and a detailed view of a selected reference on the right. The selected reference is "Severe acute respiratory syndrome coronavirus 2 (the cause of COVID 19) in different types of clinical specimens and implications for cytopathology specimen: An editorial review with recommendations" by Shidham V, Frisch N, Layfield L, published in 2020. The year field in the details view is highlighted with a red dashed box and a red circle '2'. A red dashed arrow points from this field down to the bottom of the page.

AUTHORS	YEAR	TITLE
Shidham V, Frisch N, Layfield L	2020	Severe acute respiratory syndrome coronavirus 2 (the cause of COVID 19) in different types of clinical specimens and implications for cytopathology specimen: An editorial review with recommendations
Calvo C, López-Hortelano M, Vicente J...	2020	Recommendations on the clinical use of cytopathology specimens
Hanson J, Ostrem J, Davies B	2019	Effect of Kinesiology Taping on Upper Limb Muscle Activity
		SCONUL Focus 68 38
		SCONUL Focus 68 43
Høivik T	2014	Tracking the traffic in modern libraries
Applegate R	2009	The library is for studying: Student use of the information commons
Archambault S, Library W, Justice A, H...	2017	Student use of the information commons



The screenshot shows the Mendeley Library interface. On the left is a sidebar with navigation options like 'All References', 'Recently Added', and 'Collections'. The main area displays a table of references with columns for 'AUTHORS', 'YEAR', and 'TITLE'. One reference is highlighted: 'Severe acute respiratory syndrome coronavirus 2 (the cause of COVID 19) in different types of clinical specimens and implications for cytopathology specimen: An editorial review with recommendations' by Shidham V, Frisch N, Layfield L, published in 2020. To the right, a detailed view of this article is shown, including a 'Journal' field with a text input box, and 'Year' (2020) and 'Pages' (from - to) fields. A red box highlights the 'Journal' field and the 'Year' and 'Pages' fields.

Read: Supplement Handout on Finding bibliographic details in a source

This is a useful guide to help you look for the important information of a source when you check and edit your entries in Mendeley.

3. MENDELEY REFERENCE MANAGER APPLICATION

Activities:

- 3.1 Download and install Mendeley Reference Manager application
- 3.2 Read papers, highlight and annotate
- 3.3 Create private groups and share PDF files
- 3.4 Mendeley Cite, insert citation, insert bibliography, and change citation style
- 3.5 Working offline with Mendeley Reference Manager

3.1 Download and install Mendeley Reference Manager application

- a. Download the Reference Manager application in <https://www.mendeley.com/download-reference-manager>
- b. Run the downloaded software.
- c. Click install. Follow the other steps until you finish installing the software.

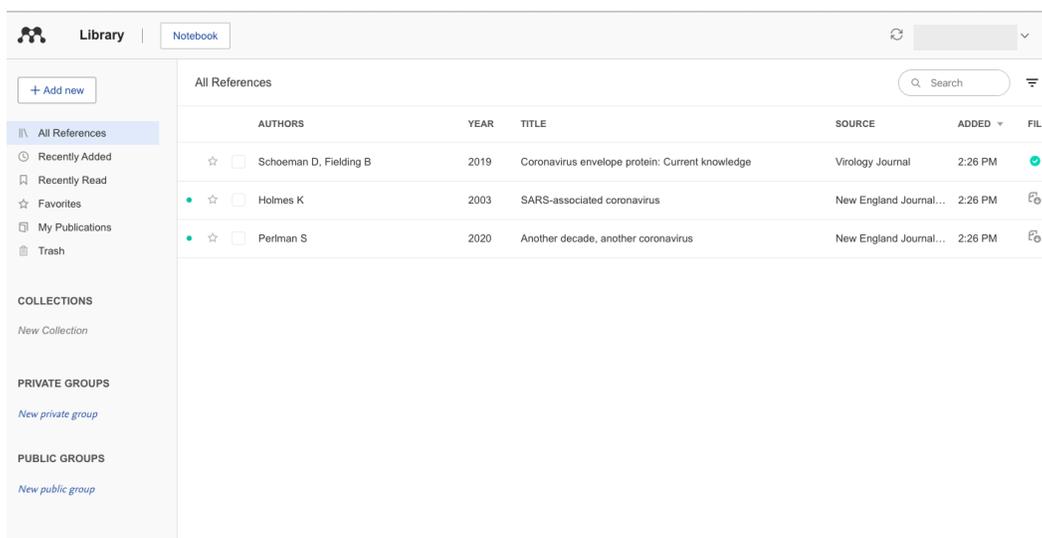
Mendeley Reference Manager is supported in Windows, Mac, and Linux.

For the documentation on supported operating systems, please go to https://service.elsevier.com/app/answers/detail/a_id/18117/kw/word%20processors/supporthub/mendeley/

3.2 Read papers, highlight and annotate



Mendeley Reference Manager application has a built-in PDF viewer which allows multiple open documents, highlighting, post-it-like note taking, and more. Please follow the steps below to read, highlight and annotate your references:



A. Open any saved reference with a small check icon next to its listing by either clicking the check icon, or double clicking the reference listing.

B. Please note of the following useful tools in reading your references:

- Text select tool* – use this tool to select text within your document. You can use this to copy and paste relevant passages, or to apply highlighting (see below).
- Highlight tool* – use this tool to apply highlighting to text within the document. The highlight tool will apply whichever color is currently set as active (see below). Use the dropdown menu that appears next to the tool to switch between text-based highlighting and rectangle-based highlighting. The latter can be useful for images, graphs, charts, or large sections of text.
- Note tool* – use this tool to create notes at specific locations within the document – sometimes called ‘sticky notes’. Click wherever you want the note to appear. The note tool will appear in whichever color is currently set as active.
- Color selection* – Mendeley supports highlighting in a number of different colors. Use this menu to select the currently active color. Notes and highlighting that you apply will use this color. Note that you can change the color of an existing note by using the dropdown menu that appears in the top right corner of the note when open. You can change the color of an existing highlight by right clicking on it.
- Fit* – It has two options: fit to width, or fit to page.
- Zoom* – use these buttons to zoom into and out of the PDF.
- Rotate* – use this tool to rotate the PDF by 90 degrees.
- Download* – use this tool to download the PDF to your computer
- Search* – search within the PDF using this tool



Coronavirus envelope protein: Current knowledge, Schoeman D, Fielding B. 2019

Schoeman and Fielding *Virology Journal* (2019) 16:69
https://doi.org/10.1186/s12985-019-1182-0

Virology Journal

REVIEW Open Access

Coronavirus envelope protein: current knowledge

Dewald Schoeman and Burtram C. Fielding

Abstract

Background: Coronaviruses (CoVs) primarily cause enzootic infections in birds and mammals but, in the last few decades, have shown to be capable of infecting humans as well. The outbreak of severe acute respiratory syndrome (SARS) in 2003 and, more recently, Middle-East respiratory syndrome (MERS) has demonstrated the lethality of CoVs when they cross the species barrier and infect humans. A renewed interest in coronaviral research has led to the discovery of several novel human CoVs and since then much progress has been made in understanding the CoV life cycle. The CoV envelope (E) protein is a small, integral membrane protein involved in several aspects of the virus' life cycle, such as assembly, budding, envelope formation, and pathogenesis. Recent studies have expanded on its structural motifs and topology, its functions as an ion-channelling viroporin, and its interactions with both other CoV proteins and host cell proteins.

Main body: This review aims to establish the current knowledge on CoV E by highlighting the recent progress that has been made and comparing it to previous knowledge. It also compares E to other viral proteins of a similar nature to speculate the relevance of these new findings. Good progress has been made but much still remains unknown and this review has identified some gaps in the current knowledge and made suggestions for consideration in future research.

Conclusions: The most progress has been made on SARS-CoV E, highlighting specific structural requirements for its functions in the CoV life cycle as well as mechanisms behind its pathogenesis. Data shows that E is involved in critical aspects of the viral life cycle and that CoVs lacking E make promising vaccine candidates. The high mortality rate of

3.3 Create private groups and share PDF files

In addition to organizing your personal research library and helping to write new papers, one of the key benefits of using Mendeley is the opportunities it offers for collaboration and discovery. Mendeley's Groups functionality is central to this. Groups allow you to create and join teams of like-minded people. Whether you're joining colleagues working on a specific project, a professor wanting to distribute a reading list to a class or looking to join a worldwide discussion on a particular discipline, Mendeley Groups can help you achieve your goals.

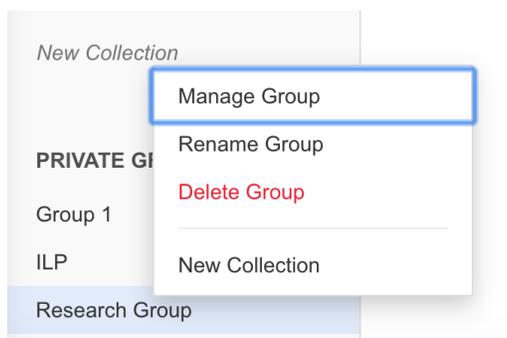
- Create, curate and grow groups of people according to your needs.
- Control who can join and add materials to your group.
- Use private groups to collaborate directly on materials and share full papers.
- Join existing groups dedicated to sharing knowledge on a particular subject.
- Discover new research and potential collaborators in your field from around the world.

To create Groups, log in to your Mendeley Reference Manager account. Under **Private Groups**, click **New group** and type the group name.



To make changes in the Group, right click the Group Name.

- Manage Group – allows you to invite group members
- Rename Group – allows you to edit the name of the Group
- Delete Group – allows you to remove the Group. This action can only be done by the Group Creator.



To invite a member to the group, click **Manage Group** then click **Invite members**. Enter the email address of the member you wish to invite then click **Send invites**. You can view the group members under the **Members tab** and the members who have been invited but have not accepted the invite in the **Pending invites tab**. You have an option to Resend the invite or Cancel the invite.

Note: You may only send an invite to an email address with Mendeley account.



Preferences

Groups

More preferences coming soon

Back to Groups

Research Group

Owner

Created 8/18/2021

1 / 100 [Invite members](#)

Members (1) Pending Invites (0)

Invite colleagues to join and connect with like-minded researchers in institutions from all over the world so that you can combine your knowledge and find new avenues for research

Back to Groups

An email will be sent to each member with the invitation. Each invitation will count towards the group limit of 100 members.

INVITE MEMBERS TO

Research Group Owner 1 / 100
Created 8/18/2021

Email addresses

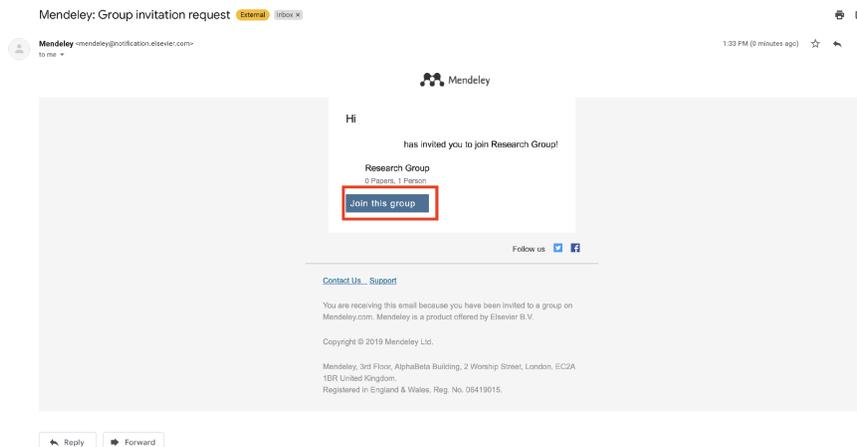
jabautista@dlshsi.edu.ph

Enter each email address on a separate line

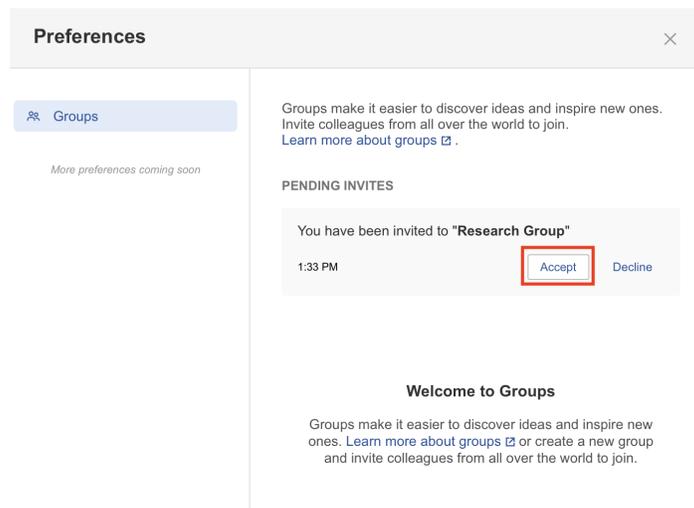
97/98 invites left

[Send invites](#) [Cancel](#)

When you are invited to join group, you shall receive a notification in your email. If you wish to accept the invite, click **Join this group**. You shall be prompted to sign in to your Mendeley Reference Manager.



When signed in to Mendeley Reference Manager, you shall see the pending invite. Click **Accept** to join the group or **Decline** if otherwise.



3.4 Mendeley Cite, insert citation, insert bibliography, and change citation style

Mendeley Cite is a Word plugin that allows you to easily insert references from your Mendeley library into your Word document, change your citation style and generate a bibliography - all without leaving your document. Mendeley Cite is available in MS Word, Office 365, and Microsoft Word for iPad only.

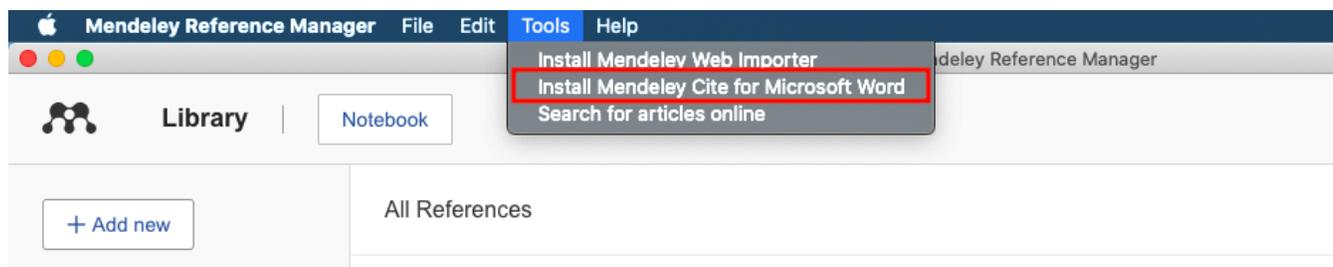
For the documentation on supported text processors, please go to https://service.elsevier.com/app/answers/detail/a_id/18117/kw/word%20processors/supporthub/mendeley/



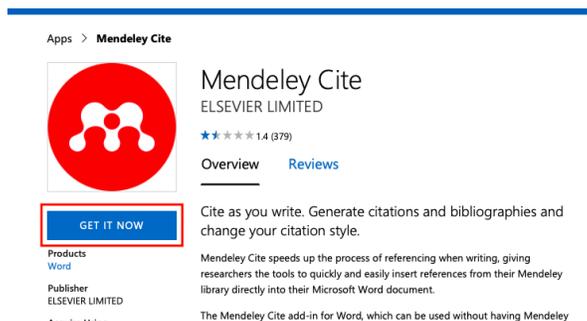
To install word plug in, follow the steps below:

Installing Mendeley Cite for Microsoft Word

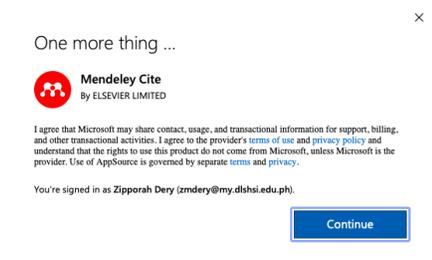
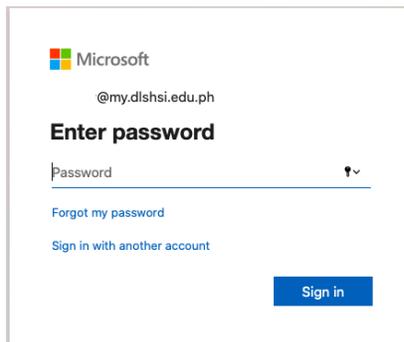
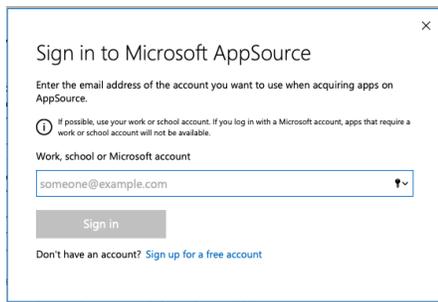
- Open your Reference Manager application and sign in.
- Click the Tools tab and choose Install Mendeley Cite for Microsoft Word



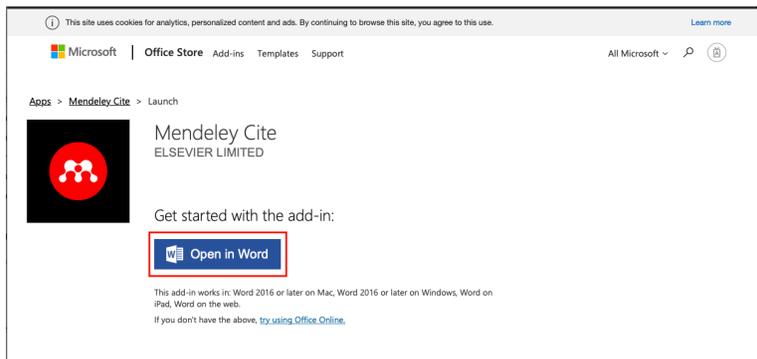
- This will open Mendeley Cite in Microsoft Apps Store. Click **Get It Now**.



- Sign in using your Microsoft Office 365 account. Accept the Privacy Policy Agreement if prompted.



e. Launch Mendeley Cite by clicking **Open in Word**.



f. In MS Word, click the References tab. The Mendeley Cite icon appears at the right side of the toolbar.



g. Click the Mendeley Cite icon then sign in to your Mendeley Reference Manager account.



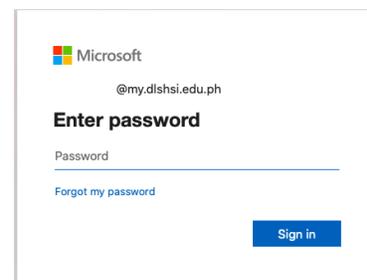
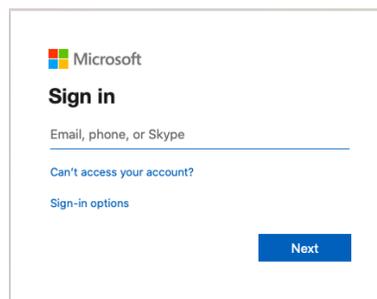
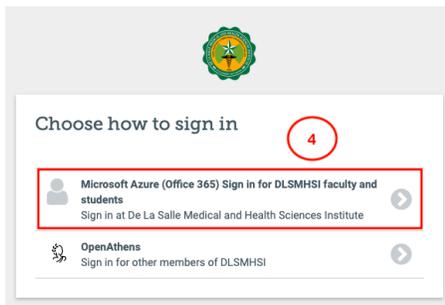
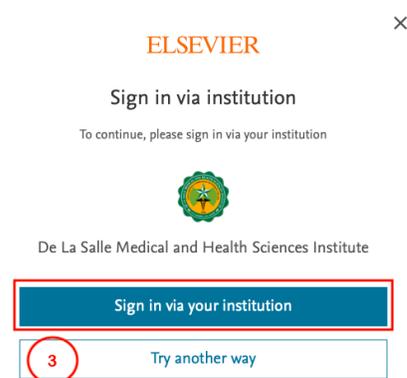
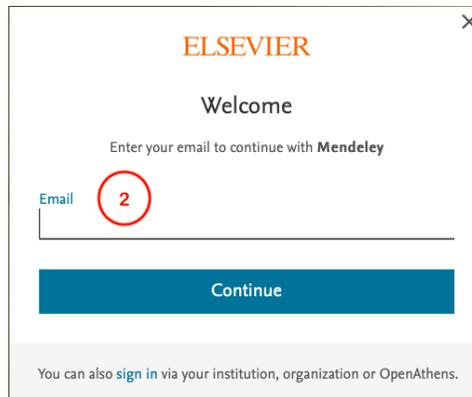
Mendeley Cite

The Mendeley Cite add-in allows you to cite references in your Mendeley Library, change citation style, and insert a bibliography.



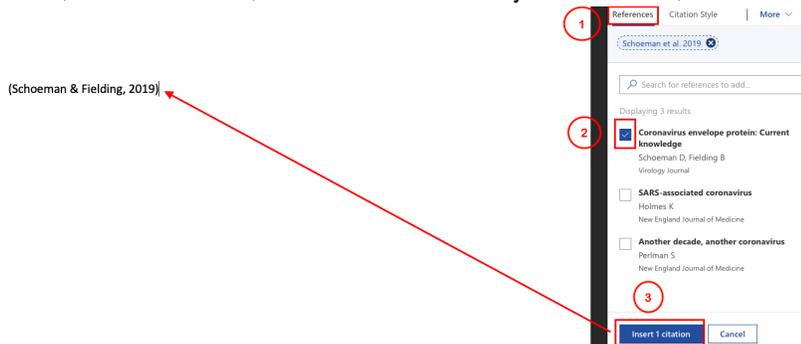
Don't have an account?
[Register now](#)

Need help with a technical issue?
[Visit our Support Center](#)



Inserting citations and references in MS Word using Mendeley Cite

a. Open MS Word. Click the References tab then click the Mendeley Cite icon. Log in to your account if prompted. To insert a citation, click References, choose the source that you wish to cite, and click Insert 1 citation.





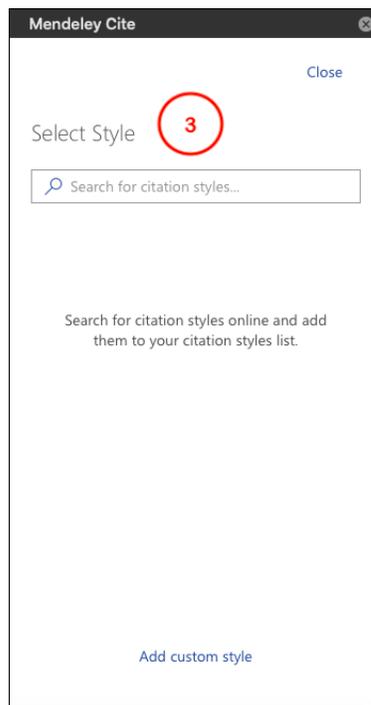
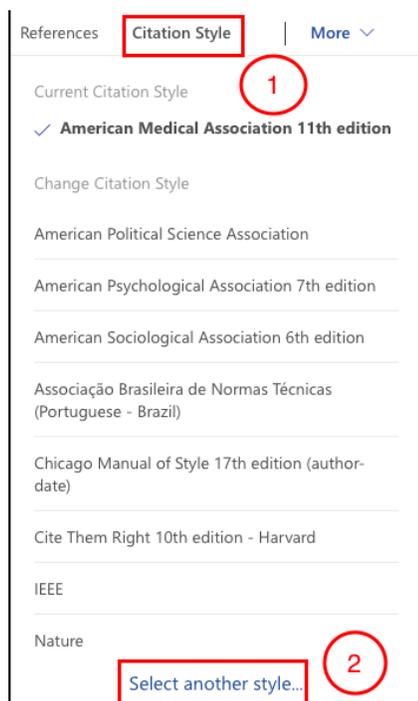
b. To insert a reference, click More then click Insert Bibliography.

The screenshot shows the Mendeley Cite interface. On the left, a text box contains a citation: (Schoeman & Fielding, 2019) and a tooltip with the full reference: Schoeman, D., & Fielding, B. C. (2019). Coronavirus envelope protein: Current knowledge. In *Virology Journal* (Vol. 16, Issue 1). BioMed Central Ltd. <https://doi.org/10.1186/s12985-019-1182-0>. On the right, the 'Mendeley Cite' sidebar is open, showing the 'More' menu with 'Insert Bibliography' highlighted. Below, a search bar and a list of three references are visible, with the first one matching the citation in the text box.

c. To change the citation style, click Citation Style, choose the preferred citation format, then click Update citation style.

The screenshot shows the 'Citation Style' menu in Mendeley Cite. The 'Citation Style' tab is selected, and the 'American Medical Association 11th edition' is highlighted. A list of other citation styles is shown below, including American Psychological Association 7th edition, American Political Science Association, American Sociological Association 6th edition, Associação Brasileira de Normas Técnicas (Portuguese - Brazil), Chicago Manual of Style 17th edition (author-date), and Cite Them Right 10th edition - Harvard. A 'Select another style...' option is also visible. At the bottom, the 'Update citation style' button is highlighted. On the right, a tooltip shows the citation for the selected style: 1. Schoeman D, Fielding BC. Coronavirus envelope protein: Current knowledge. *Virology Journal*. 2019;16(1). doi:10.1186/s12985-019-1182-0.

d. To look up a citation style other than those listed, click Citation Style then click Select another style. Look up your preferred citation format in the search box.

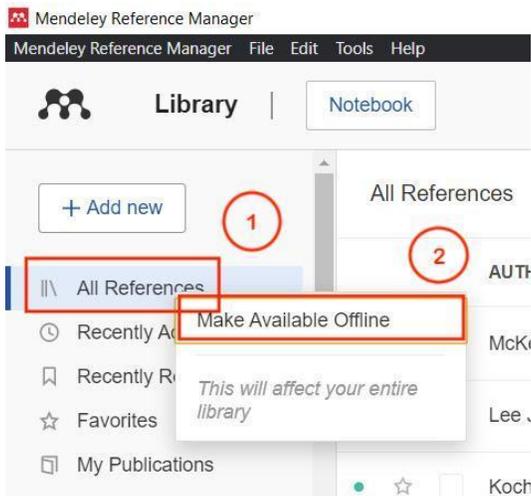


Notes:

1. The accuracy of the bibliography list that you could insert using Mendeley depends on the bibliographic information saved in your Mendeley Library. For example, if the record in the Mendeley Library has no page number, the reference that you shall insert would also have no page number. Thus, it is important to check and edit your Mendeley records (**Section 2.6**) so the citation and reference that you would create shall also be complete and accurate.
2. Mendeley shall create the list of bibliography based on the citations that you have inserted within the document. Thus, you need to insert citations first then insert the bibliography last so that all of the citations that you have inserted would be included in the list of bibliography.

3.5 Working offline with Mendeley Reference Manager

a. To work offline, right click All References then choose **Make Available Offline**. This will download all your references then you would be able to work with Mendeley Reference Manager even if there is no internet connection.



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