
Free plugin installation and use, Mendeley Library

The purpose of the Mendeley Cite plugin is to standardize citation formats and simplify the referencing process in Microsoft Word. Since the academic impact of the authors, you cite depends on how their work is referenced, there is a reciprocal effect - your own scientific evaluation similarly depends on how others cite your work. In response to this, Elsevier has developed personal citation databases and the Mendeley Cite plugin, which enables automatic insertion of references into manuscripts and other professional documents, ensuring that citations are accurately recorded and indexed. Therefore, we kindly ask you to use this plugin **and use or apply the "Nature" citation style. You can easily set this citation format by following step 3 in this document.**

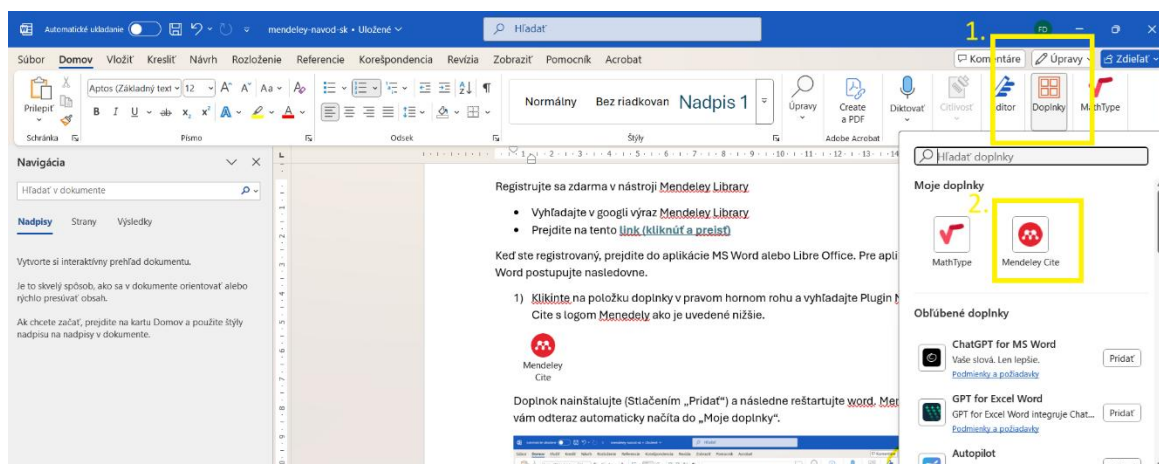
- 1) Register for free in the Mendeley Library tool, for all other work you will need an active account and know your login details.
 - Search for Mendeley Library on Google
 - Go to this [link \(click to go\)](#)

Once you are registered, go to MS Word or Libre Office. For MS Word, follow further steps.

- 2) Click on **add-ons** in the top right corner and look for the Mendeley Cite plugin with the Mendeley logo as shown below.



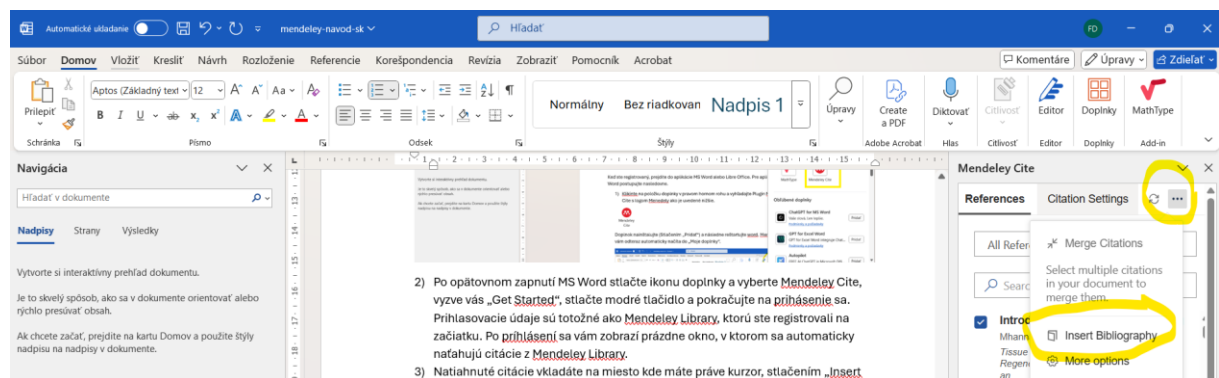
Install the add-on (by pressing "Add") and then restart word. Mendeley will now automatically load into your "My Add-ons".



- 3) After turning MS Word back on, press the plugins icon and select Mendeley Cite, it will prompt you "Get Started", press the blue button and proceed to log in. The login details are identical to the Mendeley Library you registered at the beginning. After

logging in, you will see a blank window in which citations from the Mendeley Library are automatically retrieved.

- 4) You insert the stretched citations where you currently have the cursor, by pressing "Insert Citation" or by selecting multiple citations and then pressing the blue "Insert" button.
 - Citations appear in a style that can be changed automatically.
 - Citations are automatically numbered.
 - Citations have the necessary format.
 - Literature is generated automatically.
- 5) To generate a bibliography list, press ... and choose Insert Bibliography. Confirm that you are in the correct position in the text where you want to insert the literature list.



- 6) If you want to change the citation style, you need to press "Citation Settings", where you choose the language of the citation (Support for Slovak and Czech), choose the citation format, for the journal Rehabilitácia we recommend using exclusively the "Nature" format from 2025. After selecting, click on "Update citation style", the entire list of literature will be automatically redone. **Keep in mind that if you do not choose the correct format, the editor cannot intervene in the wrong format and will therefore ask you to correct the format of the citation style and send a corrected version of the manuscript.**

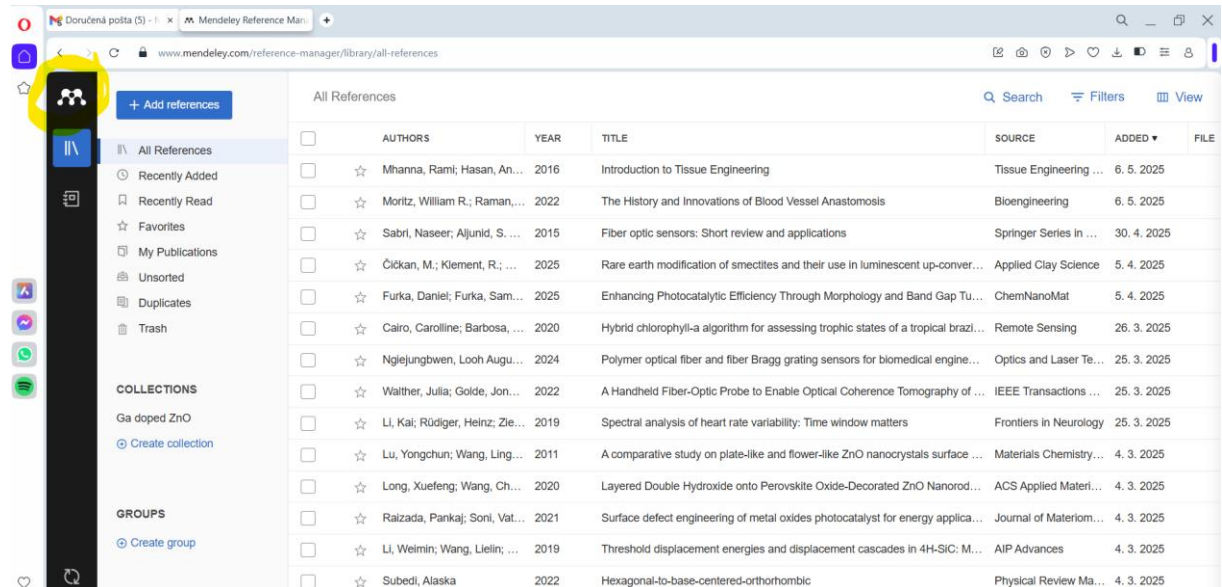
Retrieve citations to Mendeley Online Library

Go to the Mendeley Library website ([link \(click and go\)](#)). If the link doesn't work for us, type Mendeley Library in google and open the first link we find. We will log in with the data we chose during registration (Email and password). Immediately after logging in, it will show us a web page with a blank sheet. Mine from the screenshot already contains quotes, so it's not empty.

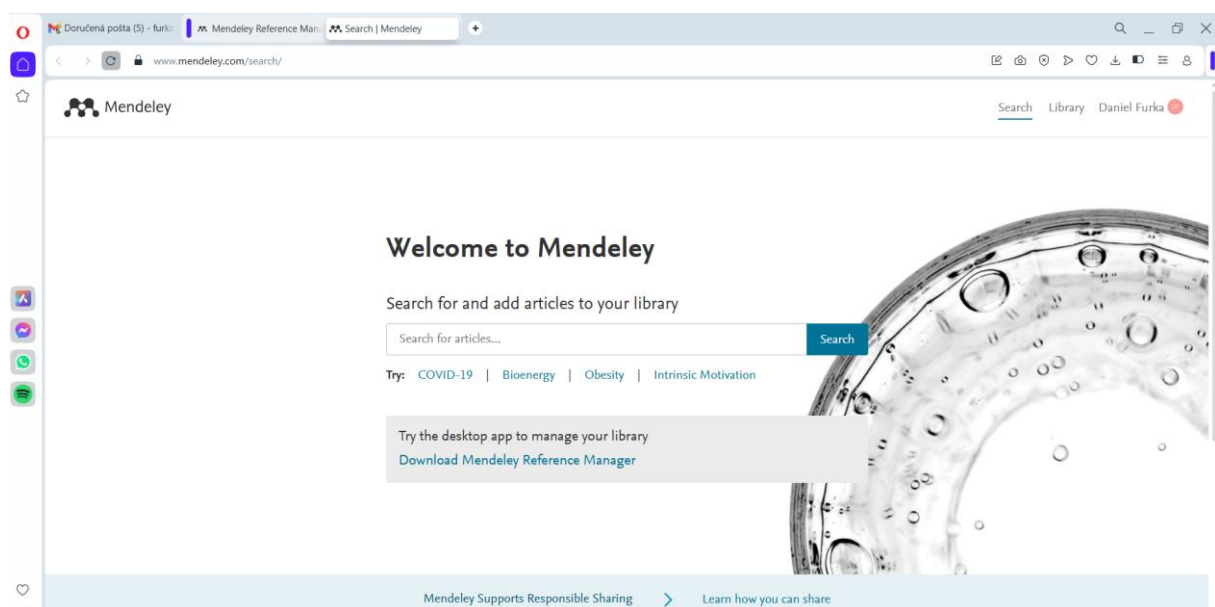
- 1) To work with Mendeley Library, all you need is a simple procedure, including opening a search engine for already published scientific papers. Citation groups do not need

to be used. The advantage of the Mendeley library is that citations will never disappear from you, you will be able to search them at any time. You can also manually add a new citation that other authors will be able to search for.

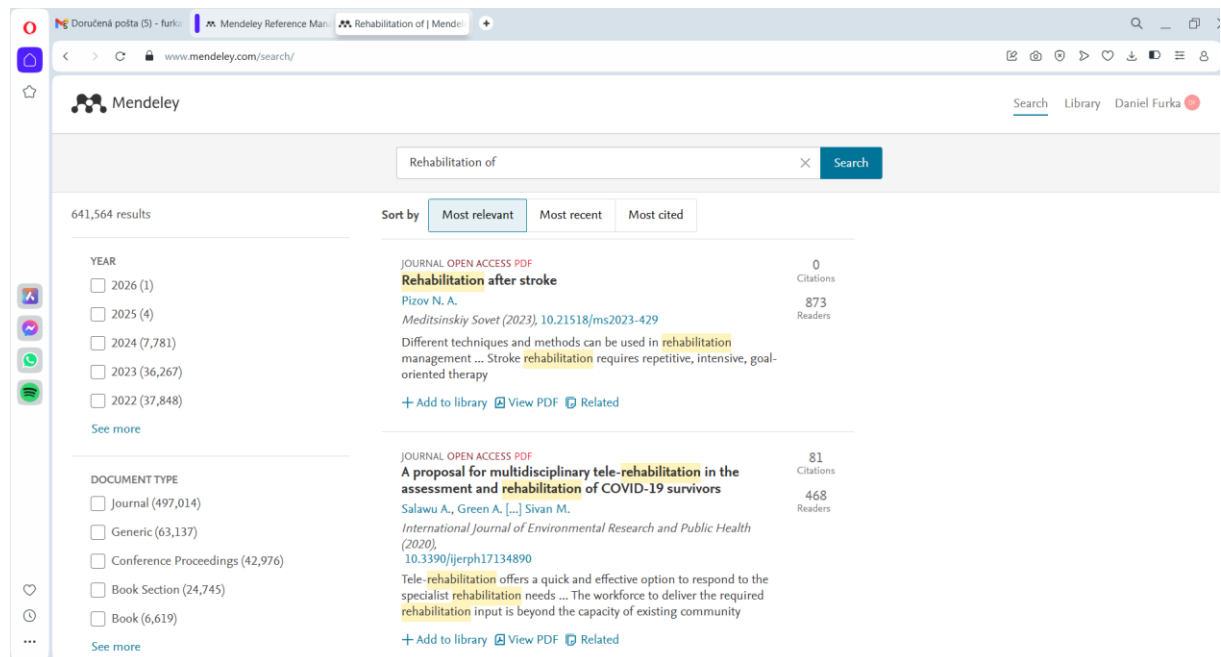
- 2) Click on the Mendeley LOGO in the upper left edge, circled in yellow in the image below. A citation finder will open for you.



- 3) A new page has opened with the inscription "Welcome to Mendeley. In fact, it is the penultimate step. In the search engine, you can then enter any publication that has been assigned a DOI, or you know the title, or you simply start writing a topic that you are interested in whether it has been published. In the proposals, you will receive the most up-to-date scientific results. At the same time, notice the pink circle at the top right, which indicates that you are logged in.



- 4) Search for what you like or what you need (Authors' name, DOI number, journal title, article title, even text in the article). When Mendeley offers you a list of works, you need to choose the one you are looking for and press "Add to library".



- 5) DONE.

All citations that you have added in this way and have been logged in will be automatically downloaded to your Word plugin, where you can insert them into the text and after writing the article, you will generate a list of References.

Warning. The first writing with Mendeley Library is often slower because you learn it, but don't neglect it, these few actions will be fully subconscious and automated when you add the fifth citation, and you will appreciate the efficiency with which your citations will suddenly be found by other authors, but also the efficiency with which you will be able to find new and relevant articles that a Google search may not have even known about.

If a manuscript or required citation is missing from the MENDELEY LIBRARY database, how do we manually add it?

- 1) Open our Online Mendeley Library by searching for it on Google or by following this [link \(click to go\)](#).
- 2) Directly in the upper left corner, click on the blue button "**+ add references**".



3) In the menu, select the option to add „ **add reference manually** “.

- In this option, you can search for a manuscript or citation by DOI or PMID numbers. Just enter the DOI or PMID number in the search field and press search icon.
- If the a manuscript or citation was not found according to the DOI or PMID number, it is necessary to enter the job data manually and press blue icon at the bottom “ **Add Entry** ”. This will create a full-fledged citation, ready for you and other uses.

As scientists and experts, we ask you to cite essential, new and important sources. We do not recommend using citations of bachelor's or master's theses, as they often contain scientific errors. When citing dissertations, we also ask you to consider the necessity. Please do not use works from popularization magazines as a basis for writing. Thank you for your cooperation and help in improving the quality of the magazine.

Thank you for your attention and I keep my fingers crossed,

Dr. Daniel Furka, PhD. MLJ. (2025)

Thank you,

Dr. Daniel Furka, PhD. MLJ. (2025)