



Mendeley

# Mendeley Reference Manager

A guide for new users

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ELSEVIER

# Simplify your referencing, accelerate your research

Mendeley Reference Manager simplifies your referencing so that you can spend more time researching.

Store, search, organize, note, share and cite from just one reference library. Offering time saving efficiencies, Mendeley Reference Manager enables you to reduce your workload and advance your research goals.

This guide shows you how to:

1. [Navigate Mendeley Reference Manager](#)
2. [Build your Mendeley library](#)
3. [Insert citations into your Microsoft® Word document](#)
4. [Access your Mendeley library anywhere](#)
5. [Organize and find references in your Mendeley library](#)
6. [Highlight and annotate PDFs](#)
7. [Keep your highlights in one place](#)
8. [Share references with other researchers](#)

## Get started

- > Download Mendeley Reference Manager desktop at [mendeley.com/download-reference-manager](https://mendeley.com/download-reference-manager)
- > Access Mendeley Reference Manager web at [mendeley.com/reference-manager](https://mendeley.com/reference-manager)



# Navigate Mendeley Reference Manager

The screenshot shows the Mendeley Reference Manager interface. On the left, a sidebar contains navigation options: '+ Add new' (1), 'All References' (2), 'Recently Added', 'Recently Read', 'Favorites', 'My Publications', and 'Trash'. Below these are 'COLLECTIONS' (4) including 'Astrophysics', 'Metamorphic Principles', and 'Thesis Papers'; 'PRIVATE GROUPS' (5) including 'Clinical Trial 2019', 'UCL Medicine Lab', and 'New private group'; and 'PUBLIC GROUPS' (6) including 'UCL Medicine 2003 Class' and 'New public group'. The main area displays a table of 'All References' with columns for 'AUTHORS', 'YEAR', and 'TITLE'. A search bar (7) is at the top right of the table. The table lists several references, with the second one selected. At the bottom of the table, there is an 'Action panel' (9) with 'Add to', 'Mark as', and 'Delete' buttons. On the right, an 'Info panel' (10) is open for the selected reference, showing the title 'Observational Signatures of Gamma Rays from Bright Blazars and Wakefield Theory', authors, and abstract. Other panels at the top right include 'Library' (11), 'Notebook' (12), 'Sync' (13), and 'Profile' (14).

1. **Add new** - Add new references to your library
2. **All References** - Return to your library
3. **Smart Collections** - Mendeley Reference Manager automatically organizes aspects of your library into smart collections
4. **Custom Collections** - Keep your references organized in custom collections
5. **Private Groups** - The private groups you have created or joined
6. **Public Groups** - The public groups you have created or joined
7. **Search** - Search your library
8. **Library table** - All of the references in your selected collection or group
9. **Action panel** - Select the check box next to a reference in the library table to bring up the action panel
10. **Info panel** - Select a reference in the library table to view the metadata in the info panel
11. **Library** - Return to the main library view
12. **Notebook** - Keep all your thoughts in one place
13. **Sync** - Mendeley Reference Manager automatically syncs any changes you make to the cloud
14. **Profile** - Access your online profile page, access support or sign out of your account

> Find out more about your Mendeley library in our [Help Guides](#)



# Build your Mendeley library

The screenshots illustrate the following steps:

- A:** Clicking the '+ Add new' button in the Mendeley Desktop interface.
- B:** Selecting 'Import library' from the dropdown menu that appears after clicking '+ Add new'.
- C:** Using the 'Add entry manually' dialog to enter reference details like DOI, Reference Type, Title, and Authors.
- D:** Using the 'Web Importer' to automatically add references from a web page.

Build a library to keep all your references in one place, where you can easily organize and find them.

To get started with your Mendeley library, import references using a variety of methods:

- A. Drag and drop PDFs from your computer**  
Mendeley automatically captures author, title and publisher information.
- B. Import files from your computer**
  - Select and add locally stored references.
  - Import locally stored RIS, BibTeX or EndNote XML files.
- C. Manually create an entry**  
If you enter the DOI into the appropriate field Mendeley automatically looks up the details for you.
- D. Import content from the Internet using Mendeley Web Importer**  
Mendeley Web Importer detects article identifiers on the page you are viewing and automatically retrieves metadata and PDF full texts (where available) for you to add to your library.

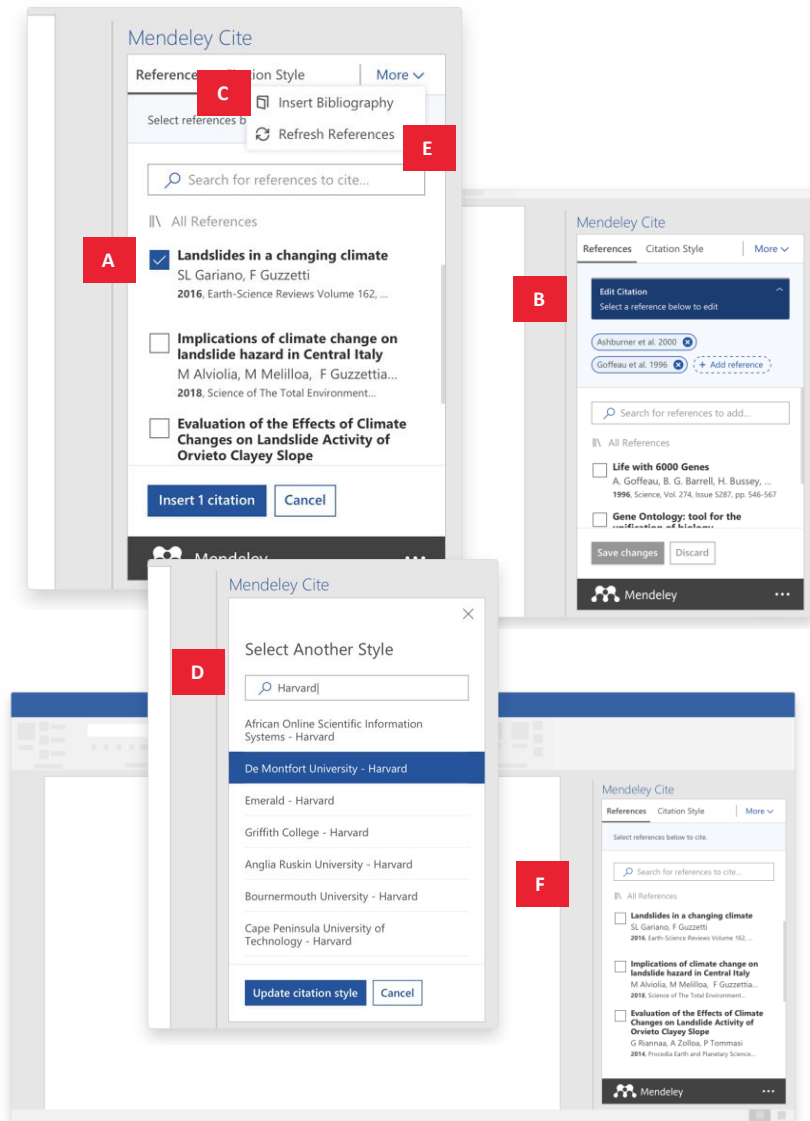
Mendeley Web Importer is supported for the following browsers:

- [Google Chrome](#)
- [Mozilla Firefox](#)
- [Microsoft Edge](#)

> Find out more about adding references to your Mendeley library in our [Help Guides](#)



# Insert citations into your Microsoft® Word document



Add citations and bibliographies to a Microsoft Word document.

Use the Mendeley Cite add-in for Microsoft Word to generate citations and bibliographies in just a few clicks:

- A. Find and insert individual or multiple references into your document**  
Search for references in your Mendeley library and insert them into your document with a single click. You can do this for individual or multiple references.
- B. Edit a reference in a citation**  
Edit references within a citation you have already created. Add values to specific reference attributes, provide a prefix/suffix or suppress the author name.
- C. Generate a bibliography**  
Generate a bibliography from the references you've cited.
- D. Choose your preferred citation style**  
Select from thousands of different citation styles. Search and select your preferred style to automatically update your references and bibliography.
- E. Refresh references**  
Refresh the references in your document to update them with any changes you have made to your library.
- F. Cite seamlessly**  
Have your Mendeley library and Microsoft Word document open side by side. You can also use Mendeley Cite without Mendeley Reference Manager being open or even installed.

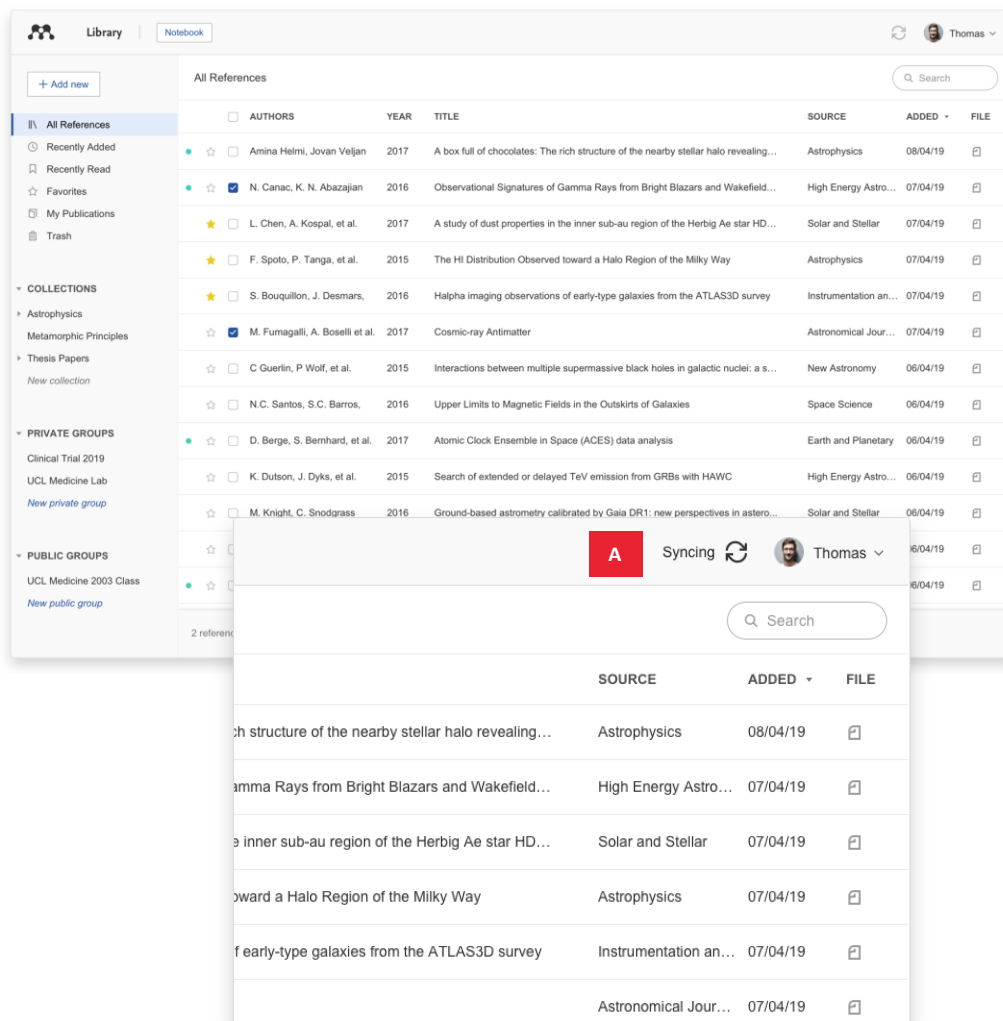
Mendeley Cite is compatible with Microsoft Word 2016 or above, Microsoft Online, Microsoft Office 365 and the Microsoft Word app for iPad®.

Get Mendeley Cite BETA at [mendeley.com/cite/word/install](https://mendeley.com/cite/word/install)

> Find out more about using Mendeley Cite in our [Help Guides](#)



# Access your Mendeley library anywhere



The screenshot shows the Mendeley desktop application interface. On the left is a sidebar with navigation options: '+ Add new', 'All References', 'Recently Added', 'Recently Read', 'Favorites', 'My Publications', 'Trash', 'COLLECTIONS' (Astrophysics, Metamorphic Principles, Thesis Papers), 'PRIVATE GROUPS' (Clinical Trial 2019, UCL Medicine Lab), and 'PUBLIC GROUPS' (UCL Medicine 2003 Class). The main area displays a table of references with columns for 'AUTHORS', 'YEAR', 'TITLE', 'SOURCE', 'ADDED', and 'FILE'. A 'Syncing' overlay is visible, showing a red 'A' icon, a circular arrow, and the user's name 'Thomas'. Below the overlay, a smaller table shows a subset of the references.

AUTHORS	YEAR	TITLE	SOURCE	ADDED	FILE
Amina Helmi, Jovan Veljan	2017	A box full of chocolates: The rich structure of the nearby stellar halo revealing...	Astrophysics	08/04/19	📄
N. Canac, K. N. Abazajian	2016	Observational Signatures of Gamma Rays from Bright Blazars and Wakefield...	High Energy Astro...	07/04/19	📄
L. Chen, A. Kospal, et al.	2017	A study of dust properties in the inner sub-au region of the Herbig Ae star HD...	Solar and Stellar	07/04/19	📄
F. Spoto, P. Tanga, et al.	2015	The HI Distribution Observed toward a Halo Region of the Milky Way	Astrophysics	07/04/19	📄
S. Bouquillon, J. Desmars,	2016	Halpna imaging observations of early-type galaxies from the ATLAS3D survey	Instrumentation an...	07/04/19	📄
M. Fumagalli, A. Boselli et al.	2017	Cosmic-ray Antimatter	Astronomical Jour...	07/04/19	📄
C Guerlin, P Wolf, et al.	2015	Interactions between multiple supermassive black holes in galactic nuclei: a s...	New Astronomy	06/04/19	📄
N.C. Santos, S.C. Barros,	2016	Upper Limits to Magnetic Fields in the Outskirts of Galaxies	Space Science	06/04/19	📄
D. Berge, S. Bernhard, et al.	2017	Atomic Clock Ensemble in Space (ACES) data analysis	Earth and Planetary	06/04/19	📄
K. Dutson, J. Dyks, et al.	2015	Search of extended or delayed TeV emission from GRBs with HAWC	High Energy Astro...	06/04/19	📄
M. Knight, C. Snodgrass	2016	Ground-based astrometry calibrated by Gaia DR1: new perspectives in astero...	Solar and Stellar	06/04/19	📄

SOURCE	ADDED	FILE
Astrophysics	08/04/19	📄
High Energy Astro...	07/04/19	📄
Solar and Stellar	07/04/19	📄
Astrophysics	07/04/19	📄
Instrumentation an...	07/04/19	📄
Astronomical Jour...	07/04/19	📄

Continue your research work whenever you need, wherever you are.

You can securely access documents in your Mendeley library using the desktop application or any Internet browser. The two versions are identical in look and functionality, and real-time sync automatically saves any changes:

## A. Know you're up to date

Your library automatically syncs with its backup in the cloud whenever you add references or make changes, seamlessly keeping everything up to date. This means you see the same library through the desktop and [web version](#) of Mendeley.

## B. Read where you want

Set your library to be available offline and work where you want.

> Find out more about syncing in our [Help Guides](#)



# Organize and find references in your Mendeley library

The screenshot shows the Mendeley library interface. The main area displays a table of references with columns for Authors, Year, Title, Source, Added, and File. A search bar is visible at the top right. A sidebar on the left contains navigation options: All References, Recently Added, Recently Read, Favorites, My Publications, and Trash. Below these are sections for Collections (Astrophysics, Metamorphic Principles, Thesis Papers), Private Groups (Clinical Trial 2019, UCL Medicine Lab), and Public Groups (UCL Medicine 2003 Class). A red box labeled 'A' highlights the 'New collection' option in the Collections section. Another red box labeled 'B' highlights the search bar at the top right.

AUTHORS	YEAR	TITLE	SOURCE	ADDED	FILE
Amina Helmi, Jovan Veijan	2017	A box full of chocolates: The rich structure of the nearby stellar halo revealing...	Astrophysics	08/04/19	
N. Canac, K. N. Abazajian	2016	Observational Signatures of Gamma Rays from Bright Blazars and Wakefield...	High Energy Astro...	07/04/19	
L. Chen, A. Kospal, et al.	2017	A study of dust properties in the inner sub-au region of the Herbig Ae star HD...	Solar and Stellar	07/04/19	
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M. Fumagalli, A. Boselli et al.	2017	Cosmic-ray Antimatter	Astronomical Jour...	07/04/19	
C Guerlin, P Wolf, et al.	2015	Interactions between multiple supermassive black holes in galactic nuclei: a s...	New Astronomy	06/04/19	
N.C. Santos, S.C. Barros,	2016	Upper Limits to Magnetic Fields in the Outskirts of Galaxies	Space Science	06/04/19	
D. Berge, S. Bernhard, et al.	2017	Atomic Clock Ensemble in Space (ACES) data analysis	Earth and Planetary	06/04/19	
K. Dutson, J. Dyks, et al.	2015	Search of extended or delayed TeV emission from GRBs with HAWC	High Energy Astro...	06/04/19	

Keep your library organized and quickly find the references you need.

Save time when looking for references by organizing them into Collections and using the search tool in your Mendeley library:

## A. Organize your references

Use Mendeley's smart collections or create your own custom collections of references to keep your research interests separate.

## B. Search your references

Enter a search term into the search field and Mendeley will return the appropriate results. Mendeley searches by author, title, year and source.

> Find out more about searching and organizing your references in our [Help Guides](#)



# Highlight and annotate PDFs

Available online 17 November 2014

Keywords:  
User experience  
Survey  
Definition  
Concept  
Practitioners  
Usability

**1. Introduction**

Some concepts in the field of HCI are commonly used by practitioners even if a lack of empirical research has prevented their full understanding and impact. User experience (UX) could be one of these fashion and fuzzy terms increasingly used even though its meaning is not clear yet regarding its definition. This question the added value of terms such as usability, ergonomics or user acceptance (Barcellona & Bastien, 2009), some also agree that UX is a "truly extended and distinct perspective of quality of interactive products" (Hassenzahl, 2008).

Since the 2000s, the concept of UX is widely used but understood in different ways (Law, Roto, Hassenzahl, Vermeeren, & ...)

... be explained by the fact that UX of fuzzy and dynamic concepts a binning several HCI notions. Unde important challenge for HCI as it toward UX measurement and des & Blythe, 2007). As stated by Fent not control what you cannot m what you cannot define" (p. 14 UX Manifesto, published in 2007 sisted in answering the questio studying the basic concepts and a studies have tried to meet this attempts to understand UX have approaches: reviewing UX re

the groundwater level 8 mm per decade. They further calculated a decrease in the displacement rate of the earthcrust in the range 1.5–3.0 mm per decade, leading to a maximum total displacement of 77 to 80 cm in the 51-year period 2010–2060. A relevant conclusion of the study was that the expected climate change did not play a relevant role in the dynamic behavior of the slow landslide in clay, due to the moderate decrease in the amount of annual precipitation and limited effect of temperature increase on evaporation and groundwater level.

Adopting the same simulation chain and global and regional climate models, Kluza et al. (2014) investigated a slow, deep-seated landslide in clay affecting the NE slope of the Crovino hill, Umbria, central Italy. A 30-year long monitoring record of the slide was used to establish a link between rainfall and rate of landslide movement (Tommasi et al., 2006), including a distinct reduction in the rate related to a decreasing trend in the maximum annual 4-month cumulated rainfall. Coupling historical data with high-resolution (up to 8 km) climate projections provided by COSMO-CM for two IPCC emission scenarios (RC4.5 and RCP8.5, Meinshausen et al., 2011), the authors obtained a quantitative estimate of the expected slope displacement until the end of 21st century, and concluded that the predicted local climate changes will be responsible for a significant deceleration of the landslide movement.

Other investigators used the physically-based modelling approach to assess the effects of climate change on populations of mainly shallow landslides. Chang and Chang (2011) determined a worst-case scenario for slow landslide occurrence in a mountain catchment of Taiwan in the 21st century. From 21 GCMs, they selected an optimal GCM (CCSM3.2, Yokoyama et al., 2006), and the related monthly precipitation. They downscaled annual 24-h rainfall maxima (considered a good predictor for typhoons), and used it as input for the three-dimensional stability conditions of a slope, measured by the factor of safety. They estimated an increase of about 13% in the average annual maximum rainfall from 1950 to 2050 and, as a result, a 12% increase in the average total unstable area between the considered periods.

Moichovenc and Fratini (2012) coupled a hydrological-stability model to eleven GCM scenarios and Monte Carlo simulations to evaluate changes in slope stability conditions of shallow landslides in central Europe. The GCM data were used to evaluate soil saturation conditions and pressure heads through the hydrological model, and an infinite slope stability model used to compare the factor of safety. They found diverging slope stability results for the future scenarios, and concluded that they could not quantify with certainty whether hillslopes became more or less stable, since the inherent errors in scenario-driven climate projections, and the empirical uncertainty of the hydrological and slope stability model parameters are larger than the variations induced by climatic change.

GCM projections were also used as input to empirical/statistical models, to analyze single landslides, or populations of landslides. Dixon and Brook (2007) applied downscaled climatic scenarios to empirical/statistical rainfall thresholds based on 1-month and 6-month cumulated rainfall for a large (1 km long, 300 m large) rotational landslide in Derbyshire, England. They employed historical data on landslide activity and the corresponding 1-month and 6-month cumulated rainfall for the period 1961–1990, and three climate scenarios (UKCP05, Hadley et al., 2007) for 2020, 2050, and 2080, based on the HadCM3 GCM (Jinns

year 2100. Comparing this result with thresholds calibrated on historical data in the period 1963–2007 they suggested an increase in the total number of debris flows of approximately 30% by the end of the 21st century.

Jonoff et al. (2009) investigated the impact of future climate change on the geographical and temporal occurrence of debris flows in the Massif des Ecrins, in the French Alps. They used downscaled rainfall and temperature data obtained from three simulations of the ARPEGE GCM (Deliquad et al., 1994), under the A2 IPCC scenario (Houghton et al., 2001), for the 30-year future period 2070–2099. The projections showed a decrease in the number of intense rainfall events and an increase in temperature, compared to the calibration period 1970–1999. Given the decrease in the number of intense rainfall events, the authors estimated a 30% reduction in the temporal occurrence of debris flows, and given the increase in temperature, they estimated a shift of the 0 °C isotherm to a higher elevation, which was expected to result in a 20% reduction in the number of slopes affected by shallow slope instabilities, and a shift in the elevation of the area susceptible to debris flow initiation.

Tuckey et al. (2016) predicted trends in debris flow activity, measured by the number of days with debris flows, for the period 2010–2050, in the Barchinonette valley, France, and the Fella catchment, Italy, under the RCP4.5 and RCP8.5 scenarios. For their experiment, they used a probabilistic approach to determine a dependence between rainfall events and debris flow occurrence (Tuckey et al., 2014), and bias-corrected climate projections of two meteorological proxies (i.e. daily rainfall from 1950 to 2009, and Convective Available Potential Energy (CAPE) from 1979 and 2011). Using an ensemble of 32 climate scenarios (from 3 RCMs and up to 6 GCMs, Jacob et al., 2014) for the rainfall proxy, and eight climate scenarios (from 6 GCMs, Taylor et al., 2011) for the CAPE proxy, they found an increase of up to 6% per decade in the number of days with debris flows towards the end of 21st century. In both study areas, and acknowledged that their projections depended strongly on the proxy used, and to a lesser extent to the GCM, RCM, and the RCP scenario.

Lastly, Cubotta et al. (2016) investigated the impact of climate change on landslide occurrence in Umbria, central Italy, using GCM projections applied to an existing regional landslide early warning system (Pascucci et al., 2014). First, they assessed the performance of the system using a catalogue of 215 shallow landslides in Umbria from 1950 to 2013. Next, they employed hourly rainfall and temperature records obtained from downsampled outputs of five GCMs for a baseline period (1980–2013), under the historical scenario, Meinshausen et al., 2011 and for two future 30-year periods (2040–2069, 2070–2099), under the RCP8.5 scenario, Jacob et al., 2014) as input to their landslide early warning system. They found an increase of ~40% in landslide occurrence in Umbria, mainly in winter. In the cold wet season the increase in the number of landslide events is due to an increase in rainfall amounts and a small decrease in soil moisture. Conversely, in the warm dry season a strong decrease in soil moisture and a moderate increase in rainfall intensity do not produce a change in landslide occurrence. A significant conclusion was that the modeling results depended largely on the selection of the GCMs, the downsampling methods, the weather generation used to downscale daily rainfall and temperature data to obtain hourly time series.

Capture your thoughts on the PDFs you're reading.

Quickly and easily add highlights and annotations to PDFs using Mendeley's annotation tools:

## A. Annotate PDFs

Record your thoughts as you read PDFs by creating a sticky note.

## B. Highlight text

Highlight key pieces of text so you can find them later. Differentiate your highlights with different colors.

## C. Work on multiple PDFs

Have multiple PDFs open at once and easily switch between them thanks to Mendeley's multi-tab format.

## D. Pick up where you left off

Mendeley remembers where you reach in a document and opens your PDFs in the same location on all devices.

> Find out more about annotating your PDFs in our [Help Guides](#)





# Keep your highlights in one place

The screenshot displays the Mendeley Notebook interface. On the left, a PDF titled "Implications of climate change on landslide hazard in Central Italy" is open. A red box labeled 'A' highlights a paragraph discussing the groundwater level of 8 mm per decade and the expected climate change. Another red box labeled 'B' highlights a paragraph about the use of GCM data to evaluate soil saturation conditions. On the right, another PDF titled "Evaluation of the Effects of Climate Changes on Landslide Activity ..." is open. A red box labeled 'D' highlights the title "Influence of climate on slope stability and landslide hazard". Below the title, a text box contains a note: "The modelling approach investigates variations in the stability conditions of single slopes or landslides driven by long-term rainfall".

Collect together all the highlights and comments you make across multiple PDFs.

You can keep your thoughts in one place using your Mendeley Notebook:

- A. Have all your highlights in one place**  
Add any highlighted text from a PDF to your Notebook in just one click.
- B. Refer back to the original PDF**  
Navigate back to the source of any highlight by selecting it in your Notebook.
- C. Work across papers**  
Keep the same Notebook page in view while switching between PDFs.
- D. Create multiple Notebook pages**  
Make as many Notebook pages as you need

> Find out more about your Mendeley Notebook in our [Help Guides](#)

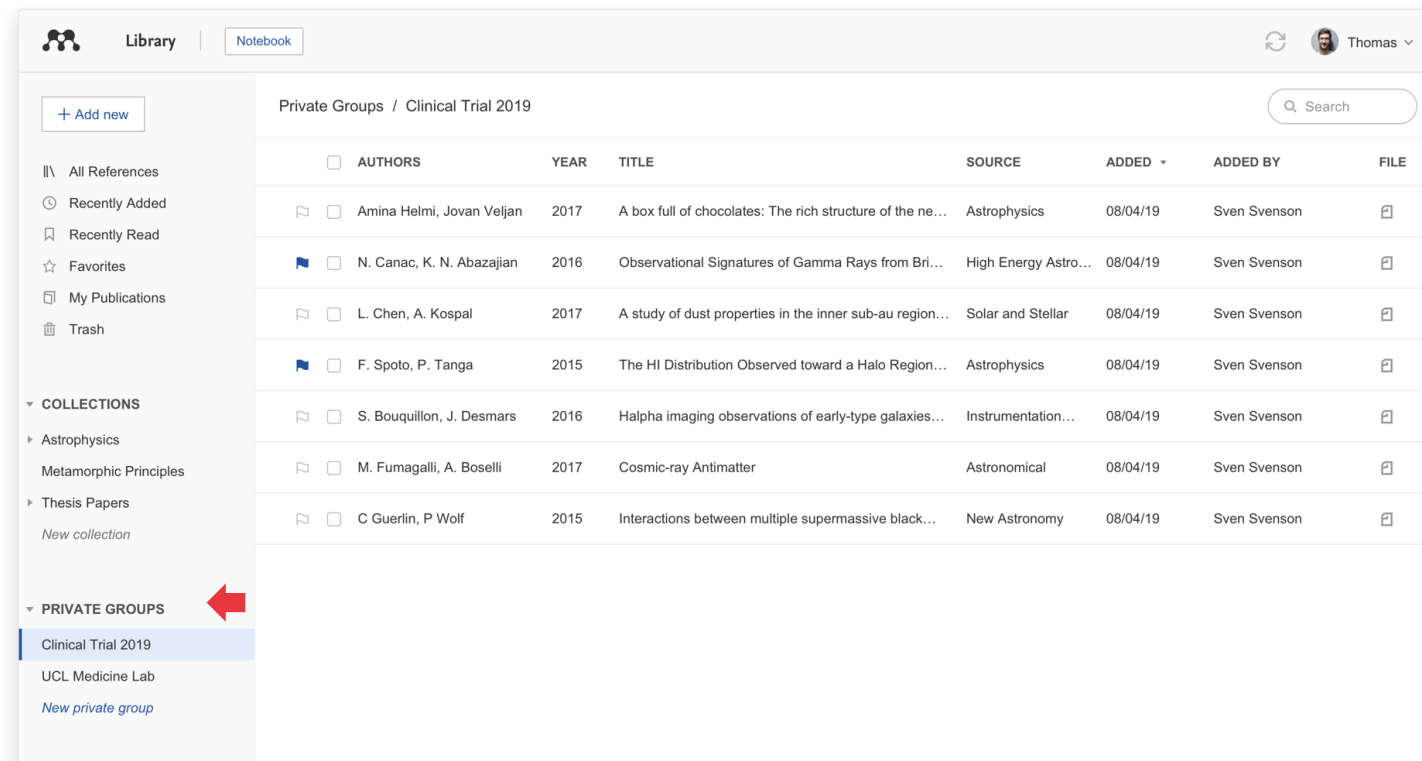


# Share references with other researchers

Collaborate with others by sharing references and new ideas within Groups.

With **Private Groups** in Mendeley Reference Manager you can:

- Share documents and references with small teams.
- Groups are managed. Managers invite members to join through Mendeley.
- Teams can share PDFs and collaborate using shared annotations.



The screenshot shows the Mendeley Reference Manager interface. On the left, there is a sidebar with navigation options: '+ Add new', 'All References', 'Recently Added', 'Recently Read', 'Favorites', 'My Publications', 'Trash', 'COLLECTIONS' (with sub-items: Astrophysics, Metamorphic Principles, Thesis Papers, and a 'New collection' link), and 'PRIVATE GROUPS' (with sub-items: 'Clinical Trial 2019', 'UCL Medicine Lab', and a 'New private group' link). A red arrow points to the 'PRIVATE GROUPS' section. The main area displays the 'Clinical Trial 2019' group, showing a table of references with columns for Authors, Year, Title, Source, Added, Added By, and File. The references listed are:

<input type="checkbox"/>	AUTHORS	YEAR	TITLE	SOURCE	ADDED	ADDED BY	FILE
<input type="checkbox"/>	Amina Helmi, Jovan Veljan	2017	A box full of chocolates: The rich structure of the ne...	Astrophysics	08/04/19	Sven Svenson	
<input checked="" type="checkbox"/>	N. Canac, K. N. Abazajian	2016	Observational Signatures of Gamma Rays from Bri...	High Energy Astro...	08/04/19	Sven Svenson	
<input type="checkbox"/>	L. Chen, A. Kospal	2017	A study of dust properties in the inner sub-au region...	Solar and Stellar	08/04/19	Sven Svenson	
<input checked="" type="checkbox"/>	F. Spoto, P. Tanga	2015	The HI Distribution Observed toward a Halo Region...	Astrophysics	08/04/19	Sven Svenson	
<input type="checkbox"/>	S. Bouquillon, J. Desmars	2016	Halpalpha imaging observations of early-type galaxies...	Instrumentation...	08/04/19	Sven Svenson	
<input type="checkbox"/>	M. Fumagalli, A. Boselli	2017	Cosmic-ray Antimatter	Astronomical	08/04/19	Sven Svenson	
<input type="checkbox"/>	C Guertlin, P Wolf	2015	Interactions between multiple supermassive black...	New Astronomy	08/04/19	Sven Svenson	

> Find out more about sharing references in our [Help Guides](#)



# Next steps

- > Download Mendeley Reference Manager desktop at [mendeley.com/download-reference-manager](https://mendeley.com/download-reference-manager)
- > Access Mendeley Reference Manager web at [mendeley.com/reference-manager](https://mendeley.com/reference-manager)

## Need more help?

Visit the Mendeley Support Hub at [service.elsevier.com/app/home/supporthub/mendeley](https://service.elsevier.com/app/home/supporthub/mendeley) to find a range of FAQs on using Mendeley's reference management solutions. Alternatively, you can contact us through any of these channels:



[Email](#)



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[Facebook](#)

## Stay in touch

Hear about the latest news and updates from Mendeley by following us at any of these channels:



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Mendeley  
Twitter](#)



[Facebook](#)



[LinkedIn](#)



[Mendeley Blog](#)

Watch this space!

To ensure Mendeley Reference Manager always supports your workflow as effectively as possible we will be releasing new features and improved functionality every two weeks. Find out about the most recent releases at [mendeley.com/release-notes-reference-manager](https://mendeley.com/release-notes-reference-manager).



# Become a Mendeley Advisor



If you are a Mendeley lover who wants to share the benefits of using Mendeley, join our Mendeley Advisor program!

The Mendeley Advisors serve as the Mendeley representative on campus and help us keep the user community thriving.

## What Mendeley Advisors do

Mendeley Advisors spread the word about Mendeley and good reference management. Here are some of the things that our current Advisors do:

- Run Mendeley [workshops](#)
- Include Mendeley in their curriculum
- Wear [Mendeley t-shirts](#)
- Post about Mendeley on social media including LinkedIn, YouTube and Twitter
- Anything else you can think of!



Mendeley Advisors are our hands on the ground, helping potential users connect with our solutions. We also consult with Advisors to understand the needs of users and to help us develop new features. They're the first group of users we consult when we are considering adding a new functionality to the product.

> Want to learn more about Mendeley Advisors? Read our [Advisor of the Month](#) column or apply on our [Mendeley Advisor webpage](#).

[www.mendeley.com/advisor-community](http://www.mendeley.com/advisor-community)





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