Mendeley: Customizing (Editing) an Output Style
A University of Michigan Taubman Health Sciences Library Guide

Mendeley comes with a large repository of styles, but sometimes you can’t find the style you need.

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.

1. In Mendeley Desktop, click on the Get More Styles tab.

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

3. Select National Library of Medicine and click the Install button.

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

5. Right click and select Edit Style.

6. When the Citation Style Editor opens, click Accept to access your account.
4. Proceed to 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:

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

1. On the left-hand side of the screen, click on Bibliography, then Layout, Group, author (macros), Names, and Name.

2. Scroll down to the Name section in the lower half of the screen.

3. At et-al-min, select 6 to indicate the minimum number of author names that will be the starting point for the “et al.” function.

4. At et-al-use-first, select 3 from the dropdown menu to determine the number of names that should appear with “et al.”

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):

1. On the left-hand side of the screen, click on Bibliography, then Layout, the 1st Group, title (macros), and title (variable).
2. On the right are three sections (Type, Text formatting, and Affixes).
3. 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.

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 Done in the Select Citation Style window. The style now matches the criteria for the journal.
6. To use the customized style in Word:

1. With Mendeley open, go to your Word document (you must have at least one citation already inserted).
2. Click on the style list, and select More Styles.
3. In the Select Citation Style window, select Journal of Dental Hygiene and click the Use this style button to the right.
4. 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?

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