**Mendeley & Google Docs**

- Create a group in Mendeley for shared sources
- Right-click the group name to create a new folder. Name the folder, e.g. *Applied references*.
- Create a shared Google Docs document for your project.
- Insert in-text citations manually in the style of your choice, e.g. (Dwyer, 2015) in APA style.
- Whenever you cite a source, make sure to move the source to the *Applied sources* folder.
- To create a bibliography:
  
  a. Select the *Applied sources* folder in Mendeley Desktop. Click *View* in the menu bar, select the *Citation style* option and pick the style of your choice.
  
  b. Sort the contents of the folder alphabetically by clicking the *Authors* option above the references.
  
  c. Select all references and drag or copy them to the Google Docs document.

NB. Drag & drop does not work in Internet Explorer, use copy & paste instead.