Zotero - Collect, Organize, Cite and Share your Research Sources: Introduction

Zotero is a free, easy-to-use tool to help you collect, organize, cite, and share your research sources.

Introduction  Installation  Configuring Zotero  Collecting References  Organizing Research  Cite work & Create Bibliographies  Collaborating and Sharing References  Moving from EndNote to Zotero  CSL Files Created by NUS Libraries  Zotero Tips and Tricks  Zotero for Ipad  Zotero Mobile  Getting Help

Zotero Guide Book

Zotero: a guide for librarians, researchers and educators

Zotero by Jason Puckett
Call Number: PN171 Foo Pu 2011
ISBN: 9780636655092
Publication Date: 2011-06-01

Zotero Training Sessions

Zotero hands-on tutorials are conducted by NUS librarians around the recess weeks of each semester. Please watch out for this space for the schedules as well as our email newsletter announcing upcoming sessions.

For urgent Zotero assistance and queries, please contact your nearest Zotero librarian listed on the right.

What is Zotero?

Zotero is a free bibliographic citation management software that allows you to save, collect, manage, cite, and share research sources. Zotero is available either as a Firefox extension or as standalone software that works with Firefox, Chrome and Safari browsers. It works right in your browser, making it easy to save your citations while you search.

Resource Librarian

Ming Guang Hua

Contact:
NUS Central Library
+6 6516 3127
Send email
Zotero
Collect, Organize, Cite and Share your Research Sources

By Reference Management Team
Photography, audio and video recordings may be taken by NUS Libraries at this event and be used for NUS Libraries' archival, communications and promotional purposes.

By joining the event, you agree to be filmed for any and all media purposes without compensation or acknowledgement.
REFERENCES AND DOCUMENTS

1. Expressed in a citation style appropriate to your discipline/subject/journal
2. Citation styles may use in-text citations OR footnotes
OVERVIEW

Using Zotero
WHAT IS ZOTERO?

Free Cloud-Based Reference Management Software
Cross Platform (Win/Mac/Linux)
Works on all major browsers
Developed by librarians
ZOTERO ONLINE LIBRARY VS STANDALONE
LOGGING INTO ZOTERO ACCOUNT

[Image of Zotero interface showing the Preferences option and the login screen with fields for Username and Password and a button to Set Up Syncing.]
OVERVIEW

BUILD
• Add PDFs
• Zotero Connector
• Use PMID/ISBN/DOI
• Exporting saved references in .RIS & .bibtex
• Manual entry

ORGANISE
• Organise your Zotero Library
• Use the folders
• Tagging & search

USE/CITE
• Insert and edit citations in MSWord
• Generate the Bibliography
• Change citation styles

COLLABORATE
→ Form Zotero Groups to collaborate and work with others
BUILD

Populating a Zotero Library
BUILDING YOUR Z ‘LIBRARY’

Add reference by manually entering details

Import from another ref software, or BibTeX

Add references using DOI/ISBN/PMID
1. ADDING PDFS

- PDFs must have a DOI (Digital Object Identifier) to enable Zotero to auto-populate the key metadata fields of a citation/reference

- Click on the PDF, drag and drop into the middle panel of your Zotero Standalone

- Check that the metadata fields are populated correctly
2. ZOTERO CONNECTOR
SAVE RESEARCH WHILE BROWSING ONLINE

Install the Zotero Connector for Firefox

Zotero Connectors allow you to save to Zotero directly from your web browser.

Install

For Mac, Windows, Chrome connector

Safari connector

A bookmarklet that works in any browser, including those on smartphones and tablets, is also available.

https://www.zotero.org/download/connectors
ZOTERO CONNECTOR

Browser Dependent:
• Works on Firefox, Safari & Chrome
• Does NOT work on Internet Explorer & Edge
• Always keep Zotero Standalone open when using it

Caveats:
• Very powerful, works on most websites, but may not work on some database
• The quality of metadata varies with the source
USING ZOTERO CONNECTOR

Select the articles you want and import them into Zotero
If PDFs are available it will be brought in
3. USING ISBN/DOI/PMID

You can also add references using ISBN/DOI/PMID

- The document will not be imported into the Zotero Library
4. EXPORT FROM DATABASES (.RIS)

Typically, look for the ‘Export to …’ function in a subscribed database.

Examples …

**EBSCO**

Save citations to a file formatted for:

- Direct Export in RIS Format (e.g. CITAVI, EasyBib, EndNote, ProCite, Reference Manager, Zotero)
- Direct Export to EndNote Web
- Generic bibliographic management software
- Citations in XML format
- Citations in BibTeX format
- Citations in MARC21 format
- Direct Export to RefWorks
- Direct Export to EasyBib

**JSTOR**

Export Selected Citations

- Export a RIS file
  (For EndNote, ProCite, Reference Manager, RefWorks, Zotero…)
- Export a Text file
  (For BibTex)
- Using RefWorks?
  Find out how it works with JSTOR

**ProQuest**

Export/Save

- RefWorks
- EasyBib
- HTML
- PDF
- RIS (works with EndNote, Citavi, etc.)
- RTF (works with Microsoft Word)
- Text only
- XLS (works with Microsoft Excel)
A. FINDMORE @NUS LIBRARIES
B. DATABASES: SCOPUS AND SCIENCE DIRECT
5. ADD AN ENTRY MANUALLY

**Title:** Microplastics in commercial bivalves from China

**Authors:** Jiana Li, Dongqi Yang, Lan Li, Khalida Jabeen and Huahong Shi

**Journal details:** Environmental Pollution, Volume 207, issue 2015

**DOI:** 10.1016/j.envpol.2015.09.018.

**Pages:** 190-195
5. MANUAL ENTRY

- Select the relevant document type
- Key in the details of the item: title, author & year are crucial
- Author field requires special attention (Last name, first names)
- ‘Source’ info is also important
- Works best for Factiva and Newspaper sources
RECAP

1. PDF (containing DOI)
2. Zotero Connector
4. Export saved citations in .RIS or .bibtex
5. Manual Entry
ORGANIZE
Managing your Zotero Library
CREATE AND USE FOLDERS (COLLECTIONS)

Click to create a new collection (folder) to organize your references

Your collection (folders) which you can drag and drop references in. You can also re-arrange them if you wish to
SEARCHING YOUR ZOTERO LIBRARY

Enter your search term in the search field

Click on a specific folder to search within it

Zotero’s search tool will look at reference metadata, but will also search within the full text of PDF papers
TAGGING YOUR REFERENCES

Add tags to papers in your library which share a common theme.

Use the Filter Menu to filter your library view to only include tagged items.
CHECKING FOR DUPLICATES

Click on Merge to merge duplicate records

Click on Duplicate Items to check for duplicates
SYNCING

Click to sync your Zotero Library with the cloud server.

Please make sure you have a Zotero account and you are signed in.
CITE
Using the Zotero MS Word Citation Add-In
INSTALL THE CITATION ADD-IN
THE ZOTERO TOOL BAR APPEARS IN WORD AUTOMATICALLY
GENERATING CITATIONS IN WORD

1. Click ‘Insert or Edit Citation’

2. Search by author, title or year, or select a document from your Zotero library

3. Select the article or book, and click ‘ok’ to automatically cite that text in Word
EDITING AND ADDING TO CITATIONS

1. Select your citation and click on ‘Add/Edit Citation’

2. Click on the citation to edit (here Champion, 2008)

3. Add the relevant details such as page numbers etc
INSERTING YOUR BIBLIOGRAPHY

All formatting of the bibliography (font size, line spaces, hanging paragraphs) are done in MSWord.


CHANGING CITATION STYLES

Click on Manage Styles if the style you want is not there.

Click on Get Additional Styles to install more citation styles.
FINDING A CITATION STYLE

Search for the citation style you need. There are > 9,000 styles.
LAST BUT NOT LEAST

Before you submit or share your Word doc, please remember to use the version without Zotero codes (and rename the file at once).
COLLABORATE
Join and Create Groups to Share References
CREATING A GROUP LIBRARY

1. Create a New Group Library that will allow you share references with your collaborators

2. Create a group name and the group type in the Zotero Website. It is here that you can invite your collaborators
TECH SUPPORT (COMMUNITY BASED)
NUS LIBRARIES’ LIBGUIDE

Limited tech knowledge but I will try to help 😊
hanmingguang@nus.edu.sg
winnifred@nus.edu.sg

Let us know if you need any help or resources
FAQ: WHICH SOFTWARE IS THE ‘BEST’?

ANSWER: IT **DEPENDS** ON

- YOUR NEEDS
- YOUR WORKING STYLE
- TYPES OF RESEARCH SOURCE
- USE MULTIPLE DEVICES
- YOUR PERSONALITY
Your bibliography is empty.
To add a source, paste or type its URL, ISBN, DOI, PMID, arXiv ID, or title into the search box above.