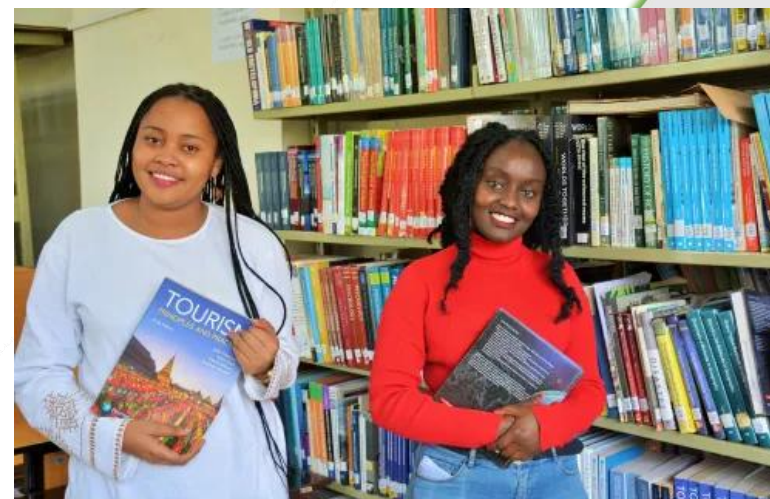





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CUK is ISO 9001:2015 Certified

CUK Library Guide to Zotero Reference Manager



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Aspects Covered in the Guide

- ❖ Installation of Zotero Reference Manager
- ❖ Creation of collections in Zotero
- ❖ Basics of adding and editing citations
- ❖ Creation of bibliographies/reference list with Zotero





Reference Management Tools

- ❖ Endnote
- ❖ RefWorks
- ❖ Mendeley
- ❖ Zotero





Zotero

Zotero is a free and easy to use tool that aids in:

- ❖ Automatic generation of citations and reference lists
- ❖ Organization of sources
- ❖ Syncing of the work across devices
- ❖ Back up on the Zotero server





Installation of Zotero Reference Manager

Step 1

Download and install the Zotero application for your operating system. Close your Word application before you run the installer so it can install the Word toolbar/plugin

Step 2

Click the “Install Connector” link for your browser and follow the instructions. The connector appears as an extension on your browser.





Download Zotero App and Connector from this link

[Zotero | Your personal research assistant](#)

Home Groups Documentation Forums Get Involved Search

Home > Downloads

Zotero 6 for Windows

Your personal research assistant

Download

Other platforms

Installation Help

Zotero Connector

Save to Zotero from your browser

Install Edge Connector

Zotero Connectors automatically sense content as you browse the web and allow you to save it to Zotero with a single click.

Zotero Connectors for other browsers Activate Windows Go to Settings





Setting up Zotero

Step 3

The following settings are available under the **Edit**  **Preferences**

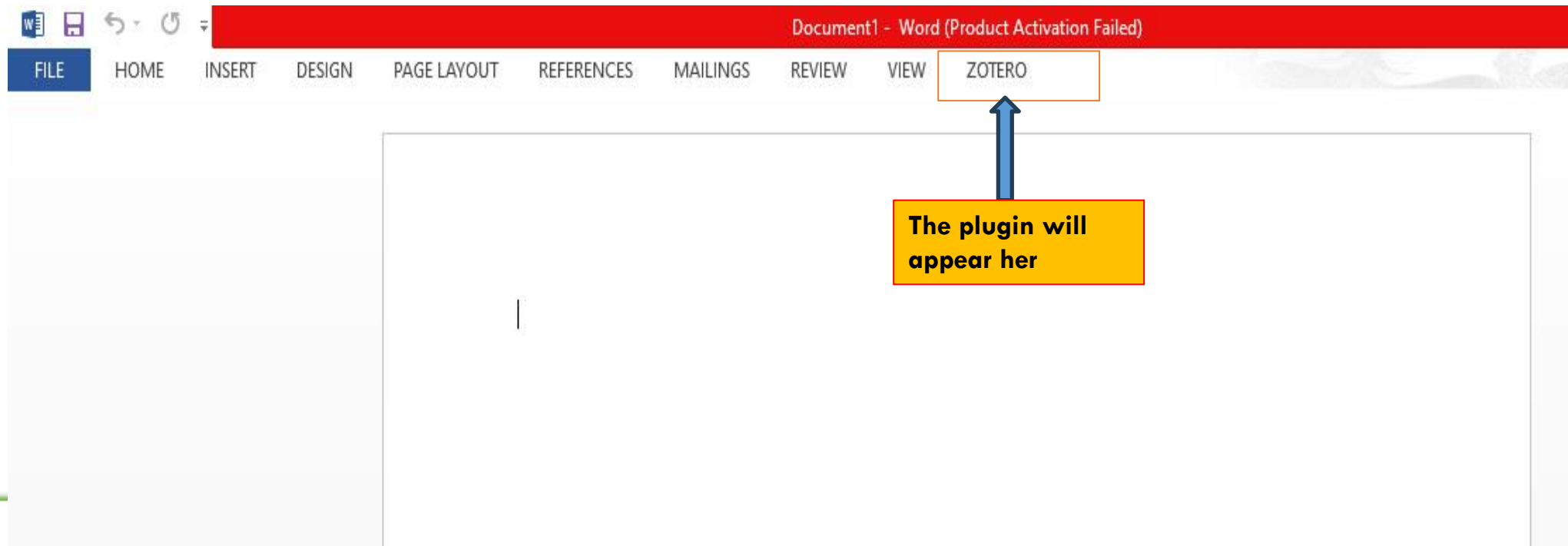
1. Sync
2. Cite Style and Word Processor Add-in





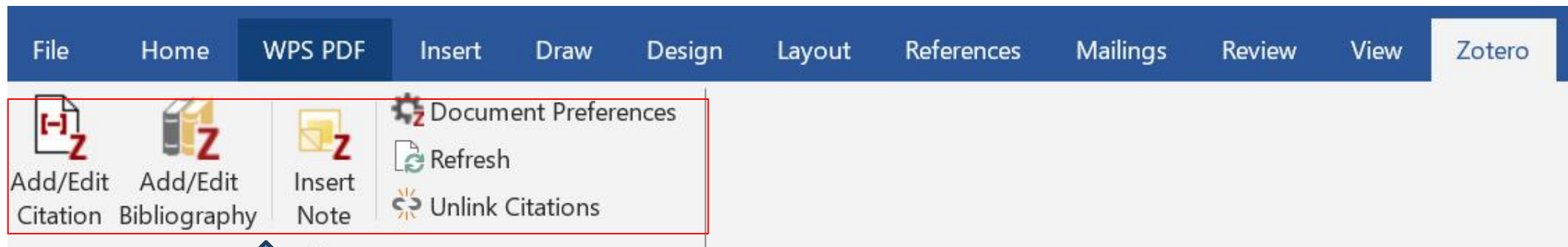
Zotero Word Plugin

Once you install the **Word Processor Add-in**, the plugin will appear as shown below:



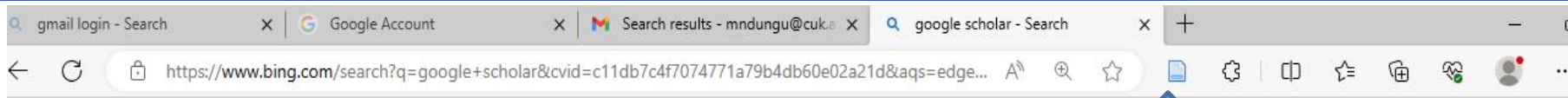


The plugin will have the tabs shown

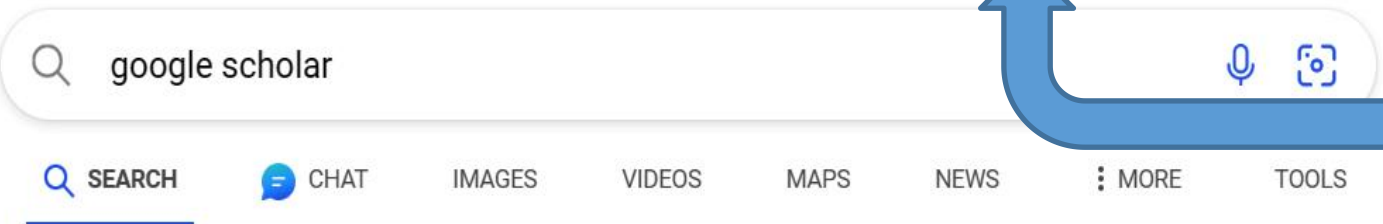


Word Plugin tabs






The Zotero Connector will be here/ It may also appear as the letter Z



About 15,300,000 results

 **Google Scholar**
<https://scholar.google.com>

Google Scholar

Web **Google Scholar** provides a simple way to broadly search for **scholarly** literature. Search across a wide variety of disciplines and sources: articles, theses, books, abstracts and ...

Scholar Advanced Search

Google Scholar provides a simple way to broadly search for scholarly literature. ...

Personal Cloud Storage and ...

Learn about Google Drive's file-sharing platform that provides a personal, secure ...





Creating the Zotero Library/Collections

Step 4

Create a collection by adding documents to Zotero Library/Collection by:

- i. Using the Zotero connector
- ii. Adding PDFs from your computer.

-To do this, click on the green icon with a plus symbol on the Zotero application and select the option of “link to file” or “Store copy of file”

-Drag and drop from your desktop into the destined collection





Creating the Zotero Library/Collections

- iv. Adding manually by filling bibliographic details in last column
- v. Using identifiers like DOI, PMIDs or ISBN found on this Icon

For more details on adding files to the library click [here](#)





The Zotero Library looks like this

Title	Creator
THE PEOPLE	PEOPLE MEDIA
A Guide to Self-Archiving for Young Research Scientists	Academy
Multivariate multilevel models for attitudes toward statistics: multi-disciplinary s...	Adegboye and Jawid
ORCID Author Identifiers: A Primer for Librarians	Akers et al.
Effective Strategies for Increasing Citation Frequency	Ale Ebrahim et al.
Embedding information literacy in an MA TESOL program	Aline Soules et al.
Social media release increases dissemination of original articles in the clinical pa...	Allen et al.
Information Systems: A	Alter
Does the Scopus author ID suffice to track scientific international mobility? A ca...	Aman
Library instruction and information literacy 2012	Anna Marie Johnson et al.
Do Open-Access Articles Have a Greater Research Impact? Antelman College ...	Antelman
	Anthony and Blanch
	Anthony and Blanch
	Antonucci and Jackson
	Antonucci and Jackson
Annals of Information Systems	Apte et al.
Performing citizenship: An innovative model of financial services for rural poor i...	Arora and Ali Kazmi
Guilty in whose eyes? University students' perceptions of cheating and plagiaris...	Ashworth et al.
Will Open Access Get Me Cited? An Analysis of the Efficacy of Open Access Publ...	Atchison and Bull
Information systems development: methodologies, techniques and tools	Avison and Fitzgerald
Emergence of Milk Dispensing Machines as a Retail Innovation in Kenya: Trends ...	Ayuya et al.
Sharing Research at Different Stages of Development	Barczak
Hardware optimizations for crypto implementations (Invited paper)	Basiri and Shukla
Milk vending machine innovation for retailing milk: Operation costs, consumer ...	Bebe
	Beck et al.

Item citation details

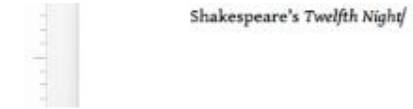
- Item Type: Blog Post
- Title: A Guide to Self-Archiving for Young Research Scientists
- Author: Academy, Enago
- Abstract: Self-archiving accelerates the dissemination ...
- Blog Title: Enago Academy
- Website Type
- Date: 2017-07-17T12:00:08+00:00
- URL: https://www.enago.com/academy/a-guide-...
- Accessed: 1/6/2023, 7:31:01 PM
- Language: en-US
- Short Title
- Rights
- Extra
- Date Added: 1/6/2023, 7:31:01 PM
- Modified: 1/6/2023, 7:31:01 PM





Automatic intext Citation

The Zotero tab contains these icons:



Add/Edit Citation		Add a new citation or edit an existing citation in your document at the cursor location.
Add/Edit Bibliography		Insert a bibliography at the cursor location or edit an existing bibliography.
Document Preferences		Open the Document Preferences window, e.g. to change the citation style.
Refresh		Refresh all citations and the bibliography, updating any item metadata that has changed in your Zotero library.
Unlink Citations		Unlink Zotero citations in the document by removing the field codes. This prevents any further automatic updates of the citations and bibliographies. Note that removing field codes is irreversible , and should usually only be done in a final copy of your document.





Generation of the Bibliography/Reference

- ❖ Clicking the “Add/Edit Bibliography” () button inserts a bibliography at the cursor location.
- ❖ As you use the plugin, Zotero will automatically update the bibliography based on the citations in the document.





Choosing the citation style

- ❖ The reference style to be used in the document is set at “**Document Preferences**”
- ❖ The citation style can also be changed from the “**Document Preferences**” window
- ❖ The reference list will be built automatically as you add more intext citation
- ❖ To see examples of APA citation and referencing, refer to the [APA Style Common Reference Examples Guide, APA Style 7th Edition](#) and the [Reference Guide for Journal Articles, Books, and Edited Book Chapters](#)





Useful tips points to remember

- ❖ Bibliographic details are edited on the Zotero library and not on your document
- ❖ Citations are edited under “Show editor” in the Add/edit Citation window of the Zotero App
- ❖ To enter a corporate author in Zotero, the author fields to **“Switch to single”**
(Remember to switch back to Last and first Names fields)





*Thank
you*

