



THE UNIVERSITY OF  
BUCKINGHAM

A brief introduction to Zotero

# Why use a reference tool?

- To help you avoid plagiarism
- To make your life easier
- To help you collect, manage and sort your references
- To keep your references consistent

# Why choose Zotero?

- It is good for referencing different types of resources
  - Newspaper articles,
  - Book chapters,
  - Journal articles
- It is free

# Set up

1. Install Zotero
2. Download the appropriate browser extension
3. Read the quick start guide  
[https://www.zotero.org/support/quick\\_start\\_guide](https://www.zotero.org/support/quick_start_guide)
4. Open Zotero and select a referencing style
5. Keep Zotero open in the background while you browse for resources online

# How does Zotero work?

- Zotero collects 'metadata'
- This includes; title, author name, date of publication etc.
- This can be automatically collected by Zotero, or manually added

The image shows a screenshot of a Zotero metadata form for a 'Journal Article'. The form has a tabbed interface with 'Info', 'Notes', 'Tags', and 'Related' tabs. The 'Info' tab is active, showing a list of metadata fields. The 'Title' field is empty. The 'Author' field is expanded, showing '(last), (first)' with a text input box and minus/plus icons. Other fields include 'Abstract', 'Publication', 'Volume', 'Issue', 'Pages', 'Date', 'Series', 'Series Title', 'Series Text', 'Journal Abbr', 'Language', 'DOI', 'ISSN', 'Short Title', 'URL', 'Accessed', and 'Archive'.

Item Type	Journal Article
Title	
Author	(last), (first) <input type="text"/>
Abstract	
Publication	
Volume	
Issue	
Pages	
Date	
Series	
Series Title	
Series Text	
Journal Abbr	
Language	
DOI	
ISSN	
Short Title	
URL	
Accessed	
Archive	

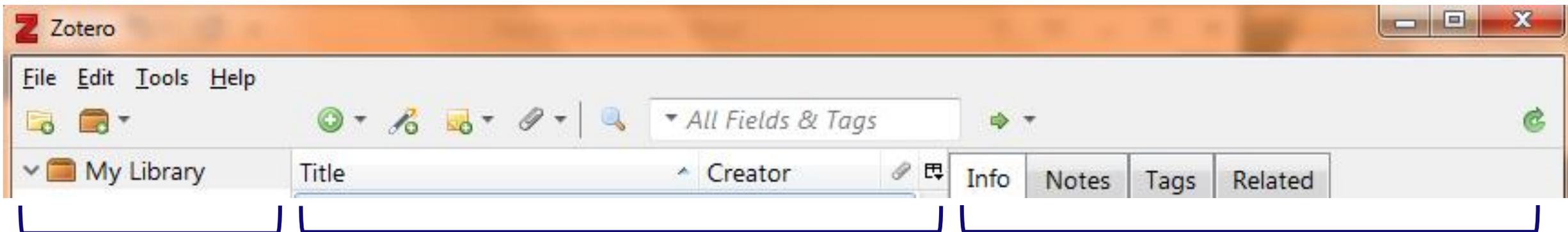


# Organising your collection



# Zotero layout

- Zotero is arranged in a three column format:
- The left-hand column lets you arrange collections into folders.
- The middle column shows the content of these folders.
- The right-hand column lets you see, and edit, the detail of the individual item.



# Creating folders and searching zotero

- Right-click on My Library or click on the New Collection button () to create a new folder
- Items can be listed in more than one folder if they are relevant to multiple projects
- Use the search bar to find for items in your library. You can then drag and drop the items into folders.
- Right click on a folder to create a subfolder.

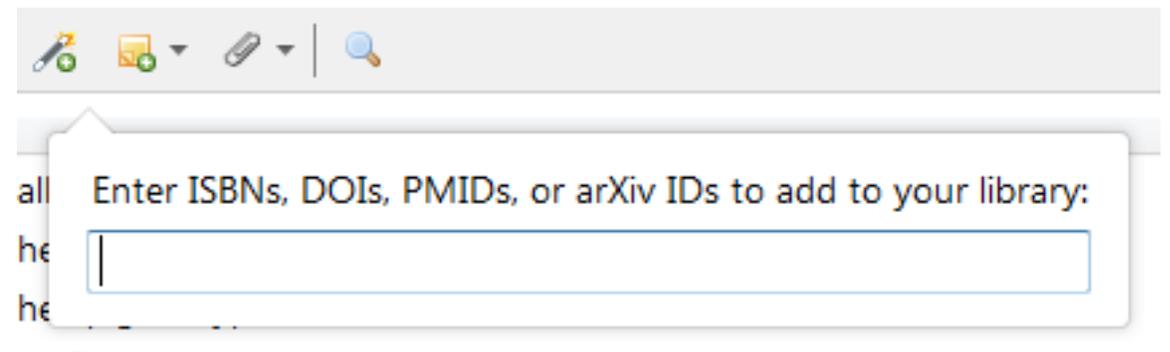
# Adding resources to your collection

# Adding from your browser

- Remember, you **must** have Zotero open in another window for the browser extension to work.
- When Zotero recognises that an article/book is open in your browser the Z icon (  ) is replaced by a save icon which will be a book, article, image, or other single item (e.g.    )
- Clicking on it will add the item to the current collection in Zotero
- If the save icon is a folder, the webpage contains multiple items. Clicking it will open a dialog box from which items can be selected and saved to Zotero

# Adding by identifier

- You can quickly add all the details about an item by using the ISBN, DOI or PubMed ID.
- This is done by clicking the Add Item by Identifier button (a magic wand symbol 🪄) in the Zotero toolbar, typing in the ID number and pressing enter.



# Adding items manually

- Items can be added manually by clicking the green New Item (  ) button in the Zotero toolbar, then selecting the appropriate item type.
- Metadata can then be added by hand in the right-hand pane. Apart from the versatility this provides, it is important for adding primary documents.



# Citation style

# How to add a citation style

- There are different styles of citation.
- For example in text; (Richardson, 2008) or by using a footnote; <sup>5</sup> and then the whole reference is added at the end of the page.
- Different styles list the information in a different order.
- You can install styles from the Zotero Style Repository.
- Click on Edit, and select “Preferences” to open the style manager dialog box. Click “Get additional styles”.
- Search for the style you want and click the style title to install it into Zotero.

Zotero Preferences

General Sync Search Export Cite Advanced

Styles Word Processors

Style Manager

Title	Updated
American Anthropological Association	4/30/2014
American Psychological Association 6th edition	7/8/2018
Cell	9/6/2014
Chicago Manual of Style 17th edition (author-date)	5/22/2018
Chicago Manual of Style 17th edition (full note)	7/4/2018
Chicago Manual of Style 17th edition (note)	5/22/2018
Cite Them Right 10th edition - Harvard	5/17/2017
Elsevier - Harvard (with titles)	11/7/2017
IEEE	3/31/2018
Modern Humanities Research Association 3rd edition (note with bibliography)	1/28/2017
Modern Language Association 8th edition	10/28/2018

[Get additional styles...](#) - +

Citation Options

Include URLs of paper articles in references

When this option is disabled, Zotero includes URLs when citing journal, magazine, and newspaper articles only if the article does not have a page range specified.

Tools

Style Editor Style Preview

OK Cancel Help



# Creating a bibliography

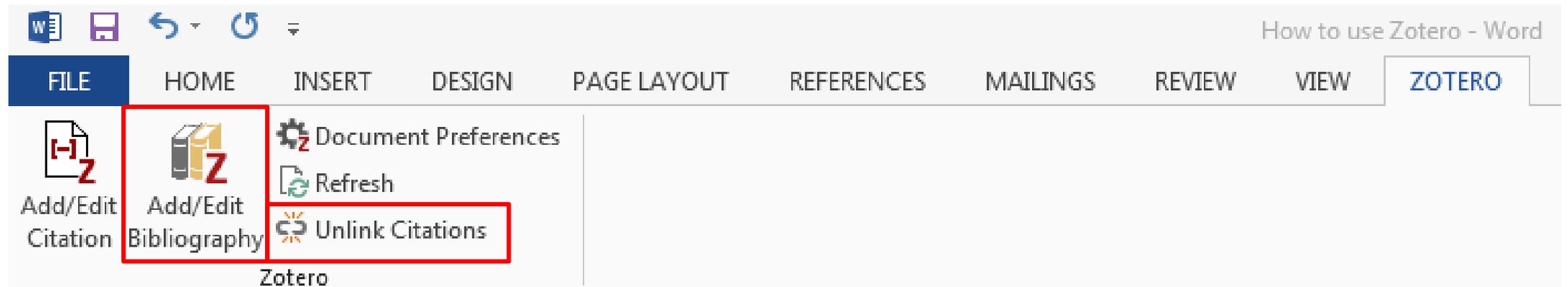
# Adding citations to your word document

- You will see “ZOTERO” in the top bar of Microsoft word
- You can use this tab to edit your document preferences (including citation style).
- Remember, you must have Zotero running in the background
- Click the add citation button and search in the pop-up bar for the reference you need, then click enter



# Generating a bibliography

- When you have finished your document you can add a bibliography
- If you have added additional citations in your work you can click refresh to update your bibliography
- When you are completely finished you should unlink the citations so they no longer update and make any necessary changes if Zotero has generated references inaccurately



# Top tips

- Make sure you have Zotero open in the background
- Check that Zotero has added the correct metadata
- Zotero is updated regularly, make sure your version is the latest
- Add your bibliography when you've finished your assignment or refresh your bibliography regularly
- Make sure you unlink citations before editing any errors made by Zotero

# Syncing with the cloud

- Zotero stores all data locally on your computer by default, but you can use the sync function which will enable you to access your Zotero library on any computer with internet access.
- First you will need to create a Zotero account.
- Then, click on Preferences and open Zotero's Sync tab.
- Enter your login information in the Zotero Sync Server section.
- By default, Zotero will sync your data with the server whenever changes are made.

# Contact Details

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