

ZOTERO

REFERENCE MANAGEMENT

MARINO INSTITUTE OF EDUCATION LIBRARY

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What is Zotero?

Zotero is a free, easy-to-use tool to help you collect, organize, cite, and share research. It is a type of reference management software, which you can use to assist you in referencing correctly in your essays. You can download Zotero to your own device for free. Download Zotero at this link: <https://www.zotero.org/download/>

Why should I use a reference management tool?

Throughout your time at college, you will read hundreds of pieces of research while studying and writing essays. Maintaining a record of these is good academic practice. It is also useful for you to keep a record of articles and books you have referenced in a particular essay, as they may be good sources for another module.

Referencing is a mandatory part of academic writing and doing it incorrectly may be considered plagiarism.

A reference management tool, such as Zotero, can store all of your references for you. It can also store your PDFs of articles. You can use Zotero to generate your reference list automatically for you at the end of your essay. You can even use the Microsoft Word plugin to help you cite correctly within the body of your essay. You can set Zotero to generate your references in the style that is required for your essays, APA.

How Zotero works

Adding references to your library

You can find more information about adding references to your Zotero website on their support page here: https://www.zotero.org/support/adding_items_to_zotero

Manually adding a reference

If you are reading a book or article, you can add the reference for it manually into Zotero by following these instructions:

- Open the Zotero desktop app
- Sign into your account
- Click the green + symbol on the top menu
- Choose what type of reference you are creating e.g. a book
- Fill in the information on the right-hand panel, using your APA referencing handbook for guidance
- You do not need to fill in every field, the referencing handbook will tell you which fields are necessary for each reference type
- For instance, a book needs four basic pieces of information
 - The name of the author
 - The date the book was published
 - The title of the book
 - The name of the publisher
- You can find this information on the title page of the book

- When filling in the author's name, remember to fill in their last name first and their first name second – this is because in APA referencing, we list references alphabetically by surname.
- You can fill in more information about the book if it is relevant, such as which edition it is, the URL if it is an e-book, the language it is in or the library shelf-mark.

Adding an article using a DOI

Many online articles have a DOI (Digital Object Identifier), this is a unique alphanumeric code that is used to permanently identify an article or document to a source online. You can think of it like a PPS Number for an article – it only ever refers to that one article like your PPS Number only ever refers to you.

You can add references to articles to Zotero by using the DOI, which then pulls in the relevant information about titles and authors from online. You can add these references by following these steps:

- Open the Zotero desktop app
- Sign into your account
- Click the magic wand symbol on the top menu
- Type or paste the DOI into the box
- Check and proof-read the information that is created on the right-hand panel
 - Is the item type correct?
 - Is the title correct?
 - Are all the authors listed?
 - Is the journal title correct?
 - Are the volume, issue number and page numbers correct?

Adding a book using an ISBN

Most published books have an ISBN (International Standard Book Number). These work in a similar way to DOIs, although it is a much older system. Some books have a 10-digit ISBN and a 13-digit ISBN, you will be able to use either one to add your reference. You can add book references to Zotero using an ISBN using the same method as adding using a DOI.

- Open the Zotero desktop app
- Sign into your account
- Click the magic wand symbol on the top menu
- Type or paste the ISBN into the box
- Check and proof-read the information that is created on the right-hand panel
 - Is the item type correct?
 - Is the title correct?
 - Are all the authors listed?
 - Is the publisher correct?
 - Is the date of publication correct?

Downloading a reference from the library website

When browsing the library catalogue on the MIE Library website, you can use a tool to export references automatically into your Zotero library by following these steps:

- Input your search into the search box on the library website
<https://www.mie.ie/en/library/>
- On the results page, click the yellow box under your chosen item that says “Export Zotero/Mendeley”
- Open Zotero, which should display the newly added reference
- Check and proof-read the information that is created on the right-hand panel

- Is the item type correct?
- Is the title correct?
- Are all the authors listed?
- Is the publisher correct?
- Is the date of publication correct?

Adding items using a browser plugin

Zotero offers an internet browser plugin / add-on for Google Chrome, Firefox and Safari. You can add the extension to your browser directly from the Zotero website <https://www.zotero.org/download/>

You can add references to your library automatically from the MIE library catalogue, websites, news sites, Google Scholar and viewing PDFs. However, it is important to remember that the quality of the data Zotero imports is determined by the information supplied on the webpage. Some websites provide very high-quality data using a standard way to provide Zotero with data (via embedded metadata). Other websites provide only limited metadata (e.g., only the title of a blog post) or no metadata at all.

When you want to add a reference for the webpage you have open, click the Zotero icon in the top menu of your browser. Zotero will generate this information automatically and add it to your library. Make sure to check that the information generated is correct. You can edit the information in Zotero on the right-hand panel.

Proofreading and editing your references

It is very important to proofread your references when adding them into Zotero, no matter which method you use to add them. Zotero cannot create a correct reference from incorrect or incomplete information. You can save yourself time by checking your references as you add them, when you are most likely looking at the book or article that you are referencing. Use the APA Handbook as a guide to understand what information is required and what format it should be in.

Organizing your library

You can organise your references in Zotero by using Collections and Tags.

Collections

You may wish to create a new collection for each topic you are studying or for each of your modules. One reference can be in multiple collections. So, for example if you used the book *Early Childhood Education & Care* by Máire Mhic Mhathúna in two of your essays, you can add it to two collections.

To create a new collection in Zotero, follow these steps:

- Open the Zotero desktop app
- Sign into your account
- Click the yellow folder icon on the top left menu
- Give your new collection a name

- If you have references in your library already and you wish to add them to your new collection, simply click the title in the centre panel and drag it over to the new collection
- Your reference will then be added to the new collection and won't be removed from the original location

To remove a reference from Zotero, follow these steps:

- To remove a reference from a collection, right click on the item you wish to remove and choose the "Remove item from collection" option
- Removing a reference from a collection does not delete the reference, it will still be visible in My Library
- To delete a reference permanently from your library, right click on the reference and choose "Move item to trash"

Tags

You can use tags to organise your references. To add a tag to an item, follow these steps:

- Click on the reference to which you want to add a tag in the centre panel
- On the right-hand panel, choose the heading "Tags"
- Click "add"
- Give your tag a name

You can colour code your tags, to do so follow these steps:

- In the bottom left menu, you will see a list of the tags you have created
- Right click on the tag to which you wish to assign a colour
- Choose a colour from the drop-down menu

- Up to 9 tags can be assigned colours

Generating your reference list

You can use Zotero to generate a list of references, like the one you need at the end of your essay. Having your references in collections for an essay makes this very easy. To generate your reference list, follow these steps:

- Open the Zotero desktop app
- Sign into your account
- Highlight one or more references that will comprise your reference list
- Right click and choose “Create Bibliography from Selected Item(s)...”.
- Select your citation style (APA 7th)
- The choose one of the four following options:
 - *Save as RTF* will allow you to save the bibliography as a rich text file.
 - *Save as HTML* will allow you to save the bibliography as a HTML file for viewing in a web browser. This format will also embed metadata allowing other Zotero users viewing the document to capture bibliographic information.
 - *Copy to Clipboard* will allow you to save the bibliography to your clipboard to paste into any text field.
 - *Print* will send your bibliography straight to a printer.
- The most commonly chosen option is the first one, this allows you to save a text file of your reference list which can be copied into your essay document.
- Check and proof-read the reference list that is created. You are ultimately responsible for referencing correctly.

Zotero plugin for Microsoft Word

Installing the Zotero plugin adds a Zotero tab to Microsoft Word. This can be used when writing essays to add in-text citations and to generate your reference list.

You find more information and the link to download the plugin here:

https://www.zotero.org/support/word_processor_plugin_usage

Creating in-text citations

When you are writing your essay, you must cite any research you use. You can use Zotero to help you. To insert an in-text citation, follow these steps:

- Navigate to the Zotero tab on the top menu in Microsoft Word
- Click in the body of your essay where you would like to insert your in-text citation
- On the Zotero menu, choose “Add/Edit Citation”
- In the Zotero search bar that appears, search for the relevant reference. Try searching by author to find it quickly
- Select the correct reference
- Check the citation that Zotero has created
- Does it include the author’s name?
- If you have already mentioned the author’s name in the sentence, you don’t need to include it in the citation. Click into the citation, which will be highlighted in grey. Use the backspace button to remove the name. You will be left with the date, still highlighted in grey.
- The grey highlighting means that Zotero is working in the background to keep track of the references.
- Repeat these steps for all your references while you are writing your essay

Generating your reference list

If you have used the “Cite While You Write” function (described above) while writing your essay, Zotero can automatically generate your reference list. To do so, follow these steps:

- Create a heading titled “Reference List” at the very end of your essay
- On the Zotero menu in Microsoft Word, choose “Add/Edit Bibliography”
- Your reference list (bibliography) will be generated and formatted automatically by extracting the information from the citations you inserted into your essay.
- Check and proofread the reference list that Zotero has created
 - Are all names and titles spelled correctly?
 - Are there correct links for journal articles / e-resources?
 - Are all your references included?
 - Zotero can only extract references that you have added by using the “Add/Edit Citation” function. If you have just typed a citation in manually, it cannot extract that reference for you. You can add it in manually or go back and use the “Add/Edit Citation” function and then update your reference list/bibliography.

Zotero groups

You can set up a group in Zotero to share a separate library of references with classmates. This can be helpful when you are completing a group project. It is recommended that you create Private groups for use within college, so group members can be invited to join, and you can restrict who has access. Remember to give your group a descriptive name so you can identify it easily among your groups.

Find out more information about using groups on the Zotero website:

<https://www.zotero.org/support/groups>

Where to go for help

Library

You can go to the library desk to ask for help with Zotero.

You can also contact the library by phone: (01) 8057753 or email: librarydesk@mie.ie

Online

The Zotero website has a comprehensive Support section at this link:

<https://www.zotero.org/support/>

You can also take a look at our online Library Guide on Zotero: <https://mie-ie.libguides.com/zotero>

