



ULAB Library
UNIVERSITY OF LIBERAL ARTS
BANGLADESH

ZOTERO MANUAL

Reference Management Software



zotero

www.zotero.org

Prepared by
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ZOTERO

Zotero is a bibliography/reference management software. It is free and usable with different web browser.

Functions

- Collect resources for citation
- Organize the resources for citation and reference
- Arrange citations in different styles
- Create bibliography or reference in word document
- Synchronize zotero to online

Facilities

- Store references in one place
- Direct citations from databases
- Auto arranges bibliographies and citations in different style - APA, IEEE etc using Microsoft Word and Open Office.
- Remote access to zotero library and can synchronize

Why bibliography and citation?

- From bibliography/reference, supervisor or anyone who reads the research work can find the sources used in research. The key to a successful citation is providing all of the information so reader can find the books, articles, or other items are being citing.
- Citing builds credibility and shows ideas shared by other scholars who are studying in the same field.
- Citing scholarly peer-reviewed sources lends extra credibility to work.
- Citing sources properly gives credit to the original author.
- Citation avoids plagiarism.

Important Links

- Zotero website : <https://www.zotero.org/>
- Zotero support : <https://www.zotero.org/support/>
- Promotional materials : <https://www.zotero.org/support/present>
- Zotero user guide : https://www.zotero.org/static/download/zotero_user_guide.pdf
- Zotero mini guide : https://www.zotero.org/static/download/zotero_mini_guide.pdf



Let us start with Zotero

STEP - 1

Registration Download Installation

a. Registration:

- Go to Zotero home page - www.zotero.org
- Click on download
- Click **Register** button (upper right corner) for your account. (Through this account you can use zotero online library from anywhere at any time.)
- Fill up the Registration form with username and password (Username and Password are needed for future use) and click on **Register**.
- A verification e-mail will be sent to your email by zotero which you have already used at the time of registration.
- Activate your user account through your verification e-mail.

(Out Come: User ID and Password)

Click for
Registration

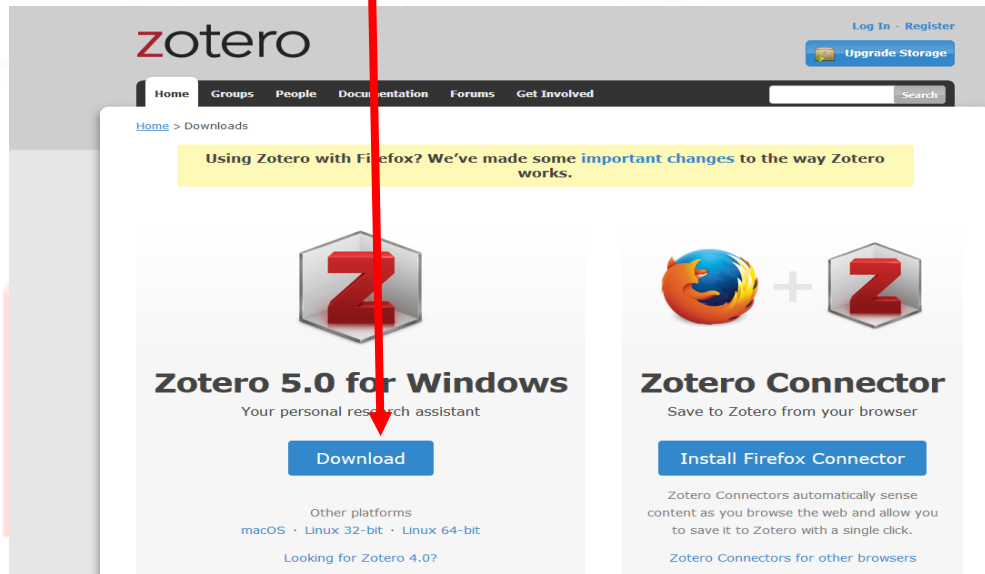


b. Download and Install:

- Click **Download** from Zotero Download page.
- After completing the download Install zotero by clicking the downloaded file.
- After installation a **zotero** icon will appear on desktop.

(Out Come: Zotero icon on your Desktop)

Click for Download

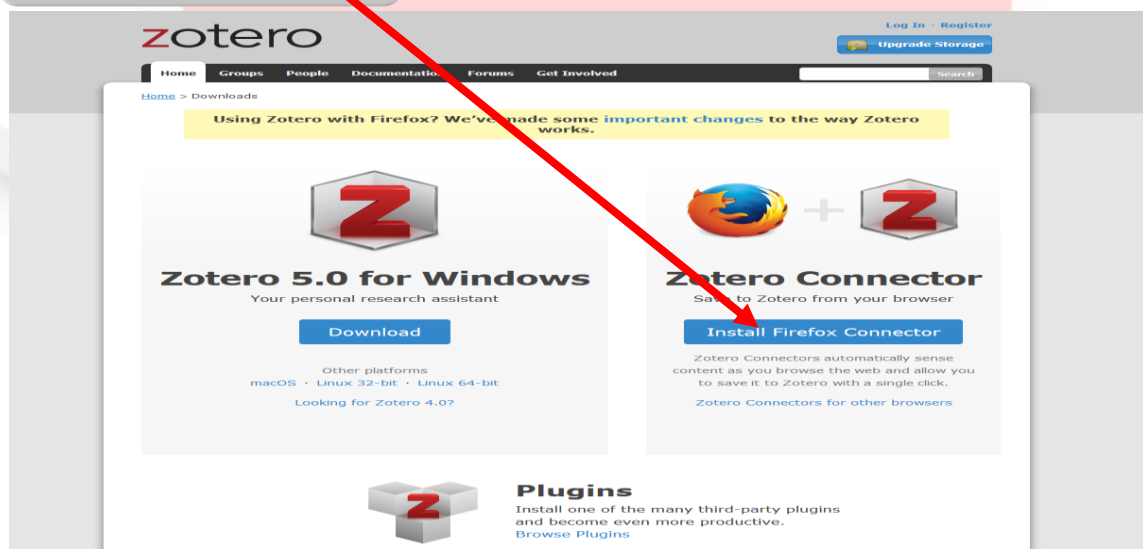


Install Zotero Connector (Firefox/ Chrome/ Safari)

- Now click on *install connector* to connect zotero with the browser.
- Generally default browser connector is installed.
- Click on *Add to Chrome/Firefox* for connect zotero with the browser and click *add extension*.

(Out Come: Zotero icon will be shown at web browser on the right-side corner.)

Install Zotero Connector



STEP - 2

Introducing Zotero Pane

Zotero interface is divided in three (3) Panes or Columns:

1. Left pane
2. Center Pane
3. Right Pane.

Left pane/column:

Collections or Libraries are created in left pane for preserving materials and creating references.

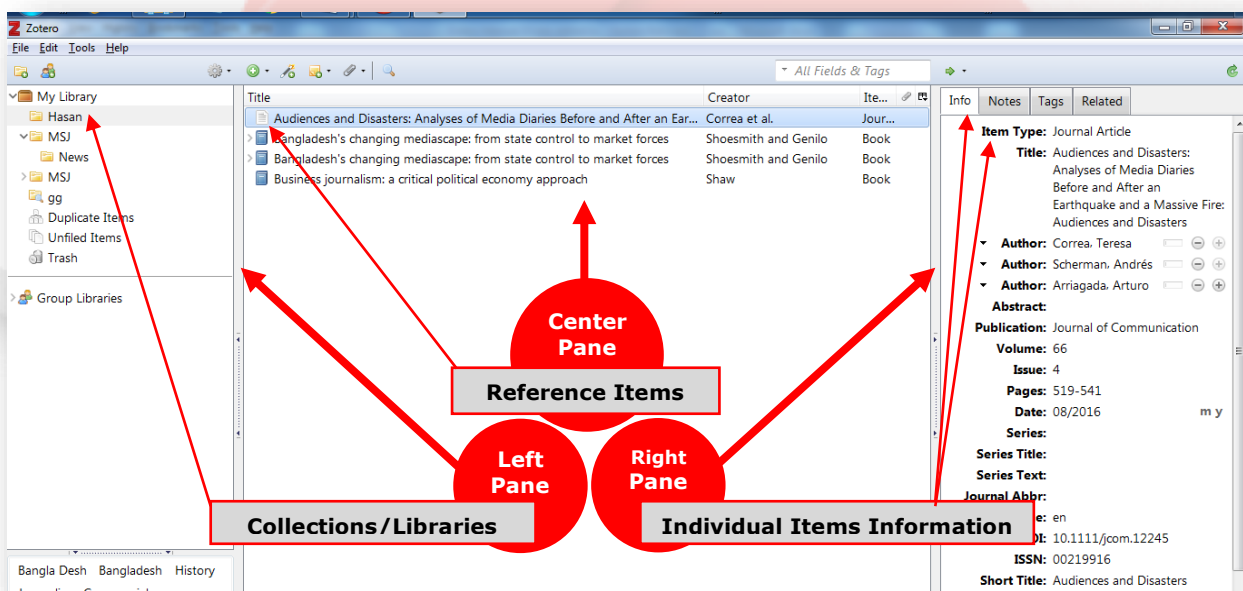
Center Pane/column:

Preserved reference items /materials are shown in center pane with details.

Right Pane/column:

Matadata of Individual reference item /material are shown in right pane

- **Info tag** shows basic information about the selected item.
- **Note tag** - We can add note about the item and note may be unlimited. We can also add child note with a note.
- **Tags** – Adding tags/key word will help us for searching an item.
- **Related box** - shows items that are related with the reference item.



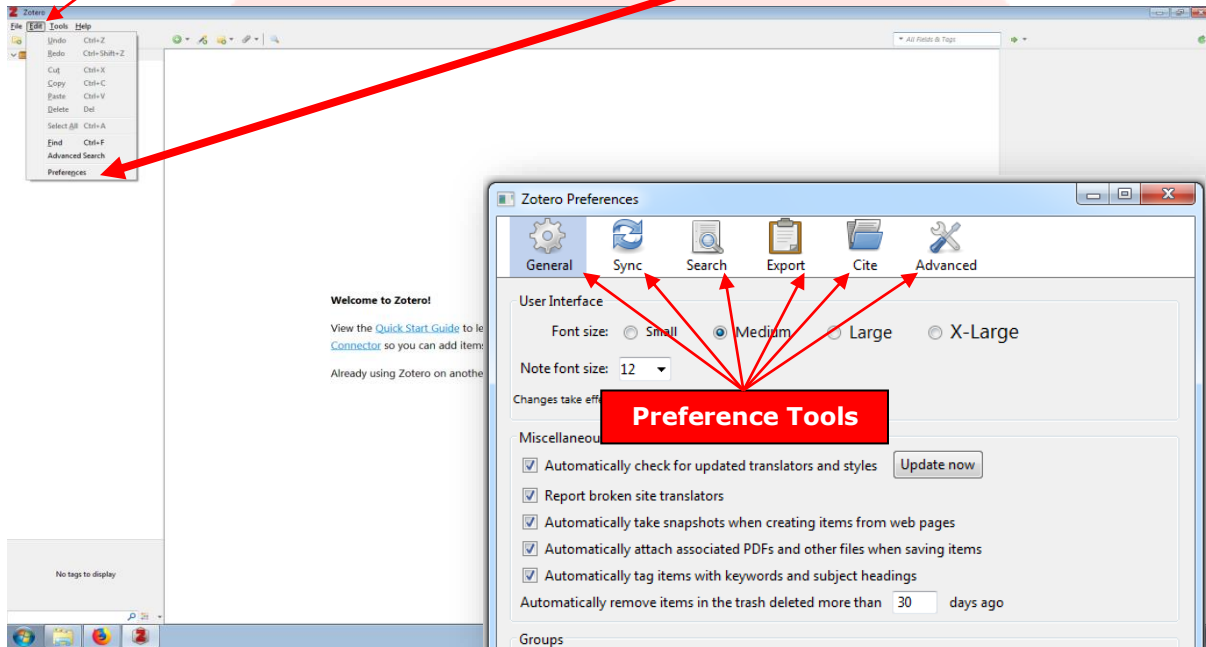
STEP - 3

Preference Setting Introducing Tools

a. Preference Setting

- Select **Edit** Menu
- Select **Preferences**

Click for
Preference Setting



Select **General** Icon – **User interface**

- Layout – **Standard/Stacked**
- Font size – **small/medium/ large/extra large**
- Note font size – 11- **12**-----
- File Handling (All options need to be allowed)
- Miscellaneous (All options need to be allowed)
- Groups (All options need to be allowed)

Select **Sync** Icon – **Data Syncing**

- Username and Password (Registered) and allowed **two options**
- File Syncing - (All options need to be allowed)

Select **Search** Icon –

- Full text cache (Rebuild Index or Clear Index)

Select **Export** Icon –

- Default output format – select your required **reference style**

Select *Cite* Icon – Styles

Style Manager

- Select your required style
- Additional style – Please click on ***Get additional style*** (If your required style is not available)
- Zotero Style Repository will appear– You can **Select or Search** your required style from given style list.
- Click on your desired style to add it to Style Manager

Word processors

Microsoft Word

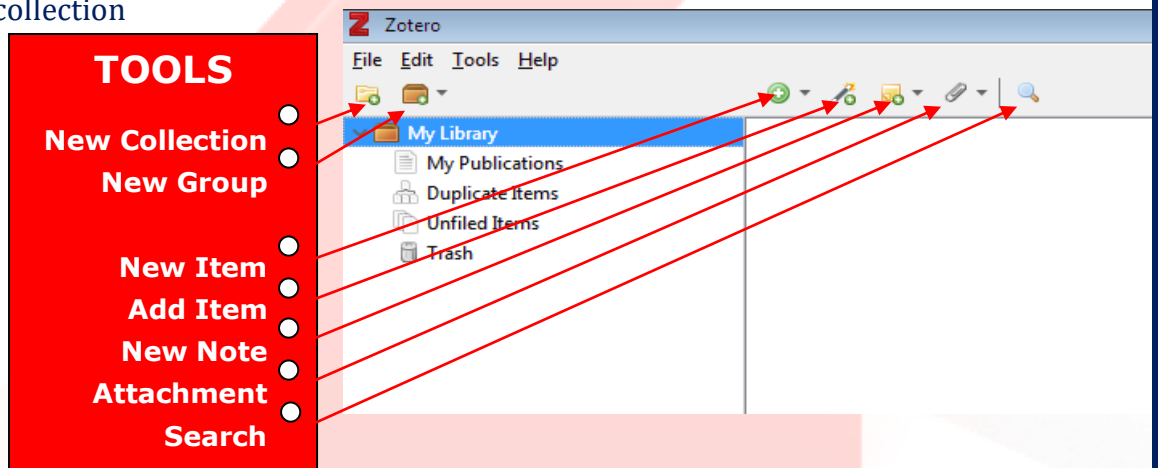
- Click on ***Install Microsoft Word add-in*** (To link MS word with zotero)
- **Click OK**

b. Introducing tools and its activities

New Collection/Library (For left Pane)-

Through New collection, you can create new collection/Library.

- Click on new collection tools and write your collection name.
- **Sub Collection:** Click right button on collection name to create sub collection under desired collection



New Group -

- Click on ***New Group*** icon – Zotero Homepage will appear
- Select ***Groups*** and then select ***Create a new group***
- Login to Zotero with your user name (your e-mail) and password according to your registration.
- Write your group name (Choose a name for your group)
- Choose **group type for membership**
- Click on ***Create Group*** and set your Privilege
- Click on **Save settings** and a Group will be created.
- Go to your group and select **Manage Members**
- Invite members to join your group by clicking ***Send More Invitations***
- Write e-mail address of targeted group member/members.

Adding New Items to Collections (in 4 ways):

i. Manually

- Click on *New Item Icon*
- Select required item type (Book, Journal etc.)
- Fill up the blank form in Right Pane with item metadata

ii. By Identifier

- Click on *Identifier Icon*
- Type your item Identifier (ISBN/DOI/PMID)
- Press Enter (Item will be added to your collections automatically) and you can see your item metadata in the Right Pane.

iii. From Webpage:

- We can add file from Web pages by selecting *Save to Zotero* icon on location bar (Icon is seen on the top right corner of your browser)

iv. By Drugging:

- An item can be added by drugging it to center column from desired source.

Adding New Note

- Click on *New Note Icon*
- Select *New standalone note/Child note*
- Please type note about the selected item which will be shown at Right Pane.

Create Attachment

- Click on *Add Attachment* icon of toolbar on top of Middle Column and select *Attach Link to File* and then select the targeted file.
- Select a file →drug and put the file upon the targeted file.
- We can also attach pictures with a file. To attach a picture simply drug the picture and put it on the targeted file.

Searching Items

- **Sorting:** We can search the items by sorting according to required fields from top of Center Column.
- **Basic Search:** We can search the items by typing keywords/tags in Search Text Box.
- **Advance Search:** Items can be search from Edit → Advance Search.

STEP - 4

Managing Collection

Creating Citation

Creating Bibliography

a. Managing My Library/Collections

- **Create Collection/Create Items** (discussed before)
- **Duplicate:** To find the duplicate items simply click on **Duplicate Items** from left column.
- **Delete:** Selected items can be deleted by pressing **Delete** key of the Keyboard.
- **Trash:** Deleted items are stored in Trash. We can restore it from Trash. To restore items select **restore to library**.
- **Moving Items:** Items can be moved from one collection to another by dragging.
- **Export/Backup:** Backup of any collection can be created by exporting them from file menu.
- **Import:** backup files can be added to the collection by **import** command of file menu.

b. Create Citation on your document.

- To create citations, open your word document.
- Place the cursor end of the text which you want to cite. (see the exam. at page 10).
- Select **Zotero** from Menu Bar.
- Select **Add/Edit** Citation from the left of the Tool Bar. A text box will appear with **Z** sign. -Click on **Z** sign – select classic view – select the item from which you have taken the citation.
- Press ok and citation will be created on your document according to selected style.

* For Multiple Citation-

- Select multiple sources button at the bottom of Dialogue Box.
- Select a source file and send it to Keep Sources Stored Column
- Select required sources and do the same.
- Then press Ok.

c-1. Create Bibliography on document:

After adding the citation on document bibliography should be created.

- To create bibliographies first place the cursor to the end of the document.
- Select **Insert Bibliography**

Note: We can change both citation and bibliography style by pressing **Document Preferences** on the top of the toolbar at MS-word in Zotero Tab.

c-2. Create bibliography from a collection directly.

- Go to Zotero on Desktop.
- Select a Specific Collection / Sub-Collection
- Press Right button and select **Bibliography from Collection**
- Select **Citation Style**
- Select **Bibliography** and from Output Mode
- Select **Save as RTF** from Output Method
- Press Ok
- Save on desktop and open with MS word for using in your document.

Zotero in word document

The screenshot shows a Microsoft Word document titled "Final Zotero Manual (Finally edited by - Hasan Emam) (2) - Microsoft Word". The document is divided into three sections: "Citation:", "Reference", and "Bibliography/Reference". The "Citation" section contains a paragraph of text with four numbered references. The "Reference" section contains a list of four references. The "Bibliography/Reference" section contains a list of four references. Red callouts point to various elements: "Add Citation" points to the Zotero ribbon tab; "Preferences (Style)" points to the "Document Preferences" button; "Insert Bibliography" points to the "Insert Bibliography" button; "Citation" points to the citation text; and "Bibliography/Reference" points to the reference list.

How to create Citation and Reference/Bibliography

Citation:

Origins of the Digital Divide Concept. In the late 1980s, development workers and communicators' started looking into the promise of ICTs in bringing about rural development (Shoemith & Genilo, 2013). Given their interactive nature, ICTs were viewed as agents of change, which enabled marginalized sectors to proactively seek information on health, education, agriculture, environment and others (Shaw, 2016). More importantly, ICTs brought about the opportunity for disadvantaged groups to make their voices heard: thus, realizing a bottom-up approach in development. Keniston states "the digital age inspired optimistic hopes and fantasies (Correa, Scherman, & Arriagada, 2016). It is said that it has brought or will soon bring transparency in government, rationality of markets, universal access to information ... blessings of democracy and prosperity (Correa et al., 2016)." All these would happen since ICTs were believed to enhance equality of access to information (Zelizer, 2016).

Reference

Correa, T., Scherman, A., & Arriagada, A. (2016). Audiences and Disasters:

Analyses of Media Diaries Before and After an Earthquake and a

Massive Fire: Audiences and Disasters. *Journal of Communication*,

66(4), 519–541. <https://doi.org/10.1111/jcom.12245>

Shaw, I. S. (2016). *Business journalism: a critical political economy approach*.

London ; New York: Routledge.

Shoemith, B., & Genilo, J. W. R. (Eds.). (2013). *Bangladesh's changing*

mediascape: from state control to market forces. Bristol, UK ; Chicago,

USA: Intellect.

Zelizer, B. (2016). Communication in the Fan of Disciplines: The Fan of

Disciplines. *Communication Theory*, 26(3), 213–235.

<https://doi.org/10.1111/comt.12094>

Different Citation Styles for different fields

The citation style to use is determined by your Supervisor, or if you are submitting a manuscript, by the journal or publisher. However, each discipline tends to use one or two styles.

Subject field	Reference/bibliography style
○ Art History	: use Chicago or Turabian
○ Business	: use APA (American Psychological Association), Chicago or Harvard
○ Communications	: use MLA (Modern Language Association)
○ Computing Science	: use Chicago
○ Education	: use APA (American Psychological Association)
○ History	: use Chicago or Turabian
○ Journalism	: use AP (Associated Press) or APA (American Psychological Association)
○ Law & Legal Studies	: use Bluebook , Maroonbook or ALWD (Association of Legal Writing Directors)
○ Linguistics	: use APA (American Psychological Association), MLA (Modern Language Association) or LSA (Linguistic Society of America)
○ Literature	: use MLA (Modern Language Association)
○ Mathematics	: use AMS (American Mathematical Society)
○ Political Science	: APSA (American Political Science Association)
○ Psychology	: use APA (American Psychological Association)
○ Sociology	: use ASA (American Sociological Association)
○ Theater	: use MLA (Modern Language Association) or Chicago

Different Reference Styles

a. Book

APA Style:

Sedgewick, R., & Wayne, K. (2016). *Computer Science: An Interdisciplinary Approach* (1 edition). Boston, MA: Addison-Wesley Professional.

Chicago Style:

Sedgewick, Robert, and Kevin Wayne. 2016. *Computer Science: An Interdisciplinary Approach*. 1 edition. Boston, MA: Addison-Wesley Professional.

Harvard Style:

Sedgewick, R. and Wayne, K., 2016. *Computer Science: An Interdisciplinary Approach*. 1 edition. Boston, MA: Addison-Wesley Professional.

b. Journal Article

APA Style:

Lefkowitz, R. J. (1975). Identification of adenylate cyclase-coupled beta-adrenergic receptors with radiolabeled beta-adrenergic antagonists. *Biochemical Pharmacology*, 24(18), 1651-1658.

Chicago Style:

Lefkowitz, R. J. 1975. "Identification of Adenylate Cyclase-Coupled Beta-Adrenergic Receptors with Radiolabeled Beta-Adrenergic Antagonists." *Biochemical Pharmacology* 24 (18): 1651-58.

MLA Style:

Lefkowitz, R. J. "Identification of Adenylate Cyclase-Coupled Beta-Adrenergic Receptors with Radiolabeled Beta-Adrenergic Antagonists." *Biochemical Pharmacology* 24.18 (1975): 1651-1658. Print.



THE END