

Managing and Citing Using Zotero


Why we cite?

- Situate - place our work in conversation
- Give credit to others - show which ideas are attributed to others
- Trustworthiness - Can increase our own as creators
- Exploration - allows readers to explore source materials more and examine the topic on their own

What is Zotero?

- Citation management software which can be used to save and store information about articles and other sources, keep your sources organized, and create citations

Why use Zotero?

- Organization
 - Saves your sources in one place
 - Lets you organize by author, date, year, or into your own custom folders
 - Citation
 - Connects to Word or Google Docs to easily cite in text or create citations. Easy to swap between citation styles.
- 

Getting Started

zotero.org

01

Download &
Install



02

Add Browser
Plugin



03

Create account
and Login to App



04

Link Zotero
App to Word
Processor



Browser caveats

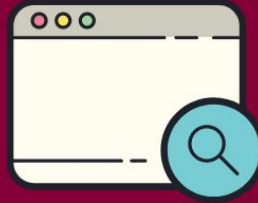
- Works with Chrome, Firefox, Safari, Edge
 - Doesn't work with Edge or Chrome if logged into a campus laptop or computer due to IT restrictions on browser connectors
- iPad can view your citations but you can't add more. There's isn't a Zotero app for IOS

Sources



Browser Extension
→
Download &
Store

Zotero Application



Collect &
organize sources

Word Plugin
→
Insert
Citation

Paper/Presentation



Insert in-text
citations & create
bibliographies

Using Zotero

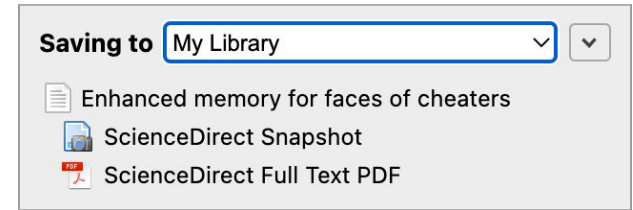
Let go over how to...

- Add an item to your library
- Create new folders for organization
- Create citations and bibliography in Word
- Create a shared folder

Add an item



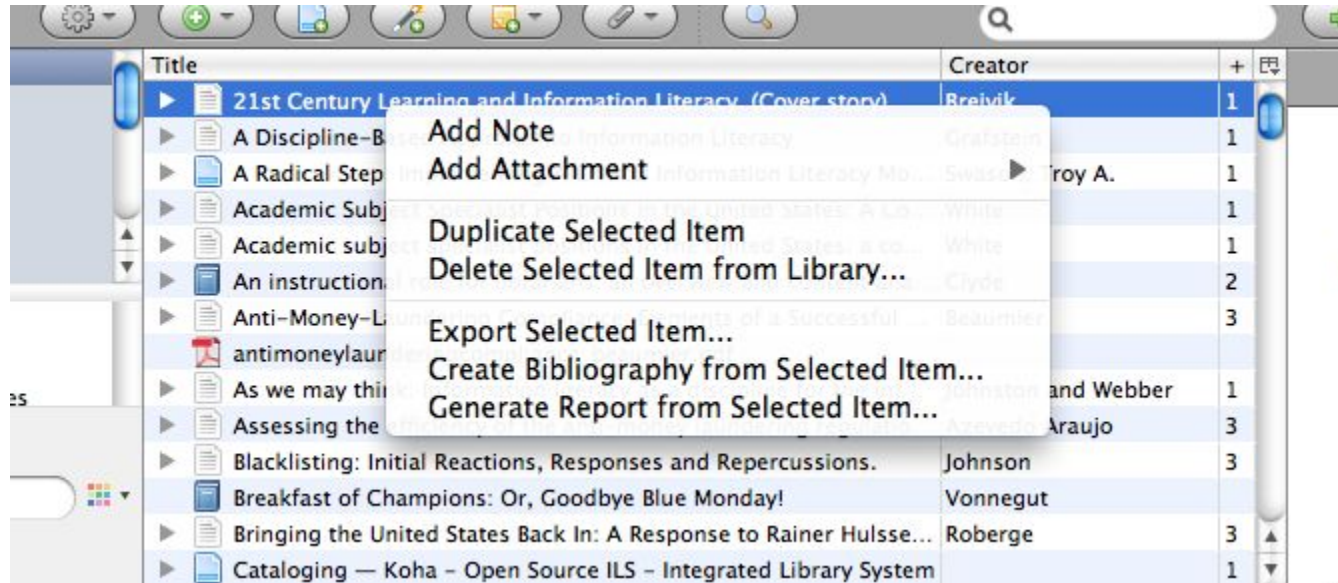
The screenshot shows a web browser window displaying a ScienceDirect article. The address bar shows the URL `sciencedirect.com/scie...`. The ScienceDirect logo is visible in the top left. The article title is "Enhanced memory for faces of cheaters" from the journal "Ethology and Sociobiology", Volume 17, Issue 2, 1996, Pages 119-128. A "Save to Zotero (ScienceDirect)" button is highlighted with a green circle. A tooltip for this button reads "Save to Zotero (ScienceDirect) Has access to this site".



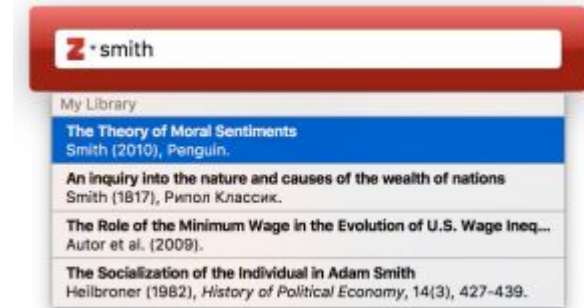
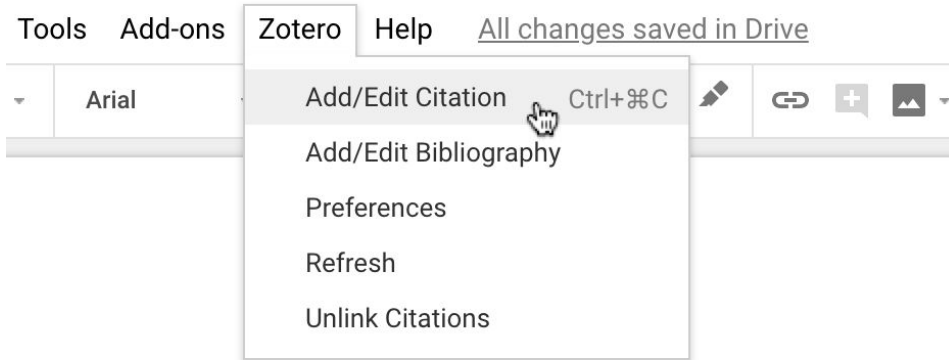
The screenshot shows a Zotero save dialog box. The "Saving to" dropdown menu is set to "My Library". The list of items to be saved includes:

- Enhanced memory for faces of cheaters
- ScienceDirect Snapshot
- ScienceDirect Full Text PDF

Create citations

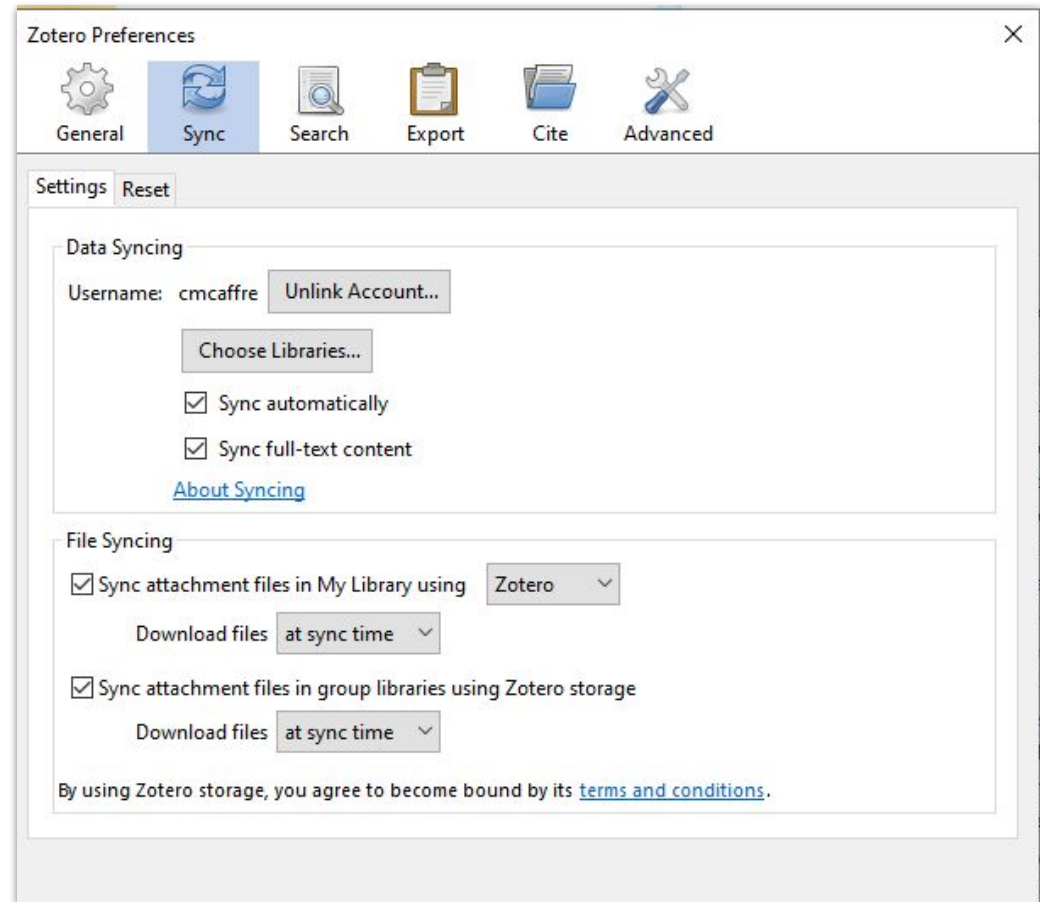
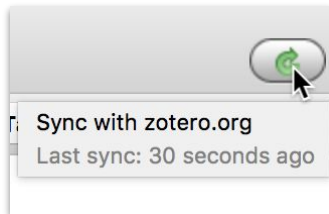


Create citations

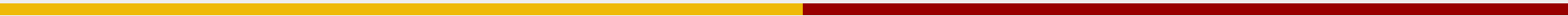


Sync with Zotero

1. Open Zotero preferences and select the Sync tab.
2. Enter your Zotero user name and password.
3. Check the "sync automatically" box.
4. Check both boxes under File Syncing and choose Zotero storage for My Library. This will sync your PDF attachments as well as citations
5. Click the green circular arrow button at the top right corner of the Zotero window.
6. Zotero will upload your library to the server.



Groups



Create a New Group

[Search for Groups](#) · [Create a New Group](#)

Group Name

Choose a name for your group

Group URL: <https://www.zotero.org/groups/>

Group Type

Public, Open Membership

Anyone can view your group online and join the group instantly.

Choose a **Public, Open Membership**

Public, Closed Membership

Anyone can view your group online, but members must apply or be invited.

Choose **Public, Closed Membership**

Private Membership

Only members can view your group online and must be invited to join.

Choose **Private Membership**

Beyond the Basics

There are lots of ways to use Zotero!

- Add or create specialized citation styles to save you time
 - Build your zotero profile to connect other researchers to your work
 - Create a reading list in a shared folder to accompany presentations
 - Import citations from another manager or from database search results using an .RIS file
 - Keep track of your readings and develop your own personal library over time which will stay with you even after CSUDH
-

Documentation & Support

- Zotero Documentation: <https://www.zotero.org/support/>
 - Troubleshooting word processor integration
 - Uploading large search results sets
 - Adding specialized style rules
- Zotero bookmarklet for Chromebooks and tablets
 - <https://www.zotero.org/downloadbookmarklet>
 - Must be logged into your Zotero.org account
- Zotero Forums: <https://forums.zotero.org/discussions>

More Resources

- Citation Guide: <https://libguides.csudh.edu/citation>
- Zotero Guide: <https://libguides.csudh.edu/zotero>
- Research Guides: <https://libguides.csudh.edu/?b=s>

Questions?
