

# Managing and Citing Using Zotero

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# 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.

# Why we cite?

- Situate - place our work in a larger scholarly 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 and examine the topic on their own

# Getting Started

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# zotero.org

01

Download &  
Install



02

Add Browser  
Plugin



03

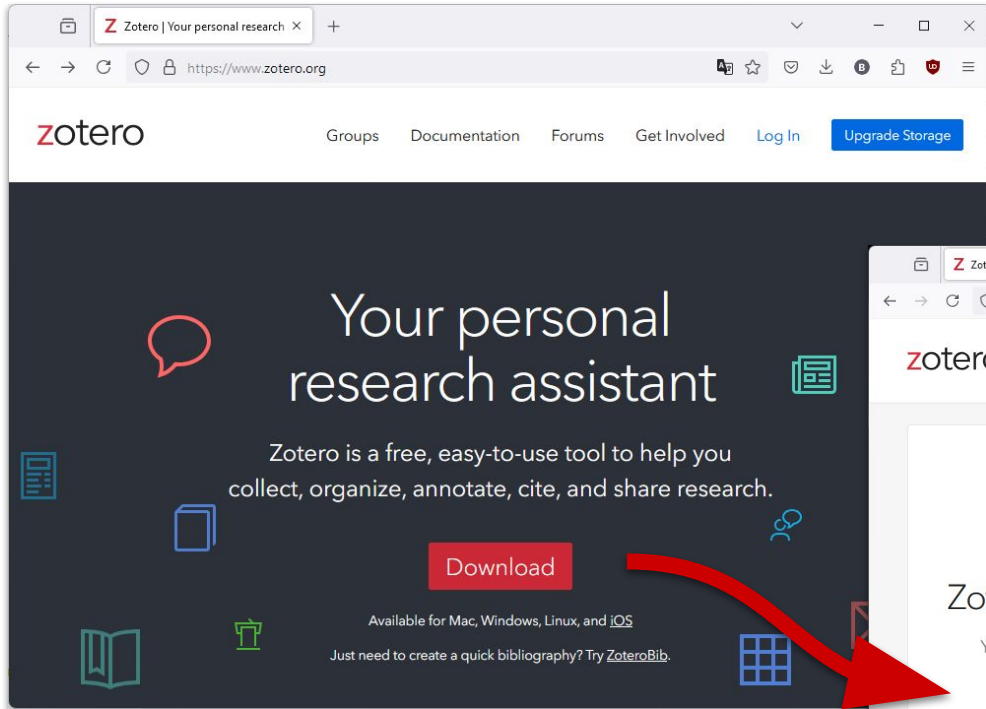
Create account  
and Login to App



04

Link Zotero  
App to Word  
Processor





Zotero | Your personal research x +

https://www.zotero.org

zotero

Groups Documentation Forums Get Involved Log In Upgrade Storage

# Your personal research assistant

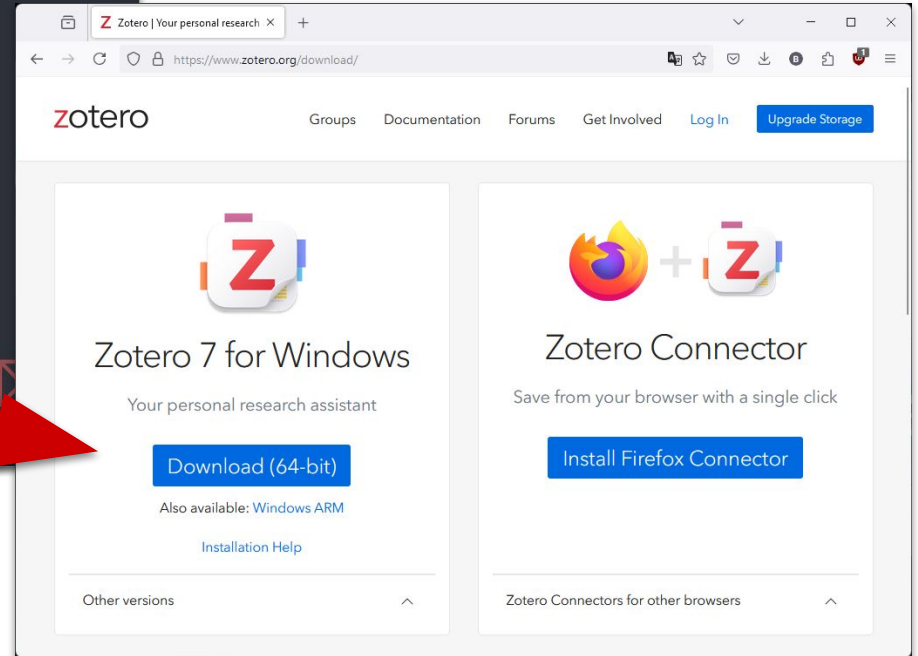
Zotero is a free, easy-to-use tool to help you collect, organize, annotate, cite, and share research.

[Download](#)

Available for Mac, Windows, Linux, and iOS

Just need to create a quick bibliography? Try [ZoteroBib](#).

A red arrow points from the 'Download' button to the download page.




Zotero | Your personal research x +

https://www.zotero.org/download/

zotero

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## Zotero 7 for Windows


Your personal research assistant

[Download \(64-bit\)](#)

Also available: [Windows ARM](#)

[Installation Help](#)

Other versions ^

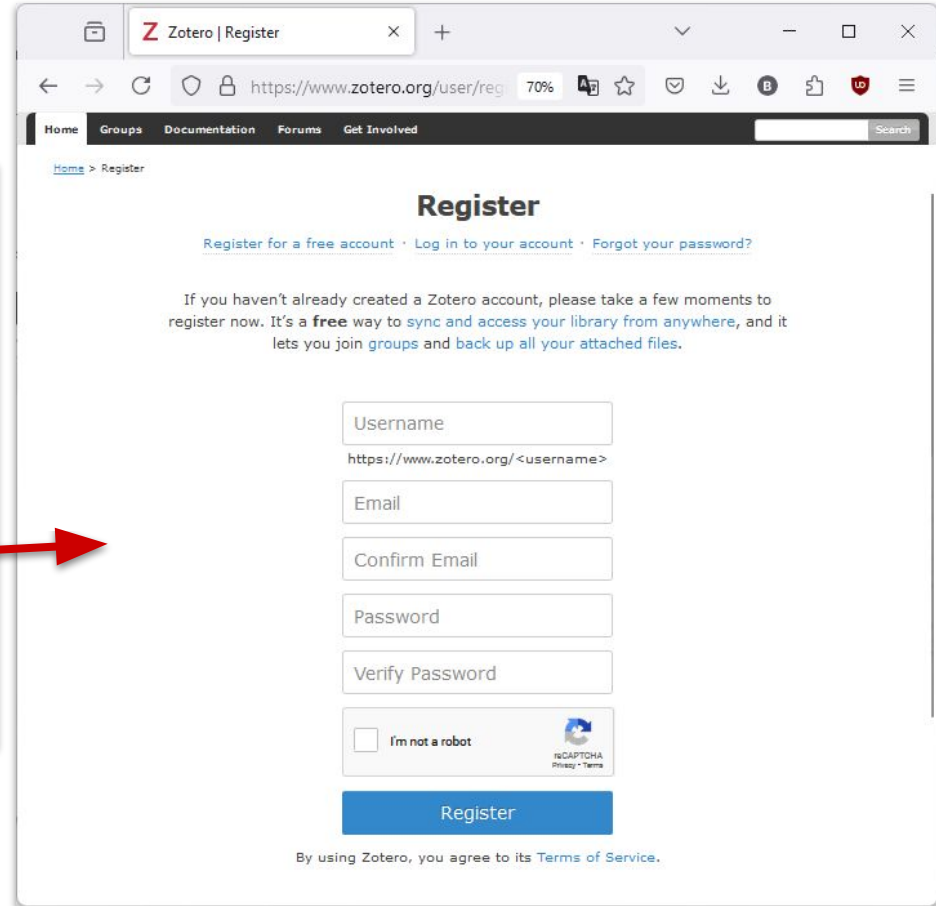
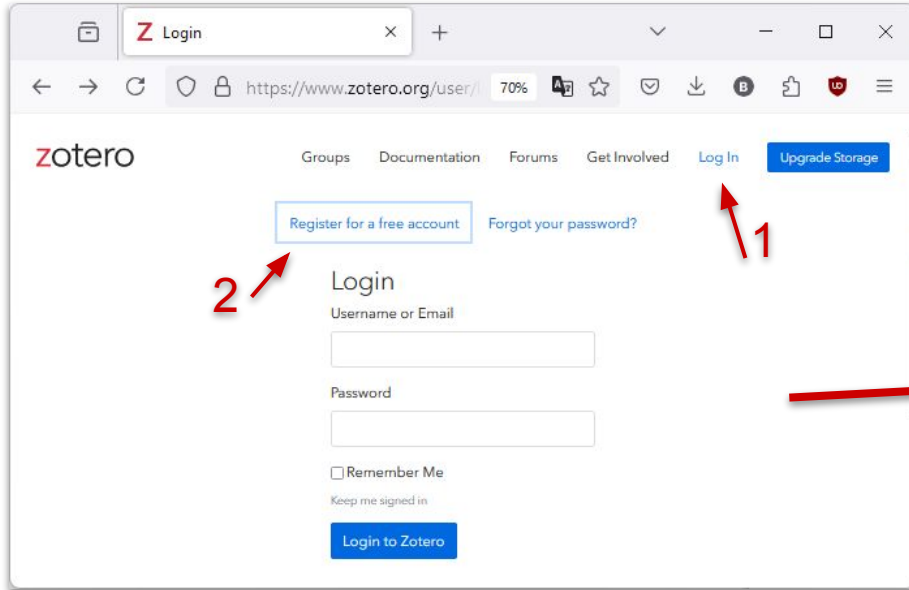


## Zotero Connector

Save from your browser with a single click

[Install Firefox Connector](#)

Zotero Connectors for other browsers ^





# Using Zotero

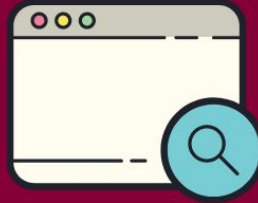
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## Sources



Browser Extension  
→  
Download &  
Store

## Zotero Application



Collect &  
organize sources

Word Plugin  
→  
Insert  
Citation

## Paper/Presentation



Insert in-text  
citations & create  
bibliographies

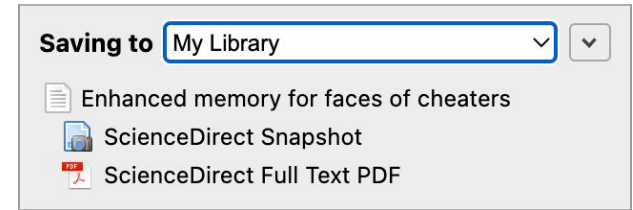
# Let go over how to...

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

# Add an item



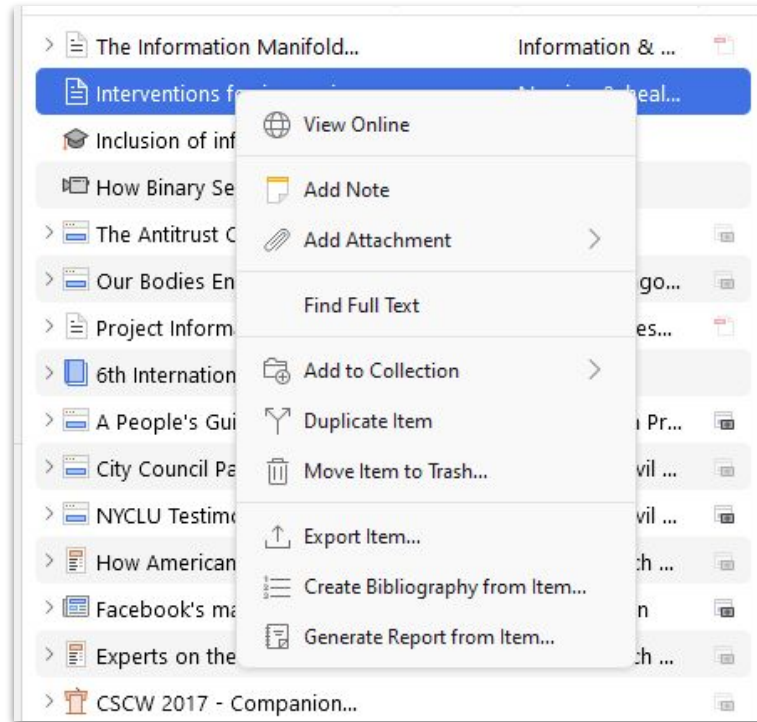
The screenshot shows a web browser window displaying a ScienceDirect article. The address bar shows the URL `sciencedirect.com/scie...`. The article title is "Enhanced memory for faces of cheaters" from the journal "Ethology and Sociobiology", Volume 17, Issue 2, 1996, Pages 119-128. The authors listed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



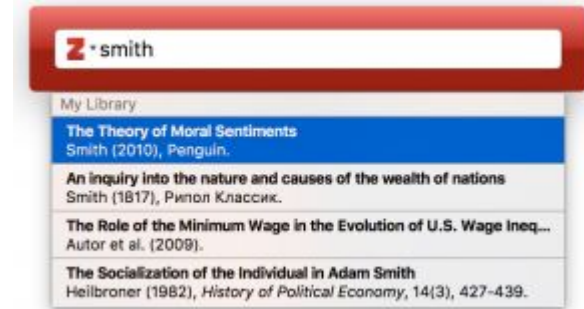
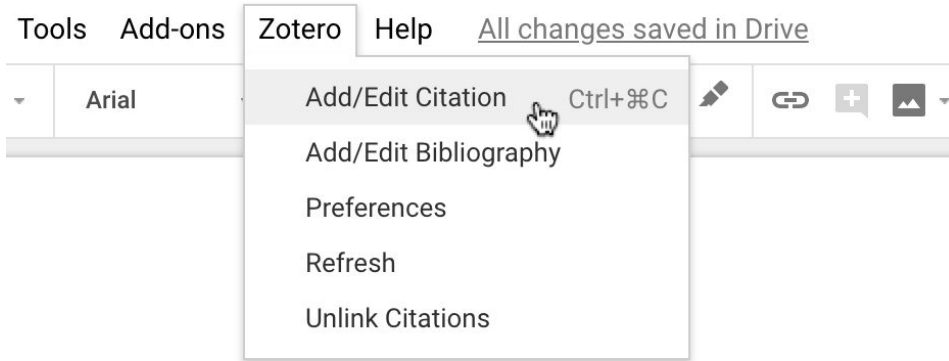
The screenshot shows a Zotero save dialog box. The "Saving to" dropdown menu is set to "My Library". The list of items to be saved includes:

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

# Create citations



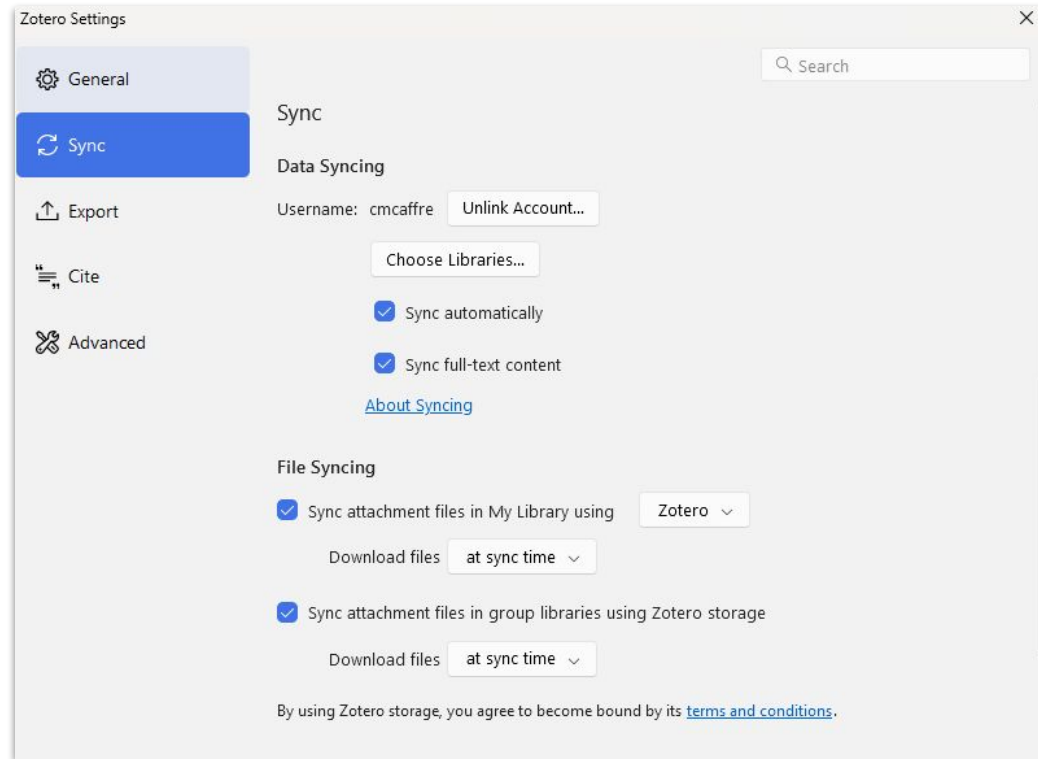
# Create citations



# Sync with Zotero

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1. Open Zotero settings and select the Sync tab.
2. Enter your Zotero username 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 dual arrows button at the top right corner of the Zotero window to sync your library.
6. Zotero will upload your library to the server.





# Groups

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# 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

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# 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
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# 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?

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