



Reference management with Zotero¹

Introduction

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Introduction

Zotero is a free reference management system which you can use to:

- Save references in a Zotero library on your computer and online
- Share references with others
- Add references in documents you create in Word, LibreOffice or Google Docs

¹ This is a general introduction to Zotero with screenshots from Zotero and Mozilla Firefox. At zotero.org you find texts and tutorials with more help to get started with Zotero. Zotero is developed by *Center for History and New Media* at George Mason University. Originally sponsored by *The Andrew W. Mellon Foundation*, *The Alfred P. Sloan Foundation*, and *The Institute of Museum and Library Services*.

- Create bibliographies in your document with a style of your preference (such as Harvard, APA, IEEE etc.)

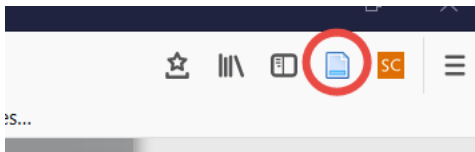
Installation of Zotero, connector and plug-in

To be able to use Zotero fully, you need to download **Zotero** and a **connector** which connects your web browser with Zotero. You also need a **plug-in** for your word processor. You can find it all here:

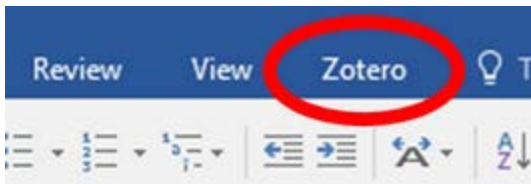
<https://www.zotero.org/download/>

When you have downloaded Zotero and the connector for your browser, you should be able to see document icons in the browser. The icons indicate that there is data which you can download to Zotero. This means that when you search for information in a database or on the web, you will be able to import references to Zotero. You can import references to various types of content such as web pages, books, articles etc.

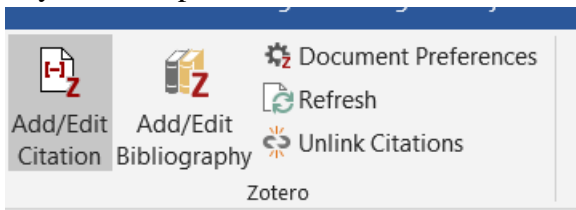
This is the icon showing that you can download information about a web page. (More information about this under “Import references”)



When you have installed a plug-in for Zotero in your word processor there should be a Zotero tab. In Word it looks like this.

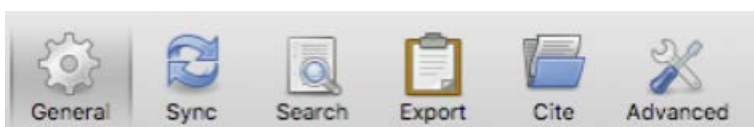


Click on the tab to open the Zotero tool bar in your word processor. (Read more about working with Zotero in your word processor under ”Insert citations in a document”)



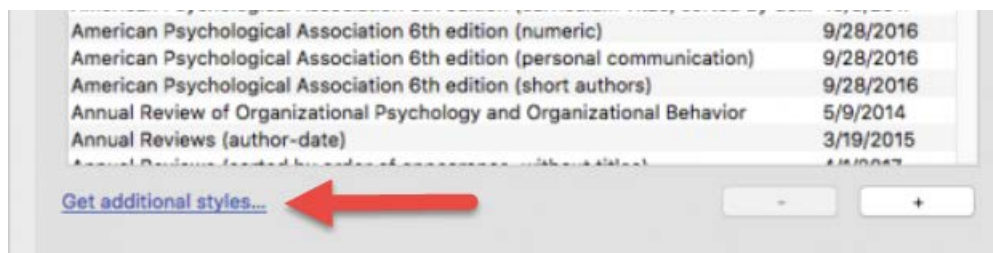
Preferences in Zotero

Before you start importing references to Zotero, you need to edit some important preferences. Choose *Edit > Preferences* and a menu will open:



To be able to access your references from any computer, choose Sync and create an account. Then check *Sync automatically* and *Sync full-text content*.

When you open *Cite* and the tab *Styles*, you will find a list of the installed styles. Make sure the style you want to use is there. If not, use the link to the Zotero style library, *Get additional styles*.



Link resolver

A link resolver will help you find full text versions of the documents your university library subscribes to. Write the URL under the tab *Advanced > Resolver*. Your library can provide you with the correct URL.

Advanced > File and folders is where you decide where Zotero should save your references, *Data directory location*. N.B! When using campus computers, make sure that you save the files where you can access them later and **not on the computer**. Your university has storage space you can use.



Import references to your Zotero library

References can be imported to Zotero from various places such as databases, library catalogs and from the web.

When Zotero and the connector for your browser are installed you will see document icons in your browser indicating what type of reference you can import. Klick on the icon to import the reference.

A reference to an article



A reference to a book



Here you find a list of references to choose from



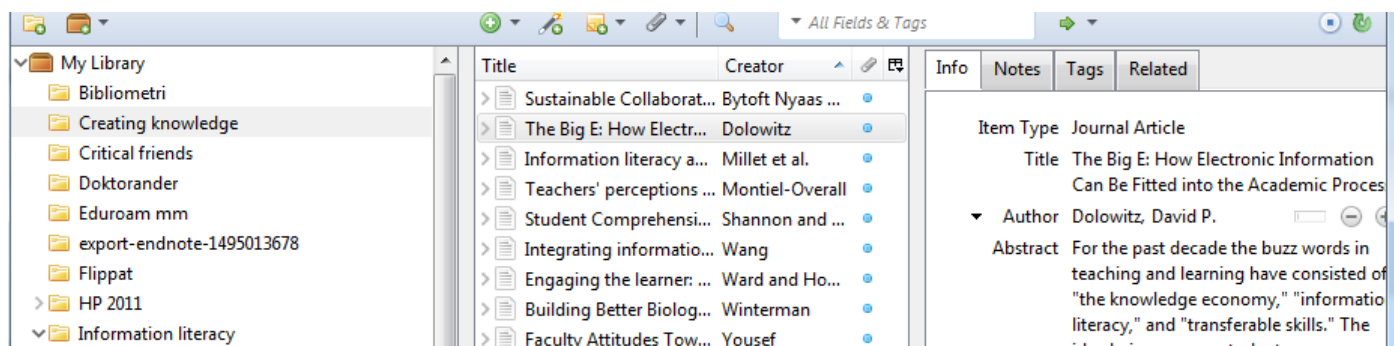
The imported information will show up in your Zotero library and you can organize your library in folders, for instance for different projects you are working on. (See more on organizing your library below)

When you open Zotero you see three columns.

On the left you have your library and your folders.

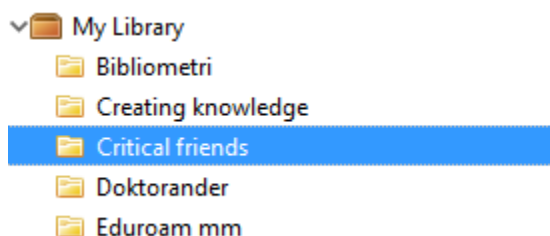
In the middle you see the library which is marked in the left column.

On the right you see information about the reference which is marked in the middle column.




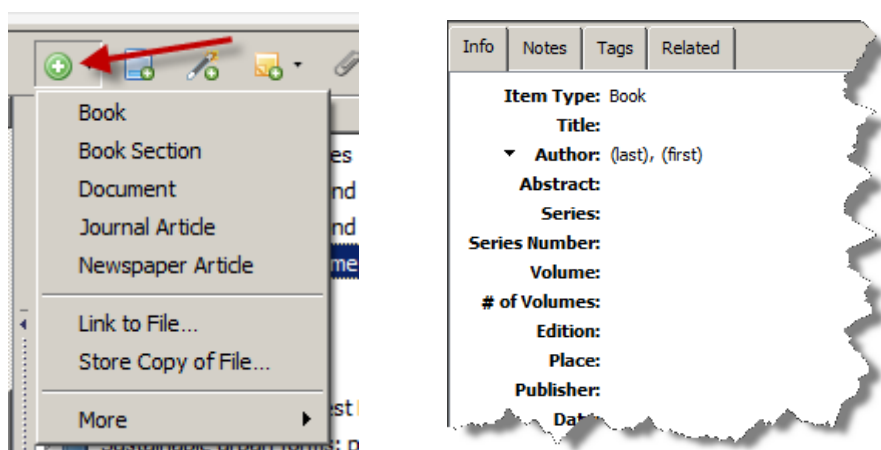
Organize your library

If a folder is marked when you import references, the references will be saved there. N.B. Remember that **all** references will always be saved in *My library*.

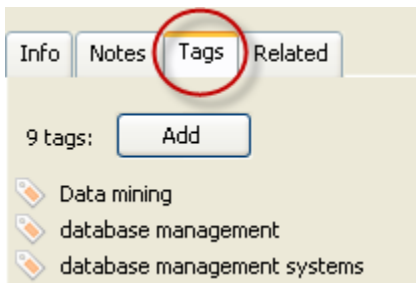


Always check the data of imported items – did you get all the data, is the item type correct, is the data entered in the fields where it belongs etc. Edit the reference in the right column if necessary.

You can also add references manually. Use the symbol for *new post* , choose your item type (book, book section etc.) and add the data about the reference in the correct field.

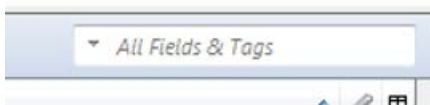


Tags are subject words describing the reference. Some references already have tags when you import them, but you can add your own under the tab *Tags*. You can also add your own notes. Both tags and notes are searchable in Zotero.

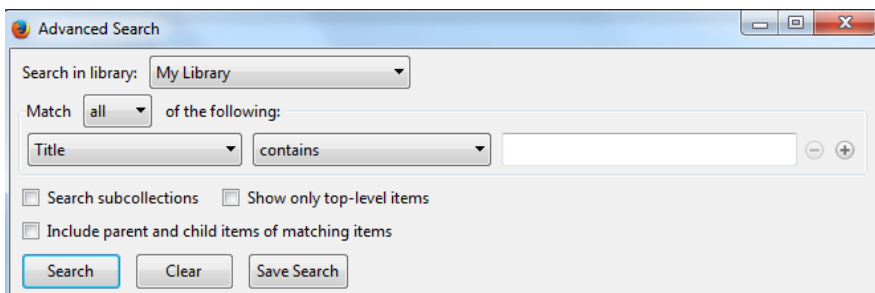


Search in your library

Use the search box to find references in your library. The search will include any pdf-files connected to your references.

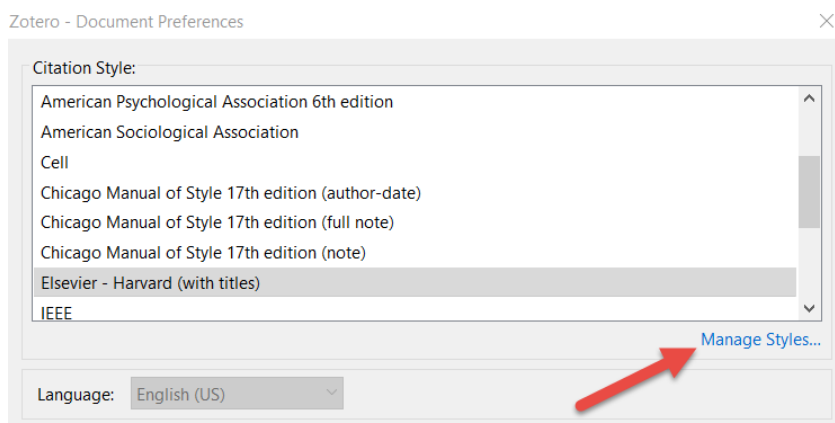


Advanced search will give you more search options.



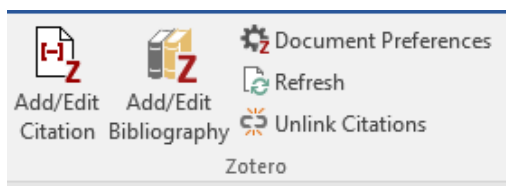
Inserting references in your document

When you have installed the Zotero plug-in in your word processor, you need to open the Zotero tool bar to start inserting references. Before you can insert references in a new document you must choose which reference style you want to use, styles like Harvard, APA, Oxford etc. If you don't find the style you want, you can add it via *Manage styles*.



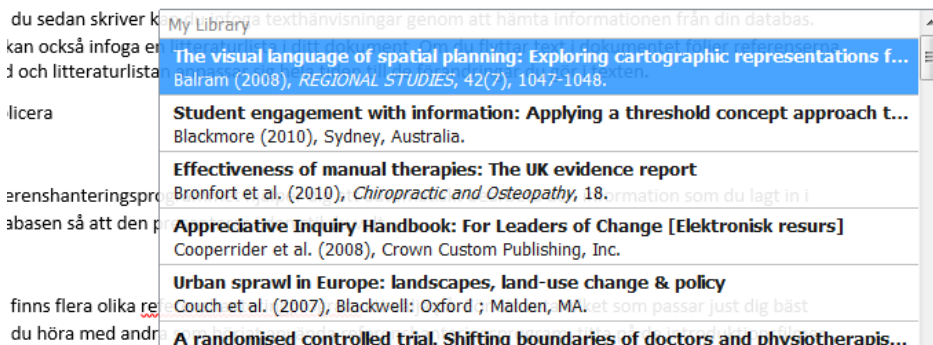
Insert in-text citations

Place the marker where you want to enter the in-text citation and then click on *Add/Edit Citation* in the tool bar.



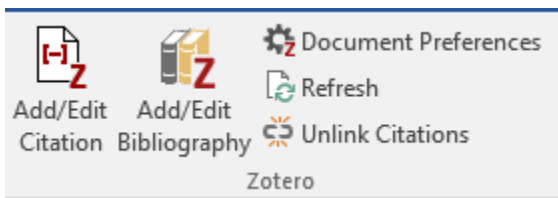
Search for your reference in the search box, mark the reference you want to add and click *Enter*.

abasen är referenserna sökbara och du kan lägga till information som t.ex. nyckelord och märkningar. Själva



Insert bibliography

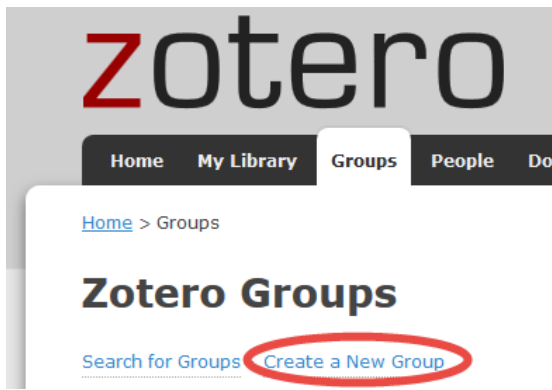
Place the marker where you want to add your bibliography, usually at the end of your document, and then click on *Add/Edit Bibliography* in the tool bar. You only have to do this once per document, if you add in-text citations afterwards, they will automatically be added to the bibliography.



Use *Refresh* if you have updated your text. This is very important if you work with a numbered style, like IEEE. If you would like to change style, use *Document preferences*.

Share references with others

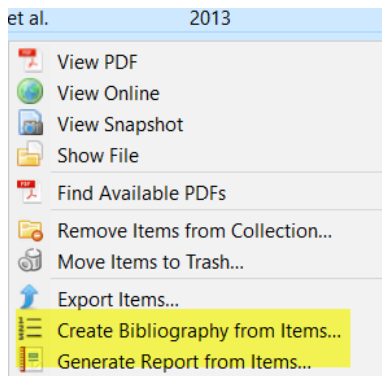
At Zotero.org you can create groups. Within the group you can both see and use common references. Log in with your Zotero-account to create a group. Select if the group should be *Private* or *Public*. If you add copyrighted material, make sure that your group is marked *Private*.



Create a separate bibliography

If you want to create a bibliography from some of your references, you can either use the function *Create bibliography from references* or *Generate report from items*.

Mark the references, right click and create your bibliography/report.



The *Bibliography* will give you references in the style of your choice

Bosworth, G.J., Hegarty, J.R., 2017. 8,000 Landlords, 1 farm: The individual and societal benefits of community-owned farms. *Ecopsychology* 9, 8–14. <https://doi.org/10.1089/eco.2016.0033>

The *Report* will give your more information, as in the example below.

8,000 Landlords, 1 farm: The individual and societal benefits of community-owned farms

Typ	Tidskriftsartikel
Författare	G.J. Bosworth
Författare	J.R. Hegarty
Band/Ärgång	9
Nummer	1
Sidor	8-14
Publikation	Ecopsychology
Datum	2017
DOI	10.1089/eco.2016.0033
Bibliotekskatalog	Scopus
Sammanfattning	Community-owned farms (COFs) provide a novel opportunity for people to purchase a stake in an agricultural enterprise. COFs usually operate a form of crowd funding where, in return for a modest financial contribution, supporters receive a share of the land and, according to some scholars, a number of other benefits. However, evidence for these potential benefits often hinges on anecdotal evidence and rarely evaluates long-term outcomes. The current paper reviews the opinions of 419 supporters of a crowd-funded COF in the English Midlands, 10 years after the initiative's inception. The findings indicate many long-term benefits for supporters of the farm, including feelings of empowerment and a sense of belonging to a wider community. The findings also offer reason for measured optimism regarding the wider societal benefits of crowd-funded COFs, such as supporters initiating or increasing their involvement with other similar organizations and supporters becoming more locally involved in their own community because of their involvement with a COF. © Copyright 2017, Mary Ann Liebert, Inc.
Kort titel	8,000 Landlords, 1 farm
Arkiv	Scopus
Tillagd den	2019-03-06 11:38:36
Ändrad den	2019-03-06 11:38:36

Etiketter:

Community-supported agriculture, Community-owned farms, Crowd funding, Spillover effects

You can do a lot more with Zotero than what we have described in this introduction. Go to <http://www.zotero.org> to find out more.

An introduction to Zotero made by the Library at BTH for the Writing guide.

Writingguide.se

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