

# Zotero for Research: Insights into Managing Sources

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# Managing Sources Class Discussion

Break up into small groups and talk amongst yourselves for five minutes; choose one person to report back to the larger group. Think about these questions:

- How do you manage your sources when you are doing research?
- Where do you look for sources?
- How do you save your sources?
- How do you remind yourself what each source is about and how you plan to use it?



# Workshop Agenda

- Objectives
- Why are citation management tools useful?
- Introduction to Zotero
- Important Zotero vocabulary
- Tutorial
- In-class hands on activity with Zotero

Slides & handout available at

<http://bit.ly/diti-spring2020-rabrenovic-zotero>



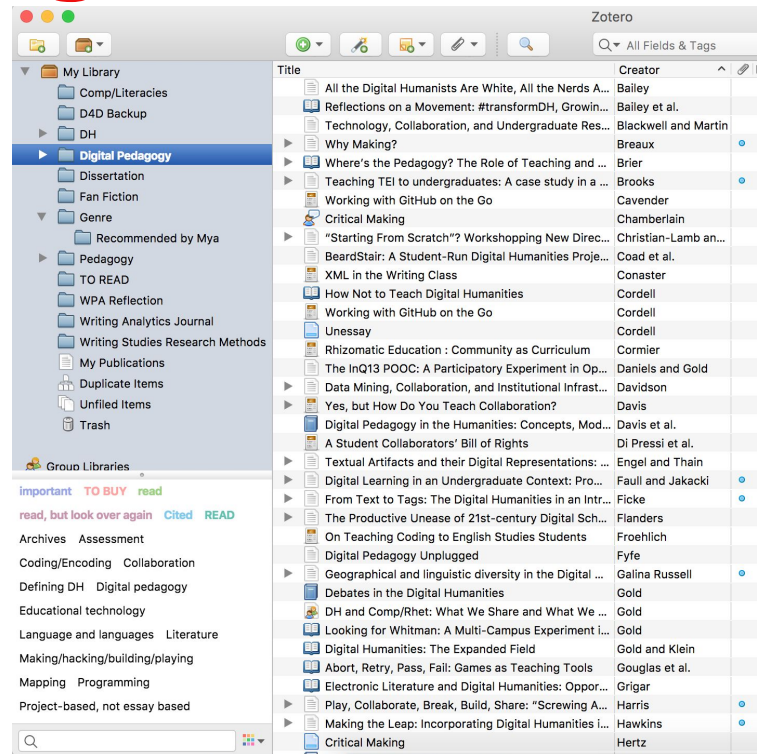
# Workshop Objectives

- Understand how to use a citation management software to organize research materials
- Understand Zotero's functions and features
- Define several important functions of Zotero and citation management, including libraries, ISBN, tags, and more.
- Input bibliographic information both manually and automatically into Zotero
- Transfer a library into a Works Cited page



# Why Use Citation Management Tools?

Citation management tools provide researchers with the ability to organize their primary and secondary sources, easily create citations and works cited pages for their research, and organize/maintain notes.



# What is Zotero?

“Zotero is a free, open-source research tool that helps you collect, organize, and analyze research and share it in a variety of ways” (“About”, Zotero).

- Store citation information on a cloud
- Finds bibliographic information for a source
- Provides flexible methods for organizing your bibliographies (libraries, tags, notes, etc)
- Stores PDFs (even annotated PDFs!) or links to the source
- Provides outputs of your citation information
- Connects to GoogleDrive, Chrome, Microsoft Word, and other

applications



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*Feel free to ask questions at any point during the presentation!*

# Install Zotero

# Create an Account

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

**\*\*IMPORTANT:** Your zotero libraries and info are stored in your Zotero *account* (not on your computer)



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# Anatomy of Zotero

Toolbar

The screenshot shows the Zotero application window. On the left is a sidebar with 'My Library' and a list of group libraries. Below this is a section for 'important TO BUY read' and 'read, but look over again Cited READ' with various keywords. The main pane displays a list of sources with columns for Title, Creator, and other metadata. The right pane shows the 'Info' tab for a selected source, displaying details like Item Type, Title, Editor, Series, and Date Added. Red arrows point from text labels to specific parts of the interface: 'Your individual and group libraries' points to the sidebar; 'Your chosen keywords to tag each source' points to the keyword list; 'Information about an individual source' points to the right pane; 'Your list of sources in a particular library' points to the main list; and 'at any point in time!' points to the bottom right corner.

**Your individual and group libraries**

**Your chosen keywords to tag each source**

**Information about an individual source**

**Your list of sources in a particular library**

**at any point in time!**



# Zotero Vocabulary

Knowing the vocabulary of a particular tool makes looking up documentation significantly easier.

- **Library:** the folders that store your citation lists
- **My library:** your individual libraries that can only be edited on your account
- **Group libraries:** collaborative libraries
- **Info:** the bibliographic info about a particular source
- **Notes:** your own notes taken about a source
- **Tags:** keywords chosen to organize and arrange sources



# Before we use Zotero:

Zotero is most useful when you are collecting sources. So, let's talk about finding proper sources for International Relations

What are **databases**, **journals**, and **peer-reviewed articles**?

- Northeastern Library Database: <https://library.northeastern.edu/>
- Sociology Subject Guides: <https://subjectguides.lib.neu.edu/sociology>
- Useful Databases: JSTOR, PolicyFile, ProQuest Political Science, and Academic Search Complete

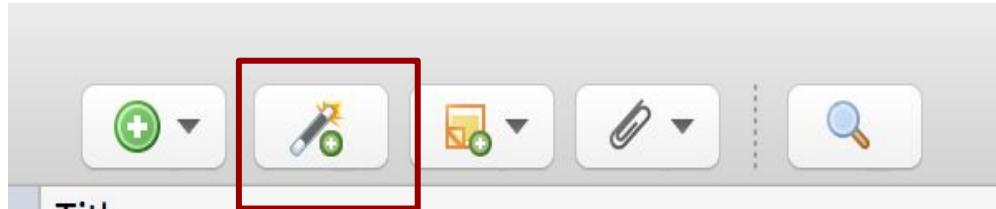
**Choose a database and search for an article related to your research.**



# Practice Using Zotero

In your Zotero, create a folder titled “Class Tutorial” (you can delete this later). Look for the DOI number (unique identifier for scholarly articles, ex: 10.2307/358774) or ISBN number (unique identifier for books, ex: 978-0801497643)

Click the “Add Items by Identifier(s)” and paste in the DOI or ISBN number



# Zotero's Bibliographic Metadata

## Search ISBN 978-0801497643

The screenshot shows the Zotero application interface. On the left, a list of books is displayed. The book 'Myths of Empire: Domestic Politics and International Ambition' by Jack Snyder is selected. On the right, the 'Info' tab is active, showing detailed bibliographic information for the selected book. A red box highlights the 'Info', 'Notes', 'Tags', and 'Related' tabs at the top of the right pane.

Title	Creator	Date Added
> Why Iran should get the bomb: Nuclear balancing would mean stability	Waltz	2/8/2018, 4:...
> Deterrence and Coercive Diplomacy: The Contributions of Alexander Geor...	Levy	2/8/2018, 4:...
> Gendering Power Transition Theory	Sjoberg	2/8/2018, 4:...
> Democratization and war	Mansfield and Sny...	2/8/2018, 4:...
> Rationalist Explanations for War	Fearon	2/8/2018, 4:...
> Conceptual models and the Cuban missile crisis	Allison	2/8/2018, 4:...
> A view from the top: International politics, norms and the worldwide grow...	Reimann	2/8/2018, 4:...
> Political Community and the North Atlantic Area	Deutsch	2/8/2018, 4:...
> Refocusing the IMF	Feldstein	2/8/2018, 4:...
> The utopian nightmare	Easterly	2/8/2018, 4:...
> Emerging multipolarity: why should we care?	Posen	2/8/2018, 4:...
> The new history of World War I and what it means for international relatio...	Lieber	2/8/2018, 4:...
> One world, rival theories	Snyder	2/8/2018, 4:...
> The Melian Dialogue	Thucydides	2/8/2018, 4:...
> International regimes	Krasner	2/8/2018, 3:...
> After hegemony: cooperation and discord in the world political economy	Keohane	2/8/2018, 3:...
> Theories and empirical studies of international institutions	Martin and Simmo...	2/8/2018, 3:...
> Taking preferences seriously: A liberal theory of international politics	Moravcsik	2/8/2018, 3:...
> Cooperation under the Security Dilemma	Jervis	2/8/2018, 3:...
> The politics, power, and pathologies of international organizations	Barnett and Finne...	2/8/2018, 3:...
> Soft Power: The Means To Success In World Politics	Nye	1/25/2018, 4:...
> Myths of Empire: Domestic Politics and International Ambition	Snyder	1/25/2018, 4:...
> State Power and the Structure of International Trade	Krasner	1/25/2018, 4:...
> War and Change in World Politics	Gilpin	1/25/2018, 4:...
> The origins of alliances	Walt	1/17/2018, 1:...
> Theory of international politics	Waltz	1/17/2018, 1:...
> Power Analysis and World Politics: New Trends versus Old Tendencies	Baldwin	1/13/2018, 3:...
> Neoclassical Realism and Theories of Foreign Policy	Rose	1/13/2018, 3:...
> Man, the state, and war : a theoretical analysis	Waltz	1/13/2018, 3:...
> A Critique of Morgenthau's Principles of Political Realism	Tickner	1/13/2018, 3:...
> Politics among nations : the struggle for power and peace	Morgenthau	1/13/2018, 1:...
> Why Do States Build Nuclear Weapons?: Three Models in Search of a Bomb	Sagan	11/28/2017, ...
> Stigmatizing the Bomb: Origins of the Nuclear Taboo	Tannenwald	11/27/2017, ...

**Info** Notes Tags Related

Item Type: Book

Title: Myths of Empire: Domestic Politics and International Ambition

Author: Snyder, Jack

(...) Abstract: Overextension is the common pitfall of e...

Series

Series Number

Volume

# of Volumes

Edition: 50579th edition

Place: Ithaca

Publisher: Cornell University Press

Date: March 28, 1993

# of Pages: 344

Language: English

ISBN: 978-0-8014-9764-3

Short Title: Myths of Empire

URL

Accessed

Archive

Loc. in Archive

Library Catalog: Amazon

Call Number

Rights

Extra

Date Added: 1/25/2018, 4:05:45 PM

Modified: 1/25/2018, 4:07:18 PM

Info: bibliographic info

Notes: your notes (also sometimes notes are included when you enter ISBN numbers)

Tags: keywords (also sometimes keywords are included when you use ISBN numbers)

Related: choosing other sources that may be related



# Inputting Information Manually

1. Select the “New Item” button and find the type of source the article is
2. Input as much of the bibliographic information as you can
3. Use the “Notes” to keep track of important information (we will talk about this more in a second)
4. Use the “tags” to create keywords. Do not overload yourself with keywords. They should be chosen with purpose to help find similar content and organize your sources, not overwhelm you



# Demonstration: Inputting Manually

In your Zotero, create a new folder titled “Class Tutorial” (you can delete this folder later. Open up the readings sent over via email (Adcock & Collier, 2001; Lazer & Radford, 2017). We will:

- Figure out the correct citation information
- Determine the type of source
- Fill out the information from there
- Attach the PDF by dragging and dropping the file onto the proper source



# Drag and Drop PDFs for Biblio Data

If you already have a PDF of an article downloaded, you can **drag** and **drop** the PDF to Zotero and it will immediately input all the information.

The PDF, however, needs to have metadata attached to it; not every PDF will, but most you get from library databases should.



# Exporting your Bibliography

1. As a bibliography saved directly into your clipboard
  - a. Right-click your library
  - b. Click “Create bibliography from collection”
  - c. Choose your proper citation format
  - d. Paste the bibliography in your works cited page
2. As a CSV file (which can be opened on Excel) if you’re ever interested
3. Export it to other Citation Management (EndNotes, for example)





# Zotero Web Browser Extension

If you use Chrome or Firefox, there is a **Zotero extension** that you can download onto your browser and connect to your Zotero account. When you're researching articles, you can easily save your bibliographic information by clicking on the "Zotero" button on your toolbar (just make sure it's being saved to the correct library!). It will also save the HTML link or the PDF.

**\*Always double check that the citation information is correct in your Zotero library\*** (some websites do not provide proper metadata)



# Zotero on Google Docs and Word

Your Zotero can now be connected to your Google Drive account or Microsoft Word. While you are writing a paper, you can use the Zotero plugin to create your bibliography for you!

**\*\*Always double-check that all the bibliographic information is correct and follows the proper citation format\*\***



# Your Turn!

Break up in a group and in your “Class Tutorial” folder, use Zotero’s features and/or manually input information for:

- Any *New York Times* article
- The two readings provided via email (Adcock & Collier, 2001; Lazer & Radford, 2017)
- Singleton, Royce A., and Bruce C. Straits. *Approaches to Social Research*. Oxford University Press, 2017.

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# Class Discussion

- First of all, any general questions?
- What did you find easy or challenging about using Zotero?
- How might you use Zotero in the future outside of this class?



# Thank you!

If you have any questions, contact us at:

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**Slides & handout available at:** <http://bit.ly/diti-spring2020-rabrenovic-zotero>

**Sign up for office hours at:** <https://calendly.com/sternberg-je/15min>



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