

Introduction to Zotero

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Northeastern University
NULab for Texts, Maps, and Networks

What is Zotero?

Zotero is a free, open-source research tool that helps you:

- ***Store*** citation information on a cloud
- ***Find*** bibliographic information
- Provide you with flexible methods for ***organizing*** bibliographies
- Store PDFs (even annotated PDFs!) or links to the source
- Create ***outputs*** of your citation information
- Connects to Google Drive & Chrome!

Install Zotero

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

Get both the **download** and the **Chrome connector** set up on your computer.

You will have to create an account when you first download and open Zotero.

IMPORTANT: Your Zotero libraries are stored in your account, not on your computer!

Zotero Vocabulary

- **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

Anatomy of Zotero

Toolbar

Your libraries

The screenshot shows the Zotero application window. The left sidebar contains a tree view of libraries under 'My Library', including 'Group Libraries' and various folders like 'D4D_Master_Bib' and 'Digital Humanities'. Below this is a list of keywords for tagging sources, such as 'important', 'TO BUY', 'read', '3D models', '21st century', 'Academia', 'Academic writing', 'Access', 'Acid Phosphatase', 'action research', 'activity theory', 'Admissions policies', 'Adolescent girls', 'adult learners', 'Affect and Emotion', 'African continent', 'Aldehydes', 'Algorithmic bias', 'Alkaline Phosphatase', 'Amines', 'Amino Acids', 'Animals', 'Anonymization', 'Anura', 'Apnea', 'Applications', 'AR', 'Archival science', 'Archives', 'Asian American communities', 'Asphyxia', 'Assassinations and Attempted Assassinations', 'Assessment', 'Au: African American Studies', 'Au: Anthropology', 'Au: Archaeology'. The main pane displays a list of sources with columns for 'Title' and 'Creator'. The selected source is 'Naming what we know: threshold concepts of writing studies' by Adler-Kassner and Wardle. The right pane shows the 'Info' tab for this source, displaying details like 'Item Type: Book', 'Title', 'Editor', 'Series', 'Volume', 'Edition', 'Place', 'Publisher', 'Date', 'ISBN', 'Short Title', 'URL', 'Accessed', 'Archive', 'Loc. in Archive', 'Library Catalog', 'Call Number', 'Rights', 'Extra', 'Date Added', and 'Modified'. The top toolbar contains icons for adding, deleting, and searching sources.

Info

Notes

Tags

Related

Item Type Book

Title Naming what we know: threshold concepts of writing studies

Editor Adler-Kassner, Linda

Editor Wardle, Elizabeth A.

(...) Abstract "Naming what we know examines the core principles of kno..."

Series

Series Number

Volume

of Volumes

Edition Classroom edition

Place Logan

Publisher Utah State University Press

Date 2015

of Pages

Language

ISBN 978-1-60732-577-2

Short Title Naming what we know

URL

Accessed

Archive

Loc. in Archive

Library Catalog Library of Congress ISBN

Call Number PE1405.U6 N36 2015

Rights

Extra

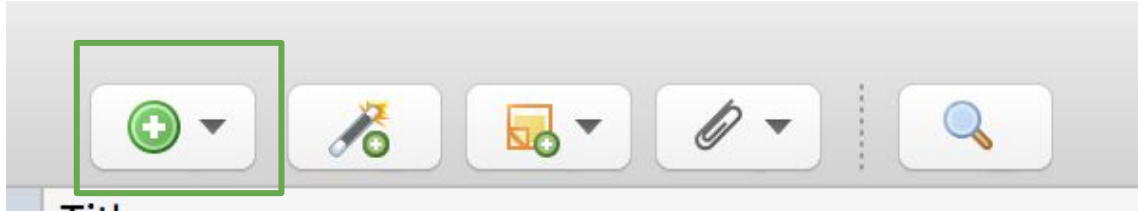
Date Added 11/17/2017, 5:43:48 PM

Modified 11/17/2017, 5:43:48 PM

Your keywords to tag each source

Your list of sources in a selected library

Manually Inputting Information



- Select the “New Item” button and find the *type of source* the article is
- Input as much of the bibliographic information as you can
- Use the “Notes” to keep track of important information (we will talk about this more in a second)
- 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

Drag and Drop PDFs

You can also just drag a PDF you have downloaded or saved to your computer and drop it into your Zotero!

Here is an example of how to do it:

<https://www.youtube.com/watch?v=KaNP3Z86EQ>

Magic Wand



If you have a book's [ISBN](#), an online article's [DOI](#) or [PMID](#) number, just click the magic wand button: "Add item by identifier." Type in the book or article's number, and Zotero will automatically download its information and save it to your library.

Zotero Chrome Extension

If you use Chrome, there is a **Zotero extension** that you can download onto your Chrome and connect to your Zotero account.

When you are researching articles, you can easily save your bibliographic information by clicking on the “Zotero” button on your Chrome 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 also has a Mozilla Firefox extension if you do not use Google Chrome!

Understanding Bibliographic Metadata

The screenshot shows a library catalog interface. On the left, a table lists items, with the first item selected. A green box labeled "Your selected text" points to the title and creator of this item. On the right, a detailed view of the selected item is shown, with a green box labeled "Metadata" pointing to the "Info" tab. The "Info" tab displays various bibliographic details for the book "Fashioning lives: black queers and the politics of literacy" by Eric Darnell Pritchard.

| Title | Creator |
|---|-----------|
| Fashioning lives: black queers and the politics of lit... | Pritchard |

Your selected text

Metadata

Info Notes Tags Related

Item Type Book

Title Fashioning lives: black queers and the politics of literacy

Author Pritchard, Eric Darnell

Abstract

Series

Series Number

Volume

of Volumes

Edition

Place Carbondale

Publisher Southern Illinois University Press

Date 2017

of Pages 306

Language

ISBN 978-0-8093-3554-1

Short Title Fashioning lives

URL

Accessed

Archive

Loc. in Archive

Library Catalog Library of Congress ISBN

Call Number LC151 .P75 2017

Rights

Extra

Date Added 2/5/2019, 1:32:52 PM

Modified 2/5/2019, 1:32:52 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

Your Turn!

Practice manually inputting the bibliographic information for **“Why Is It So Hard to Measure the Effectiveness of Human Rights?”** by Kathryn Sikkink and try out writing some notes about the text.

Next, upload the bibliographic information of another text automatically (using your Chrome Connector, the magic wand option, and drag-and-drop a PDF) to see the difference between each option!

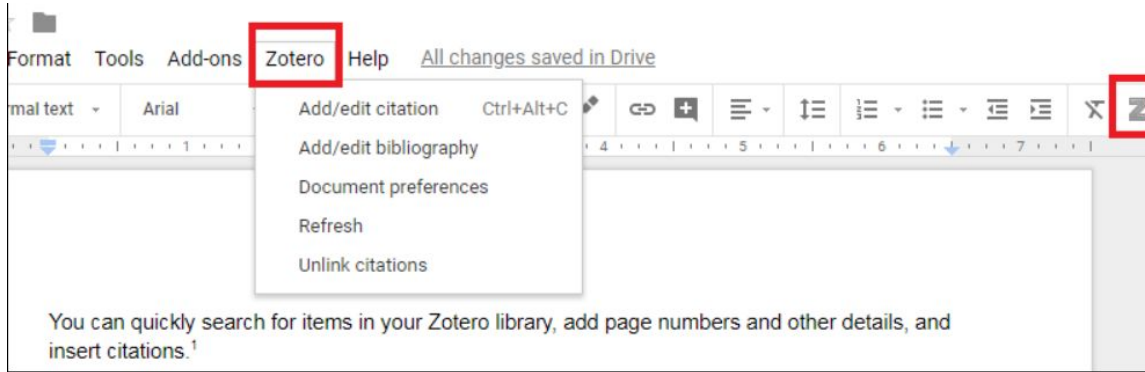
Exporting your Bibliography

1. As a bibliography saved directly into your Zotero account
 - a. Right-click your library
 - b. Click “Create bibliography from collection”
 - c. Choose your proper citation format
 - d. Select “Copy to Clipboard”
 - e. Paste the bibliography in your works cited page

2. As a CSV file (which can be opened in Excel)
 - a. Right-click your library
 - b. Click “Export collection”
 - c. Choose “CSV”
 - d. Open up your new exported collection in Excel

Zotero in Google Docs

Your Zotero can now be connected to your Google Drive account. While you are writing a paper using Google Doc, 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****

Helpful Resources

Zotero Download

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

Northeastern University Zotero Guide

<http://subjectguides.lib.neu.edu/Zotero>

Zotero Help Guide

https://www.zotero.org/support/getting_help

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