Zotero for Research: Insights into Managing Sources

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Research Methods

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Northeastern University
NULab for Texts, Maps, and Networks

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

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?

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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-denver1**

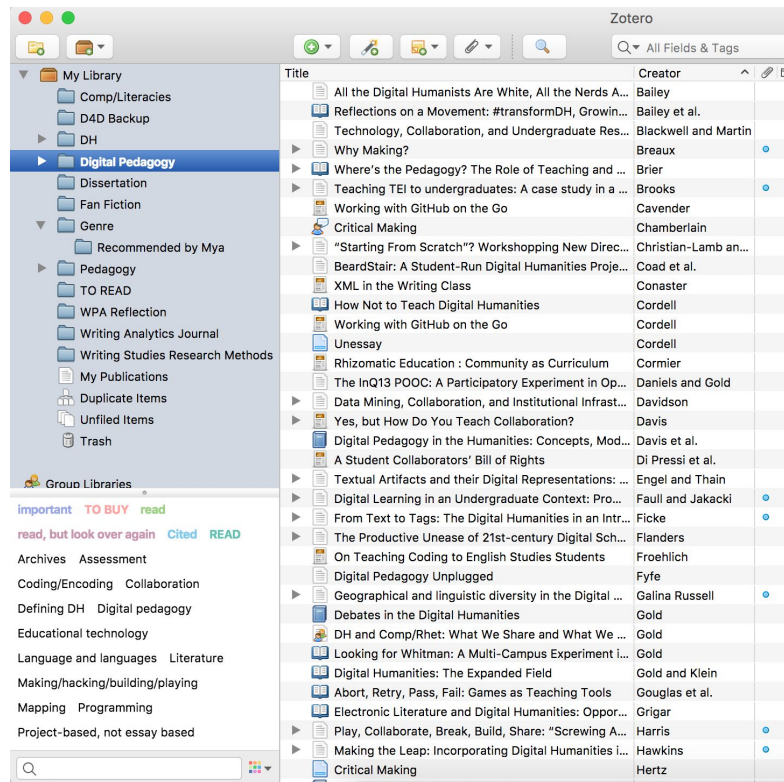*Feel free to ask questions at any point during the presentation!*

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

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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.

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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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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

Your individual and group libraries

Information about an individual source

Your chosen keywords to tag each source

Your list of sources in a particular library

at any point ation!

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

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Before we use Zotero:

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

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

- Northeastern Library Database: https://library.northeastern.edu/
- Criminal Justice Subject Guides: https://subjectguides.lib.neu.edu/cj
- Useful Databases: JSTOR, PolicyFile, Criminal Justice Abstracts, and Academic Search Complete

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

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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: 978-0809335541)

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

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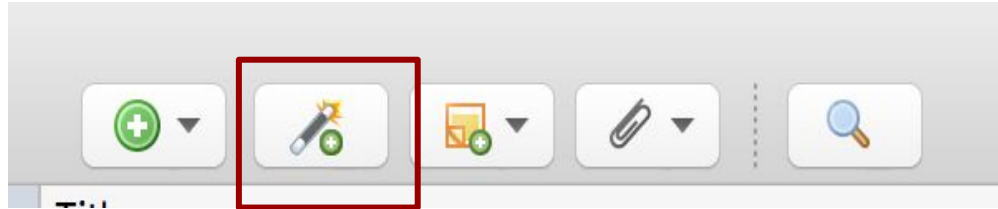
Zotero's Bibliographic Metadata Search ISBN 978-0809335541

Title	Creator	∧	📎	🗐
▶ 🗎 Fashioning lives: black queers and the politics of lit...	Pritchard			

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 y
# 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: biblographic 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

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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

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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 (Lu et. al, 2012; Wright et. al, 1992). 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

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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.

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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)

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Zotero 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)

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Zotero on Google Docs and Word

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

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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 (Lu et. al, 2012; Wright et. al, 1992)
- The book *Algorithms of Oppression: How Search Engines Reinforce Racism* by Safiya Umoja Noble

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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?

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Thank you!

If you have any questions, contact us at:

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