Introduction to Zotero

ENGW 3304
Summer II 2019

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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.

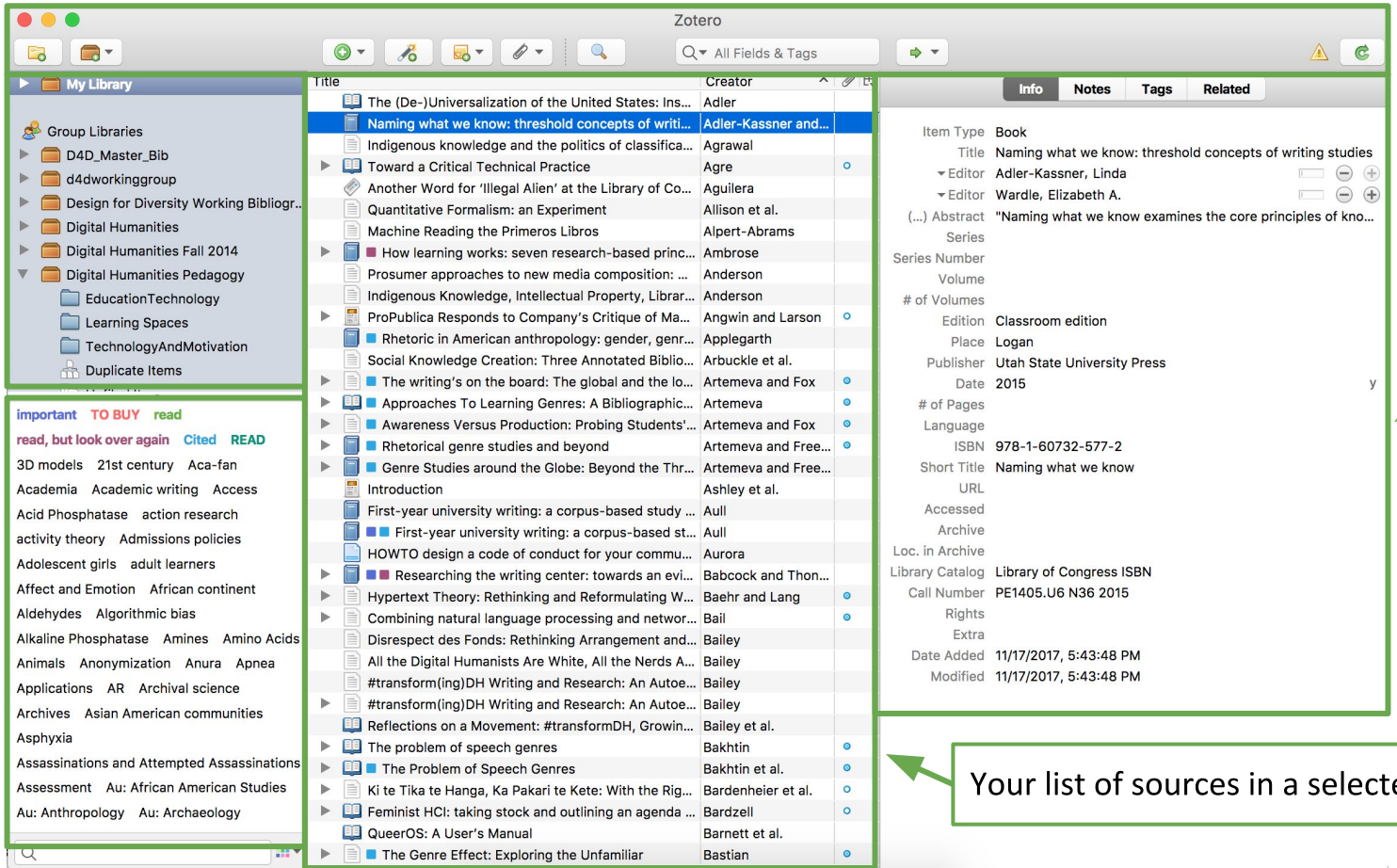
You will have to create an account when you first download and open Zotero.

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

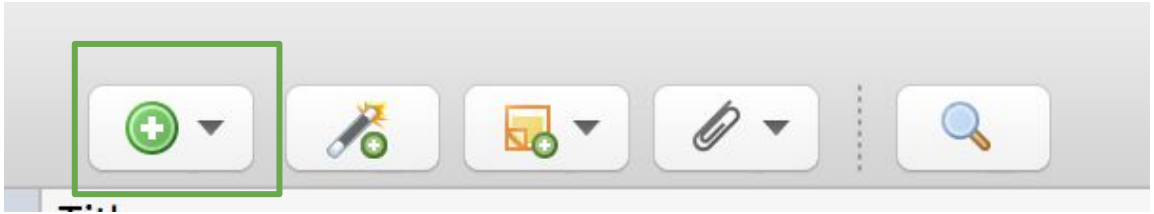
Zotero Vocabulary

- **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



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

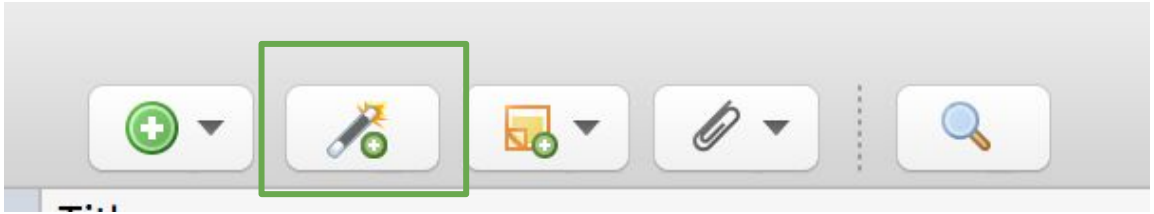
Drag and Drop PDFs

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=KaNPS3Z86EQ

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

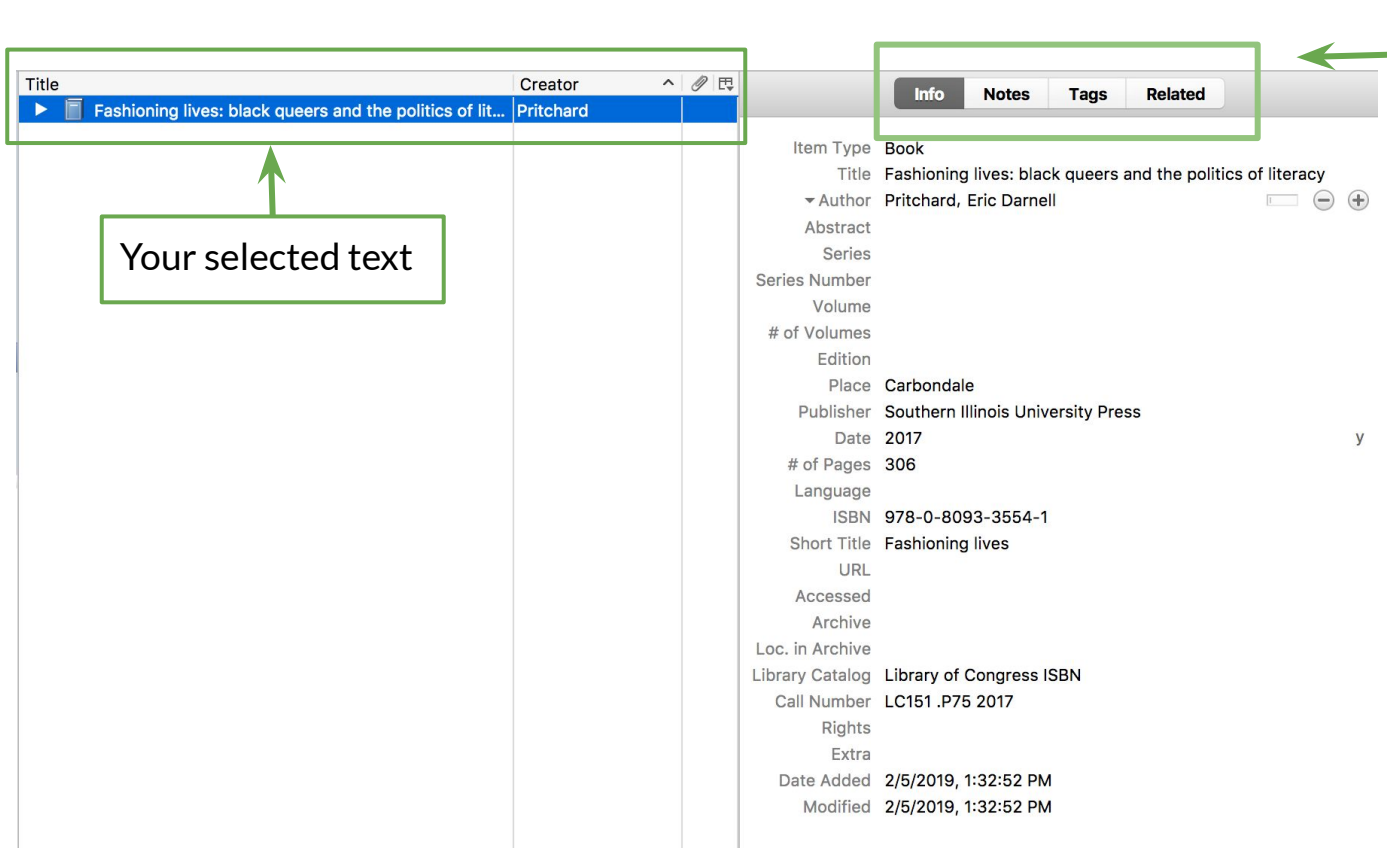
If you use Chrome, there is a **Zotero extension** that you can download onto your Chrome and connect to your Zotero account.

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



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!

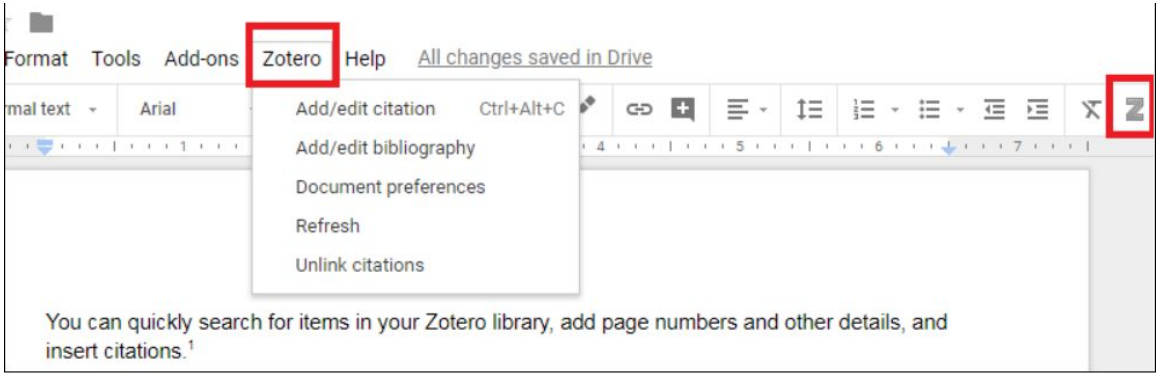
Exporting your Bibliography

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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