

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?

What is Zotero?

Zotero is a “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

Zotero installation and Creating an Account

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

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

Zotero Anatomy

Toolbar

The screenshot shows the Zotero application window. The interface is divided into several panes. On the left, there is a 'My Library' pane showing a hierarchical tree of group and individual libraries. Below it is a 'Keywords' pane with a list of terms and their frequency. The central pane displays a list of sources in a table format with columns for Title, Creator, and other metadata. The right pane shows the 'Info' tab for a selected source, displaying detailed metadata. The top of the window features a toolbar with various icons for library management and search.

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

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 if you are collecting sources. So, let's talk about finding proper sources for Philosophy + Religion

Vocabulary: database, journal, article

Northeastern Library Database: <https://library.northeastern.edu/>

Philosophy research guide:

<https://subjectguides.lib.neu.edu/philosophy>

Useful Databases: JSTOR, Project MUSE, EBSCO (**recommended:** find important journals for your field and interests)

Project MUSE

Project Muse is a helpful database that provides access to cross-disciplinary journals and articles.

Use the “Advanced Search” function to narrow your search (**recommended**: choose “Journals” and “Articles”)

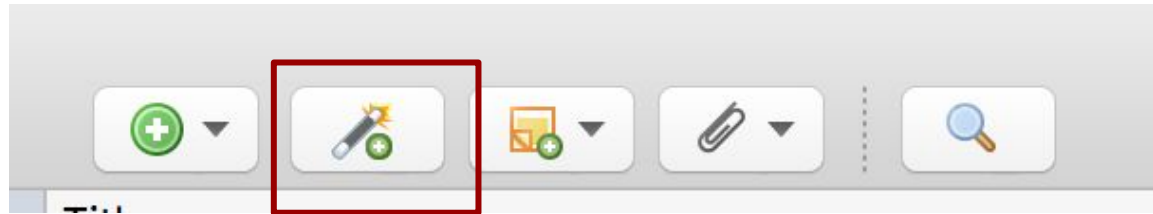
- Sometimes you need to switch up your keywords
- If you are having trouble finding information about your topic, you may want to rethink your topic (but remember this topic because you might make an intervention in the field in your later studies!)

Practice Using Zotero

If you have an article that you found on Project MUSE, look for the “DOI” number or ISBN number (ex: 978-0809335541 is an ISBN number, 10.2307/358774 is a DOI).

- ISBN is the unique identifier for books
- DOI is the unique identifier for articles

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



Understanding Bibliographic Metadata

(ISBN 978-0809335541)

metadata

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			
# 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			

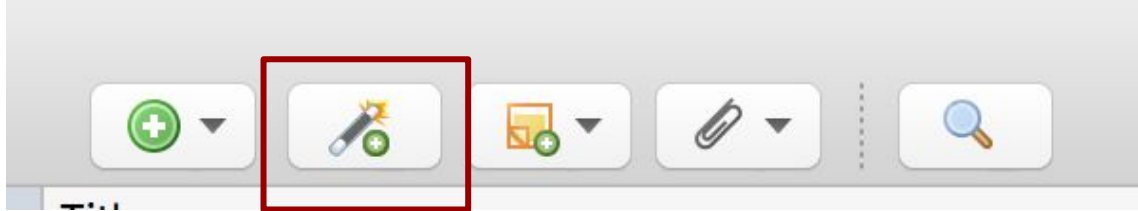
Info: bibliographic info

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

Inputting Information Manually



- 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

Let's practice manually inputting info together!

Open up this reading you were previously assigned for class:

“Assisting the Global Poor” by Thomas Pogge

1. Figure out the correct citation information
2. Determine the type of source
3. Fill out the information from there
4. Attach the PDF by dragging and dropping the file onto the proper source

Using “Notes” to Track Arguments & Info

Once we have input the information for Pogge’s book chapter, let’s practice using the **notes** to create our own stabilized metadata.

Click “Notes” then “Add.” Your first line should read as one of the following:

- ARGUMENT
- THREE MAIN POINTS
- THESIS

For your assignment, you will be expected to have *three* notes attached with *each* source, each note using one of the above “titles”

Your Turn!

Break into a small group and together practice manually inputting information for **“Why Is It So Hard to Measure the Effectiveness of Human Rights?”** by Kathryn Sikkink

(do the bibliographic info and practice adding the three notes; you don't need to fill in the notes)

Exporting your Bibliography

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

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're 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 on 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****

Contact

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