

# Zotero for Research: Insights into Managing Sources

---

Cara Marta Messina and Laura Johnson  
Advanced Writing in the Disciplines  
Somy Kim  
Spring 2020



# Class Discussion: Managing Sources

Break 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-kim-awd>



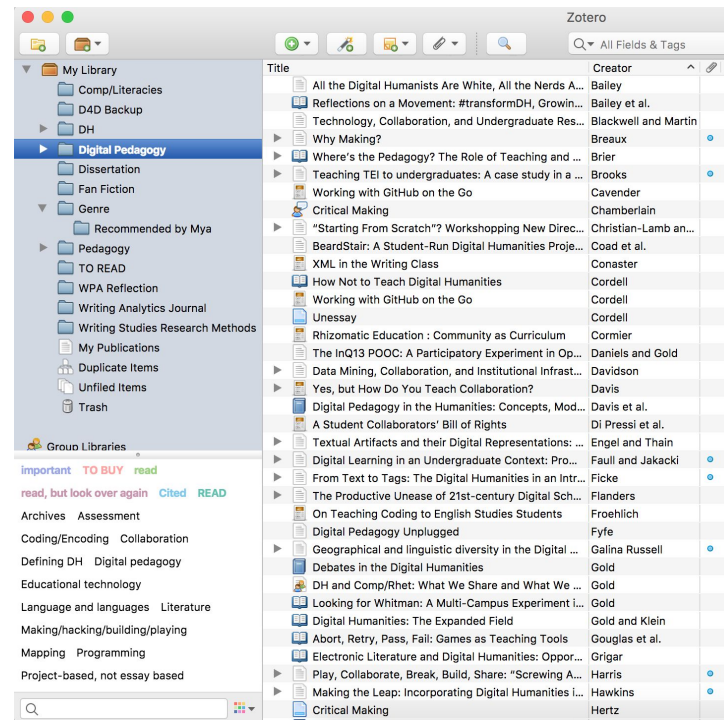
# Workshop Objectives

- Understand how to use 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
- Transform 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).

- Stores citation information on the cloud
- Finds bibliographic information for sources
- 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



Northeastern University

NULab for Texts, Maps, and Networks

*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)



Northeastern University  
NULab for Texts, Maps, and Networks

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

Toolbar

The screenshot shows the Zotero application window. The interface is divided into several panes. On the left, the 'My Library' pane shows a hierarchical list of group libraries and individual collections. Below it, a list of keywords is displayed for tagging sources. The central pane shows 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. Annotations with red arrows point to specific parts of the interface: 'Your individual and group libraries' points to the 'My Library' pane; 'Your chosen keywords to tag each source' points to the keyword list; 'Information about an individual source' points to the 'Info' tab; and 'Your list of sources in a particular library' points to the central list of sources.

**My Library**

- Group Libraries
  - D4D\_Master\_Bib
  - d4dworkinggroup
  - Design for Diversity Working Bibliogr...
  - Digital Humanities
  - Digital Humanities Fall 2014
  - Digital Humanities Pedagogy
    - EducationTechnology
    - Learning Spaces
    - TechnologyAndMotivation
  - Duplicate Items

**Important TO BUY read**

**read, but look over again Cited READ**

3D models 21st century Aca-fan  
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

| Title  | Creator              |
|--|----------------------|
| The (De-)Universalization of the United States: Ins...   | Adler                |
| Naming what we know: threshold concepts of writi...      | Adler-Kassner and... |
| Indigenous knowledge and the politics of classifica...   | Agrawal              |
| Toward a Critical Technical Practice                     | Agre                 |
| Another Word for 'Illegal Alien' at the Library of Co... | Aguilera             |
| Quantitative Formalism: an Experiment                    | Allison et al.       |
| Machine Reading the Primeros Libros                      | Alpert-Abrams        |
| How learning works: seven research-based princ...        | Ambrose              |
| Prosumer approaches to new media composition: ...        | Anderson             |
| Indigenous Knowledge, Intellectual Property, Librar...   | Anderson             |
| ProPublica Responds to Company's Critique of Ma...       | Angwin and Larson    |
| Rhetoric in American anthropology: gender, genr...       | Applegarth           |
| Social Knowledge Creation: Three Annotated Biblio...     | Arbuckle et al.      |
| The writing's on the board: The global and the lo...     | Artemeva and Fox     |
| Approaches To Learning Genres: A Bibliographic...        | Artemeva             |
| Awareness Versus Production: Probing Students'...        | Artemeva and Fox     |
| Rhetorical genre studies and beyond                      | Artemeva and Free... |
| Genre Studies around the Globe: Beyond the Thr...        | Artemeva and Free... |
| Introduction   | Ashley et al.        |
| First-year university writing: a corpus-based study ...  | Aull                 |
| First-year university writing: a corpus-based st...      | Aull                 |
| HOWTO design a code of conduct for your commu...         | Aurora               |
| Researching the writing center: towards an evi...        | Babcock and Thon...  |
| Hypertext Theory: Rethinking and Reformulating W...      | Baehr and Lang       |
| Combining natural language processing and networ...      | Bail                 |
| Disrespect des Fonds: Rethinking Arrangement and...      | Bailey               |
| All the Digital Humanists Are White, All the Nerds A...  | Bailey               |
| #transform(ing)DH Writing and Research: An Autoe...      | Bailey               |
| #transform(ing)DH Writing and Research: An Autoe...      | Bailey               |
| Reflections on a Movement: #transformDH, Growin...       | Bailey et al.        |
| The problem of speech genres                             | Bakhtin              |
| The Problem of Speech Genres                             | Bakhtin et al.       |
| Ki te Tika te Hanga, Ka Pakari te Kete: With the Rig...  | Bardenheier et al.   |
| Feminist HCI: taking stock and outlining an agenda ...   | Bardzell             |
| QueerOS: A User's Manual                                 | Barnett et al.       |
| The Genre Effect: Exploring the Unfamiliar               | Bastian              |

**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



# 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 information 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 appropriate sources.

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

- Northeastern Library: <https://library.northeastern.edu/>
- Subject Guides: <https://subjectguides.lib.neu.edu/>
- Northeastern's Databases:  
<https://library.northeastern.edu/research/resources/a-to-z-index>

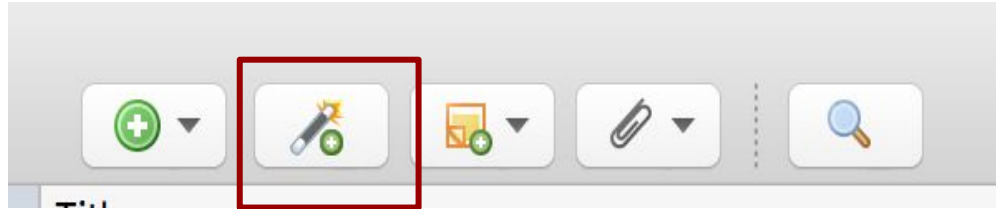
**Choose a database and search for an article related to your research.**



# Practice Using Zotero

In your Zotero dashboard, 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) for the article that you found online

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/tags are included when you enter ISBN/DOIs)

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



# Inputting Information Manually

1. Select the “New Item” button and select the type of source that you have
2. Enter as much of the bibliographic information as you can
3. Use the “Notes” field 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 “Class Tutorial” folder, 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 related source



# Drag and Drop PDFs for Bibliographic Data

If you already have a PDF of an article downloaded, you can **drag** and **drop** the PDF to Zotero and it will automatically fill in all the information for that document.

The PDF, however, needs to have metadata attached to it; not every PDF will, but most of the ones 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 citation format
  - d. Paste the bibliography into your works cited or references page
2. As a CSV file (which can be opened on Excel)
3. As an export to other Citation Management tool formats (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!

As a group, work in your “Class Tutorial” folder to 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.

Slides & handout available at <http://bit.ly/diti-spring2020-kim-awd>



# 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:

**Cara Marta Messina**

DITI Assistant Director

[messina.c@husky.neu.edu](mailto:messina.c@husky.neu.edu)

**Laura Johnson**

NULab Coordinator

[johnson.la@husky.neu.edu](mailto:johnson.la@husky.neu.edu)

Slides & handout available at <http://bit.ly/diti-spring2020-kim-awd>

Schedule an appointment with us! <https://calendly.com/diti-nu>

