



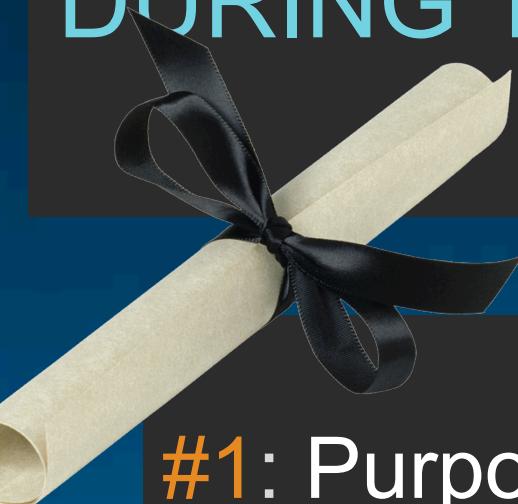
# MANAGE YOUR RESEARCH WITH APA & ZOTERO

28 February 2019

By Marion Hayes, University Librarian

[ITU Library Website](#)

# DURING THIS WORKSHOP YOU WILL LEARN:

- 
- #1: Purpose of Citation
  - #2: Citation Methods
  - #3: APA Style Guide
  - #4: Reference Management Software
  - #5: How to Automate Your Bibliography
  - #6: Copyright, fair use & plagiarism

# Citations & Reference Managers

Citation - Reference or quote from a source

- Acknowledge an idea
- Support / build argument
- Avoid plagiarism
- Styles - [APA](#), [MLA](#), [ACM](#),

Reference Manager – Tool to manage citations

- Collect and manage sources
- [Zotero](#), [Endnote](#), [Mendeley](#),
- Automatic bibliography – [save time & grief](#)

# When to Cite / Acknoweldge

- Reproducing , transposing, paraphrasing
- Distribution of copies of the work
- Creating derivatives based on the original
- Public performance of work
- Public display of work

# ITU Citation Tools

APA Style Guide:  
American Psychological Association.  
Call No.:  
BF76.7 .P83  
2010

The ITU Library has several copies of the APA Style Manual!  
Always fully and accurately cite your sources!

ABOUT ACADEMICS ADMISSIONS PARTNERSHIPS UNIVERSITY LIFE APPLY

## RESEARCH ASSISTANCE

- + Research Assistance And Consultation
- Style Guides And Templates
  - ITU Style Guides**
  - Masters Thesis Guidelines**
  - ITU Doctoral Guidelines**
  - ACM Publishing Guidelines**
  - APA Style Guide**
  - IEEE Author Digital Tools**

Zotero 5.0 for Mac  
Your personal research assistant  
[Download](#)

APUA Library website

APA Style Central.

<https://www.apastyle.org/learn/index>

shop  
Policies  
APUA Library website

# How to Cite Using APA



1. **Manual:** Refer to online or library APA Style Manual. Write an e.g. for each format - book, paper, website, tweet, chapter, video, etc.
2. **Automatic:** Choose a Reference Management tool – Zotero & capture citations, export citations in ‘APA’ format for bibliography
3. **Semi-Automatic:** Locate a good citation converter, e.g. ‘apa citation converter’; enter citation details; copy-paste generated citation into Bibliography

# APA Citation: Examples

1. APA Style Central. <https://www.apastyle.org/learn/index>
2. APA Style Guide: American Psychological Assoc. Call: BF76.7 .P83  
2010
3. University of Maryland, University College Library. Examples of  
APA Citations  
[https://sites.umuc.edu/library/libhow/apa\\_examples.cfm#intext](https://sites.umuc.edu/library/libhow/apa_examples.cfm#intext)
4. Purdue University. Purdue Online Writing Lab: APA Citation  
Examples.  
[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_style\\_introduction.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html)
5. PennState University Libraries. APA In-Text Citation  
<http://guides.libraries.psu.edu/apaquickguide/intext>
6. PennState University Libraries. APA Citing Social Media  
<http://guides.libraries.psu.edu/apaquickguide/webpages>
7. FREE Citation Generators for APA – use Google “Advanced  
Search” to locate - note: .edu extension

# APA Citation: Examples

The Uni of Maryland Library (3) has excellent APA Citation examples.

All media types are covered : Video, Social Media Post, Database, Newspaper,

**BOOK:** Jans, N. (1993). *The last light breaking: Life among Alaska's Inupiat Eskimos*. Anchorage, AK: Alaska Northwest Books.

- In-text: (Jans, 1993)

**BOOK CHAPTER:** Eliot, T. S. (2001). Tradition and the individual talent. In V. B. Leitch (Ed.), *The Norton anthology of theory and criticism* (pp. 1092-1097). New York, NY: W. W. Norton

- In-text: (Eliot, 2001)

**ARTICLE:** Dumais, S. A., Rizzuto, T. E., Cleary, J., & Dowden, L. (2013). Stressors and supports for adult online learners: Comparing first- and continuing-generation college students. *American Journal of Distance Education*, 27(2), 100-110.

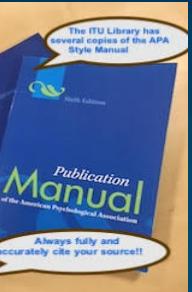
<https://doi.org/10.1080/08923647.2013.783265>

- In-text: (Dumais, Rizzulo, & Cleary, 2006)

**WEBSITE:** Sea Turtle Restoration Project. (2006). Threats to sea turtles. Retrieved from <http://www.seaturtleinc.org/rehabilitation/threats-to-sea-turtles/>

- In-text: (Sea Turtle Restoration Project, 2006)

# Activity: Writing in APA Format Citations



Use the APA resources on the previous slides to complete the following exercise. [Your professor can also administer this exercise].

1. Using any of the **three** methods (manual, automatic, semi-automatic), list examples of as many formats as possible (book, chapter, website, etc.)
2. Find an **example of each format** and write its complete citation.
3. **Check** your online APA Style Central or library copy to make sure you are correct

# Using a Reference Manager

*“graduate student’s best friend”* – American Psychological Association (APA)

Create your personal “library” of references / citations

Field structure for most library database structures, EBSCO

Copyright – DO NOT download full text unless “open source”

Common: Zotero Mendeley ReadCube \$ Endnote, RefWorks

Free or subscription-based; choose best fit for needs

# Criteria: Choosing a Reference Manager

- PC or Mac
- Style guides supported – APA, MLA, Harvard
- APA Review of three commonly used & FREE
- Import formats – Ebsco, Proquest, Pubmed
- ITU - Zotero
- Word Processor Integration
- Comparison of Reference Managers
- APA-Compatible Managers
- Download Zotero

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# What is Zotero?



The screenshot shows a YouTube video player interface. At the top, there are navigation links: 'tero YouTube' (partially visible), 'Channel', 'into Word', '5.0 Tutorial YouTube', and 'Review'. The main title of the video is 'What is Zotero?'. Below the title, there's a diagram illustrating the software's features. A central box labeled 'Manage Citations' branches down to two options: 'Online' and 'On your computer'. To the right of this diagram are four orange rectangular boxes, each with an icon and a label: 'Collect' (book icon), 'Organize' (calendar icon), 'Format citations' (notepad icon), and 'Sync' (refresh/circular arrow icon).

Application enables you to manage citations you have input or captured with Zotero during your searches and research..

- 1 Collect
- 2 Organize
- 3 Format &
- 4 Sync



Using Zotero retrieved from

[https://www.bing.com/videos/search?  
q=Youtube+zotero+&view=detail&mid=563E6E813814573B4945&FORM=VIRE](https://www.bing.com/videos/search?q=Youtube+zotero+&view=detail&mid=563E6E813814573B4945&FORM=VIRE)

# Download Zotero + Connector

**zotero**

Home Groups People Documentation Forums Get Involved

Home > Downloads



## Zotero 5.0 for Mac

Your personal research assistant

[Download](#)

Other platforms  
Windows · Linux 32-bit · Linux 64-bit

[Looking for Zotero 4.0?](#)



## Zotero Connector

Save to Zotero from your browser

[Install Safari Connector](#)

Zotero Connectors automatically sense content as you browse the web and allow you to save it to Zotero with a single click.

[Need help installing the Connector?](#)

[Zotero Connectors for other browsers](#)

- ① Register for FREE account at [Zotero.org](https://www.zotero.org)
- ② Standalone version for Mac + Safari browser
- ③ Download **Zotero 5.0** for Mac or PC
- ④ Download **plug-in** for browser
- ⑤ Add to toolbar and dock
- ⑥ Open Zotero
- ⑦ Right click “My Library”
- ⑧ Select “New Collection”
- ⑨ Name by assignment/project

NO LIBRARY WEBSITE

# Register with www.zotero.org

The screenshot shows the Zotero login page. At the top, there's a navigation bar with links for Home, Groups, People, Documentation, Forums, Get Involved, Log In, and Upgrade. Below the navigation is a search bar labeled "Search support". The main content area has a heading "Log In to Zotero" and two login methods: "Login" (with fields for Username or Email and Password) and "Login with OpenID" (with a field for OpenID). At the bottom of the page, there are links for Blog, Forums, Developers, Documentation, Privacy, Get Involved, Jobs, About, and Mobile Site. A note at the bottom states: "Zotero is a project of the Corporation for Digital Scholarship and the Roy Rosenzweig Center for History and New Media. It was initially funded by the Andrew W. Mellon Foundation, the Institute of Museum and Library Services, and the Alfred P. Sloan Foundation."

- ① Register for FREE a/c on **www. Zotero.org**
- ② Sync on all devices
- ③ Download correct version for your device
- ④ Download plugin for browser
- ⑤ Today –standalone version for a mac + Safari browser
- ⑥ Need Help? The Youtube video “Using Zotero” will help you – see next slide



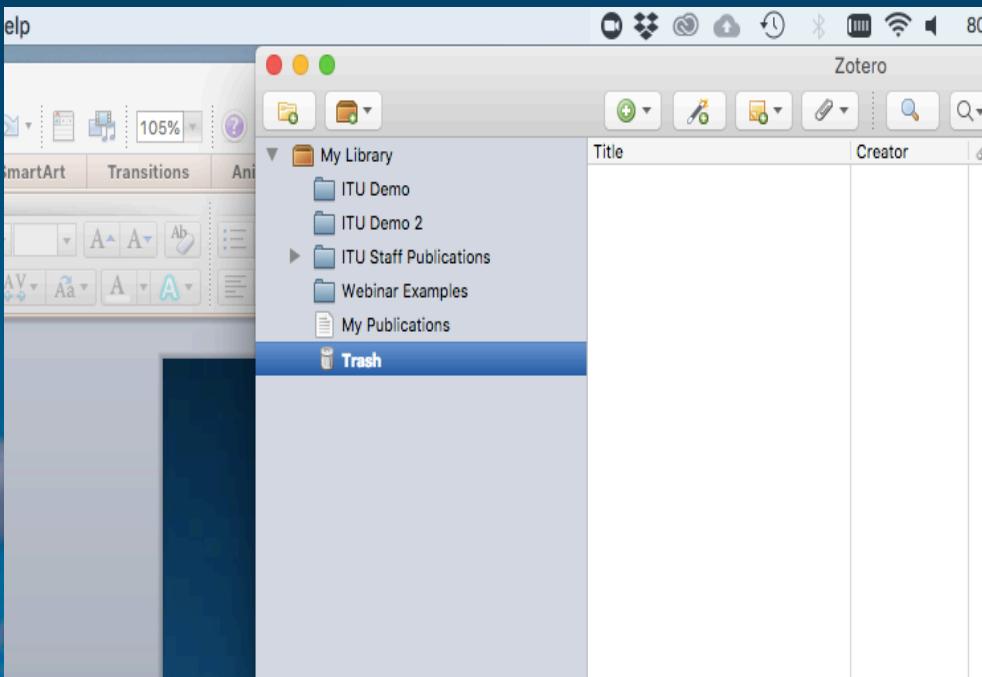
# Sync Zotero on all devices

The screenshot shows a YouTube video player. At the top left is a blue link labeled "Youtube zotero". To the right is the YouTube logo. Below the logo is the word "zotero" in large red and black letters. Underneath "zotero" is the text "A Citation Management System". Below that is "Video by Park Library grad assistant". A play button icon and the duration "14:13" are shown. The video title "Using Zotero" is at the bottom. On the far left edge of the video player, the word "academic" is visible.

- ① Go to Youtube
- ② Type “Using Zotero” in search
- ③ Excellent tutorial about setting up Zotero for optimal use.

1. **Using Zotero [Youtube Video] retrieved from**  
[https://www.bing.com/videos/search?  
q=Youtube+zotero+&view=detail&mid=563E6E81  
3814573B4945563E6E813814573B4945&FORM  
=VIRE](https://www.bing.com/videos/search?q=Youtube+zotero+&view=detail&mid=563E6E813814573B4945563E6E813814573B4945&FORM=VIRE)
2. **Citation Managers: About Zotero. University of Maryland Library.**  
[https://guides.hshsl.umaryland.edu/c.php?  
g=854249&p=6116689](https://guides.hshsl.umaryland.edu/c.php?g=854249&p=6116689)

# Collect Citations



- ① Open **Zotero** from dock
- ② Create new collection  
“Webinar Examples”
- ③ Enter reference  
manually
- ④ Import a reference from  
search
- ⑤ Import a reference from  
ACM
- ⑥ Capture website as a  
reference
- ⑦ Import from Google  
Scholar

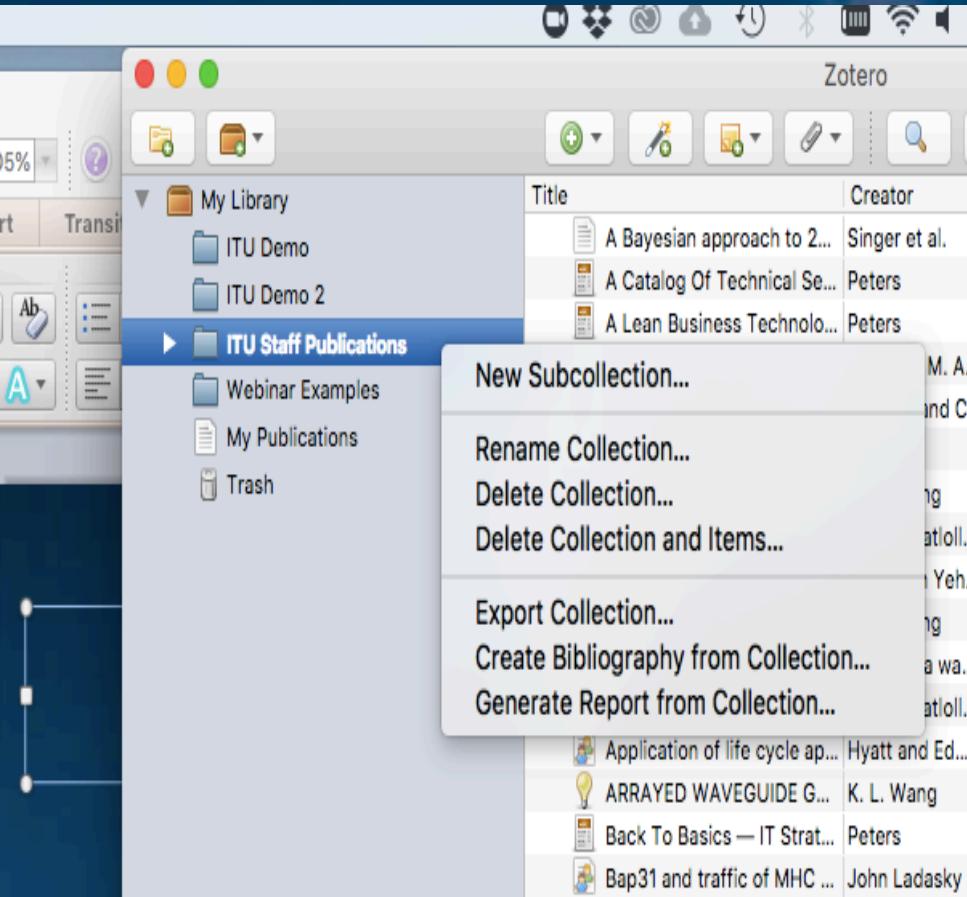
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# Manual Input

The screenshot shows the Zotero application window. At the top is a menu bar with 'Zotero', 'File', 'Edit', 'Tools', 'Window', and 'Help'. The 'File' menu is open, displaying options like 'New Item', 'New Note', 'New Collection...', 'Close', 'Import...', 'Import from Clipboard', and 'Export Library...'. A sub-menu for 'New Item' is also open, listing various media types: Book, Book Section, Document, Journal Article, Newspaper Article, Artwork, Audio Recording, Bill, Blog Post, Book, Book Section, Case, Computer Program, Conference Paper, and Software. Below the menu is the main workspace, which includes a sidebar for 'My Library' containing 'ITU Demo', 'ITU Demo 2', 'ITU Staff Publications', 'Review Sites' (which is selected), 'Webinar Examples', 'My Publications', and 'Trash'. The main area displays a list of items in the 'Review Sites' collection, with one item, 'My book', selected. A detailed view of the selected item is shown on the right, with fields for Title, Creator, and other bibliographic information.

- ① Open **Zotero** from dock
- ② When to manually input?
- ③ Some websites, catalog records, database citations
- ④ Select **Collection** to add to
- ⑤ Click **File>New Item**
- ⑥ Choose the **media type**, e.g. book
- ⑦ Enter **key fields** TI, AU, PU, Date
- ⑧ **Format** (don't worry, your citation style format)

# Create Bibliography



- ① Open **Zotero** from dock
- ② Select “**Collection**”
- ③ Right click on the collection
- ④ Select “**Create Bibliography from Collection**”
- ⑤ Check the criteria (**APA, rtf**)
- ⑥ Open **Word**
- ⑦ Insert File from Downloads
- ⑧ Magic!! **Automatic bibliography**
- ⑨ Clean up **formatting**

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# Guide to Help Set-up Reference Manager

- Guide for Thesis Writers at Brandeis: Manage Your Citations. Brandeis University.accessed from  
[http://guides.library.brandeis.edu/c.php?  
g=302024&p=2015015](http://guides.library.brandeis.edu/c.php?g=302024&p=2015015)

[ITU Library Website](#)

# What is Fair Use?

Section 107 of the Copyright Act may permit limited use (such as brief excerpts) of copyrighted material for specific purposes without permission from copyright owner for uses such as **criticism, comment, news reporting, teaching, scholarship, and research**

U.S. Copyright Office (2017) Retrieved from  
<https://www.copyright.gov/fair-use/more-info.html>

Stark State Digital Library (2017) Retrieved from  
<http://libguides.starkstate.edu/c.php?g=501249&p=3431850>

# What is The Fair Use Test?

*Before using any text, image or work that is not your own, apply the Fair Use Test*

1. Purpose: Scholarly, non-profit, educational
2. Type: Public fact-based content
3. Amount: Small, only what is needed
4. Effect: Diminish value of licensed work

MIT Libraries (2017) Retrieved from

<http://libguides.mit.edu/c.php?g=176183&p=1158973>

# So What Does Fair Use Allow You To Do?

- No hard and fast rules
- Be **conservative** when interpreting fair use
- Use as **little of a work** needed
- Research, comment, criticize or transform idea
- Cite or **acknowledge** the work in **FULL**
- Don't allow your use to compromise the **commercial** value of owner's work

# Public Domain?

Images, text & other works not protected by copyright and can therefore be used freely

- Works published in the US < 1923
- Works by US Govt or by its employees

Stark State Digital Library (2017)

CAUTION!!

- Internet works do not = “in the public domain”
- Scholars will usually cite the works fully
- You MUST still paraphrase or cite quotes “ “

# What is Meant Creative Commons License?

Standard way for content creators to give permission.

Example: Creative Commons CC BY license.

Automatic attribution under this license

*“any video you create using Creative Commons content will automatically show the source videos' titles underneath the video player. You retain your copyright and other users get to reuse your work subject to the terms of the license.”*

Google Support. Creative Commons. Learn About Copyright on Youtube Retireved from

[https://support.google.com/youtube/answer/2797468?  
hl=en&ref\\_topic=2778546](https://support.google.com/youtube/answer/2797468?hl=en&ref_topic=2778546)

# Using Google to Filter Creative Commons or Public Domain Works?

- From [www.Google.com](http://www.Google.com) select “Settings” (bottom right screen)
- Select “Advanced Search”
- Select an option from “Usage Rights” such as “**free to use share and modify**”
- To search for free to use images, go to Google images, change settings to “Advanced Search” and
- Change Usage Rights to the option that best fits your use

[Stark State Digital Library \(2017\)](#). Copyright and Plagiarism Guide for Students



[ITU Library Website](#)

# Using Images Safely

- Not everything in the public domain is free to use
- Get permission from the creator of the work
- Develop your own library of images
- Subscribe to a service such as **Shutterstock**
- Unsure of the source? Don't use it; simple!
- Filter by User Rights in Google's "**Advanced Search**"
- Be equally careful about using video images –
- Learn About **Copyright on YouTube** (Google Support). Retrieved from <https://support.google.com/youtube/answer/2797449?hl=en>

# Using Google to Filter Creative Commons or Public Domain Works?

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[Stark State Digital Library \(2017\)](#). Copyright and Plagiarism Guide for Students

[ITU Library Website](#)

# How Is Your Academic Integrity or Ethics?

- Donate an e-book to the library
- Photocopy a textbook
- Use a Shuttlesstock image in a commercial pitch
- Stream a Youtube video in your yoga class
- Paraphrase a small section and cite fully
- Submit your friend's paper as your own
- Pay a service to write your paper?
- Use the APA citation format at ITU
- Pay "Get it now" for a legal copy of an article

# CONSEQUENCES OF PLAGIARISM

1. Academic dishonesty – honor roll?
2. Academic embarrassment
3. Professional embarrassment
4. Reputation – personal and organization
5. Employment
6. Lawsuits

# Protection Against Plagiarism

1. Know the ITU [Plagiarism Prevention Policy](#)
2. Use ITU's preferred tool - *turnitin*
3. Common knowledge – don't assume; reference ideas
4. Scholarly sources – use them to support statements
5. Paraphrase – in your own words!!
6. Acknowledge – cite fully
7. Citation style guide – APA
8. Keep track of articles used – Zotero
9. Consult professors & librarian
10. Refer to reputable library guides

# Library Guides: Plagiarism & Academic Honesty

1. [ITU Plagiarism Prevention Policy](#)
2. [Virginia Tech Univ. Libraries. Plagiarism](#)
3. [MIT Libraries Plagiarism LibGuide](#) (2017) Retrieved from
4. University of N Carolina at Greensboro [plagiarism tutorial](#)
5. Virginia Tech Dept of English - [paraphrasing examples](#)
6. Univ. of Illinois. [Guide to Copyright and Fair Use \(PDF\)](#)
7. Stark State Digital Library.  
[Copyright & Plagiarism Guide for Students](#)
8. [LawTechnologyToday.org.](#) Tips to Help Avoid YouTube  
Copyright Infringement

# Protect Yourself from Plagiarism & Other Academic Dishonesty! Develop a Good

## Research Strategy

- **Step 1: Develop your topic:**
  - Select a topic – Research Qs – Keywords – Background info. – Refine topic. Use wildcards (\* #), Boolean (and, or, not), Nesting, Synonyms
- **Useful reference:**  
[Dr. Martin Luther King, Jr. Library. Start your research](#)

# Protect Yourself from Plagiarism & Other Academic Dishonesty! Develop a Good

## Research Strategy ...

- **Step 2: Locate quality information:**
  - **Search engines**: Dogpile, Bing, Google Scholar
  - **Subscription databases** : ITU Library Catalog, ACM, Ebsco, NYTimes
  - **Types: Primary**: Raw data, news report; **Secondary**: Books, e-books, articles, videos, images, websites - .gov, .edu, .org
  - **Citation Tools**: Manage references with Mendeley, EndNote, RefWorks.
  - **Use a style guide**, e.g. APA, MLA, Harvard

# Protect Yourself from Plagiarism & Other Academic Dishonesty! Develop a Good

## Research Strategy...

- **Step 3: Evaluate information:**
  - **Revisit your purpose/audience** – Evaluate for relevance, appropriateness, authorship, reputation, scope/coverage, accuracy, objectivity/bias, currency,
  - **Scholarly?**: Periodical or popular magazine? Blog? Tweet?

# Protect Yourself from Plagiarism & Other Academic Dishonesty! Develop a Good

## Research Strategy ...

- **Step 4: Plan, Take Notes, Write, Re-write:**
  - **Plan/outline:** Outline your paper, purpose, goal/objectives, audience
  - **Note-taking:** Technique that suits your learning style. Dartmouth College Video
  - **Literature:** Review quality sources to ‘answer’ your research question

# Protect Yourself from Plagiarism & Other Academic Dishonesty! Develop a Good

## Research Strategy...

- **Step 5: Cite, Acknowledge**
  - APA Style Guide:  
[Johnson & Wales University APA Style Guide](#)
  - APA In-text referencing (in body of paper), e.g.  
[J&W APA Examples](#)
  - Bibliography and References – style guide
  - See [Comparison of Reference Mgt Software \(Wikipedia\)](#)

# Protect Yourself from Plagiarism & Other Academic Dishonesty! Develop a Good

## Research Strategy...

- Step 6: Check plagiarism, honesty, copyright, ethics
  - See: [Plagiarism.org](http://Plagiarism.org) and [U.S. Copyright Office](http://U.S. Copyright Office)
  - Use [style guide \(APA\)](#), in-text, bibliography, references

# REVIEW QUESTIONS:

1. What is the **Fair Use Test**?
2. **T/F?** Students are exempt from the provisions of the Copyright Act and Regulations.
3. **Plagiarism** is a deliberate act of academic dishonesty. Discuss
4. Discuss how you can **protect yourself** from plagiarism & copyright breach
5. **How** will you **find & select images** for your course presentations?