How to use Zotero

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last modified: 2024-01-25

> 💡 Si vous lisez le français: vous pouvez aussi aller sur la page web de ce tutoriel gratuit sur Zotero, vraiment bien fait!

Why is Zotero useful for a thesis? Saving you from a nightmare.

When you are finished writing your dissertation, a last touch consists in adding **a list of the articles**, books, etc. that you have cited in your dissertation.

This list of articles, books, etc. is called a **bibliography** and it should follow a series of rules:

- it should include *all* the references that you have cited in your document.

- the list should be sorted alphabetically by the name of the author of the reference.

- each reference should include the title of the article (or book…), the names of all authors, the name of the journal, the date of publication, etc.

Illustration: example of 3 references in a bibliography

> Hamilton, W. L., Clark, K., Leskovec, J., & Jurafsky, D. (2016). Inducing Domain-Specific Sentiment Lexicons from Unlabeled Corpora. *Proceedings of the 2016 Conference on Empirical Methods in Natural Language Processing*, 595–605. https://doi.org/10.18653/v1/D16-1057

> Hartmann, J., Huppertz, J., Schamp, C., & Heitmann, M. (2019). Comparing automated text classification methods. *International Journal of Research in Marketing*, 36(1), 20–38.

https://doi.org/10.1016/j.ijresmar.2018.09.009

Henry, E. (2008). Are investors influenced by how earnings press releases are written? *The Journal of Business Communication* (1973), 45(4), 363–407.

A very common and sad situation is to find students wasting hours and nights to finish up their bibliography, when actually Zotero helps you do it automatically.

Zotero helps you:

1. keep and organize a list of your references

2. insert these references in the text of the dissertation

3. create automatically a bibliography at the end of the document, containing all the references cited in the text of the thesis.

How to use Zotero: 6 simple steps

1. Install Zotero on your computer

https://www.zotero.org/download/

2. Install a plugin to integrate Zotero to Word / google docs

https://www.zotero.org/support/word_processor_integration

3. Install a connector to integrate Zotero to your web browser

Figure 1. with a connector, you can download a reference from the web to Zotero in one click

4. in your browser, find a reference and download it with the connector
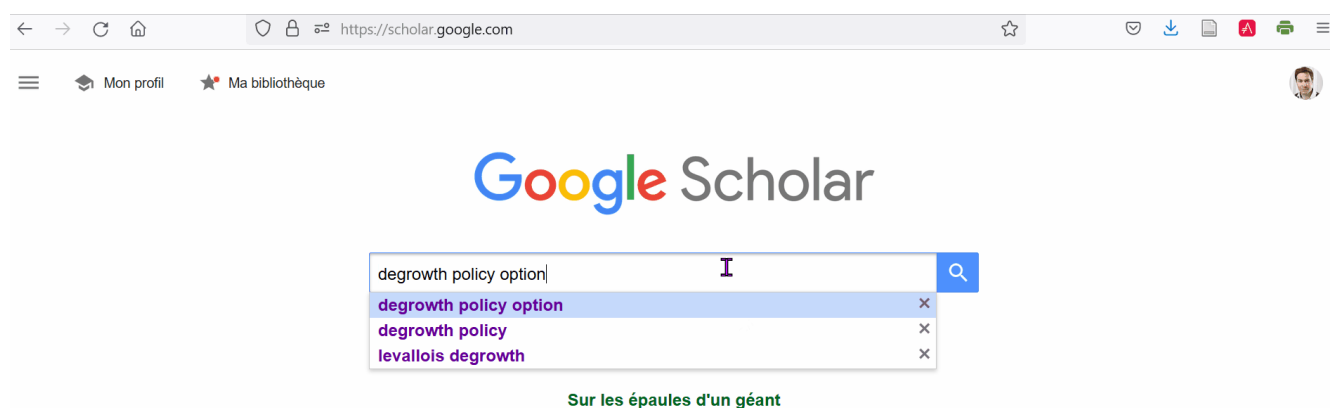

Figure 2. how to save a reference found on the web to Zotero

5. Insert a reference in your thesis

The first time you will insert a reference, you will be presented with a window asking you to choose parameters. **Just click ok**.

Then, a red search bar opens. Type the first words of the title of the article you want to insert, or the name of the author:
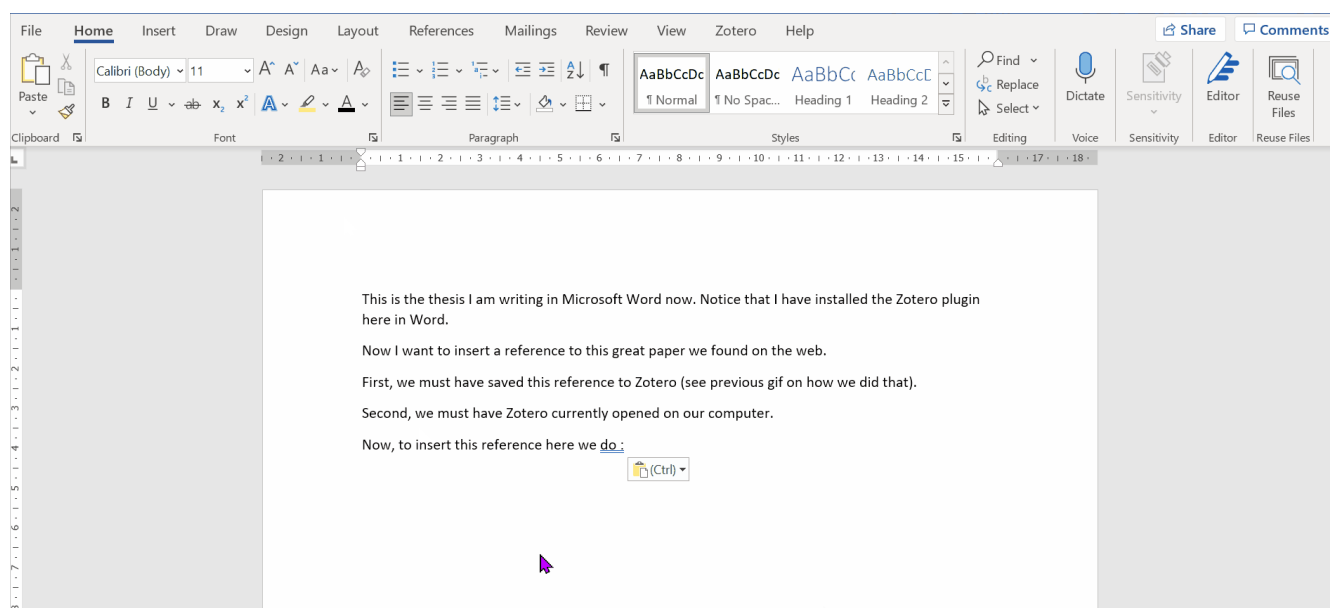

Figure 3. how to add a reference found on the web to Zotero
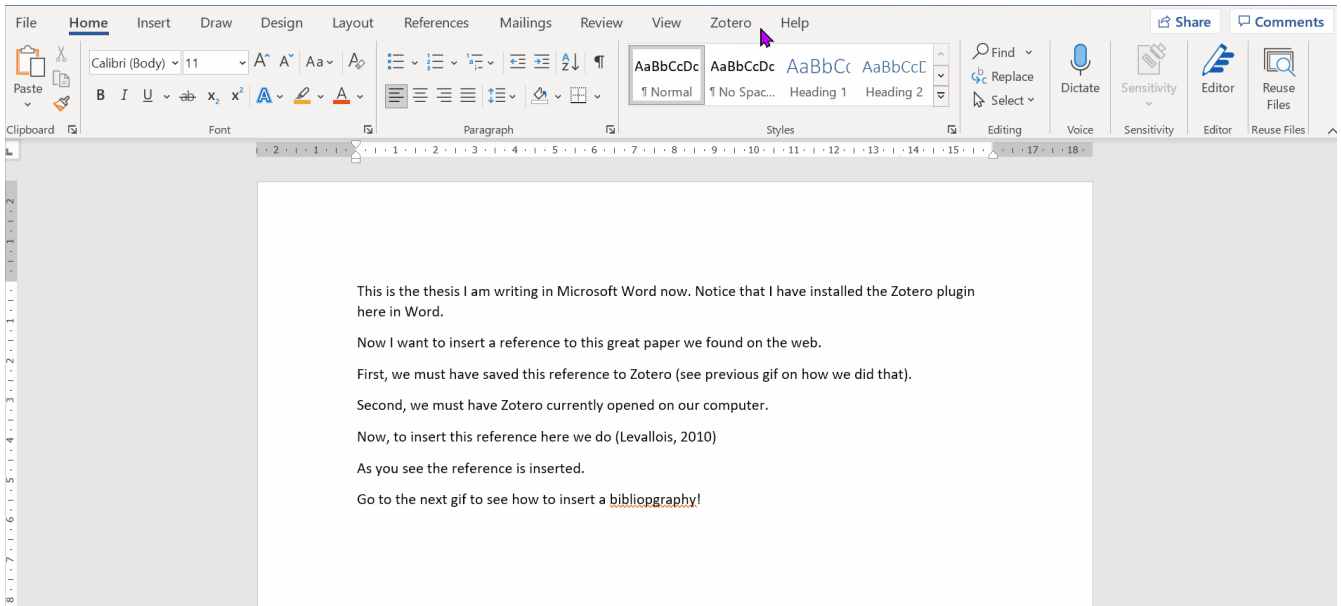
6. Create a bibliography in your thesis

Figure 4. how to insert a bibliography in your thesis

💡 You need to insert the bibliography in your Word document just once. It gets automatically updated, no need to modify it yourself.

To go further

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This course is designed by Clement Levallois, and check my free web app for data analysis.