

Using Zotero to Organize and Format Citations

What is Zotero?


- A tool that "lives " on your Firefox browser
- A help in keeping track of your references to all sorts of sources
- A help in formatting your references for in-text citations and lists of works cited

One-Time Procedures for Getting Zotero and Setting up Zotero:


1. Check what version of Zotero and its word processor plugin you will need to download. This will depend on your laptop's operating system and word processor. <http://tinyurl.com/klbn8>
2. Zotero needs the Firefox browser. If you don't have it, download it: <http://www.mozilla.com/firefox/>. Open Firefox and go to Zotero's download site. <http://www.zotero.org/>. Download Zotero, close and re-open Firefox.....

OR:



If you work on more than one computer, and you don't want to email yourself your new references and files every time, download Portable Firefox to a USB drive and then put Zotero on it. Portable Firefox download: http://portableapps.com/apps/internet/firefox_portable

3. Go back to <http://tinyurl.com/klbn8> and download the appropriate plugin for your word processor.
4. Once you have Zotero, open it up (look for Zotero button on bottom of your Firefox window). Click the  icon. Select **Preferences**. Select the **General** tab. In the **Open URL Resolver** box, type: <http://mulibraries.1cate.com/>


Preliminary Organization:

1. Create a new collection using the  button (top of left column). Name it after a class or project.
2. Right-click on the title of your new collection. Select **New Subcollection** Example name: **Paper 1 Due 9-24**
3. When you select a folder in the left panel of Zotero, any new references you download will be added to it.

Getting References and other items INTO Zotero:

- Always look for an **icon** that looks like a folder, book, sheet of paper, etc. on the right side of the URL bar at the top of your browser. Use it for fast and easy downloading of all citation data.
- Some databases that don't give you Zotero icons can still work with Zotero - use the database's own downloading function - look for an option to download an **RIS file** or **download to EndNote**.
- Full text may have to be downloaded separately and attached to the Zotero record.
- If there is no icon, you can use  in Zotero to "create item from this page." You will probably have to fill in some of the fields yourself. Use the right panel of Zotero to fill in fields.
- If you want to add a citation to an unpublished, non-web source, you can use the  button in Zotero to create a bibliographic record "from scratch."


Exporting and emailing a Zotero file:

1. In the left panel of Zotero, right-click on the your collection and select **Export Collection**. Or you can select individual references using Control-Click or Shift-Click (Command-click for Mac) for export if you wish.
2. Click **OK**. Give the file a name. Save the file somewhere (My Documents or a USB drive is fine, or you can create a special folder for Zotero exports).
3. Send an email and **attach the file**, just as you'd attach a document to an email. The file format will be .RDF
4. To import the file, the recipient will save the file on their computer, open Zotero, click the  icon, and select **Import...** If files or notes are attached, there will be a folder, but the recipient should still select the .RDF file as the thing they want to import.

Creating a Free-Standing Bibliography/Reference List From References Stored in Zotero

1. Select the references you want to put in your bibliography
 - a. If you want **all the references** in a folder, right-click the folder and select **Create Bibliography From Collection**.
 - b. If you want a few individual references from a collection, you can select them individually in the middle panel by holding down the Control (on Macs: the Apple) key and clicking. Then right click on one of the selected references and select **Create Bibliography from Selected Items...**
2. Choose your preferred citation style (probably Modern Language Association for this class), select **Copy to Clipboard**, and click **OK**.
3. Open a document in Word (or other similar program) and paste. The bibliography will appear!

Using a Zotero Word Processor Add-In to Generate In-Text Citations and a Bibliography Based on Them

1. **Make sure you have installed a Zotero Add-In to your word processor.** In Word 2007, you will see a ribbon/tab titled **Add-Ins** (right after the one for View).
2. When you select the tab, you will see the following set of icons: 
3. To add an in-text citation, click the first icon (the one on the left). Select the style you are using (Modern Language Association) and click OK.
4. You will then be asked which reference you are citing. This is also your chance to add a page number, add multiple citations, exclude the author's name (if it has already been mentioned in the sentence).
5. Repeat this process each time you want to add an in-text citation.
6. When all of your in-text citations have been added, position your cursor at the end of your paper.
7. Click the third Zotero add-in icon (with the red lines). This will create a bibliography from all the items you have cited so far. If you add new in-text citations after this point, they will automatically generate references in your bibliography.

More About Zotero:

Zotero Support: <http://www.zotero.org/support/> (also has info on more cool things Zotero can do)

Zotero Screencast Tutorials: http://www.zotero.org/support/screencast_tutorials