Supporting Literature Searching

Managing reference & bibliographies **using Zotero**

zotero

July 2018

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To help you use this guide,

indicates a step in the process of searching and retrieving articles.

indicates a tip, or an extra piece of information.

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Why is Zotero useful?

"Zotero is a free, easy-to-use tool to help you collect, organize, cite, and share research."

Plagiarism is a serious issue in academic work, which is why referencing your work properly is vital. But organising the references can feel like the most time consuming part – it's certainly often considered the most frustrating!

By using software which helps manage you references and present them in the style required, you can save a lot of time.

Zotero is just one of several programmes which let you gather together your references, format them in a bibliography, and create footnotes easily.

Zotero is open source software that's free to download, but it is designed for use on Mozilla Firefox and works best with it. Currently there is no version which will run with a Microsoft internet browser. There are extensions for Chrome and Safari.
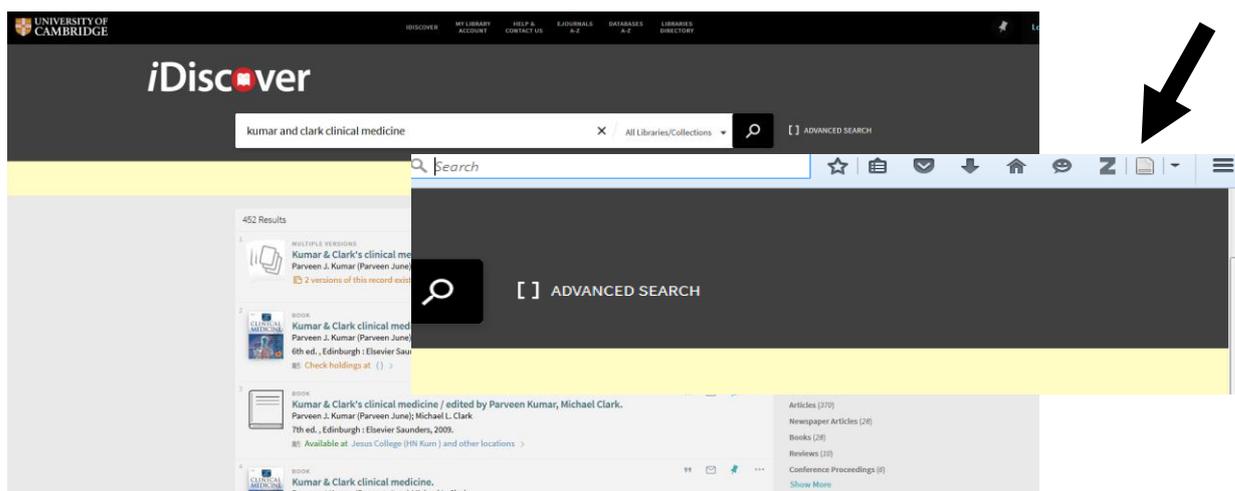
Getting Started

Go to **http://www.zotero.org/** and download the software.

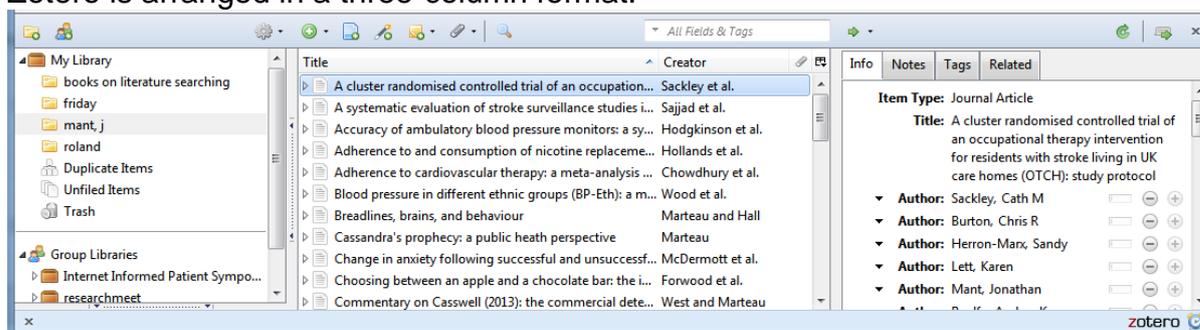Notice now that when you open up your browser, there'll be a new icon:

And when you find an article, or book or website, click the icon next to the Z:

There are lots of guides, video demonstrations and FAQs on the Zotero website to help you.

- ## Zotero's format

Zotero is arranged in a three-column format:

The left-hand column lets you arrange collections (i.e. sets of references).
The middle column shows the content of these collections.
The right-hand column lets you see the detail of the individual item.

Once you've found an item you want, click the icon next to the Z, which lets you **"Save to Zotero"**. You'll find the item appears in the central column.

If you want to create a collection in which to store this article, right click on My Library in the left-hand column and open a New Collection. Give it a name.
You can drag the article into the new collection.

All this time you can see the detail of the article in the right-hand column, with options to add notes of your own, links to the full-text article, and tag it with your keywords to help you better organise your articles.

Formatting and exporting your bibliography

Any piece of work will require that you references are submitted in a particular format. Common referencing styles include:

Harvard

WILSON, N. & HOGAN, M. (2008) Otitis media as a presenting
complaint in childhood immunodeficiency diseases. *Curr Allergy
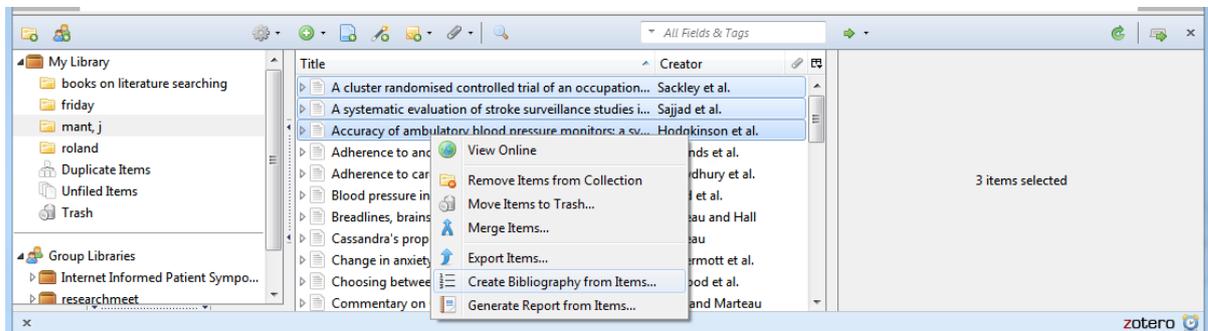Asthma Rep,* 8, 519-24.

and Vancouver

1. Wilson N, Hogan M. Otitis media as a presenting complaint
in childhood immunodeficiency diseases. Curr Allergy Asthma
Rep. 2008 Nov;8(6):519-24.

To create a complete bibliography that you can incorporate into your
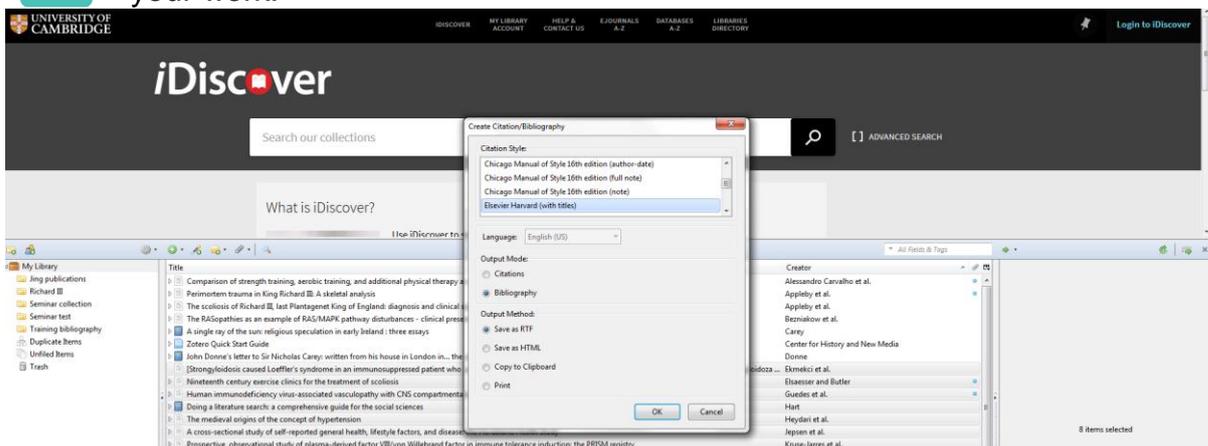work, highlight the set of articles you want to use, and right-click.

Select the option "Create Bibliography from items"

Chose the formatting style you want, and the output format (RTF is
probably the most useful

Click OK, and save the file. You can now incorporate this text into
your work.

Cite While You Write

There's a "cite-while-you-write" option that you can download too. It creates an extra toolbar within MS Word — find it under the Zotero tab in Office 2013, or under Add-ins in Office 2010.

This works in a similar way to Endnote and EndnoteWeb in that you can drop individual citations into your work, and create a set of footnotes as you go. It makes referencing your work fairly effortless.

Download the plugin from
https://www.zotero.org/support/word_processor_integration

As you write, click the "Add/Edit Citation" icon in the toolbar, and a footnote will be created. Remember it will present the footnote in the style you've previously been working with.

Sync with the cloud

It's important to sync with the web-based part of your account on a regular basis. This ensures that your references are backed up, and also that you can access your references if you use more than one computer.
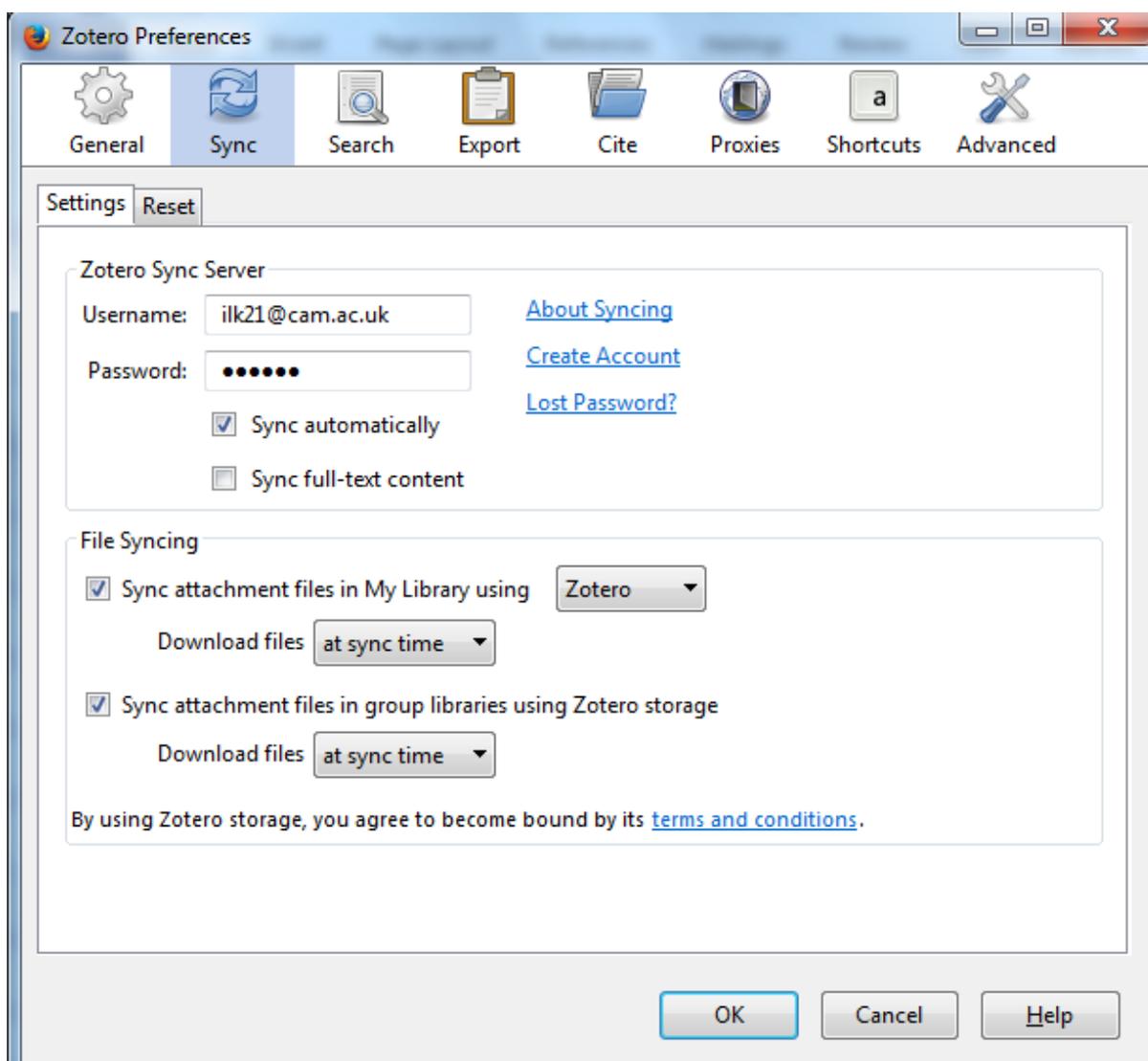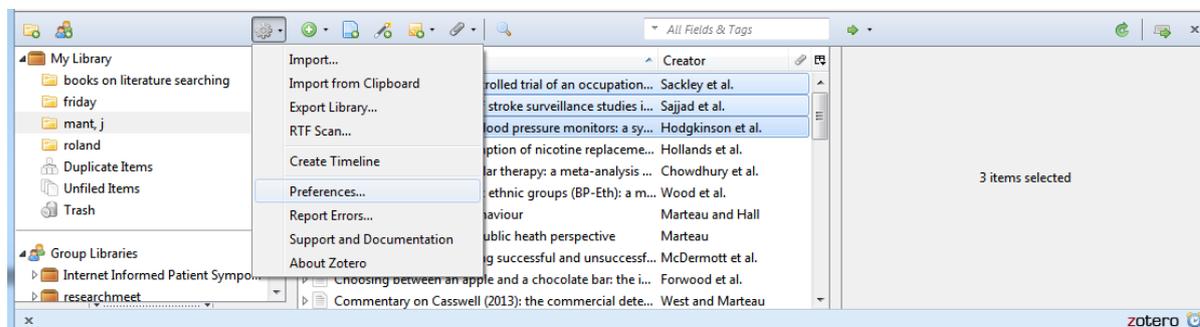
First ensure that your browser Zotero is linked to your Zotero account:

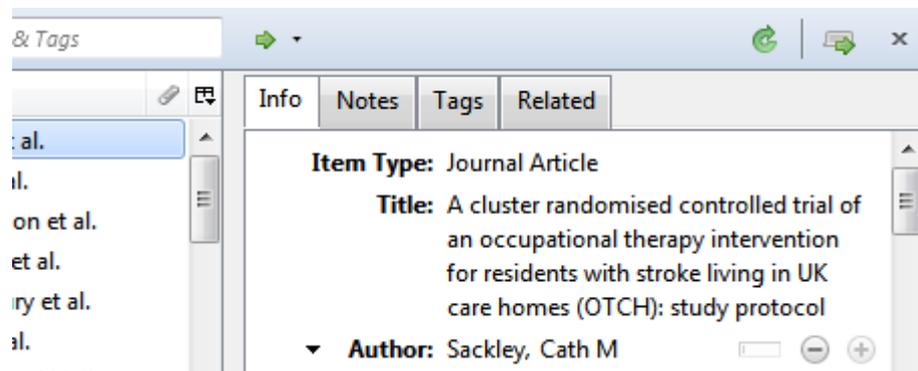Click the ⚙ icon, and select preferences.

In the Sync option, ensure that your username and password details are entered.

In the left-hand end of the Zotero plugin, click the 🔄 icon, to ensure that your references are synchronised with your online account.
To double check, go to www.zotero.org and login – check that your library is updated.

Further Help

There is lots of help documentation on the Zotero website:
http://www.zotero.org

Free help and support in searching databases is available from any NHS library in the East of England.

At Addenbrooke's and University of Cambridge contact:

Isla Kuhn, Eleanor Barker, or Veronica Phillips
Cambridge University Medical Library

Email: librarytraining@medschl.cam.ac.uk
Phone: (01223) 336750
Web: http://library.medschl.cam.ac.uk