

REFERENCE & CITATION MANAGER - ZOTERO

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11 April 2011**

INTRODUCTION



- Zotero is a **free**, easy-to-use tool to help you collect, organise, cite and share your sources using your **web browser**
- Requirement: **Firefox 3.6 or 4.0**
- Downloadable at <http://www.zotero.org/>



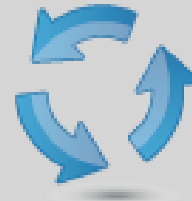
Collect



Organize



Cite



Sync



Collaborate

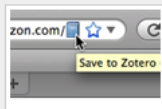


CAPABILITIES

COLLECT

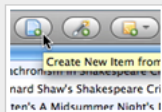
Collect Everything

Record your online research with one click.



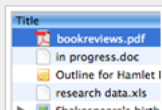
Capture Research Data

Collect information on books, journal articles, and other resources with a single click in your location bar



Archive the Web

Archive entire web pages in your library



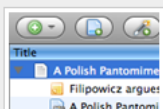
Store Anything

Store related PDFs, files, images, and links in your library

ORGANISE

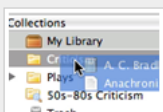
Organize Any Way

It has never been easier to organize research.



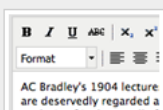
Intuitive Interface

Zotero's iTunes-like interface allows you to quickly organize your research sources



Drag and Drop

Drag and drop items into collections and tag them with terms relevant to your needs



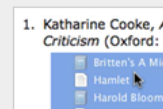
Take Notes

Easily take notes right alongside your items

CITE

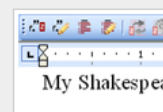
Cite Anywhere

You're never more than one click from a bibliography.



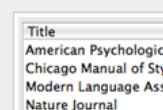
Drag and Drop Bibliography

Drag and drop bibliographies anywhere: into an email, a blog post, or any word processor



Word and OpenOffice Integration

Plugins for Word and OpenOffice make it easy to drop in references on the fly



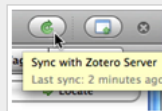
Cite in Style

Zotero comes preloaded with all major styles, and thousands of additional journal-specific styles are freely available

SYNC

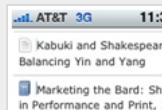
Access Everywhere

Your information is wherever you need it to be.



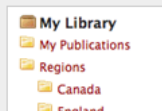
Work Locally, Sync Globally

Get the best of both worlds: Work locally with your research materials and automatically sync your data between multiple computers



Browse from Mobile Devices

Even without Zotero, you can access your collection from any web browser. You can even view your collection on mobile devices like the iPhone.



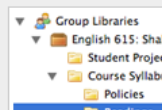
Publish Your Process

Share your research with the world and make your library and collections public

COLLABORATE

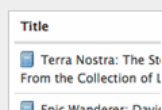
Collaborate with Anyone

Opt in to automatic collaboration.



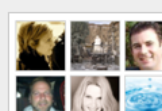
Share Group Libraries

Create group libraries to collaborate with other Zotero users



Publish Dynamic Bibliographies

Publish shared libraries for your organization, class, or research group

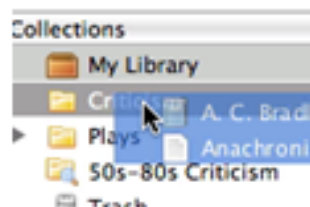


Uncover New Connections

Discover other researchers working in your field

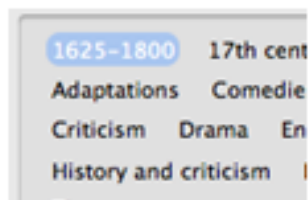
ORGANISE

Collections



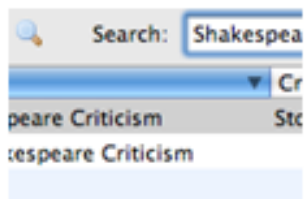
The left column includes My Library, which contains all items. Clicking the button above the left column creates a new **collection**, a folder into which items relating to a specific project or topic can be placed. Collections can also contain sub-collections. Items in collections are aliases, not duplicates.

Tags



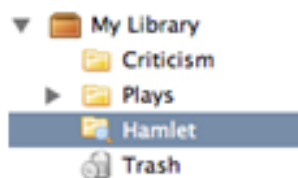
Items can be assigned **tags**. Tags are named by the user. An item can be assigned as many tags as is needed. Tags are added or removed with the tag selector at the bottom of the left column or through the Tags tab of any item in the right column.

Searches



Quick searches show items whose metadata, tags, or content match the search terms and are performed from the Zotero toolbar. Clicking the spyglass icon to the left of the search box opens the Advanced Search window, allowing for more complex or narrow searches.

Saved Searches



Advanced searches can be saved in the left column. They are similar to collections, but will update with new matching items automatically.

Accessible here: http://www.zotero.org/support/quick_start_guide

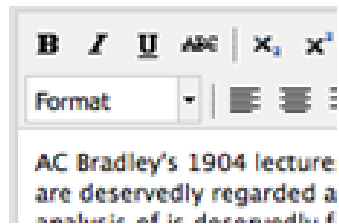
COLLECT (1)

Attachments



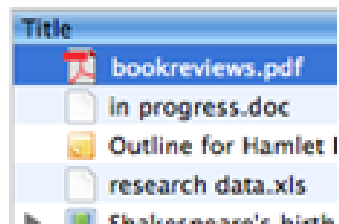
Items can have notes, files, and links attached to them. These **attachments** appear in the middle column underneath their parent item. Attachments can be shown or hidden by clicking the arrow or plus sign next to their parent item.

Notes



Rich-text **notes** can be attached to any item through the Notes tab in the right column. They can be edited in the right column or in their own window. Click the New Standalone Note button in the toolbar to create a note without attaching it to an item.

Files

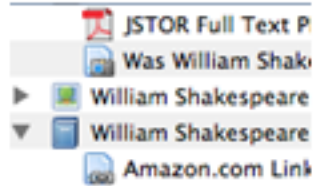


Any type of file can be **attached** to an item. Items such as the PDF of an article or images of artwork can be opened in the Firefox window, while other file-types open in external programs. Attach files through the Attachments tab in the right column, with the New Item button in the Zotero toolbar, or by drag-and-drop.

Accessible here: http://www.zotero.org/support/quick_start_guide

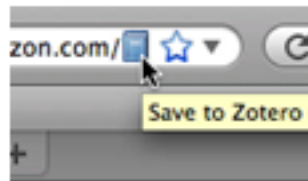
COLLECT (2)

Links & Snapshots



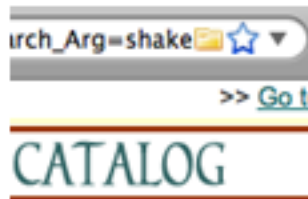
Web pages can be attached to any item as a link or a snapshot. A link simply opens the website online. A snapshot is a locally stored copy of a web page as it was when it was saved, available without an internet connection.

Capturing Items



Because Zotero runs within Firefox, it is simple to create new items from information available on the internet. If a capture icon appears in the address bar, Zotero can automatically create an item of the appropriate type and populate the metadata fields. If a full-text PDF is available, it will be automatically attached to the item.

Single or Multiple Captures



If the capture icon is a book, article, image or other single item, clicking on it will add the item to the current collection in Zotero. If the capture icon is a folder, the web page contains multiple items. Clicking it will open a dialog box from which items can be selected and saved to Zotero.

Translators



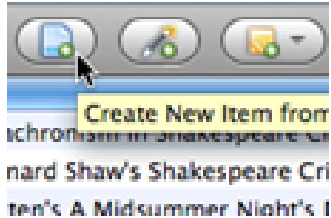
Zotero uses modules called translators to ingest information from websites. There are generic translators which work with many sites and translators written for one specific site. If a site you're using does not have a translator, feel free to request one in the forums.

Share and Discover the Be

Accessible here: http://www.zotero.org/support/quick_start_guide

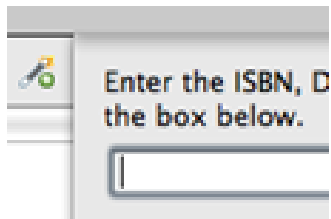
COLLECT (3)

Saving a Web Page



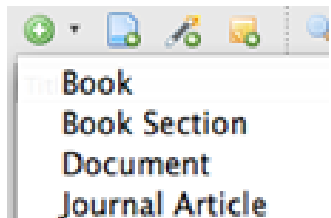
Clicking the Create New Item from Current Page button in the Zotero toolbar creates a **Web Page** item and saves the page as an attached snapshot. This saves the page itself as an item, not any bibliographic sources on the page.

Add Item by Identifier



Zotero can **add items automatically** using ISBN number, Digital Object Identifier (DOI) or PubMed ID. This is done by clicking the Add Item by Identifier button in the Zotero toolbar, typing in the ID number and clicking OK.

Manually Adding Items

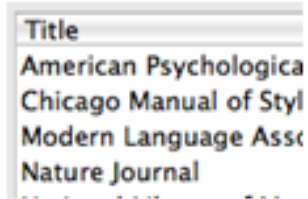


Items can be **added manually** by clicking the New Item button in the Zotero toolbar, then selecting the appropriate item type. Metadata can then be added by hand in the right column. Apart from the versatility this provides, it is important for adding primary documents.

Accessible here: http://www.zotero.org/support/quick_start_guide

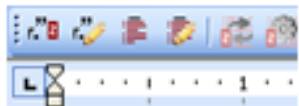
CITE

Citing Items



Zotero uses Citation Style Language (CSL) to properly format citations in many different bibliographic **styles**. Zotero supports all the major styles (Chicago, MLA, APA, Vancouver, etc.) as well as a great many journal-specific styles. If Zotero does not currently support a style you need, visit **requesting styles** for help adding it.

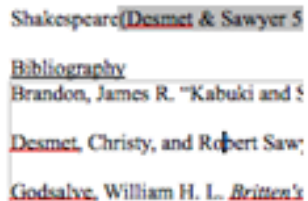
Word Processor Integration



Zotero's Word and OpenOffice plugins allow users to **insert citations** directly from their word processing software. This makes citing multiple pages, sources, or otherwise customizing citations a breeze. In-text citations, footnotes and endnotes are all supported.

My Shakespea

Automatic Bibliographies

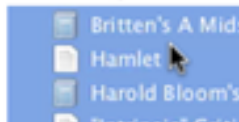


Using the **word processor plugins** makes it possible to switch citation styles for the entire document at once or automatically generate a bibliography from the items cited.

Manual Bibliographies

1. Katharine Cooke, A. *Criticism* (Oxford: C

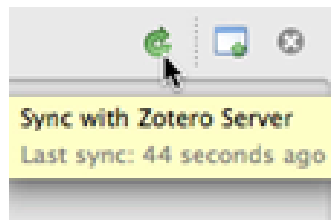
Zotero can insert **citations and bibliographies** into any text field or program. Simply drag-and-drop items, use Quick Copy to send citations to the clipboard, or export them directly to a file.



Accessible here: http://www.zotero.org/support/quick_start_guide

COLLABORATE

Syncing



Use Zotero at multiple computers with **syncing**. Library items are synced through the Zotero server, while file syncing uses your own WebDAV service to sync files such as PDFs, images or audio/video.

Zotero Server

- My Library
- My Publications
- Regions
 - Canada
 - England

Items synced to the Zotero server can be accessed online through your **zotero.org** account. Share your library with others or create a custom C.V. from selected items.

Groups

- Group Library
- Course Syllabus
 - Policies
 - Readings
- Student Projects

Zotero users can create collaborative or interest **groups**. Shared group libraries make it possible to collaboratively manage research sources and materials, both online and through the Zotero client. Zotero.org can be the hub of all your project group's research, communication and organization.

Accessible here: http://www.zotero.org/support/quick_start_guide

USING ZOTERO

Getting Stuff Into Your Library

[Importing and Creating Library Items](#)

[Archiving Web Resources](#)

[Attaching Files to Library Items](#)

Organizing Your Library and Taking Notes

[Collections](#)

[Notes](#)

[Tags](#)

[Related](#)

[Finding Items](#)

Generating Bibliographies, Citations and Reports

[Creating Bibliographies within Zotero](#)

[Word Processor Integration](#)

[RTF Scan](#)

[Reports](#)

[Citation Styles](#)

[Citation Style Repository](#)

Syncing, Collaboration and Backup

[Data and File Syncing](#)

[Groups](#)

[Backup](#)

Getting the Most Out of Zotero

[Fulltext PDF Indexing](#)

[Retrieve PDF Metadata](#)

[Locate Items In a Library Near You](#)

[Timelines](#)

[Languages and Localization](#)

[Tips and Tricks](#)

[Plugins](#)

[Preferences](#)

[Knowledge Base](#)

[Third Party Documentation](#)

Accessible here: <http://www.zotero.org/support/>



OTHER OPTIONS

http://en.wikipedia.org/wiki/Comparison_of_reference_management_software

This table lists the file formats which may be manually imported into the reference managers without needing to connect to one particular database. Many of these database companies use the same name for their file format as they do for their database (including Copac, CSA, ISI, Medline, Ovid, PubMed, and SciFinder).

SOFTWARE	BIBTEX	ENDNOTE/REFER/BIBIX	MEDLINE	MODS XML	RIS	OTHER
2collab	Yes	No	No	No	Yes	CSV
Aigaion	Yes	No	No	No	Yes	none
Bebop	Yes	No	No	No	No	unAPI
BibDesk	Yes	No	Yes	Yes	Yes	Endnote XML, user customizable
Biblioscope	Yes	Yes	Yes	No	Yes	none
BibSonomy	Yes	Yes	No	No	Yes	various
Bibus	Yes	Yes	Yes	No	Yes	SQLite
Bookends	Yes	Yes	Yes	No	Yes	various user-customizable
Citavi	Yes	Yes	No	No	Yes	various
CiteULike	Yes	No	No	No	Yes	COinS , Delicious
Connotea	Yes	Yes	No	Yes	Yes	RDF
EndNote	Yes	Yes	Yes	No	Yes	various
JabRef	Yes	Yes	No	Yes	Depends	BibTeXML, DocBook , OpenDocument for OO.o , user-customizable
Jumper 2.0	Yes	Yes	No	Yes	Yes	various, user-customizable
KBibTeX	Yes	Yes	No	Depends	Yes	PDF, PostScript, HTML, XML
Mendeley	Yes	Yes	No	No	Yes	Endnote XML
Papers	Yes	Yes	No	No	Yes	Bookends , CSV , Endnote XML , PDF
Pybliographer	Yes	Yes	Yes	No	No	Ovid
Qiqqa	Yes	No	No	No	No	none
refbase	Yes	Yes	No	Yes	Yes	COinS , OpenDocument for OO.o , SRW XML via SRU , unAPI , Word XML
RefDB	Yes	Yes	No	Yes	Yes	SRW XML via SRU web service, DocBook , TEI
Reference Manager	Yes	No	No	No	Yes	MEDLARS , TSV , CSV , Reference Manager XML, user-customizable
Referencer	Yes	?	?	?	?	?
RefWorks	Yes	No	No	No	Yes	various
Scholar's Aid	No	?	No	No	No	user-customizable
Sente	Yes	Yes	No	No	Yes	user-customizable
Wikindx	Yes	Yes	No	No	Yes	COinS
WizFolio	No	No	No	No	Yes	No
Zotero	Yes	Yes	No	Yes	Yes	RDF , Wikipedia citation templates