

# REFERENCING: ZOTERO

6 MARCH 2025, 2:30PM

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# SESSION OUTLINE

Part 1 – Collecting and editing references

Part 2 - Creating bibliographies

Part 3 – Collaborating & other features

Part 4 – Any Questions?

### 3 ZOTERO PROS AND CONS

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#### PROS

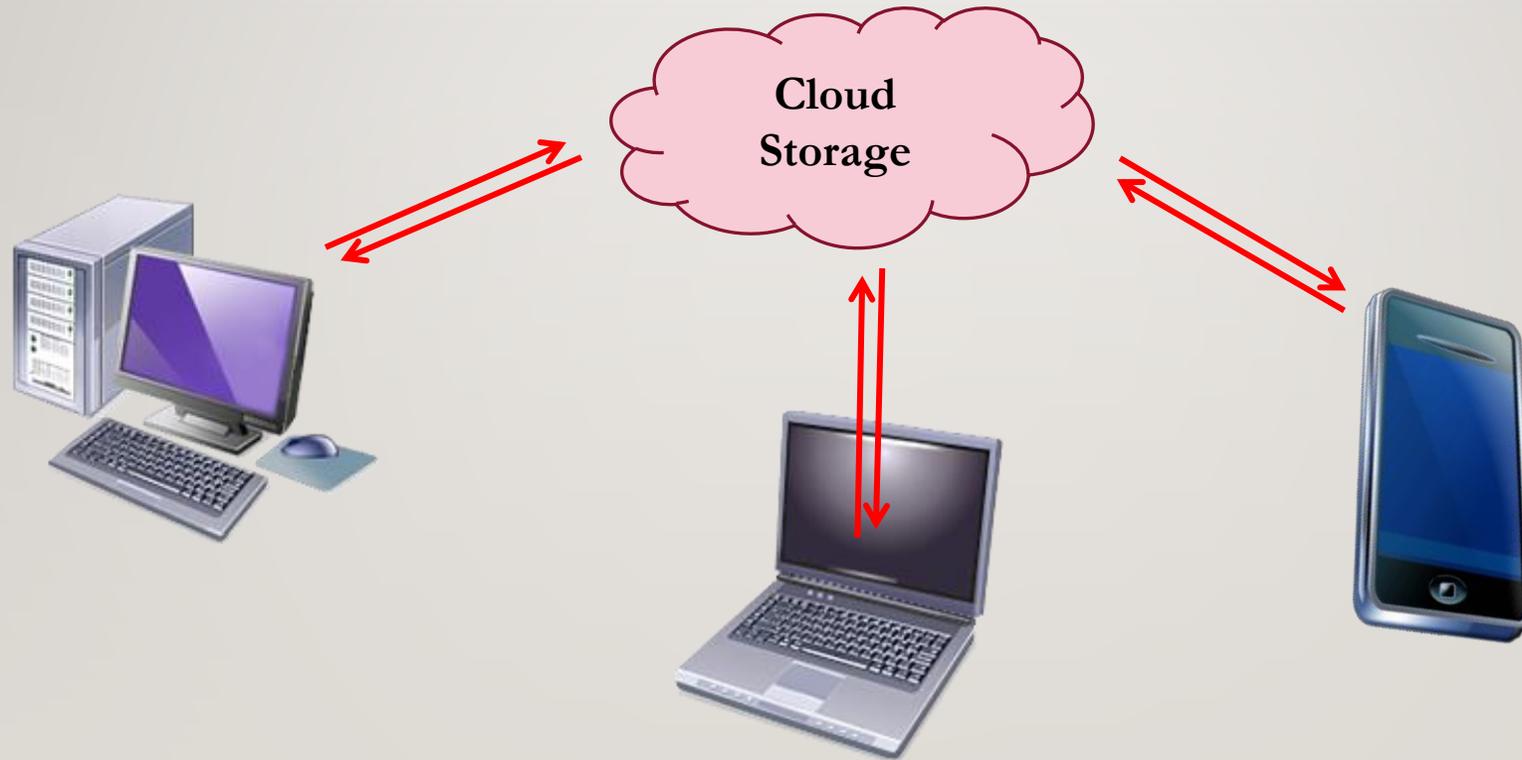
- Online and offline access to your Library from multiple devices
- Free (for a basic account)
- Available for Windows, Mac and Linux
- Compatible with MS Word, Google Docs, Libre Office and Open Office

#### CONS

- Does not work with Pages
- Subscription fees required if you need to store more than 300MB of data

## 4 ZOTERO CLOUD STORAGE

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# PART 1: COLLECTING AND EDITING REFERENCES

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- Tour of the Zotero application interface
- Adding references into Zotero
- Editing imported references
- Editing and organising references



# A QUICK TOUR OF ZOTERO

6

Toolbar and menus

List of documents in selected folder or library

Bibliographic information about the currently selected document

Navigate collections and groups

Filter by tags

The screenshot shows the Zotero application window titled "My Library". The interface is divided into several sections:

- Left Panel (Collections and Groups):** A tree view showing "My Library" with sub-items like "FE4C42AF-FE30-4...", "test folder", "Essay 1", "My Publications", "Duplicate Items", "Unfiled Items", and "Bin". A red arrow points to "Essay 1". Below this is a "Filter Tags" section with a list of tags such as "Beauty and Fashion", "Cosmetics, hair & beauty", "Cultural studies", "Economics", "Ethnic minorities & multic...", "Ethnic studies", and "Examinations". A red arrow points to the "Filter Tags" section.
- Top Panel (Toolbar and Menus):** Contains various icons for document management and search. A red arrow points to the toolbar area.
- Center Panel (List of Documents):** A table listing documents with columns for "Title" and "Creator". The first document, "1. Introduction: Approaches and Concepts" by Hill et al., is selected and highlighted in blue. A red arrow points to this row.
- Right Panel (Bibliographic Information):** Displays detailed information for the selected document, including "Item Type: Book Section", "Title: 1. Introduction: Approaches and Concepts", "Editor: Hill, Christopher", "Editor: Smith, Michael", "Editor: Vanhoonacker, Sophie", "Author: Hill, Christopher", "Author: Smith, Michael", "Author: Vanhoonacker, Sophie", "Book Title: International Relations and the European Union", "Series", "Series Number", "Volume", "# of Volumes", "Edition", "Place", "Publisher: Oxford University Press", "Date: 2023-01-09", "Pages: 3-21", "Language: en", "ISBN: 978-0-19-289734-3 978...", "Short Title: 1. Introduction", "URL: https://www.oxfordpolitic...", and "Accessed: 07/11/2023, 14:54:58". A red arrow points to the "Info" tab header.

# 7 OPTIONS FOR ADDING REFERENCES TO ZOTERO

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Data capture (databases, catalogues, web pages)



Add PDF files (Zotero will find matching bibliographic details for articles downloaded from databases)



Standard identifier (ISBN, DOI, etc.)



Manual entry



Import text files (.RIS/.BIB)

# 8 WEB CAPTURE FROM DATABASES/CATALOGUES

SOLO - Oxford Collection x E Result List: spanish civil v x Brepolis: BBIB E Result List: spanish civil v x

web.b.ebscohost.com/ehost/resultsadvanced?vid=2&sid=92aed711-e025-465e-8c2d-a1b5e2e606a6%40sessionmgr103&bquery=(spanish+civ ☆

Apps For quick access, place your bookmarks here on the bookmarks bar. Import bookmarks now...

New Search Cited References CLIO Notes Indexes Sign In Folder Preferences Languages Help

Searching: **Historical Abstracts** | Choose Databases

spanish civil war Select a Field (optional) Search Clear ?

AND jew\* Select a Field (optional)

AND Select a Field (optional)

Basic Search Advanced Search Search History ▶

Refine Results

Current Search

Boolean/Phrase:

spanish civil war AND jew\*

Limit To

Linked Full Text

References Available

Peer Reviewed

Search Results: 1 - 20 of 47

1. **Becoming Brigadistas: Jewish Volunteers from Palestine in the Spanish Civil War.**

By: Rein, Raanan; Ofer, Inbal  
Historical Period: 1936 to 1939  
Nearly two hundred men arrived in Spain to defend the Second Spanish Republic...

Subjects: PALESTINE; SPAIN

Find it Oxford

2. **A Belated Inclusion: Jewish Volunteers in the Spanish Civil War**

Zotero Item Selector

Select which items you'd like to add to your library

- Becoming Brigadistas: Jewish Volunteers from Palestine in the Spanish Civil War.
- A Belated Inclusion: Jewish Volunteers in the Spanish Civil War.
- LAS REPERCUSIONES DE LA GUERRA CIVIL ESPAÑOLA EN LA COMUNIDAD JUDIA DE POLONIA.
- POLONAIS D'ORIGINE JUIVE VOLONTAIRES DE LA GUERRE CIVILE EN ESPAGNE 1936-1939.
- BALKAN JEWISH VOLUNTEERS IN THE SPANISH CIVIL WAR.
- JUDEN IM SPANISCHEN KRIEG 1936-1939.
- TUSSEN WERELDREVOLUTIE EN JOODSE IDENTITEIT: JODEN UIT BELGIË IN DE SPAANSE BUIZENLANDSE OORLOG.
- POLACY POCHODZENIA ZYDOWSKIEGO JAKO OCHOTNICY W WOJNIE DOMOWEJ W HISZPANIJI.
- RED DEVILS™: THE BOTWIN COMPANY IN THE SPANISH CIVIL WAR.
- AMERICAN-JEWISH REACTIONS TO THE SPANISH CIVIL WAR.
- I TEORICI DELLO STERMINIO: LE ORIGINI DELLA VIOLENZA NELLA GUERRA CIVILE SPAGNOLE.

Select All Deselect All Cancel OK

To add items to Zotero from a results list in a database or catalogue

1. Click on the folder icon near to (or within) the address bar
2. This will open a pop-up menu listing all the items on the page
3. Tick the items you wish to add to Zotero and click OK

# 9 WEB CAPTURE FROM DATABASES/CATALOGUES

SOLO: Search Oxford Libraries Online

Not secure | solo.bodleian.ox.ac.uk/primo-explore/search?query=any,contains,dog%20behaviour&tab=local&search\_scope=LSCOP\_...

SOLO SEARCH OXFORD LIBRARIES ONLINE

UNIVERSITY OF OXFORD

NEW SEARCH BROWSE MAP SEARCH HELP

dog behaviour

Sort & Filter Results

Sort by Relevance

Show only: Online Resources (125) Physical Items (309)

Library

Resource Type

**Zotero Item Selector**

Select which items you'd like to add to your library:

- Dog behaviour, evolution, and cognition [electronic resource] | Miklósi, Adam, author | Oxford University
- A guide to your dog's behaviour | Stevens, Terry, writer on dog behaviour | [1992?] | Lydd : Lydd and District Dog Training Club | 69 p. : ill. ; 30 cm
- Understanding your dog's behaviour | Heim, A. W. (Alice Winifred) | c1984 | Shepton Mallet : Open Book Publishers | 198 p. : ill. ; 24 cm
- Understanding your dog's behaviour. | Heim, Alice Winifred, 1913-1992 | 1984 | Shepton Mallet | 198 p. : ill. ; 24 cm
- Problem dog : behaviour and misbehaviour | O'Farrell, Valerie | 2003 | London : HarperCollins Publishers | 192 p. : ill. ; 24 cm
- Collins good dog behaviour : an owner's guide | Bailey, Gwen | Blue Cross | 1998 | London : HarperCollins Publishers | 192 p. : ill. ; 24 cm
- Meet your dog : the game-changing guide to understanding your dog's behaviour | Brophey, Kim, author | 2015 | London : HarperCollins Publishers | 192 p. : ill. ; 24 cm
- Know your dog : an owner's guide to dog behaviour | Fogle, Bruce | Ward, David, 1944-; Royal Society for the Prevention of Cruelty to Animals | 2008 | London : HarperCollins Publishers | 192 p. : ill. ; 24 cm
- Better dog behaviour : understand the dynamics of human/dog relationships | Connolly, Debbie (Animal Behaviour Specialist) | 2015 | London : HarperCollins Publishers | 192 p. : ill. ; 24 cm
- Dog training & behaviour | Grinham, Geoff | 1994 | Marlborough : Crowood | 144 p. : ill. ; 24 cm

Select All Deselect All Cancel OK

**A guide to your dog's behaviour**  
Stevens, Terry, writer on dog behaviour  
[1992?] | Lydd : Lydd and District Dog Training Club | 69 p. : ill. ; 30 cm

To add items to Zotero from a results list in a database or catalogue

1. Click on the folder icon near to (or within) the address bar
2. This will open a drop-down menu listing all the items on the page
3. Tick the items you wish to add to Zotero and click OK

# 10 SOLO – AMENDMENTS TO EDITED COLLECTIONS

The screenshot displays the SOLO library management interface. On the left is a sidebar with a folder tree including 'My Library', 'test folder', 'Essay 1', 'My Publications', 'Duplicate Items', 'Unfiled Items', and 'Bin'. The main area shows a list of books with columns for 'Title' and 'Creator'. The selected item, 'Writing Wales, from the Renaissance to Romanticism', is highlighted. On the right, the 'Info' panel shows metadata for this book, including 'Item Type: Book', 'Title: Writing Wales, from the Renaissance to Romanticism', and 'Author: Mottram and Prescott, Sarah'. A red callout box points to the 'Author' field in the metadata panel, which has a dropdown menu open showing the following roles: Author, Contributor, Editor, Series Editor, and Translator. A text box within the callout explains that books added from library catalogues like SOLO use the 'author field', and for edited collections, the role must be manually changed from 'Author' to 'Editor'.

Title	Creator
The human planet: how we created the anthropocene	Lewis and Maslin
The metabolism of a human-dominated planet	Goldin
The metabolism of a human-dominated planet	Goldin
The Trickster in the Anthropocene	Thornton and Th...
The Trickster in the Anthropocene	Thornton and Th...
Tracki...	Wackerna...
Tracki...	...
Tropic...	...
Tropic...	...
Under...	...
Under...	...
Upslope migration of Andean trees	Feeley
Upslope migration of Andean trees	Feeley
Using niche models with climate projections to inform conservation managemen...	Schwartz
Using niche models with climate projections to inform conservation managemen...	Schwartz
Was the Anthropocene anticipated?	Hamilton
Was the Anthropocene anticipated?	Hamilton
Writing Wales, from the Renaissance to Romanticism	Mottram and Pre...
Writing Wales, from the Renaissance to Romanticism - University of Oxford	
WWF Living Planet Report 2016	
WWF Living Planet Report 2016	

**Books added from library catalogues such as SOLO will always use the “author field”. For edited collections you will need to manually change ‘Author’ to ‘Editor’.**

**Author Roles:** Author, Contributor, Editor, Series Editor, Translator

**Metadata for 'Writing Wales, from the Renaissance to Romanticism':**

- Item Type: Book
- Title: Writing Wales, from the Renaissance to Romanticism
- Author: Mottram and Prescott, Sarah
- Edition: Farnham
- Publisher: Ashgate
- Date: 2012
- # of Pages: xi+232
- Language: eng
- ISBN: 978-1-4094-4509-8
- Short Title: URL
- Accessed: Archive
- Loc. in Archive: Library Catalogue solo.bodleian.ox.ac.uk

# SOLO – AMENDMENTS TO BOOK CHAPTERS

The screenshot shows a library management interface with a list of items on the left and a detailed view of a selected item on the right. The selected item is a book section titled "'No rebellious jarring noise'" by Jenkins. The interface includes a search bar, a list of items, and a detailed view of the selected item's metadata.

1. Change “Item Type” to “Book section”

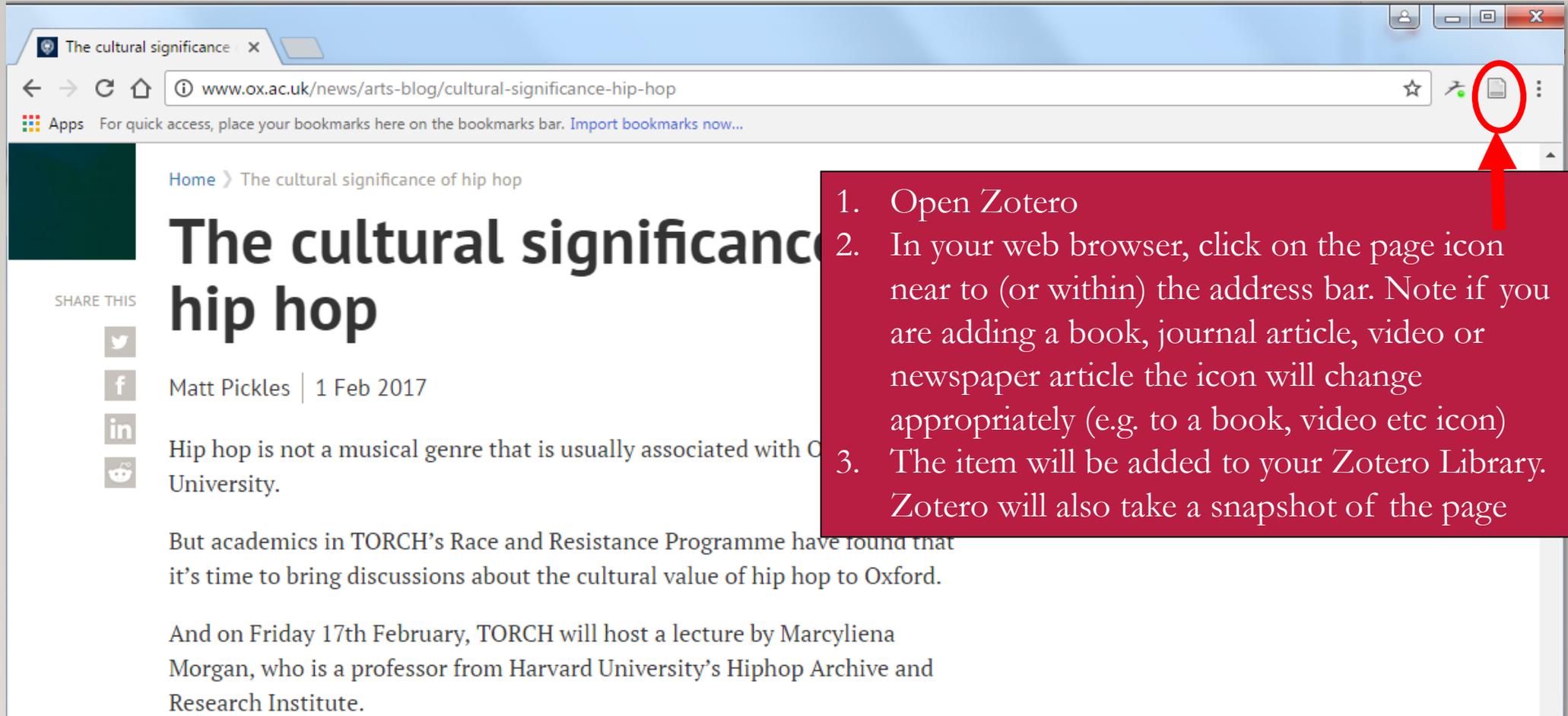
2. Type in the chapter title into the new blank ‘Title’ field

3. Add the name of the chapter author(s). Make sure that the book editor(s) are listed as editor(s)

4. Add page numbers

Item Type	Book Section
Title	'No rebellious jarring noise'
Author	Jenkins, Bethan
Editor	Mottram, Stewart James
Editor	Prescott, Sarah
Book Title	Writing Wales, from the Renaissance to Romanticism
Series	
Series Number	
Volume	
# of Volumes	
Edition	
Place	Farnham
Publisher	Ashgate
Date	2012
Pages	
Language	eng
ISBN	978-1-4094-4509-8
Short Title	

## 12 WEB CAPTURE: WEB PAGES



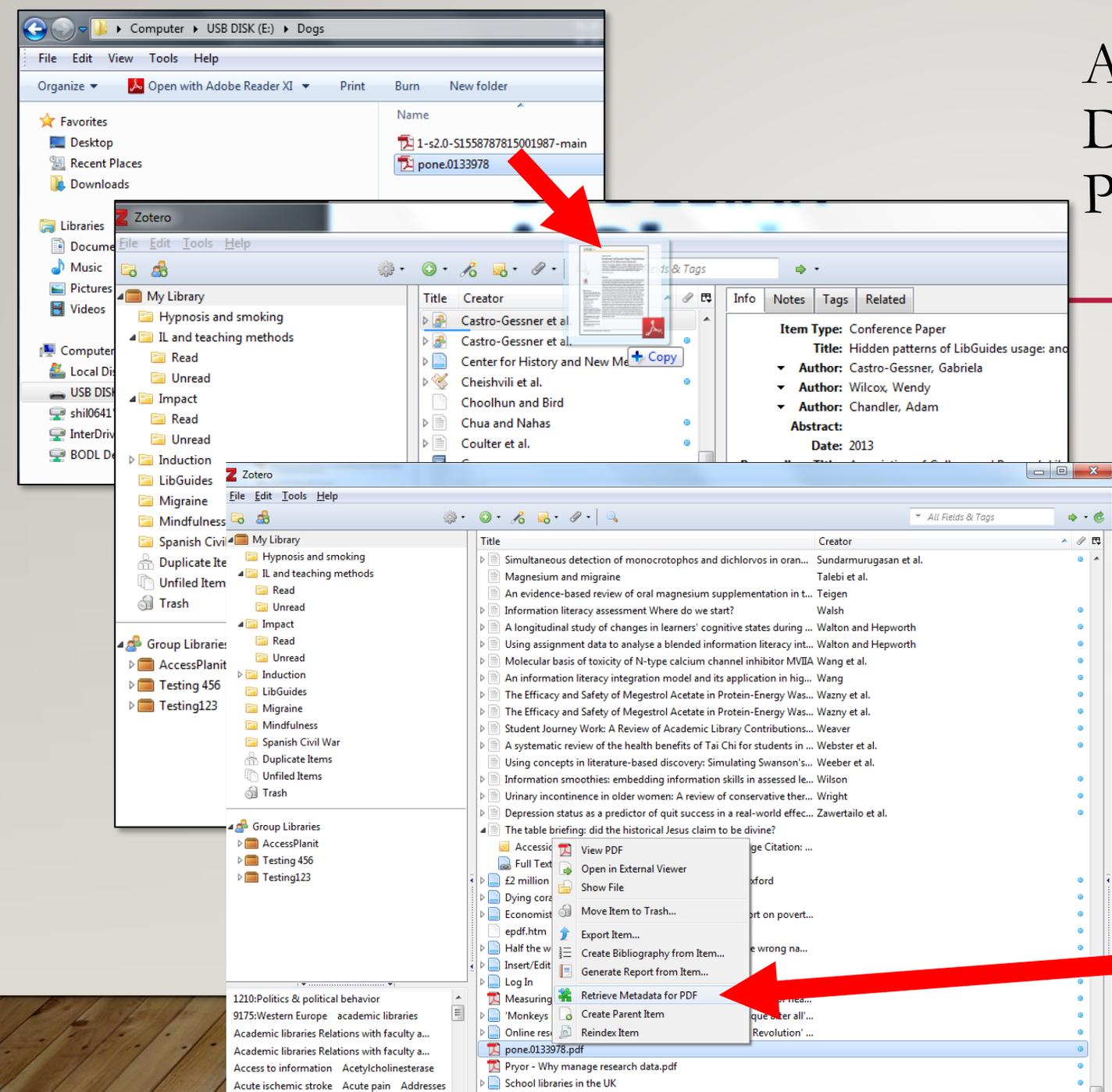
The screenshot shows a web browser window with the address bar containing [www.ox.ac.uk/news/arts-blog/cultural-significance-hip-hop](http://www.ox.ac.uk/news/arts-blog/cultural-significance-hip-hop). The page title is "The cultural significance of hip hop" and the author is Matt Pickles, dated 1 Feb 2017. The main heading is "The cultural significance of hip hop". The text on the page includes: "Hip hop is not a musical genre that is usually associated with Oxford University. But academics in TORCH's Race and Resistance Programme have found that it's time to bring discussions about the cultural value of hip hop to Oxford. And on Friday 17th February, TORCH will host a lecture by Marcyliena Morgan, who is a professor from Harvard University's Hiphop Archive and Research Institute."

1. Open Zotero
2. In your web browser, click on the page icon near to (or within) the address bar. Note if you are adding a book, journal article, video or newspaper article the icon will change appropriately (e.g. to a book, video etc icon)
3. The item will be added to your Zotero Library. Zotero will also take a snapshot of the page

# ADDING REFERENCES BY DRAGGING AND DROPPING PDF FILES

You can add references to Zotero by dragging and dropping PDFs into your Library. Zotero will “find” matching bibliographic details for pdf journal articles downloaded from databases. It will not find details for other PDFs (e.g. book chapters, reports and documents or photocopied/scanned items).

1. Drag a PDF from your computer into the centre column of Zotero. (Make sure that you drop the pdf in-between items in your library rather than directly on top. If you drop the pdf on top it will be added to an existing reference!)
2. Find the pdf in your Zotero Library
3. **Right click** on it and choose “Retrieve Metadata for PDF”
4. Zotero will then find matching bibliographic details.



# 14 ADDING A REFERENCE MANUALLY

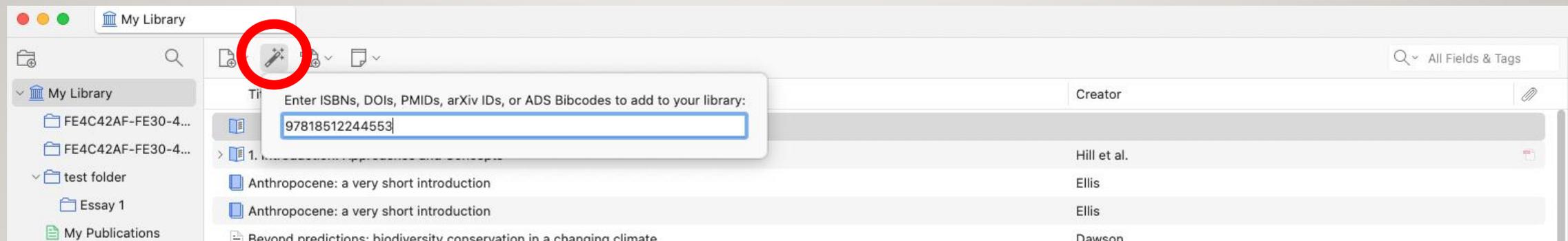
Choose the correct reference type

Fill in as much of the form as possible

Title	Creator	Date Added
aches and Concepts	Hill et al.	
short introduction	Ellis	
short introduction	Ellis	
iodiversity conservation in a ch	Dawson	
iodiversity conservation in a changing climate.	Dawson	
the world's coral reefs	Cinner and Cinner	
the world's coral reefs	Cinner and Cinner	
ens European conservation areas.	Araújo	
ens European conservation areas.	Araújo	
estation, and the fate of the Amazon.	Malhi	
estation, and the fate of the Amazon.	Malhi	
the Anthropocene	Williams and Williams	
the Anthropocene	Williams and Williams	
of humans in the anthropocene	Hamilton	
of humans in the anthropocene	Hamilton	
cene.	Lewis	
cene.	Lewis	
the Amazon rainforest.	Dabiri	
the Amazon rainforest.	Phillips	
f Georgia in the South Caucasus on JSTOR	Phillips	
	O'Leary	
onomic Growth	Brown	
onomic Growth	Brown	
chantment on the frontiers of rewilding	Monbiot	
chantment on the frontiers of rewilding	Monbiot	
urrent mass bleaching of corals	Terry P. Hughes	
urrent mass bleaching of corals	Terry P. Hughes	
Global warming and recurrent mass bleaching of corals	Hughes and Hughes	
Global warming transforms coral reef assemblages	Hughes and Hughes	
Global warming transforms coral reef assemblages	Hughes and Hughes	
Growth, innovation, scaling, and the pace of life in cities	Luis M. A. Bettencourt	
Growth, innovation, scaling, and the pace of life in cities	Luis M. A. Bettencourt	
Guiding coral reef futures in the Anthropocene	Norström and Norström	
Guiding coral reef futures in the Anthropocene	Norström and Norström	

# 15 ADDING A REFERENCE USING ISBN, DOI OR PMID

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# 16 IMPORTING A RIS, BIB OR TXT FILE

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- Use for importing references from other reference managers (e.g. RefWorks, Endnote, Mendeley etc.)
- To import references from databases which do not work with the Zotero web capture tool
  1. In the database/reference manager
    - Export items as a “RIS”, “BIB” or “TXT” file
    - Save the file to your computer (e.g. to the downloads folder)
  2. In Zotero
    1. Click File / Import
    2. Browse to find the RIS/BIB/TXT file that you saved to your computer.

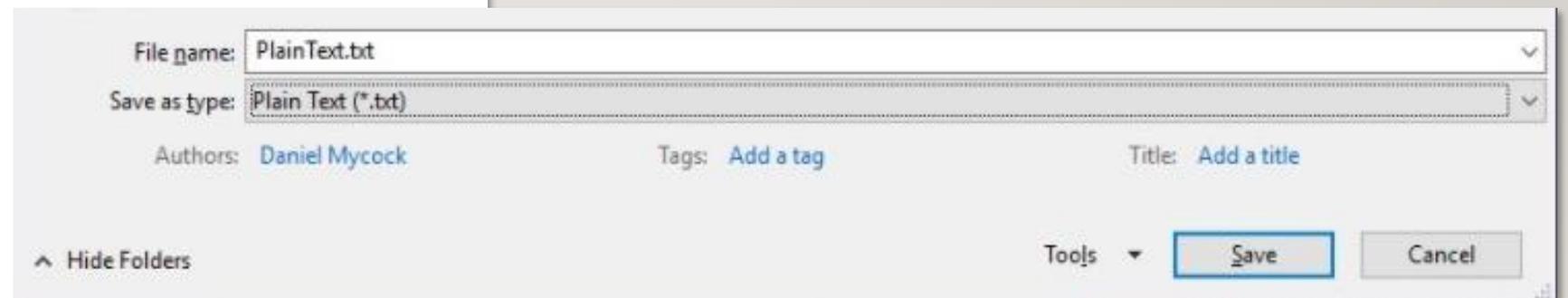
# 17 WHAT ARE RIS AND BIB FILES?

- A RIS or BIB file is a text file containing encoding that enables Zotero and other Reference Managers to read the data within:

```
TY - RPRT
A1 - Esparza,J.
T1 - Report of a WHO workshop on the measurement and significance of neutralizing antibody to HIV and SIV,
London, 3-5 October 1988
Y1 - 1990
VL - 4
SP - 269
EP - 275
RP - Not In File
CY - San Francisco CA
PB - UC Berkeley
KW - HIV
KW - SIV
KW - AIDS
T3 - World Health Organisation Global Programme on AIDS
ER -

TY - CHAP
A1 - Franks,L.M.
T1 - Preface by an AIDS Victim
Y1 - 1991
VL - 10
SP - vii
EP - viii
RP - Not In File
T2 - Cancer, HIV and AIDS.
CY - Berkeley CA
PB - Berkeley Press
KW - HIV
KW - AIDS
M1 - 1
M2 - 1
SN - 0-679-40110-5
ER -
```

Make sure you save the file as  
Type: Text File



# 18 EDITING REFERENCES

The screenshot shows a reference management application window titled "My Library". The main area displays a list of references with columns for "Title" and "Creator". The reference "1. Introduction: Approaches and Concepts" by Hill et al. is selected and highlighted. A red callout bubble points to this entry with the text "Select the item".

On the right side, a sidebar shows details for the selected item, including an "Abstract" section with text about the European Union (EU) and a "1 Attachment" section containing a PDF file named "Hill et al. - 2023 - 1. Introduction Approaches and Concepts.pdf". A red callout bubble points to this attachment with the text "Add personal notes".

At the bottom of the sidebar, there is a "0 Tags" section. A red callout bubble points to this section with the text "Add tags".

A large red callout bubble on the left side of the interface contains the text: "Arrow indicates more than one file is available for the entry e.g. Personal notes; full text PDF; web snapshot." This bubble points to the "1 Attachment" and "1 Note" sections in the sidebar.

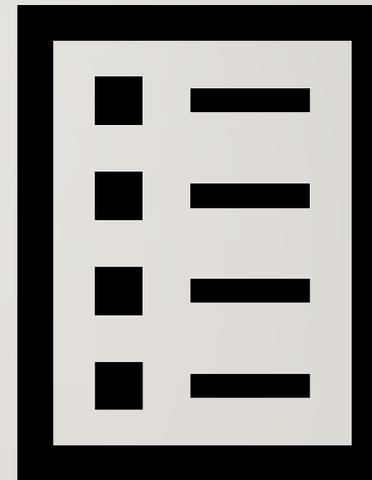
Title	Creator
1. Introduction: Approaches and Concepts	Hill et al.
I can added annotations onto references to track my reading	
Hill et al. - 2023 - 1. Introduction Approaches and Concepts.pdf	
Anthropocene: a very short introduction	Ellis
Anthropocene: a very short introduction	Ellis
...ond predictions: biodiversity conservation in a changing climate.	Dawson
...nd predictions: biodiversity conservation in a changing climate.	Dawson
...spots among the world's coral reefs	Cinner and Cinner
...spots among the world's coral reefs	Cinner and Cinner
...hese threatens European conservation areas.	Araújo
...tens European conservation areas.	Araújo
...restation, and the fate of the Amazon.	Malhi
...restation, and the fate of the Amazon.	Malhi
...the Anthropocene	Williamson
...the Anthropocene	Williamson
...e of humans in the anthropocene	Hamilton
...e of humans in the anthropocene	Hamilton
...cene.	Lewis
...cene.	Lewis
...the Amazon rainforest.	Dabiri
...the Amazon rainforest.	Phillips
...Drought sensitivity of the Amazon rainforest.	Phillips
...Early Neolithic wine of Georgia in the South Caucasus on JSTOR	
Economics	O'Leary
Energetic Limits to Economic Growth	Brown
Energetic Limits to Economic Growth	Brown
Energetic Limits to Economic Growth	Brown
Feral: searching for enchantment on the frontiers of rewilding	Manbiot

# TIME FOR A PRACTICE...

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Please complete **Tasks 1 and 2** in the 'Referencing: Zotero - online training tasks' PDF (pages 3-5)

**10 minutes**

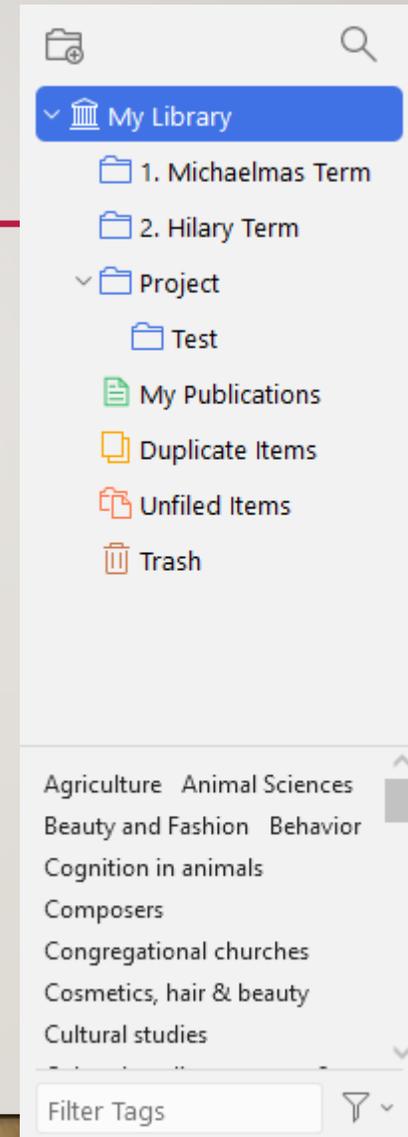


## 20 ORGANISING REFERENCES

You can create **Collections** (like folders)  
and/or use **Tags**

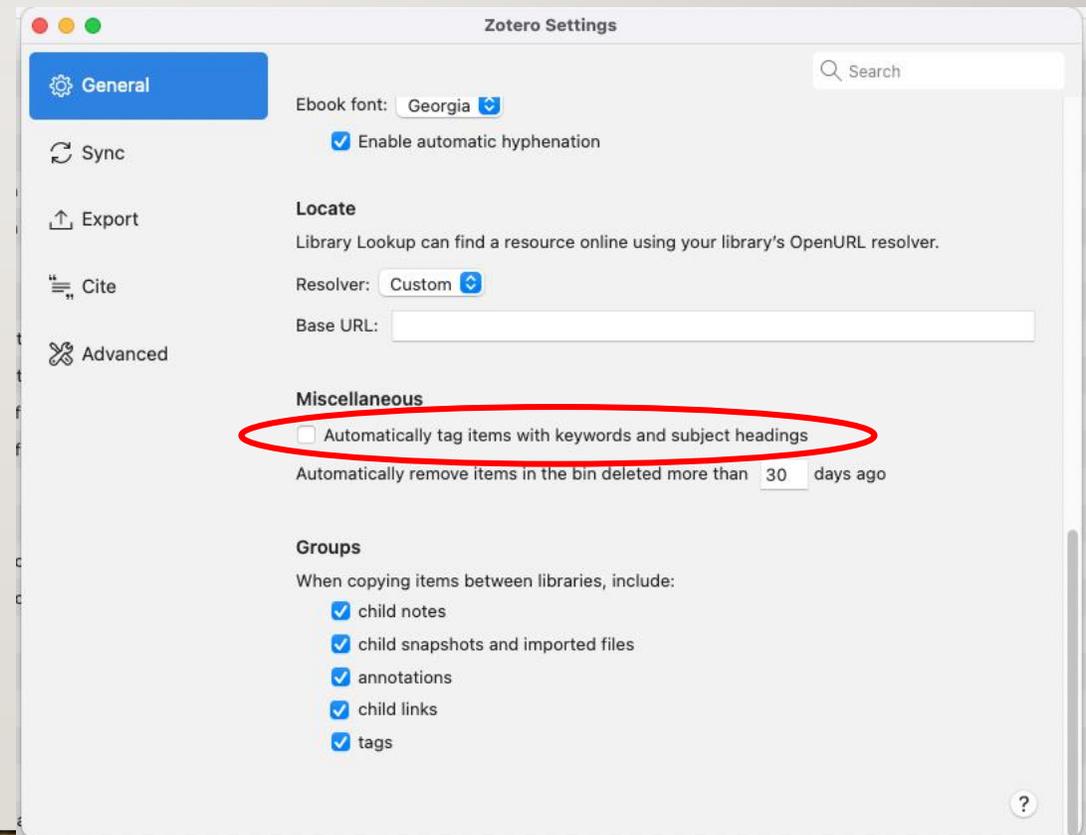
**Collections** allow you to organise your references hierarchically  
e.g. by project or essay.

**Tags** allow you to form ad-hoc collections *after* adding items to  
your library



## 2 | SWITCHING OFF AUTOMATIC TAG IMPORT

- By default, Zotero imports tags from Library catalogues and databases
- Switch this off from the toolbar in Edit / Preferences

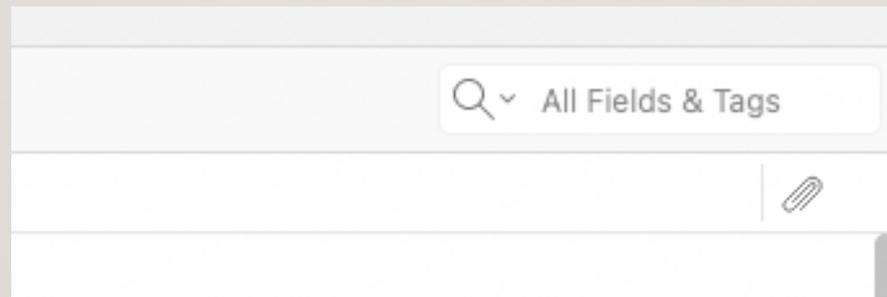


## 22

# SEARCHING YOUR LIBRARY

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- You can search for documents in your Zotero library
- You can also filter your records within a folder
- You can add your own tags to records to make them easier to find

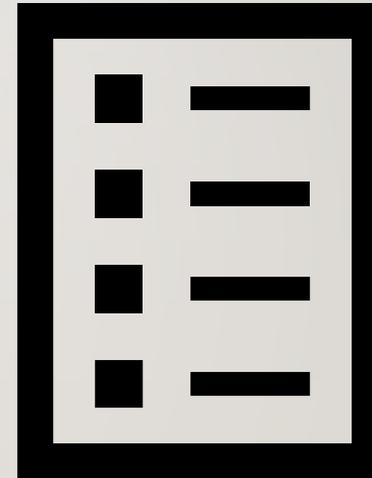


## 23 TIME FOR A PRACTICE...

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Please complete **Task 3** in the  
'Referencing: Zotero - online  
training tasks' PDF (page 5)

**5 minutes**



## 24 PART 2: CREATING BIBLIOGRAPHIES

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- Adding in-text citations & footnotes
- Inserting bibliographies and changing citation styles

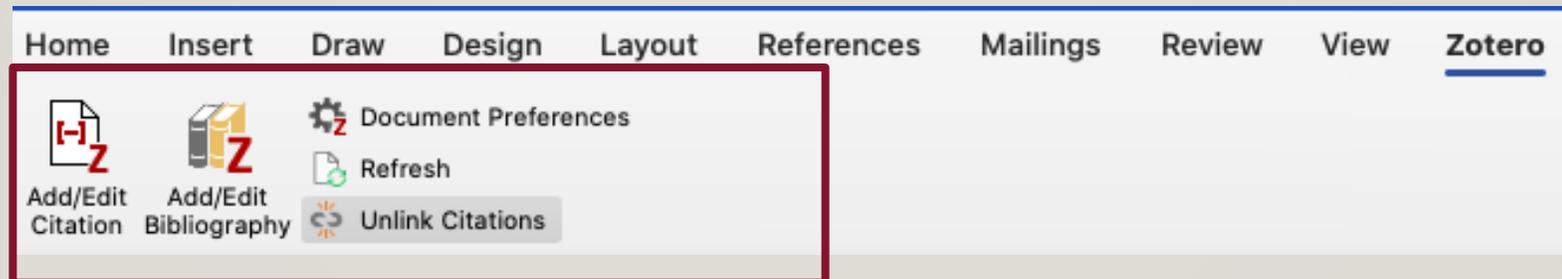


# 25

## ADD CITATIONS TO DOCUMENTS

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- For essays/papers – use the Word or Libre Office/Open Office plug in. To install from:
  - Windows: Edit > Preferences > Cite.
  - Mac: Zotero > Preferences > Cite > Word Processors
- Alternatively you can drag and drop references from Zotero into Word, email etc.



# 26 INSERTING CITATIONS IN WORD

The image shows a screenshot of the Microsoft Word interface with the Zotero ribbon selected. The ribbon contains several options: 'Add/Edit Citation', 'Add/Edit Bibliography', 'Document Preferences', 'Refresh', and 'Unlink Citations'. Below the ribbon is a search bar with the text 'Z lib' and a dropdown arrow. Below the search bar is a list of search results. Four callout boxes provide instructions: 1. Click Zotero (pointing to the ribbon), 2. Click Add/Edit Citation. The first time you do this you will be prompted to choose a citation style (pointing to the 'Add/Edit Citation' button), 3. Search for the appropriate reference by typing a keyword (e.g. author name, title keyword) (pointing to the search bar), and 4. Alternatively, click on the Z to switch to Classic view (where you can browse your collections) to find references (pointing to the 'Z' icon in the search bar).

Home Insert Draw Design Layout References Mailings Review View **Zotero** RCM EndNote 20 Tell me Share Comments

Add/Edit Citation Add/Edit Bibliography Document Preferences Refresh Unlink Citations

2 1 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

2. Click Add/Edit Citation. The first time you do this you will be prompted to choose a citation style

1. Click Zotero

3. Search for the appropriate reference by typing a keyword (e.g. author name, title keyword)

My Dissertation

**Z** lib

My Library

Maynooth, the 'Godless colleges' and liberal imper...  
Biel (2018), *Irish Historical Studies*, 42(161).

Maynooth, the 'Godless colleges' and liberal imperial thought in the 1840s  
Biel (2018), *Irish Historical Studies*, 42(161), 26-49.

Workshops and classes: Referencing: EndNote  
Bodleian Libraries (2019).

Workshops and classes: Bodleian iSkills

4. Alternatively, click on the Z to switch to Classic view (where you can browse your collections) to find references

## 27 ADDING PAGE NUMBERS ETC. TO CITATIONS

The screenshot shows a citation management software interface. At the top, there is a horizontal ruler with page numbers from 1 to 18. On the left side, there is a vertical ruler with page numbers from 1 to 9. The main content area displays a citation: "Jenkins, Bethan, 'No Rebellious Jarring Noise': Expressions of Eighteenth-Century Welsh Writing' in *Writing Wales, from the Renaissance to Romanticism*, ed. by Mot...". Below the citation, a red callout box contains the text: "Click on the citation. This will open up a dialogue where you can add pages numbers, prefix, suffix etc." A red arrow points from this callout box to a blue button labeled "Z Baxell, 2012, p. 56". Below this button, a dialog box is open, showing the citation details: "Unlikely warriors : the British in the Spanish Civil War and the struggle against fascism." followed by "Baxell (2012).". The dialog box contains a "Page" dropdown menu set to "56", a "Prefix:" text input field, a "Suffix:" text input field, and a checkbox labeled "Suppress Author" which is currently unchecked. At the bottom of the dialog box is a button labeled "Open in My Library".

# 28 ADDING A BIBLIOGRAPHY IN WORD

The screenshot shows the Microsoft Word interface with the Zotero ribbon active. The ribbon includes options for 'Add/Edit Citation', 'Add/Edit Bibliography', 'Document Preferences', 'Refresh', and 'Unlink Citations'. A callout box points to 'Document Preferences' with the text 'Switch citation style – document preference'. Another callout box points to 'Add/Edit Bibliography' with the text 'Insert list of cited items; add items to the bibliography which you have not cited; remove items which you have cited. You can also use edit to change the formatting of individual items. However, if you do this, the item will no longer be updated when you make changes to your Zotero Library.' The document content includes a paragraph with citations, a 'Bibliography' heading, and a list of references.

AutoSave OFF Document2

Home Insert Draw Design Layout References Mailings Review View Zotero RCM EndNote 20 Tell me

Share Comments

Add/Edit Citation Add/Edit Bibliography Document Preferences Refresh Unlink Citations

Switch citation style – document preference

Insert list of cited items; add items to the bibliography which you have not cited; remove items which you have cited. You can also use edit to change the formatting of individual items. However, if you do this, the item will no longer be updated when you make changes to your Zotero Library.

This is my essay. I am going to insert a reference here (Evans, 2007) and another one here (Cosgun Ögeyik, 2017). Perhaps another one here (McKeachie and Gibbs, 1999).

**Bibliography**

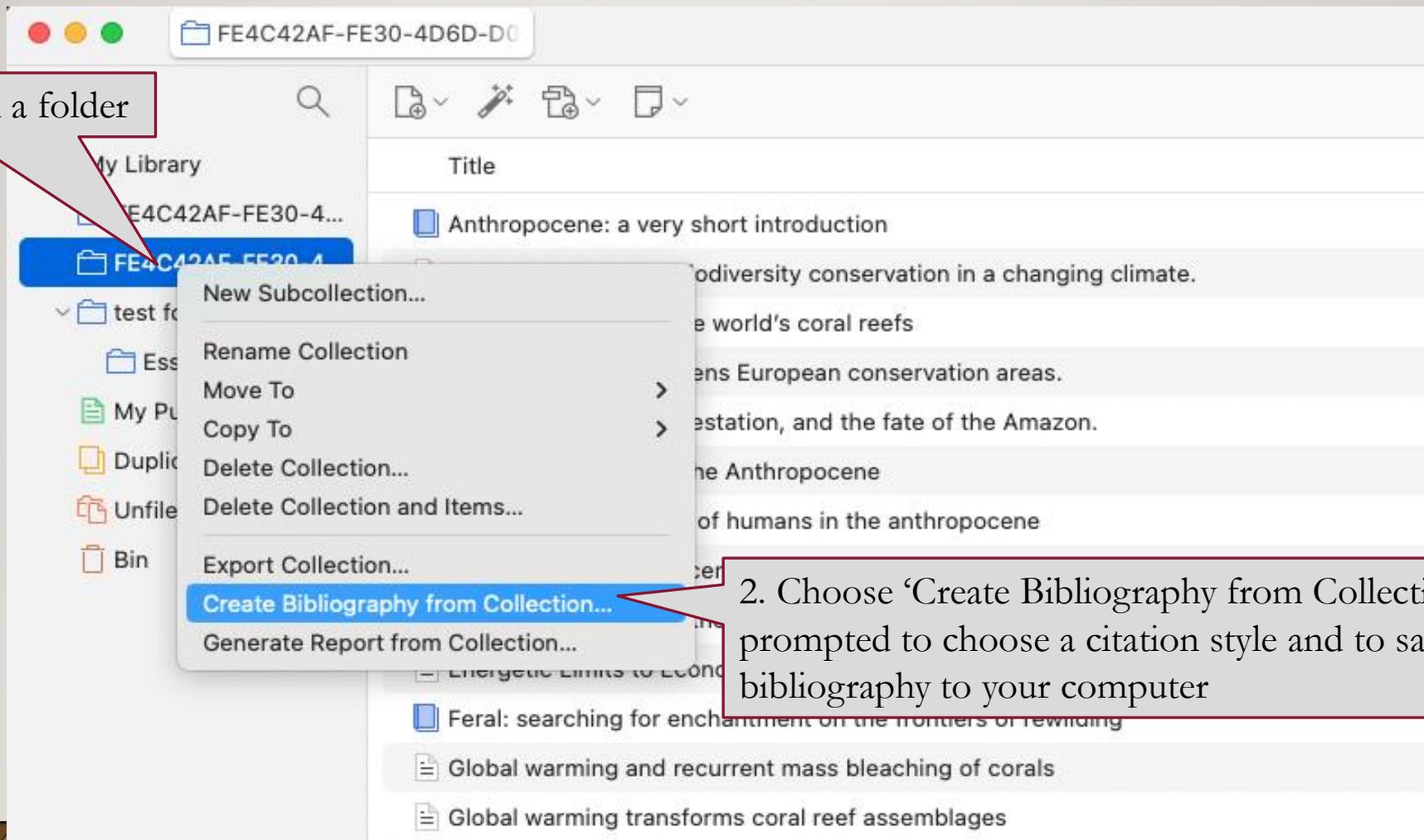
Cosgun Ögeyik, M. (2017) 'The effectiveness of PowerPoint presentation and conventional lecture on pedagogical content knowledge attainment', *Innovations in Education and Teaching International*, 54(5), pp. 503–510. doi:10.1080/14703297.2016.1250663.

Evans, E. (2007) *Rethinking and improving lecturing in history*. The Higher Education Academy. Available at: [https://www.heacademy.ac.uk/system/files/br\\_evans\\_lecturing\\_2007xxxx.pdf](https://www.heacademy.ac.uk/system/files/br_evans_lecturing_2007xxxx.pdf) (Accessed: 20 February 2019).

# CREATING A BIBLIOGRAPHY IN ZOTERO

29

1. RIGHT click on a folder



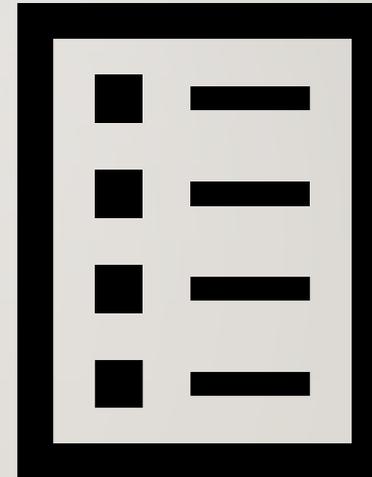
2. Choose 'Create Bibliography from Collection'. You will be prompted to choose a citation style and to save the bibliography to your computer

# TIME FOR A PRACTICE...

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Please complete **Task 4** in the  
'Referencing: Zotero - online  
training tasks' PDF (page 5)

**5 minutes**



## 3 | GETTING MORE CITATION STYLES

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- Download more citation styles from [zotero.org/styles](https://zotero.org/styles)
- Right-click on a citation style of your choice and select **Save link** to download the style.
- Make sure Zotero Standalone is running. Then double-click the downloaded file to install the new style.

# 32

# EDITING A STYLE

- Web based style editor - <http://editor.citationstyles.org/about/>
- Not easy but can be done

The screenshot shows the Citation Styles Editor interface. At the top, there are controls for Refresh, Save As..., Page, Suppress Author, Cite Position (set to 'first'), Language (English (US)), and Style (Elsevier Harvard (with titles)). Below these controls is a text area containing XML code for a citation style. The code includes metadata, title, id, links to the style and template, and author/contributor information.

```
<?xml version="1.0" encoding="utf-8"?>
<style xmlns="http://purl.org/net/xbiblio/csl" class="in-text" version="1.0" demote-non-dropping-particle="never" default-locale="en-US">
  <info>
    <title>Elsevier Harvard (with titles)</title>
    <id>http://www.zotero.org/styles/elsevier-harvard</id>
    <link href="http://www.zotero.org/styles/elsevier-harvard" rel="self"/>
    <link href="http://www.zotero.org/styles/ecology-letters" rel="template"/>
    <link href="http://www.elsevier.com/journals/biological-conservation/0006-3207/guide-for-authors#68000" rel="documentation"/>
  </info>
  <author>
    <name>David Kaplan</name>
    <email>david.kaplan@ird.fr</email>
  </author>
  <contributor>
    <name>Simon Kornblith</name>
    <email>simon@simonster.com</email>
  </contributor>
</style>
```

Below the XML code, the interface displays three examples of citations generated using the style:

- Individual Citations**  
(Burrows, 2015)
- Single Citation (with position "first")**  
(Burrows, 2015)
- Bibliography**  
Burrows, S., 2015. Locating the Minister's Looted Books: From Provenance and Library History to the Digital Reconstruction of Print Culture. *Library & Information History* 31, 1.

# 33 PART 3: COLLABORATING & OTHER FEATURES

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- Synchronising
- Zotero Groups



## 34 YOUR ZOTERO ACCOUNT

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- Access and sync your library from anywhere (and from multiple computers)
- Create and join groups to share collections
- Access and share files in addition to references (but beware of copyright restrictions)

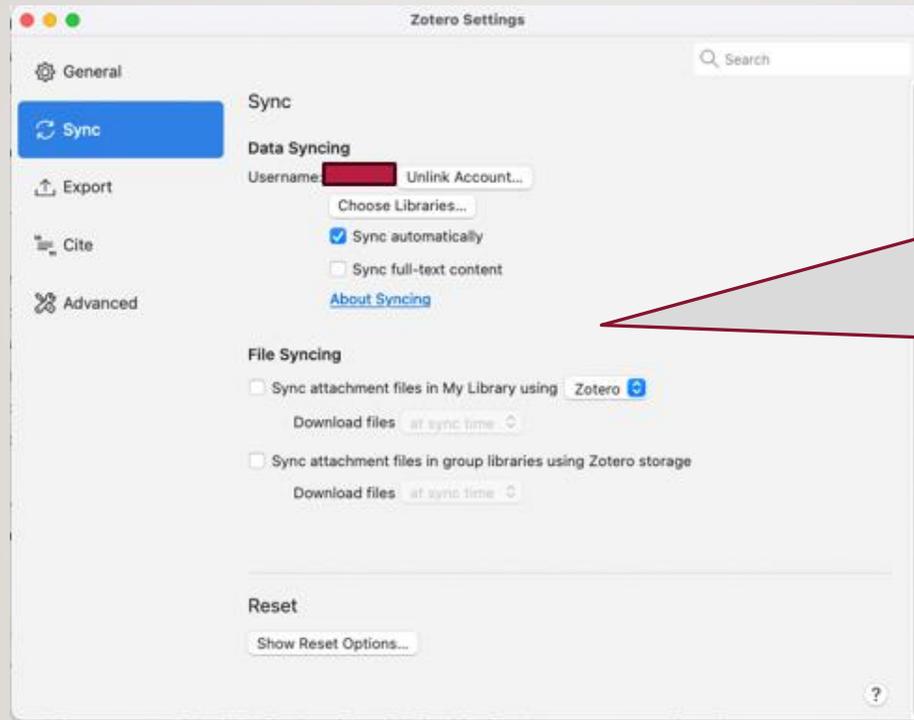
# 35 SYNCING YOUR LIBRARY

- Connect Zotero to your account by following the steps under 1B on the handout
- Synchronise your account by clicking the sync icon



A screenshot of the Zotero desktop application interface. The window title is "My Library". On the left is a sidebar with a folder tree containing "My Library", "FE4C42AF-FE30-4...", "test folder", "Essay 1", "My Publications", "Duplicate Items", and "Unfiled Items". The main pane shows a table of items with columns for "Title" and "Creator". The table contains several entries, with "Anthropocene: a very short introduction" by Ellis highlighted in blue. On the right, a metadata panel for the selected item shows details like "Item Type: Book", "Title: Anthropocene: a very short introduction", "Author: Ellis, Erle C.", "Series Number", "Volume: 558", and "# of Volumes". A red arrow points to a sync icon (two circular arrows) located in the top right corner of the application window.

# 36 HOW TO STOP PDF FILES SYNCING TO YOUR ONLINE ACCOUNT



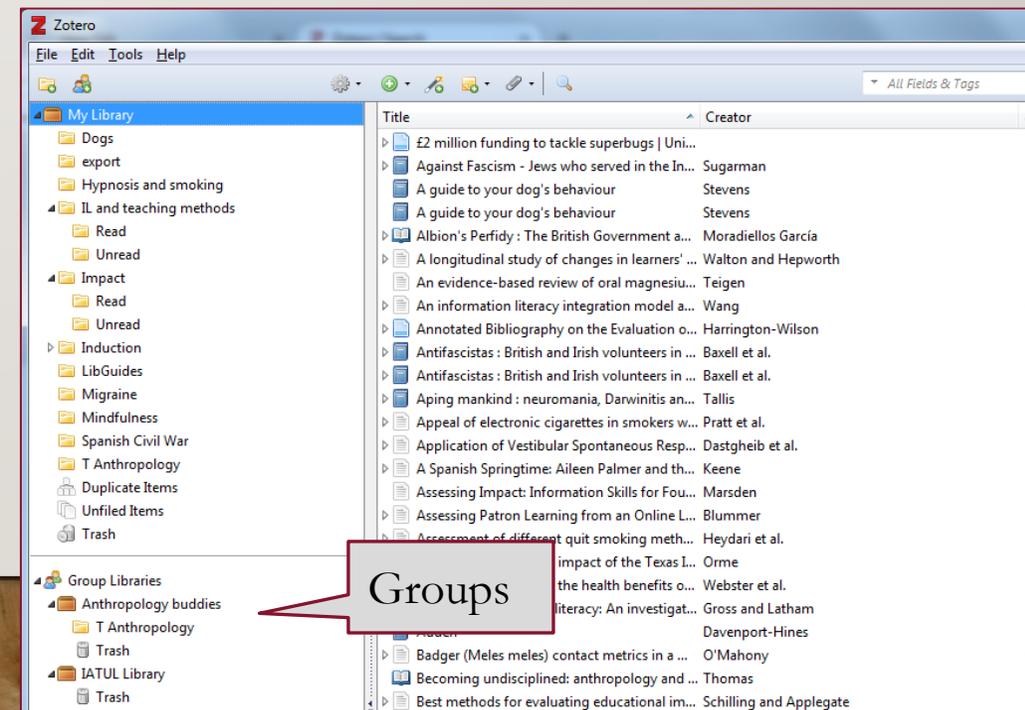
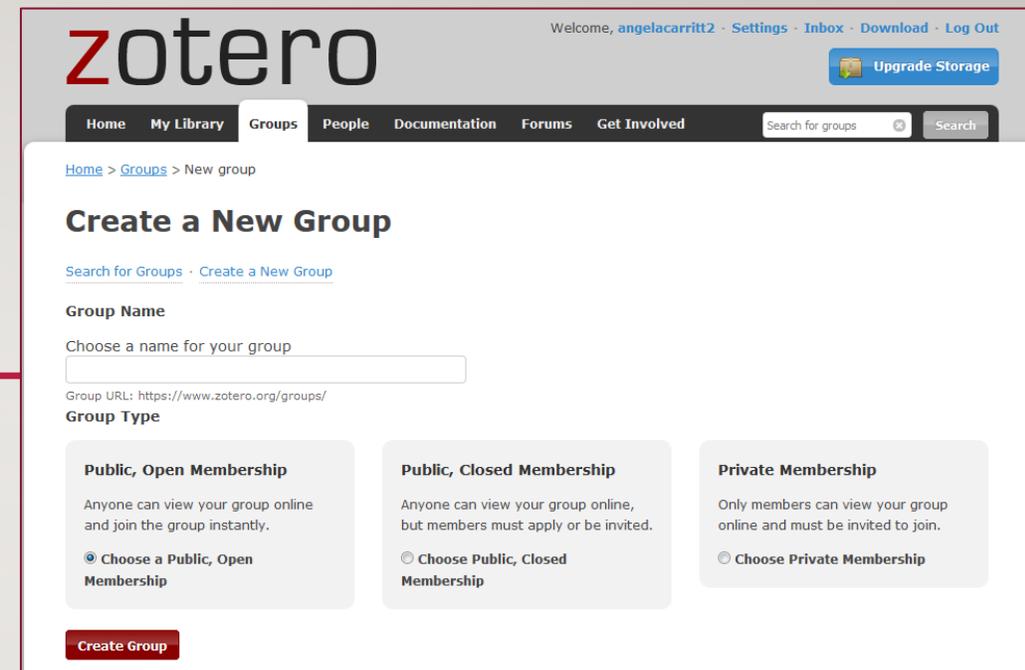
From the Zotero homepage click on Edit – Preferences – Sync

Untick Sync full-text content to help prevent reaching your free online Zotero storage limits.

Untick both the options under 'File Syncing' too

# 37 SHARING REFERENCES WITH OTHERS

- Collaborators must have a Zotero account
- Set up groups and define access rights on the Zotero web site <https://www.zotero.org/groups/>
- Add and organise references for your groups in Zotero Standalone
- Don't forget to Sync after adding/editing references



## 38 BACKING UP YOUR REFERENCES

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- Back up your references regularly
- Save to external hard drive or cloud storage (OneDrive)
- Instructions: [https://www.zotero.org/support/zotero\\_data](https://www.zotero.org/support/zotero_data)

## 39 GETTING HELP

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- [zotero.org/support](https://zotero.org/support)
- Local managing references guide:
  - <http://libguides.bodleian.ox.ac.uk/reference-management>
- Email the Bodleian Libraries reference management team: [reference-management@bodleian.ox.ac.uk](mailto:reference-management@bodleian.ox.ac.uk)