Zotero
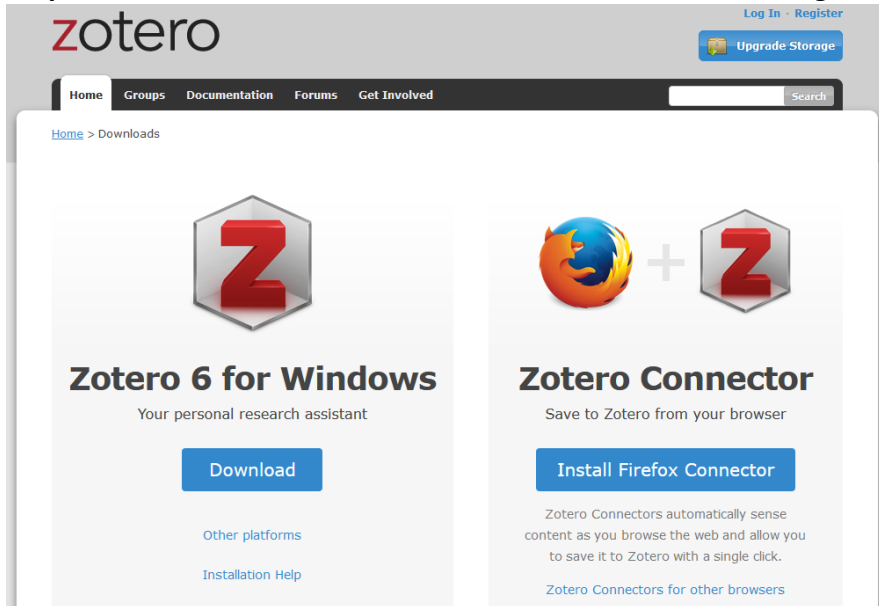
Zotero is a powerful citation tool that is very helpful with both citations and reference or bibliography pages.
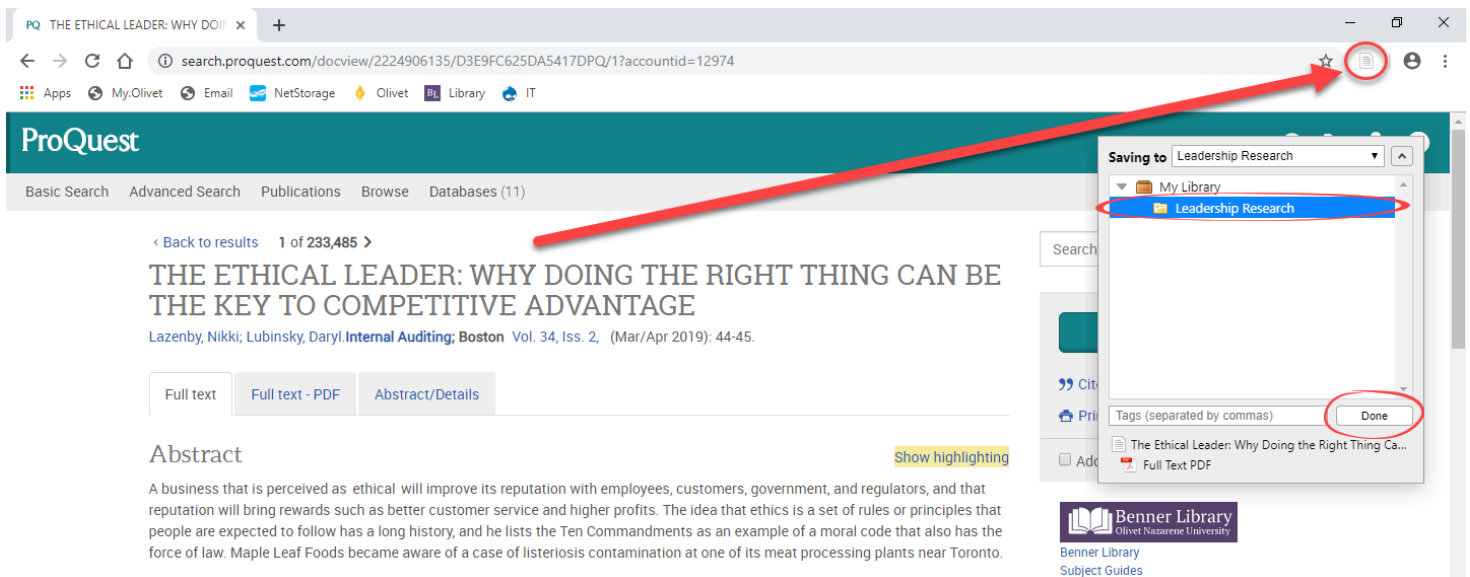
Install Zotero:

Step 1: First, download and install Zotero, then install the Google Chrome Connector or Firefox Connector.
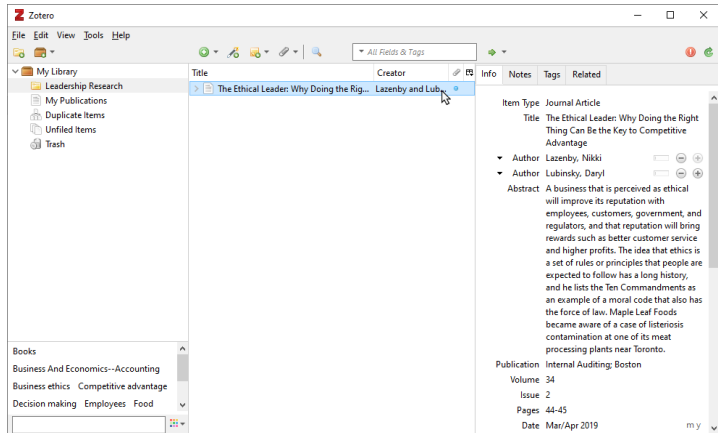

Compile Research:

Step 1: After finding an applicable source, click on the tab in the upper right corner of the browser. A tab opens up with a "saving to" prompt. Make sure that the folder selected is where the source should be saved to.

Step 2: After saving, the source should be visible in the Zotero folder, including full text if available, as well as metadata.


Zotero's icon will change depending on the type of source. For a video source, the icon will look like a small camera. A website will look like a sheet of paper. In the library catalog, the icon will look like a closed book. Amazon can even be used for a citation.

Note: Zotero is a citation tool, not an authority on citation, so always check its work against the citation manual.

Add Citations to Microsoft Word:

Step 1: In Microsoft Word, place the text cursor in the correct location for the citation. Click the "Zotero" tab and then the "Add/Edit Citation".
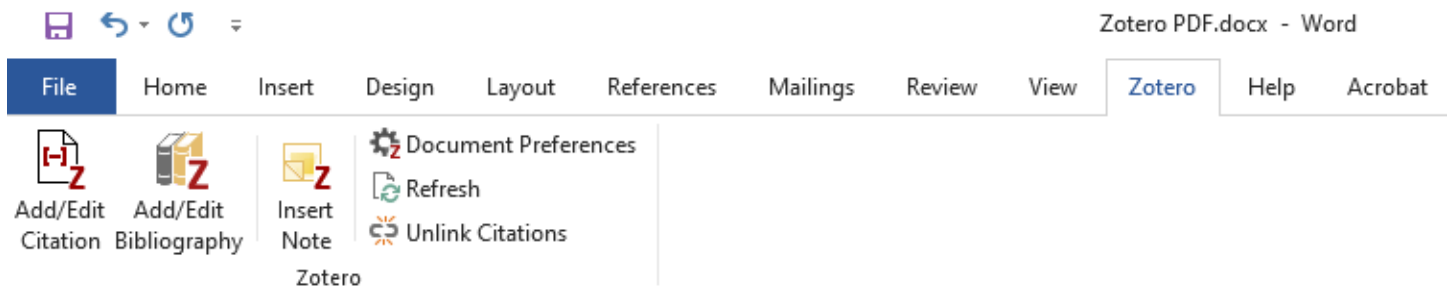
Step 2: Make sure the cursor is located in the correct place for the citation text.

Step 3: A window will pop up, labeled "Zotero – Document Preferences". Pick the correct citation style- options include MLA, APA, Chicago style, and IEEE- and click "OK."
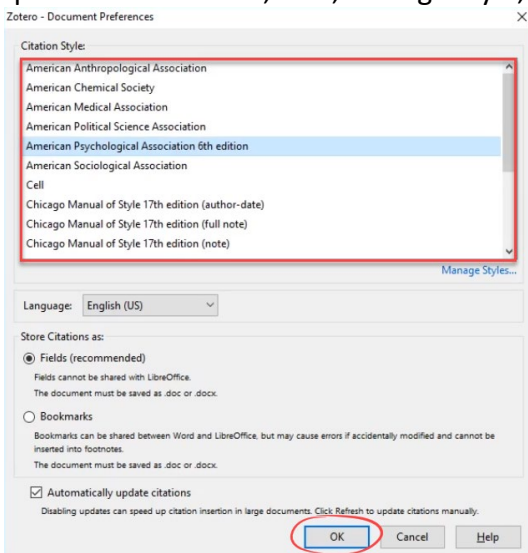
Step 4: To switch between the two ways to access citations, select the "Z" on the left of the toolbar. While using the "Keep Sources Sorted" mode, type in the name of the source and it will appear in the drop-down menu.


In "Classic View" the page number can be specified, multiple sources can be added at once, and an author can be suppressed by checking the box, if they were already mentioned.
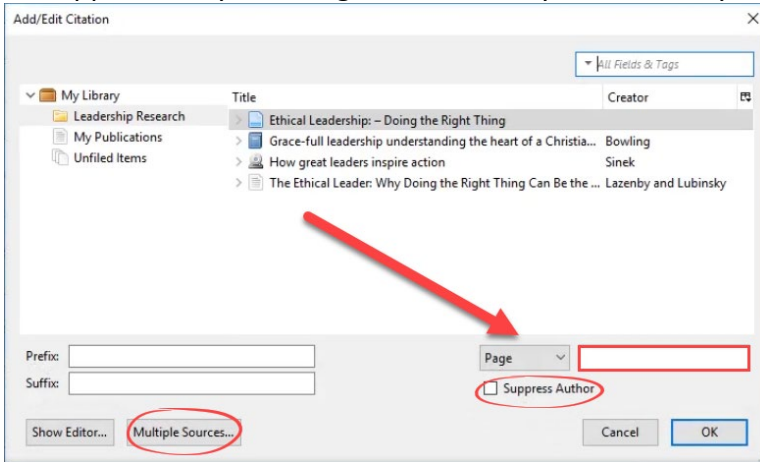
Add Bibliography to Microsoft Word:

Step 1: Under the References section of the paper, click the "Add/Edit Bibliography" icon. All existing citations from the body of the paper will then create the bibliography.
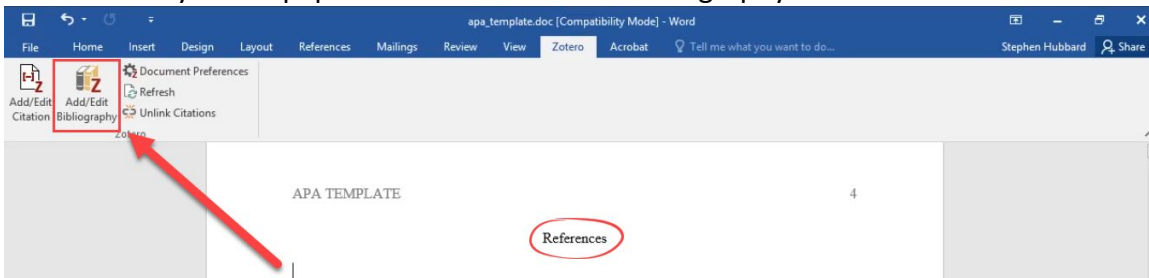

Again, **remember**: this is a citation tool, so it still needs to be checked against the current handbook.

Fix Incorrect Citations:

**Note:** *In this example, the article here is incorrectly cited.*

Changing the citation on the document will not change the metadata- refreshing the page reverts all changes made on the document. To change them permanently, return to Zotero and change the record in the metadata itself.
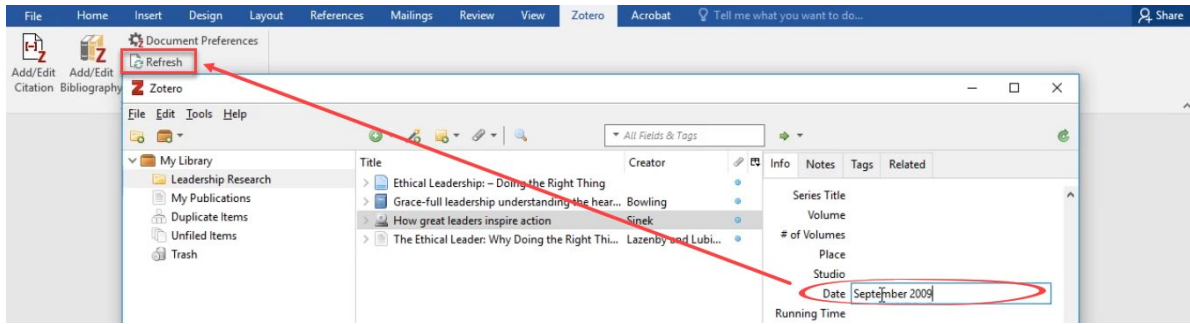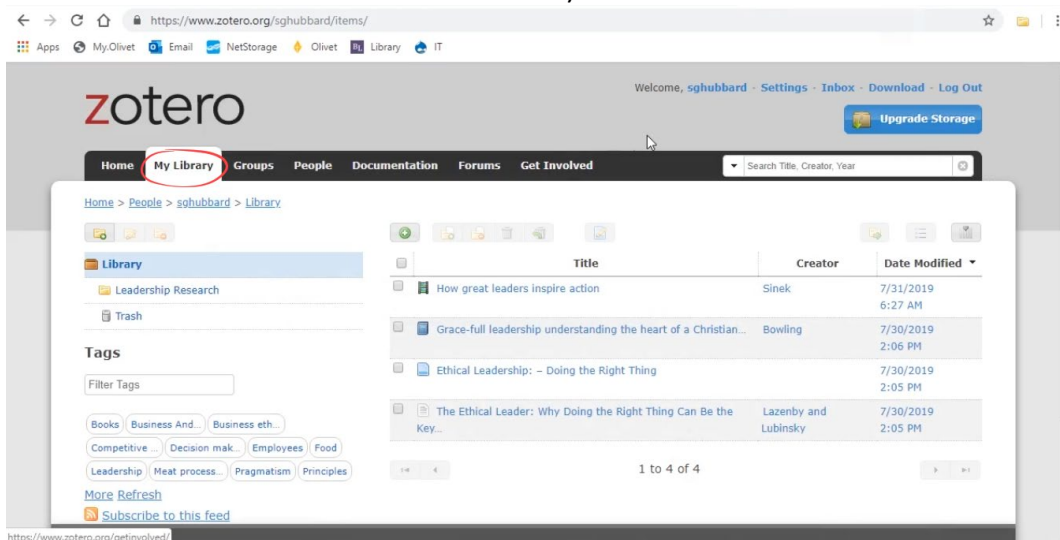
Unlink Citations:

When submitting a paper it is a good idea to "Unlink Citations" on the Word Document. Turning in a document with citations linked can be troublesome to professors and some may not accept the work.
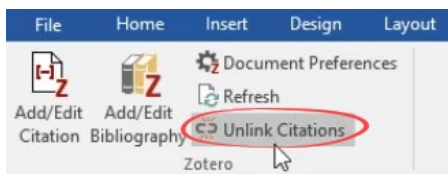
After Unlinking Citations: The citations will no longer be live. Deleting a citation from one location will not delete it across the paper. A solution to this is to save a copy of the paper, and then turn that paper in after unlinking Zotero, leaving the original document still linked.

Zotero Online:

An online version of Zotero is available, but login credentials are needed to access it. All of the functions on the desktop version are available in the online version (this includes folders for organization and sharing. Notes saved can be searched within Zotero).

Questions?

Ask a Librarian https://library.olivet.edu/contact/ask-a-librarian.php