



ICGP LIBRARY & INFORMATION SERVICE

Free, easy-to-use tool to help you collect, organise, annotate, cite, and share research.

How do I download Zotero?

Download Zotero for free at <https://www.zotero.org/>

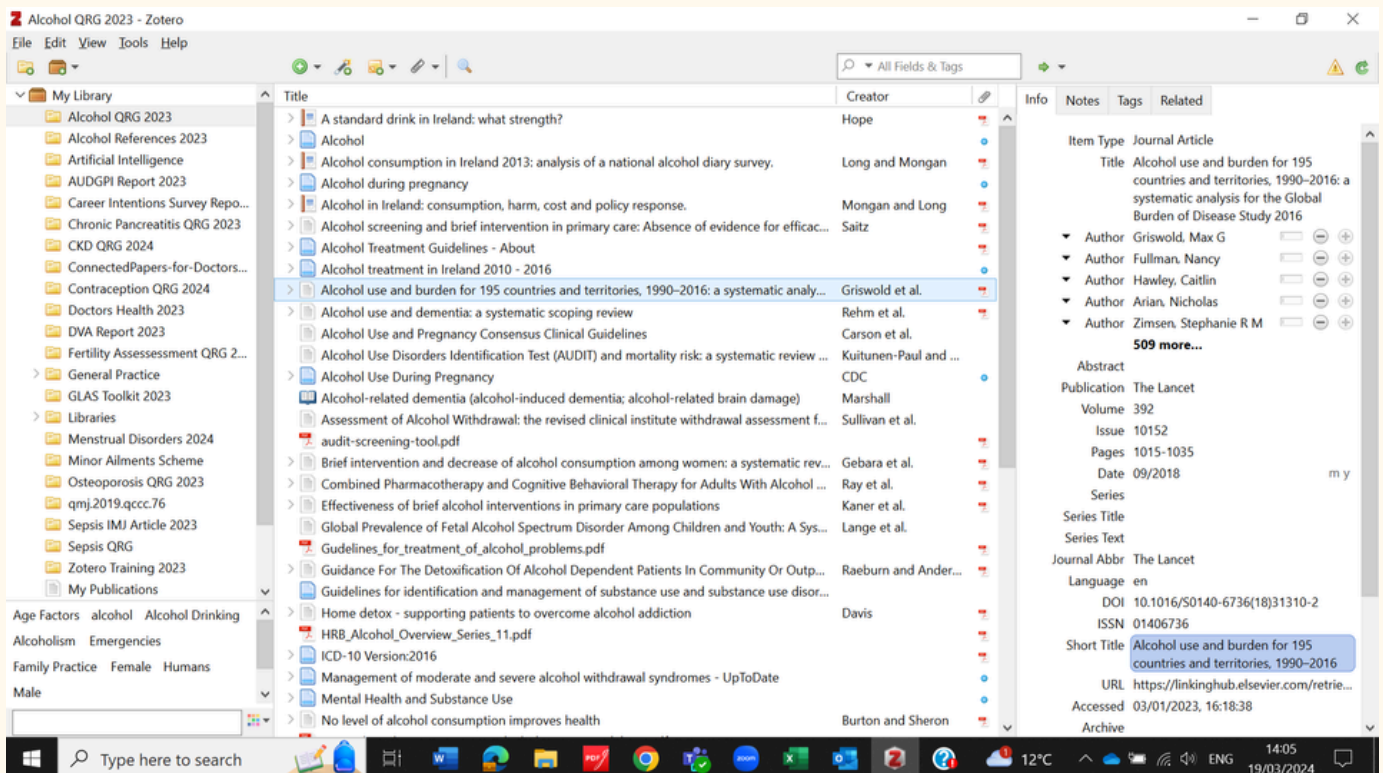
Be sure to also install the Zotero Connector for your browser and the word processor plugin if needed.

What is Zotero?


Zotero is a reference manager. It is designed to store, manage, and cite bibliographic references, such as books and articles. In Zotero, each of these references constitutes an item. Zotero is also a powerful tool for collecting and organizing research information and sources.

Zotero Display


The left pane includes My Library, which contains all the items in your library/collection. Items appear in Zotero's centre pane. The metadata for each individual item is shown in the right pane. This includes titles, creators, publishers, dates, page numbers, and any other data needed to cite the item.




How does it work?

1. **Create a new Collection:** Right-click on My Library or click on the New Collection button  above the left pane to create a new collection, a folder into which items relating to a specific project or topic can be placed.

2. Adding References: There are three ways to add references to your collection.

a) **Manually Add items:** Items can be added manually by clicking the green New Item  button in the Zotero toolbar and selecting the appropriate item type. Metadata can then be added by hand in the right-hand pane.

b) **Add item by identifier:** Zotero can add items automatically using their an 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.

c) **Add items from the Internet:** You will need to download the Zotero Connector for Chrome, Firefox, or Safari, to create new items from information available on the internet. With the click of the save button, Zotero can automatically create an item of the appropriate type and populate the metadata fields, download a full-text PDF if available, and attach useful links (e.g., to the PubMed entry) or Supplemental Data files.

Remember to always Proofread your References. Zotero cannot create a correct reference from incorrect or incomplete information.

3. **Organising your References:** You can organise your library using collections to create folders for each project/topic and also by tagging items within your library.



a) **Add tags to your items:** 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 pane or through the Tags tab of any item in the right-hand pane.

4. **Citing your References:** This includes citing your references, using the Zotero plugin-Write and Cite and generating your reference list.

a) **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 the specific styles for over 8,000 journals and publishers.

b) **Word Processor Integration:** You will need to download Zotero's Word, LibreOffice, and Google Docs plugins which allow users to insert citations directly from their word processing software. In-text citations, footnotes and endnotes are all supported.

c) **Generate a Bibliography:** Using the word processor plugins makes it possible to automatically generate a bibliography from the items cited and to switch citation styles for the entire document with the click of a button.

5. **Collaborating with others:** Zotero can be synced across devices which allows for sharing your references with others.

More help can be found: <https://www.zotero.org/support/>