

zotero

What is it?

- Zotero is a free way to manage your references and citations for research papers.
- Zotero is a Firefox plug-in -- means it only works with Firefox; it cannot be used with other browsers.
- Zotero stores your files are stored on the hard drive of the computer, not on an Internet server.





Where can I get it?

- To download the plug-in: <http://www.zotero.org>
- To download the plug-in that lets you cite inside of MS Word: http://www.zotero.org/documentation/microsoft_word_integration


How do I use Zotero?

- When searching a library catalog or a database (and some other types of Internet resources), an icon will appear in the same box as the web address. You will get different icons depending on the type of resource; a folder icon will give you the option of downloading some or all of the items listed on the page, and a book icon will add that item to Zotero.
- To access the citations you save, click the Zotero logo in the lower right corner of your Firefox browser and your library will become visible.
- Once you are in the Zotero library, you can tag, sort, and edit your sources, along with a variety of other functions.
- This is a very basic introduction to the functions; there are other ways to do these things once you are in the application, and additional features that haven't been described here.

How do I use the Word plugin?

- To put citations into Word, use the *Insert Citation*  button in Word
- To add a bibliography to a document, use the *Insert Bibliography*  button in Word. Before Zotero inserts it, you may choose the citation style you prefer. Once you have added a bibliography, every time you click the  button to add a citation, the new reference will be added to the bibliography at the end of the paper.
- To change the style of your citations and bibliography, you will need to use the Set Doc Preferences button 

What kinds of material can Zotero capture and make references/citations from?

- Journal articles from many databases
- Books from Amazon.com or library catalogs
- Many other types area available; to see them all, open your Zotero window and open the New Item  pull-down menu, and choose the 'More' option at the button of the menu.
- Web pages
- Podcasts
- Blogs
- Maps

Citation Styles Available:

- APA
- Chicago (multiple versions)
- MLA
- IEEE
- Modern Humanities Research Association (MHRA)
- National Library of Medicine
- Nature Journal
- There are more added every day, so it's worth checking what is available when you've downloaded it; this list was compiled on 12/14/2007.

Useful Links:

- FAQ page: http://www.zotero.org/documentation/frequently_asked_questions
- Tutorials: http://www.zotero.org/documentation/screencast_tutorials
- List of sites/databases that currently work with Zotero:
<http://www.zotero.org/translators/>

Cool features:

- Can automatically link into MS Word to create your bibliography and in-text citations/footnotes/endnotes
- Can label (tag) article records with your own subjects or annotations to help remind you why an article is important
- Can archive Web sites so that if their content changes later, you still have the information you need
- Has a snapshot feature that takes a screenshot of the whole page, not just the portion visible on the monitor
- Works with WordPress blogs
- Can store PDF copies of articles or links to the material inside of the record; with some databases, including JSTOR, it does this automatically
- Records for articles that are related in different ways can be linked together as 'related'
- Can divide article records into different folders for different projects
- Can import/export to and from RefWorks and EndNote
- Can save records and record notes in any language

Things to remember:

- Your citations are stored in the hard drive of the computer where Zotero/Firefox is loaded, not on an online server, so it is only possible to access citations on the machine where they were originally stored
 - It is possible to download Firefox Portable on a flash drive along with the Zotero plug in; this enables you to run Firefox/Zotero on any computer with a USB port and internet access. For more information, check out http://portableapps.com/apps/internet/firefox_portable
 - The server version is supposed to be unveiled soon.
- Zotero does not currently fully support ACORN, so whenever you add any citations from ACORN into Zotero, you'll want to make sure that all of the proper information was entered into the proper fields, e.g., that the date of publication is actually listed in the Publication Date field and not with the Place and Publisher information.
- Only works with Firefox 2.0, Netscape Navigator 2.0, and Flock 0.9.1; it will not work with earlier versions of these browser, and it will not work with any other browser, including Internet Explorer, Macintosh Safari, or Opera
- To use Zotero to insert citations and bibliographies, Firefox must be open as well as MS Word