

Zotero

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Session outline

Part 1 – Introduction to Zotero & Installation

Part 2 – Collecting references

Part 3 - Creating bibliographies

Part 4 – Collaborating & other features

Part 5 – Any Questions?

Reference management

Reference management software - Benefits



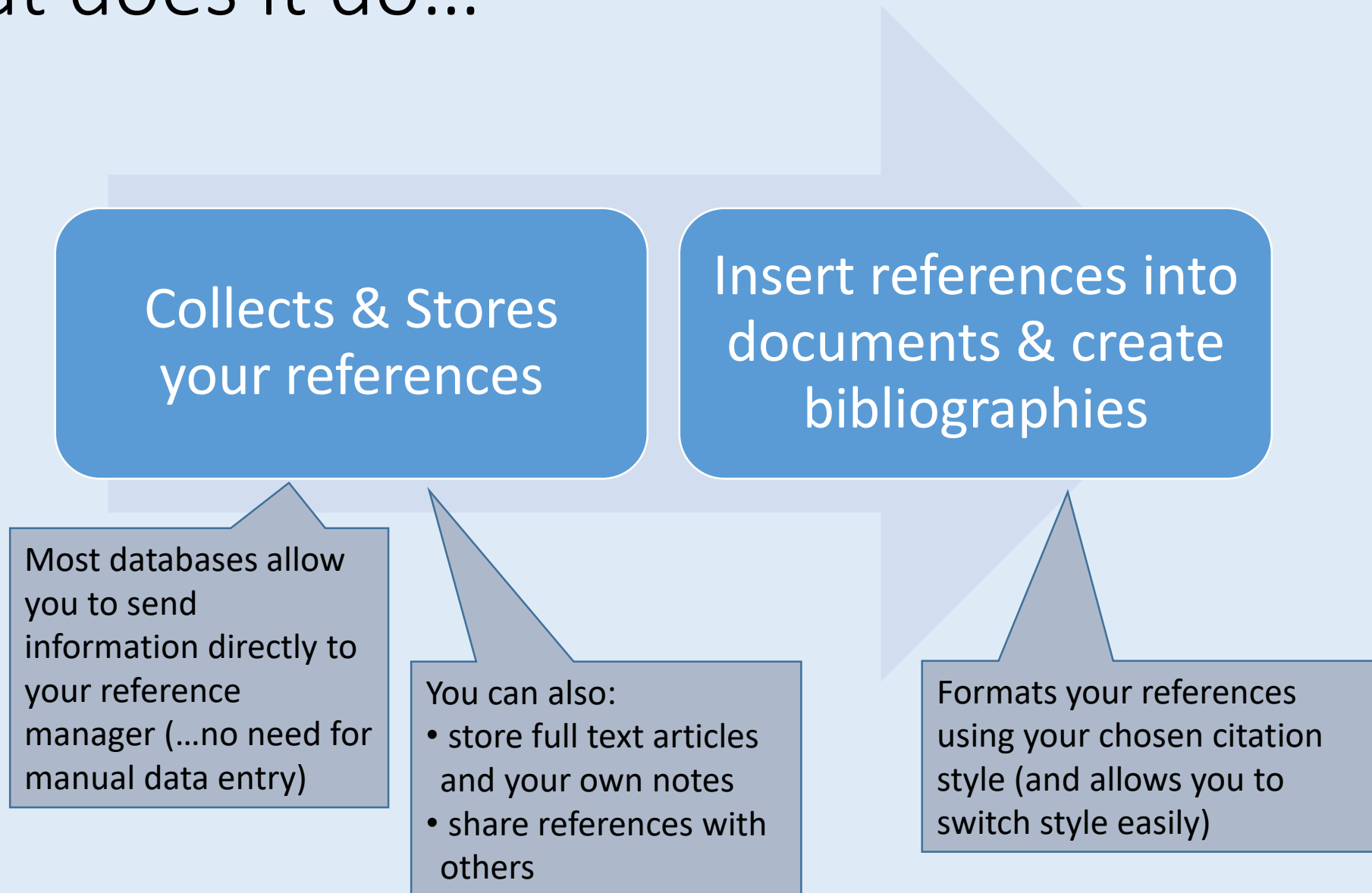
Staying organised

- Stores information about books and papers you may want to cite in one place

Saving time

- Formats your in-text citations, footnotes and bibliographies
- Allows you to switch citation styles easily

What does it do...



Software options...



Reference management Libguide:

<http://libguides.bodleian.ox.ac.uk/reference-management>

Zotero

Zotero pros and cons

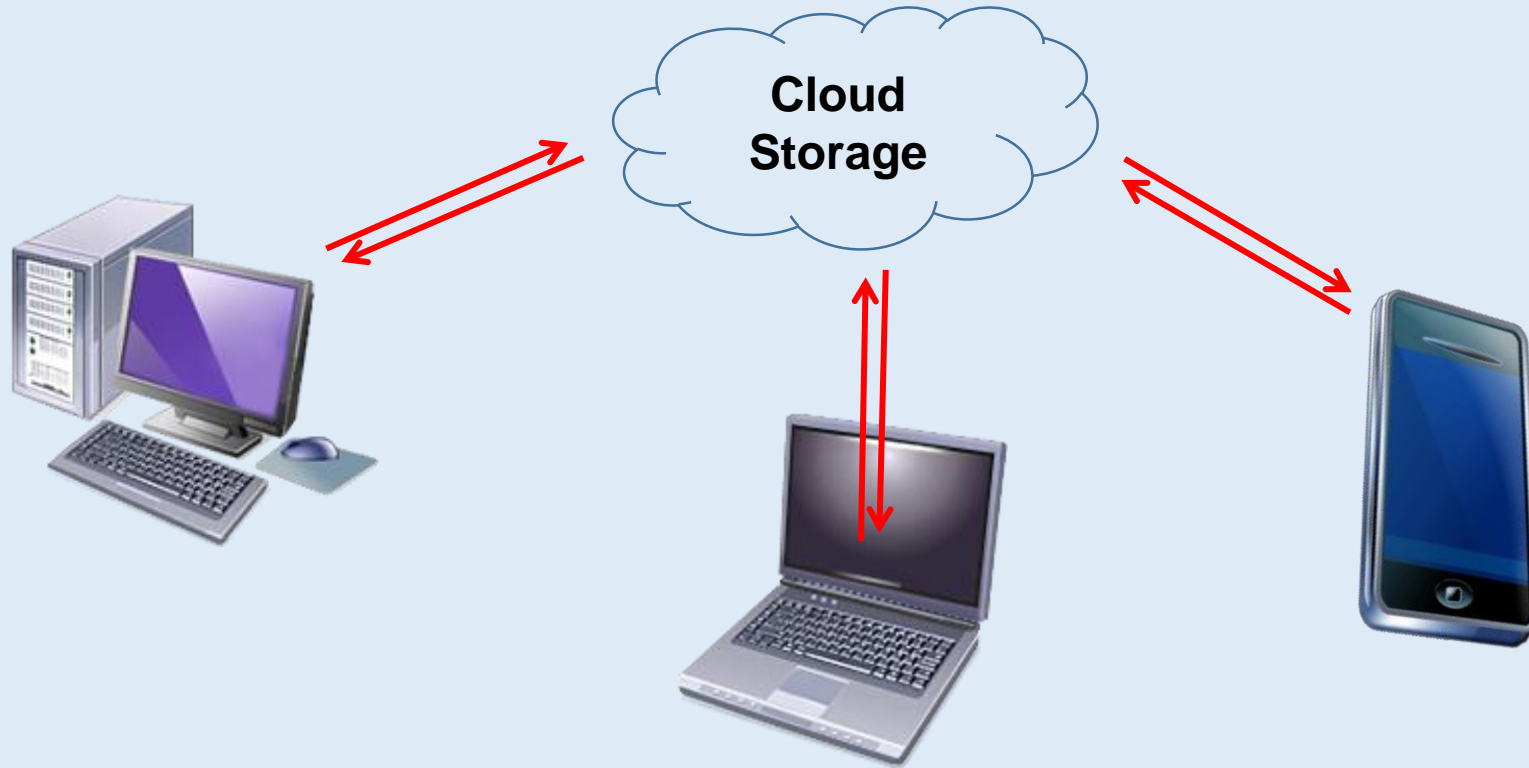
Pros

- 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 required if you need to store more than 300MB of data

Zotero cloud storage



Free or pay for account

Storage

- Up to 300 MG -Free
- 2 GB - \$20 per year
- 6 GB - \$60 per year
- Unlimited - \$120 per year

Installing Zotero

Installing Zotero – 3 components

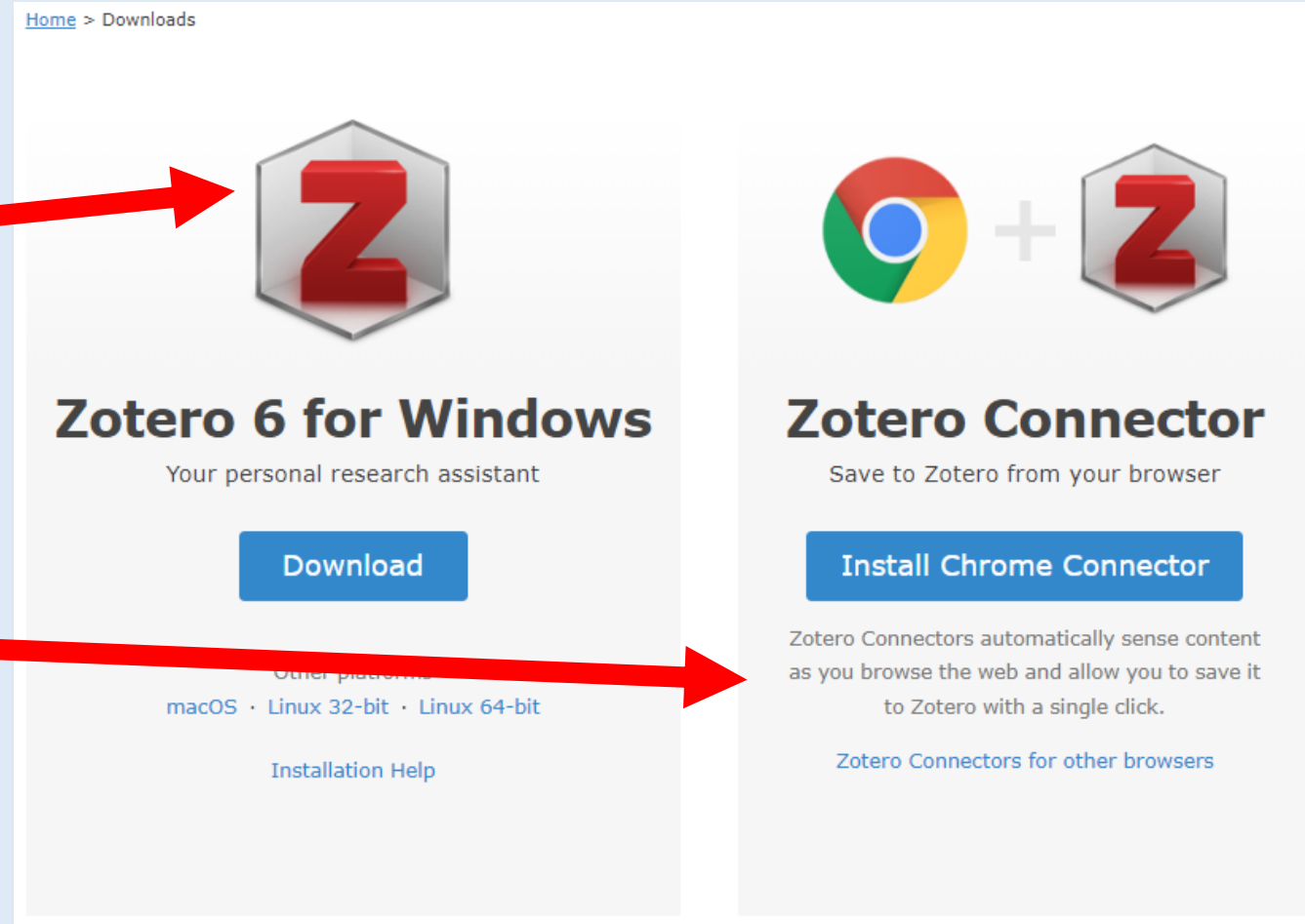
1. Go to <https://www.zotero.org/download/>

Choose “Zotero for Windows” (or Mac) and follow instructions. Save the file to your computer. Once it has saved double click on the file icon and the follow on screen instructions.

2. Return to <https://www.zotero.org/download/>

Choose one of the **browser extensions** e.g. Firefox, Chrome, Safari, Opera

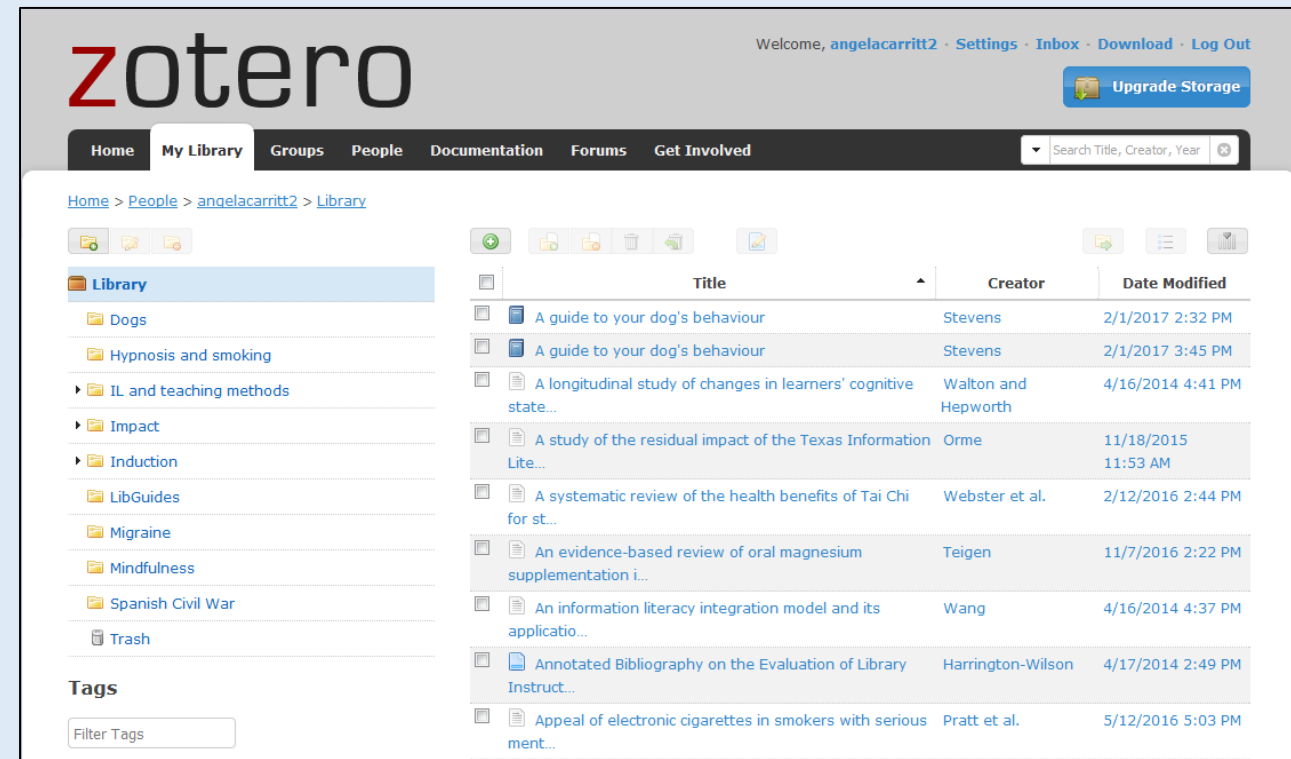
3. You will also need to install the Word or Libre Office plug in. Open Zotero and choose **Edit / Preferences** followed by **Cite**. Then choose the Word or LibreOffice plug-in as appropriate.



Setting up a Zotero account

Setting up a Zotero account allows you to

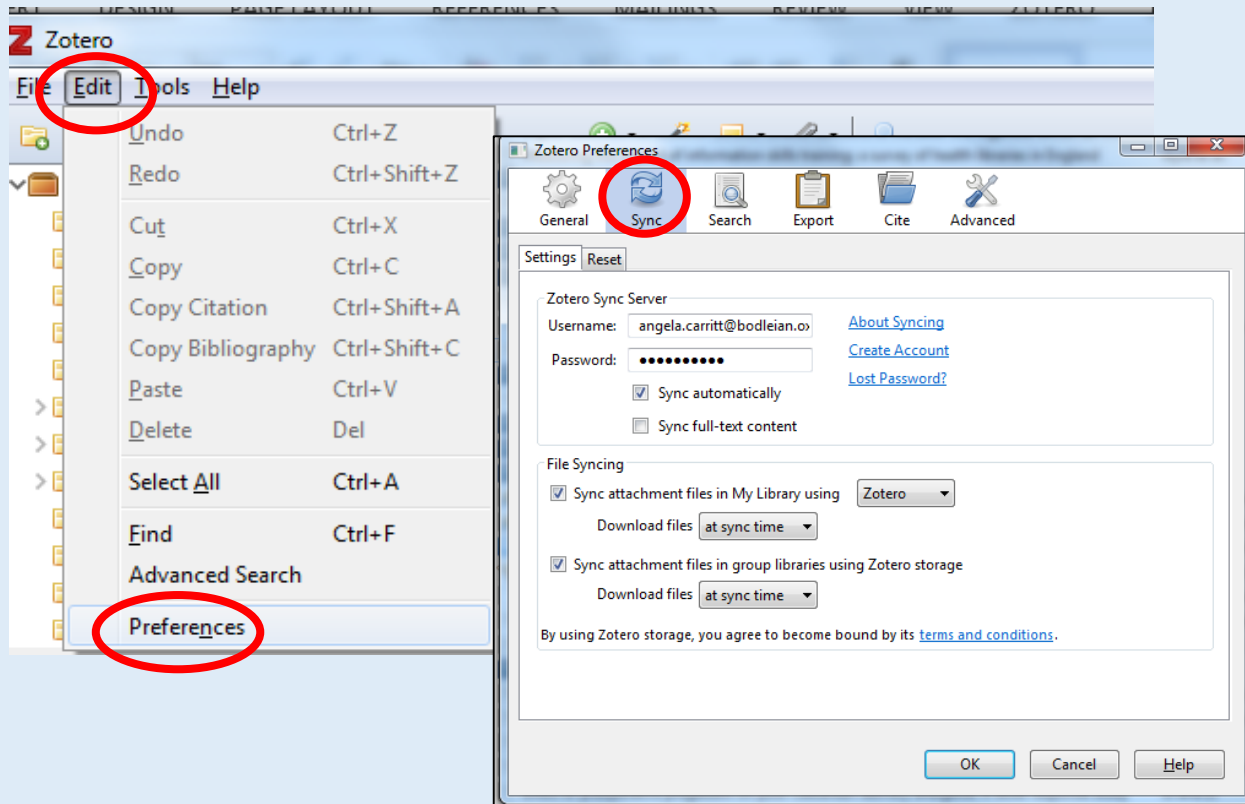
- backup
- access your Library on the web
- synchronise between different computers and devices
- Register at www.zotero.org (top right)



Linking Zotero with your account

Zotero Standalone

- Edit / Preferences / Sync – fill in your username and password



Task 1 – Setting up Zotero & creating an account

- Work through the installation instructions on the handout.
- Handout available at:
<https://www.bodleian.ox.ac.uk/ask/workshops/reference-management-workshop-handouts>
- Ask if you need help

Part 2: Getting references into Zotero

Editing and organising references



A quick tour of Zotero

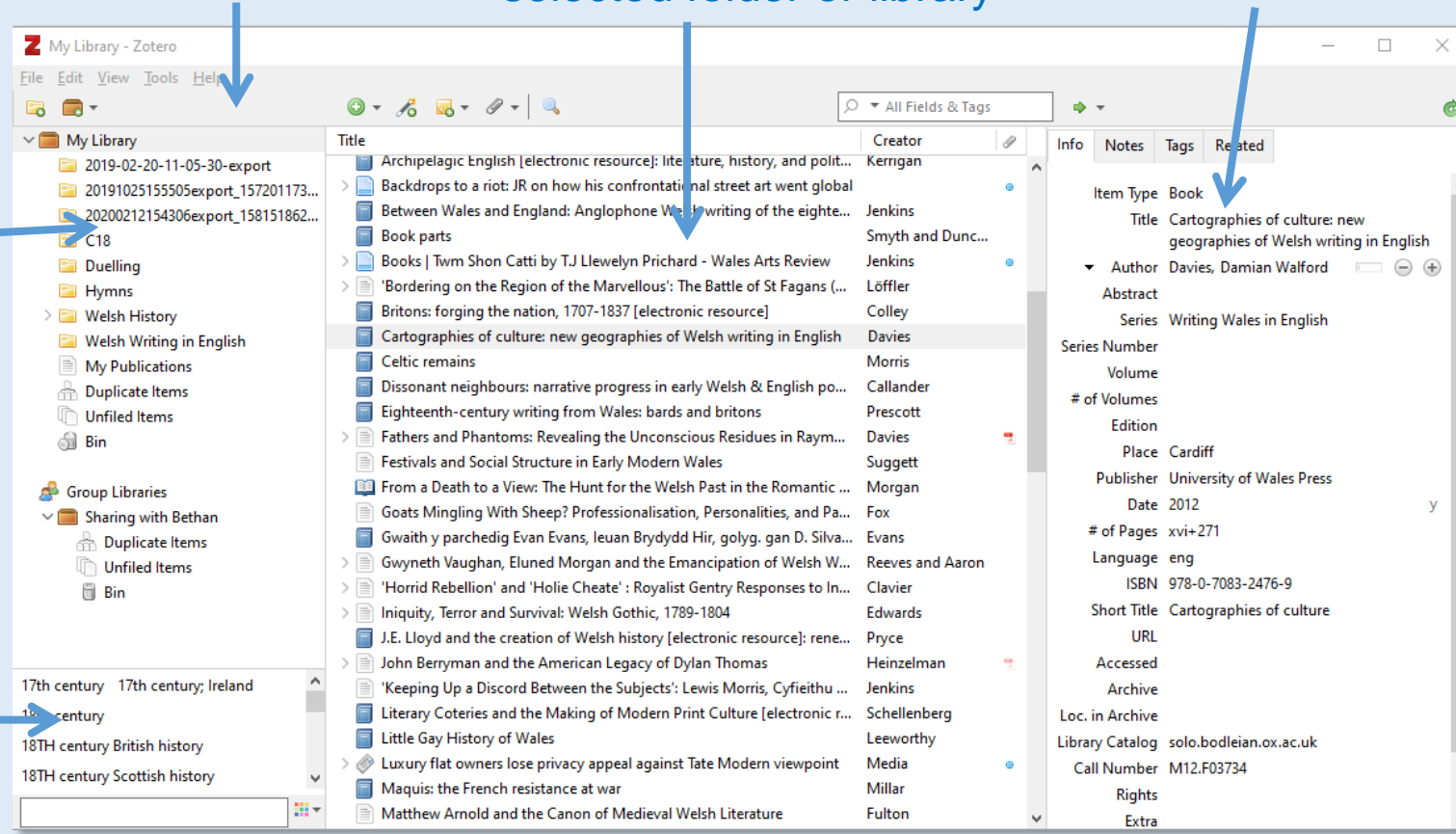
Toolbar and
menus

List of documents in
selected folder or library

Bibliographic information
about the currently
selected document

Navigate
collections
and groups

Filter
by tags



Options for adding references to Zotero



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.)

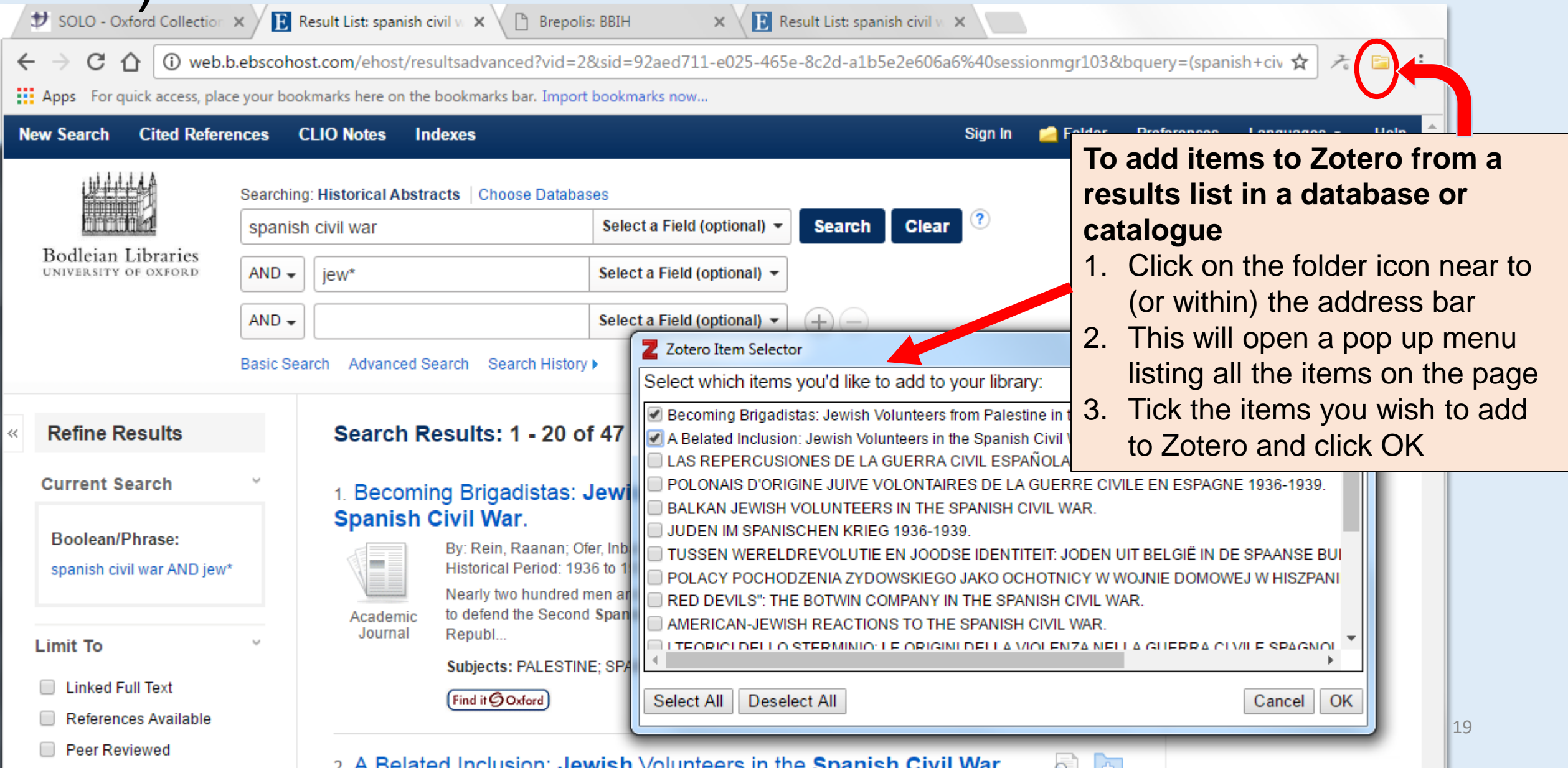


Manual entry



Import text files (.RIS/.BIB)

Web capture from databases/catalogues (e.g. Hist Abs)



SOLO - Oxford Collection x E Result List: spanish civil w x Brepolis: BBH x E Result List: spanish civil w 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

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
- ☐ 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 BUI
- ☐ POLACY POCHODZENIA ZYDOWSKIEGO JAKO OCHOTNICZY W WOJNIE DOMOWEJ W HISZPANI
- ☐ 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 SPAGNO

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

Web capture from databases/catalogues (e.g. SOLO)

The screenshot shows the SOLO search interface with a search query for "dog behaviour". A Zotero Item Selector dialog box is open, displaying a list of search results. The dialog box has a title bar with the Zotero logo and the text "Zotero Item Selector". Below the title bar, it says "Select which items you'd like to add to your library:". The list of items includes:

- ☐ 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
- ☐ Understanding your dog's behaviour | Heim, A. W. (Alice Winifred) | | c1984 | | Shepton Mallet : Open Books
- ☐ Understanding your dog's behaviour. | Heim, Alice Winifred, 1913-1992 | | 1984 | | Shepton Mallet |
- ☐ Problem dog : behaviour and misbehaviour | O'Farrell, Valerie |
- ☐ Collins good dog behaviour : an owner's guide | Bailey, Gwen | | Blue Cross | | 1998 | | London : HarperCollins
- ☐ Meet your dog : the game-changing guide to understanding your dog's behaviour | Brophey, Kim, author
- ☐ Know your dog : an owner's guide to dog behaviour | Fogle, Bruce | | Ward, David, 1944-; Royal Society for the Prevention of Cruelty to Animals
- ☐ Better dog behaviour : understand the dynamics of human/dog relationships | Connolly, Debbie (Animal Behaviour)
- ☐ Dog training & behaviour | Grinham, Geoff | | 1994 | | Marlborough : Crowood | | 144 p. : ill. ; 24 cm |

At the bottom of the dialog box, there are buttons for "Select All", "Deselect All", "Cancel", and "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 drop down menu listing all the items on the page
3. Tick the items you wish to add to Zotero and click OK

SOLO – Amendments to edited collections

My Library - Zotero

File Edit View Tools Help

My Library

- 2019-02-20-11-05-30-export
- 20191025155505export_157201173...
- 20200212154306export_158151862...
- C18
- Duelling
- Hymns
- Welsh History
- Welsh Writing in English
- My Publications
- Duplicate Items
- Unfiled Items
- Bin

Group Libraries

- Sharing with Bethan
 - Duplicate Items
 - Unfiled Items
 - Bin

17th century 17th century; Ireland

18th century

18TH century British history

18TH century Scottish history

Title	Creator
The duel: its rise and fall in early modern France	Billacois
The Emergence and Development of Statutory Process for the Compu...	Gadd
The invention of tradition	Hobsbawm and ...
The Journal of Welsh ecclesiastical history.	
The letters of Lewis, Richard, William and John Morris of Anglesey, (M...	Davies
The literary and historical legacy of Iolo Morgannwg 1826 - 1926	Löffler
Touche: the duel in literature	Leigh
Wales and the West	Constantine
'Walking Conundrums': Masquerades, Riddles, and National Identity i...	Chadwick
Welsh Ballads of the French Revolution, 1793-1815. By FFION MAIR JO...	Jenkins
Welsh environments in contemporary poetry: writing Wales in English	Jarvis
Welsh hymns and their tunes: their background and place in Welsh hi...	Luff
Welsh Indians and savage Scots: History, antiquarianism, and Indian l...	Lauzon
Welsh Indians and savage Scots: History, antiquarianism, and Indian l...	Lauzon
Welsh Women's Industrial Fiction 1880-1910	Bohata and Jones
Welsh-Indigenous Relationships in Nineteenth Century Patagonia: 'Fr...	Taylor
Women and poetry, 1660-1750	Prescott and Sh...
Women's writing from Wales before 1914	Aaron
Writing Wales, from the Renaissance to Romanticism	Mottram and Pr...
'You Should Love Your Country and Should Ever Strive to be Worthy o...	Grigg

Books added from library catalogues such as SOLO will always use the "author field". For edited collections change author to editor.

Info Notes Tags Related

Item Type Book

Title Writing Wales, from the Renaissance to Romanticism

Author Mottram, Stewart James

Editor Mottram, Sarah

Contributor

Series Editor

Translator

Move Down

Place 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 Catalog solo.bodleian.ox.ac.uk

Call Number M12.E08716, PR149.W3 W75 WRI 2012

Rights

SOLO – amendments to book chapters

The screenshot displays the SOLO library management interface. On the left is a sidebar with 'My Library' and 'Group Libraries'. The main area shows a list of items with columns for 'Creator' and 'Date Added'. On the right is a detailed view of a selected item, 'No rebellious jarring noise': expressions of', with fields for 'Item Type', 'Title', 'Author', 'Editor', 'Abstract', 'Book Title', 'Series', 'Series Number', 'Volume', '# of Volumes', 'Edition', 'Place', 'Publisher', 'Date', 'Pages', 'Language', 'ISBN', 'Short Title', and 'URL'.

My Library

- Dogs
- export
- Hypnosis and smoking
- IL and teaching methods
- Impact
- Induction
- LibGuides
- Migraine
- Mindfulness
- red wine
- Spanish Civil War
- T Anthropology
- Thesis
- Duplicate Items
- Unfiled Items
- Trash

Group Libraries

- Anthropology buddies
 - T Anthropology
 - Trash
- IATUL Library
 - Trash
- iSkills at Oxford
 - Impact
 - Trash

Creator	Date Added
Mottram and Prescott	
Preston	
O'Riordan	5/8/17 14:39:09
Jump	5/8/17 14:39:09
Moradiellos García	5/8/17 14:37:39
Jump	5/8/17 14:37:39
Rein and Ofer	5/8/17 14:35:46
Baxell	
Jackson	
Nelson	
Oxford Women and Hor	
Hunt	
Aylmer et al.	3/20/17 17:48:13
University of Oxford. Food St...	3/20/17 17:47:34
	3/16/17 18:38:07
	3/16/17 18:37:56
	3/1/17 18:52:30
Vossler and Sheidlower	3/1/17 18:52:29
Tallis	3/1/17 18:52:28
Parry and Duncan	3/1/17 18:52:27
	3/1/17 18:52:26
Meredith	3/1/17 18:52:25
	3/1/17 18:52:24
MacClancy	3/1/17 18:52:23
Carritt	3/1/17 18:52:22
Brooks	3/1/17 18:52:21

Item Type: Book Section
Title: 'No rebellious jarring noise': expressions of

Author: Jenkins, Bethan
Editor: Mottram, Stewart
Editor: Prescott, Sarah

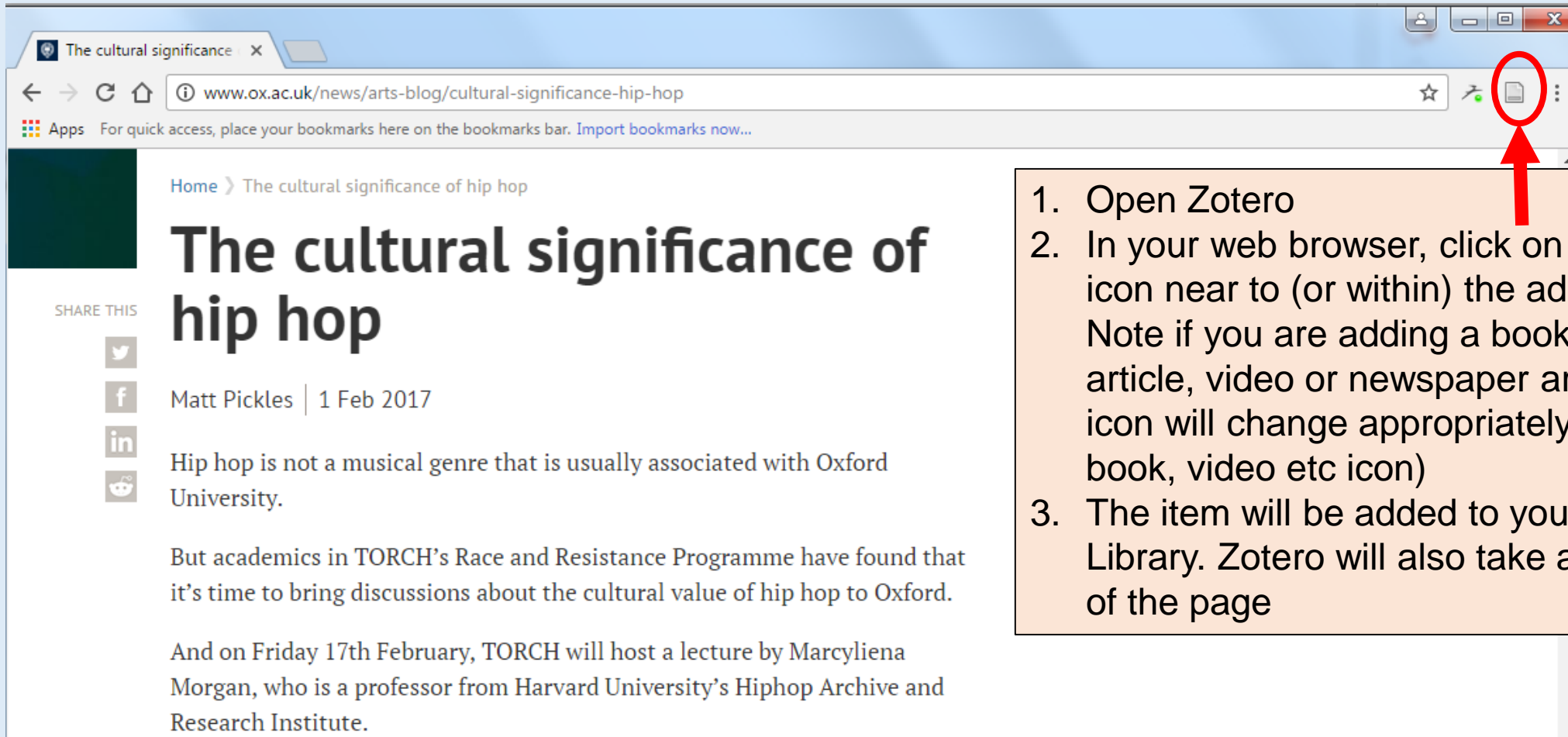
Abstract:
Book Title: Writing Wales, from the Renaissance to Romanticism.

Series:
Series Number:
Volume:
of Volumes:
Edition:
Place: Farnham
Publisher: Ashgate
Date: 2012
Pages: 45-67
Language: eng
ISBN: 978-1-4094-4509-8
Short Title:
URL:

Annotations:

- Change "Item Type" to "Book section"
- Enter the chapter title by hand
- Add the name of the chapter author(s). Make sure that the book editor(s) are listed as editor(s)
- Add page numbers

Web capture: web pages

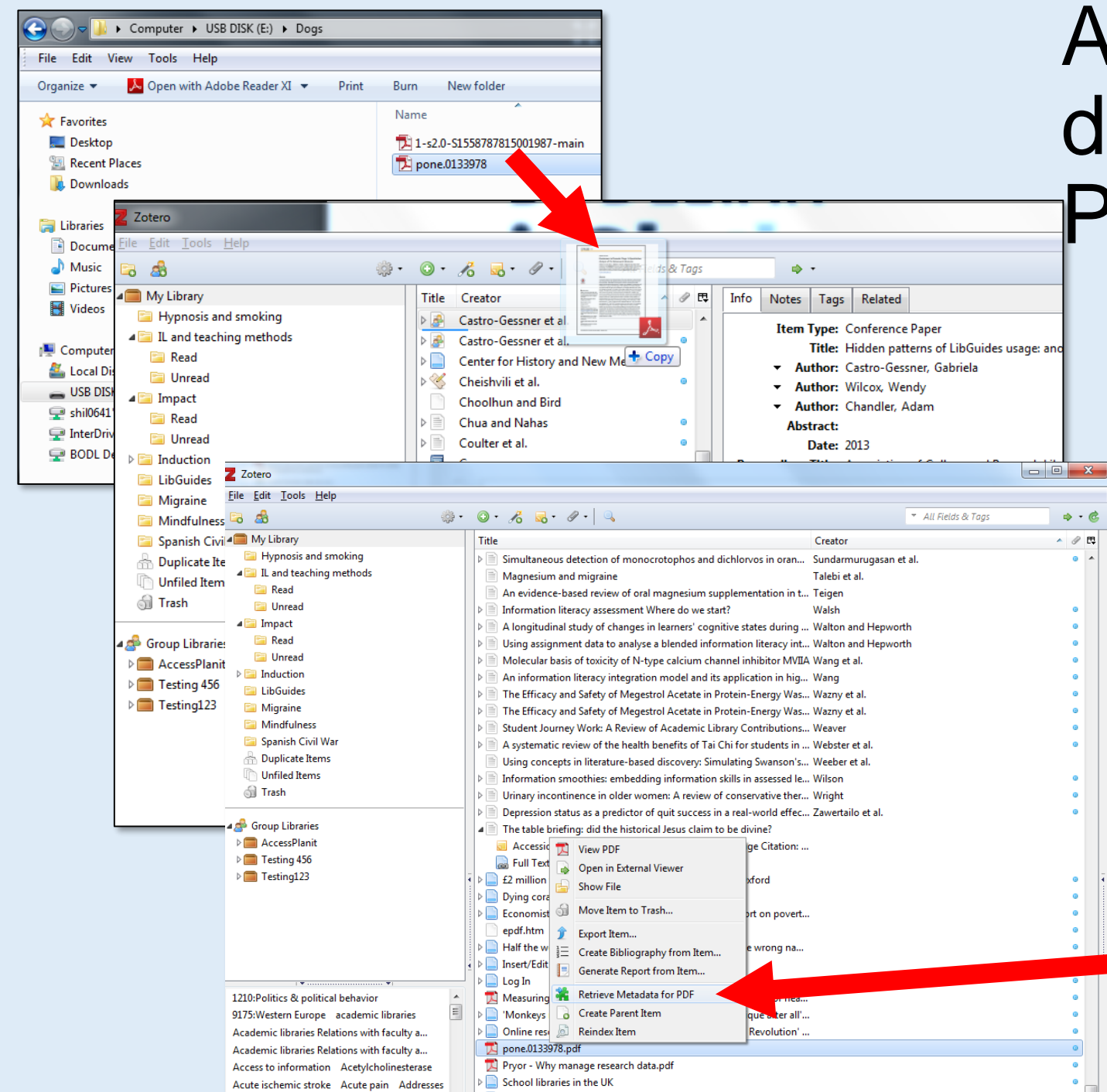


1. Open Zotero
2. In your web browser, click on the page icon near to (or within) the address bar. Note if you are adding a book, journal article, video or newspaper article the icon will change appropriately (e.g. to a book, video etc icon)
3. The item will be added to your Zotero Library. Zotero will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



Adding a reference manually

The screenshot shows the Zotero 'My Library' window. A red circle highlights the 'Add' button (a green plus sign) in the toolbar. A blue callout bubble points to the 'Add' menu, which is open, showing various reference types. The 'More' option is selected, and a sub-menu is displayed with 'Conference Paper' highlighted. Another blue callout bubble points to the 'Conference Paper' option, stating 'Choose the correct reference type'. On the right side, a reference form is visible with fields for 'Item Type', 'Title', 'Author', 'Publication', 'Place', 'Date', 'Section', 'Pages', 'Language', 'Short Title', 'ISSN', 'URL', 'Accessed', 'Archive', 'Loc. in Archive', 'Library Catalog', 'Call Number', 'Rights', 'Extra', 'Date Added', and 'Modified'. A blue callout bubble points to the form, stating 'Fill in as much of the form as possible'.

My Library - Zotero

File Edit View Tools Help

My Library

- 2019-02-20-11-05-30-export
- 20191025155505export_157201173...
- 20200212154306export_158151862...
- C18
- Duelling
- Hymns
- Welsh History
- Welsh Writing in English
- My Publications
- Duplicate Items
- Unfiled Items
- Bin

Group Libraries

- Sharing with Bethan
 - Duplicate Items
 - Unfiled Items
 - Bin

17th century 17th century; Ireland

18th century

18TH century British history

18TH century Scottish history

Add

- Book
- Book Section
- Document
- Journal Article
- Newspaper Article
- Link to File...
- Store Copy of File...
- More
 - Artwork
 - Audio Recording
 - Bill
 - Blog Post
 - Case
 - Conference Paper
 - Dictionary Entry
 - E-mail
 - Encyclopedia Article
 - Film
 - Forum Post
 - Hearing
 - Instant Message
 - Interview
 - Letter
 - Magazine Article
 - Manuscript
 - Map
 - Patent

Choose the correct reference type

Item Type: Newspaper Article

Title: Marijuana issue sent to a joint committee

Author: (full name)

Abstract:

Publication: Toronto Star

Place: Toronto

Edition:

Date: 14 June 1996

Section:

Pages: 3

Language:

Short Title:

ISSN:

URL:

Accessed:

Archive:

Loc. in Archive:

Library Catalog:

Call Number:

Rights:

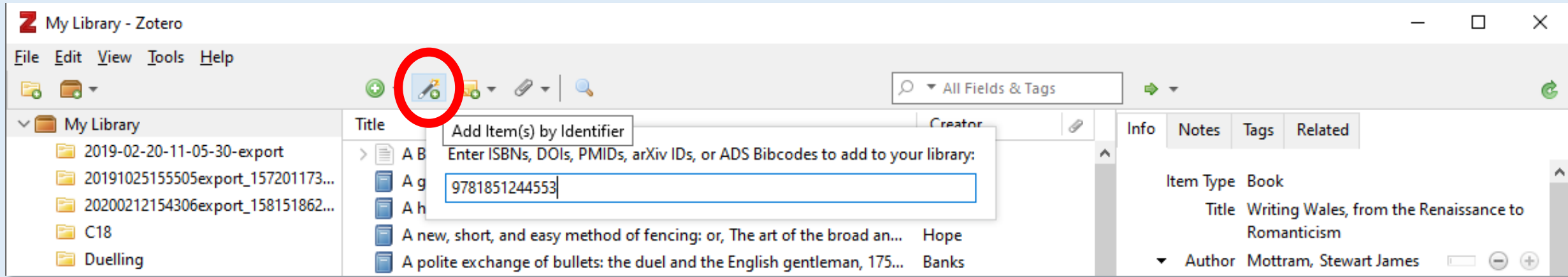
Extra:

Date Added: 02/02/2017 16:59:34

Modified: 02/02/2017 17:10:08

Fill in as much of the form as possible

Adding a reference using ISBN, DOI or PMID



Importing a RIS, BIB or TXT file

- 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.

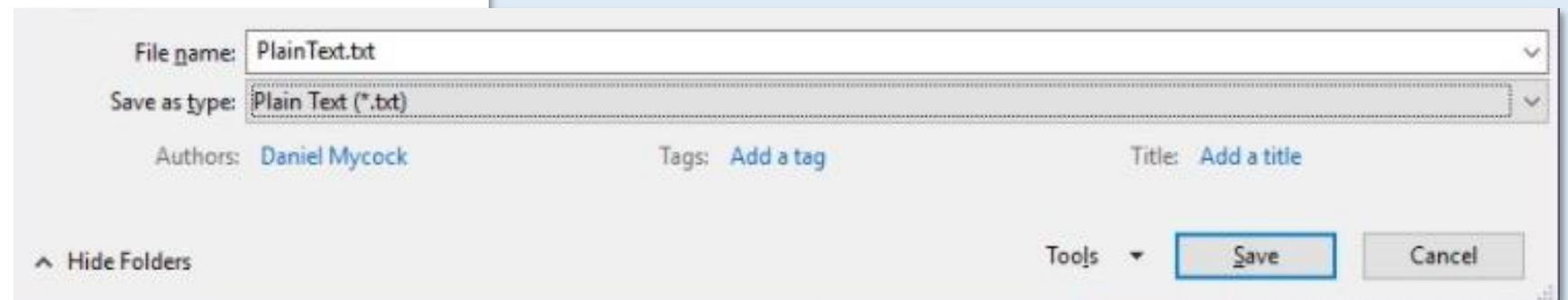
What are RIS and BIB files?

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

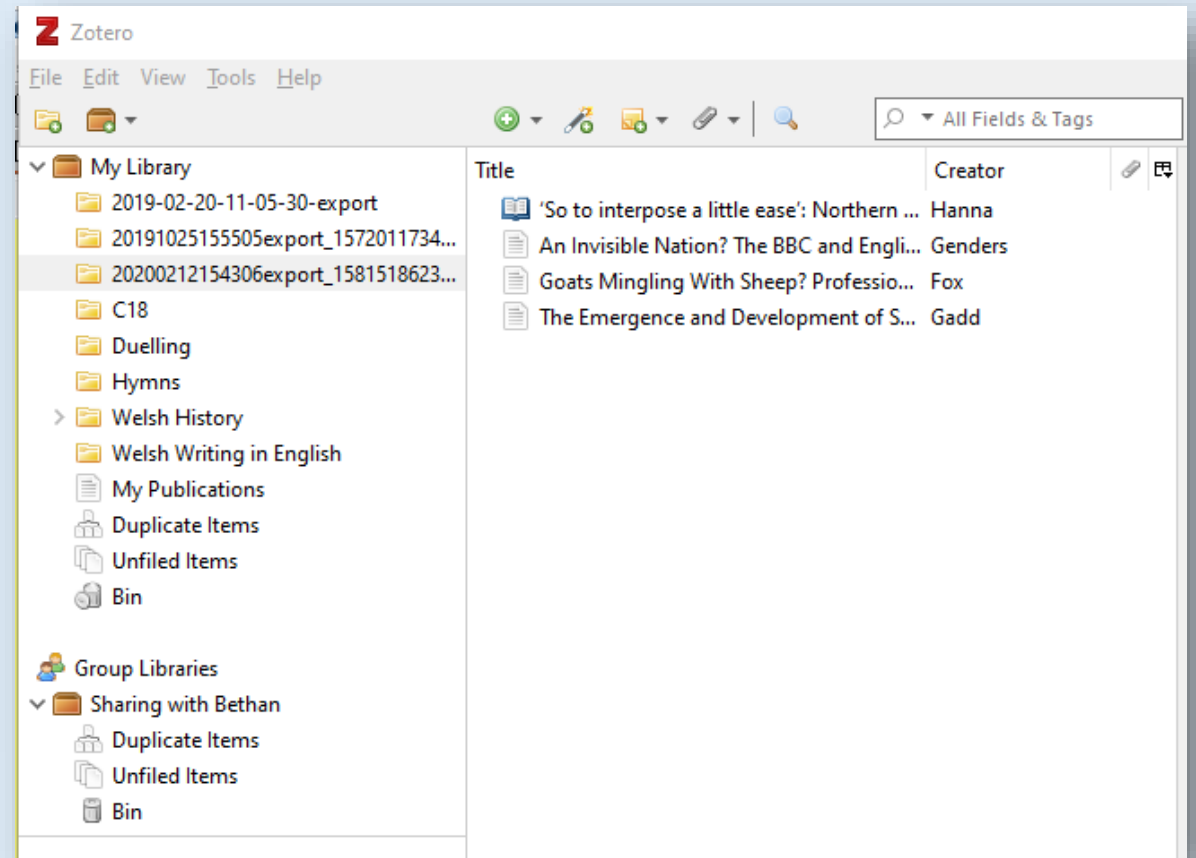
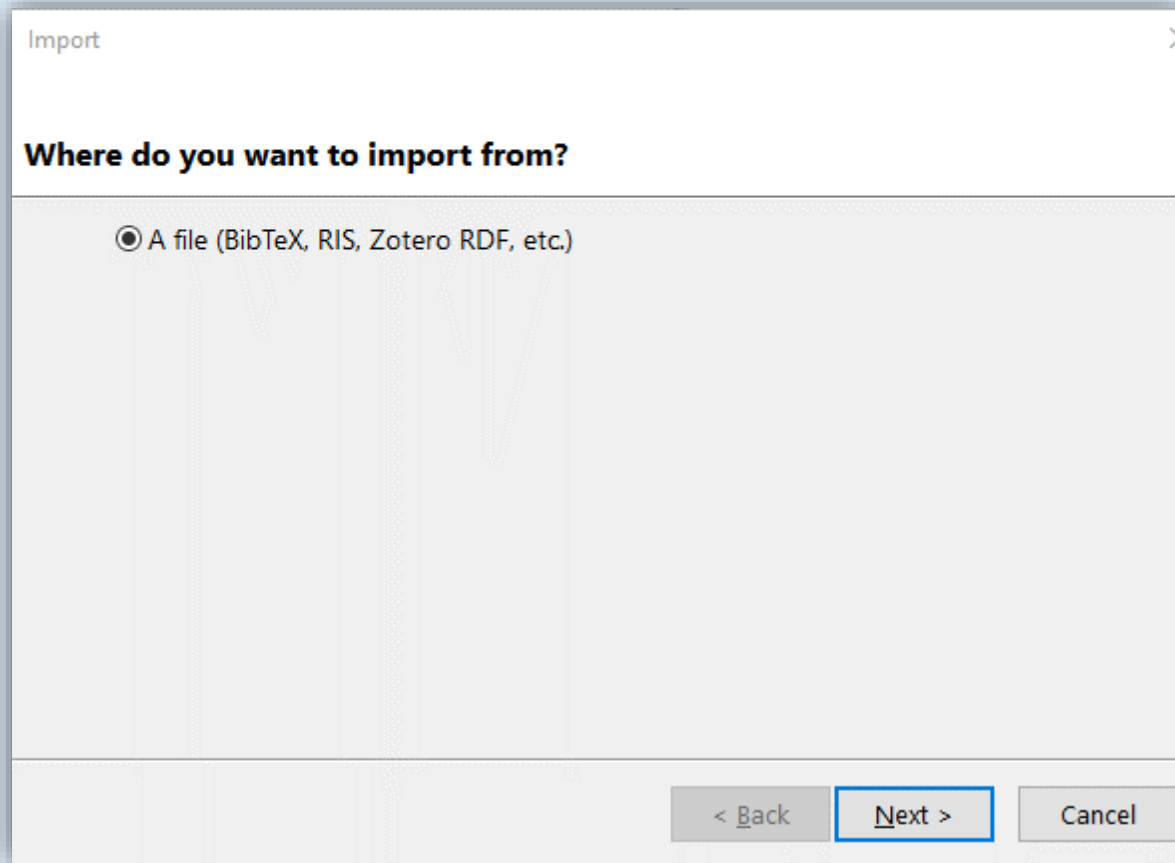
```
TY - RPRT
A1 - Esparza,J.
T1 - Report of a WHO workshop on the measurement and significance of neutralizing antibody to HIV and SIV,
London, 3-5 October 1988
Y1 - 1990
VL - 4
SP - 269
EP - 275
RP - Not In File
CY - San Francisco CA
PB - UC Berkeley
KW - HIV
KW - SIV
KW - AIDS
T3 - World Health Organisation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



File -> Import will bring up the import wizard to upload the file from your computer



Editing references

The screenshot shows the Zotero 'My Library' window. The left sidebar lists various collections, including 'Welsh History' and 'Welsh Writing in English'. The main pane displays a list of items, with 'Saving Souls on a Shoestring: Welsh Circulating Schools in a Century ...' by Yates selected. A blue callout box points to this item with the text 'Select the item'. The right pane shows the 'Info' tab for the selected item, displaying metadata such as 'Item Type: Journal Article', 'Title: Saving Souls on a Shoestring: Welsh Circulating Schools in a Century of Change', 'Author: Yates, Paula', 'Publication: Studies in Church History', 'Volume: 55', 'Issue', 'Pages: 274-289', 'Date: 2019', 'Series', 'Series Title', 'Series Text', 'Journal Abbr', 'Language', 'DOI: 10.1017/stc.2018.32', 'ISSN: 0424-2084', 'Short Title', 'URL: http://dx.doi.org/10.1017/stc.2018.32', 'Accessed: 25/10/2019', 'Archive: Bibliography of British and Irish History', 'Loc. in Archive', 'Library Catalog: Brepols Publishers', and 'Call Number'. Three blue callout boxes provide instructions: 'Add personal notes' points to the 'Notes' tab, 'Add tags' points to the 'Tags' tab, and 'Click in any field to edit' points to the 'Author' field.

My Library - Zotero

File Edit View Tools Help

My Library

2019-02-20-11-05-30-export
20191025155505export_157201173...
20200212154306export_158151862...
C18
Duelling
Hymns
Welsh History
Welsh Writing in English
My Publications
Duplicate Items
Unfiled Items
Bin

Group Libraries

18TH century Scottish history

Title

Creator

Pacifism, peace and modern Welsh writing: writing Wales in English Peach
Panton MS 40
Plans of harbours, bars, bays and roads in St. George's-channel. With ... Morris
Political pamphlets and sermons from Wales: 1790-1806 Löffler
Religion and the Reformation Williams
EBS
Saving Souls on a Shoestring: Welsh Circulating Schools in a Century ... Yates
I imported this for Zotero workshop
Yates - 2019 - Saving Souls on a Shoestring Welsh Circulating Sc.pdf
Selections from the Dafydd ap Gwilym apocrypha Dafydd ap Gwily...
'So to interpose a little ease': Northern Hermit-lit Hanna
Studies in Welsh history: an urban history of Swansea, 1780-1855 [elec... Miskell
Swordsmen: the martial ethos in the three kingdoms Manning
T. J. Llewelyn Prichard: Poetry (Including Theatrical Poems), Publisher... Adams
The Cambridge history of Welsh literature Fulton and Evans
The duel in early modern England: civility, politeness, and honour Peltonen
The duel: its rise and fall in early modern France Billacois
The Emergence and Development of Statutory Process for the Compu... Gadd
The invention of tradition Hobsbawm and ...
The Journal of Welsh ecclesiastical history.
The letters of Lewis, Richard, William and John Morris of Anglesey, (M... Davies
The literary and historical legacy of Iolo Morganwg 1826 - 1926 Löffler
The Oxford handbook of British Romanticism Duff
The Oxford Literary History of Wales Volume 2. Welsh Literature in We... Chapman
The Schools of Defense in Elizabethan London Anglin
The Teulu and the Poets of Medieval Wales Jones

Info Notes Tags Related

Item Type Journal Article
Title Saving Souls on a Shoestring: Welsh Circulating Schools in a Century of Change
Author Yates, Paula
Abstract
Publication Studies in Church History
Volume 55
Issue
Pages 274-289
Date 2019
Series
Series Title
Series Text
Journal Abbr
Language
DOI 10.1017/stc.2018.32
ISSN 0424-2084
Short Title
URL http://dx.doi.org/10.1017/stc.2018.32
Accessed 25/10/2019
Archive Bibliography of British and Irish History
Loc. in Archive
Library Catalog Brepols Publishers
Call Number

Add personal notes

Add tags

Select the item

Click in any field to edit

Arrow indicates more than one file is available for the entry e.g. Personal notes; full text PDF; web snapshot.

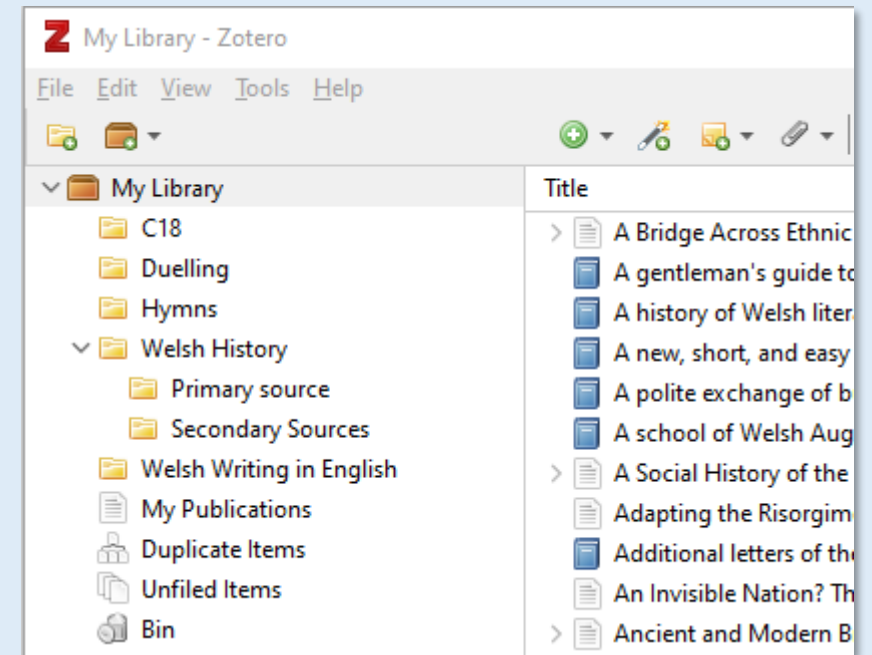
Organising references

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



Deduplicating references

Select “duplicate references” on the left sidebar

On the right side, Zotero will give you the option to select a “master” reference and merge the duplicate references

The screenshot shows the 'Duplicate Items' window in Zotero. The left sidebar contains a tree view of the library structure, with 'Duplicate Items' selected under 'My Library'. The main pane displays a list of duplicate items with columns for 'Title' and 'Creator'. Two identical entries for 'Welsh Indians and savage Scots: History, antiquarianism, and Indian languages in 18th-century Britain' by 'Lauzon' are shown. A 'Merge 2 items' button is visible. A right-hand pane provides details for the selected item, including its title, author, abstract, and publication information. At the bottom, a list of tags is visible.

Duplicate Items - Zotero

File Edit View Tools Help

My Library

- C18
- Duelling
- Hymns
- Welsh History
 - Primary source
 - Secondary Sources
 - Welsh Writing in English
- My Publications
- Duplicate Items**
- Unfiled Items
- Bin

Group Libraries

- Sharing with Bethan
 - Duplicate Items
 - Unfiled Items
 - Bin

18TH century British history

18TH century Scottish history

ANCIENT history ANTIQUARIANS

ANTIQUITIES ETYMOLOGY

Title	Creator
Welsh Indians and savage Scots: History, antiquarianism, and Indian languages in 18th-century Britain	Lauzon
Welsh Indians and savage Scots: History, antiquarianism, and Indian languages in 18th-century Britain	Lauzon

EBSCO Record

Merge 2 items

Choose the version of the item to use as the master item:

- 07/05/2018, 14:52:18
- 12/02/2020, 14:23:22

Select fields to keep from other versions of the item:

Type Journal Article

Title Welsh Indians and savage Scots: History, antiquarianism, and Indian languages in 18th-century Britain

Author Lauzon, Matthew

Abstract Claims in the 18th century about the authenticity of James Macpherson's Ossian and about a genetic link between the Welsh people and American Indians were both supported by examples of similarities between American Indian languages and Welsh. Each claim, though, appealed to linguistic similarities in very different ways. Scottish 'literati' used the structure of Indian oratory to argue that the Ossianic poems could not have been written by a contemporary European. Welsh antiquarians, on the other hand, stressed lexical similarities between Welsh and American Indian languages. Several examples demonstrate that each claim fits into a particular political agenda, with moderate Scots seeking a place in a modern, commercial empire and radical Welsh antiquarians attempting to revive a vanished Celtic past.

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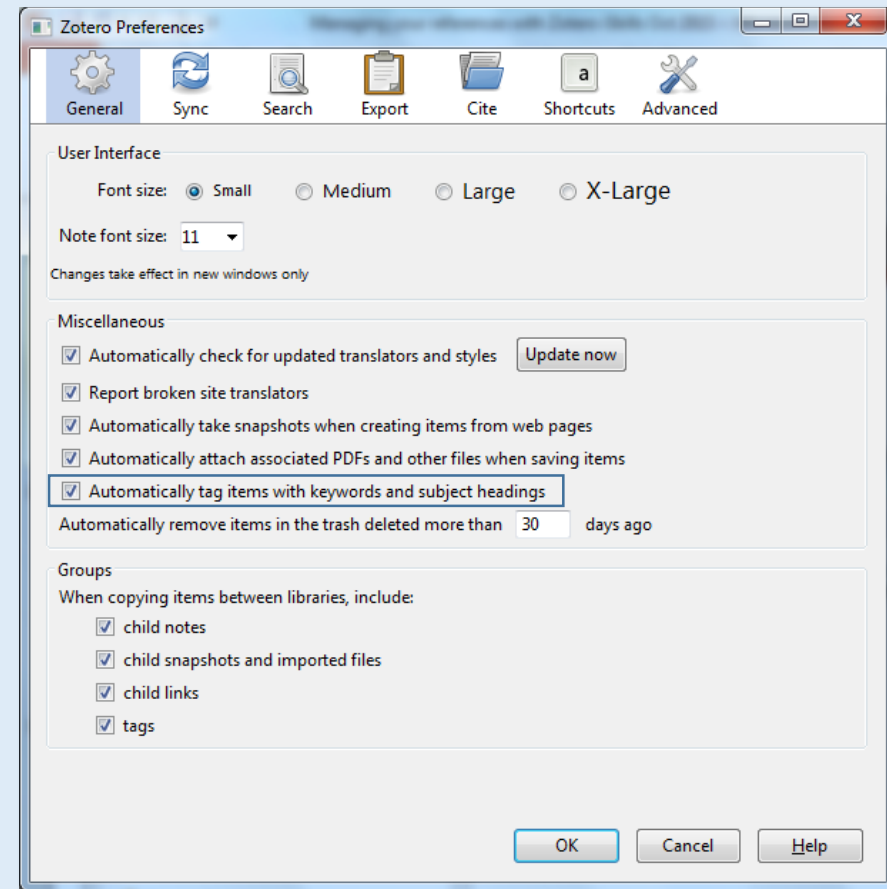
ISSN 01916599

Short Title Welsh Indians and savage Scots

Library Catalogue EBSCOhost

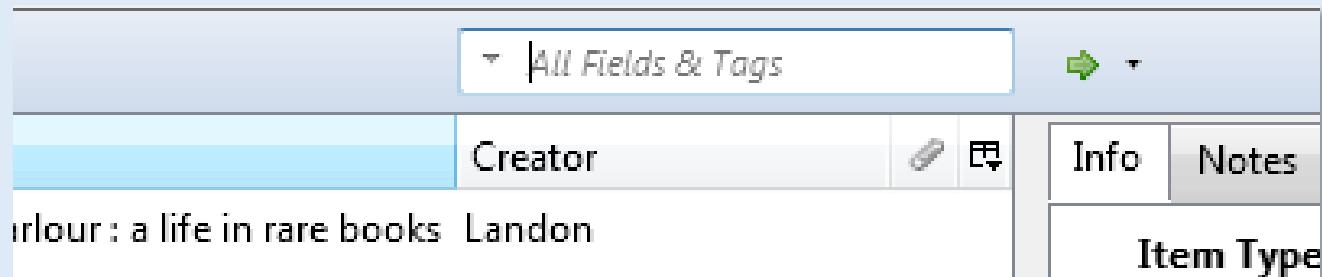
Switching off automatic tag import

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



Searching your library

- 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



Task 2 – Adding & organising references

- Follow the steps on the hand-out
- Handout available at:
<https://www.bodleian.ox.ac.uk/ask/workshops/reference-management-workshop-handouts>
- Add some references to Zotero
- Organise them using collections and tags

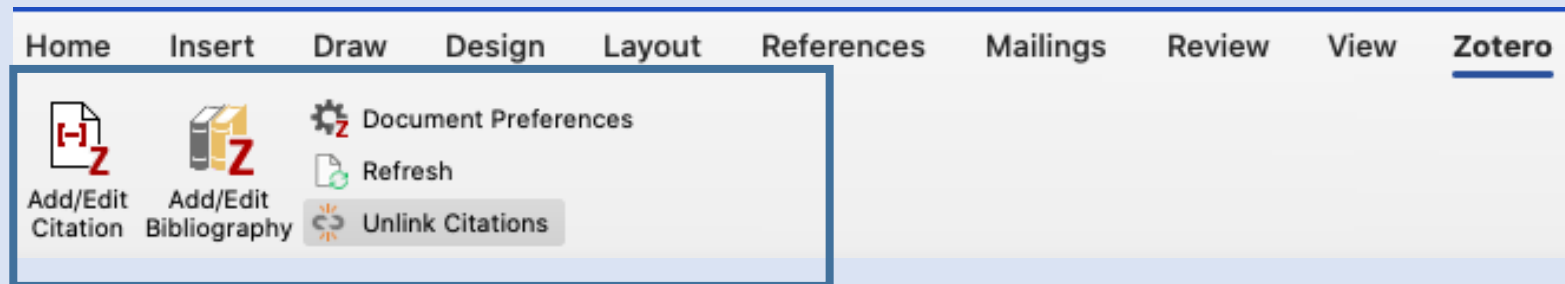
Part 3: Creating bibliographies

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



Add citations to documents

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



Inserting citations in Word

The screenshot shows the Microsoft Word interface with the Zotero ribbon selected. The ribbon includes options like 'Add/Edit Citation', 'Add/Edit Bibliography', and 'Unlink Citations'. A search bar is visible with the text 'Z lib'. Below the search bar, a list of search results is displayed, including 'Maynooth, the 'Godless colleges' and liberal imperial thought in the 1840s' and 'Workshops and classes: Referencing: EndNote Bodleian Libraries (2019)'.

1. Click Zotero

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

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

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

Adding page numbers etc. to citations

The screenshot shows a citation management software interface. At the top, there is a horizontal ruler with numbers 1 through 18. On the left side, there is a vertical ruler with numbers 1 through 9. The main text area contains a citation: "Dkif lkadj fldif lasdj lj a¹ and now lets have something else". Below this, there is a citation entry: "Jenkins, Bethan, '“No Rebellious Jarring Noise”: Expositions Eighteenth-Century Welsh Writing' in *Writing Wales: from the Renaissance to Romanticism* ed. by Mot". A red box highlights the citation entry, and a blue callout box points to it with the text: "Click on the citation. This will open up a dialogue where you can add pages numbers, prefix, suffix etc." Below the citation entry, there is a red box containing the text "Baxell, 2012, p. 56". 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 has fields for "Page" (set to 56), "Prefix", and "Suffix". There is also a checkbox for "Suppress Author" and a button labeled "Open in My Library".

Click on the citation. This will open up a dialogue where you can add pages numbers, prefix, suffix etc.

Baxell, 2012, p. 56

Unlikely warriors : the British in the Spanish Civil War and the struggle against fascism.
Baxell (2012).
Page 56
Prefix
Suffix
☐ Suppress Author
Open in My Library

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 the 'Add/Edit Bibliography' icon 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 of text 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

Document Preferences

Switch citation style – document preference

Add/Edit Citation Add/Edit Bibliography Refresh Unlink Citations

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 (Accessed: 20 February 2019).

Creating a bibliography in Zotero

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

The screenshot shows the Zotero application window. The left pane, titled 'My Library', contains a tree view of collections. The 'Spanish Civil War' collection is selected. The right pane displays a list of items from this collection, with columns for 'Title' and 'Creator'. The context menu is open over the 'Spanish Civil War' folder, showing options such as 'New Subcollection...', 'Rename Collection...', 'Delete Collection...', 'Delete Collection and Items...', 'Export Collection...', 'Create Bibliography From Collection...', and 'Generate Report from Collection...'.

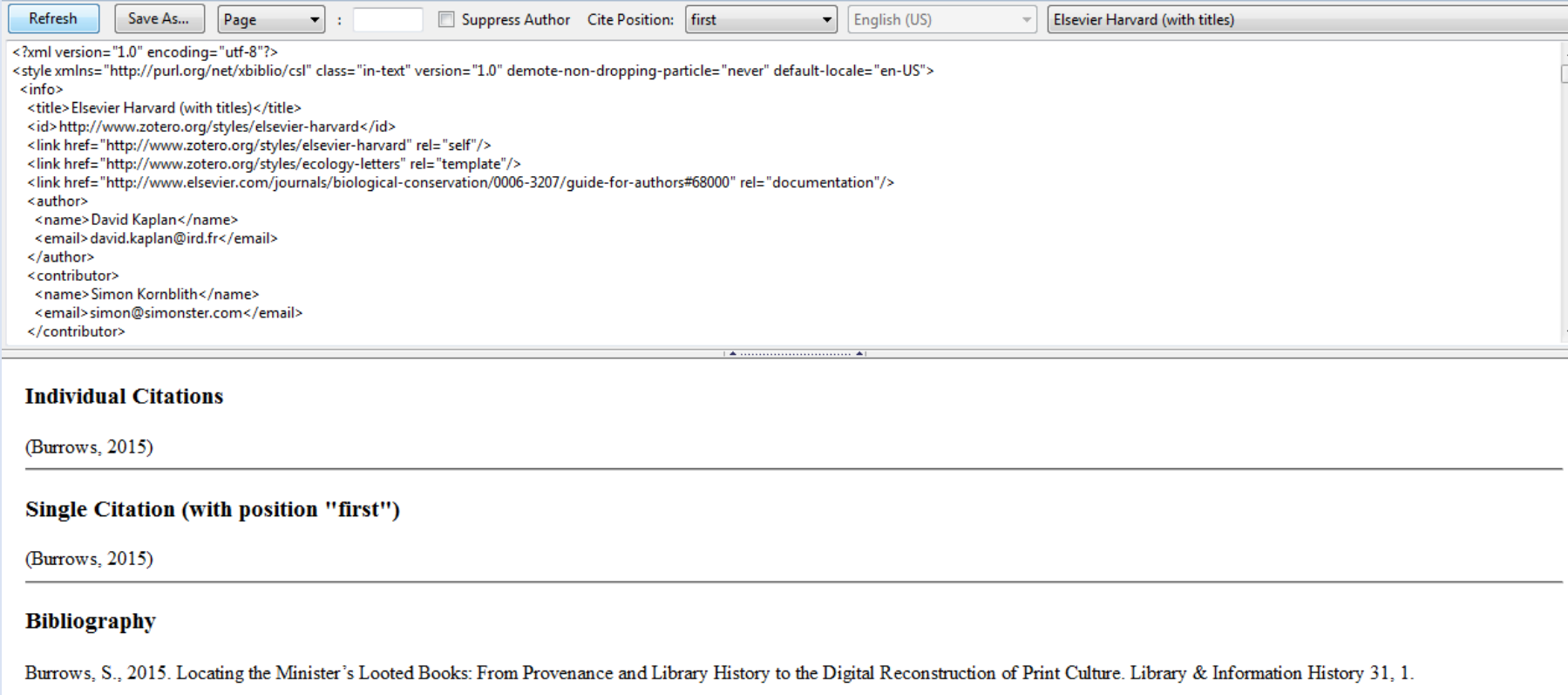
Title	Creator
Against Fascism - Jews who served in the International Brigade in the ...	Sugarman
Albion's Perfidy : The British Government and the Spanish Civil War	Moradiellos García
Antifascistas : British and Irish volunteers in the Spanish Civil War : in ...	Baxell et al.
Antifascistas : British and Irish volunteers in the Spanish Civil War : in ...	Baxell et al.
A Spanish Springtime: Aileen Palmer and the Spanish Civil War	Keene
Beyond the battlefield : testimony, memory and remembrance of a c...	Jackson
Blackshirts, Blueshirts, and the Spanish Civil War	Newsinger
Britain and the Spanish Civil War	Buchanan
... and the Spanish Civil War	Buchanan
... of the British battalion of the XVth Intern...	Rust
Connolly column : the story of the Irishmen who fought in the ranks ...	O'Riordan
Fighting the Good Fight": the Rev. Robert Martin Hilliard (1904-1937)	Corcoran
Geordie's Story : From Whithorn to Jaram	
... and Spani	
... strategy of	
... hish Civil Wa	
... in the Briti	
... consciousness in 1930-...	Fiegel
... and the Analysis of the ...	Searle
... ture : Narratives of the British Volunte...	Buchanan
... e Orwell and the Independent Labour Pa...	Hall
... aid to Republican Spain, 1936-39	
Laurie Lee in the International Brigades : Writer or Fighter?	Baxell

Getting more citation styles

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

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 web interface. At the top, there are controls for 'Refresh', 'Save As...', 'Page' (dropdown), a search bar, 'Suppress Author' checkbox, 'Cite Position' (dropdown set to 'first'), 'English (US)' language dropdown, and 'Elsevier Harvard (with titles)' style dropdown. Below these is a text area containing XML code for a citation style. The preview area below the code shows three examples of the style's output: 'Individual Citations' with '(Burrows, 2015)', 'Single Citation (with position "first")' with '(Burrows, 2015)', and 'Bibliography' with a full bibliographic entry.

```
<?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"/>
    <author>
      <name>David Kaplan</name>
      <email>david.kaplan@ird.fr</email>
    </author>
    <contributor>
      <name>Simon Kornblith</name>
      <email>simon@simonster.com</email>
    </contributor>
  </info>
</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.

Part 4: Other Features


- Synchronising
- Zotero Groups

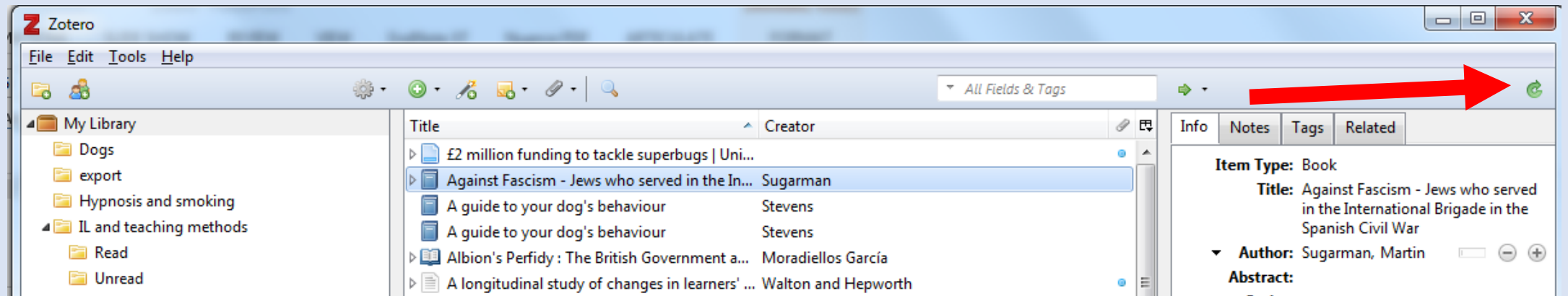


Your Zotero account

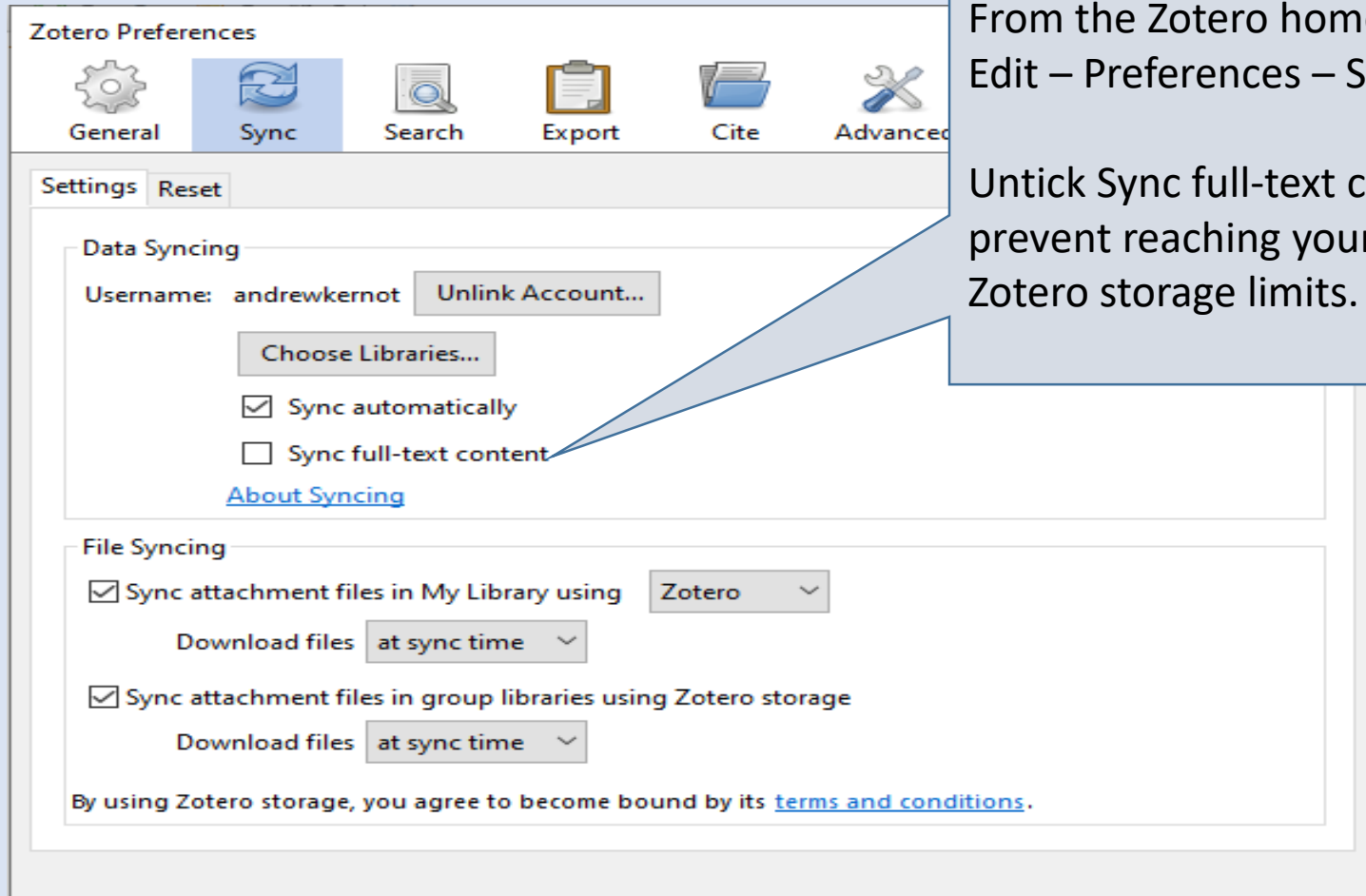
- Access and sync your library from anywhere (and from multiple computers)
- Create and join groups to share collections
- Access and share files in addition to references (but beware of copyright restrictions)

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 



How to stop PDF files syncing to your online account



From the Zotero homepage click on Edit – Preferences – Sync

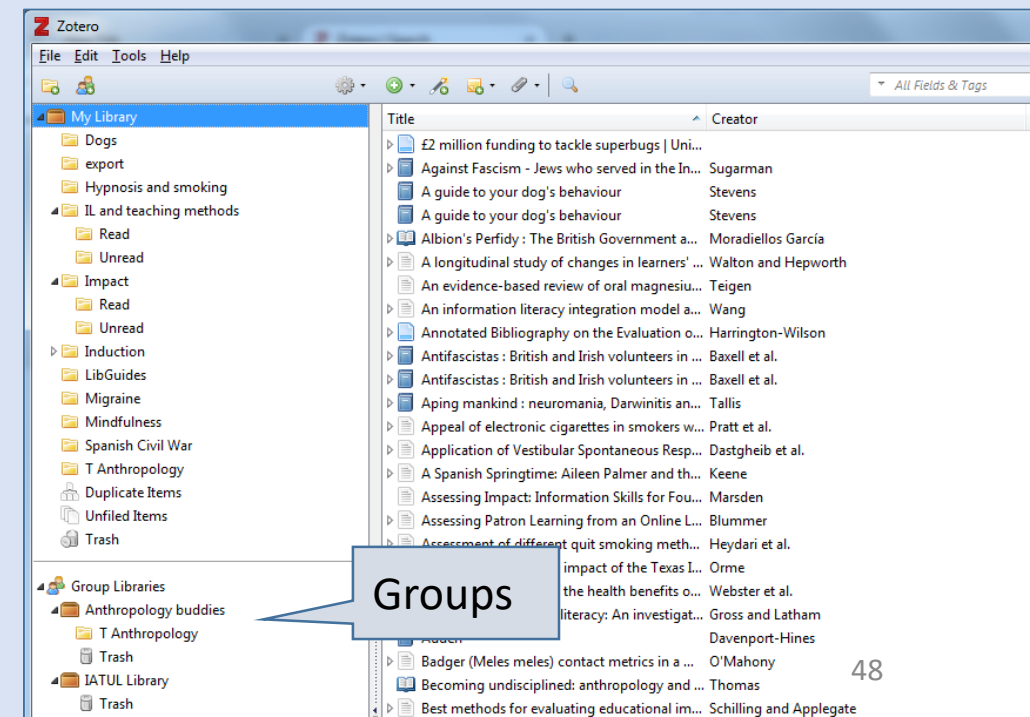
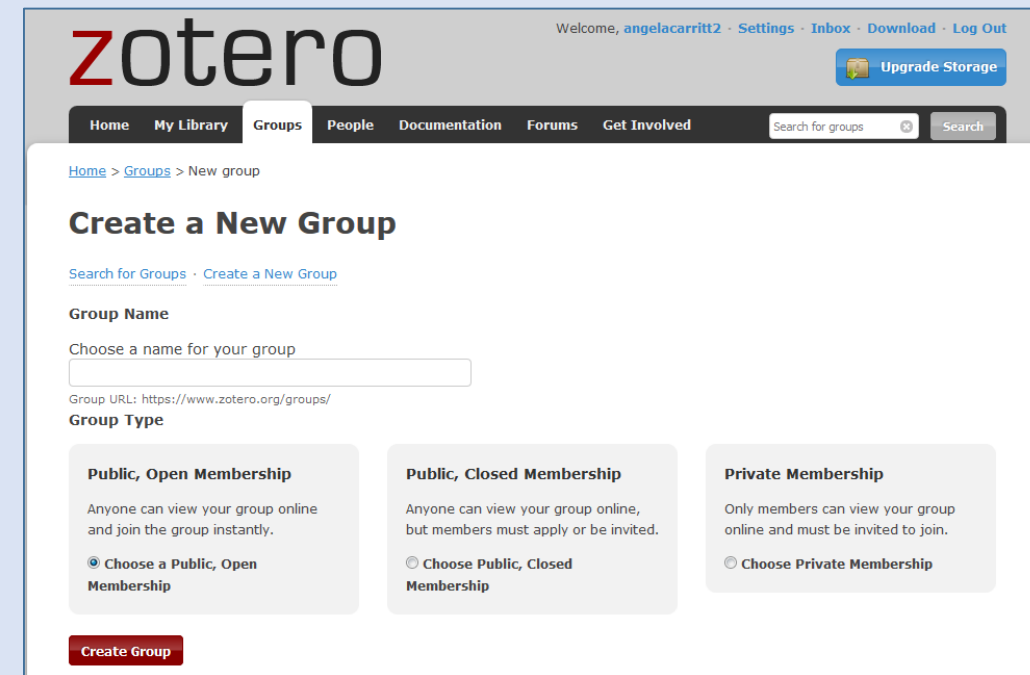
Untick Sync full-text content to help prevent reaching your free online Zotero storage limits.

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



Backing up your references

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

Getting Help

- [zotero.org/support](https://www.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