

## Zotero Quick Guide (English)

Zotero is a **free** and open source reference manager. At the most basic level, it helps you store, manage, and cite bibliographic references, such as books and articles, which makes it a useful tool while working on papers, articles or your thesis.

You can also find further guides here: <https://www.zotero.org/support/>.

At <https://editor.citationstyles.org/about/>, you will also find a useful tool for finding the right citation style and adapting it to your needs if necessary.

### I. Installation

Download Zotero here: <https://www.zotero.org/download/>

Plugins for Microsoft Word, LibreOffice and Google Docs are automatically installed alongside Zotero. These allow you to instantly create references and bibliographies directly inside your text editor of choice.

In addition to Zotero itself, we also recommend installing the browser connector. This allows you to import bibliographic data directly from a website (such as the SULB library catalog).

### II. Layout

Zotero's layout is separated into three vertical sections:

The screenshot displays the Zotero desktop application interface. On the left, there is a sidebar with 'My Library' and 'My Publications'. The main area shows a list of items with columns for Title, Creator, and Year. The selected item is 'Causality for Natural Language Processing' by Jin, Zhiqing, published in 2024. On the right, a detailed view of this item is shown, including its title, author, contributor, genre, repository, and citation key.

Title	Creator	Year
2 Was ich über KI wissen sollte	Buck	2025
Algorithmic advancements in Computational Historical Linguistics	Wahle	2021
Artificial intelligence and illusions of understanding in scientific research	Messeri and Crockett	2024
Artificial intelligence in libraries and publishing	Pickering and Ismail	2022
Causality for Natural Language Processing	Jin	2024
De Gruyter handbook of humor studies	Ford et al.	2024
Der KI-Schlüssel für Unternehmen: Ihr Zugang zu Künstlicher Intelligenz: nachhaltig, profitabel und sicher	Eidam and Bauer	2025
Design Thinking mit ChatGPT!	Köhler et al.	2025
Die digitale Transformation in Institutionen des kulturellen Gedächtnisses: Antworten aus der Informationswissenschaft	Büttner	2019
Droht das Ende der Experten? ChatGPT und die Zukunft der Wissensarbeit	Höltel	2024
Engagement in der Informationswissenschaft: Festschrift für Ursula Georgy	Fühles-Ubach et al.	2024
Entrepreneurial Traits in Top Management Teams: Driving Sustainability Disclosures and Corporate Governance	Saira Arshad et al.	2025
Factors influencing librarian adoption of ChatGPT technology for entrepreneurial support: A study protocol	Gupta	2024
Framework Informationskompetenz: Ein gemeinsamer Standard für die Qualifikation in den bibliotheks- und information...	Tappenbeck et al.	2022
Grundlagen der Informationswissenschaft	Kuhlen et al.	2024
Grundlagen der Künstlichen Intelligenz und des Maschinellen Lernens	Buxmann and Schmidt	2021
Handbuch Bibliothekspädagogik	Engelkenmeier et al.	2024
Ikonzität der Information	Freyberg	2021
Information Literacy and Autonomy: A Cognitive View	Göddert and Lepsky	2023
Informationsverhalten	Hobohm	2024
Journalismus und Presse- bzw. Medienarbeit im 21. Jahrhundert: Erweiterung des Intereffikationsmodells im Rahmen vo...	Fechner	2019
KI & Kultur: Chimäre oder Chance?: Voraussetzungen - Anwendungen - Potentiale	Lätzl und Hochscherf	2023
KI trifft auf Literaturrecherche - mit mäßigem Erfolg!	Holtze et al.	2025
Knowledge Science, Engineering and Management: 15th International Conference, KSEM 2022, Singapore, August 6-8, 2...	Memmi	2022
Kommunikative Bedingungen maschineller Übersetzbarkeit	Wittkowsky	2022
Künstliche Intelligenz in Bibliotheken: 34. Österreichischer Bibliothekartag Graz 2019	Köstner-Pemsel et al.	2020
Künstliche Intelligenz und Urheberrechte: Erzeugnisschutz und Rechtsverletzungen	Dietsch	2025
Language and computers	Glass et al.	2024
Maschinelle Sprachverarbeitung für die Klassische Philologie	Schulz	2025
Massnahmen zur Qualitätssicherung von Forschungsdaten in institutionellen Repositorien	Fritsch	2025
Moths, myths, and mosquitoes: the eccentric life of Harrison Dyar	Epstein	2016
Nachhaltige Information - Information für Nachhaltigkeit	Semar	2023

**Item Details: Causality for Natural Language Processing**

- Item Type: Preprint
- Title: Causality for Natural Language Processing
- Author: Jin, Zhiqing
- Contributor: Universitaet Tuebingen
- Contributor: Dr., Schölkopf, Bernhard (Prof)
- Genre
- Repository: Universität Tübingen
- Archive ID
- Place
- Date: 2024-12-18
- Series
- Series Number
- DOI: 10.15496/PUBLIKATION-101079
- Citation Key
- URL: https://publikationen.uni-tuebingen.de/xmlui/handle/10900/1159746
- Accessed: 9/4/2025, 1:03:35 PM
- Archive
- Loc. in Archive
- Short Title
- Language: en
- Library Catalog: DOI.org (Datacite)
- Call Number
- Rights: ubt-podno, ,
- Extra
- Date Added: 9/11/2025, 10:00:31 AM
- Modified: 9/11/2025, 10:00:31 AM
- Abstract: Causal reasoning is a cornerstone of...
- 0 Attachments
- 0 Notes
- Libraries and Collections
- My Library

### Left:

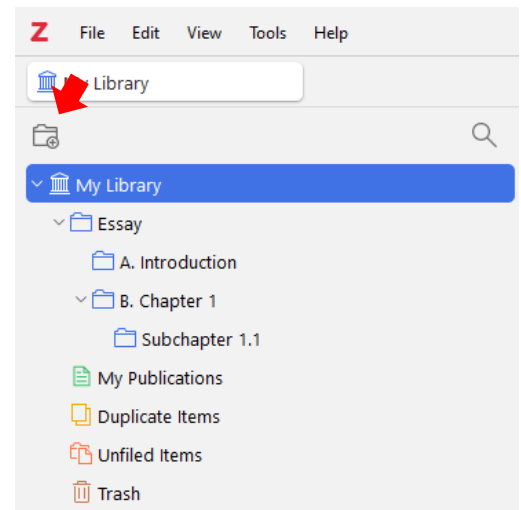
The upper part is home to "My Library", which contains all entries for the references you have added to Zotero. Clicking **Folder+** allows you to add new collections to sort and organize your references for different projects or assignments. On the bottom of this section you'll find the option to filter your references by keywords ("tags") you have previously assigned to them.

### Center:

Here you'll find every reference entry in the selected collection.

### Right:

Here you'll find details about the selected title, sorted under 7 different tabs (from top to bottom): Bibliographic data for the title (**Info**), a summary or **Abstract** if available, any **Attachments**, the option to add your own **Notes, Libraries and Collections**, the option to assign your own keywords (**Tags**), and the option to create links between different titles (**Related**).



## III. Adding References (Items)

To be able to manage and cite your references (e.g. books, journal articles, webpages, etc.) with Zotero you'll need to add them to the program first. Once added, you can sort a reference into the desired collection by simply clicking on and dragging it into a collection on the left side.

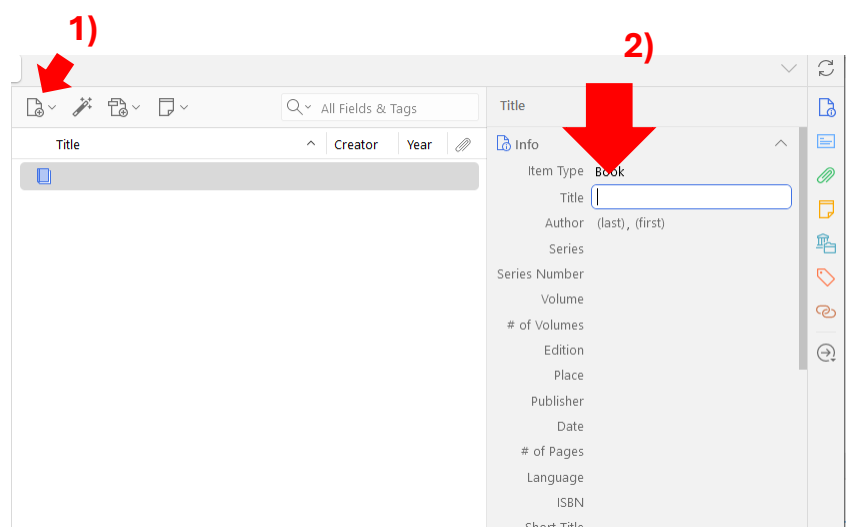
There are 3 ways to add references to your Zotero Library:

### 1. Manually Adding Items

1) Click the **New Item+** above the center column and select the desired item type (e.g. book or journal article).

2) On the right you can now manually enter the reference's bibliographic information.

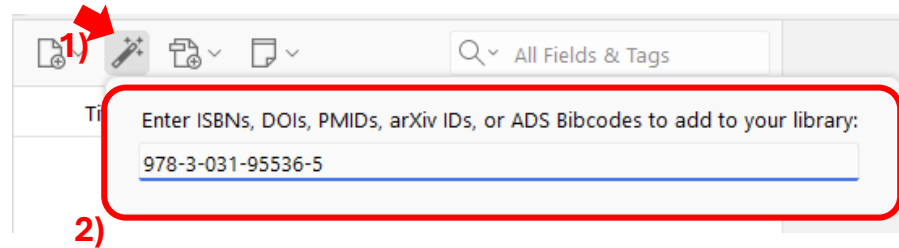
3) Zotero saves each time you click on a new field.



### 2. Add Item by Identifier

1) Click the **Wand+** in the toolbar above the center column.

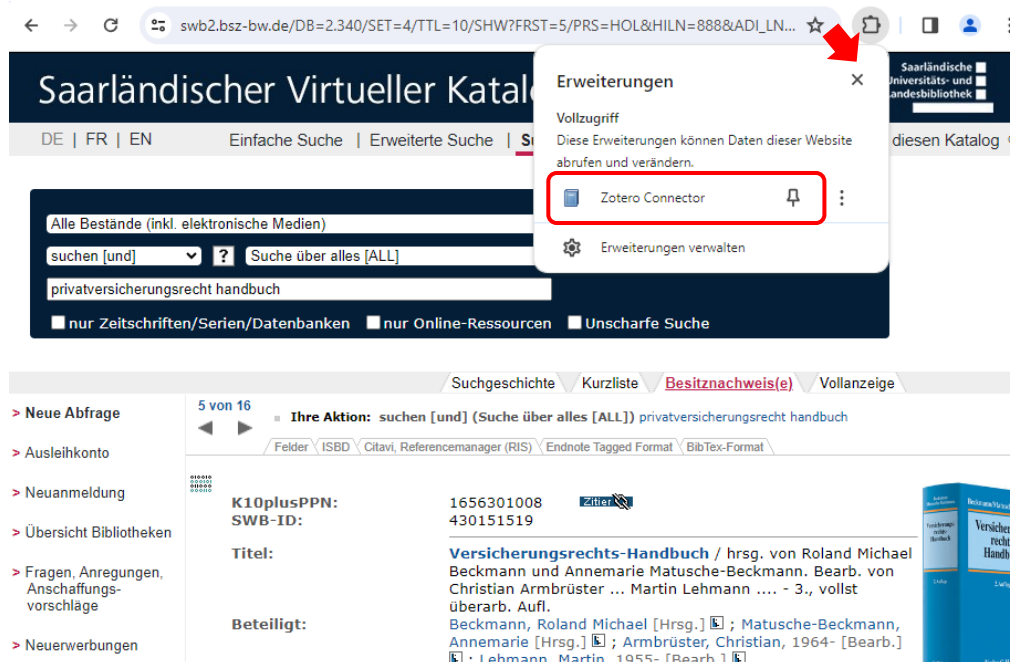
2) Type or paste the identifier of your reference (e.g. ISBN or DOI) into the input box and press Enter.



### 3. Add Item with Zotero Connector

The Zotero Browser Connector can capture the bibliographic information on webpages you visit (such as the SULB Library Catalog, Google Scholar, Wikipedia and many more) and allows you to directly add it to Zotero with just one click.

In your browser, go to your **browser extensions** and click the **“Zotero Connector”** button. This will create an entry in Zotero with the information it identified on the webpage you are currently viewing.



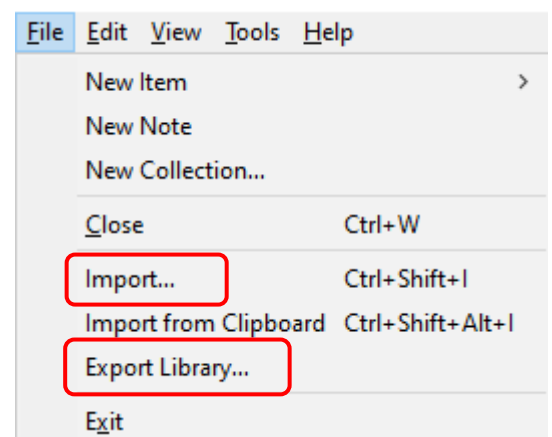
#### Note:

Make sure to double check that the bibliographic data for the Zotero entry is correct to catch mistakes early, especially when adding by identifier or using the Zotero Connector.

## IV. Export/import Library

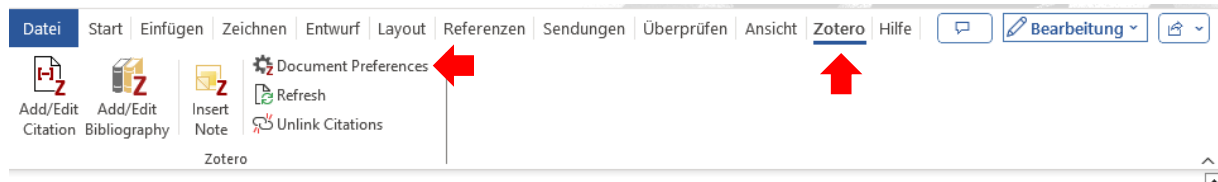
You can export your entire Zotero library by selecting **“Export Library...”** from the **“File”** menu.

Using the resulting file, you can import this library by selecting **“Import...”** from the **“File”** menu.



## V. Citing References in Microsoft Word

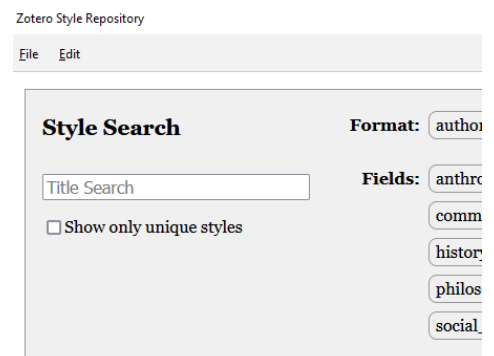
You can find all functions of the Zotero Word Plugin under the **Zotero** tab in Microsoft Word.



### 1. Select Citation Style

Select your citation style by clicking “**Document Preferences**”. By selecting **Document Preferences>Manage Styles>Get additional styles** you can find Zotero’s extensive selection of standard citation styles (way over 10,500 different styles to choose from).

You can change your citation style at any time and all citations in the document will be automatically adjusted accordingly.

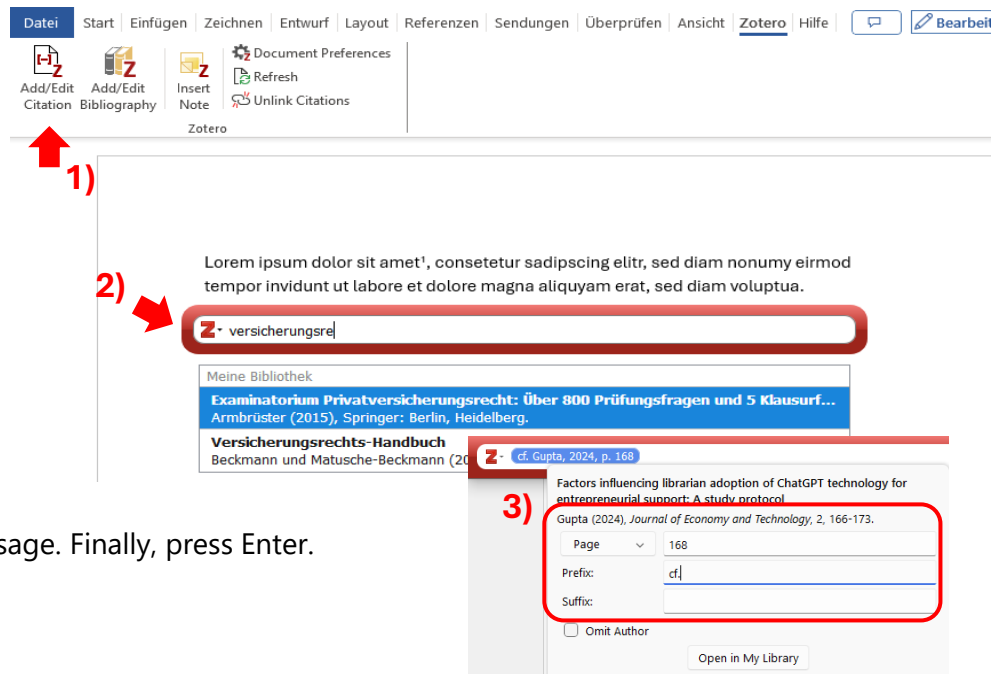


### 2. Add Citations

1) Click **Add/Edit Citation** to add a new citation at your cursor location.

2) Start typing part of the title of the source you’re citing into the red search bar.

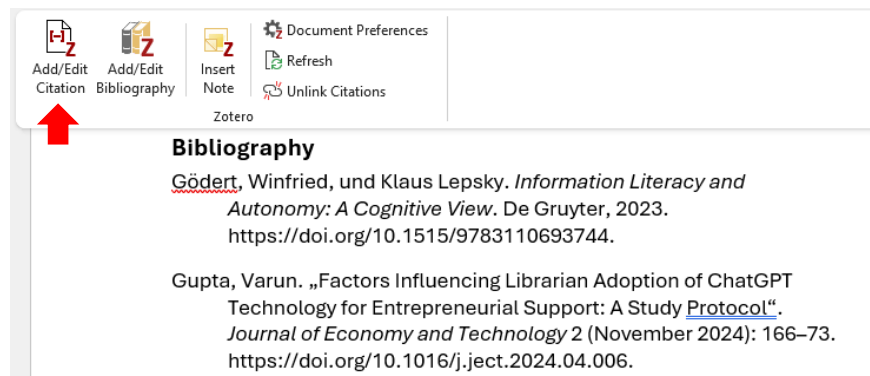
3) Now click on the title in the bar and fill in the relevant information about the source of the quoted passage. Finally, press Enter.



### 3. Generate Bibliographies

1) Click **Add/Edit Bibliography** to create a bibliography at the cursor location.

2) While working on this document, Zotero will automatically update the bibliography based on the citations in the document.



The screenshot shows the Zotero ribbon in Microsoft Word. The ribbon includes the following buttons: 'Add/Edit Citation', 'Add/Edit Bibliography', 'Insert Note', 'Document Preferences', 'Refresh', and 'Unlink Citations'. A red arrow points to the 'Add/Edit Bibliography' button. Below the ribbon, the 'Bibliography' section is visible, containing two entries:

**Bibliography**

Gödert, Winfried, und Klaus Lepsky. *Information Literacy and Autonomy: A Cognitive View*. De Gruyter, 2023. <https://doi.org/10.1515/9783110693744>.

Gupta, Varun. „Factors Influencing Librarian Adoption of ChatGPT Technology for Entrepreneurial Support: A Study Protocol“. *Journal of Economy and Technology 2* (November 2024): 166–73. <https://doi.org/10.1016/j.ject.2024.04.006>.

#### Note:

The generated citations and bibliographies rely on the data in your Zotero Library. To correct mistakes, you must directly adjust the data in the Zotero entry itself instead of attempting to change the text in Word.

By clicking **Unlink Citations** you can separate your document from Zotero. This allows you to make manual edits to your citations and bibliographies in Word. **However, this is irreversible. You can now no longer use the Zotero Plugin in this document. It is therefore recommended to only unlink citations in a copy of the document.**