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:

www.sulb.uni-saarland.de

Saarländische
Universitäts- und
Landesbibliothek

UNIVERSITÄT
DES
SAARLANDES

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)**.
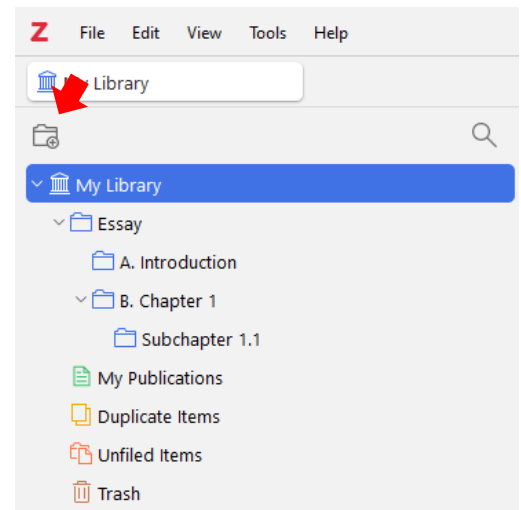
III. Adding References (Items)

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.
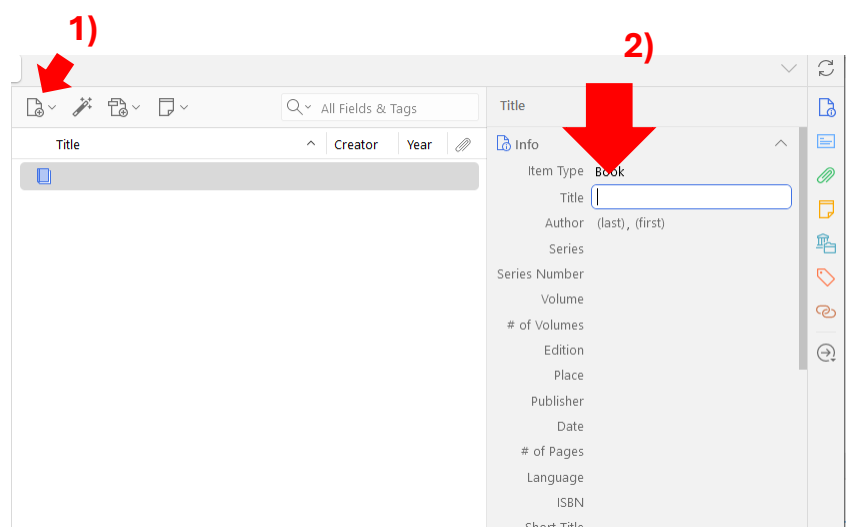
2. Add Item by Identifier

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.
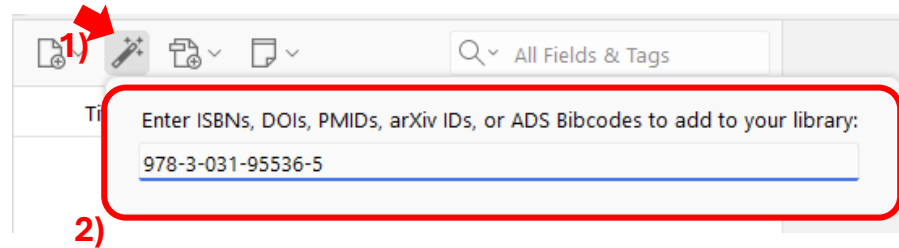
3. Add Item with Zotero Connector

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.
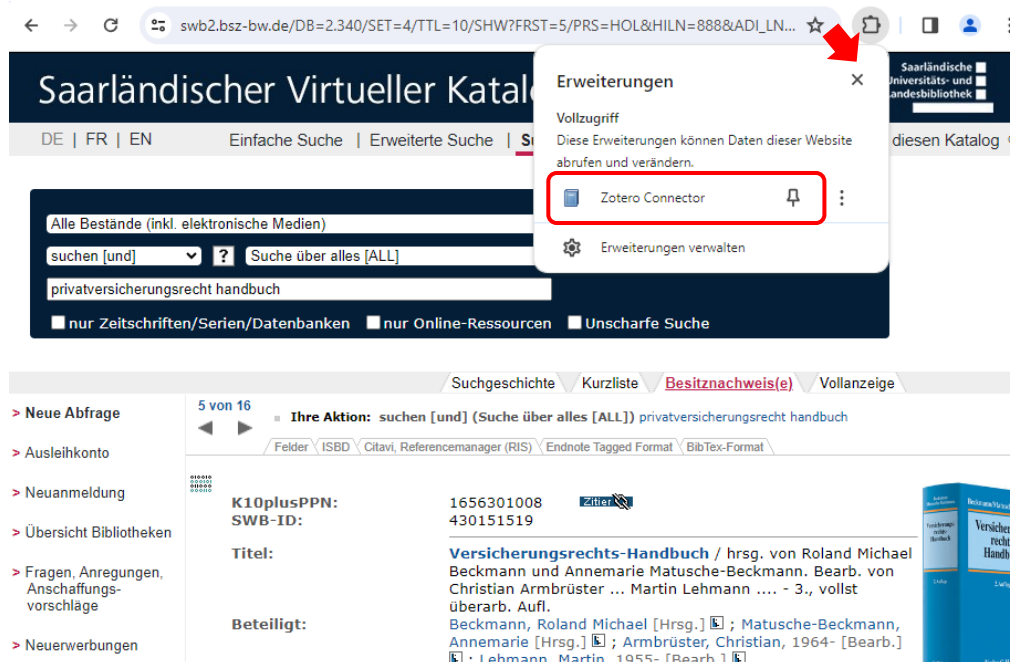
Note:

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.

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V. Citing References in Microsoft Word

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

| Datei | Start | Einfügen | Zeichnen | Entwurf | Layout | Referenzen | Sendungen | Überprüfen | Ansicht | **Zotero** | Hilfe | | Bearbeitung ∨ | |

Add/Edit Citation   Add/Edit Bibliography   Insert Note   Document Preferences   Refresh   Unlink Citations

Zotero

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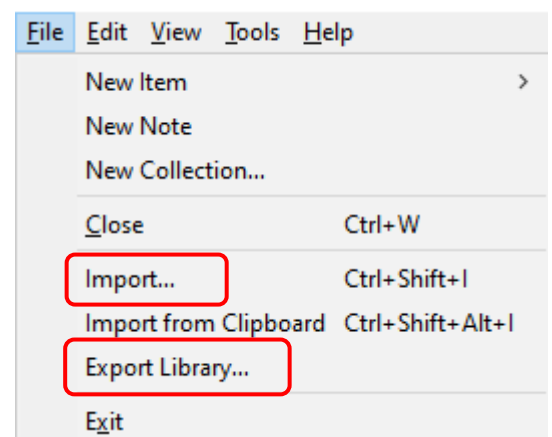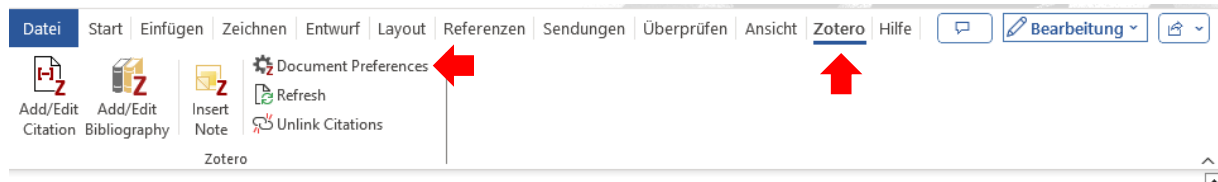
You can change your citation style at any time and all citations in the document will be automatically adjusted accordingly.

Zotero Style Repository

File   Edit

Style Search

Title Search

☐ Show only unique styles

Format: author

Fields: anthro
comm
history
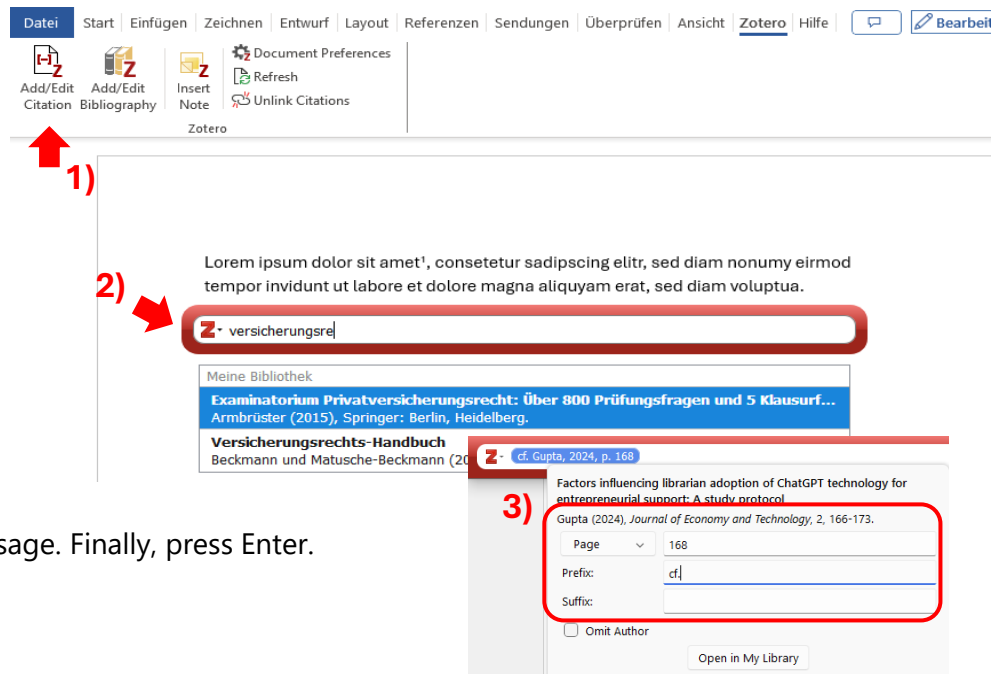philos
social

10,699 styles found:
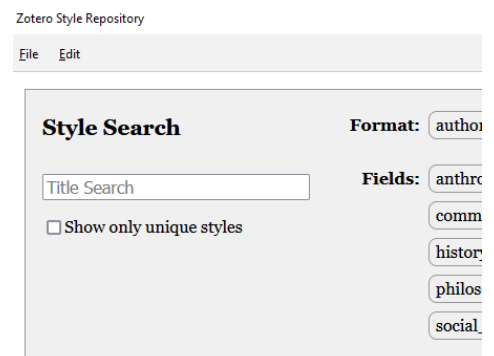
2. Add Citations

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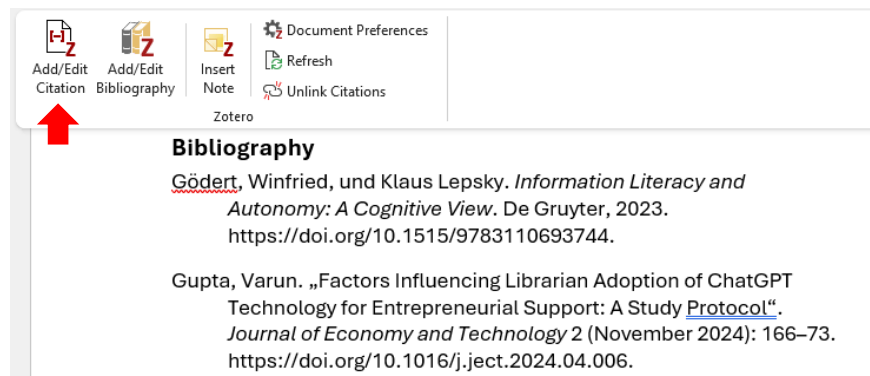
3) Now click on the title in the bar and fill in the relevant information about the source of the quoted passage. Finally, press Enter.

| Datei | Start | Einfügen | Zeichnen | Entwurf | Layout | Referenzen | Sendungen | Überprüfen | Ansicht | **Zotero** | Hilfe | | Bearbeit |

Add/Edit Citation   Add/Edit Bibliography   Insert Note   Document Preferences   Refresh   Unlink Citations

Zotero

1)

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2)

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Meine Bibliothek

Examinatorium Privatversicherungsrecht: Über 800 Prüfungsfragen und 5 Klausurf...
Armbrüster (2015), Springer: Berlin, Heidelberg.

Versicherungsrechts-Handbuch
Beckmann und Matusche-Beckmann (20

Z ∙ cf. Gupta, 2024, p. 168

Factors influencing librarian adoption of ChatGPT technology for entrepreneurial support: A study protocol
Gupta (2024), *Journal of Economy and Technology*, 2, 166-173.

3)

Page ∨	168
Prefix:	cf.
Suffix:	

☐ Omit Author

Open in My Library

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.

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.**