

Zotero

Kendra Johnston, MSt

OBJECTIVES

At the end of this workshop you should:

- Be able to create a Zotero collection
- Be able to enter, import and manage records
- Be able to search your collection & generate a list of references
- Be able to use the Cite-While-You-Write (CWYW) extension of Zotero in Word / Google Docs to generate in text citations and a bibliography.

Zotero

- 1 Basic Information and Setup
- 2 Getting Records into my Zotero Collection
- 3 Full Text with Zotero
- 4 Tips for Using Zotero
- 5 What to do with records once they are in Zotero?
- 6 Going Further
- 7 Reminder & References

1. Basic Information and Setup

What is Zotero?

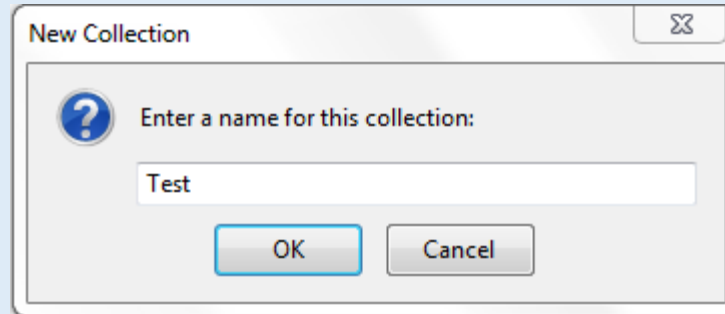
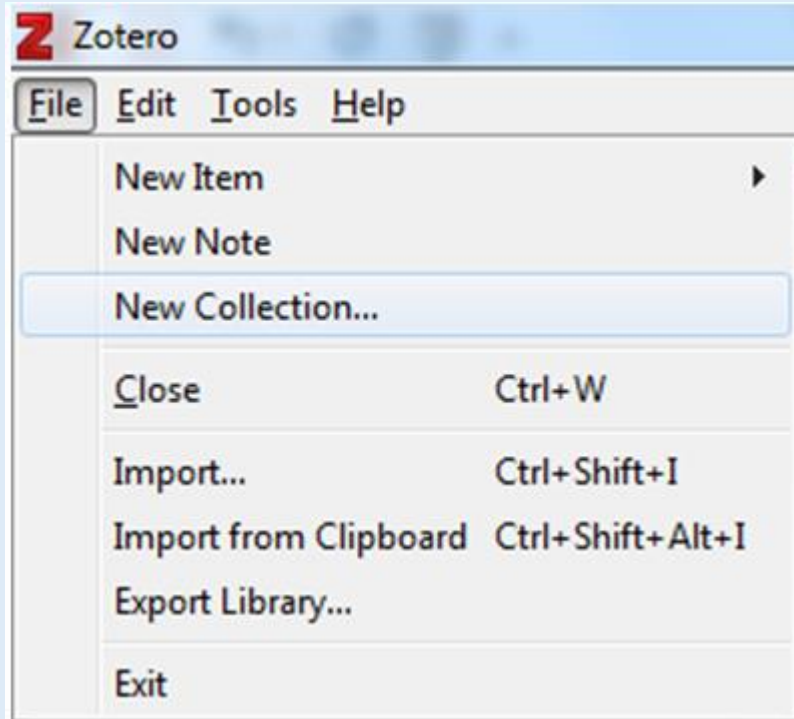
Zotero is a bibliographic, citation or bookmark manager software that allows you to:

- Create a searchable customized database
- Keep track of articles, Web sites, books you are reading
- Keep track of other formats (images, tables, etc.)
- Import citations directly from databases or e-journals
- Connect full-text to your records
- Archive a PDF version of Web pages you save
- Store your collection in the “cloud” and access it anywhere
- OPEN SOURCE = FREE!

Download Zotero

- Download Zotero for free: www.zotero.org
- To get the most of the tool:
 - Download the desktop version and the “Zotero Connector”, the add on for your browser (Chrome, Firefox, or Safari)
 - Create an account to be able to sync your library to the cloud

Create a new Collection

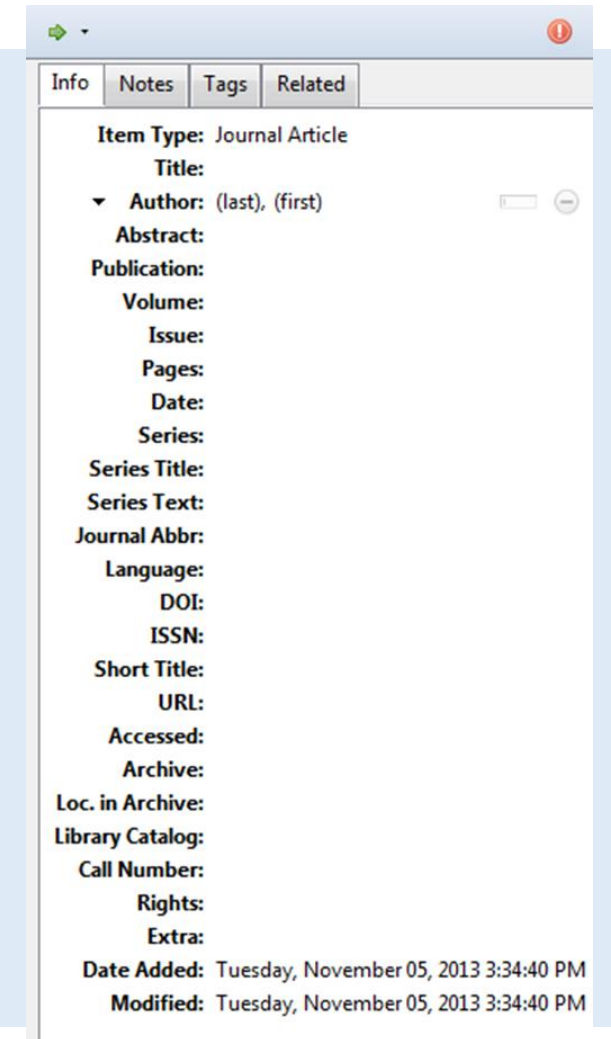
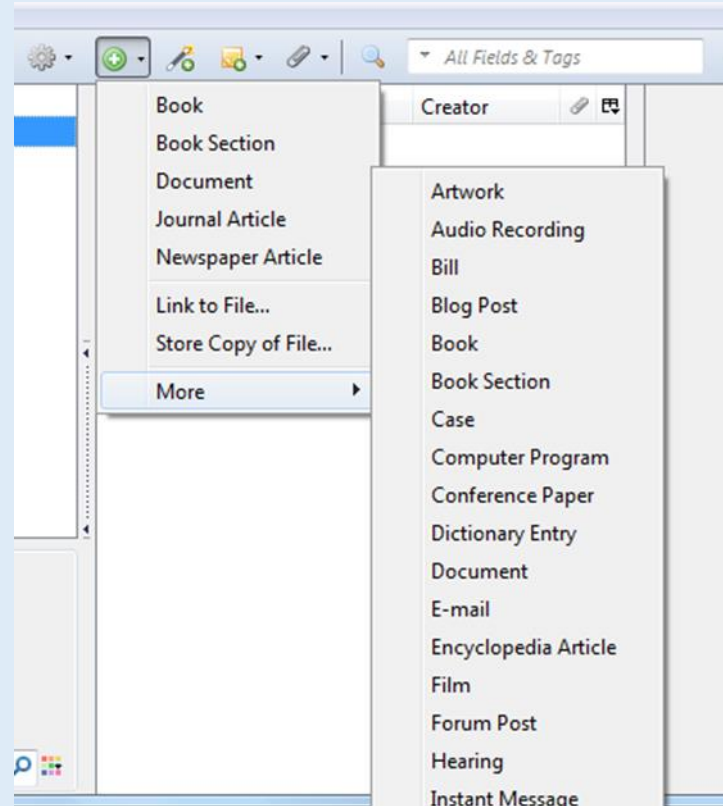


- File > New Collection > Give your Collection a Name > OK
- Create a new collection for each new research project

2. Getting Records into my Zotero Collection

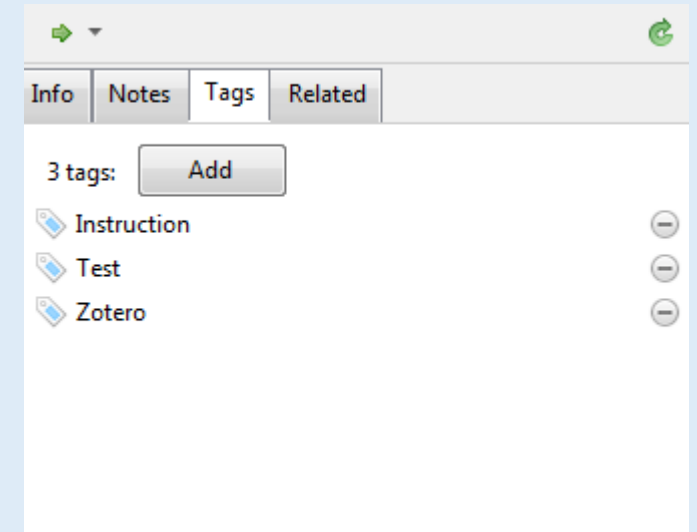
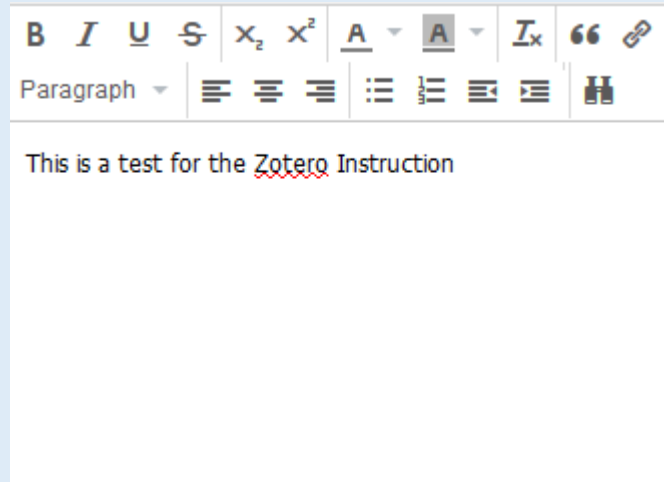
Create a record manually

- Click on the green (+) icon and choose the right format
- Click on more to see the whole list
- Fill in the fields in the “info” tab.
- Minimum information to enter for an article:
Title, author, publication, volume, issue, pages, date.



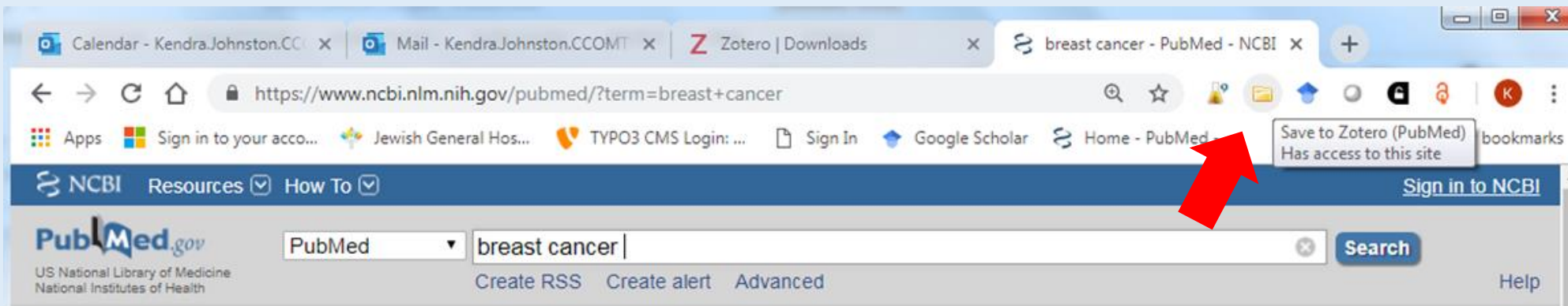
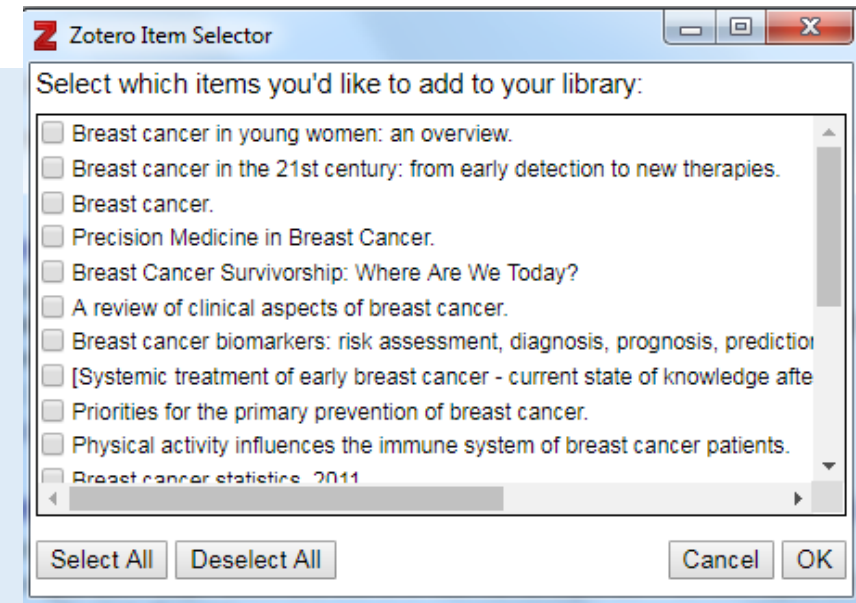
Create a record manually -TIPS

- You can also add a note to a record, click on the “note” tab and write your text (thoughts, important quotes, etc.)
- You can also add tags to a record with the “tag” tab.
- Related tab: Create links between different records by selecting “related records” for each record.



Import citations - General

- For any type of database (amongst others works for Pubmed, EBSCO Databases [.eg. CINAHL], OVID SP Databases [e.g. MEDLINE], Google Scholar...)
- Locate the Zotero Connector Icon, it looks like a folder icon in the URL field of your browser, or next to it
- Click on it and select the references you want to add to your library
- Ex. PubMed



Import citations- TIPS

- Use your personal account in each database to save relevant results, then click on the Zotero folder icon, click to select everything, save.
- You can also import citations into Zotero in RIS format, when available in the “Export” options of a database:
 - Select results > Export > RIS > Save > Zotero > Import > Select file

Import citations from Endnote

- If you have collections of citations stored in EndNote or another reference management software, please go to this page and follow the instructions (spaces are underscores):
www.zotero.org/support/kb/importing_records_from_endnote

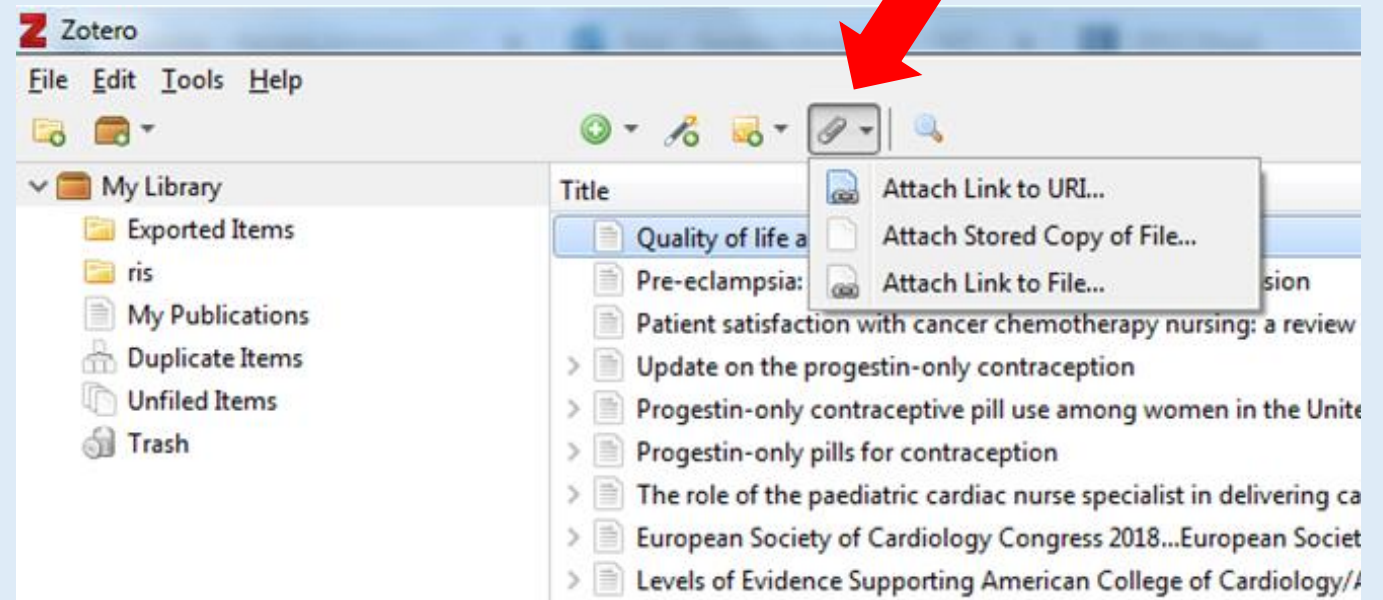
3. Full Text with Zotero

Access full-text from each record

- When you double click on a record in your library, a page on your browser will open.
- Zotero will have searched for the article on the web (using the DOI number) and bring you to the full-text, if available in open access, or to the journals webpage.
- Attention: If you have imported a record from and OVID SP database this will always take you to the journals webpage and prompt you to purchase the article even if the full text is available in open access.
- If you imported a record from CINAHL: the webpage should open to the CINAHL full text if it is in the database when you are on the CIUSSS sites.
- Make sure to check for Full Text on Google Scholar (using Library Links if you are at JGH !)

Attach a pdf file

- If you have the PDF of your article:
 - Select a record
 - Click on the grey paper clip icon and select “Attached Stored Copy of File...”.
 - Once this is done, when you double-click on the citation, it will open the PDF file.



Archive Web pages

➤ When using the Zotero Connector:

- Click on “Create item from Current page” to save a Web page in your Collection.
- Double click on the record to see the archived version of the page attached to your record.

The screenshot displays the Zotero desktop application. On the left, the 'My Library' sidebar shows folders like 'Systematic Reviews' and 'Zotero_Instruction'. The main pane shows a list of items with columns for 'Title' and 'Creator'. The selected item is 'Zotero Blog » Blog Archive » Zotero Basics: Getting Stuff Into Zotero' by Owens. The right-hand pane shows the item's metadata, including 'Item Type: Web Page', 'Title: Zotero Blog » Blog Archive » Zotero Basics: Getting Stuff Into Zotero', 'Author: (last), (first)', 'Abstract:', 'Website Title:', 'Website Type:', 'Date:', 'Short Title:', 'URL: http://www.zotero.org/blog/zotero-bas...', and 'Accessed: Monday, November 11, 2013 3:53:42 PM'.

4. Tips for Using Zotero

Delete duplicates

- If you have multiple records for one item in your collection you may want to clean the duplicated output of your library.
- Go to the left-side menu and click on “Duplicate Items”
- This will show you any identical duplicates in your collection.
- You can either delete the duplicates or merge the items.
- ATTENTION! The record has to be identical, i.e it has to have been imported from the same source. If you have the same record that was imported from multiple different sources Zotero might not pick up on these as duplicates.
- You can also deduplicate manually by deleting the record you do not wish to keep in your collection.

Title	Creator
Content Validation of Parental Role Conflict in the Neonatal Intensive Care Unit	Carmona and Lopes
Content Validation of Parental Role Conflict in the Neonatal Intensive Care Unit	Carmona and Lopes



Merge 2 items

Type: Journal Article

Title: Content Validation of Parental Role Conflict in the Neonatal Intensive Care Unit

Author: Carmona, Elenice Valentim

Author: Lopes, Maria Helena Baena de Moraes

(...) Abstract: PURPOSE. To validate the content of the ...

Publication: International Journal of Nursing Terminologies and Classifications

Volume: 17

Issue: 1

Pages: 3-9

Date: 2006

Language: en

DOI: 10.1111/j.1744-618X.2006.00017.x

ISSN: 1744-618X

URL: <http://onlinelibrary.wiley.com/doi/10.1111/j.1744-618X.2006.00017.x>

Accessed: Tuesday, November 12, 2013 3:47:53 PM

Library Catalog: Wiley Online Library

Search your citations

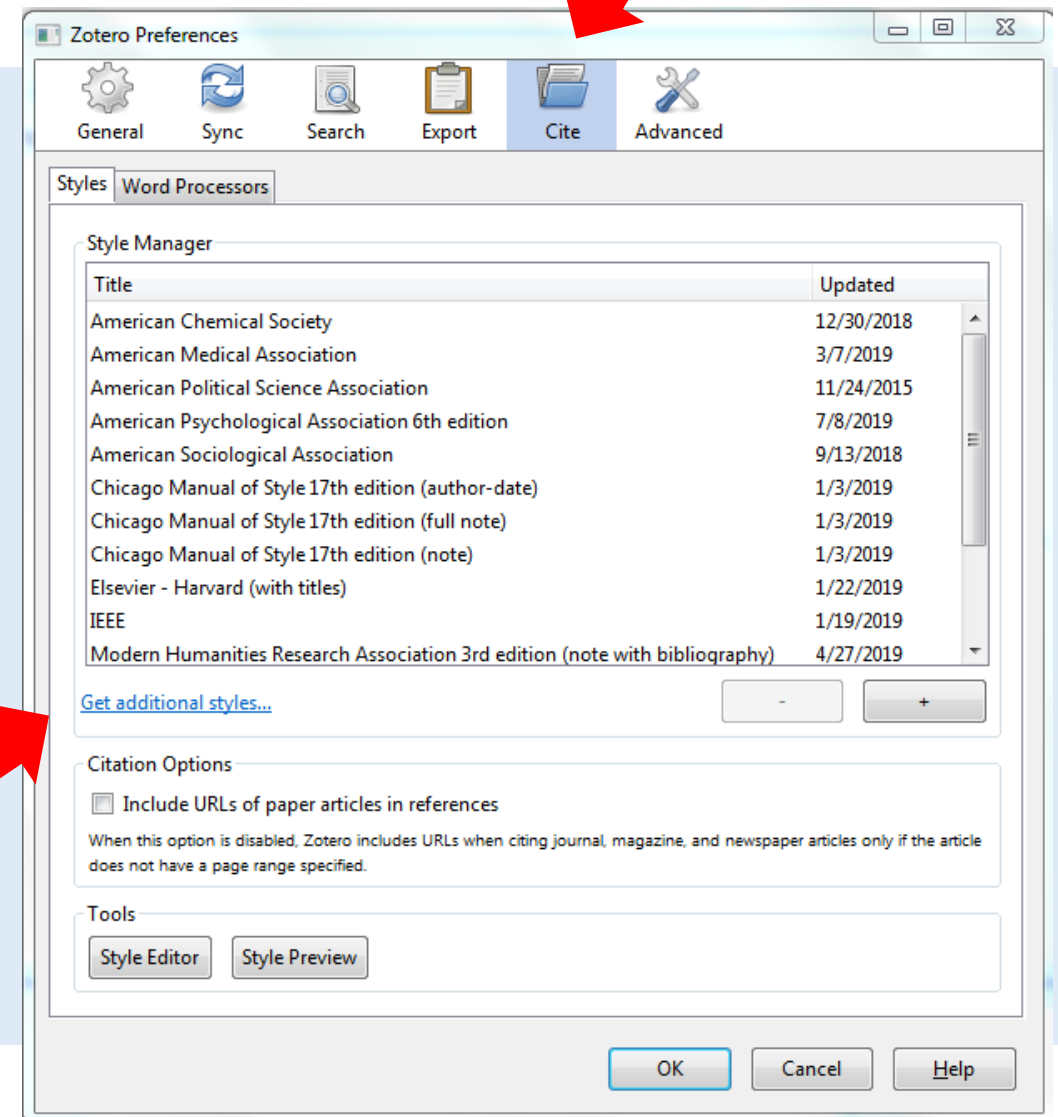
- Use the search bar in the middle top of Zotero to search within your collection
- If you have attached tags, this will work even better

5. What to do with records once they are in Zotero?

Choose your output style

At the end of this workshop you should:

- Go to Edit > Preferences > Cite > Style and select your preferred output style
- Don't see your output style? Click on "Get additional styles..." (over 6 000)



Export your references

- There are three different methods to export your references:
 - Export your citations in a file
 - Drag and drop to where you want them.
 - Quick Copy

Cite-While-You-Write (CWYW)

- Use this feature to insert citations as you write your paper and to generate a bibliography when you are done.
- You must have Word installed on your desktop for this feature to work- CITRIX interferes with Zotero's ability to communicate with Word.
- CSIT can install Word on your desktop for approx. \$70.
- You can also download an open source text editor like Open Office or use Zotero with Google Docs.
- One-on-one tutorials are available.

6. Going Further

Support for Zotero

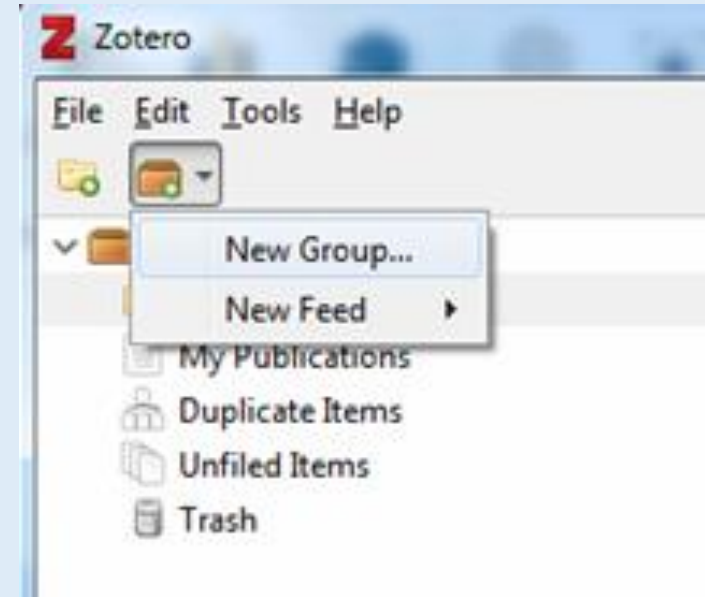
- The online support material for Zotero extensive and of good quality.
- Search Google for you problem accompanied by the keyword “Zotero” and you should find an answer.
- Many textual and visual tutorials are available.

Get even more out of Zotero

- Open source means collaborative development. Follow this link to see a list of known plugins: www.zotero.org/support/plugins

Create groups

- To collaborate with others you can create groups
- This requires an online account



6. Reminder & References

REMINDER

- A JGH Librarian is available to provide one-on-one instruction and help
Kendra Johnston, 514 340 8222 x22453
kendra.johnston.ccomtl@ssss.gouv.qc.ca
- To access this presentation:
<https://www.jgh.ca/care-services/health-sciences-library/instruction/workshop-presentations-handouts/>

REFERENCES

1. Touchette, J. (2016) Zotero Basics, Presented at JGH

THANK YOU



CIUSSS CENTRE-OUEST MONTRÉAL
CIUSSS WEST-CENTRAL MONTREAL



@CIUSSS_COMTL



CIUSSS CENTRE-OUEST |
WEST-CENTRALMONTRÉAL



@ciusss_comtl