



Murray Edwards College
University of Cambridge

Zotero Workbook

**Rosemary Murray Library
February 2020**

Acknowledgment: This workbook borrows heavily and reproduces large sections of text from the University of Cambridge Faculty of Education's *Zotero Self-Paced Workbook*.

http://oer.educ.cam.ac.uk/w/images/a/ad/Zotero_Self-Paced_Workbook.pdf

Creating a Collection with Zotero

NOTICE

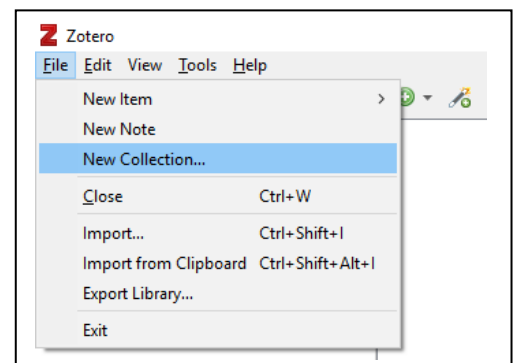
Before you go further

Make sure that you have downloaded Zotero onto your computer and the accompanying browser and Word plugins. If you are having difficulties downloading Zotero or need a reminder how to download the program, please see appendix A.

Your Library and Collections

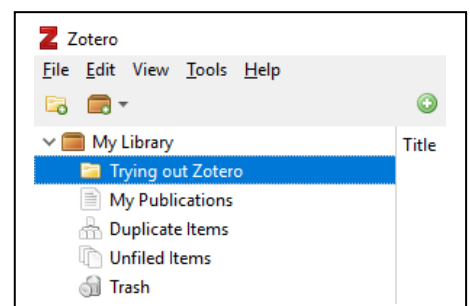
- All references are contained within '**My Library**'. This area is the middle column in the Zotero program.
- You can also create folders called '**collections**' for your references
- Create a new collection now

- Go to File and select **New Collection**
- Or Right-Click on **My Library** and select **New Collection** from the pop-up menu
- Name your collection **Trying out Zotero**



- Now your new folder, '**Trying out Zotero**', will appear on the left-hand column. We will soon begin to store references here.

- Before we begin storing references, here are some other folders you will see in the left-hand column.



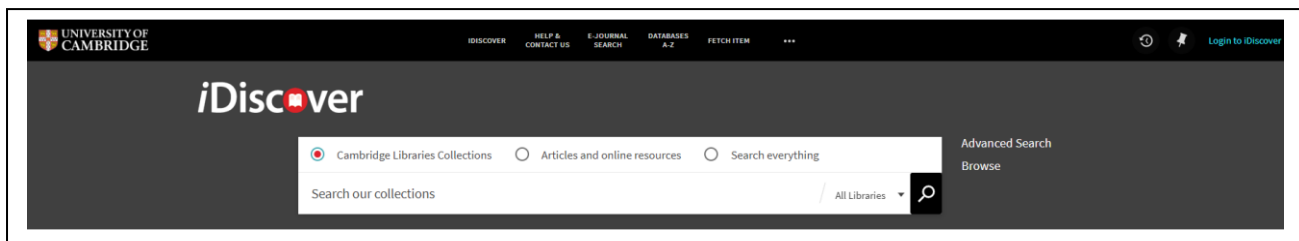
- **Unfiled Items** contains items you have not yet allocated to a collection

- **Duplicate Items**= items you have got 2 or more duplicate records for. This is a useful file to look at to help keep your library under control.
- **Trash** contains items that you delete. You can fully delete these items by right-clicking and selecting '**empty trash**'

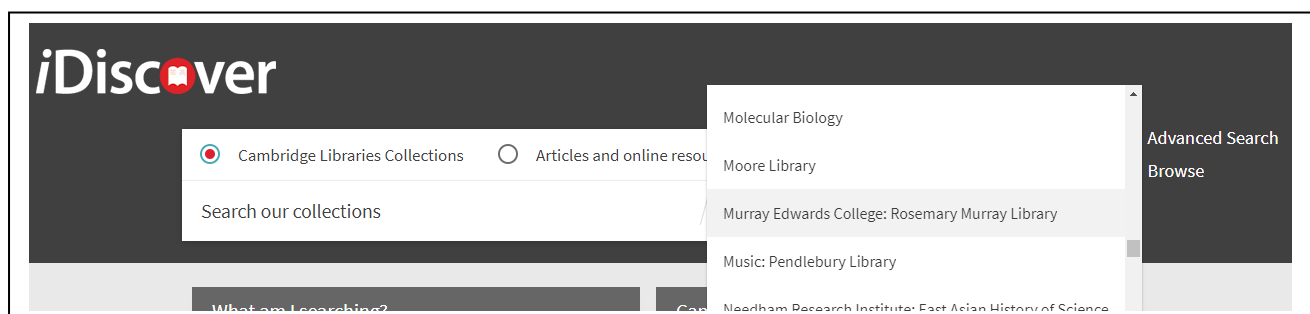
Storing References

Follow the steps below for a quick demonstration of how Zotero can gather references for you from the University of Cambridge Library Catalogue

- Go to iDiscover: <https://idiscover.lib.cam.ac.uk/>



- Choose Murray Edwards College: Rosemary Murray Library from the drop down menu "All Libraries":

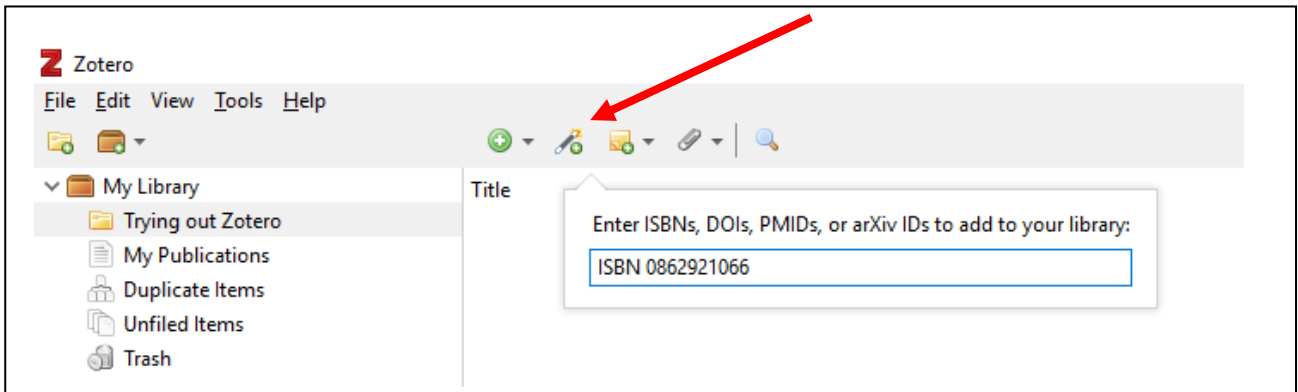


- In Search our Collections type: Rawson, Elizabeth. This search will produce a list of publications by Dr. Rawson.

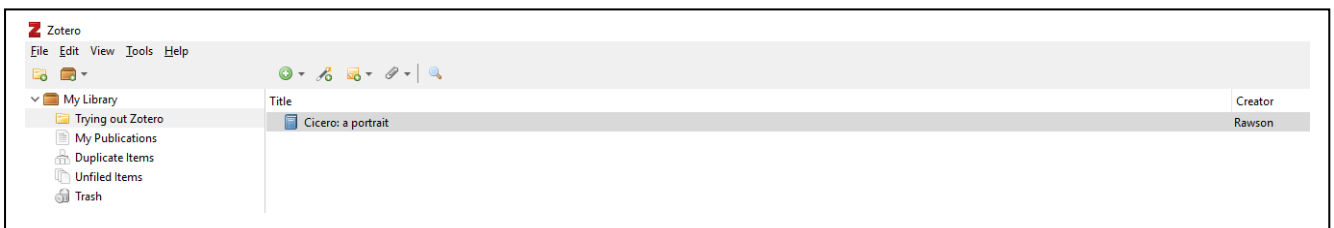
- Click on the first title Cicero: a portrait
 - This will bring up three results—**click on the first book.**
- From the full record, copy the ISBN located in the **'Details'** section

Details	
Title	Cicero : a portrait.
Author	Elizabeth Rawson >
Edition	Corr. ed.
Publisher	Bristol : Bristol Classical Press, 1983.
Identifier	ISBN : 0862921066
Creation Date	1983
Format	xvi,341p. : maps, plates.
Language	English
Source	44CAM_ALMA

- Now return back to Zotero and on the top menu bar select the **Wand Option** and paste or type in the ISBN:

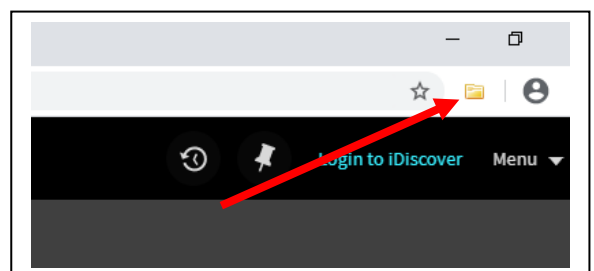


- Press Return/Enter on your keyboard. This will bring the details of the book into your Zotero Library



- Now repeat this process of saving citations in your Zotero Library by returning to iDiscover and searching for the following 2 citations by Dr. Rawson. Enter each book into your Zotero library by pasting their ISBN'S into the Wand option.
 - Intellectual life in the late Roman Republic
 - The Spartan tradition in European thought

- With Zotero, if you have the **Zotero Connector** installed with your browser, you can also save citations by clicking on the connector icon. For Chrome, this appears on the top right hand side of the browser.



- On iDiscover, now search for the following 2 citations by Dr. Rawson and save them using the Zotero Connector.
 - Religion and Politics in the late second century B.C. at Rome
 - Scipio, Laelius and the ancestral tradition

Notice for these citations the ISBN is missing in the **Details** section. Click on the Zotero Connector and your citations will appear in your library

REQUEST OPTIONS:

Murray Edwards College (Rosemary Murray Library) Main Library 938.23 RAW
[Hide Details](#)

Availability:
 (1 copy, 1 available, 0 requests)

1 - 1 of 1 Records

BARCODE	TYPE	DESCRIPTION	STATUS
MT97327	Book		Item in place

Details

Title [Religion and politics in the late second Century B.C. at Rome / Elisabeth Rawson.](#)
 Author [Elisabeth Rawson](#) >
 Publisher Toronto : University of Toronto Press, 1974.
 Creation Date 1974
 Format [20] pages ; 25 cm.
 Subjects [Rome -- Civilization](#) >
 Language English

Saving to Trying Out Zotero
 Religion and politics in the late second Century B.C...

The Right Column: Check/Edit Individual Reference Information

- In the middle column of your Zotero Library you will notice that all of your citations are saved now. Click on one of them and look on the **right-hand column**.
- On this column, you will find all of the information required to produce a citation as well as additional information.

- Check through this information to ensure all details are correct and there is no information omitted or additional punctuation.

TOP	Details	
SEND TO	Title	Intellectual life in the late Roman Republic.
GET IT	Author	Elizabeth Rawson >
	Publisher	London : Duckworth, 1985.
DETAILS	Identifier	ISBN : 0715619683 (hbk.) ISBN : 0715622250
LINKS	Creation Date	1985
	Format	ix, 355 p. ; 24 cm.
	Subjects	Cultural history -- Late Republic -- Ancient Rome > lvrse > Rome -- Religion > Rome -- Medicine -- Mathematical arts -- Law -- Architecture -- Philosophy > Rome -- Greeks -- Culture > Rome -- Culture > History -- Rome > Rome -- History -- Republic, 265-30 B.C > Rome -- Intellectual life >
	Series link	"Paperduck" >
	Series title	Paperduck >
	Series statement	Paperduck >
	Language	English
	Notes	Bibliography: p. [326]-336. -- Includes index. Bibliography: p326-336. - Includes index
	Source	44CAM_ALMA 44CAM_ALMA

You can check the information against your library search to ensure the correct information has been saved to your Zotero Library

The screenshot shows the Zotero library interface. On the left, a list of items includes 'Cicero: a portrait', 'Intellectual life in the late Roman Republic', 'Religion and politics in the late second Century B.C. at Rome / Elisabeth Rawson.', 'Scipio, Laelius and the ancestral tradition / by Elizabeth Rawson', and 'The Spartan tradition in European thought'. The 'Intellectual life in the late Roman Republic' item is selected. On the right, the detailed view shows the item type as 'Book', title as 'Intellectual life in the late Roman Republic', author as 'Rawson, Elizabeth', and abstract as 'Bibliography: p. [326]-336. -- Includes index.'.

- At this point you may notice citations saved by entering the ISBN and those entered by clicking on the Zotero Connector appear differently in your library.

This screenshot shows the 'Info' tab for the item 'Intellectual life in the late Roman Republic'. The author is listed as 'Rawson, Elizabeth'. Other details include: Item Type: Book, Title: Intellectual life in the late Roman Republic, Edition: Nachdr. d. Ausg. 1985, Place: London, Publisher: Duckworth, Date: 2002, # of Pages: 355, Language: eng, ISBN: 978-0-7156-2225-4, Date Added: 13/02/2020, 16:25:18, and Modified: 13/02/2020, 16:25:18.

Added to Zotero via ISBN

Added to Zotero using the Zotero Connector on the Chrome browser

This screenshot shows the 'Info' tab for the item 'Scipio, Laelius and the ancestral tradition / by Elizabeth Rawson'. The author is listed as 'Elizabeth Rawson author'. Other details include: Item Type: Book, Title: Scipio, Laelius and the ancestral tradition / by Elizabeth Rawson, Edition: 1973, Place: London, Publisher: Society for the Promotion of Roman Studies, Date: 1973, # of Pages: 355, Language: eng, ISBN: 978-0-7156-2225-4, Date Added: 13/02/2020, 17:00:07, and Modified: 13/02/2020, 17:00:07.

Click on text to edit

Click on the label with an arrow to change the relationship

Info Notes Tags Related

Item Type Book

Title Scipio, Laelius and the ancestral tradition / by Elizabeth Rawson

Author Elizabeth Rawson author

Abstract

Series

Series Number

Volume

of Volumes

Edition

Place London

Publisher Society for the Promotion of Roman Studies

Date 1973 y

of Pages

Language eng

ISBN

Short Title

URL

Accessed

Archive

Loc. in Archive

Library Catalog idiscover.lib.cam.ac.uk

Call Number 938 RAW

Rights

Extra

Date Added 13/02/2020, 17:00:07

Modified 13/02/2020, 17:00:07

- By clicking on these options you can edit names, correct errors that may have come across in saving your citation and delete non-essential information.
- Take a moment to look through the information you can store for each reference in the right-hand column:
 - **Item Type:** Click on this to reveal a drop-down menu (helpful when you manually create a reference)
 - **Author:** Click here to reveal a drop-down menu (you can change from author to editor if the book is an edited work).
 - **Abstract:** You can type or copy and paste text in this section
 - **Notes tab:** You can type or paste text here. Good for keeping track of your thoughts, key quotes, etc.

- Click on Notes then Add and type in some text. It will be attached to your reference- see the yellow 'post-it' icon.
- **Tags Tab:** You can tag references with key words. Good for searching quickly through a large library.

Reminder

Checking and manual editing of downloaded references is essential so that when you use Zotero to manage citations in your essays/thesis/dissertation your reference will appear correctly.

Adding Articles to Your Zotero Library

- There are 2 ways to add articles to your library using databases. For a list of databases available through the Cambridge University Library please see the A-Z Databases LibGuide at <http://libguides.cam.ac.uk/az.php>

Cambridge LibGuides

Cambridge Libraries / LibGuides / A-Z Databases

A-Z Databases

Find the best library databases for your research.

All Subjects All Database Types All Vendors / Providers Search for Databases Go

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

#

888 Databases found

A

Abbreviations online ⓘ ⓘ

Popular Databases

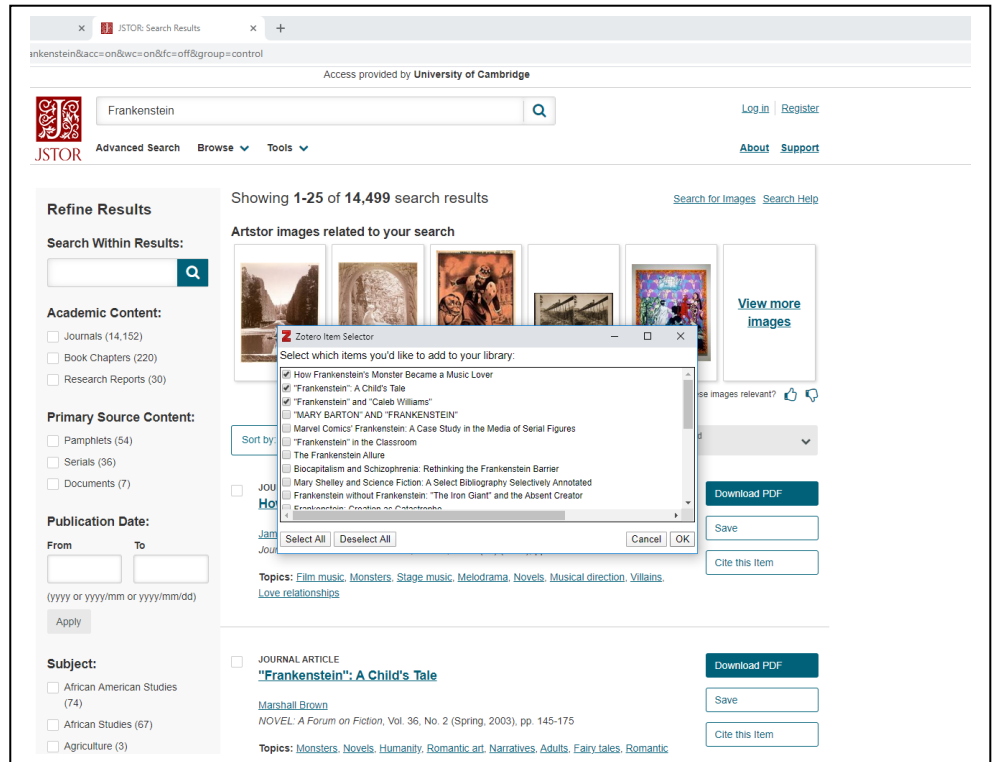
The most frequently-used databases

- British Humanities Index ⓘ ⓘ Popular
- JSTOR ⓘ ⓘ Popular
- PubMed (legacy platform) ⓘ ⓘ Popular

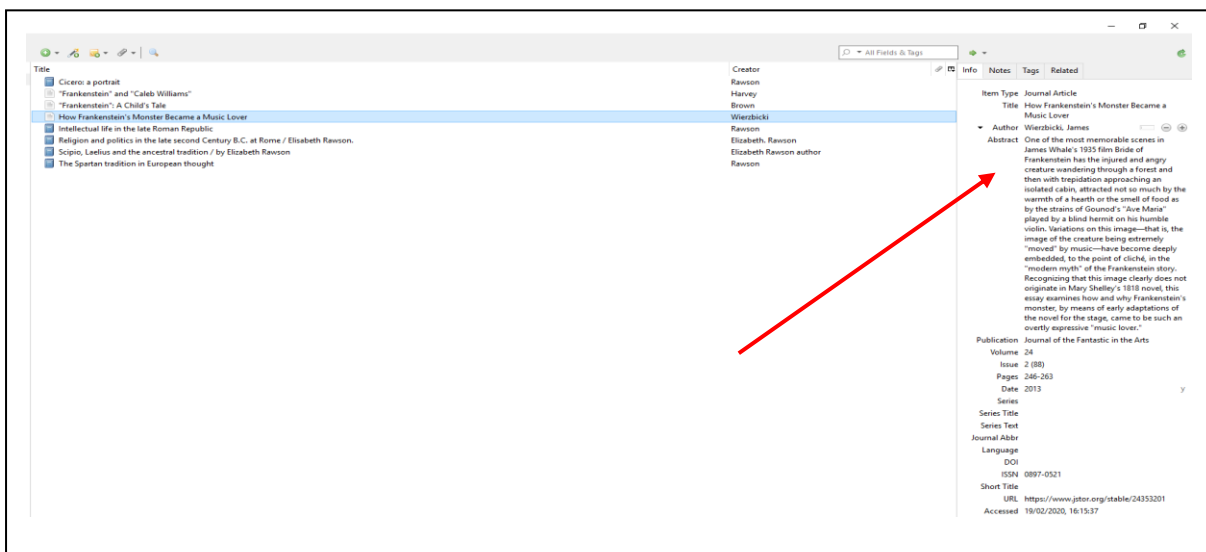
Help

- For this example, we'll go to the JSTOR Database, and in your search term type in 'Frankenstein'. At the top right-hand corner of your browser the Zotero Connector should look like a manila folder.
- Click on the Zotero Connector and a window should pop up on your screen listing all the articles available on that page.

- Click on the first **three articles** and press **OK**

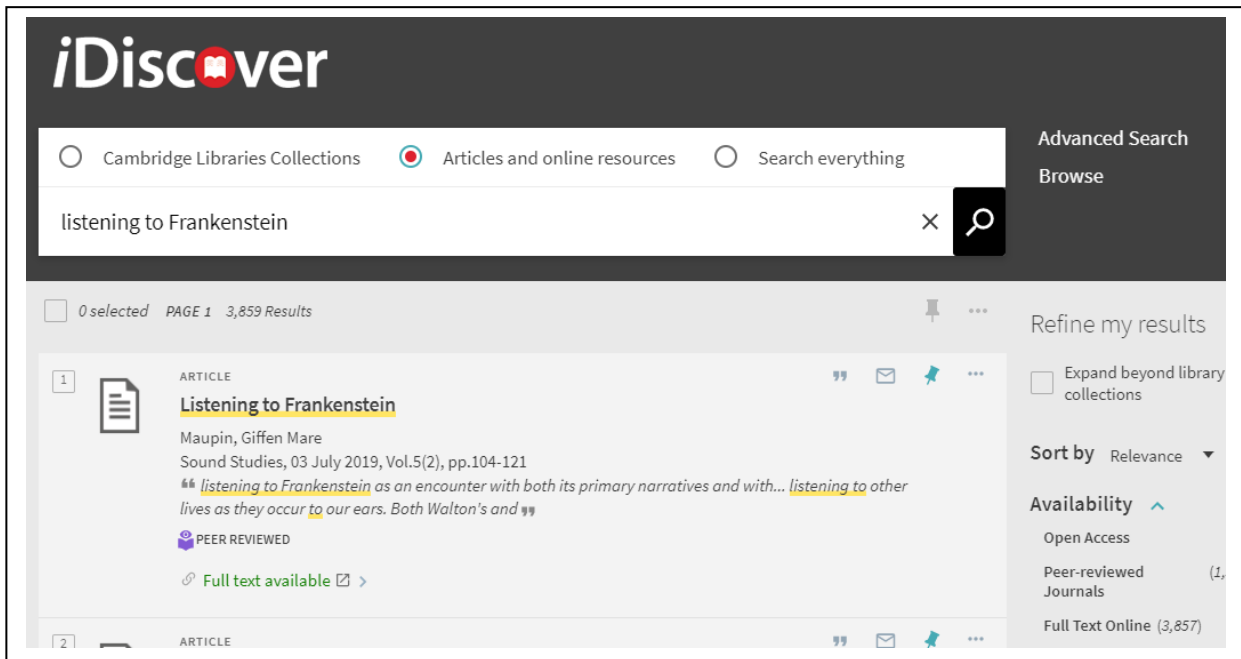


- Adding articles this way will add them to your library. It will also often add the abstract to the Zotero record.



- Another way to add an article to your Zotero Library is to add the article directly from the journal's own page.

- To see if Cambridge University has access to a journal's content you can search for the article on iDiscover.
- On iDiscover select **Articles and online resources** and in your search bar type **Listening to Frankenstein**



- Click on the link **Full text available** and you will be directed to the article on the journal's page.
- On the top right-hand corner of your browser click on the Zotero connector and Zotero will save the article's citation as well as a pdf of the article itself.

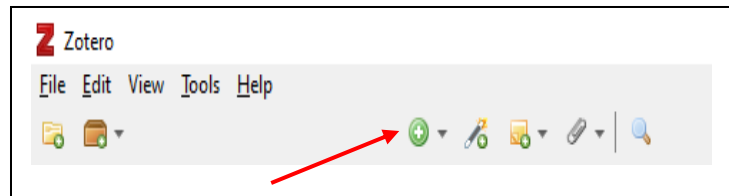
The screenshot shows a citation management interface. On the left, a list of citations is displayed under the 'Title' column. The citation 'Listening to Frankenstein' is selected and highlighted in blue. A red arrow points from a text box to the 'Full Text PDF' and 'Snapshot' icons next to this citation. In the center, a table lists the 'Creator' for this citation: Maupin, Rawson, Elizabeth Rawson, and Elizabeth Rawson author Rawson. A red arrow points from a second text box to a small blue dot next to the 'Maupin' entry in this table. On the right, a detailed view of the citation is shown, including the 'Abstract' and 'Publication' information. The 'Publication' section lists 'Sound Studies', Volume 5, Issue 2, Pages 104-121, Date July 3, 2019, and DOI 10.1080/20551940.2019.1617380.

Selecting the drop-down menu next to your citation will reveal the pdf and a snapshot of how the page appeared at the moment you accessed the article.

When your citation has further content attached to it a blue dot will appear

Entering Citations Manually

- Apart from entering citations via ISBN'S or Zotero Connectors, you also have the option to enter citations manually.
- To do so, click on the **Green Button** with the **White Plus Sign**.

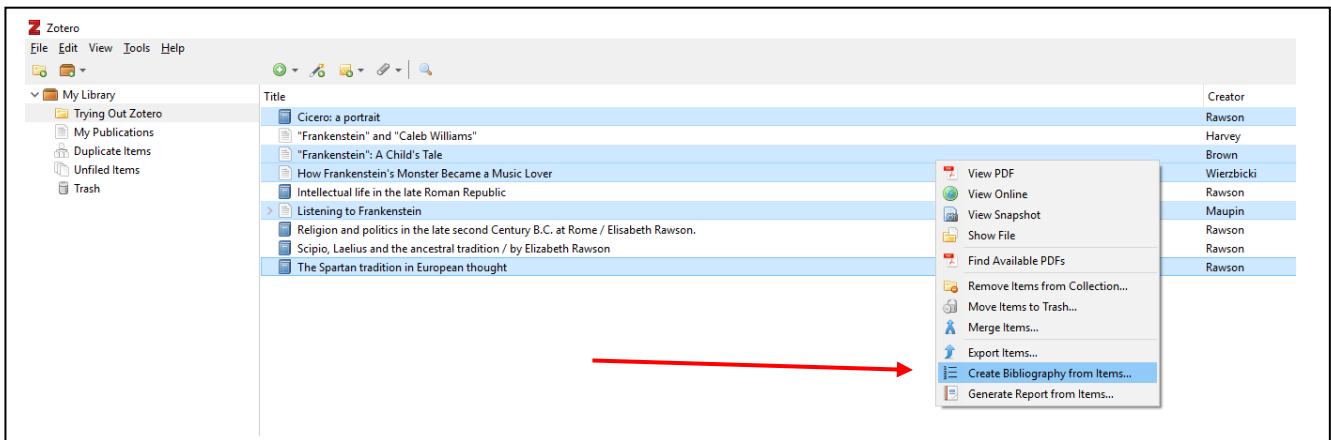


- A drop-down menu will open giving you the option to enter a book, book section, journal article, newspaper article, or thesis.
- Place your cursor over **More** and a new pane will appear offering you a wider selection of information sources you can cite.

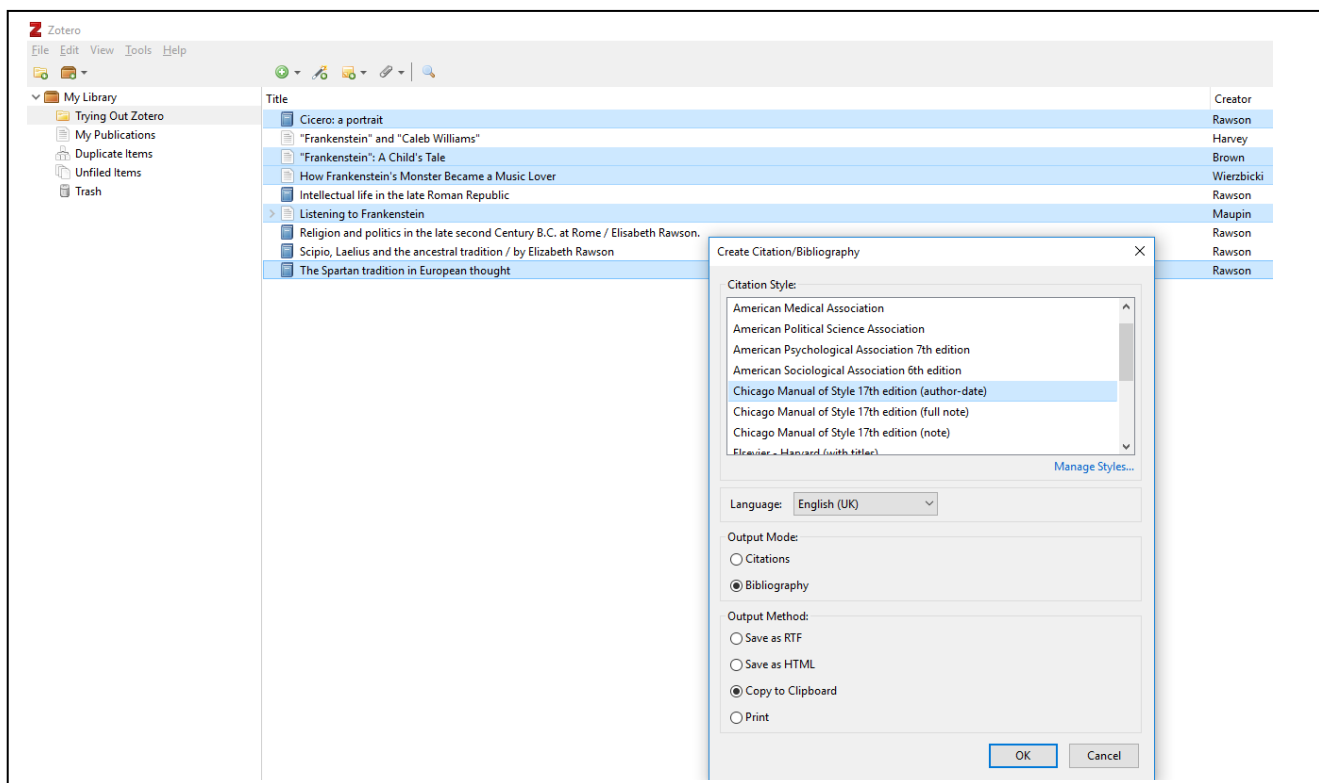
Create a Quick Bibliography

- At this point you should have quite a few citations in your Zotero Library. Let us practice creating a quick bibliography.
- First make sure your Zotero Library is open.
- In the middle column select all the items you want to include in your bibliography (on the keyboard press "**Ctrl**" then "**A**")
- Or for selecting non-contiguous (or individual) items hold down **Ctrl** while you click on your selections.

- Right-Click your mouse anywhere in your highlighted selection.
- Select the command: **“Create Bibliography for Items”**



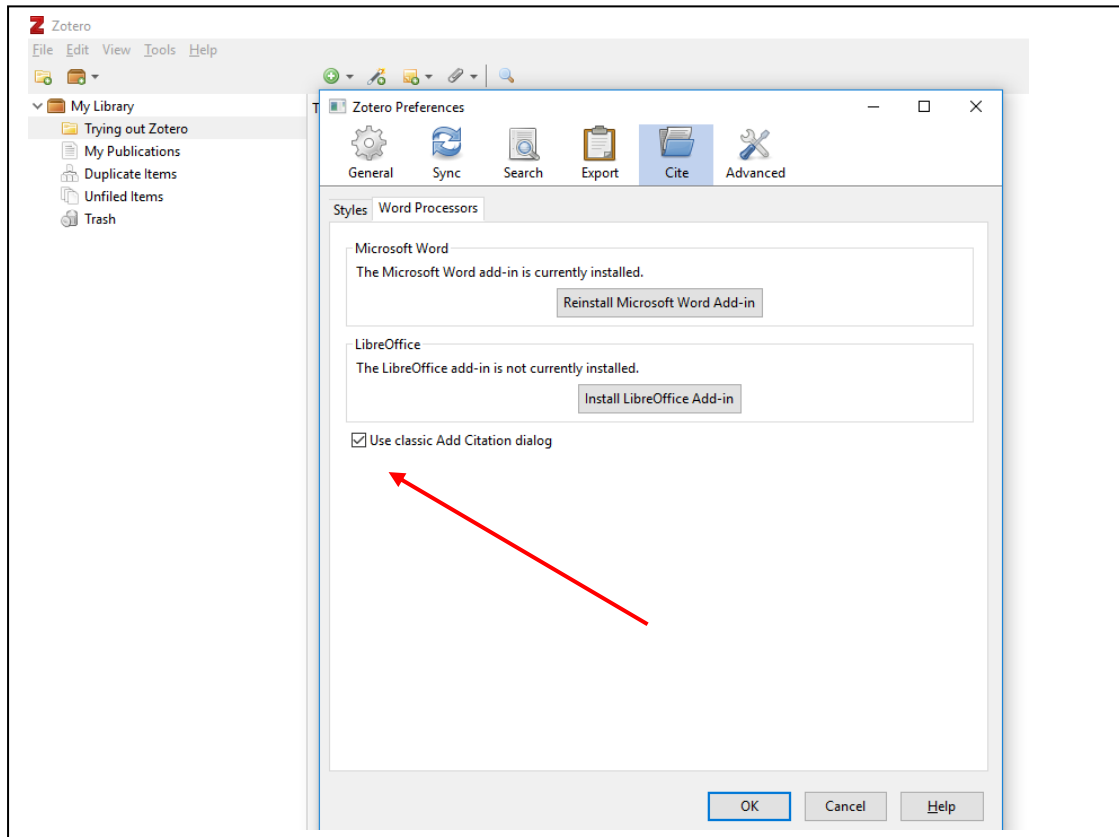
- Next, select the **citation style**, **output mode** and **output method** from the dialog box
 - Citation Style: **Select Chicago Manual of Style 17th Edition (author-date)**
 - Output Mode: Select **Bibliography**
 - Output Method: Select **Copy to Clipboard** and click **OK**



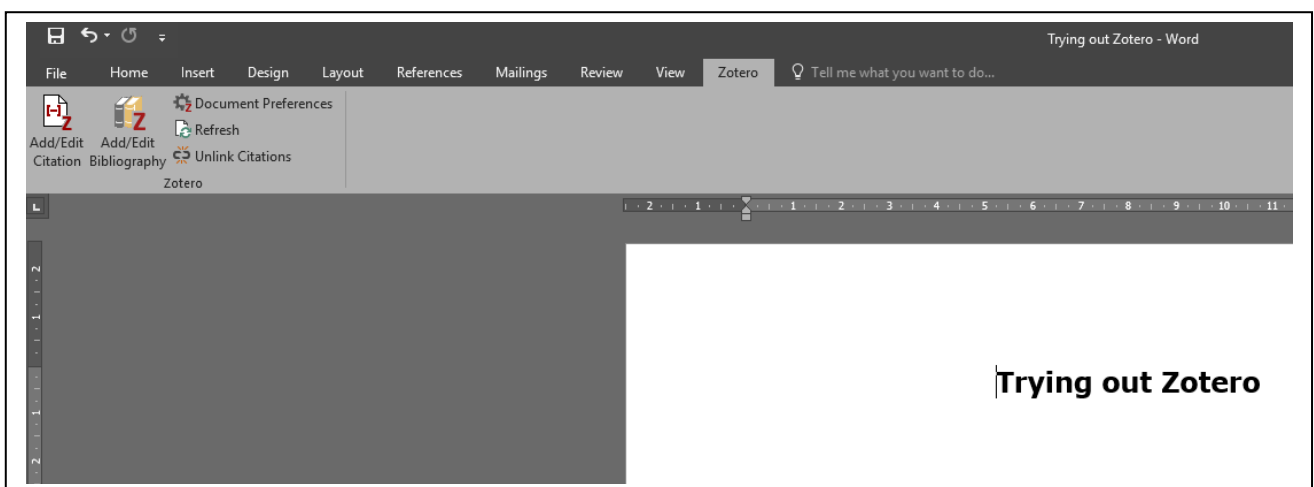
- Open **Word** and create a new document
 - Paste (Ctrl + V) your Zotero Items into it
 - You now have your bibliography created in seconds.
 - If any items are displayed incorrectly, remember you need to edit them back in Zotero, then repeat the steps above to create a new bibliography

Insert Citations into a Word Document with Zotero

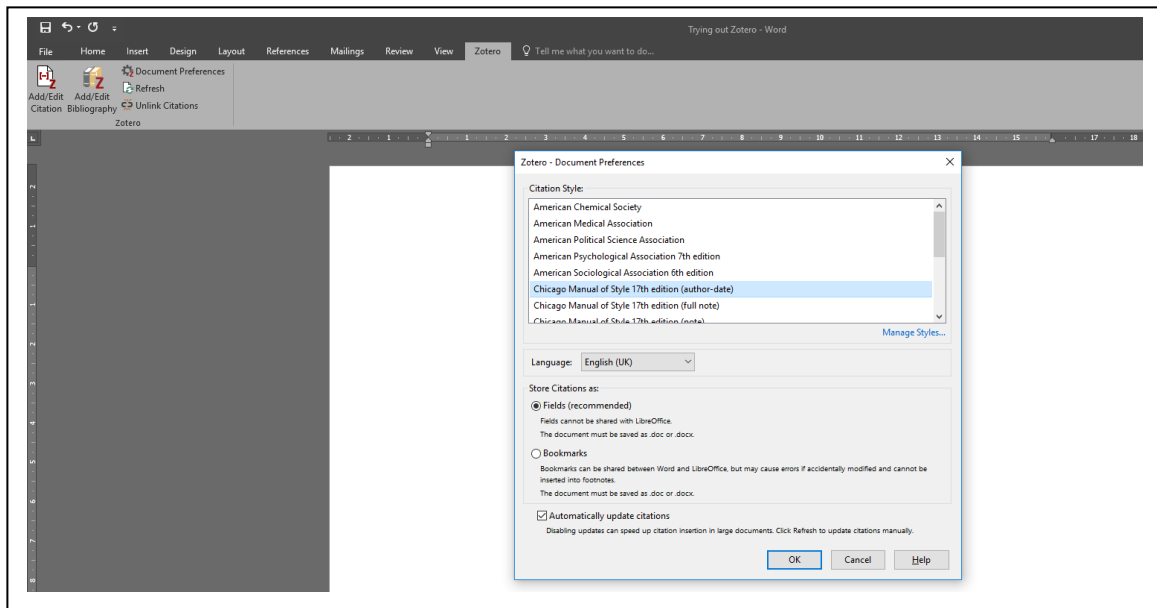
- Apart from creating bibliographies, you can also use Zotero to insert citations directly into your text, and then create a bibliography from those citations.
- Zotero gives you 2 ways to insert citations from your Zotero library into a Word Document. You can choose between: Sorted dialog or Classic dialog. The default mode is 'sorted dialog'
- In this workbook we will be working using the Sorted dialog, but you can try the Classic dialog by yourself later and decide which you prefer.
- You can set your preference to the Classic dialog option in Zotero by clicking **Edit**, then **Preferences**, then **Cite tab**, then **Word Processors**. Then select **Use classic Add Citation dialog** and **OK**.



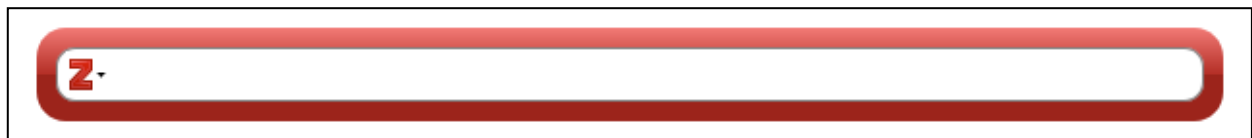
- Before we begin inserting citations into a Word Document, make sure you have Zotero open and the Zotero Word plugin has been installed.
- In your Word document, A Zotero tab will appear on the top right, and when you click on it the following buttons should appear.



- To insert a reference from your Zotero library click on the “**Add/Edit Citation**” button.
- The Document Preferences window will open. You may choose any style you like, but for the purpose of this demonstration I have chosen the Chicago Manual of Style 17th edition (author-date) style.



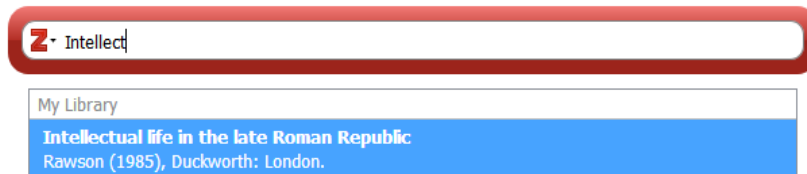
- After you have selected **OK**, the Zotero bubble should appear in your word document.



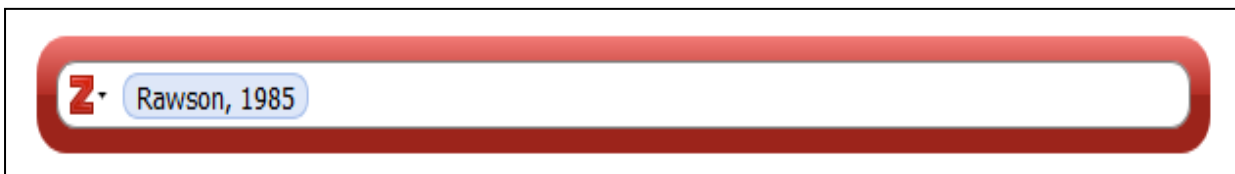
- Search for your reference by typing in this Bubble. You can search your library by author, date, or typing in a few words.

Trying out Zotero

This text is to practice inserting references to Word from Zotero. Let us try to add a reference from Rawson on the intellectual life in the late Roman Republic {Citation}. After this citation, let us try to add another reference from Rawson, but let us choose the one that focuses on Spartans.



- Choose a reference from your library. Click on the title and the correct reference will appear in the bubble:



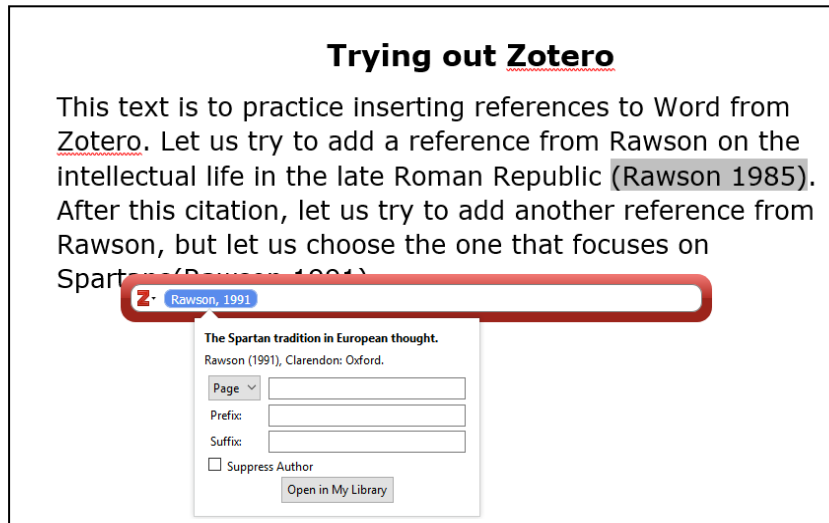
- Press **Enter/Return** on your keyboard to insert your citation into your document. It should appear in your text as follows:

Trying out Zotero

This text is to practice inserting references to Word from Zotero. Let us try to add a reference from Rawson on the intellectual life in the late Roman Republic (Rawson 1985). After this citation, let us try to add another reference from Rawson, but let us choose the one that focuses on Spartans.

- To edit your citation, click on your reference and select the top button **Add/Edit citation** once again. The **Zotero Bubble** will reappear with your citation.

- Click on the citation in the bubble and a drop-down menu will appear. Here you can add page numbers, insert text before and after your reference, or suppress the author's name if you have already mentioned them in your sentence.

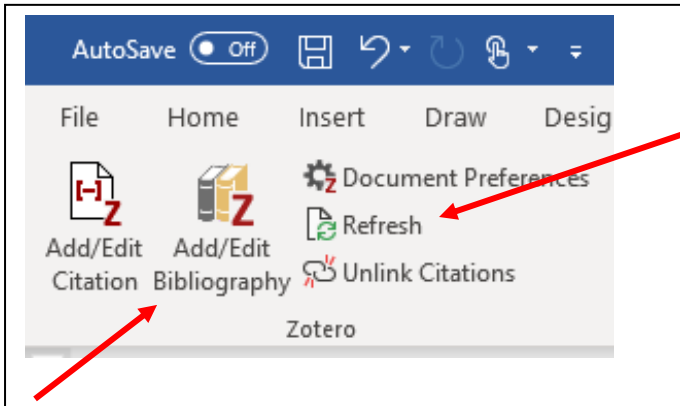


- After you have made any changes, press **Enter/Return** twice and your changes will appear in the text.
- If you should need to add more than one reference at the end of your sentence, follow the steps to insert a citation. Instead of pressing Enter/Return after you have chosen your first citation simply type the information for the next citation and make your new selection.

Creating a Bibliography from Your Word Document with Zotero

- Once you have entered one or two more citations in your practice document. You can create a bibliography of your works cited at the end of your document without having you copy and paste from your Zotero library.

- At the end of your document type the heading **References**.
- Place the cursor on the next line below this heading.
- Click the Add/Edit Bibliography



Click here to refresh your list as you add citations to your document

- Zotero will quickly create a bibliography in alphabetical order compiled of all the citations in your document.

Trying out Zotero

This text is to practice inserting references to Word from Zotero. Let us try to add a reference from Rawson on the intellectual life in the late Roman Republic (Rawson 1985). After this citation, let us try to add another reference from Rawson, but let us choose the one that focuses on Spartans(Rawson 1991).

References

Rawson, Elizabeth. 1985. *Intellectual Life in the Late Roman Republic*. London: Duckworth.

Rawson, Elizabeth. 1991. *The Spartan Tradition in European Thought*. Oxford: Clarendon.

- Zotero will also update this list as your add more citations to your document. Click the **Refresh** icon to update your list.

Concluding Reflections

Congratulations on making it through this workbook! We hope that you are now feeling comfortable with the basic functions of Zotero and will be on your way to creating libraries and bibliographies that will help you in your current and future studies.

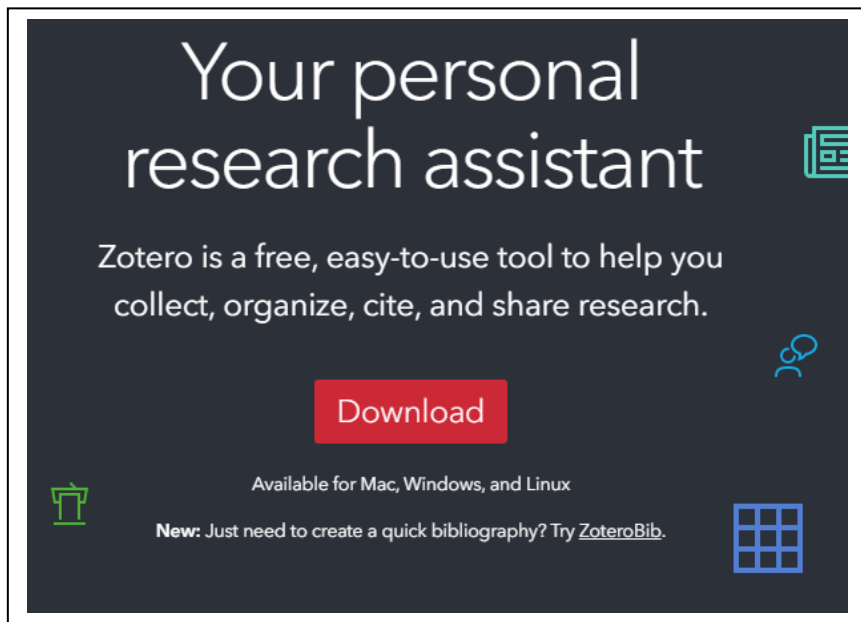
While Zotero will help you compile citations and reduce the amount of time you spend on creating a bibliography, it is important to remember to always double check your work and to plan ahead in order to finish your work on time.

Thank you for taking this Managing Your References with Zotero Session. If you should have any further questions or would like assistance in downloading Zotero onto your personal laptop, do not hesitate to contact the Rosemary Murray Library team or schedule a drop-in appointment with one of our librarians.

Appendix A

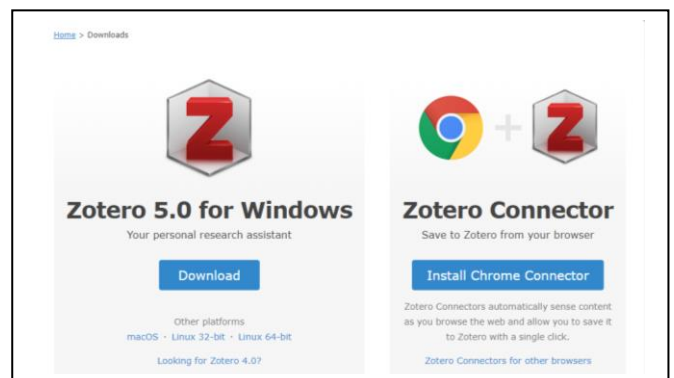
Downloading Zotero

- Go you <https://www.zotero.org/>
- Click the Download button



- On the next page click Download Zotero 5.0 for windows.
- Make sure all other programs are closed before installation, especially Word, as the plugin may not download correctly if it is open.

- Click **“yes”** for any boxes that pop up during installation.



- After Zotero has installed, return to the download page and install your Zotero Connector.

- If you have any difficulties, Zotero has a great support/troubleshooting section on their website which addresses a variety of issues that might arise. This can be found at the following address: <https://www.zotero.org/support/>