




01 Feb 2023

**Speakers**  
 Jamila Osman  
 Kho Su Yian

**Q&A**  
 Winnifred Wong

## Introduction to Zotero

### Collect, Organise, Cite and Share your Research Sources

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## HELLO! A WARM WELCOME FROM NUS LIBRARIES

The recording of this session will be sent to all participants after this workshop, with a link to view the video on NUS' MediaWeb platform (Panopto)

During the session, if you have **questions** to ask, please use the Q&A function 😊







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# NUS LIBRARIES' GUIDE

<https://libguides.nus.edu.sg/zotero>

Zotero - Collect, Organize, Cite and Share your Research Sources: Introduction

Zotero (zoh-TAIR-oh) is a free, easy-to-use tool to help you collect, organize, cite, and share your research sources.

[Introduction](#) | [Installation](#) | [Configuring Zotero](#) | [Adding References](#) | [Organizing Research](#) | [Cite work & Create Bibliographies](#) | [Collaborating and Sharing References](#)  
[Moving from EndNote to Zotero](#) | [Cite Files Created by NUS Libraries](#) | [Using Zotero with Google Docs](#) | [Zotero Tips and Tricks](#) | [Zotero for iPad](#) | [Zotero Mobile](#) | [ZoteroBib](#)  
[Getting Help](#)

Latest Issues (technical usually)

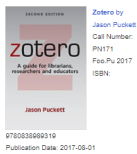
Users on MacOS

1. Monterey OS (the latest) should be compatible with Zotero. If you encounter issues, please see [this post](#).
2. If your Mac is installed with Apple M1 chip, you need to install the latest version of Zotero (5.0.95.2) to work with MS Word (version 16.44 or later). The M1 chip bug was resolved around 15 Feb 2021, see [https://www.zotero.org/updates/known\\_issues\\_mac\\_m1chip\\_compatibility](https://www.zotero.org/updates/known_issues_mac_m1chip_compatibility).
3. If you don't see Zotero in your MS Word ribbon, see [here](#) for possible solutions.

Handouts

- [Sep 2022 session](#)
- [Using Zotero in Google Docs](#)

Zotero Guide Book



Zotero Training Sessions

Date	Time	Venue	Registration
01 Feb 2023	10- 11:30am	Webinar via Zoom	Not available yet
01 Mar 2023	10-11:30am	Webinar via Zoom	Not available yet
Sep 2023	Tbc	Webinar via Zoom	Tbc

Before you arrive at our class, it's important to:

- Register a Zotero account using your email
- Download and install Zotero Standalone on your laptop
- If you are working on campus, ensure that your laptop is connected to NUS Wi-Fi and that you have Microsoft Word 2016 or 2019 installed.



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More Information

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## Upcoming Workshops



[tinyurl.com/RU-abt](https://tinyurl.com/RU-abt)



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**Say  
CHEESE**

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NUS MediaLab | Powered by Panopto | Researcher Unbound > Researcher Unbound: Introduction to Zotero (Jan 2022) ☆☆☆☆☆ Help Sign out

Search this recording

Details	OVERVIEW	0:57
<b>Contents</b>	<b>BUILDING YOUR Z 'LIBRARY'</b>	1:18
Notes	ADDING PDFS	1:40
Bookmarks	<b>ZOTERO CONNECTOR</b>	4:43
Hide	USING ISBN/DOI/PMID	7:39
	EXPORT FROM DATABASES (.RIS)	8:12
	ADD AN ENTRY MANUALLY	12:21
	RECAP	14:12
	CHECKING FOR DUPLICATES	18:18
	INSTALL THE CITATION ADD-IN	26:12
	THE ZOTERO TOOL BAR IN WORD	27:27
	EDITING AND ADDING TO CITATIONS	28:48
	INSERTING YOUR BIBLIOGRAPHY	31:33
	FINDING A CITATION STYLE	32:06
	REMOVING FIELD CODES FOR SHARING	37:33
	CREATING A GROUP LIBRARY	37:48
	TECH SUPPORT (COMMUNITY BASED)	41:36

**2. ZOTERO CONNECTOR**  
SAVE RESEARCH WHILE BROWSING ONLINE

<https://www.zotero.org/connector>

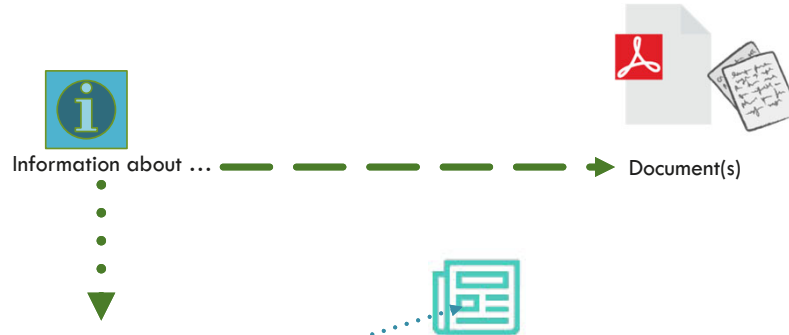
Auto-play is disabled in your web browser. Press play to start.

Speed 1x Quality OVERVIEW NUS LIB...

1:40 4:43 4:43

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## REFERENCES AND DOCUMENTS



1. Expressed in a citation style appropriate to your discipline/subject/journal
2. Citation styles may use in-text citations OR footnotes



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# WHAT IS ZOTERO?

Free Cloud-Based Reference  
Management Software

Cross Platform (Win/Mac/Linux)

Works on all major browsers

Developed by librarians

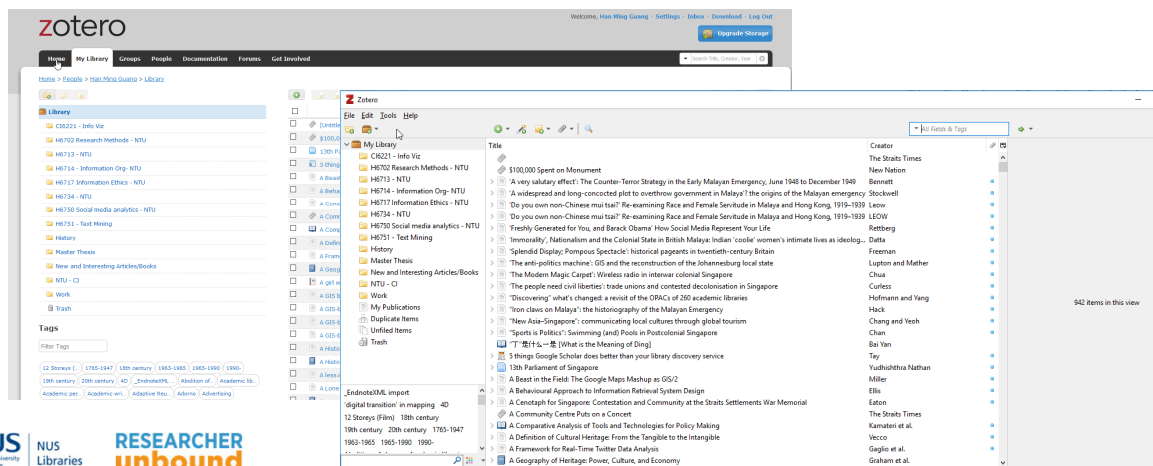


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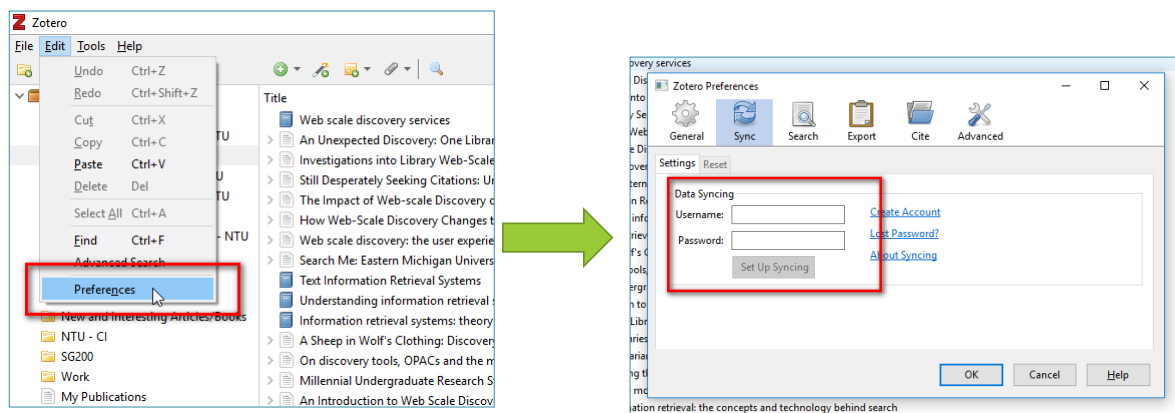
9

# ZOTERO ONLINE LIBRARY VS STANDALONE



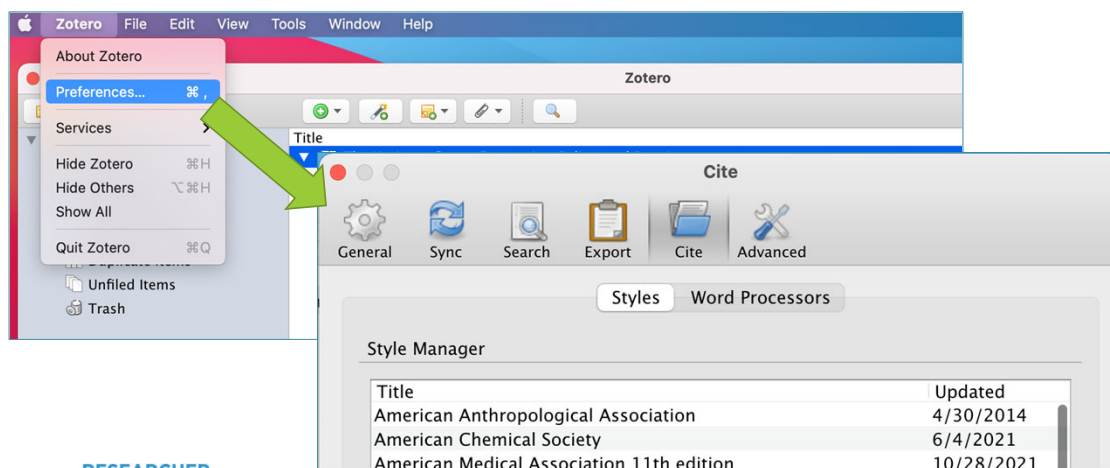
10

## LOGGING INTO ZOTERO ACCOUNT



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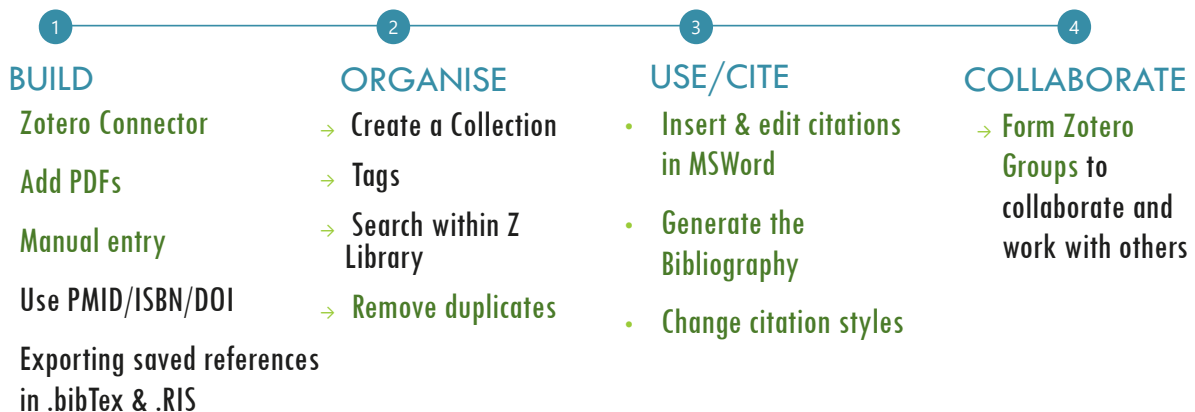
## LOGGING INTO ZOTERO (MAC OS)



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## OVERVIEW OF FUNCTIONS



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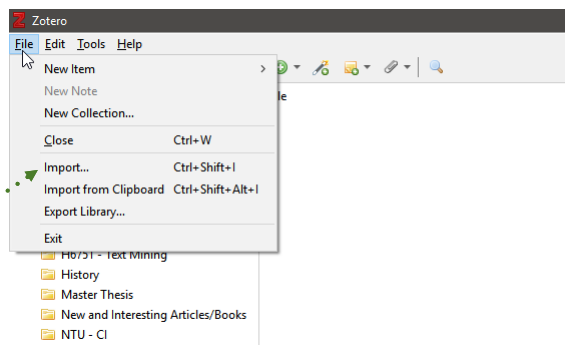


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## TRANSFER FROM OTHER SOFTWARE ?

Export the entire library and use the format 'bibTeX'

Then Import into Zotero



## ADDING CITATIONS TO ZOTERO LIBRARY

- 1 Zotero Connector
- 2 PDF (containing DOI)
- 3 Manual entry
- 4 Using ISBN/DOI/PMID
- 5 Import saved citations in .bibTeX or .RIS



# 1. ZOTERO CONNECTOR SAVE RESEARCH WHILE BROWSING ONLINE

<https://www.zotero.org/download/connectors>

The image shows the Zotero Connectors website on the left and the Zotero Connector browser extension interface on the right. The website features the Firefox and Zotero logos, the text "Install the Zotero Connector for Firefox", and a description: "Zotero Connectors allow you to save to Zotero directly from your web browser." Below this is an "Install" button and a link to "Show all connectors". The extension interface shows the "Zotero Connector" extension installed in a browser, with tabs for Overview, Reviews, Support, and Related. It displays a list of saved references, including a ScienceDirect article titled "Multiplex Genome Engineering Using CRISPR/Cas Systems".

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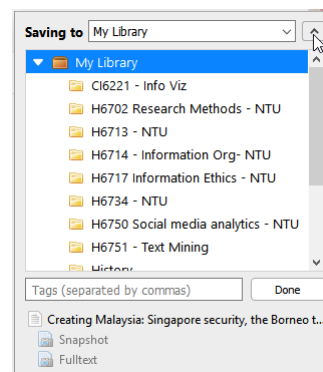
## A. ZOTERO CONNECTOR

Your experience is browser dependent:

- Works on Firefox, Safari(buggy) Chrome and Edge
- Keep Zotero Standalone open

### CAVEATS

- Very powerful, works on many websites, but may not work on a few databases
- The quality of metadata varies with the source



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## B. USING ZOTERO CONNECTOR

Select the articles you want and import them into Zotero

If PDFs are available it will be brought in

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## 2.ADDING PDFS



- PDFs must have a **DOI** (Digital Object Identifier) to enable Zotero to auto-populate the key metadata fields of a citation/reference
- Click on the PDF, drag and drop into the middle panel of your Zotero Standalone
- Check that the metadata fields are populated correctly

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### 3. ADD AN ENTRY MANUALLY

**Title:** Microplastics in commercial bivalves from China

**Authors:** Jiana Li, Dongqi Yang, Lan Li, Khalida Jabeen and Huahong Shi

**Journal details:** Environmental Pollution, Volume 207, issue 2015

**DOI:**  
10.1016/j.envpol.2015.09.018.

**Pages:** 190 -195

Item Type	Journal Article
Title	Microplastics in commercial bivalves from China
Author	Li, Jiana
Author	Yang, Dongqi
Author	Li, Lan
Author	Jabeen, Khalida
Author	Shi, Huahong
Abstract	
Publication	Environmental Pollution
Volume	207
Issue	
Pages	190-195



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### 3A. STEPS

- Select the relevant document type
- Key in the details of the item: **title, author & year are crucial**
- Author field requires special attention (Last name, first names)
- **'Source'** info is also important
- Works best for Factiva and Newspaper sources

Item Type	Journal Article
Title	
Author	(last), (first)
Abstract	
Publication	
Volume	
Issue	
Pages	
Date	
Series	
Series Title	
Series Text	
Journal Abbr	
Language	
DOI	
ICCU	



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### 3B. ATTENTION RE. AUTHOR NAMES

- Asian names where family name comes first
- Asian names where there is no family name
- Corporate entities

Eg. Ministry of Education (Singapore)

Item Type Journal Article

Title Microplastics in commercial bivalves from China

Author Li, Jiana

Author Yang, Dongqi

Author Li, Lan

Author Jabeen, Khalida

Author Shi, Huahong

Abstract

Publication Environmental Pollution

Volume 207

Issue

Pages 190-195



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### 4. USING ISBN/DOI/PMID



ISBN – International Standard Book Number

- ISBN stands for International Standard Book Number
- It uniquely identifies book



<https://youtu.be/efwyGYfS9To>

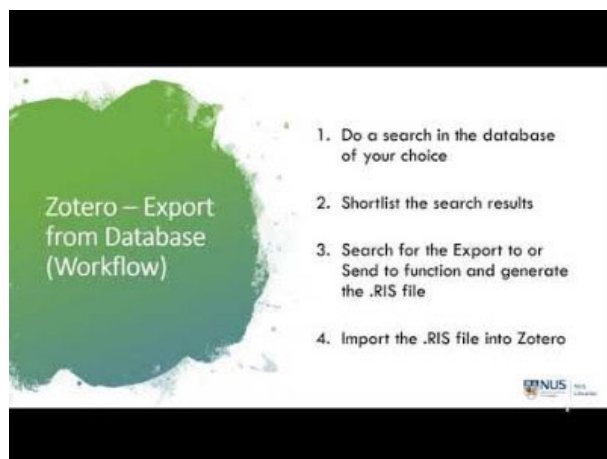


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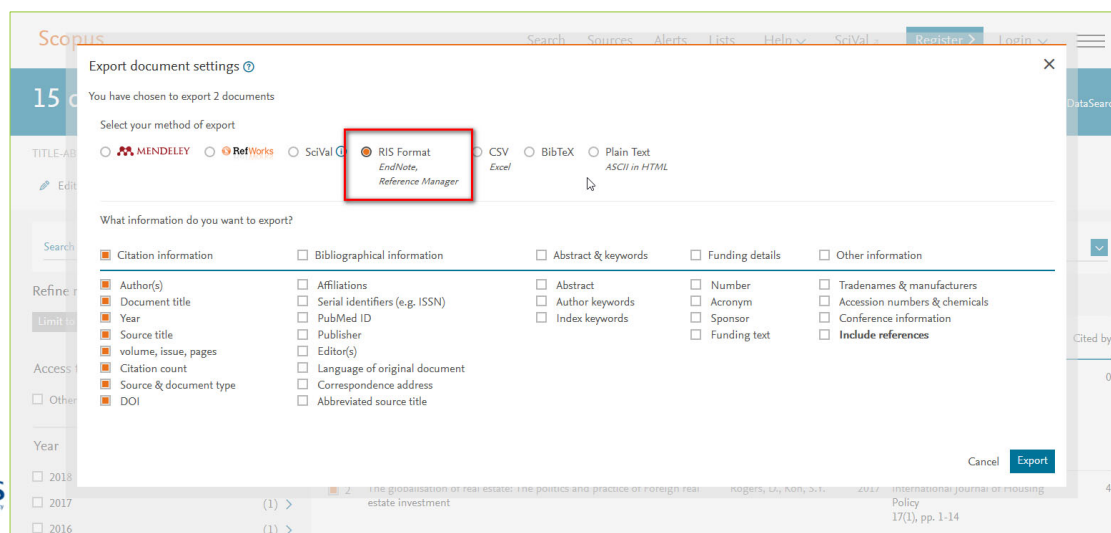
## 5. EXPORT FROM DATABASES (.RIS)



<https://www.youtube.com/watch?v=NO35FMFqyFg>

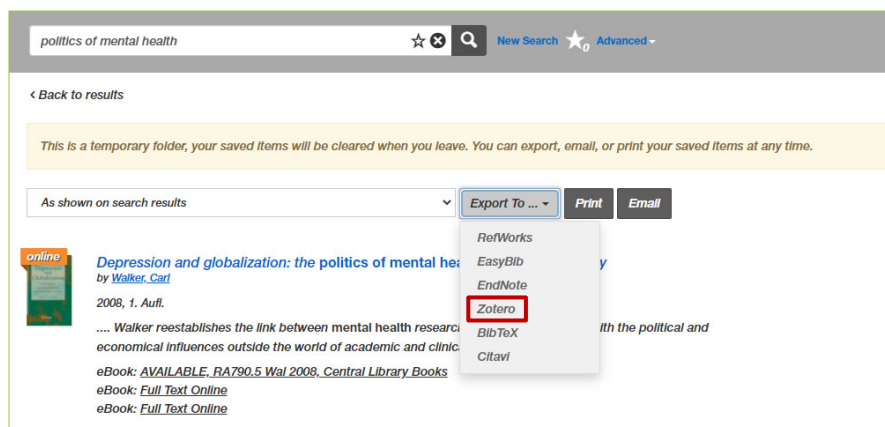
25

## 5A. DATABASES: SCOPUS AND SCIENCE DIRECT



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## 5B. FINDMORE @NUS LIBRARIES



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## RECAP

- 1 Zotero Connector
- 2 PDF (containing DOI)
- 3 Manual entry
- 4 Using ISBN/DOI/PMID
- 5 Import saved citations in .bibTeX or.RIS



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**ORGANISE** | Managing your Zotero Library

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**WATCH VIDEO**  
<https://youtu.be/dq4w3ehgca8>

00:59 Creating Folders (Collections)  
 02:21 Tagging your references  
 02:50 Searching your Zotero Library  
 03:33 Removing Duplicates in your Zotero Library



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**Zotero**  
**Organizing your Zotero Library**  
 By Reference Management Team

0:00 / 4:48

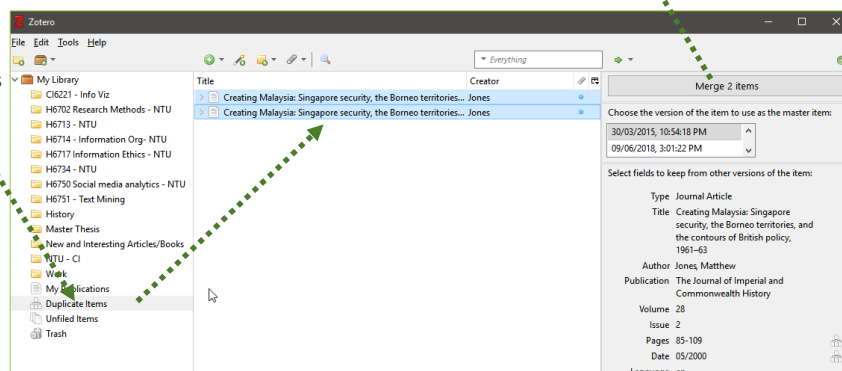
NUS Libraries | RESEARCHER unbound

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## CHECKING FOR DUPLICATES

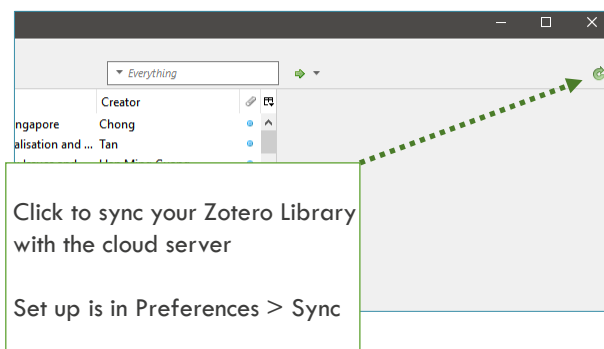
If they are indeed duplicates,  
then merge them

1. Click on Duplicate Items  
to check if there are  
duplicate records



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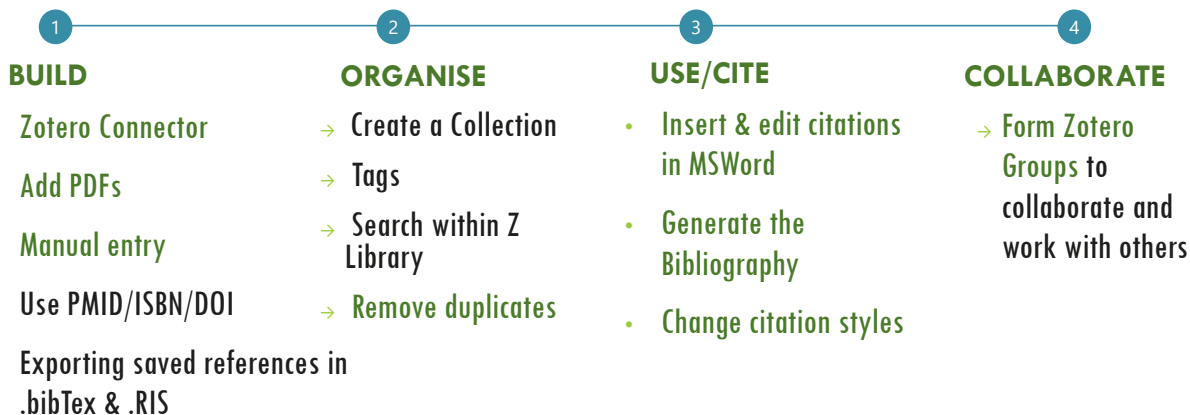
## SYNCING



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## OVERVIEW OF FUNCTIONS



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## FAQ ABOUT ZOTERO & ENDNOTE

### 1. Between Zotero and Endnote, which is the best?

Please decide for yourself as everyone has a different way of using reference management software.

Here is a comparison table compiled by librarians at the Bodleian Libraries (Oxford UK) to aid your decision:

<https://libguides.bodleian.ox.ac.uk/reference-management/comparison-tables>

If you are conducting a [Systematic Review of biomedical literature](#), we suggest that you use Endnote.

### 2. How do I transfer citations/references between EndNote to Zotero?

Both EndNote and Zotero can **import and export .RIS** files.

The full-text files will **NOT** be carried over between the two software as the storage paths are very different.

Instructions to move EndNote to Zotero and vice-versa: [click here](#)

### 3. In MS Word, can I add on Zotero plugin as well as Endnote CWYW plugin?

Yes. Zotero and Endnote can co-exist in MS Word

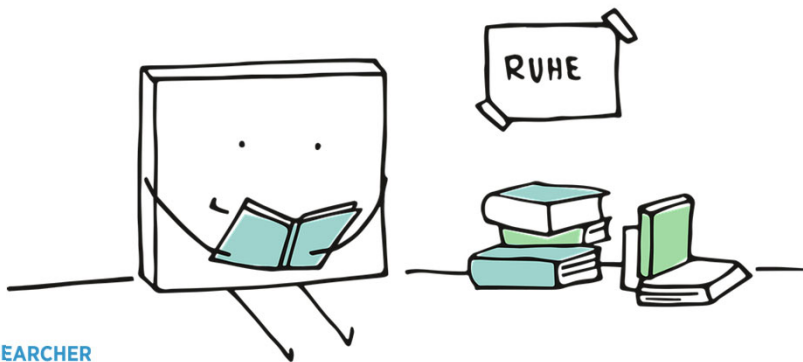
### 4. Can I use different reference manager software on one device?

Yes of course. The caveat is that you need to be clear as to which software you use for which project, or you'll end up confused unnecessarily or lose references/downloaded and attached files.

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## ~ LET'S TAKE A BREAK ~

TYPE YOUR QUESTIONS IN THE Q&A

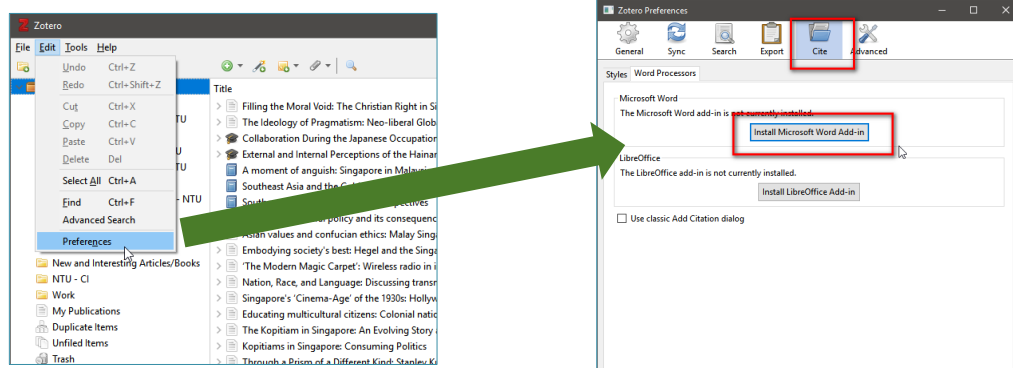


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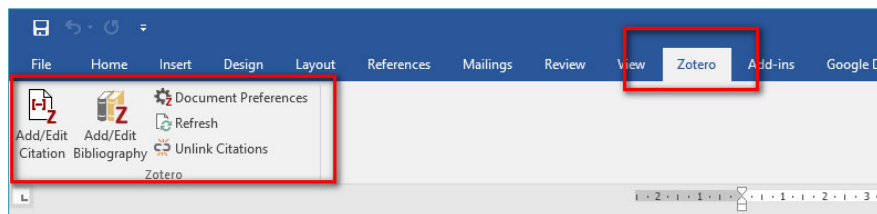
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## INSTALL THE CITATION ADD-IN



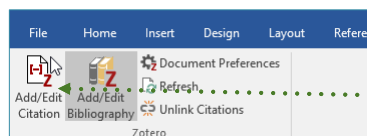
37

## THE ZOTERO TOOLBAR IN MSWORD (PC & MAC)



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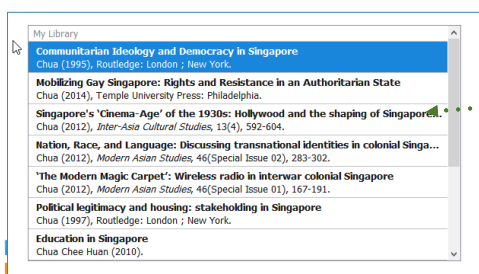
## GENERATING CITATIONS IN MSWORD – 3 STEPS



1. Click 'Insert or Edit Citation'



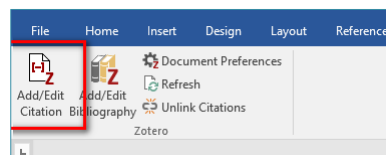
2. Search by author, title or year, or select a document from your Zotero library



3. Select the article or book, and click 'ok' to automatically cite that text in Word

## EDITING AND ADDING TO CITATIONS

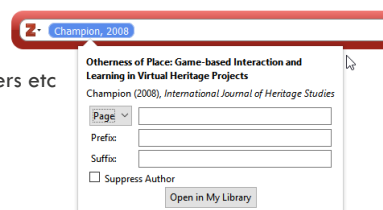
1. Select your citation and click on 'Add/Edit Citation'



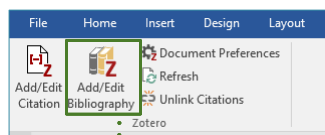
2. Click on the citation to edit (here Champion, 2008)



3. Add the relevant details such as page numbers etc



## INSERTING YOUR BIBLIOGRAPHY



Asher, A. D., Duke, L. M., & Wilson, S. (2012). Paths of discovery: Comparing the search effectiveness of EBSCO Discovery Service, Summon, Google Scholar, and conventional library resources. *College & Research Libraries*. Retrieved from <http://crli.acrl.org/content/early/2012/05/07/crl-374.short>

Campus, L. (2015). Missiles have no colour: African Americans' reactions to the Cuban Missile Crisis. *Cold War History*, 15(1), 49–72. <https://doi.org/10.1080/14682745.2014.904291>

Champion, E. M. (2008). Otherness of Place: Game-based Interaction and Learning in Virtual Heritage Projects. *International Journal of Heritage Studies*, 14(3), 210–228. <https://doi.org/10.1080/13527250801953686>

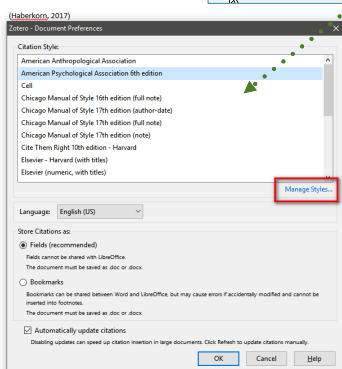
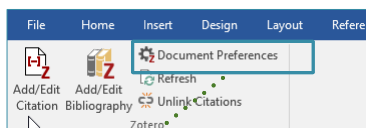
Cheng Lim-Keek. (1985). *Social Change and the Chinese in Singapore: A Socio-Economic Geography with Special Reference to Bang Structure*. Singapore: Singapore University Press.

Haberkorn, T. (2017). The Anniversary of a Massacre and the Death of a Monarch. *The Journal of Asian Studies*, 76(2), 269–281. <https://doi.org/10.1017/S0021911817000018>

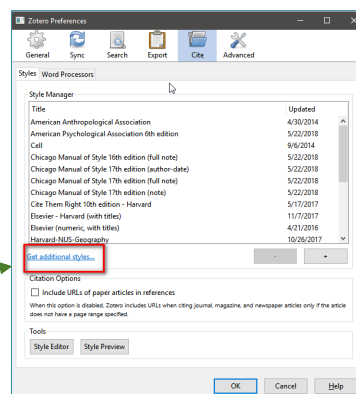
Han Ming Guang. (2012). *External and Internal Perceptions of the Hainanese Community and Identity, Past and Present* (Unpublished Master's Thesis). National University of Singapore, Singapore.

All formatting of the bibliography (font size, line spaces, hanging paragraphs) are done in MSWord

## CHANGING CITATION STYLES

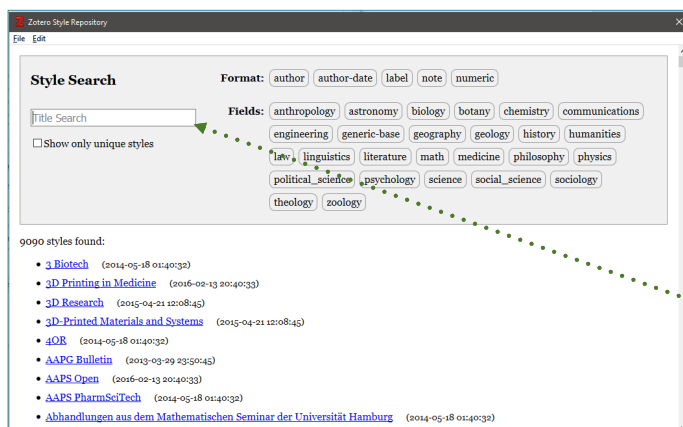


Click on Manage Styles if the style you want is not there



Get Additional Styles to install more citation styles

## FINDING A CITATION STYLE



There are > 9,000 styles

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## CITATION STYLE

Resource guides on commonly used citation styles:

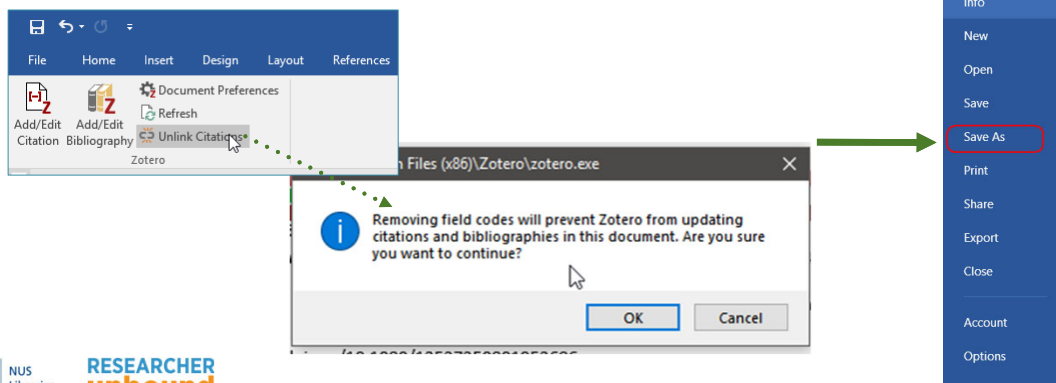
<https://libguides.nus.edu.sg/citation>

Unsure which style to use? Check with lecturer, research supervisor, publisher's website...

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## LAST BUT NOT LEAST

**BEFORE** you submit or share your Word document, remember to use the version without Zotero codes (and rename the file at once).



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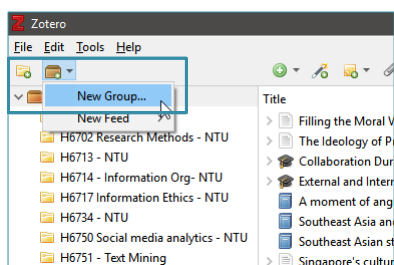
The diagram features a network of icons connected by lines, representing collaboration. The icons include a Wi-Fi symbol, an envelope, a share symbol, a speech bubble, a star, a person, a lightbulb, a cloud, and a phone. Below the network, there are three more lightbulb icons. The background is a teal color.

## COLLABORATE

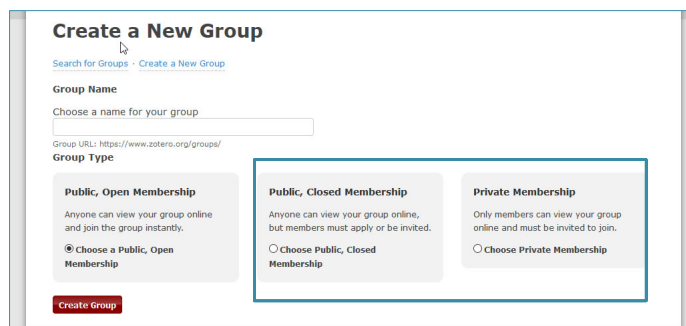
Join and Create Groups to Share References

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## CREATING A GROUP LIBRARY



1. Create a New Group Library that will allow you share references with your collaborators



2. Create a group name and the group type in the Zotero Website. It is here that you can invite your collaborators



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## ~ Q & A ~



We are supported by  
Winnifred Wong



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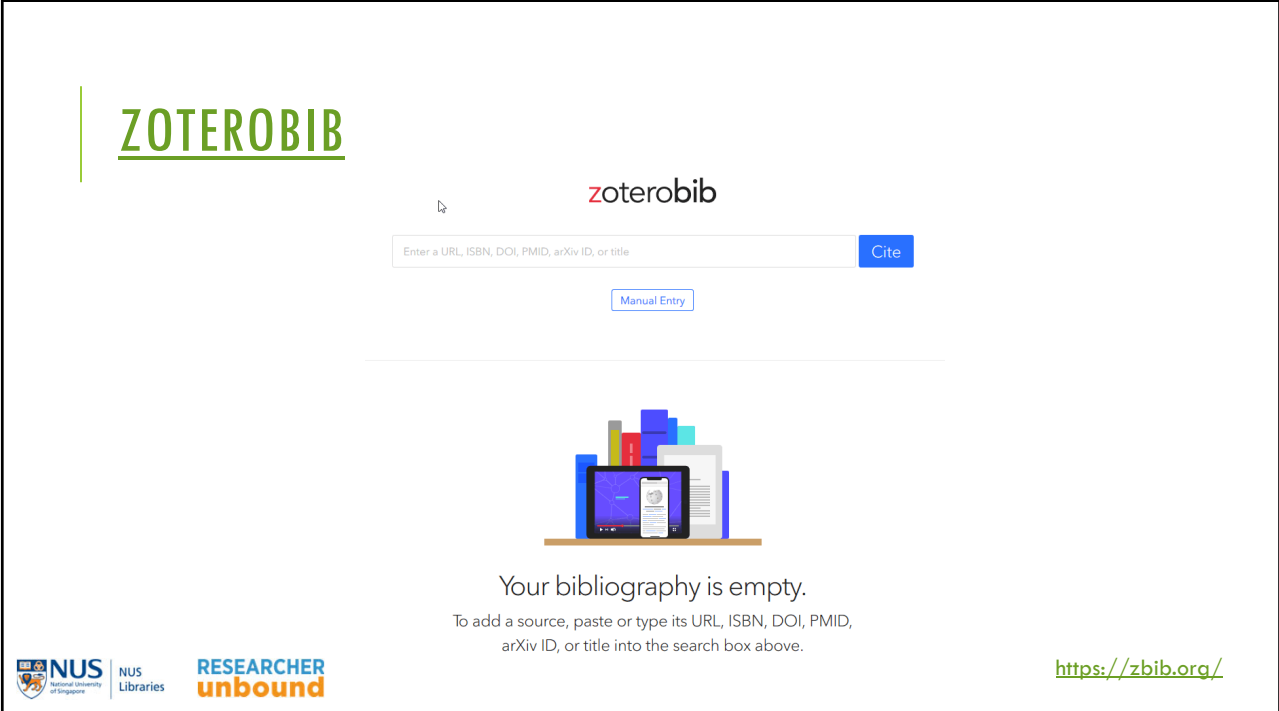
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**TECH SUPPORT (COMMUNITY BASED)** | [Zotero Tech Support](#)

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**ZOTEROBIB**

zoterobib

Enter a URL, ISBN, DOI, PMID, arXiv ID, or title

Cite

Manual Entry

Your bibliography is empty.

To add a source, paste or type its URL, ISBN, DOI, PMID, arXiv ID, or title into the search box above.

<https://zbib.org/>

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## NUS LIBRARIES' LIBGUIDE

Zotero - Collect, Organize, Cite and Share your Research Sources: Introduction

Zotero (zoh-TAIR-oh) is a free, easy-to-use tool to help you collect, organize, cite, and share your research sources.

Introduction Installation Configuring Zotero Adding References Organizing Research Cite work & Create Bibliographies Collaborating and Sharing References

Moving from EndNote to Zotero CSL Files Created by NUS Libraries Using Zotero with Google Docs Zotero Tips and Tricks Zotero for iPad Zotero Mobile / ZoteroBib Getting Help

Latest issues (technical usually)

Users on MacOS

1. Monterey OS (the latest) should be compatible with Zotero. If you encounter issues, please see [this post](#).
2. If your Mac is installed with Apple M1 chip, you need to install the latest version of Zotero (5.0.95.2) to work with MS Word (version 16.44 or later). The M1 chip bug was resolved around 15 Feb 2021, see [https://www.zotero.org/support/kbmac\\_word\\_apple\\_m1chip\\_compatibility](https://www.zotero.org/support/kbmac_word_apple_m1chip_compatibility)
3. If you don't see Zotero in your MS Word ribbon, see [here](#) for possible solutions.

Handouts

- Sep 2022 session
- Using Zotero in Google Docs

Zotero Training Sessions

Zotero Training Workshop Details:

Date	Time	Venue	Registration
01 Feb 2023	10-11:30am	Webinar via Zoom	Not available yet
01 Mar 2023	10-11:30am	Webinar via Zoom	Not available yet
Sep 2023	tbc	Webinar via Zoom	tbc

Before you arrive at our class, it's important to:

- Register a Zotero account using your email
- Download and install Zotero Standalone on your laptop
- If you are working on campus, ensure that your laptop is connected to NUS Wi-Fi and that you have Microsoft Word 2016 or 2019 installed.

Resource Librarian

Winifred Wong

Email Me

Contact: Central Library, 12, Kent Ridge Crescent

Subjects: Area Studies, Citations and References, Design & Environment, Humanities, Social Sciences

Zotero by Jason Puckett  
Call Number: Pk171  
Fox, P. 2017  
ISBN: 978030909019  
Publication Date: 2017-08-01

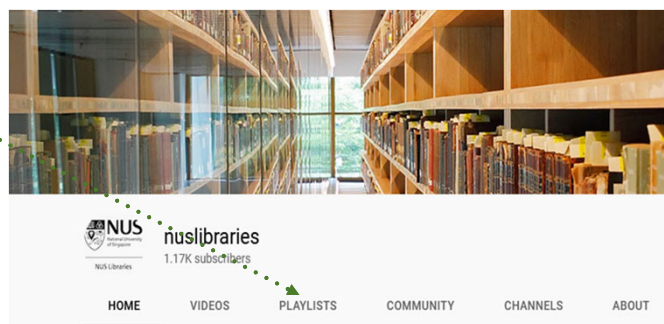
More Information

Try Zotero forum first  
<https://forums.zotero.org/discussions>  
If that fails... we will try to help ☺  
Email: [askalib@nus.edu.sg](mailto:askalib@nus.edu.sg)

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## OUR YOUTUBE CHANNEL ZOTERO PLAYLIST

**\*\* Using Zotero in Google Docs \*\***  
<https://youtu.be/5nT8dOTfkg>



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## Feedback

Your feedback matters. Please take a few minutes to tell us what you think

<https://bit.ly/RU-2223-Sem2>

Title: Introduction to Zotero

Date: 01 Feb 2023

Time: 10am



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## Researcher Unbound Digital Badges

Showcase the knowledge and skills you have acquired in your emails, online CVs, LinkedIn and other social media platforms. Earn Researcher Unbound Badges by attending workshops and answering a quiz for each workshop attended.

Each domain in the [Research Skills Framework](#) (RSF) has its own unique set of Basic, Intermediate and Advanced badges, depending on the number of workshops in that domain attended.



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## How to earn badges?



### Basic Badge

Attend at least 2 workshops within the same domain and answer quiz questions correctly



### Intermediate Badge

Attend at least 5 workshops within the same domain and answer quiz questions correctly



### Advanced Badge

Attend at least 7 workshops within the same domain and answer quiz questions correctly



### Meta-Badges

Coming Soon! Meta-Badges will be available for super-achievers who get at least a Basic badge in all 7 RSF domains!



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## Take the quiz and earn a digital badge

Use the link below or scan the QR code to access the quiz:



<https://forms.office.com/r/Xzg6JYrEHw>



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