



Introduction to Zotero

Collect, Organise, Cite and Share your Research Sources

01 Mar 2023

Presenters

Lyndia Chen
Lim Siu Chen

Q&A

Winnifred Wong

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 😊



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	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)

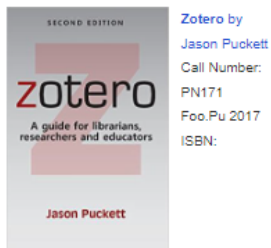
Users on MacOS

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/kb/mac_word_apple_silicon_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 GDocs](#)

Zotero Guide Book



9780838989319
Publication Date: 2017-08-01

More Information

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.



Upcoming Workshops



tinyurl.com/RU-abt

Say
CHEESE



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By joining the event, you agree to be filmed for any and all media purposes without compensation or acknowledgement.

Search this recording

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REMOVING FIELD CODES FOR SHARING

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TECH SUPPORT (COMMUNITY BASED)

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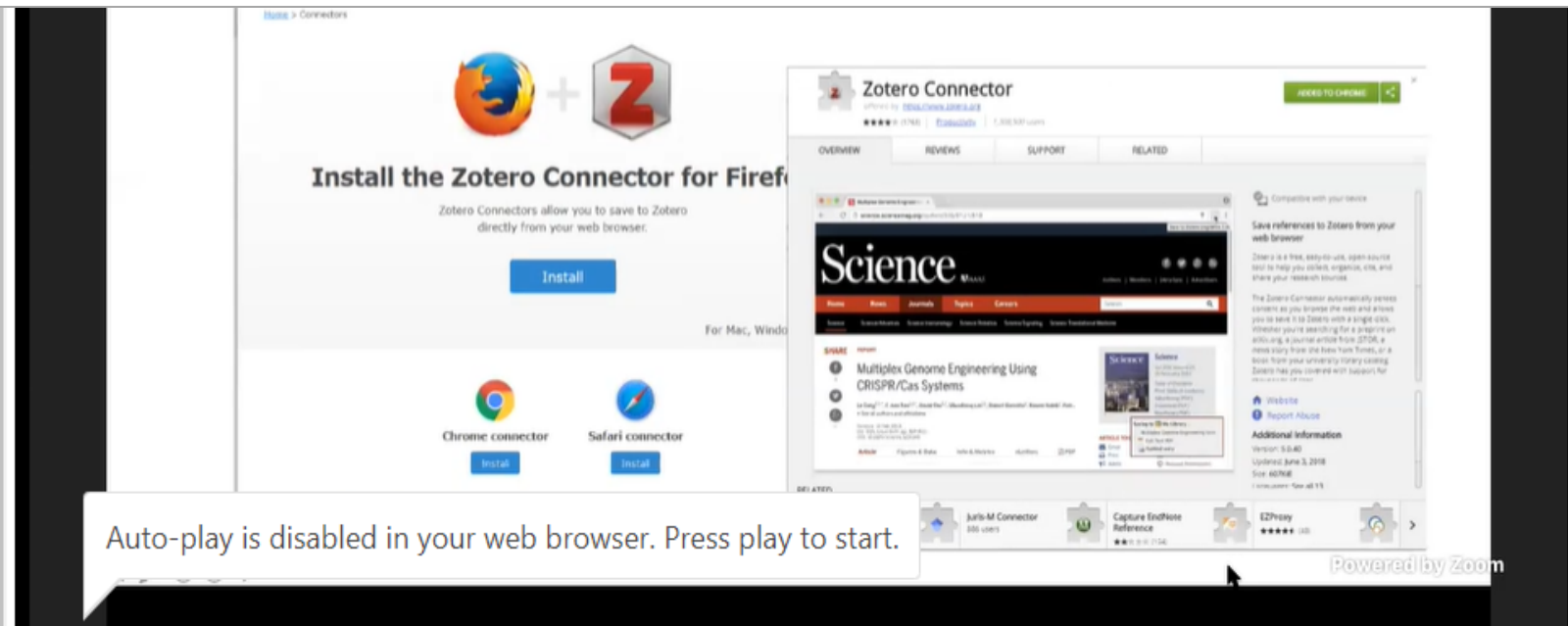
32:06

37:33

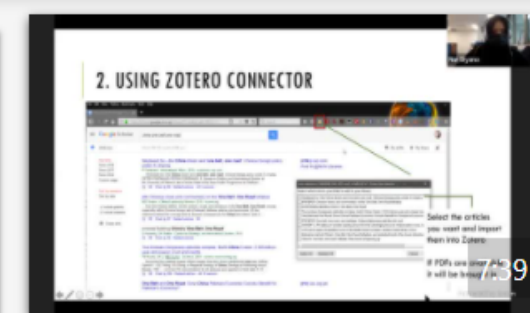
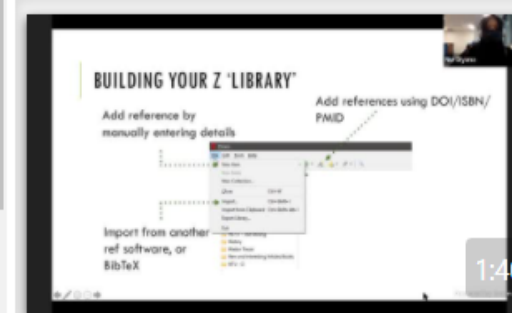
37:48

41:36

AVAILABLE SELECTION OF CONTENTS FROM RECORDING



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



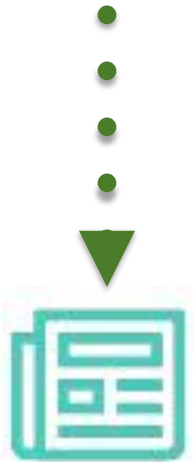
REFERENCES VS DOCUMENTS



References: Information
about documents



Document(s):
Full-text



Used in your writing

1. Expressed in a [citation style](#) appropriate to your discipline/subject/journal

2. Citation styles differ by how **in-text citations** are done and how **full references** are included



OVERVIEW

Zotero Standalone

WHAT IS ZOTERO?

Free Cloud-Based Reference
Management Software

Cross Platform (Win/Mac/Linux)

Works on all major browsers

Developed by librarians



ZOTERO ONLINE LIBRARY VS STANDALONE

The image displays two versions of the Zotero library management system. The top portion shows the Zotero Online Library web interface, while the bottom portion shows the Zotero Standalone desktop application.

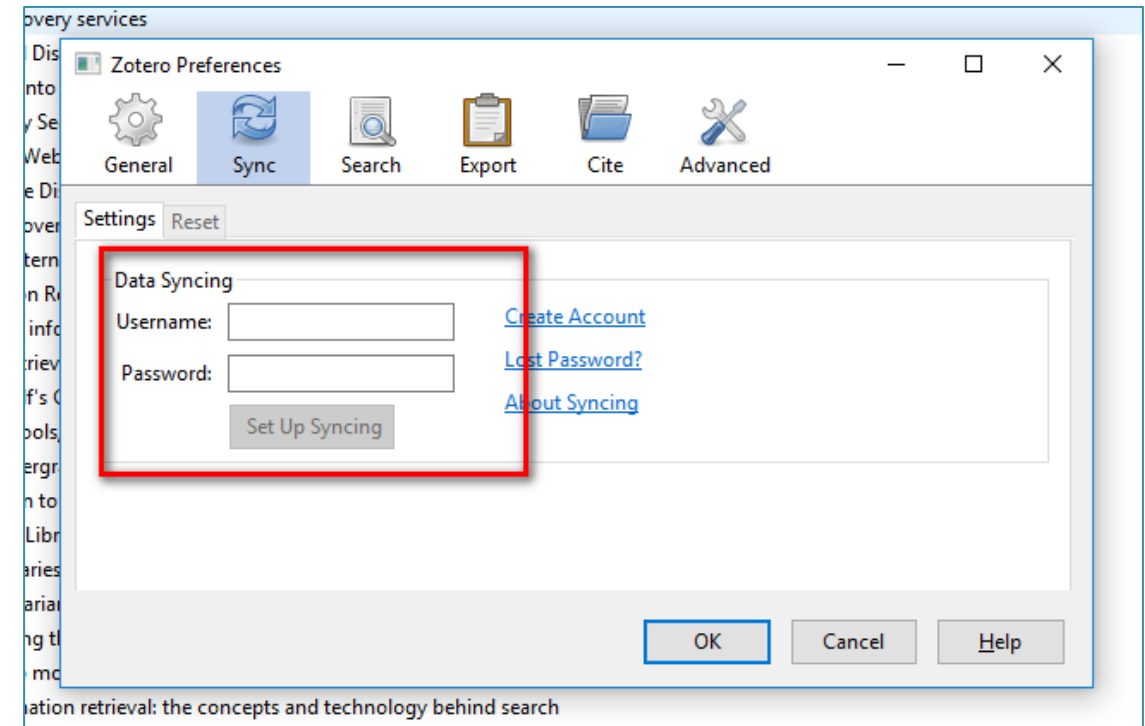
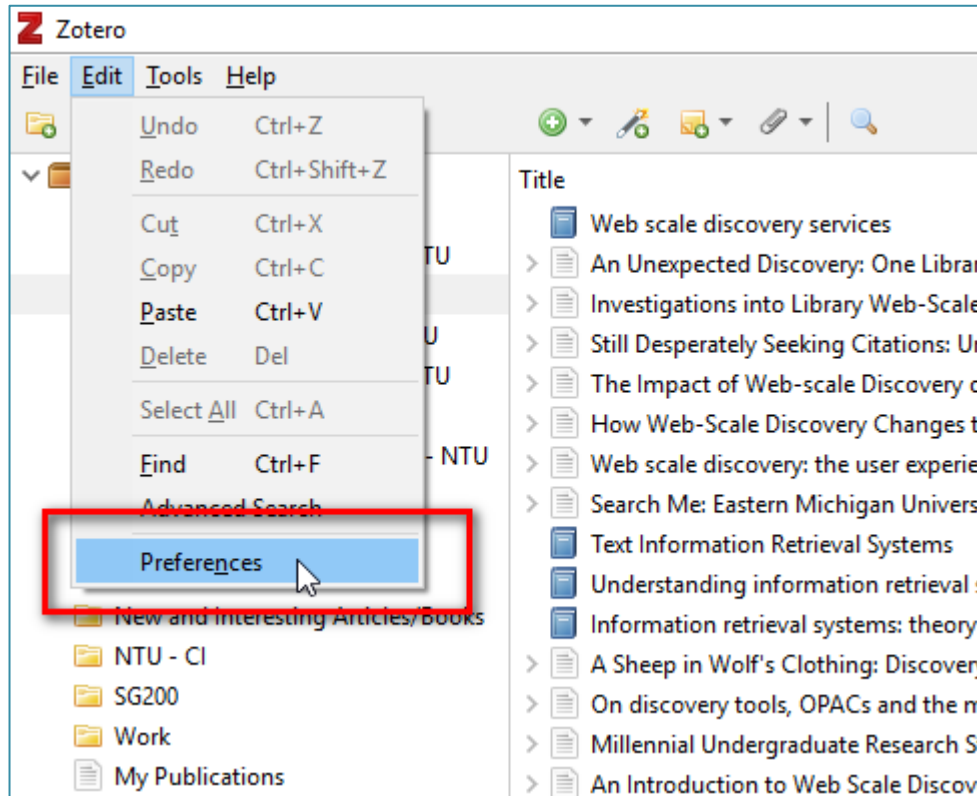
Zotero Online Library Interface:

- Header:** "zotero" logo, navigation links (Home, My Library, Groups, People, Documentation, Forums, Get Involved), and a search bar.
- Left Sidebar:** "Library" section with a list of collections (e.g., "CI6221 - Info Viz", "H6702 Research Methods - NTU") and a "Tags" section with filters like "12 Storeys", "1765-1947", etc.
- Main Content Area:** A list of items with columns for "Title", "Creator", and "Date". The list includes items like "A very salutary effect: The Counter-Terror Strategy in the Early Malayan Emergency, June 1948 to December 1949" by Bennett.
- Bottom Right:** A status bar indicating "942 items in this view".

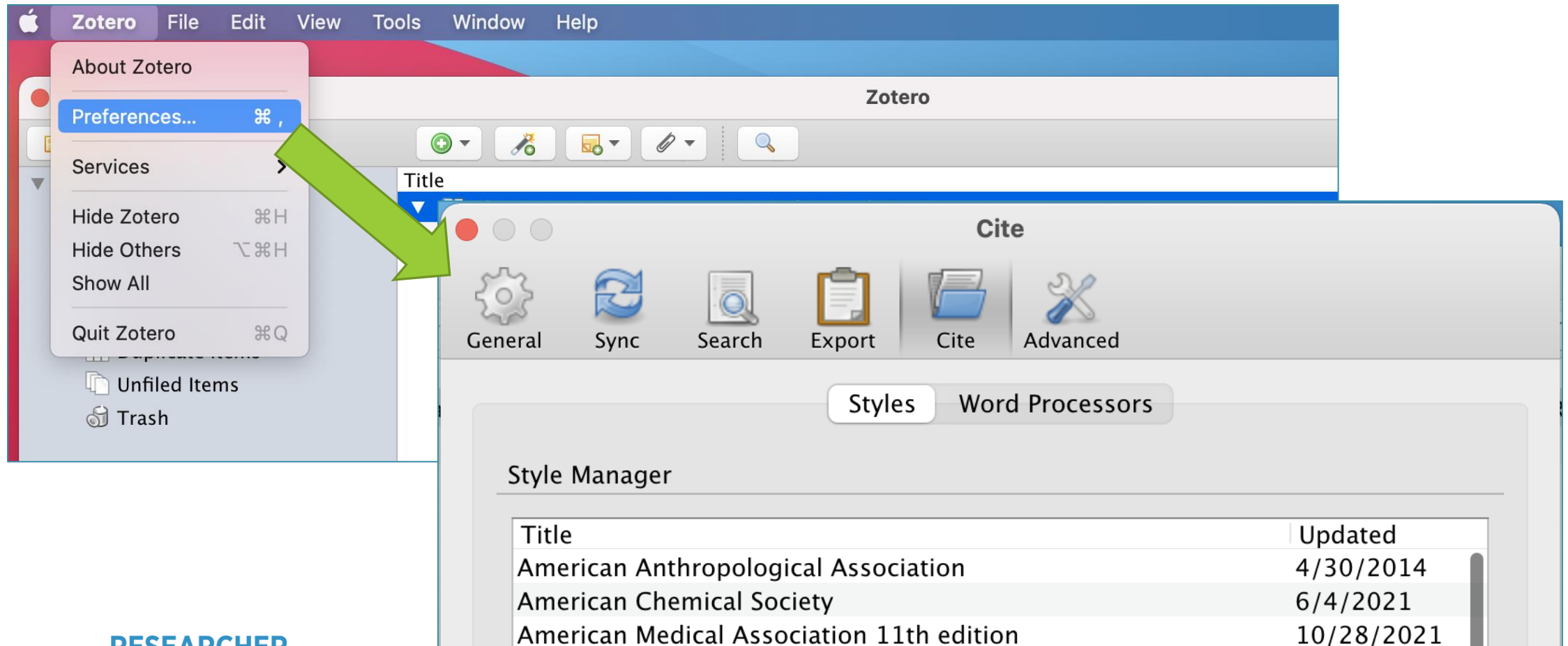
Zotero Standalone Desktop Application:

- Menu Bar:** File, Edit, Tools, Help.
- Left Sidebar:** "My Library" section with a list of collections (e.g., "CI6221 - Info Viz", "H6702 Research Methods - NTU") and a "Tags" section with filters like "12 Storeys", "1765-1947", etc.
- Main Content Area:** A list of items with columns for "Title", "Creator", and "Date". The list includes items like "A very salutary effect: The Counter-Terror Strategy in the Early Malayan Emergency, June 1948 to December 1949" by Bennett.
- Bottom Right:** A status bar indicating "942 items in this view".

LOGGING INTO ZOTERO ACCOUNT



LOGGING INTO ZOTERO (MAC OS)



The screenshot shows the Zotero application window on a Mac OS. The menu bar at the top includes Apple, Zotero, File, Edit, View, Tools, Window, and Help. The 'Zotero' menu is open, showing options: About Zotero, Preferences... (highlighted with a green arrow), Services, Hide Zotero (⌘H), Hide Others (⇧⌘H), Show All, and Quit Zotero (⌘Q). Below the menu, the main window has a toolbar with icons for adding items, syncing, searching, and exporting. The 'Cite' tab is selected, showing a 'Style Manager' table with the following data:

Title	Updated
American Anthropological Association	4/30/2014
American Chemical Society	6/4/2021
American Medical Association 11th edition	10/28/2021



OVERVIEW OF FUNCTIONS

1

BUILD

- Zotero Connector
- Add PDFs
- Manual entry
- Use PMID/ISBN/DOI
- Exporting saved references in .bibTex & .RIS

2

ORGANISE

- Create a Collection
- Tags
- Search within Z Library
- Remove duplicates

3

USE/CITE

- Insert & edit citations in MSWord
- Generate the Bibliography
- Change citation styles

4

COLLABORATE

- Form Zotero Groups to collaborate and work with others



BUILD

Populating a
Zotero Library

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



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

1. ZOTERO CONNECTOR

SAVE RESEARCH WHILE BROWSING ONLINE

Home > Connectors



Install the Zotero Connector for Firefox

Zotero Connectors allow you to save to Zotero directly from your web browser.

[Install](#)

Not the browser you're looking for?
[Show all connectors](#)

For Mac, Windows

Zotero Connector
offered by <https://www.zotero.org>
★★★★★ (1763) | Productivity | 1,308,500 users

ADDED TO CHROME

OVERVIEW | REVIEWS | SUPPORT | RELATED

Compatible with your device

Save references to Zotero from your web browser

Zotero is a free, easy-to-use, open-source tool to help you collect, organize, cite, and share your research sources.

The Zotero Connector automatically senses content as you browse the web and allows you to save it to Zotero with a single click. Whether you're searching for a preprint on arXiv.org, a journal article from JSTOR, a news story from the New York Times, or a book from your university library catalog, Zotero has you covered with support for thousands of sites.

[Website](#)
[Report Abuse](#)

Additional Information
Version: 5.0.40
Updated: June 3, 2018
Size: 607KB
Languages: See all 13

RELATED

- Google Scholar Button
★★★★★ (1138)
- Juris-M Connector
886 users
- Capture EndNote Reference
★★★★★ (124)
- EZProxy
★★★★★ (43)



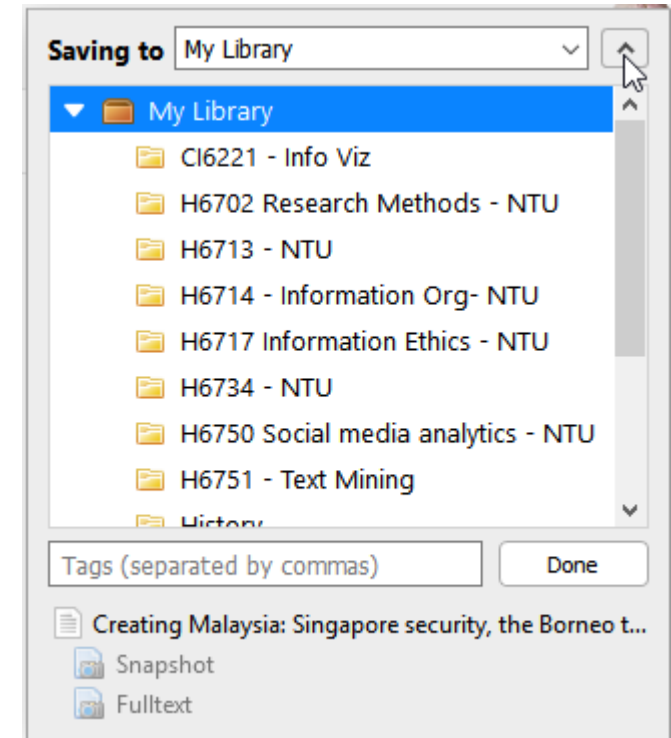
A. ZOTERO CONNECTOR

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



B. USING ZOTERO CONNECTOR

The screenshot shows a Google Scholar search results page for the query "china one belt one road". The browser's toolbar at the top features the Zotero Connector extension, which is highlighted with a red box. A green arrow points from this box to a text box on the right. The search results list several articles, including "Westward ho—the China dream and 'one belt, one road': Chinese foreign policy under Xi Jinping" and "Chinese views and commentary on the 'One Belt, One Road' initiative".

File Edit View History Bookmarks Tools Help

china one belt one road - Google Scholar

https://scholar.google.com.sg/scholar?hl=en&as_sdt=0%2C58&q=china one belt one road

Google Scholar china one belt one road

Articles About 268,000 results (0.08 sec)

Any time Since 2018 Since 2017 Since 2014 Custom range...

Sort by relevance Sort by date

☒ include patents ☒ include citations

☐ Create alert

Westward ho—the China dream and 'one belt, one road': Chinese foreign policy under Xi Jinping
P Ferdinand - International Affairs, 2016 - academic.oup.com
... Westward ho—the China dream and 'one belt, one road': Chinese foreign policy under Xi Jinping.
PETER FERDINAND PETER FERDINAND. 1. Reader in Politics and International Studies at the University of Warwick and a former Head of the Asia-Pacific Programme at Chatham ...
☆ 99 Cited by 96 Related articles All 5 versions

[PDF] Chinese views and commentary on the 'One Belt, One Road' initiative
MD Swaine - China Leadership Monitor, 2015 - hoover.org
... how the Chinese define: (1) the content, scope and relevance of the One Belt, One Road concept, especially within Chinese foreign and (if relevant) defense policies and processes; (2) the intentions behind the concept and its desired consequences for China and others; and (3 ...
☆ 99 Cited by 67 Related articles

[CITATION] Building China's 'One Belt, One Road'
S Kennedy, DA Parker - Center for Strategic and International Studies, 2015
☆ 99 Cited by 56 Related articles

The Archean Dongwanzi ophiolite complex, North China Craton: 2.505-billion-year-old oceanic crust and mantle
TM Kusky, JH Li, RD Tucker - Science, 2001 - science.sciencemag.org
... becoming finer grained toward chilled margins that also show a preferential one-way chilling ...
OpenUrl. QC Wang, SQ Zhang, in Regional Geology of China (Geological Publishing House, Beijing, 1995 ... common-Pb concentrations for all analyses are reported in Web table 1 (13 ...
☆ 99 Cited by 266 Related articles All 15 versions

One Belt and One Road: Dose China-Pakistan Economic Corridor Benefit for Pakistan's Economy?

[HTML] oup.com
Find It! @NUS Libraries

moz-extension://3b848483-34fc-4f25-ace3-ce1e8b1e91e7 - Zotero Item Selector - ...

Select which items you'd like to add to your library:

- ☐ Westward ho—the China dream and 'one belt, one road': Chinese foreign policy under Xi Jinping
- ☐ [PDF][PDF] Chinese views and commentary on the 'One Belt, One Road' initiative
- ☐ [CITATION][C] Building China's 'One Belt, One Road'
- ☐ The Archean Dongwanzi ophiolite complex, North China Craton: 2.505-billion-year-old oceanic crust and mantle
- ☐ One Belt and One Road: Dose China-Pakistan Economic Corridor Benefit for Pakistan's Economy?
- ☐ [PDF][PDF] One belt, one road, one heritage: Cultural diplomacy and the silk road
- ☐ SHRIMP U–Pb dating of coesite-bearing zircon from the ultrahigh-pressure metamorphic rocks, eastern Dabie Shan, China
- ☐ U–Pb zircon ages of granitoid rocks in the North Dabie Complex, eastern Dabie Shan, China
- ☐ Motivation behind China's 'One Belt, One Road' initiatives and establishment of the Asian infrastructure connectivity
- ☐ China's "one belt, one road" initiative: New round of opening up

Select All Deselect All Cancel

Select the articles you want and import them into Zotero

If PDFs are available it will be brought in



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

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

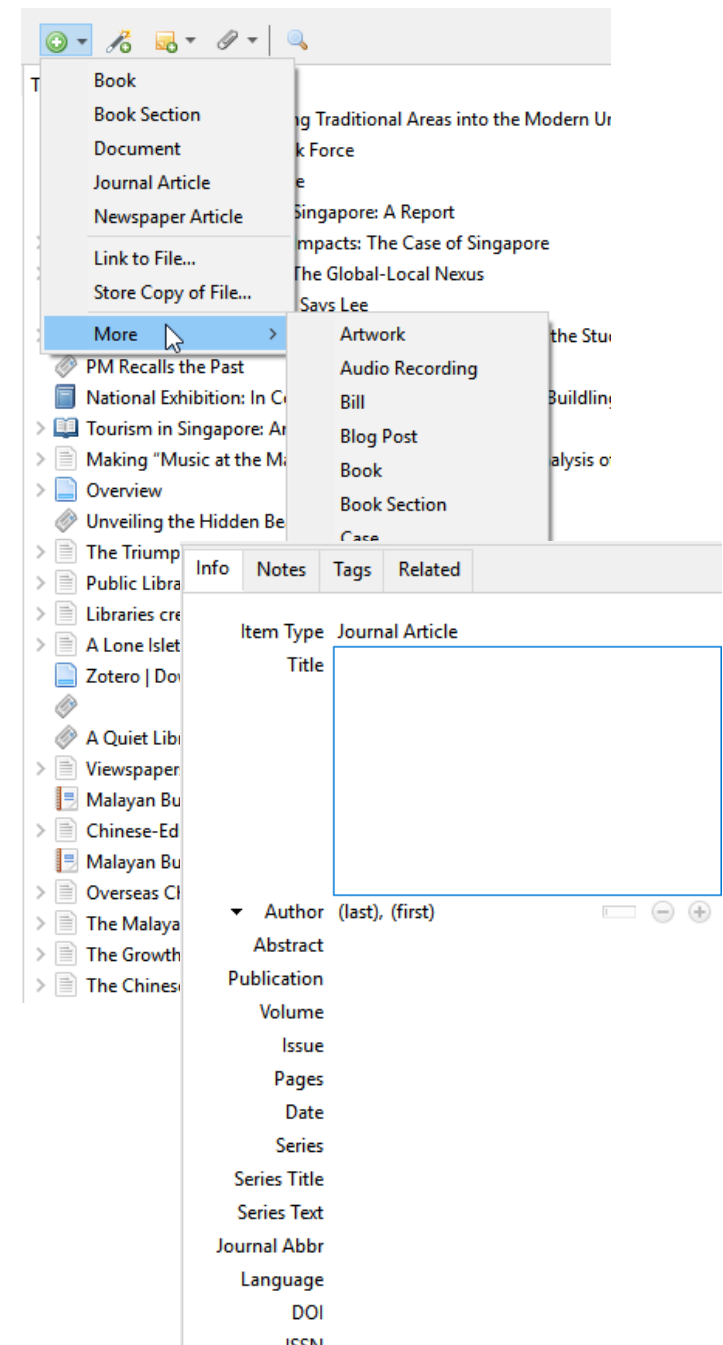
DOI:
10.1016/j.envpol.2015.09.018.

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

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



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



4. USING ISBN/DOI/PMID

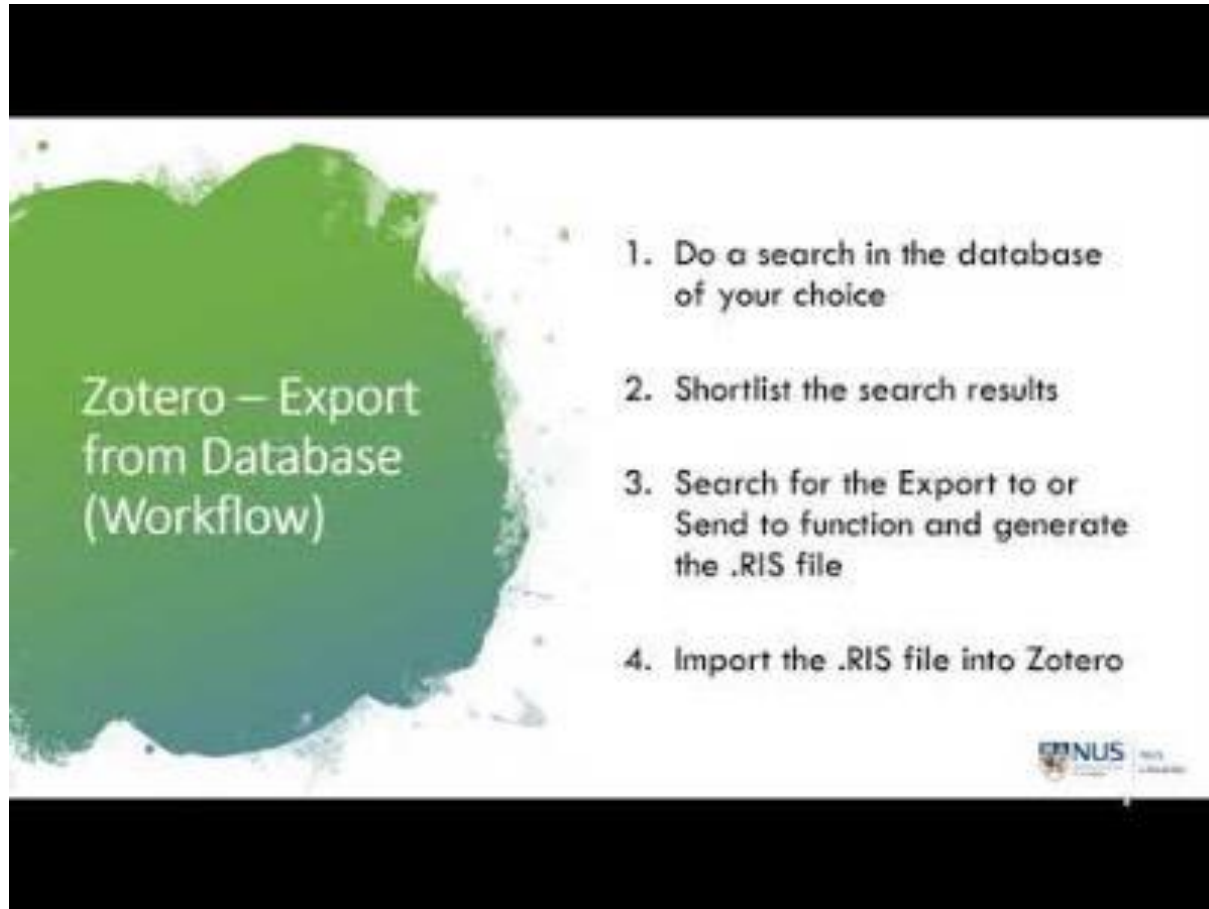
ISBN – International Standard Book Number

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



<https://youtu.be/efwyGYfS9To>

5. EXPORT FROM DATABASES (.RIS)



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

5A. DATABASES: SCOPUS AND SCIENCE DIRECT

Scopus Search Sources Alerts Lists Help v SciVal a Register > Login v

Export document settings ?

You have chosen to export 2 documents

Select your method of export

☐ MENDELEY ☐ RefWorks ☐ SciVal ☒ **RIS Format**
EndNote,
Reference Manager ☐ CSV
Excel ☐ BibTeX ☐ Plain Text
ASCII in HTML

What information do you want to export?

<input checked="" type="checkbox"/> Citation information	<input type="checkbox"/> Bibliographical information	<input type="checkbox"/> Abstract & keywords	<input type="checkbox"/> Funding details	<input type="checkbox"/> Other information
<input checked="" type="checkbox"/> Author(s)	<input type="checkbox"/> Affiliations	<input type="checkbox"/> Abstract	<input type="checkbox"/> Number	<input type="checkbox"/> Tradenames & manufacturers
<input checked="" type="checkbox"/> Document title	<input type="checkbox"/> Serial identifiers (e.g. ISSN)	<input type="checkbox"/> Author keywords	<input type="checkbox"/> Acronym	<input type="checkbox"/> Accession numbers & chemicals
<input checked="" type="checkbox"/> Year	<input type="checkbox"/> PubMed ID	<input type="checkbox"/> Index keywords	<input type="checkbox"/> Sponsor	<input type="checkbox"/> Conference information
<input checked="" type="checkbox"/> Source title	<input type="checkbox"/> Publisher		<input type="checkbox"/> Funding text	<input type="checkbox"/> Include references
<input checked="" type="checkbox"/> volume, issue, pages	<input type="checkbox"/> Editor(s)			
<input checked="" type="checkbox"/> Citation count	<input type="checkbox"/> Language of original document			
<input checked="" type="checkbox"/> Source & document type	<input type="checkbox"/> Correspondence address			
<input checked="" type="checkbox"/> DOI	<input type="checkbox"/> Abbreviated source title			

Cancel Export

15 c

TITLE-AB

Edit

Search

Refine r

Limit to

Access t

Other

Year

2018

2017 (1) >





2016 (1) >

2 The globalisation of real estate: The politics and practice of foreign real estate investment Rogers, D., Koh, S.T. 2017 International Journal of Housing Policy 17(1), pp. 1-14

Cited by 0


4


5B. FINDMORE @NUS LIBRARIES

politics of mental health    [New Search](#)  [Advanced](#)

[< Back to results](#)

This is a temporary folder, your saved items will be cleared when you leave. You can export, email, or print your saved items at any time.

As shown on search results  [Export To ...](#) [Print](#) [Email](#)

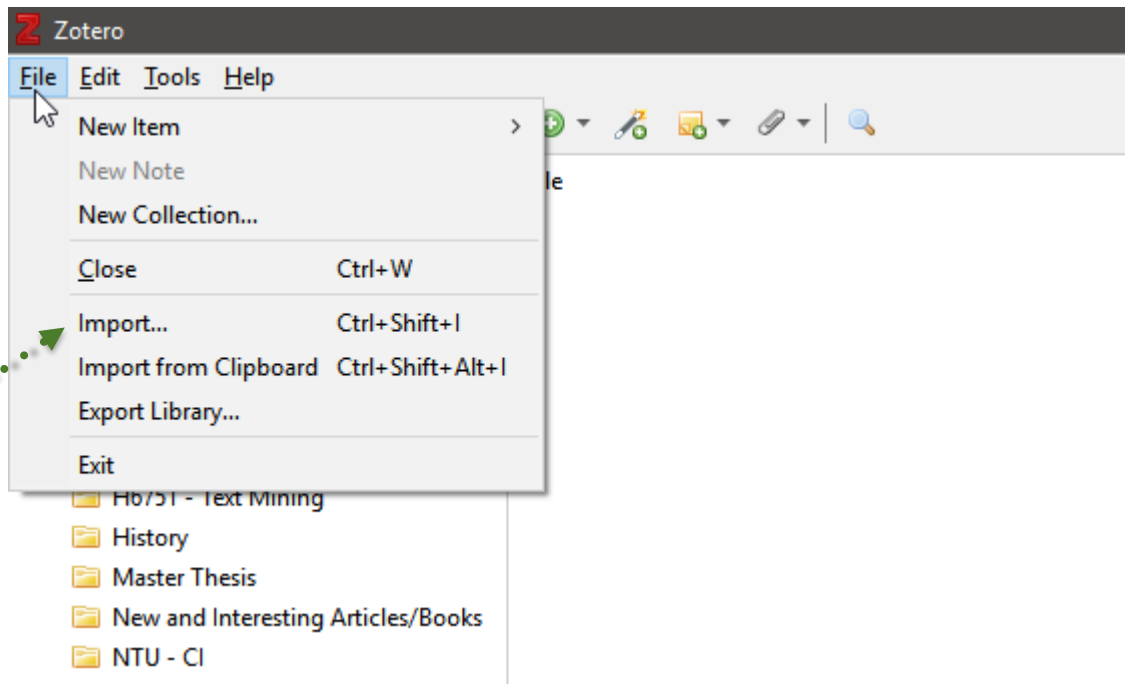
 **Depression and globalization: the politics of mental health** by [Walker, Carl](#)
2008, 1. Aufl.
.... Walker reestablishes the link between mental health research and the political and economical influences outside the world of academic and clinical medicine.
eBook: [AVAILABLE, RA790.5 Wal 2008, Central Library Books](#)
eBook: [Full Text Online](#)
eBook: [Full Text Online](#)

- RefWorks
- EasyBib
- EndNote
- Zotero**
- BibTeX
- Citavi

TRANSFER FROM OTHER SOFTWARE ?

Export the entire library and use the format 'bibTeX'

Then Import into Zotero



RECAP

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





ORGANISE

Managing your
Zotero Library

WATCH VIDEO

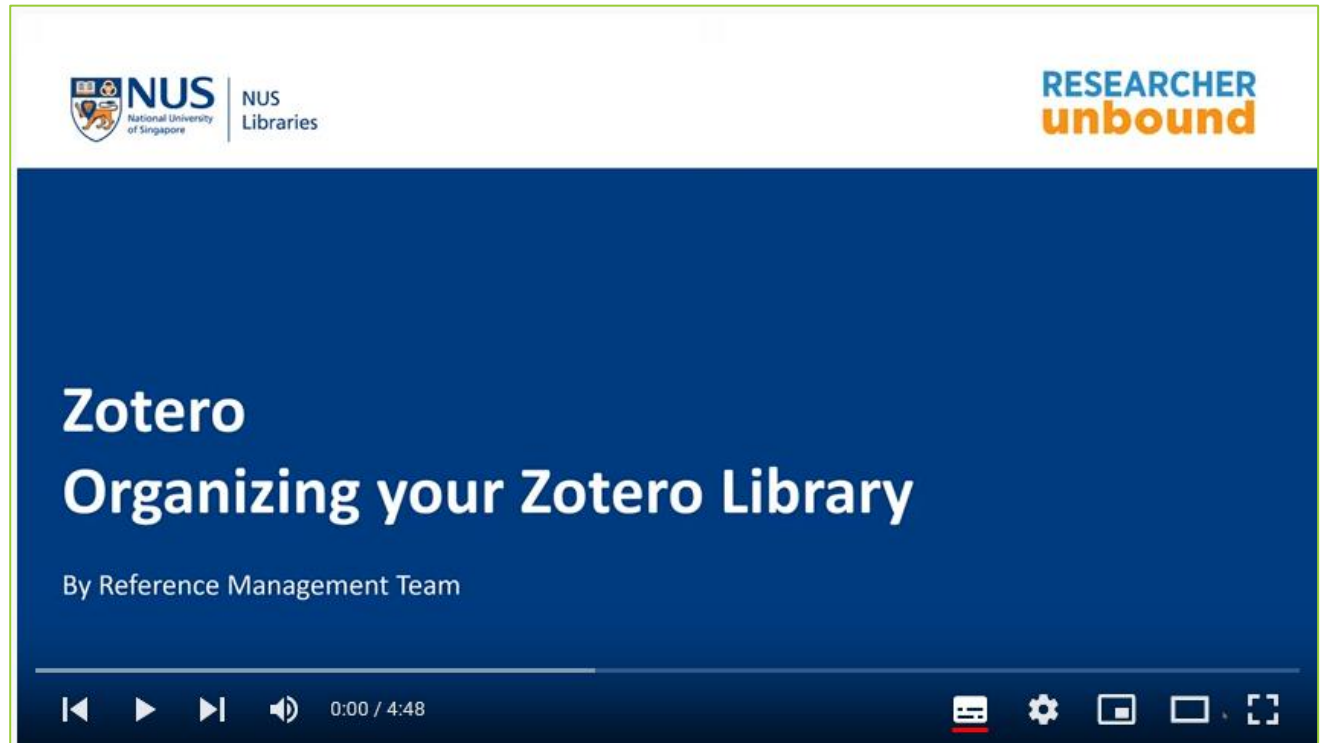
<https://youtu.be/dq4w3ehgca8>

[00:59](#) Creating Folders (Collections)

[02:21](#) Tagging your references

[02:50](#) Searching your Zotero Library

[03:33](#) Removing Duplicates in your Zotero Library

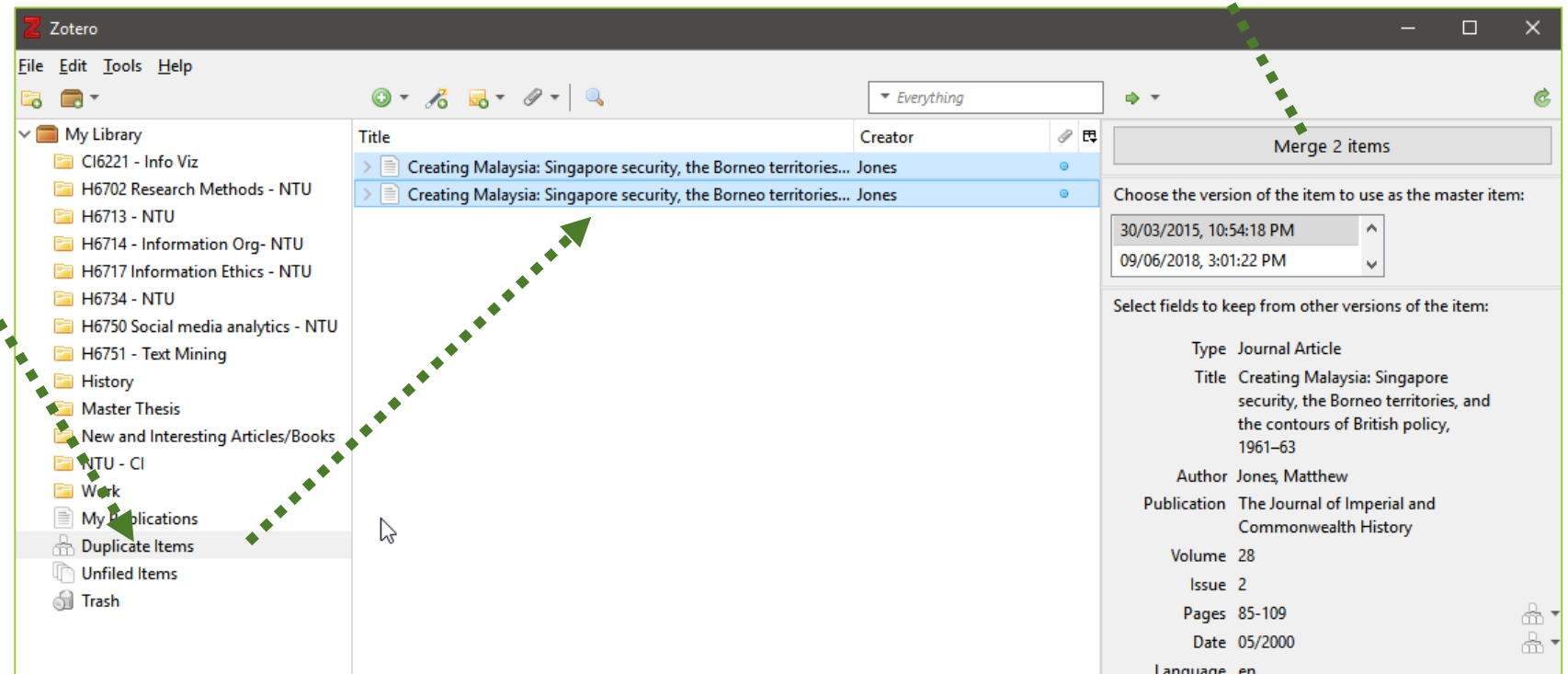


CHECKING FOR DUPLICATES

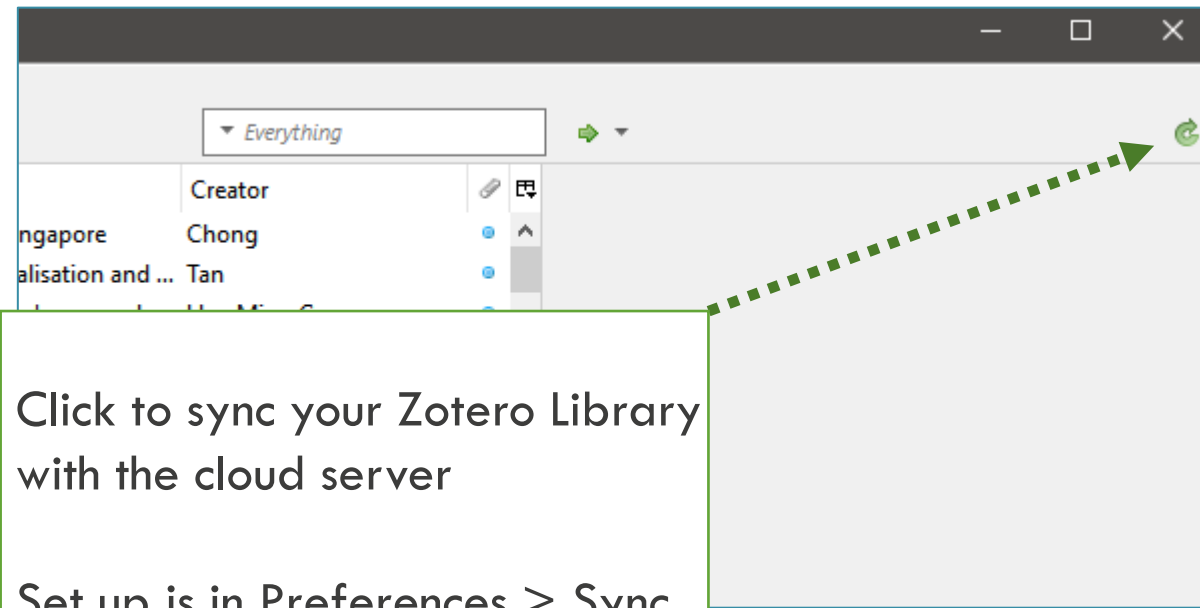
If they are indeed duplicates, then merge them



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



SYNCING



The screenshot shows the Zotero desktop application window. At the top, there is a search bar containing the text 'Everything' and a green right-pointing arrow. Below this is a list of items with columns for 'Creator' and 'Title'. The first two visible entries are 'Singapore Chong' and 'alisation and ... Tan'. To the right of the list, there is a vertical toolbar with several icons. A dashed green arrow points from a text box to a green circular sync icon located in the top right corner of the application window.

Click to sync your Zotero Library
with the cloud server

Set up is in Preferences > Sync



OVERVIEW OF FUNCTIONS

1

BUILD

- Zotero Connector
- Add PDFs
- Manual entry
- Use PMID/ISBN/DOI
- Exporting saved references in .bibTex & .RIS

2

ORGANISE

- Create a Collection
- Tags
- Search within Z Library
- Remove duplicates

3

USE/CITE

- Insert & edit citations in MSWord
- Generate the Bibliography
- Change citation styles

4

COLLABORATE

- Form Zotero Groups to collaborate and work with others

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?

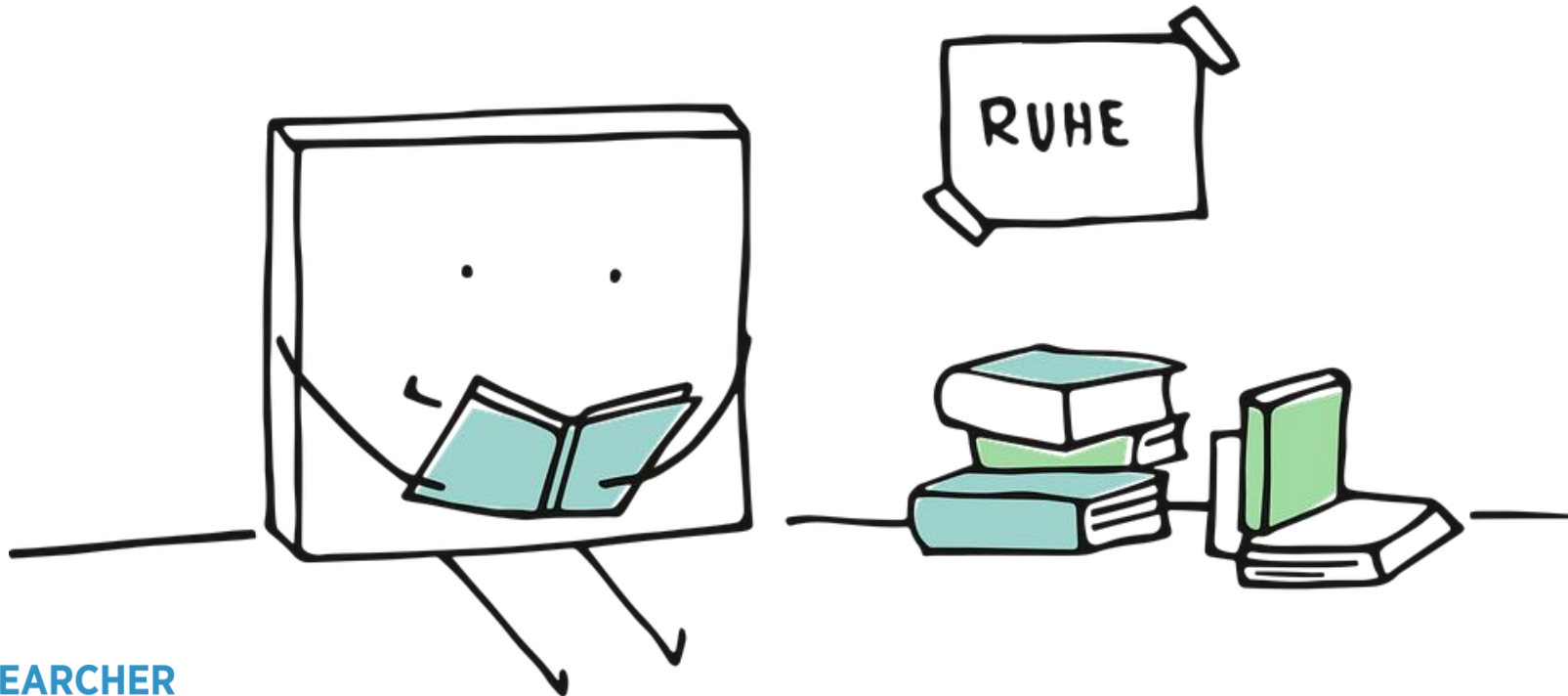
Yes. Zotero and Endnote can co-exist in MS Word

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.

~ LET'S TAKE A BREAK ~

TYPE YOUR QUESTIONS IN THE Q&A

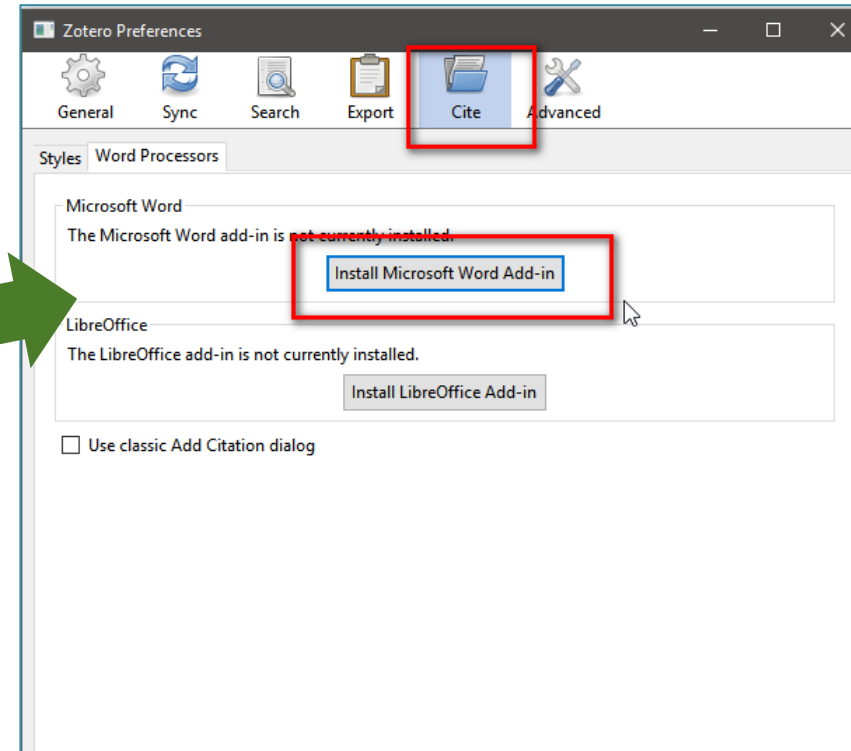
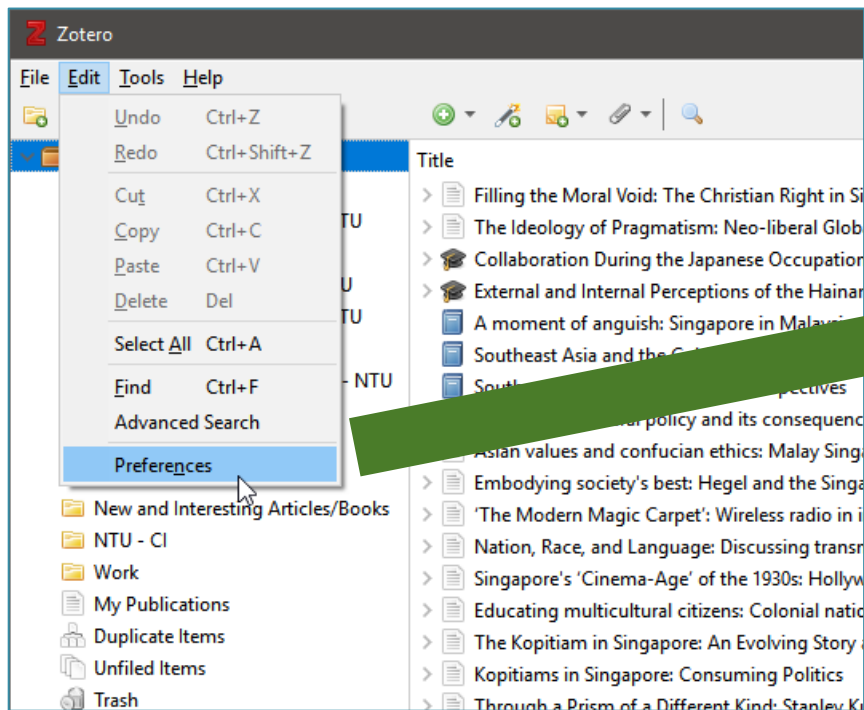




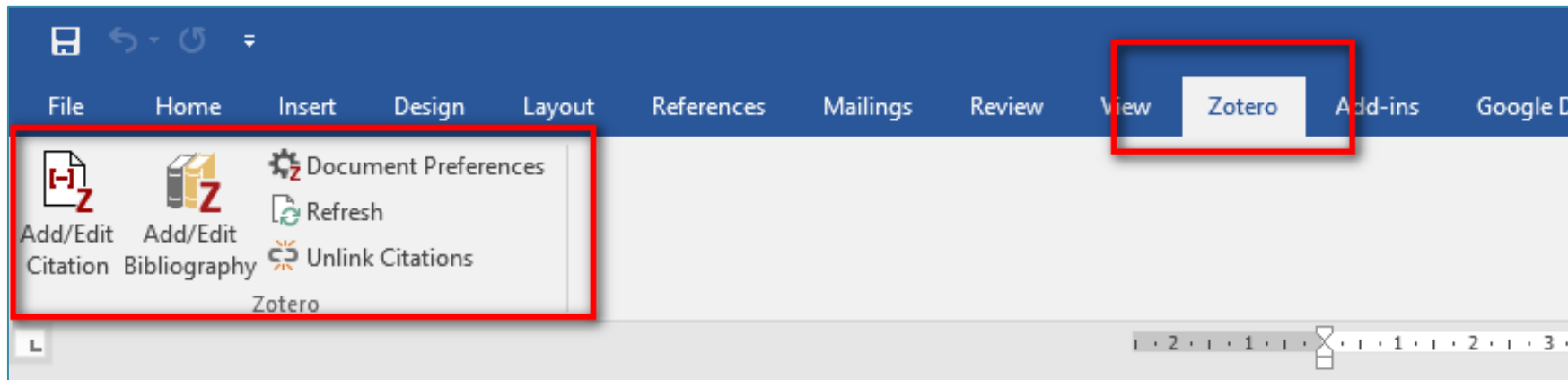
CITE

Using the Zotero
MSWord Citation
Add-In

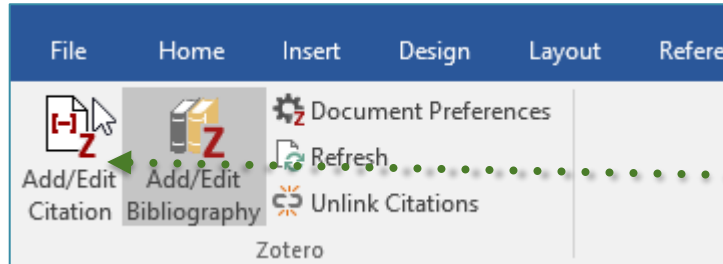
INSTALL THE CITATION ADD-IN



THE ZOTERO TOOLBAR IN MSWORD (PC & MAC)



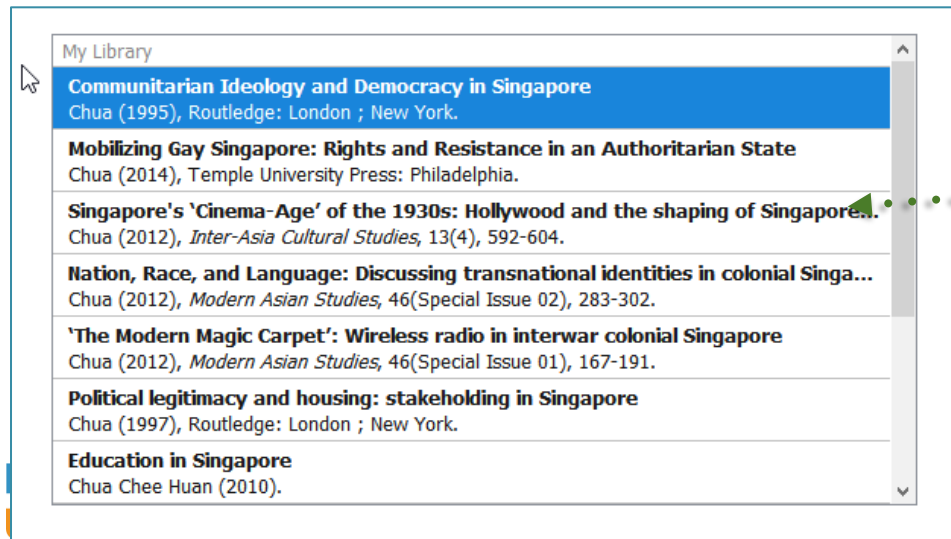
GENERATING CITATIONS IN MSWORD – 3 STEPS



1. Click 'Insert or Edit Citation'



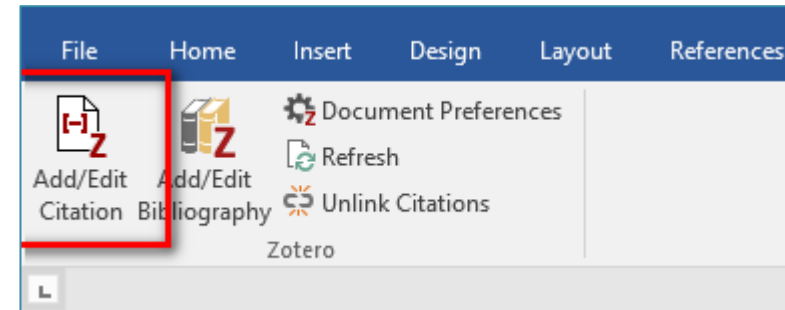
2. Search by author, title or year, or select a document from your Zotero library



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

EDITING AND ADDING TO CITATIONS

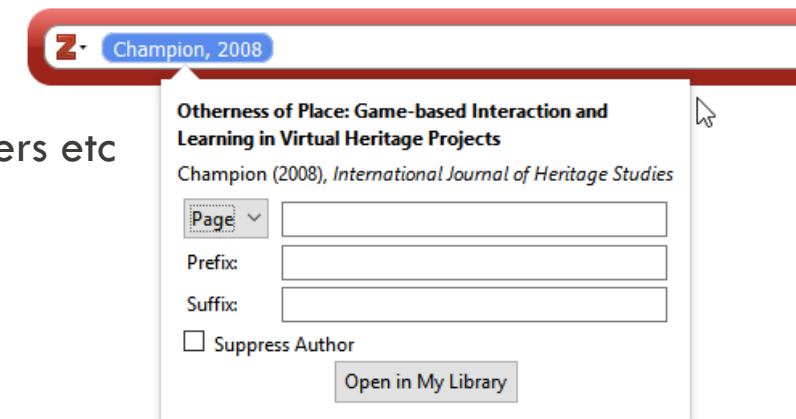
1. Select your citation and click on 'Add/Edit Citation'



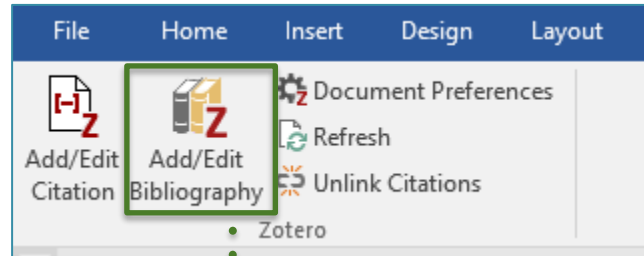
2. Click on the citation to edit (here Champion, 2008)



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://crl.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>

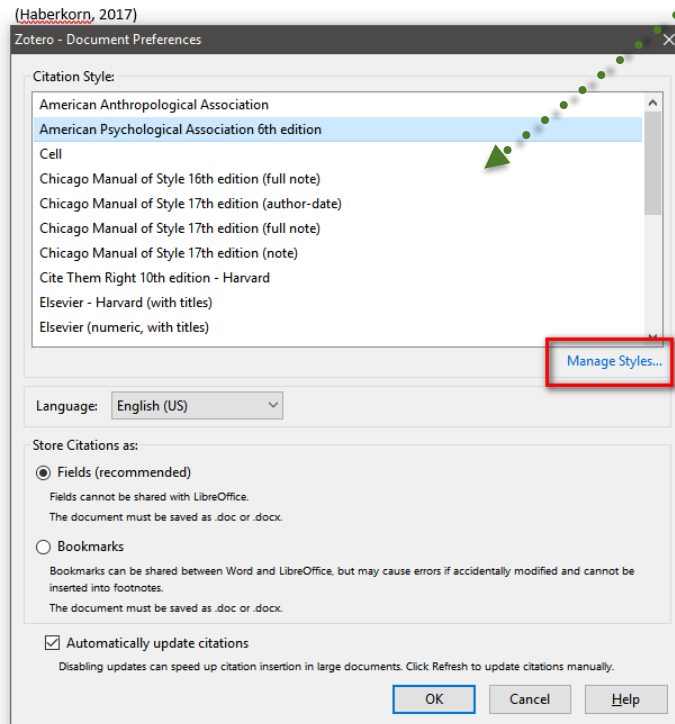
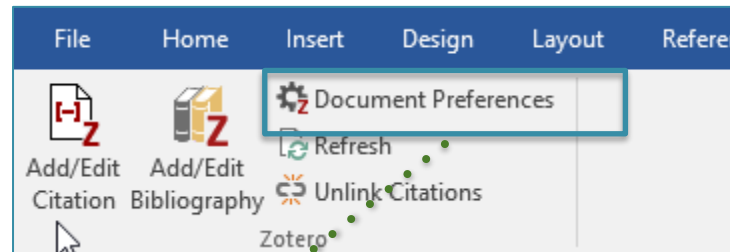
Cheng Lim-Keak. (1985). *Social Change and the Chinese in Singapore: A Socio--Economic Geography with Special Reference to Bang Structure*. Singapore: Singapore University Press.

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>

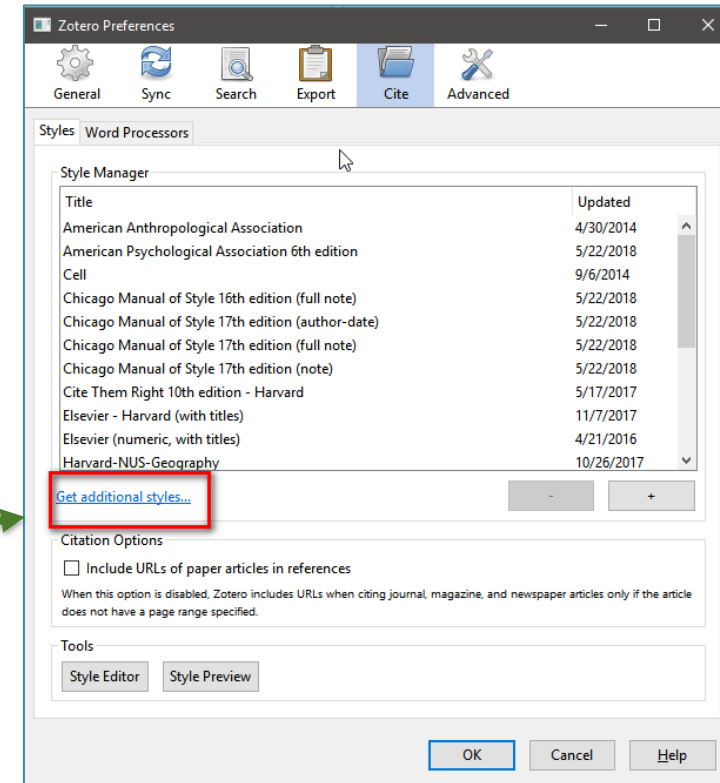
Han Ming Guang. (2012). *External and Internal Perceptions of the Hainanese Community and Identity, Past and Present* (Unpublished Master's Thesis). National University of Singapore, Singapore.

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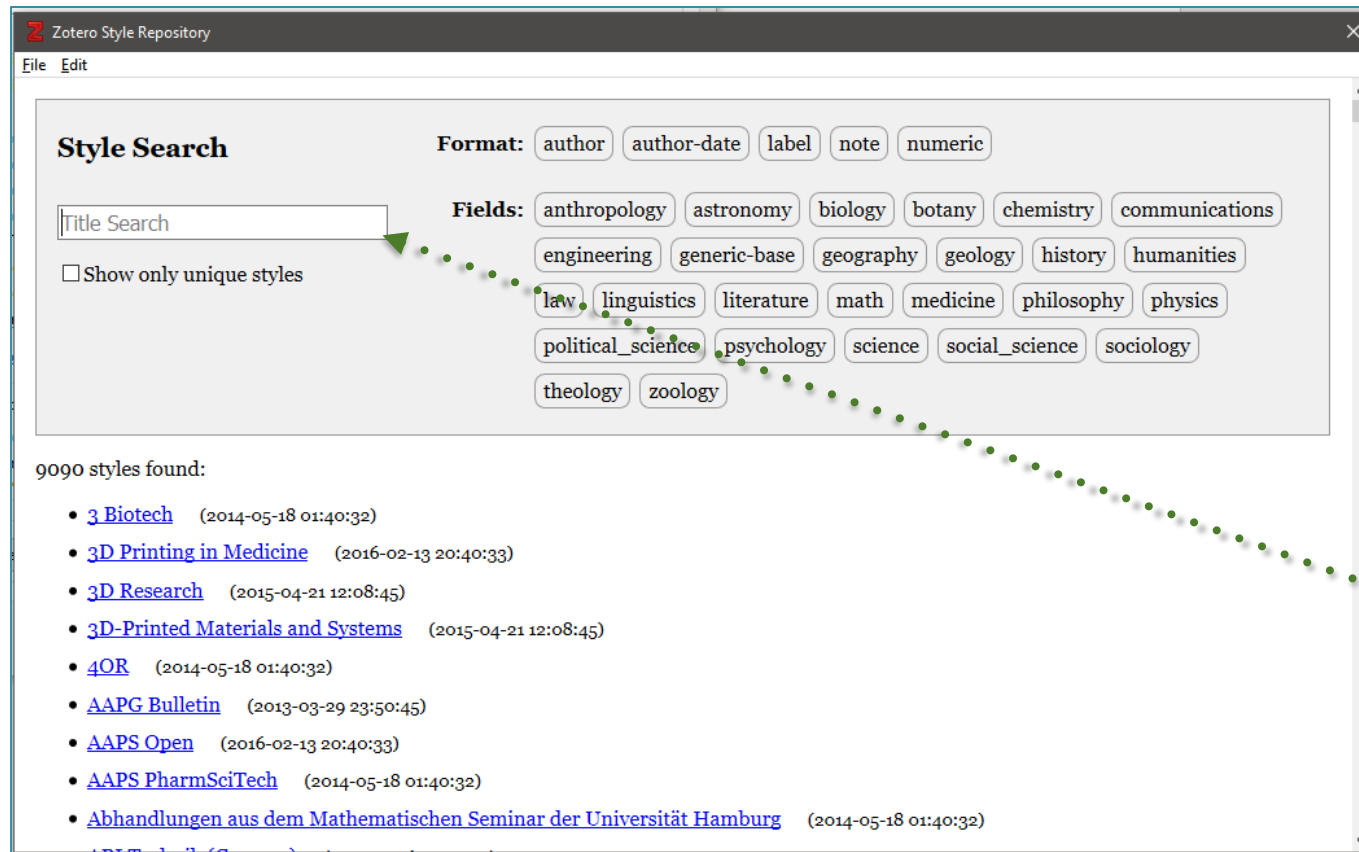


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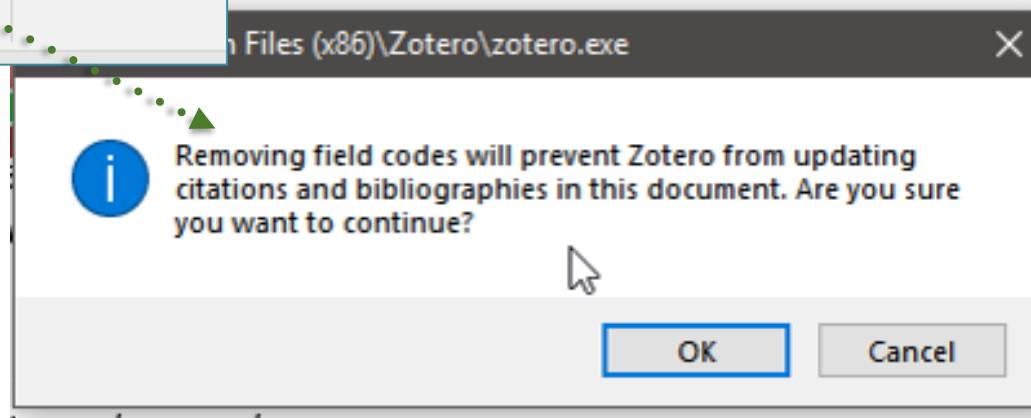
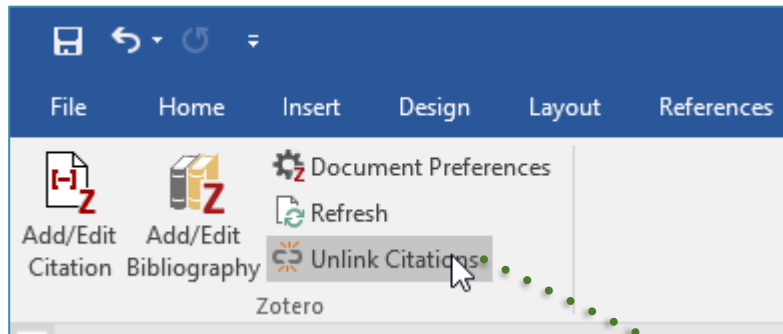
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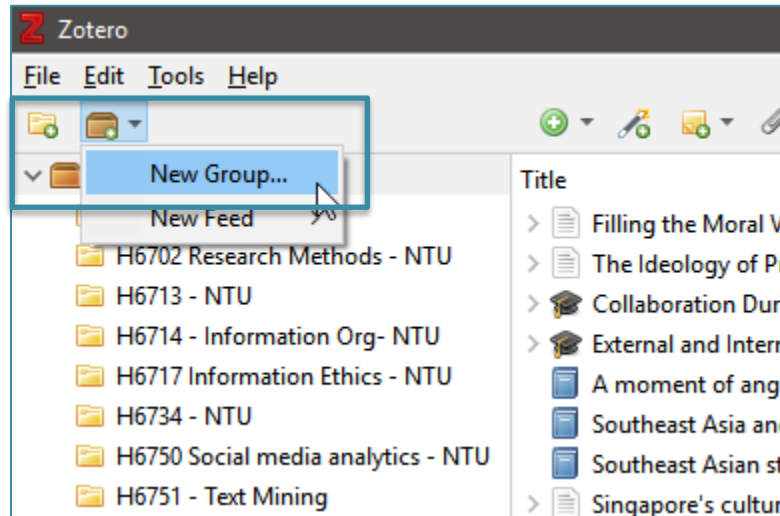




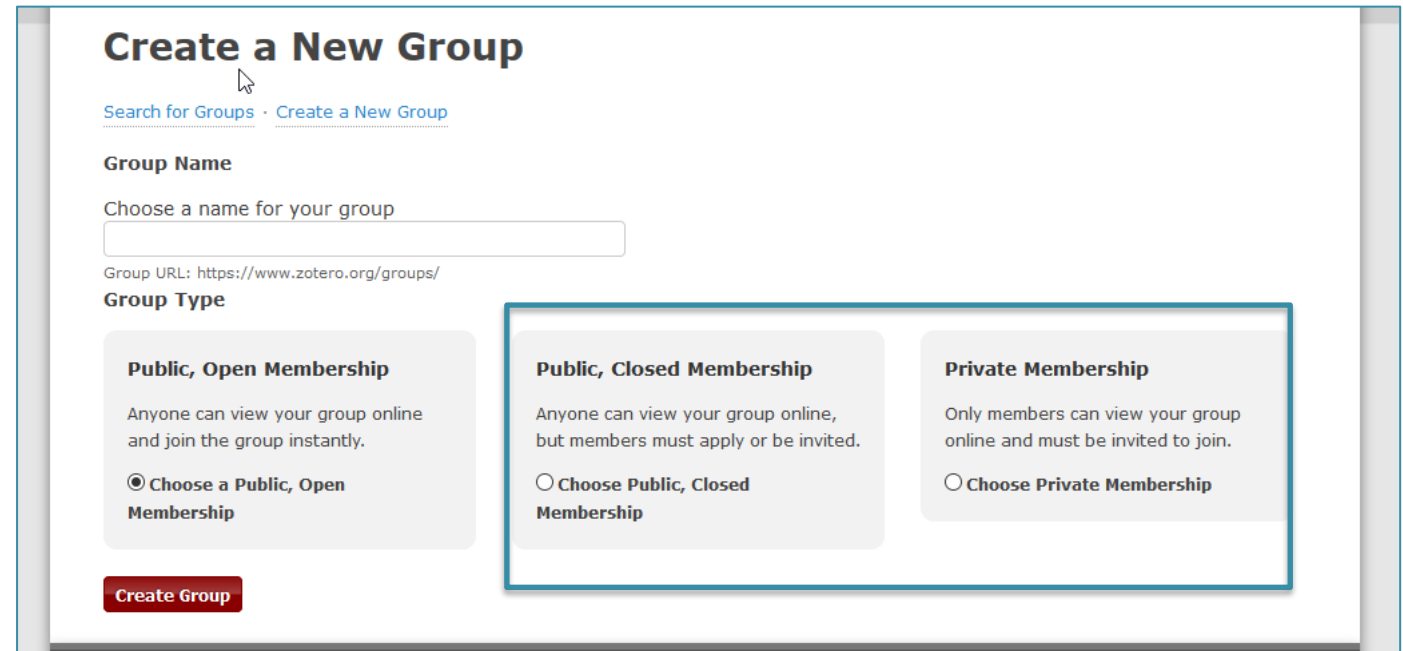
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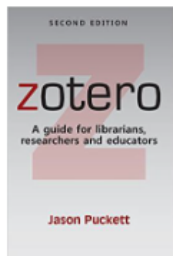
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3. If you don't see Zotero in your MS Word ribbon, see [here](#) for possible solutions.

Handouts

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

Zotero Guide Book



Zotero by
Jason Puckett
Call Number:
PN171
Foo.Pu 2017
ISBN:

9780838989319
Publication Date: 2017-08-01

More Information

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

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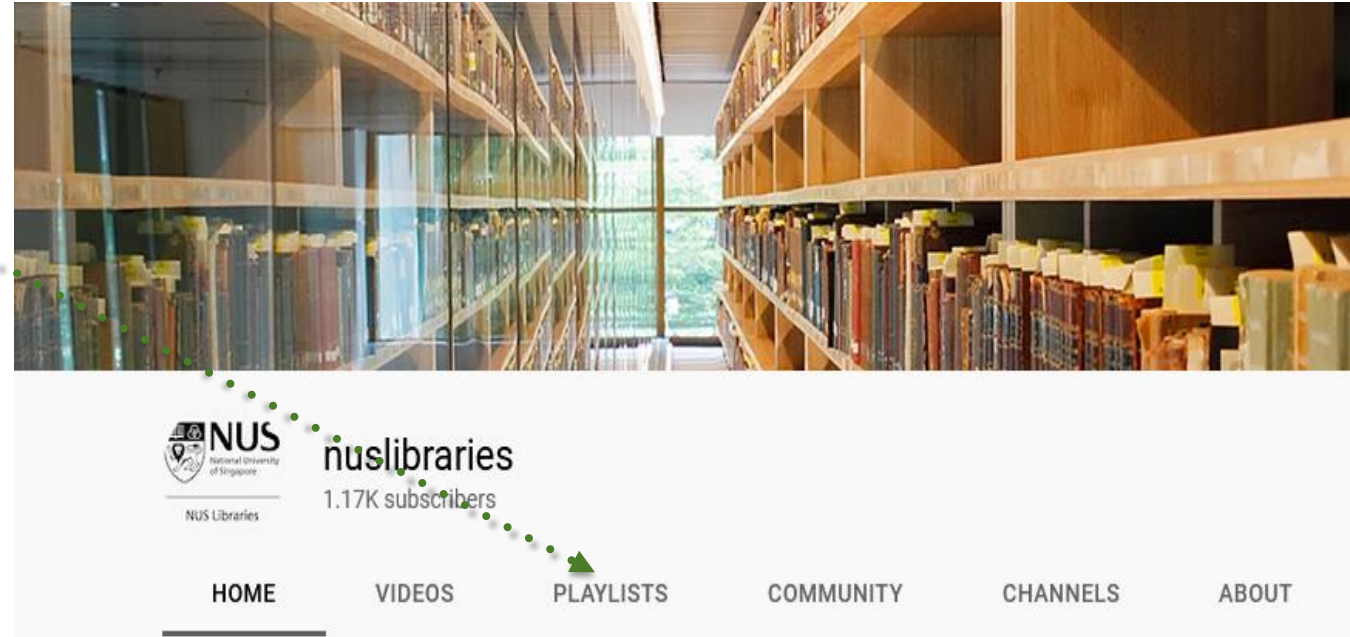
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Title: Introduction to Zotero

Date: 01 Mar 2023

Time: 10am

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