Reference Management Software Tools Zotero - Open Source















Overview

- Why use a reference management tool?
- Zotero functionality
- Downloading and Installing Zotero
- Creating your Zotero library
- Adding references to your Zotero library
- Managing your documents and references
- Creating bibliographies
- Using Zotero with MS Word

Problem statement...

Your topic:



Use a reference management tool!



Why use a reference management tool?

- Tool helps you manage your bibliographic resources and integrates with your word processing software to generate in-text citations and bibliographies
- Tool saves bibliographic data of information resources from online databases.
- It makes it easier to automatically switch to different citation styles (e.g. Vancouver to MLA or APA)
- You can sync saved references across multiple devices such as desktops, laptops and tablets – so that you can access the references from any device

zotero

- Zotero is a free (open source) reference management tool that
 - recognizes bibliographic information on books, journal articles, and other resources from websites and databases and extracts metadata from these sources.
 - stores related citations, PDFs, files, images, and links in your library
 - creates a citations and bibliographies in Word or OpenOffice documents
 - publishes shared libraries for your organization, class, or research group
- Is available for Mac, Windows & Linux operating systems
- To download and install, go to: <u>http://www.zotero.org</u>

Downloading Zotero



Secure https://www.zotero.org/download/



Click on Zotero 5.0 for Windows Download. Note the links to options for Other platforms. To complete the installation, you need to Install (Chrome) Connector.





Zotero 5.0 for Windows

Your personal research assistant



Other platforms macOS · Linux 32-bit · Linux 64-bit

Looking for Zotero 4.0?

Zotero Connector

Save to Zotero from your browser

Install Chrome Connector

Zotero Connectors automatically sense content as you browse the web and allow you to save it to Zotero with a single click.

Zotero Connectors for other browsers

👌 Zotero-5.0.23_setu....exe \land







Welcome to the Zotero Setup Wizard

This wizard will guide you through the installation of Zotero.

It is recommended that you close all other applications before starting Setup. This will make it possible to update relevant system files without having to reboot your computer.

Click Next to continue.

Once the software is downloaded, the following slides will appear. Click on Next, Next, Install and Finish.



Cancel



Setup Type

Choose setup options



Choose the type of setup you prefer, then dick Next.

Standard

Zotero will be installed with the most common options.

Custom

You may choose individual options to be installed. Recommended for experienced users.

< Back	Next >	Cancel



Summary

Ready to start installing Zotero



Zotero will be installed to the following location:

C:\Program Files (x86)\Zotero

Click Install to continue.







Completing the Zotero Setup Wizard

Zotero has been installed on your computer.

Click Finish to close this wizard.

Launch Zotero now



Log In · Register Upgrade Storage Home Groups People Documentation Forums Get Involved
Success! You installed Zotero! This message confirms that You installed
Zotero. Also available is the link to Install the Zotero Connector for Chrome which you should install.
Zotero Connectors allow you to save to Zotero directly from your web browser. Install
Firefox connector Safari connector Opera connector Install Install Install

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Exercise 1



- Go to the website: <u>www.zotero.org</u>
- Click on Download
- Click on Download under Zotero 5.0 for Windows
- Then click on
- Once installed, click on the in the taskbar to display the program on the screen

Zotero Display Overview

Open Zotero by clicking on the Z in the taskbar – bottom of screen.



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The Zotero window has three columns that represent different levels of specificity for your references:

- The left column shows your Zotero libraries and collections as well as 'tags' (keywords)
- The middle column displays items contained within the selected library
- The right column displays information about a selected item.

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In My Library (left column), now opened is the diabetes and developing countries collection. The additional citations will be listed in the middle column of the opened collection.









- Click on the Z logo in the taskbar to open Zotero.
- In the left column, click on the New Collection icon (<a>icon (<a>icon

Adding citations to Zotero

- You can add citations to your library in several ways:
 - Manually enter citation information
 - Import citation information for a single item
 - Import citation information for multiple items
 - Automatically cite web pages
 - Add an item by identifier (ISBN, DOI or PMID)

Adding items manually

To add a citation manually in Zotero, click on the New Item icon in the middle column. In the drop-down menu that appears, select the type of item you want to add. Note that the diabetes and developing countries collection has been opened. In the right column, you will find fields that are specific to the type of item you selected. Fill in those fields required for your item. Z Zotero \times Edit Tools Help All Fields & Tags 16 My Library Book / E Creator Info Notes Tags Related diabetes and developing countries Book Section Item Type Book My Publications Document c... Hurtado-Go... Title **Duplicate Items** I... Mascarenhas... Journal Article Unfiled Items r... Lin et al. Newspaper Article Trash h... Akter et al. Link to File... • • ... Boers et al. Store Copy of File... + iAUC2h positive incremental AUC2 h s... Mukherjee et... Air pollution Anaplastic thyroid cancer More > je... Ntontolo et al. Losing a foot versus losing... Petrakis et al. Appetite Atta Behavioural intervention Mental Health and Well-B... Capistrant et ... Author (last), (first) BF barley flour Cambodia Caregiver \bigcirc Precision Medicine Appro... Samimi et al. Abstract CVD... Pregnancy Complications ... Rusconi and ... ا م Series Daulana China Conta and Conta and an



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Help



Exercise 3



- In Zotero, click on the New item icon (^O) in the middle column.
- Select Book

	Book	
	Book Section	
	Document	
	Journal Article	
	Newspaper Article	
	Link to File	
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	More	>
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Enter the title, author, publisher and publication date:

An Introduction to Medicinal Chemistry G.L. Patrick, Oxford University Press, 2013 (or a book title to add to your subject collection) ^{16 December 2018}

Adding Items by Identifier



Adding items from web sources





	PMID: 29523	7 Zotero Item Selector			×	
	Similar article					
		Select which items you'd like to add to your library:				
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	Diabetes The	e 🗌 A demonstration area for type 2 diabetes prevention in Barranquilla and Juan Mi	ina (Color	nbia): Bas	seli	
	PMID: 29520	Systematic review of palm oil consumption and the risk of cardiovascular diseas	e.			See more (18)
	Similar article	Prevalence and predictors of metabolic syndrome among people living with hum	ian immur	nodeficien	icy —	
	Insulin-Sen	The Global Epidemic of the Metabolic Syndrome.				
3.	Healthy Vo	Tuberculosis diagnosis support analysis for precarious health information system	ns. ted Ceme	lications		ties with your search terms
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The Zotero Item Selector dialog box and the Saving to collection name box which come up at the same time when you click on the Save to Zotero (PubMed) folder icon. The dialog box shows a list of all the records from the PubMed search results page. This example shows that selected items in the list will be saved to the diabetes and developing countries collection because it was selected initially.

Three items are selected in the Zotero Item Selector dialog box. After clicking OK.	Zotero Item Selector Select which items you'd like to add to	- □ × your library:					
the process of saving the items to the selected Zotero collection is shown. Finally, the three saved items are added to the Zotero collection diabetes and developing countries.	 Modulation of iron status biomarkers in tuberculosis-diabetes co-morbidity. Adherence to Insulin, Emotional Distress, and Trust in Physician Among Patients with Diabetes: A Cro Insulin-Sensitizer Effects of Fenugreek Seeds in Parallel with Changes in Plasma MCH Levels in Heat A demonstration area for type 2 diabetes prevention in Barranquilla and Juan Mina (Colombia): Baseli Systematic review of palm oil consumption and the risk of cardiovascular disease. Prevalence and predictors of metabolic syndrome among people living with human immunodeficiency The Global Epidemic of the Metabolic Syndrome. Tuberculosis diagnosis support analysis for precarious health information systems. The Economic Costs of Cardiovascular Disease, Diabetes Mellitus, and Associated Complications in S Digital Health Interventions for Adults With Type 2 Diabetes: Qualitative Study of Patient Perspectives Cardiovascular risk factor burden in Africa and the Middle East across country income categories: a presented of the student in Africa and the Middle East across country income categories: a presented of the student in Africa and the Middle East across country income categories: a presented of the student in Africa and the Middle East across country income categories: a presented of the student in Africa and the Middle East across country income categories: a presented of the student in Africa and the Middle East across country income categories: a presented of the student in Africa and the Middle East across country income categories: a presented of the student in Africa and the Middle East across country income categories: a presented of the student in Africa and the Middle East across country income categories: a presented of the student in Africa and the Middle East across country income categories: a presented of the student in Africa and the Middle East across country income categories: a pres						
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Note: The Save to Zotero icon at the right-end of the URL (address) bar of the browser changes depending on the type of item Zotero identifies on the web page. Here are the most common icons:

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	Lined sheet	Journal article					
	Blue book	Book					
	Manila folder	Multiple items on a search results page (e.g. PubMed or Google Scholar)					

When adding bibliographic information for book chapters to a Zotero collection:

- Open the Manual editing option
- Select Book Section as the Item type
- In the Title field, enter the chapter title.

Make sure you add the creators of the work to the record:

- In the Author field, type the name of the author of the chapter. To enter a second author, click on the + sign at the end of the Author field.
- To add the name of the editor, click the drop-down arrow on the Author field and select Editor from the menu that appears and then continue entering data in the remaining required fields.





Exercise 4



- Open Zotero by clicking on the Z logo in the taskbar. In the left column, open the collection for your citations.
- Go to PubMed and do a search for articles about: artemisinin combination or diabetes and developing countries or a search of your choice
- When you are on the results page, click on the Send to Zotero icon or for Chrome, click right click on the mouse or touchpad. in the address bar:



 Select (highlight) some articles to import into Zotero and click on OK



To import citations for webpages into your Zotero collection, right-click on the Save to Zotero (Embedded Metadata) icon, then click on Save to Zotero from the menu and finally click on Save to Zotero (Web Page without Snapshot).

Information about the current webpage will automatically be saved in the selected collection. You can edit the information in the required fields in the right panel of Zotero.

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9 March 2018 – Many countries have developed advanced policies to reduce the demand for	Cholera »
tobacco, which kills over 7 million people annually, but governments can do much more to implement	d insecurity and famine »
regulations to control tobacco use, especially by exploiting tobacco product regulation. WHO has	Nigeria »
launched new guidance on the role tobacco product regulation can play to reduce tobacco demand, save lives and raise revenues for health	South Sudan »

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Exercise 5



- Go to the World Health Organization website -<u>www.who.int</u> - or a **website** of interest to you.
- When you are in the website, click on the Folder icon in the address bar.
- Click on Save to Zotero as Web Page.
 - Save to Zotero using "Embedded Metadata"
 Save to Zotero as Web Page (with snapshot)
 Save to Zotero as Web Page (without snapshot)
 Library Lookup
 CrossRef Lookup
 Google Scholar Search
- Look at your Collection to confirm that the website url has been added.

Attaching files to items

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Creating bibliographies from Zotero

- To create a bibliography from Zotero, highlight one or more references and then right-click to select Create Bibliography from Selected Item. Then select a Citation Style for your bibliography and choose one of the following four Formats to create your bibliography:
 - Save as RTF will allow you to save the bibliography as a rich text file, which can be opened for example in Word.
 - Save as HTML will allow you to save the bibliography as a HTML file for viewing in a web browser.
 - Save to Clipboard will allow you to save the bibliography to your clipboard to paste into any text field.
 - *Print* will send your bibliography straight to a printer.

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	2.	Mascarenhas S, Mutnuri S, Ganguly A. Deleterious role of trace elements - Silica and lead in the development of chronic kidney disease. Chemosphere. 2017 Mar 1;177:239–49.	
	3.	Lin S, Naseri T, Linhart C, Morrell S, Taylor R, Mcgarvey ST, et al. Diabetes incidence and projections from prevalence surveys in Samoa over 1978-2013. Int J Public Health. 2017 Mar 9;	
	4.	Akter R, Nessa A, Husain MF, Wahed F, Khatun N, Yesmin M, et al. Effect of Obesity on Fasting Blood Sugar. Mymensingh Med J. 2017 Jan;26(1):7–11.	
	5.	Boers HM, MacAulay K, Murray P, Dobriyal R, Mela DJ, Spreeuwenberg MAM. Efficacy of fibre additions to flatbread flour mixes for reducing post-meal glucose and insulin responses in healthy Indian subjects. Br J Nutr. 2017 Mar 6;1–9.	
	6.	Mukherjee PS, Vishnubhatla S, Amarapurkar DN, Das K, Sood A, Chawla YK, et al. Etiology and mode of presentation of chronic liver diseases in India: A multi centric study. PLoS ONE. 2017;12(10):e0187033.	
	7.	Ntontolo PN, Lukanu PN, Ogunbanjo GA, Fina J-PL, Kintaudi LNM. Knowledge of type 2 diabetic patients about their condition in Kimpese Hospital diabetic clinic, Democratic	
	16 December	2018	



Exercise 6



- In Zotero, select the items you have imported from PubMed in the middle column. Hold down the control button on your keyboard and click on the individual items
- Choose the option Create Bibliography from Selected Items, a new dialog box will appear.
- Choose the Citation Style you would like to use
- Choose the Format RTF
- Click on OK
- The document will open in MS Word

Word Processor Integration

- Zotero's Word and OpenOffice plugins allow users to insert citations directly from their word processing software.
- With Zotero version 5.0, the plugin is automatically linked to your Word or OpenOffice version; see the MS Word Ribbon:

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 Click on the ZOTERO Tab and you will see this group of Zotero icons in your Microsoft Word Ribbon:



• These five buttons allow you to manage citations and bibliographies in your Microsoft Word documents.

The key Zotero options for word processing are listed on this page.



- Zotero Insert Bibliography/Edit Bibliography
- Zotero Document Preferences-(to change the style)

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Evidence showed there was little to be gained from "yet another anti-corruption campaign, the creation of more commissions and ethics agencies, and the incessant

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"You cannot fight corruption just by fighting corruption," said Daniel Kaufmann, who spearheaded the World Bank's efforts to improve the study of governance and the rule of law, and who estimates that \$1 trillion of bribes are paid every year.



Emerging SE Asia Haunted by Culture of Corruption

By Andrew Marshall, Asia Political Risk Correspondent

SINGAPORE (Reuters) - To understand the challenge faced by emerging southeast Asian economies struggling to shake off a corrosive culture of corruption, you can start by counting the parking tickets issued to foreign diplomats in Manhattan.(1)

The league table of the worst parking offenders in New York embassies tells the same story as other methods economists have used to gauge countries' propensity for corruption -- many Asian nations fare very poorly in upholding the rule of law.

And the fact national corruption patterns persist even among diplomats in a foreign city suggests that a solution requires more than just better law enforcement -- it needs fundamental institutional reform and a wholesale change in attitudes (2)

"You cannot fight corruption just by fighting corruption," said Daniel Kaufmann, who spearheaded the World Bank's efforts to improve the study of governance and the rule of law, and who estimates that \$1 trillion of bribes are paid every year.(3)



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Add/Edit Bibliography

Insert a new bibliography, or edit the existing bibliography, at the current cursor position

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Tell me more

To create a bibliography, click on the Add/Edit Bibliography icon. This automatically adds the bibliography hort-te (in the Vancouver format) to the y grad bottom of the document.

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among the world's most corrupt nations five years ago but now Philippines in most rankings -- a major step forward given the importance of country comparisons in influencing investment decisions.

discovery that there has been no clear trend tow or globally.

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"In spite of improvements in some countries, the where deterioration has taken place," Kaufmann quality of governance around the world has been

But perhaps the key finding of economists' work Note: Do not use your word processor to edit citations. Any changes automatically will revert to the original when Zotero updates your document.

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2. Capistrant BD, Friedemann-Sánchez G, Novak LK, Zuijdwijk C, Ogle GD, Pendsey S. Mental Health and Well-Being among Type 1 Diabetes Caregivers in India: Evidence from The IDREAM Study. Diabetes Res Clin Pract. 2017 Oct 17;

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Exercise 7



- In MS Word or LibreOffice, click on ZOTERO in the toolbar
- Click on Zotero Insert Citation icon Add/Edit in Document Preferences window, choose a bibliographic format; in the Z box, click on the Classic View option
- In the Add/Edit Citation window, highlight a citation to add as a reference; include the page # and click on OK; repeat 2 or 3 times
- Place your cursor at the bottom of the text and click on the Zotero Create Bibliography icon - - - - to add the bibliography after the text

Finding Saved Items in your Library or Collection - Quick Search

To perform a Quick Search for items in your library or collection, type your search terms inside the search box at the top-right of the center pane. Make sure that My Library or the specific collection is selected.

There are three Quick Search options which will be displayed when you click the Quick Search drop-down arrow:



- 1. "Title, Creator, Year" matches against these three fields.
- 2. "All Fields & Tags" matches against all fields including tags and text in notes.
- **3.** "Everything" matches against all fields, tags, text in notes, and indexed text in PDFs (this is possible when PDF indexing is enabled).

Finding Saved Items in your Library or Collection - Advanced Search

Advanced searches offers better control over your searches than quick searches because they have features for limiting your searches. To open the Advanced Search window, click on the magnifying glass icon at the top of the center pane.



Advanced Search



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Installing Additional Citation Styles

- A core feature of Zotero is its ability to automatically format citations and bibliographies.
- By default Zotero comes with a selection of popular styles (such as APA, Harvard and Vancouver), but many more are available through the online Zotero Style Repository at: <u>http://www.zotero.org/styles</u> (next slide)
- Visit the Style Repository and click the "[Install]" link next to the style you wish to install.

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Zotero Style Repository

Here you can find Citation Style Language 1.0.1 citation styles for use with Zotero and other CSL 1.0.1-compatible software. For more information on using CSL styles with Zotero, see the Zotero wiki.

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16 December 2018

Click on the "[Install]" link next to the style you wish to install.

Which citation style to use?

- Most journals provide information on which reference style to use in their "Instructions to authors". Look for the heading "References".
- The Mulford Library Instructions to Authors in the Health Sciences Guide provides links to web sites which provide instructions to authors for over 6,000 journals in health and life sciences:

http://mulford.meduohio.edu/instr/

Registering for a Free Zotero Account

Registering for a free Zotero account is useful. It enables you to:

- sync and access your Zotero online from anywhere in the world
- save up to 300MB of content (including PDFs) online
- restore your backed up content to any new Zotero application installation
- participate in Zotero groups and share references
- participate in Zotero discussion forums

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Other Zotero tools

https://www.zotero.org/getinvolved/



Document and Help

You don't need to be a developer to help with documentation and support.

- Edit the wiki to make our documentation more useful and concise
- <u>Help with translations</u> so more people can enjoy Zotero
- Follow the forums to answer questions, report bugs, and support new users

Spread the Word

If you love Zotero, tell the world about it. Here are some ideas to get you started.

- <u>Request free stickers</u> and stick them everywhere
- Add a Zotero button to your website
- <u>Give a demo</u> at your institution

Keep in Touch

The more you know about Zotero, the better, so keep in touch with the Zotero

(www.zotero.org), now displayed is the Get Involved subpage with numerous options for participating in the development of this software.





Search for Groups · Create a New Group

What can groups do for you?

With groups, you can collaborate remotely with project members, set up web-based bibliographies for classes you teach, and so much more.

- Share your own work or sources you have discovered with others who are working in related areas.
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