

# ZOTERO: COLLECT, MANAGE AND CITE YOUR LITERATURE

# DURING THIS SESSION, YOU WILL:

- ✓ Understand reference management systems
- ✓ Install Zotero, create an account, and add browser connector
- ✓ Add a citation to your library
- ✓ Organize your library
- ✓ Insert a citation in a Word document and create a bibliography

# **BENEFITS OF REFERENCE MANAGEMENT SYSTEMS**



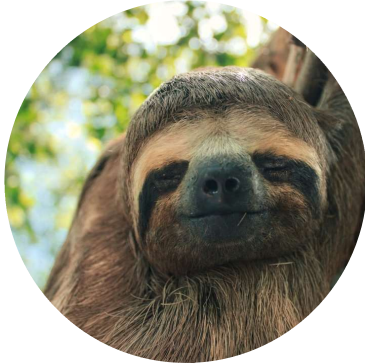


- ✓ Save, organize and manage references
- ✓ Help coordination among authors
- ✓ Ensure that citation is coherent across chapters
- ✓ Help reviewers and other readers trace the source of information
- ✓ Facilitate the validation and credibility

# WORKING WITH ZOTERO



# WHAT IS YOUR STARTING POINT?



I am ready to download Zotero!



I already have Zotero... tell me how to use  
it.



I do not know what Zotero is... tell me  
more.

## 2 VERSIONS OF ZOTERO: ONLINE AND DESKTOP

zotero

Groups

Documentation

Forums

Get Involved

Log In

Upgrade Storage

# Your personal research assistant

Zotero is a free, easy-to-use tool to help you  
collect, organize, annotate, cite, and share research.

Download

Available for macOS, Windows, Linux, and iOS

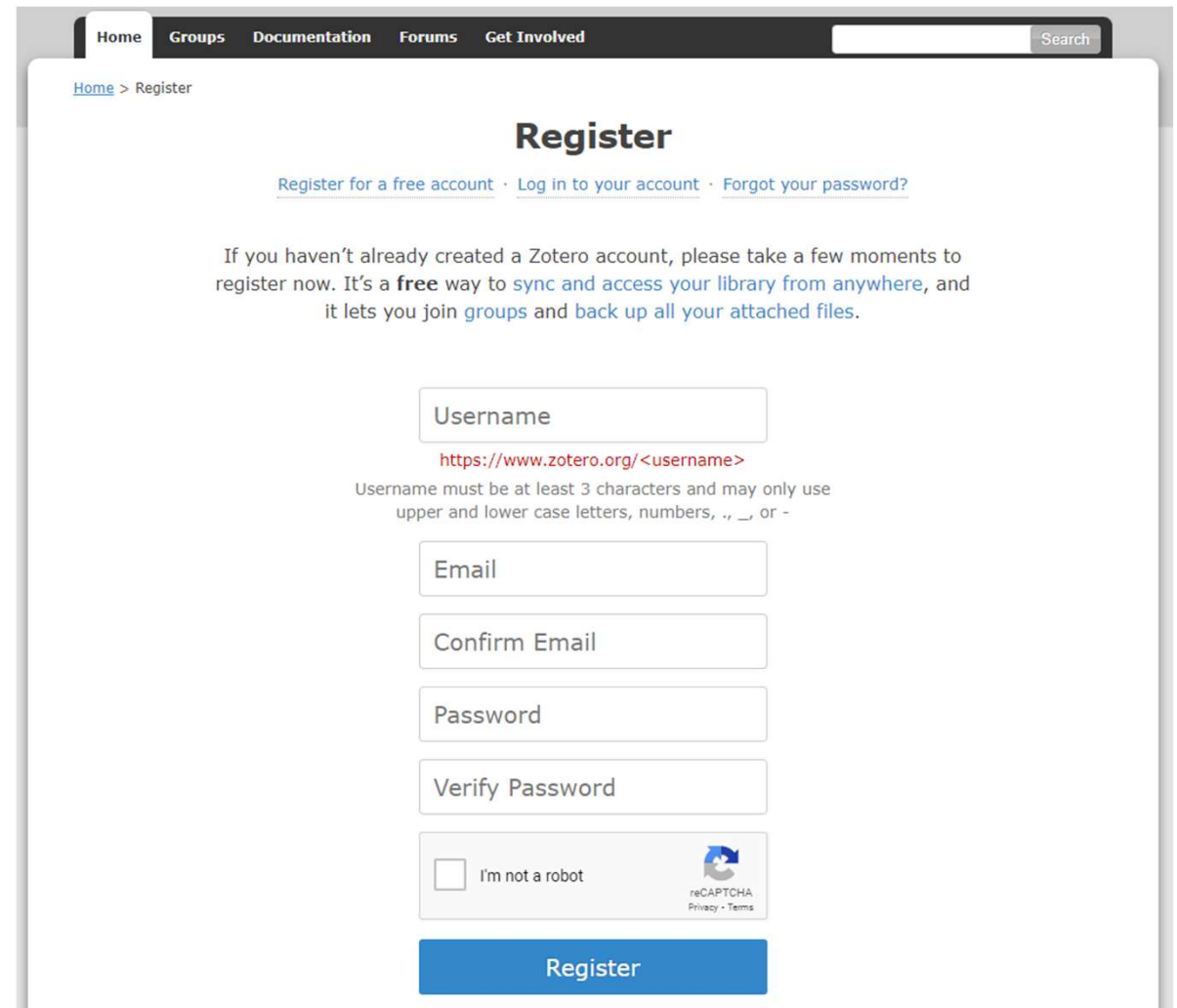
Just need to create a quick bibliography? Try [ZoteroBib](#).

Try Pitch

# STEP 1

Create an account

Go to [zotero.org](https://www.zotero.org)  
and click on **Log In**  
>> **Register for a  
free account**



The screenshot shows the registration page on Zotero.org. At the top, there is a navigation bar with links for Home, Groups, Documentation, Forums, and Get Involved, along with a search box. Below the navigation bar, the page title is "Register". Underneath the title, there are links for "Register for a free account", "Log in to your account", and "Forgot your password?". A paragraph of text explains that registration is free and allows users to sync their library, join groups, and back up files. The registration form consists of several input fields: "Username", "Email", "Confirm Email", "Password", and "Verify Password". Below these fields is a checkbox for "I'm not a robot" with a reCAPTCHA logo and links for "Privacy" and "Terms". A blue "Register" button is at the bottom of the form.

Home > Register

## Register

[Register for a free account](#) · [Log in to your account](#) · [Forgot your password?](#)

If you haven't already created a Zotero account, please take a few moments to register now. It's a **free** way to [sync](#) and [access your library](#) from anywhere, and it lets you join [groups](#) and [back up all your attached files](#).

Username

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


Username must be at least 3 characters and may only use upper and lower case letters, numbers, ., \_ or -

Email

Confirm Email

Password

Verify Password

I'm not a robot  reCAPTCHA  
Privacy · Terms

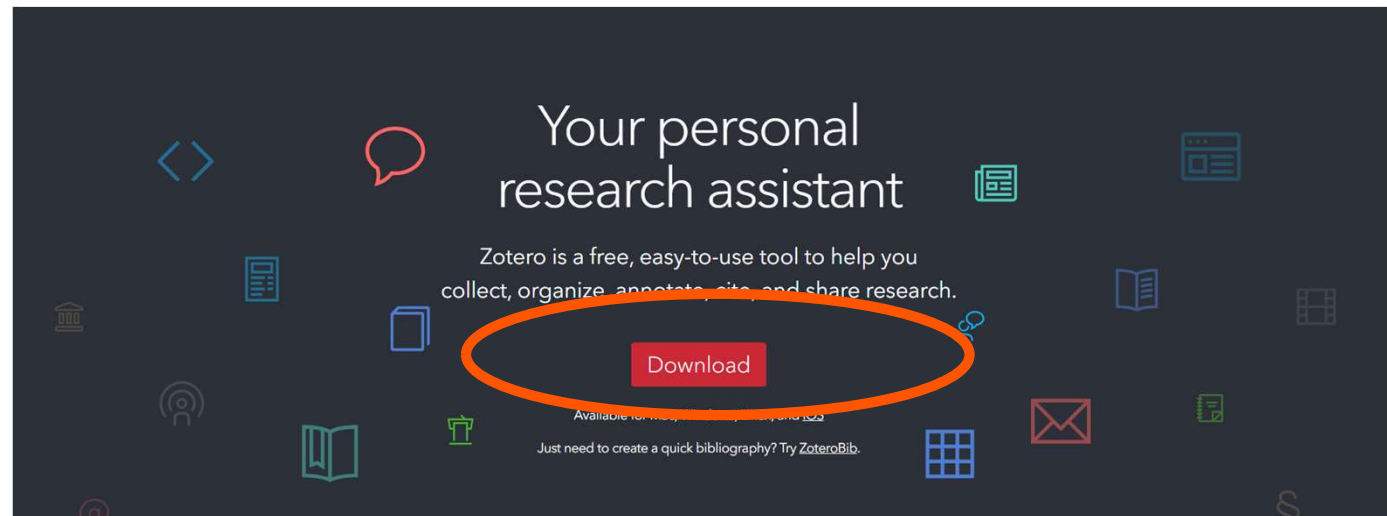
Register



## STEP 2

Save any unsaved work and completely shut down your Word processor - e.g. MS Word

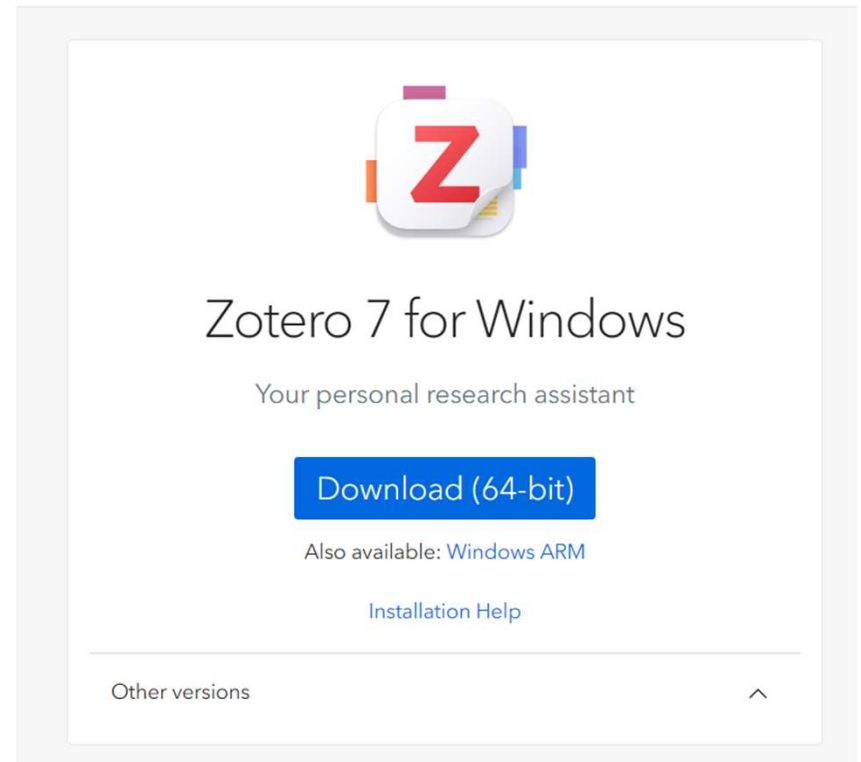
# STEP 3



Go to [zotero.org](https://zotero.org) and click on **Download**

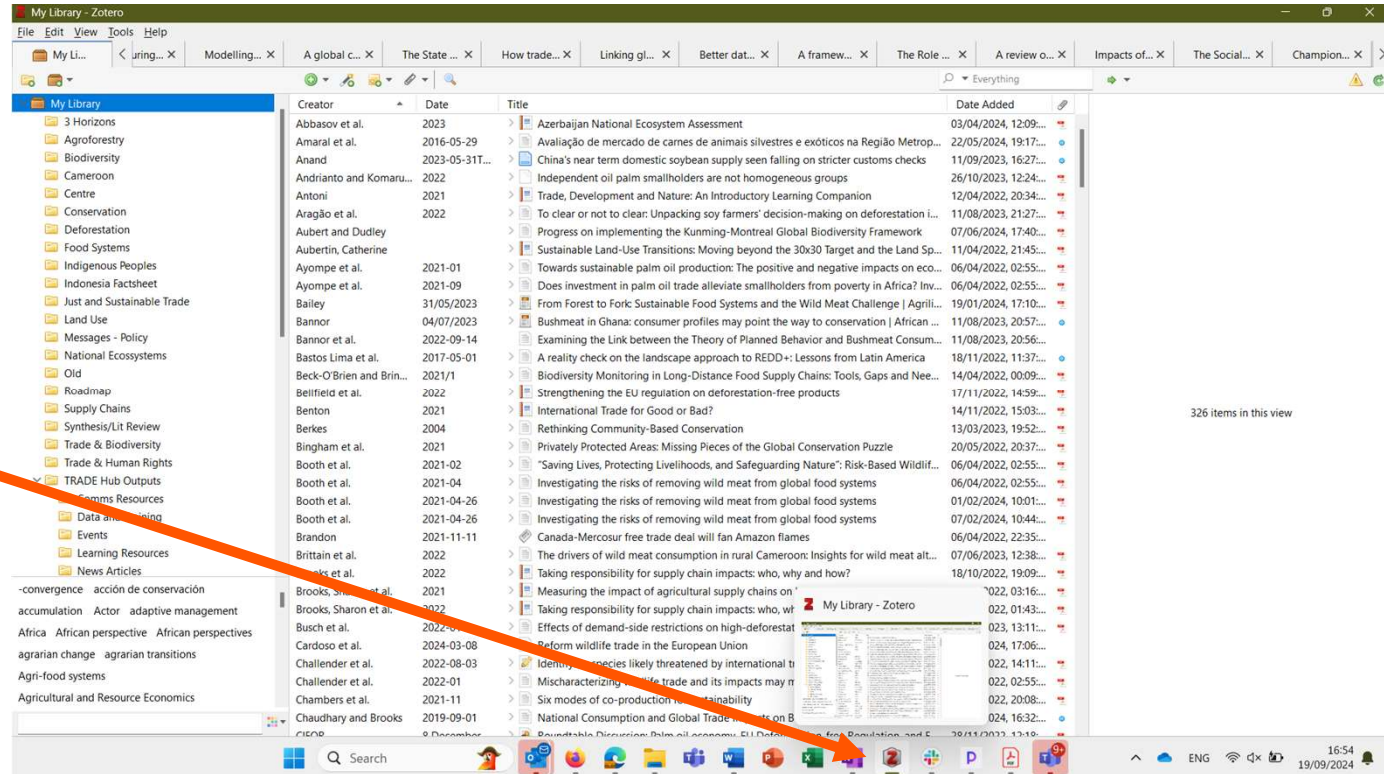
# STEP 4

## Download Zotero



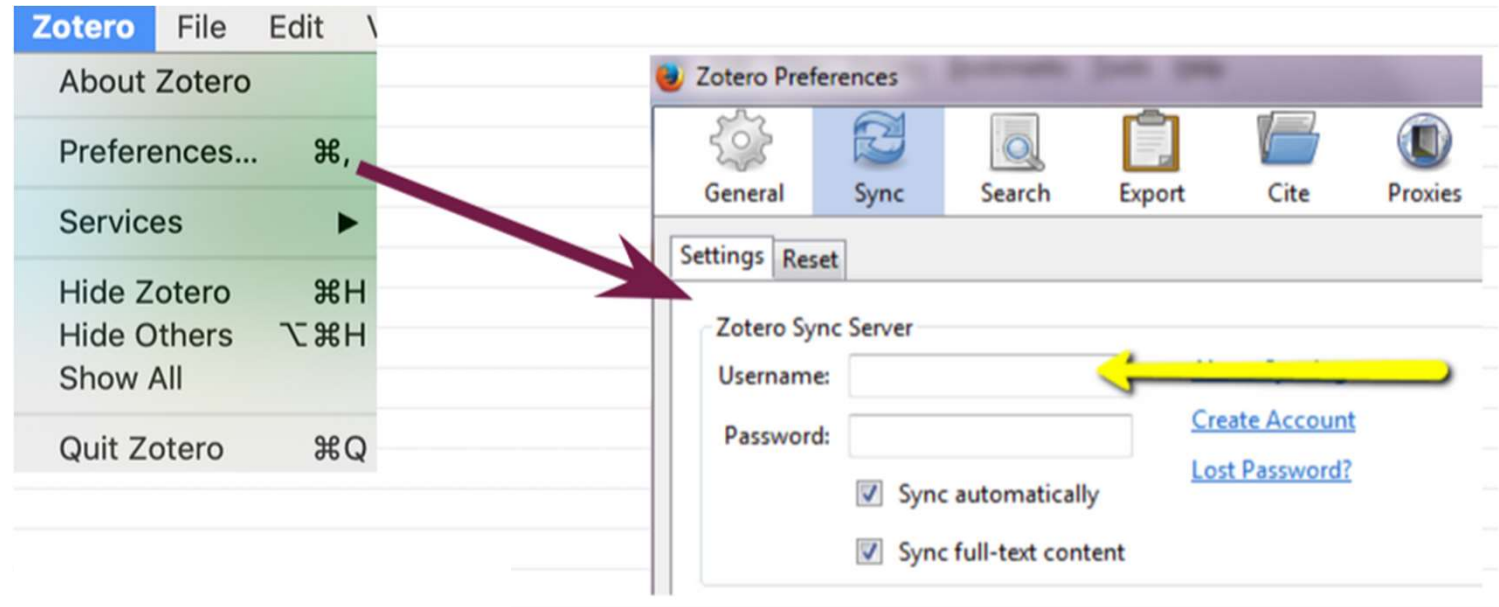
## **STEP 5**

Open the installation file and follow the instructions



## STEP 6

Close and restart your browser, then launch Zotero from your applications or programs

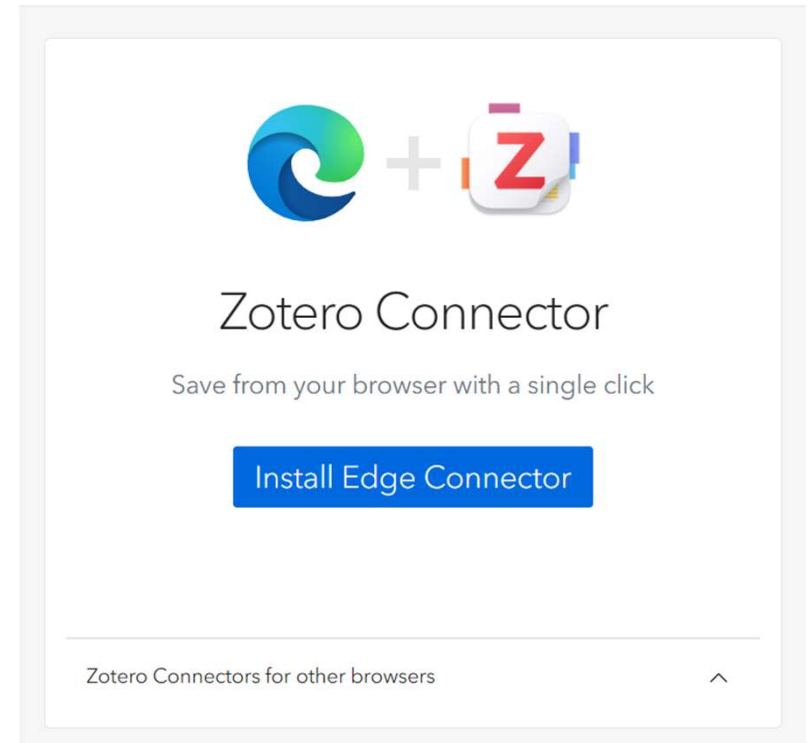


## STEP 7

Connect your Zotero account to your computer

## STEP 8

Go back to [zotero.org](https://www.zotero.org) and install the **Zotero Connector** for your browser



# ADDING REFERENCES TO YOUR ZOTERO LIBRARY





# MANY WAYS TO ADD REFERENCES

**01**

## **Browser connector**

Save references directly from online sources like journal websites

**02**

## **Manually**

Add all kinds of sources, online and offline, manually

# STEP 1

Ensure Zotero app/program is open

Go to **Google Scholar** in your browser

## **STEP 2**

In Google Scholar, search for any topic

# STEP 3

Find the **folder icon** and click on it



The screenshot shows a Google Scholar search for "ecosystem assessment" with approximately 5,280,000 results. The search results list several articles, including "Millennium ecosystem assessment", "Science for managing ecosystem services: Beyond the Millennium Assessment", "National ecosystem assessments in Europe: a review", and "International ecosystem assessment". A Zotero Item Selector dialog box is overlaid on the search results, displaying a list of items to be added to the library. The dialog box has a title bar "Zotero Item Selector" and a subtitle "Select which items you'd like to add to your library:". The list of items includes:

- [BOOK][B] Millennium ecosystem assessment
- Science for managing ecosystem services: Beyond the Millennium Ecosystem Assessment
- National ecosystem assessments in Europe: a review
- International ecosystem assessment
- Ecosystem vulnerability review: proposal of an interdisciplinary ecosystem assessment approach
- [BOOK][B] Ecosystems and human well-being: a framework for assessment
- Millennium ecosystem assessment: research needs
- Global scenarios: background review for the Millennium Ecosystem Assessment
- [PDF][PDF] Millennium ecosystem assessment
- [BOOK][B] Ecosystems and human well-being-Synthesis: A report of the Millennium Ecosystem Assessment

The dialog box also features "Select All", "Deselect All", "Cancel", and "OK" buttons. The search results are partially obscured by the dialog box, but the article titles and authors are visible. The URL in the browser's address bar is "https://scholar.google.com/scholar?hl=en&as\_sdt=0%2C5&q=ecosystem+assessment&btnG=".

# STEP 4

Select 1 or more references from the list

# ORGANIZING YOUR ZOTERO LIBRARY



# INSERTING A CITATION IN A WORD DOCUMENT AND CREATING A BIBLIOGRAPHY



NATIONAL ECOSYSTEM ASSESSMENT  
GLOBAL WORKSHOP

CAMBRIDGE, UK  
20 SEPTEMBER 2024

**THANK YOU!**