

# INTRO TO REFERENCE MANAGERS (ENDNOTE AND ZOTERO)

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# Overview

- Part I
  - What is a Reference Manager (RM)?
  - Workflow
    - Getting Data into the RM
    - Storing, Organizing, Sharing
    - Citing References and Bibliographies
  - Available RM
- Part II
  - Zotero
  - EndNote

# Why do I need a Reference Management tool?

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



# What is a Reference Manager?

- Reference managers, Citation managers, reference-management tools
- A reference manager is a software package that allows scientific authors to collect, organize, and use bibliographic references or citations [Fenner et al (2014)]
- Components
  - Desktop app + web interface + plug-ins
  - Database

# Workflow (I)

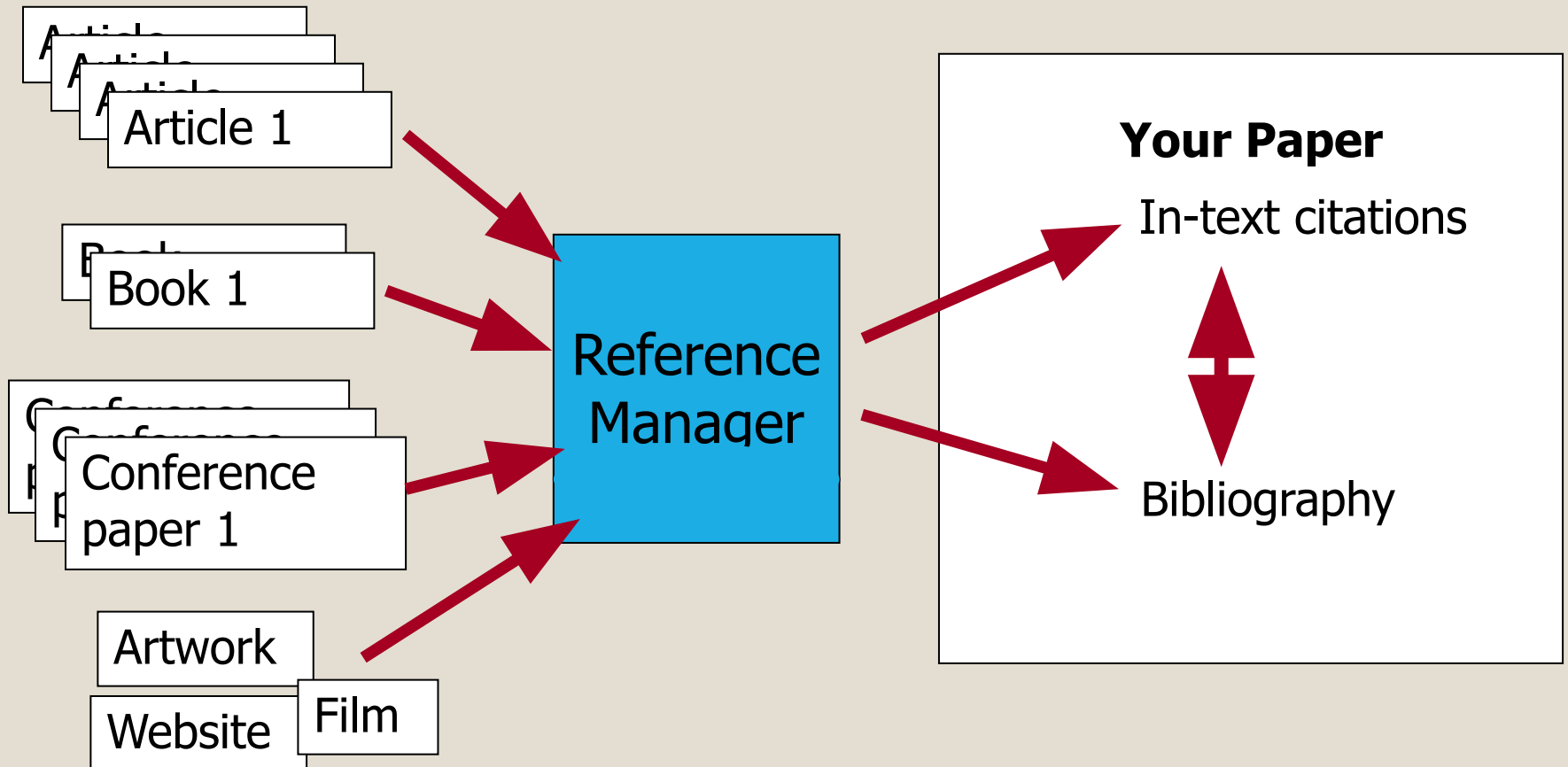
- Input: Getting Data (items) into the Reference Manger
- Exploitation: Storing, Organizing, Searching and Sharing
- Output: Citing References and Creating Bibliographies

# Workflow (II)

INPUT

EXPLOITATION

OUTPUT



# Getting Data into RM

- Manually (i.e. Typing DOI)
- From bibliographic databases (arXiv, Plos, EBSCO, ...):
  - Direct: through links, bookmarklets, plug-ins (i.e. COinS)
  - Indirect: export-import (RIS, BibTeX)
- Attachments: PDF files (or other formats) (with/without metadata)

# Storing, Organizing, Sharing

- Searching
- Cluster, Annotate
- Linking items
- Sharing across devices and with coauthors and research groups

# Citing References and Creating Bibliographies

- In-text citing: Word processors + plug-in
- Bibliographies:
  - APA, Chicago, JSON, MLA, Vancouver (7,000+ citation styles)
  - Editable (Title vs. Sentence case, several authors, URLs...)

# Any RM?

ΑΥΓΑΛΟΥ

RefDB

SENTE 6

citeulike 



Reference  
Manager

BIBBASE

zotero



wikindx4

 BibSonomy



Papers 3

 Referencer  
Overview Code Bugs

 BibDesk

 Bookends  
The reference manager you

 Qiqqa

 Biblioscope 9  
Research Information Manager

pybliographer



 RefWorks

 WizFolio  
Joy of Knowledge Discovery

 EndNote<sup>x9</sup> X9

KBibTeX

Bibus

 citavi



 Docear  
The Academic Literature Suite

 MENDELEY

 ENDNOTE<sup>®</sup>  
BASIC

# Which one is for me?

- Cost, Cloud storage (unlimited), Types of Items
- O.S., Word processors plug-ins
- External databases, Area of knowledge, Colleagues, Ease of use [Perkel, 2020]
- Comparatives:
  - <https://guides.library.harvard.edu/cite/compare> (very basic)
  - <https://www.library.wisc.edu/research-support/collecting-organizing-analyzing-information/citation-managers/comparison-chart/> (user oriented)
  - [https://en.wikipedia.org/wiki/Comparison\\_of\\_reference\\_management\\_software](https://en.wikipedia.org/wiki/Comparison_of_reference_management_software) (also detailed tech specifications)
- Chose one: Export!

# References

- Fenner M., Scheliga K., Bartling S. (2014) Reference Management. In: Bartling S., Friesike S. (eds) Opening Science. Springer, Cham.  
[https://doi.org/10.1007/978-3-319-00026-8\\_8](https://doi.org/10.1007/978-3-319-00026-8_8)
- Gilmour, R. & Cobus-Kuo, L. (2011) Reference management software: A comparative analysis of four products. In Issues in Science and Technology Librarianship. Available at  
<http://www.istl.org/11-summer/refereed2.html>
- Perkel (2020) The collaborative reference library. Nature 585, 149–150.  
<https://doi.org/10.1038/d41586-020-02491-2>

# zotero

- Zotero is free (open source)
- Available for Mac, Windows, and Linux
- Features
  - recognizes bibliographic information on books, articles, and others from websites and databases and extracts metadata
  - stores related citations, PDFs, files, images, and links in your library
  - creates a citations and bibliographies in Word or OpenOffice
  - publishes shared libraries for your research group

- **Faculty may use Zotero but cannot require students to use it**
- **IT Help Desk cannot help troubleshoot with Zotero**

# Download and Install Zotero



zotero

Groups Documentation Forums Get Involved Log In Upgrade Storage

Your personal research assistant

Zotero is free software that helps you collect, cite, and share research.

Download

Available for Mac, Windows, and Linux

Go to the Zotero website at <http://www.zotero.org> and click on the red **Download** button.



Click on **Zotero 5.0 for your OS Download**. Complete the installation with **Install (Chrome) Connector**.



## Zotero 5.0 for Windows

Your personal research assistant

[Download](#)

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](#)



[Home](#) > [Start](#)

**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

[Install](#)



Safari connector

[Install](#)



Opera connector

[Install](#)

A bookmarklet that works in any browser, including those on smartphones and tablets, is also available.



# Zotero Display Overview

Main **Zotero window** has top area, and **three columns**:

- Top area
- The **left column**: Zotero libraries, collections, and 'tags' (keywords)
- The **center column**: displays items contained within the selected collection
- The **right column**: displays information about a selected item

The screenshot shows the Zotero application window with the following layout:

- Left column:** A sidebar containing a tree view of libraries and collections. The collection '\_KM in Nursing' is selected. Below the tree is a list of tags including 'Benchmarking', 'Critical Care', 'Decision Support Systems, Clinical', 'Diffusion of Innovation', 'Empathy', 'Evidence-based nursing', 'Humans', 'Information Dissemination', and 'Knowledge'.
- Center column:** A list of items from the selected collection. The items are:
  - Does health care for knowle... Van Bev...
  - Knowledge management a... Liebowit...
  - Knowledge management: O... Anderso...
  - Nursing informatics and the... McGoni...
  - Predictors of Workforce Ret... Schmie...
  - Social research methods Bryman
  - The study of nursing inform... Graves a...
- Right column:** A detailed view of the selected item, 'A review of knowledge management theory and future directions'. The metadata includes:
  - Item Type: Journal Article
  - Title: A review of knowledge management theory and future directions
  - Author: Tzortzaki, Alexia Mary
  - Author: Mihiotis, Athanassios
  - (...) Abstract: The focal point in the science of Mana...
  - Publication: Knowledge and Process Management
  - Volume: 21
  - Issue: 1
  - Pages: 29-41
  - Date: January 1, 2014
  - Series: m d y
  - Series Title:
  - Series Text:

Zotero

File Edit **Tools** Help

Create Timeline  
RTF Scan...  
**Install Browser Connector**  
Add-ons  
ZotFile Preferences...

**Tools option: Install Browser Connector if not already completed.**

Title Creator

Title	Creator
A review of knowledge man...	Tzortzak...
Does health care for knowle...	Van Bev...
Knowledge management a...	Liebowit...
Knowledge management: O...	Anderso...
Nursing informatics and the...	McGoni...
Predictors of Workforce Ret...	Schmie...
Social research methods	Bryman
The study of nursing inform...	Graves a...

Info Notes Tags Related

Item Type Journal Article

Title A review of knowledge management theory and future directions

Author Tzortzaki, Alexia Mary

Author Mihiotis, Athanassios

(...) Abstract The focal point in the science of Mana...

Publication Knowledge and Process Management

Volume 21

Issue 1

Pages 29-41

Date January 1, 2014 m d y

Series

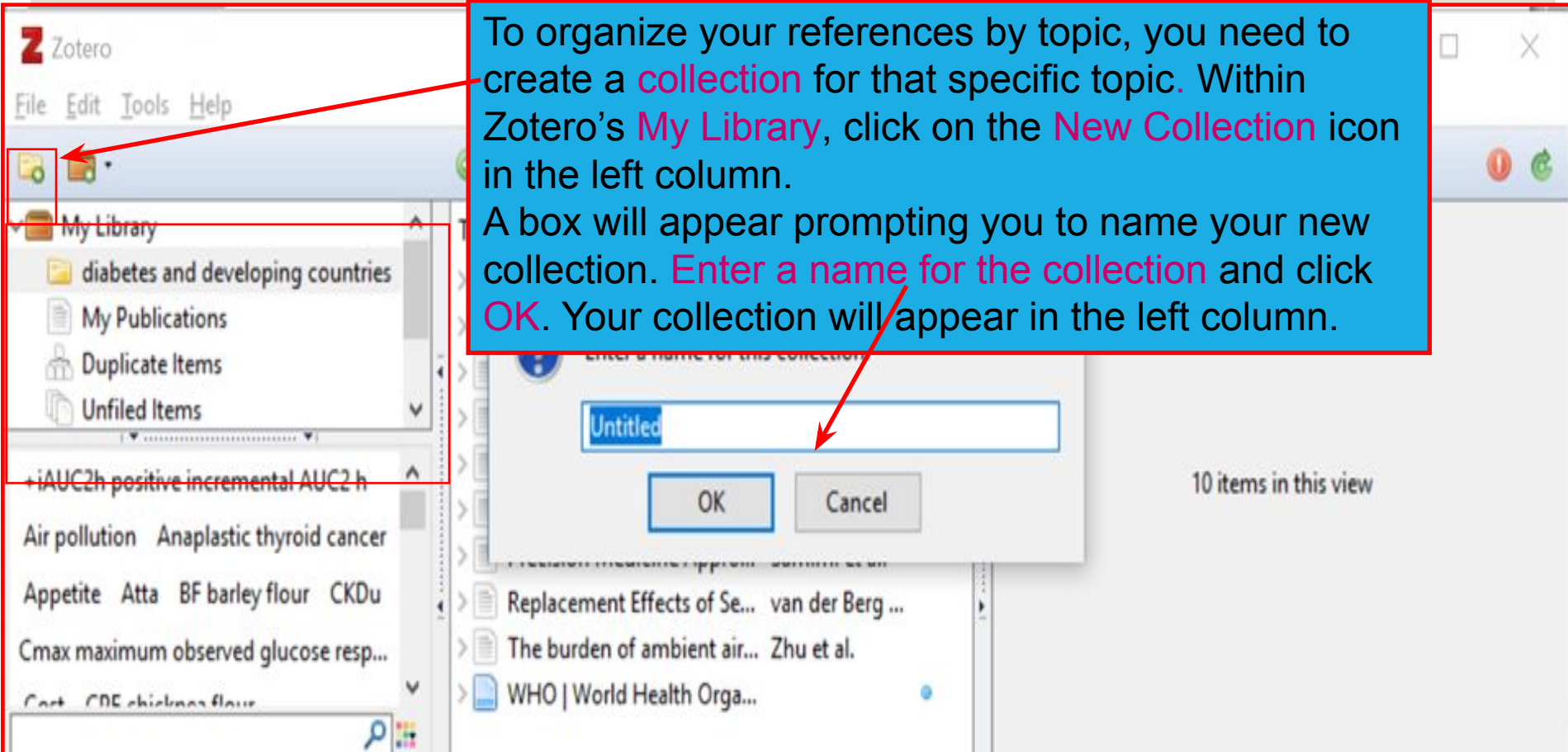
Series Title

Series Text

In **My Library** (left column), select collection: **diabetes and developing countries**. Items within are listed in the center column.

To organize your references by topic, you need to create a **collection** for that specific topic. Within Zotero's **My Library**, click on the **New Collection** icon in the left column.

A box will appear prompting you to name your new collection. **Enter a name for the collection** and click **OK**. Your collection will appear in the left column.



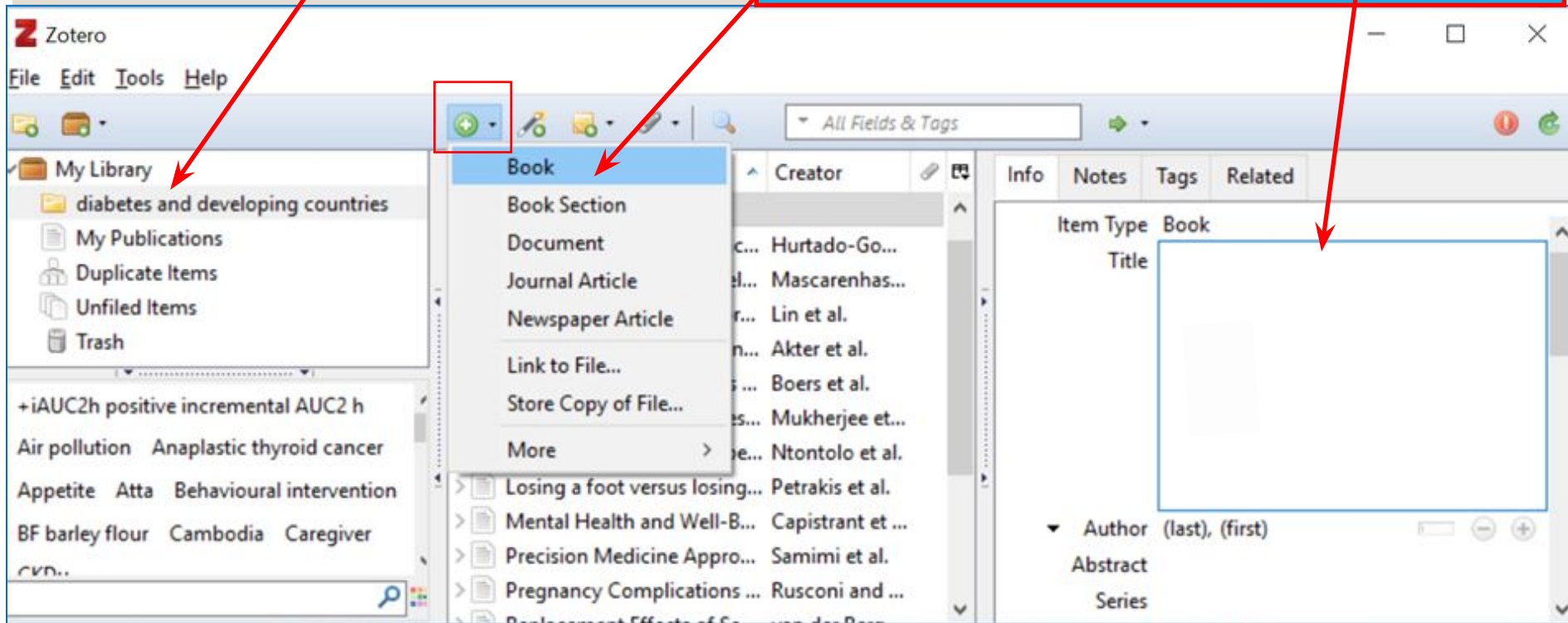
# Getting items into Zotero

- You can add items to your library/collection in several ways:
  - Typing item information (complete, ISBN, DOI)
  - Adding a single item or multiple items
  - Adding web pages
  - Attaching files

# Adding items (typing) I

To add a citation **manually** in Zotero, click on the **New Item** icon in the center 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.



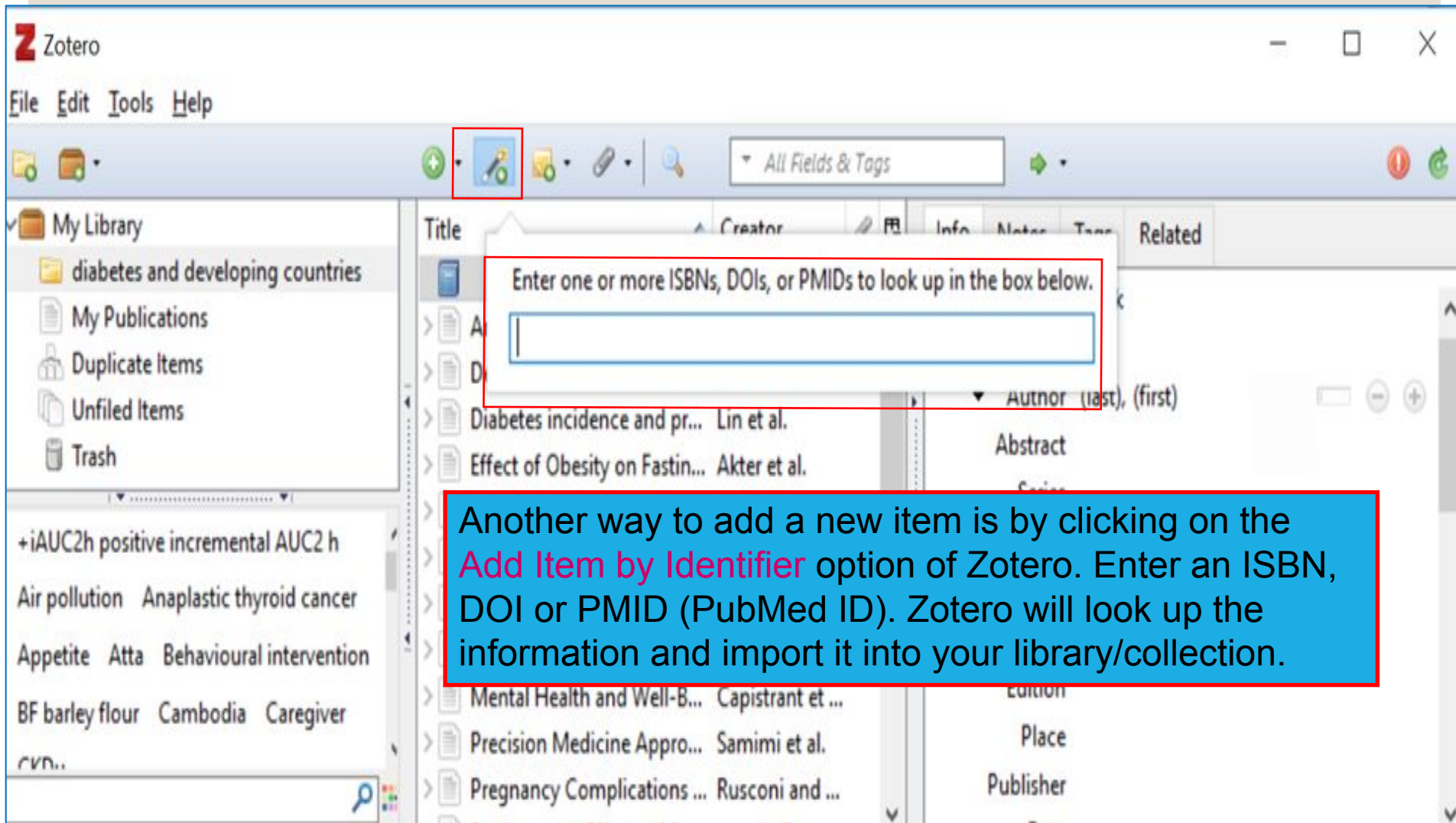
Now displayed is the **More** drop down menu for adding items manually

- Artwork
- Audio Recording
- Bill
- Blog Post
- Book
- Book Section
- Case
- Computer Program
- Conference Paper
- Dictionary Entry
- Document
- E-mail
- Encyclopedia Article
- Film
- Forum Post
- Hearing
- Instant Message
- Interview
- Journal Article
- Letter
- Magazine Article
- Manuscript
- Map
- Newspaper Article
- Patent
- Podcast
- Presentation
- Radio Broadcast
- Report
- Statute
- Thesis
- TV Broadcast

- Book
- Book Section
- Document
- Journal Article
- Newspaper Article
- Link to File...
- Store Copy of File...
- More
- > The burden of ambient
- > WHO | World Health O

10 items in this view

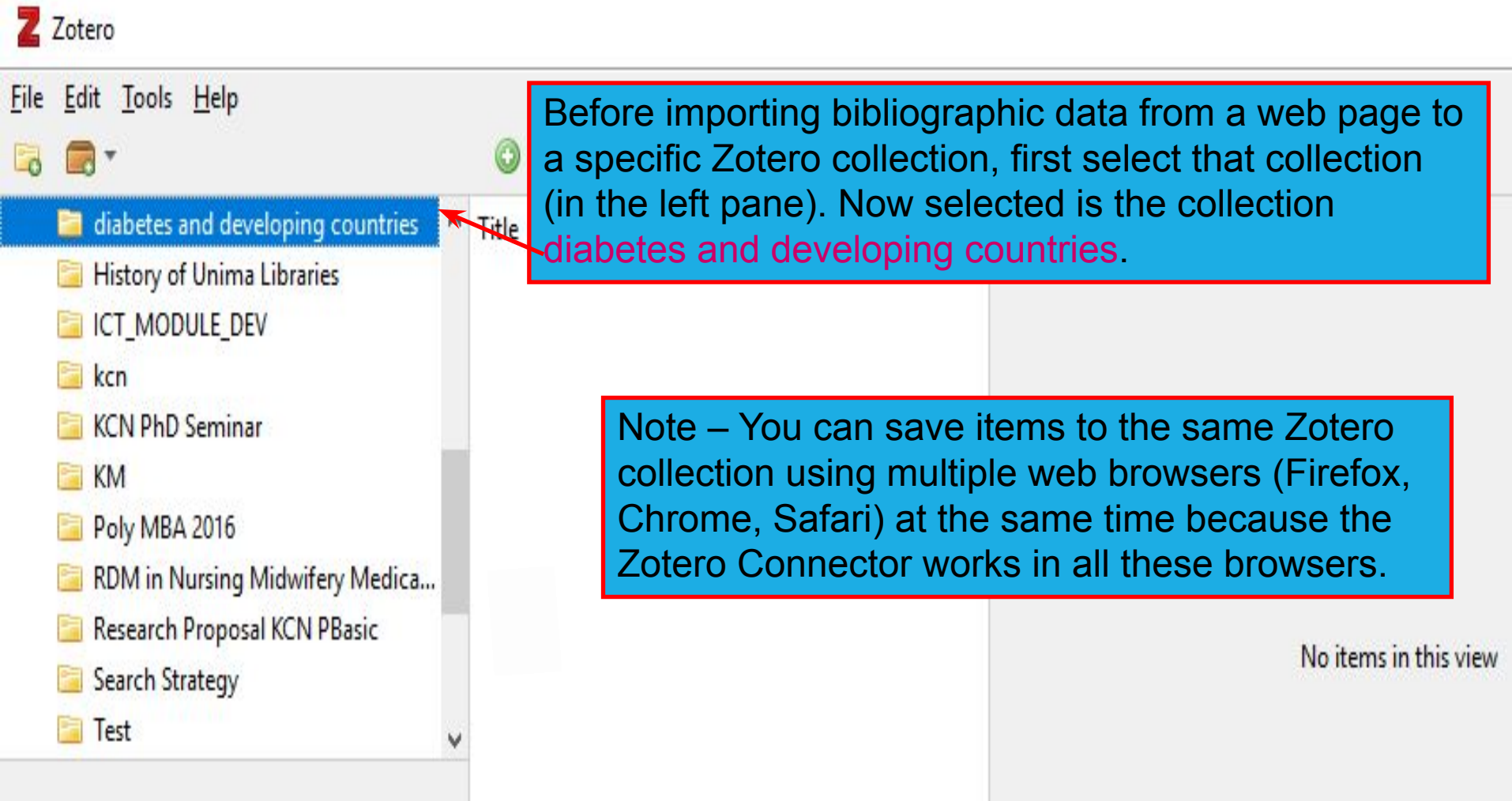
# Adding items (typing) (II)



The screenshot shows the Zotero application window. The title bar reads 'Zotero'. The menu bar includes 'File', 'Edit', 'Tools', and 'Help'. The toolbar contains several icons, with the 'Add Item by Identifier' icon (a blue square with a magnifying glass and a plus sign) highlighted by a red box. Below the toolbar, the 'My Library' sidebar is visible, showing a folder named 'diabetes and developing countries' and other items like 'My Publications', 'Duplicate Items', 'Unfiled Items', and 'Trash'. The main pane displays a list of items with columns for 'Title', 'Creator', 'Info', 'Notes', 'Tags', and 'Related'. A dialog box is open over the list, containing the text 'Enter one or more ISBNs, DOIs, or PMIDs to look up in the box below.' and an empty text input field. A red box highlights the dialog box. At the bottom of the screenshot, a blue text box with a red border contains the following text:

Another way to add a new item is by clicking on the **Add Item by Identifier** option of Zotero. Enter an ISBN, DOI or PMID (PubMed ID). Zotero will look up the information and import it into your library/collection.

# Adding items (from databases)



Zotero

File Edit Tools Help

diabetes and developing countries

- History of Unima Libraries
- ICT\_MODULE\_DEV
- kcn
- KCN PhD Seminar
- KM
- Poly MBA 2016
- RDM in Nursing Midwifery Medica...
- Research Proposal KCN PBasic
- Search Strategy
- Test

Title

No items in this view

Before importing bibliographic data from a web page to a specific Zotero collection, first select that collection (in the left pane). Now selected is the collection **diabetes and developing countries**.

Note – You can save items to the same Zotero collection using multiple web browsers (Firefox, Chrome, Safari) at the same time because the Zotero Connector works in all these browsers.

Displayed are the PubMed search results page for **diabetes and developing countries**.

Save to Zotero (PubMed)

## Search results

Items: 1 to 20 of 3024

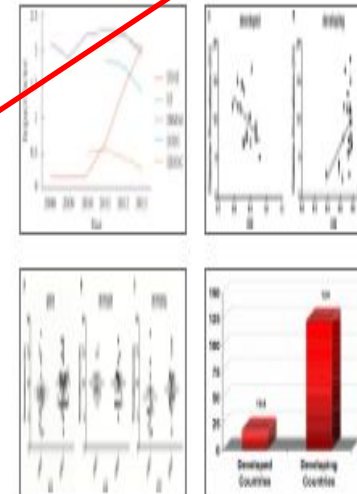
<< First < Prev Page 1 of 152 Next > Last >>

PMC Images search for *diabetes and developing countries*

[Modulation of iron status biomarkers in tuberculosis-\*\*diabetes\*\* co-morbidity.](#)

1. Kumar NP, Banurekha VV, Nair D, Dolla C, Kumaran P, Babu S. Tuberculosis (Edinb). 2018 Jan;108:127-135. doi: 10.1016/j.tube.2017.11.011. Epub 2017 Nov 24. PMID: 29523313 [Similar articles](#)

[Adherence to Insulin, Emotional Distress, and Trust in Physician Among Patients with \*\*Diabetes\*\*: A Cross-Sectional Study.](#)



See more (18)...

Clicking the **Save to Zotero (PubMed)** folder icon at the right-end of the address bar brings up two things at once (as shown in the next slide): the **Zotero Item Selector** dialog box which has a list of items and the **Saving to collection name** box at the bottom right of the browser screen.

The image shows a screenshot of a PubMed search results page. A 'Zotero Item Selector' dialog box is open, displaying a list of search results with checkboxes for selection. The dialog box has 'Select All', 'Deselect All', 'Cancel', and 'OK' buttons. A red arrow points from the 'Save to Zotero (PubMed)' folder icon in the search results to the 'Zotero Item Selector' dialog box. Another red arrow points from the 'Saving to' notification box to the 'diabetes and developing co...' collection name. The notification box shows 'Saving to' followed by a folder icon and the collection name 'diabetes and developing co...'. The search results page includes various article titles, authors, and PMIDs, along with a 'Find related data' section.

**Zotero Item Selector**

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

- 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 Heal
- 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 pr

Select All Deselect All Cancel OK

**Articles with your search terms**

Community Health Workers in Diabetes Prevention and Manager [Ann Glob Health. 2017]

...effect of text message support on diabetes self-management [J Clin Transl Endocrinol. 2017]

...health care professionals from developing countries report educatic [BMC Med Educ. 2017]

**Find related data**

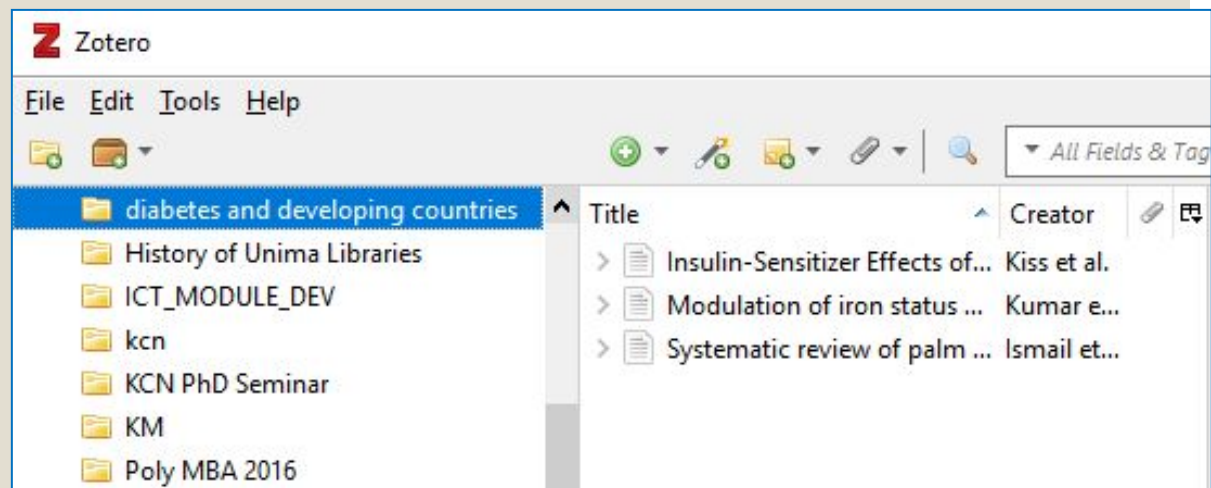
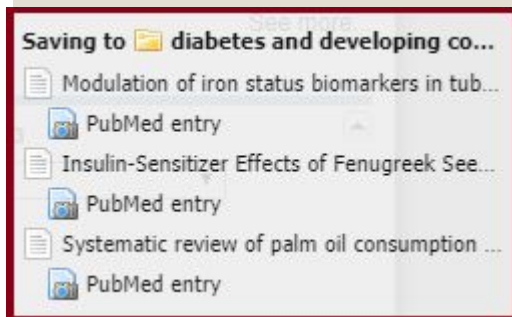
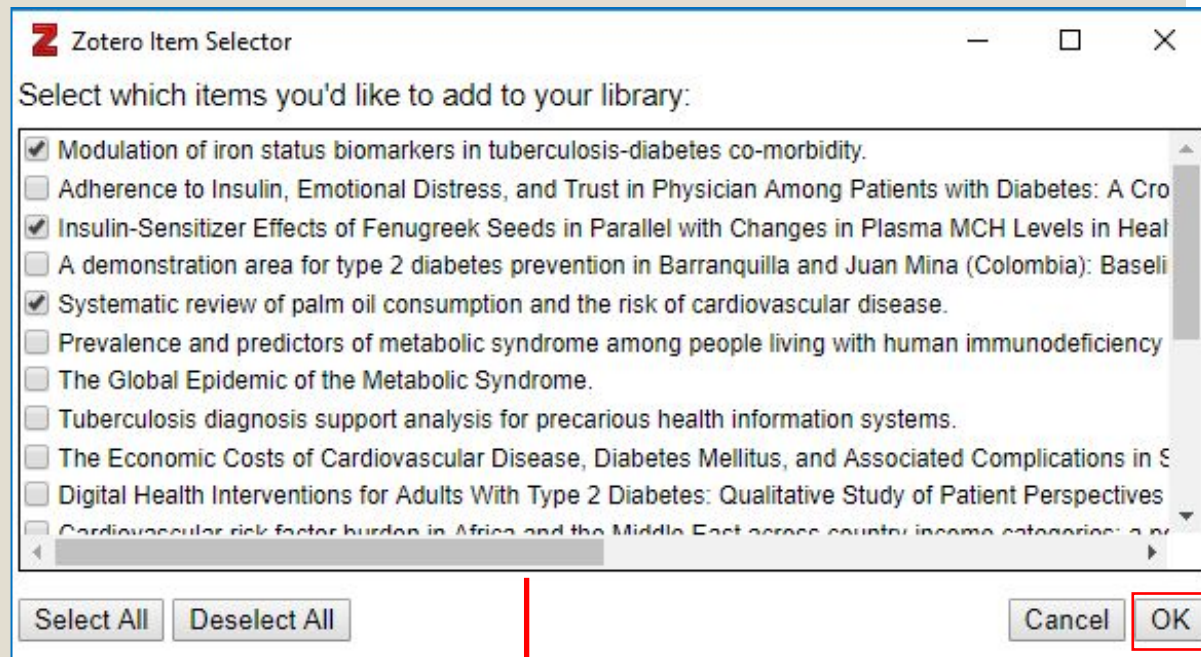
Database: Select

Find items

Saving to diabetes and developing co...

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**, the process of saving the items to the selected Zotero collection is shown. Finally, the selected items are added to the collection **diabetes and developing countries**.



The screenshot displays the Zotero application interface. On the left, a sidebar shows a collection named "diabetes and developing countries" with various sub-items. The main window is divided into three columns: a list of items, a search bar, and a details pane. The "All Fields & Tags" search bar is active. The list of items includes:

- Insulin-Sensitizer Effects of Fenugreek... Kiss et al.
- Modulation of iron status biomarkers ... Kumar et al.
- Systematic review of palm oil consu... Ismail et al.


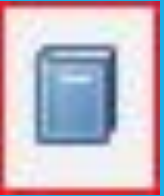

The details pane on the right shows the following information for the selected item:

- Item Type: Journal Article
- Title: Insulin-Sensitizer Effects of Fenugreek Seeds in Parallel with Changes in Plasma MCH Levels in Healthy Volunteers
- Author: Kiss, Rita
- Author: Szabó, Katalin
- Author: Gesztelyi, Rudolf
- Author: Somodi, Sándor
- Author: Kovács, Péter
- 6 more...
- (...) Abstract: In developed, developing and low-income countries alike, ty...
- Publication: International Journal of Molecular Sciences
- Volume: 19
- Issue: 3
- Pages:
- Date: Mar 08, 2018
- Series:

A blue text box with a red border is overlaid on the center of the screen, containing the text: "Collection items are listed in the center column. Bibliographic data of a selected item is shown in the right column." Two red arrows point from this text box to the list of items and the details pane respectively.

Collection items are listed in the center column. Bibliographic data of a selected item is shown in the right column.

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:

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

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)**.

Webpage information (if available) will be saved in the selected collection. Otherwise, **edit** and complete the information in the **fields** displayed in the right column.



The screenshot shows the WHO website (www.who.int/en/) with the Zotero Connector extension menu open. The menu options are:

- Save to Zotero (Embedded Metadata)
- Save to Zotero (Web Page with Snapshot)
- Save to Zotero (Web Page without Snapshot)

The 'Save to Zotero (Web Page without Snapshot)' option is highlighted with a red box. The 'Save to Zotero' option in the main menu is also highlighted with a red box. A red arrow points from the text in the first block to the 'Save to Zotero (Web Page without Snapshot)' option in the menu.

The website content includes a navigation bar with links for Health topics, Data, Media centre, Publications, Countries, Programmes, Governance, and About WHO. The main content area features a 'Latest news' section with the headline 'WHO issues new guidance on tobacco product regulation' and an 'Outbreaks and emergencies' section with links for Emergencies, Cholera, Food insecurity and famine, Nigeria, and South Sudan.

This is a saved record of the WHO web page in Zotero. Fields such as **Title**, **Author** and **Date** need to be completed or edited.

- Cloud Storage Presentation
- diabetes and developing countries
- History of Unima Libraries
- ICT\_MODULE\_DEV
- kcn
- KCN PhD Seminar
- KM
- Poly MBA 2016
- RDM in Nursing Midwifery Medica...
- Research Proposal KCN PBasic
- Search Strategy
- Test

clinical pilot study fenugreek  
hyperinsulinemic euglycemic glucose clamp ...  
melanin-concentrating hormone (MCH) RIA  
type 2 diabetes

Title	Creator
Banda an...	Banda an...
Insulin-Sensitizer Effects of Fe...	Kiss et al.
Modulation of iron status bio...	Kumar et...
Systematic review of palm oil ...	Ismail et ...
WHO   World Health Organiza...	

Item Type Web Page

Title WHO | World Health Organization

Author (last), (first)

Abstract

Website Title

Website Type

Date

Short Title

URL <http://www.who.int/en/>

Accessed 3/13/2018, 1:46:51 PM

Language

Rights

Extra

Date Added 3/13/2018, 1:46:51 PM

Modified 3/13/2018, 1:46:51 PM

# Adding items (Attaching files)

Secure | <https://www.ncbi.nlm.nih.gov/pubmed/?term=diabetes+and+developing+countries>

Search results for **diabetes+and+developing+countries**  
Items: 1 to 2 of 2

1. **Etiology and mode of presentation of type 2 diabetes in developing countries: a systematic review**  
Mukherjee S, Thomas V, Varshney S, Hidangmayum DS, Bhaumik P, Thakur B, Acharya SK, Chowdhury A. PLoS One. 2017 Oct 26;12(10):e0187033. doi: 10.1371/journal.pone.0187033. eCollection 2017. PMID: 29073197  
[Similar articles](#)

2. **Short-term effectiveness of a culturally tailored educational intervention on foot self-care among type 2 diabetes patients in Morocco**  
Adarmouch L, Elyacoubi A, Dahmash L, El Ansari N, Sebbani M, Amine M. J Clin Transl Endocrinol. 2017 Feb 9;7:54-59. doi: 10.1016/j.jcte.2017.01.002. eCollection 2017 Mar. PMID: 29067251

Titles with your search terms  
Health care professionals from **developing countries** report educat... [BMC Med Educ. 2017]

In Zotero, files can be attached to an item. To add attachments to items, click on the paperclip button.

Zotero

File Edit Tools Help

My Library  
diabetes and developing countries  
My Publications  
Duplicate Items  
Unfiled Items

Attach Link to URI...  
Attach Stored Copy of File...  
Attach Link to File...

Item Type Book  
Title  
Author (last), (first)  
Abstract  
Series  
Series Number  
Volume  
# of Volumes  
Edition  
Place  
Publisher

# Storing, Organizing, Sharing

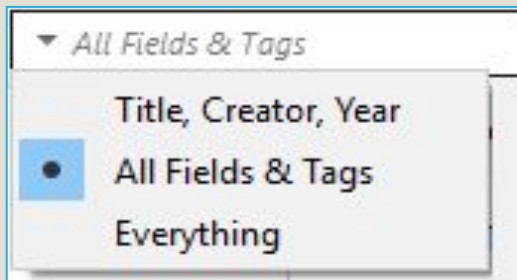
- **Quick** and **Advanced** to Search on library items
- Renaming files (i.e. based on author, date, ...)
- **Synchronizing** to access online and/or from another computer
- Creating groups (private or public)

# Search 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.



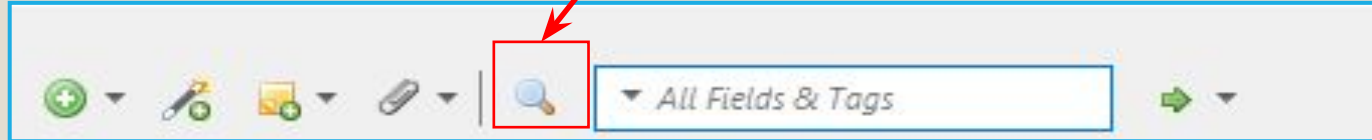
There are three **Quick Search** options which will be displayed when you click the **Quick Search** drop-down arrow:



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).

# Search 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.



Search in library: My Library ▾

Match all ▾ of the following:

- Title ▾
- Attachment Content
- Attachment File Type
- Child Note
- Collection
- Creator
- Date
- Date Added
- Date Modified
- Item Type
- Note
- Publication
- Tag
- Title
- More >

contains ▾

− +

Show only top-level items  
items of matching items

Save Search

In the **Advanced Search** dialog box, you can limit your search by selecting any metadata element in the **Title** drop-down arrow.

Creator

## 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.

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

 I'm not a robot

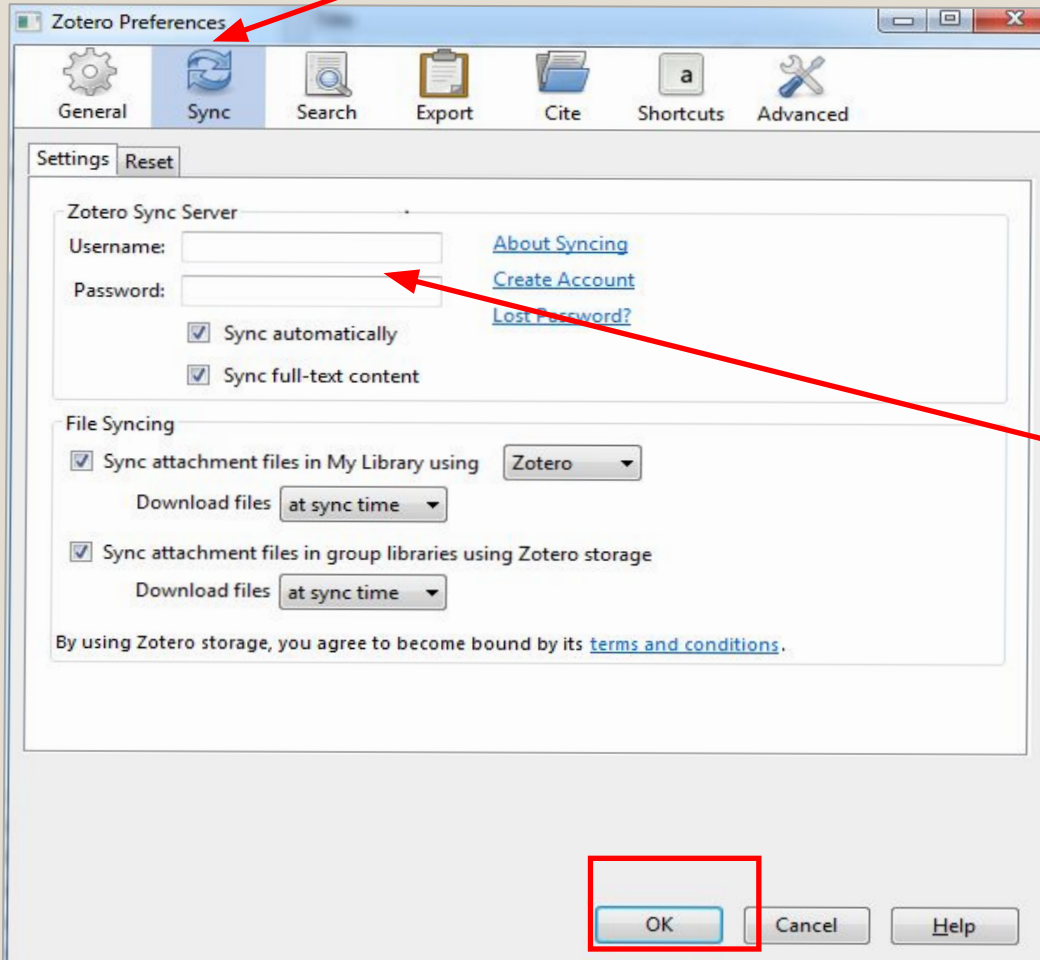
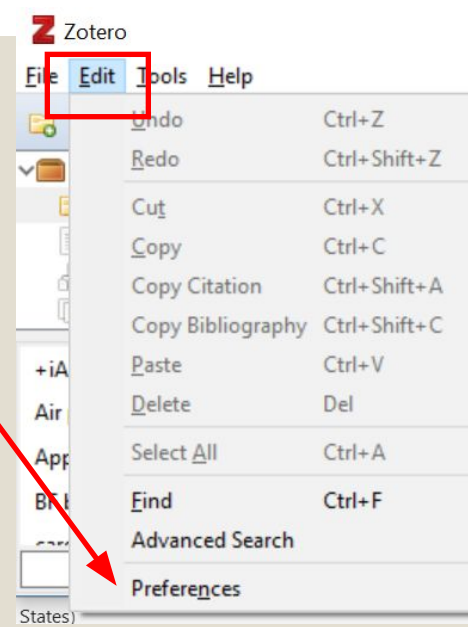
Free Zotero account:

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

Click on **Register** at the top right

Fill in the required information (**Username, Email, Password**) and click on the **Register** button at the bottom.

After registering, go to your Zotero application. On the toolbar, click on **Edit** and select **Preferences**. The **Zotero Preferences** dialog box will open. Then click on the **Sync** tab and **Settings** sub-tab.



In the two empty fields, type the **Username** and **Password** which you created when you registered for a Zotero account. Click **OK** at the bottom

Cloud Storage Presentation

diabetes and developing countries

History of Unima Libraries

ICT\_MODULE\_DEV

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KCN PhD Seminar

KM

Poly MBA 2016

RDM in Nursing Midwifery Medica...

Research Proposal KCN PBasic

Search Strategy

Test

clinical pilot study fenugreek

hyperinsulinemic euglycemic glucose clamp ...

melanin-concentrating hormone (MCH) RIA

type 2 diabetes

All Fields & Tags

Title

Creator

Info

Notes

Tags

Related

Insulin-Sensitizer Effects of Fe... Kiss et al.

Modulation of iron status bio... Kumar et...

Systematic review of palm oil ... Ismail et ...

WHO | World Health Organiza...

Item Type Journal Article

Title Modulation of iron status biomarkers in tuberculosis-diabetes co-morbidity

Author Kumar, Nathella Pavan

Author Banurekha, Vaithilingam V.

Author Nair, Dina

Author Dolla, Chandrakumar

Author Kumaran, Paul

Author Babu, Subash

(...) Abstract Tuberculosis (TB) and diabetes mellitus (DM) remain vital disease bu...

Publication Tuberculosis (Edinburgh, Scotland)

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SERIES

Click on the **Sync** button in the Zotero application - to start syncing your Zotero application data in your Zotero online account.

[Home](#) > [Groups](#)

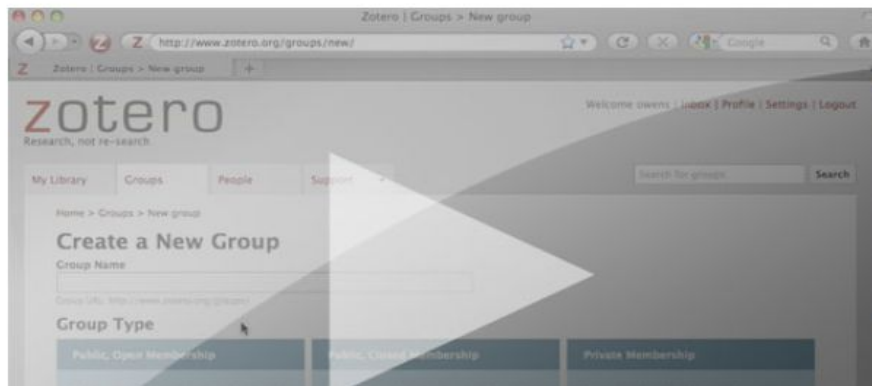
## Zotero Groups

[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.

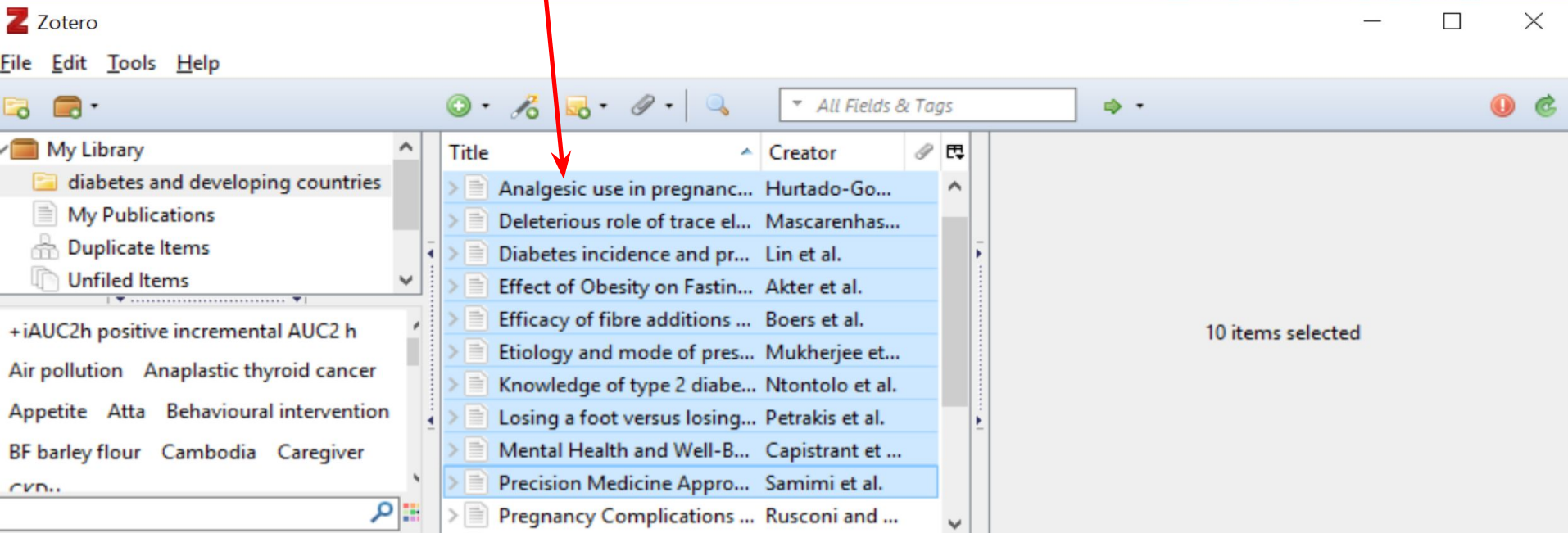
- **Share** your own work or sources you have discovered with others who are working in related areas.
- **Collaborate** with colleagues, publicly or privately, on ongoing research.
- **Discover** other people with similar interests and the sources they are citing.



# Citing References and Creating Bibliographies

- Select 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*
  - *Save as HTML*
  - *Save to Clipboard*
  - *Print.*

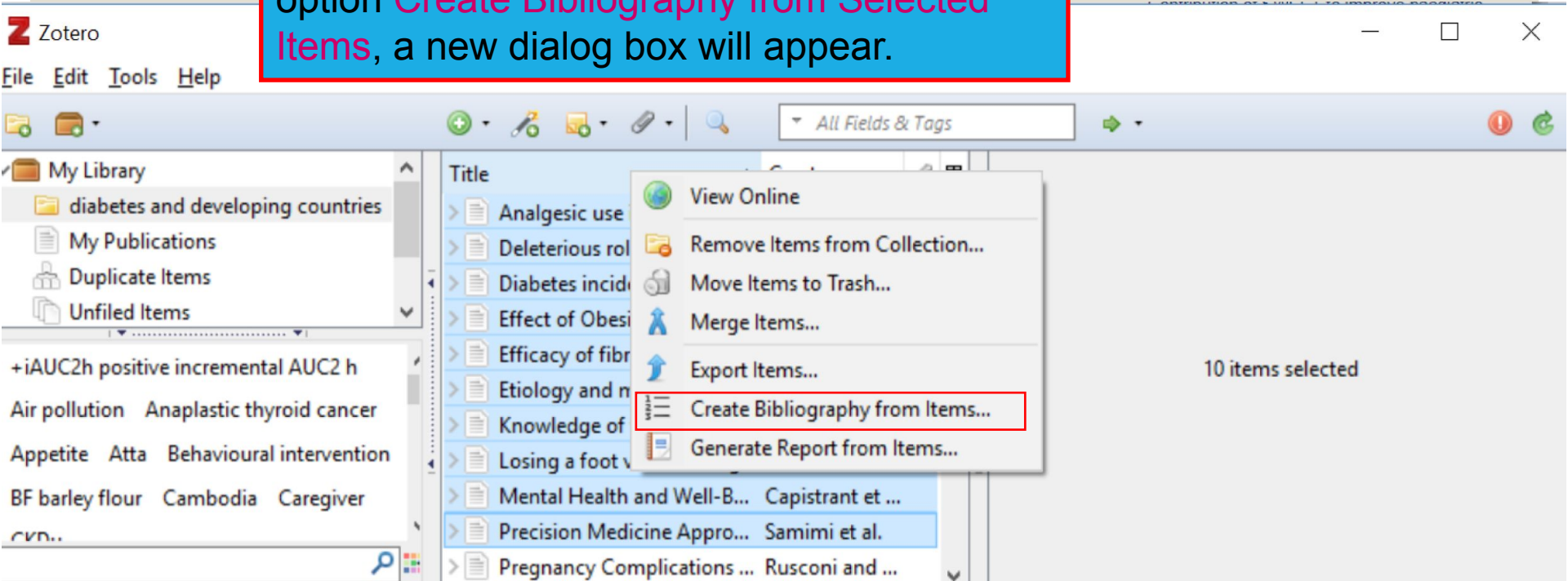
To create a Zotero **bibliography**, first highlight the citations that you need to include in the bibliography. To do this, hold down the control button on the keyboard and click on the individual citations (center column).



The screenshot shows the Zotero application window. The title bar reads "Zotero" and the menu bar includes "File", "Edit", "Tools", and "Help". The toolbar contains various icons for adding, deleting, and searching items. The left sidebar shows a tree view of the library structure, including "My Library", "diabetes and developing countries", "My Publications", "Duplicate Items", and "Unfiled Items". The main pane displays a list of citations with columns for "Title" and "Creator". Ten items are selected, highlighted in blue. A red arrow points from the text box above to the "Title" column header. The right pane shows "10 items selected".

Title	Creator
> Analgesic use in pregnanc...	Hurtado-Go...
> Deleterious role of trace el...	Mascarenhas...
> Diabetes incidence and pr...	Lin et al.
> Effect of Obesity on Fastin...	Akter et al.
> Efficacy of fibre additions ...	Boers et al.
> Etiology and mode of pres...	Mukherjee et...
> Knowledge of type 2 diabe...	Ntontolo et al.
> Losing a foot versus losing...	Petrakis et al.
> Mental Health and Well-B...	Capistrant et ...
> Precision Medicine Appro...	Samimi et al.
> Pregnancy Complications ...	Rusconi and ...

Next, **right-click** anywhere in the selected list of items. In the drop down menu, choose the option **Create Bibliography from Selected Items**, a new dialog box will appear.



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3 years  
10 years  
Custom range...

Species  
Humans  
Other Animals

Clear all

Show additional filters

Search results

Items: 1 to 2

1. Etiology of Mukherjee et al. Thomas et al. PLoS ONE. PMID: 23123456

2. Short-type 2 diabetes mellitus. Adams et al. J Clin Invest. PMID: 23123457

Zotero

File Edit Tools Help

My Library

- diabetes and developing countries
- My Publications
- Duplicate Items
- Unfiled Items

+iAUC2h positive incremental AUC2h  
Air pollution Anaplastic thyroid cancer  
Appetite Atta Behavioural intervention  
BF barley flour Cambodia Caregiver  
CKD...

### Create Citation/Bibliography

Citation Style:

- Cell
- Chicago Manual of Style 17th edition (author-date)
- Chicago Manual of Style 17th edition (full note)
- Chicago Manual of Style 17th edition (note)
- Elsevier - Harvard (with titles)
- IEEE
- Modern Humanities Research Association 3rd edition (note with bibliographic)
- Modern Language Association 8th edition
- Nature
- Vancouver**

Manage Styles...

Language: English (US)

Output Mode:

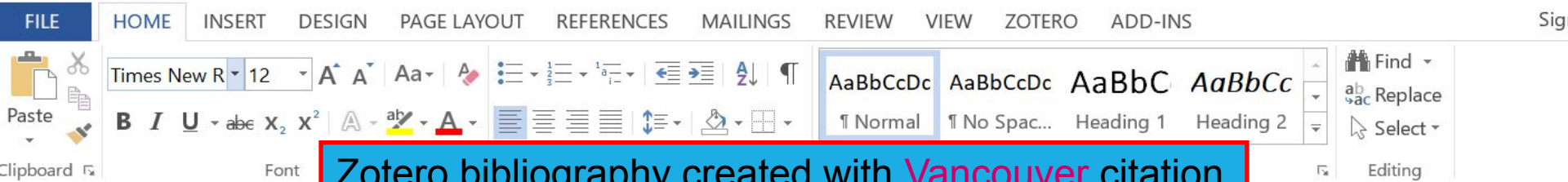
- Citations
- Bibliography

Output Method:

- Save as RTF
- Save as HTML
- Copy to Clipboard
- Print

OK Cancel

In the new dialog box, choose the Citation Style you would like to use (Vancouver). Choose the Format (RTF or HTML) to save your document and click on OK.



Zotero bibliography created with Vancouver citation style in the .rtf format and automatically displayed in MS Word. This can be saved as in Word format (.docx)

1. Hurtado-Gonzalez P, Mitchell RT. Analgesic use in pregnancy and male reproductive development. *Curr Opin Endocrinol Diabetes Obes*. 2017 Mar 8;
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

# Additional resources (for you to explore)

- Word processor integration
- Addition Citation Styles

# 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:

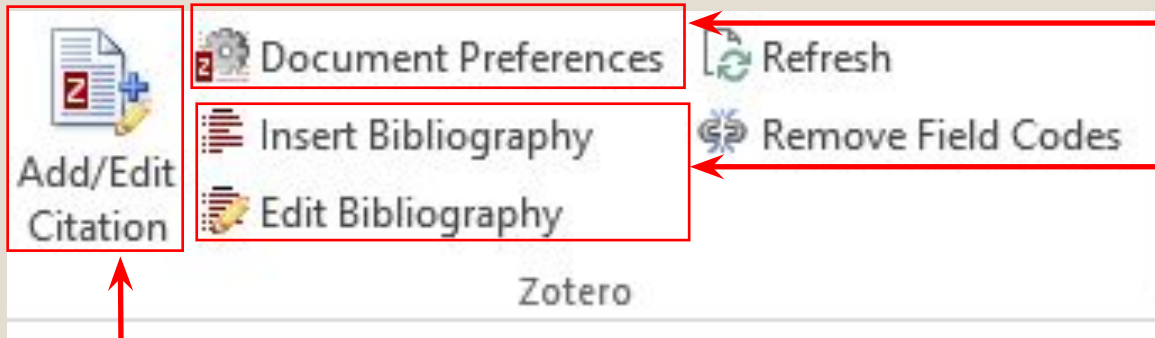


- Click on the ZOTERO tab and you will see this group of ZOTERO icons in your Microsoft Word Ribbon:

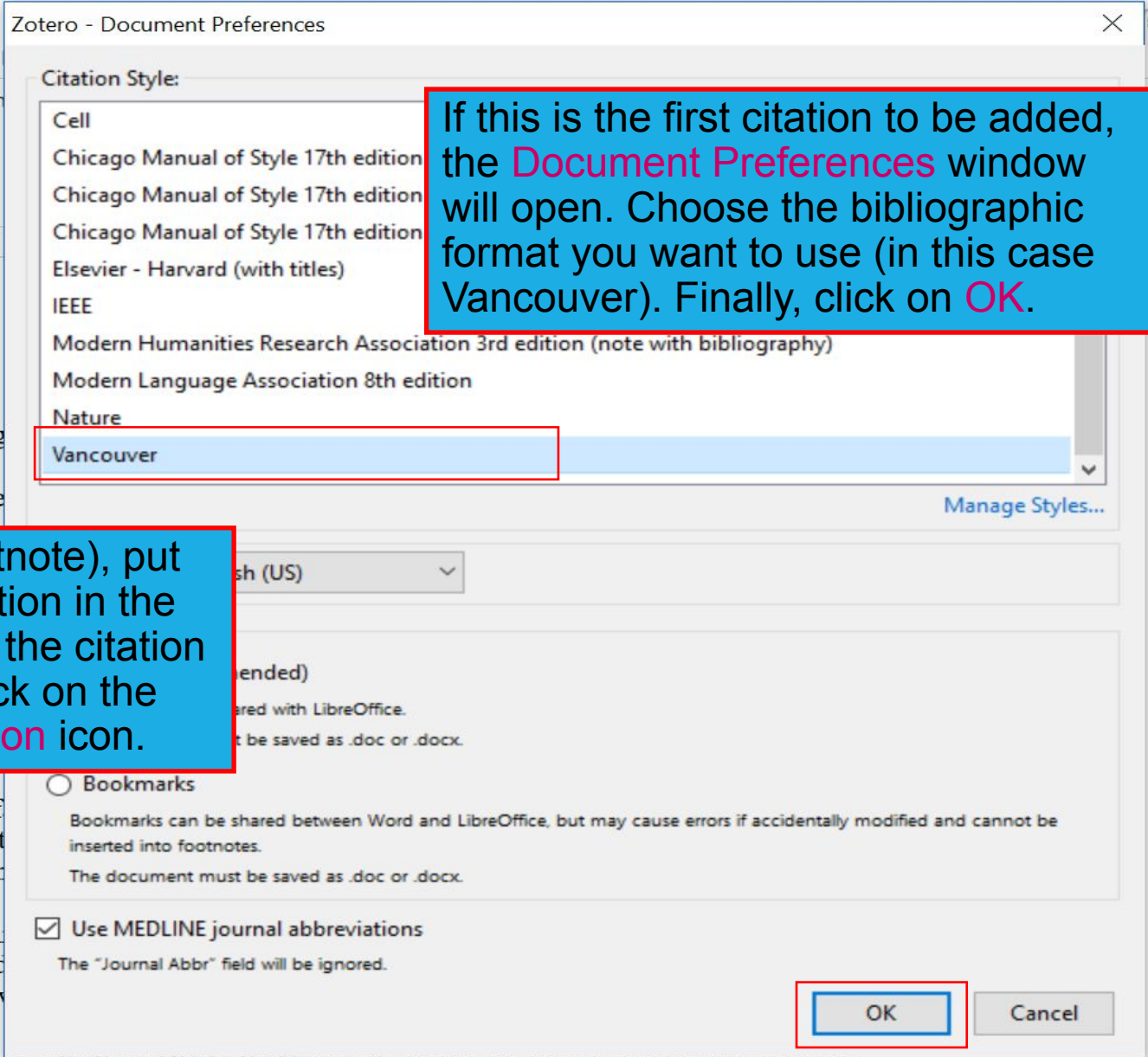
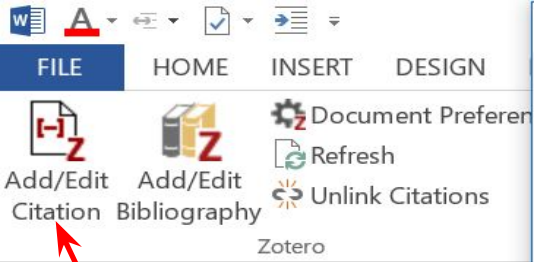


- These icons allow you to manage citations and word documents.

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



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



If this is the first citation to be added, the **Document Preferences** window will open. Choose the bibliographic format you want to use (in this case Vancouver). Finally, click on **OK**.

To add a citation (footnote), put the cursor at the location in the text document where the citation will be placed and click on the **Zotero Add/Edit Citation** icon.

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Culture of Corruption.doc [Compatibility Mode] - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW ZOTERO ADD-INS Sign in

Add/Edit Citation Add/Edit Bibliography Document Preferences Refresh Unlink Citations Zotero

The new Z box will appear. Click on the Classic View option. The Add/Edit Citation window will open.

## Emerging SE Asia Haunted by Culture of Corruption

By Andrew Marshall, Asia Political Risk Correspondent

SINGAPORE

economies still  
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- Keep Sources Sorted
- Classic View

rosive culture of corruption, you can start by  
foreign diplomats in Manhattan. {Citation}

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.

"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.

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

FILE

HOME

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Unlink Citations

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Emerging S

By Andrew

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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.

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

Add/Edit Citation

In the subsequent **Add/Edit Citation** window, highlight the citation you want as a reference. Add the **Page #** and click on **OK**.

All Fields &amp; Tags

Creator

- > Deleterious role of trace elements - S... Mascarenhas et ...
- > Diabetes incidence and projections fr... Lin et al.
- > Effect of Obesity on Fasting Blood Su... Alter et al.
- > Efficacy of fibre additions to flatbrea... Boers et al.
- > Etiology and mode of presentation o... Mukherjee et al.
- > Knowledge of type 2 diabetic patient... Ntontolo et al.
- > Losing a foot versus losing a dollar; a... Petrakis et al.
- > Mental Health and Well-Being amon... Capistrant et al.

Prefix:

Suffix:

Page

215

 Suppress Author

Show Editor...

Multiple Sources...

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Add/Edit Citation   Add/Edit Bibliography   Document Preferences   Refresh   Unlink Citations

Add/Edit Citation

All Fields & Tags

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>	Efficacy of fibre additions to flatbrea...	Boers et al.
>	Etiology and mode of presentation o...	Mukherjee et al.
>	Knowledge of type 2 diabetic patient...	Ntontolo et al.
>	Losing a foot versus losing a dollar; a...	Petrakis et al.
>	Mental Health and Well-Being amon...	Capistrant et al.

Prefix:       Page: 
  
 Suffix:        Suppress Author

Show Editor...   Multiple Sources...   Cancel   OK

Add several Citations to the document. Make sure you move the cursor to the point in the document where the additional citations will be.

Emerging

By Andre

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fundamental institutional reform and a wholesale change in attitudes.

"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.

Add/Edit Citation Add/Edit Bibliography Document Preferences Refresh Unlink Citations Zotero

We have added 3 Vancouver style references to this document.

### 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)

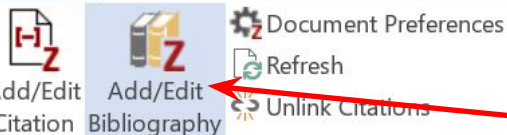
The league table of the worst parking offenders in New York embassies tells the same story as other methods economists have used to gauge countries' propensity for corruption -- many Asian nations fare very poorly in upholding the rule of law.

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)

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW ZOTERO ADD-INS

Sign



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

**Add/Edit Bibliography**

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

**Zotero.dotm**  
Tell me more

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.

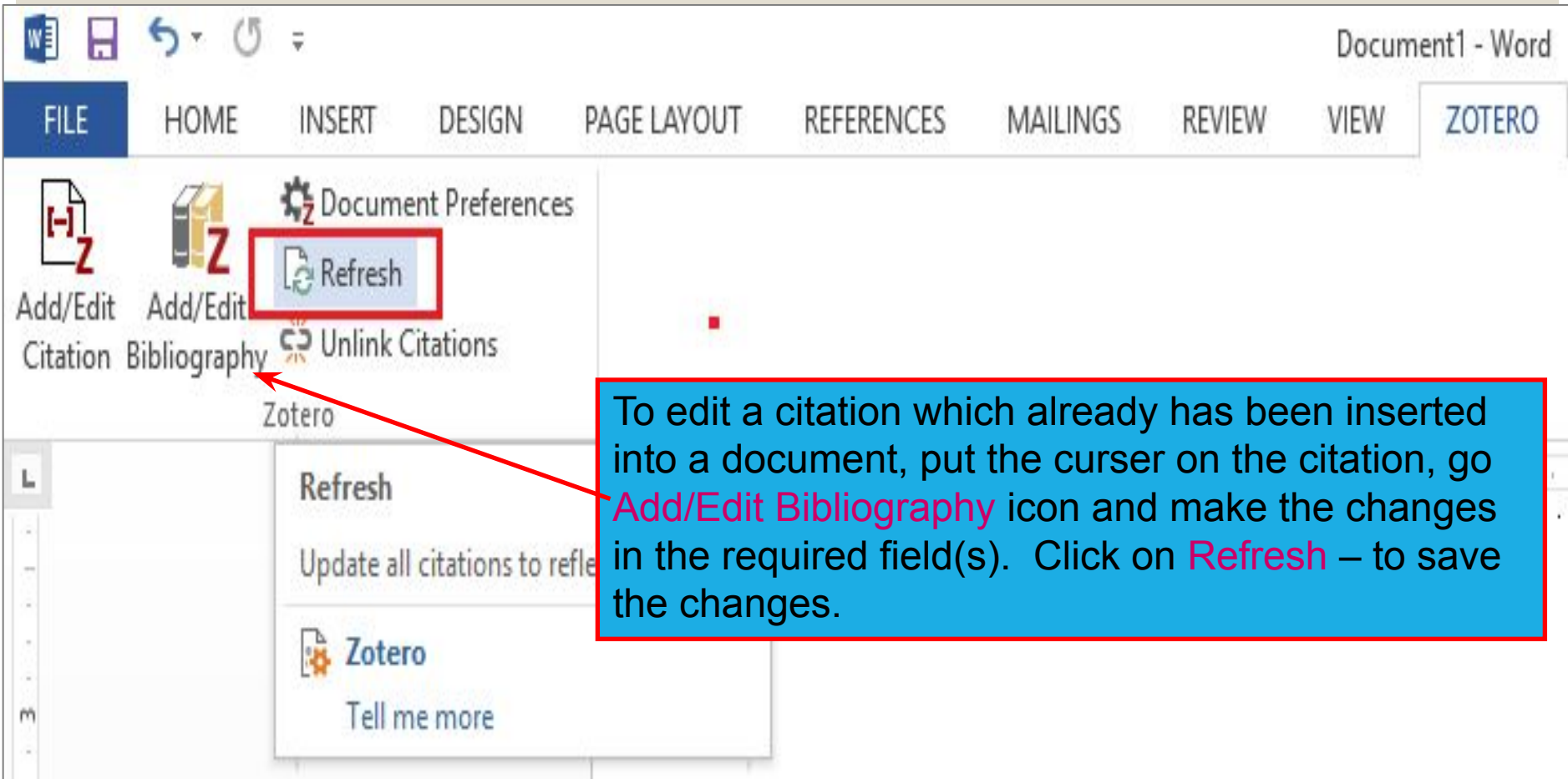
But perhaps the key finding of economists' work discovery that there has been no clear trend toward or globally.

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

Note: Do not use your word processor to edit citations. Any changes automatically will revert to the original when Zotero updates your document.

1. Petrakis I, Kyriopoulos IJ, Ginis A, Athanasakis K. Losing a foot versus losing a dollar; a systematic review of cost studies in diabetic foot complications. Expert Rev Pharmacoecon Outcomes Res. 2017 Mar 10;
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;
3. WHO | World Health Organization [Internet]. WHO. [cited 2017 Oct 28]. Available from: <http://www.who.int/en/>

# Editing citations



The image shows the Microsoft Word ribbon with the Zotero tab selected. The ribbon includes the following tabs: FILE, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, VIEW, and ZOTERO. The ZOTERO tab is active and contains several icons: 'Add/Edit Citation', 'Add/Edit Bibliography', 'Document Preferences', 'Refresh', and 'Unlink Citations'. The 'Refresh' icon, which depicts a circular arrow, is highlighted with a red rectangular box. A red arrow points from this box to a blue text box on the right. Below the ribbon, a context menu is open, showing options: 'Refresh', 'Update all citations to reflect', 'Zotero', and 'Tell me more'. The 'Refresh' option is also highlighted in this menu.

Document1 - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW ZOTERO

Add/Edit Citation Add/Edit Bibliography Document Preferences Refresh Unlink Citations Zotero

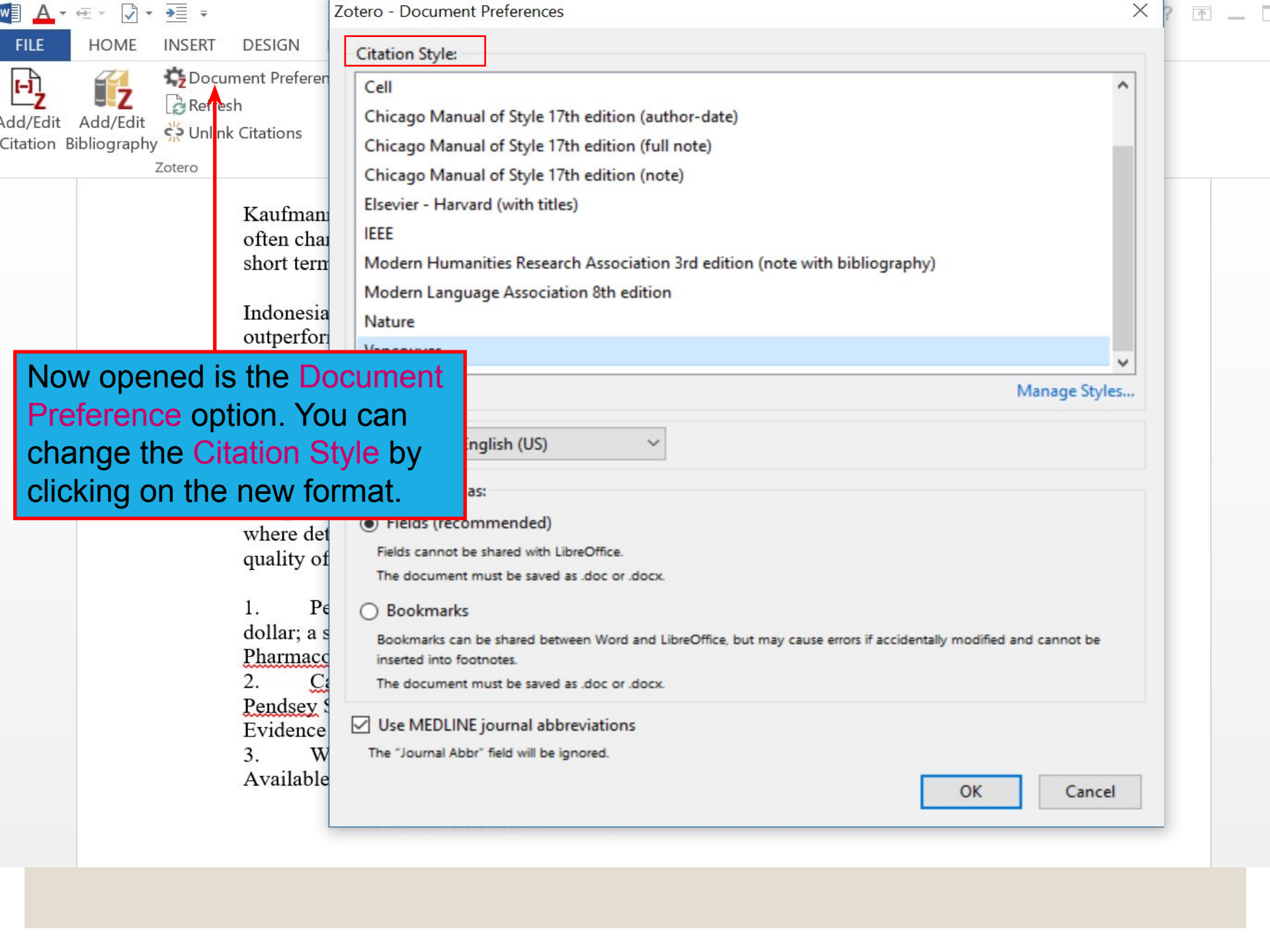
Refresh

Update all citations to reflect

Zotero

Tell me more

To edit a citation which already has been inserted into a document, put the cursor on the citation, go **Add/Edit Bibliography** icon and make the changes in the required field(s). Click on **Refresh** – to save the changes.



Citation Style:

- Cell
- Chicago Manual of Style 17th edition (author-date)
- Chicago Manual of Style 17th edition (full note)
- Chicago Manual of Style 17th edition (note)
- Elsevier - Harvard (with titles)
- IEEE
- Modern Humanities Research Association 3rd edition (note with bibliography)
- Modern Language Association 8th edition
- Nature
- Vancouver

Manage Styles...

Now opened is the Document Preference option. You can change the Citation Style by clicking on the new format.

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- 2. C Pendsey S Evidence
- 3. W Available

Fields (recommended)

- Fields (recommended)
  - Fields cannot be shared with LibreOffice.
  - The document must be saved as .doc or .docx.
- Bookmarks
  - Bookmarks can be shared between Word and LibreOffice, but may cause errors if accidentally modified and cannot be inserted into footnotes.
  - The document must be saved as .doc or .docx.
- Use MEDLINE journal abbreviations
  - The "Journal Abbr" field will be ignored.

OK

Cancel

# Installing Additional Citation Styles

- Visit the Style Repository and click the “[Install]” link next to the style you wish to install (<http://www.zotero.org/styles>)

# Zotero Citation Style Repository



## 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](#).

**Style Search**

Show only unique styles

**Format:** [author](#) [author-date](#) [label](#) [note](#) [numeric](#)

**Fields:** [anthropology](#) [astronomy](#) [biology](#) [botany](#) [chemistry](#) [communications](#)  
[engineering](#) [generic-base](#) [geography](#) [geology](#) [history](#) [humanities](#) [law](#)  
[linguistics](#) [literature](#) [math](#) [medicine](#) [philosophy](#) [physics](#) [political\\_science](#)  
[psychology](#) [science](#) [social\\_science](#) [sociology](#) [theology](#) [zoology](#)

8896 styles found:

- [3 Biotech](#) (2014-05-18 01:40:32)
- [3D Printing in Medicine](#) (2016-02-13 20:40:33)
- [3D Research](#) (2015-04-21 12:08:45)
- [3D-Printed Materials and Systems](#) (2015-04-21 12:08:45)
- [4OR](#) (2014-05-18 01:40:32)
- [AAPG Bulletin](#) (2013-03-29 23:50:45)
- [AAPS Open](#) (2016-02-13 20:40:33)
- [AAPS PharmSciTech](#) (2014-05-18 01:40:32)
- [Abhandlungen aus dem Mathematischen Seminar der Universität Hamburg](#) (2014-05-18 01:40:32)
- [ABI Technik \(German\)](#) (2015-12-16 02:32:01)
- [Academic Medicine](#) (2013-03-29 23:50:45)

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