



# Guide to Zotero

## What is Zotero?

Zotero is a software tool that helps with your research citations, and organises them nicely for you! Coined as "your personal research assistant", Zotero helps to reduce the time you spend on your citations by doing it for you! It collects all your research material on your internet browser and stores it for you. When you're done with your research paper, just export the entire list as "bibliography" and *tadah*, you get your full citation list, ordered and in the right format.

Zotero supports over 9,000 different citation styles, so there's no need to worry about whether you can use Zotero for your assignment!

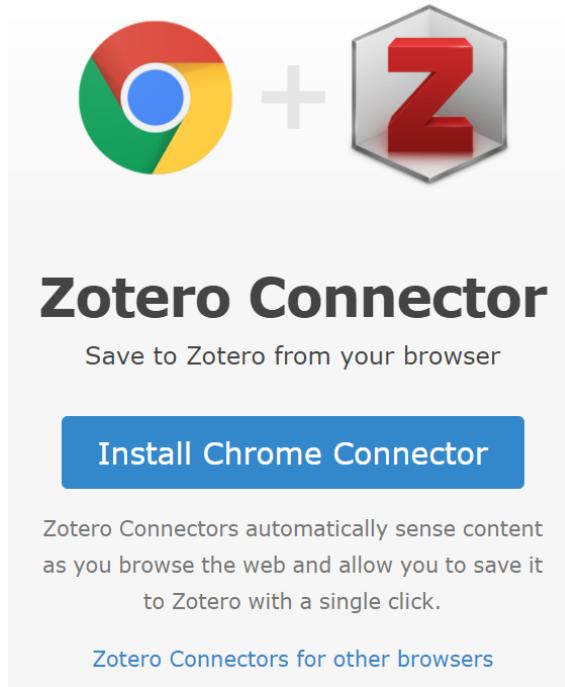
## Where to download Zotero?

- <https://www.zotero.org/download/>
- Compatible with Windows, Mac and Linux

## How to use Zotero

Step 1: Add Zotero to your Chrome Extension

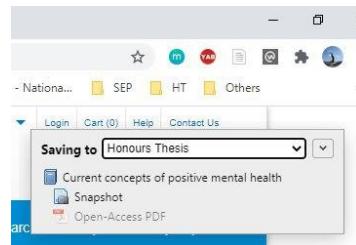
- At the download page, click on "Install Chrome Connector", on top of just downloading the Zotero software



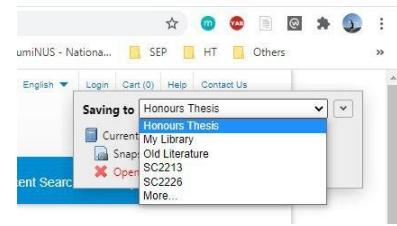
Step 2: Every time you come across a useful article for your paper, just click on the Zotero Connector button and you can save it to Zotero straight. You will then be able to generate the citation from Zotero itself



This is the Zotero Connector Icon



What pops up when you click on the Connector Icon



You can also create sub-folders within Zotero itself, and save your citations into the respective sub-folders

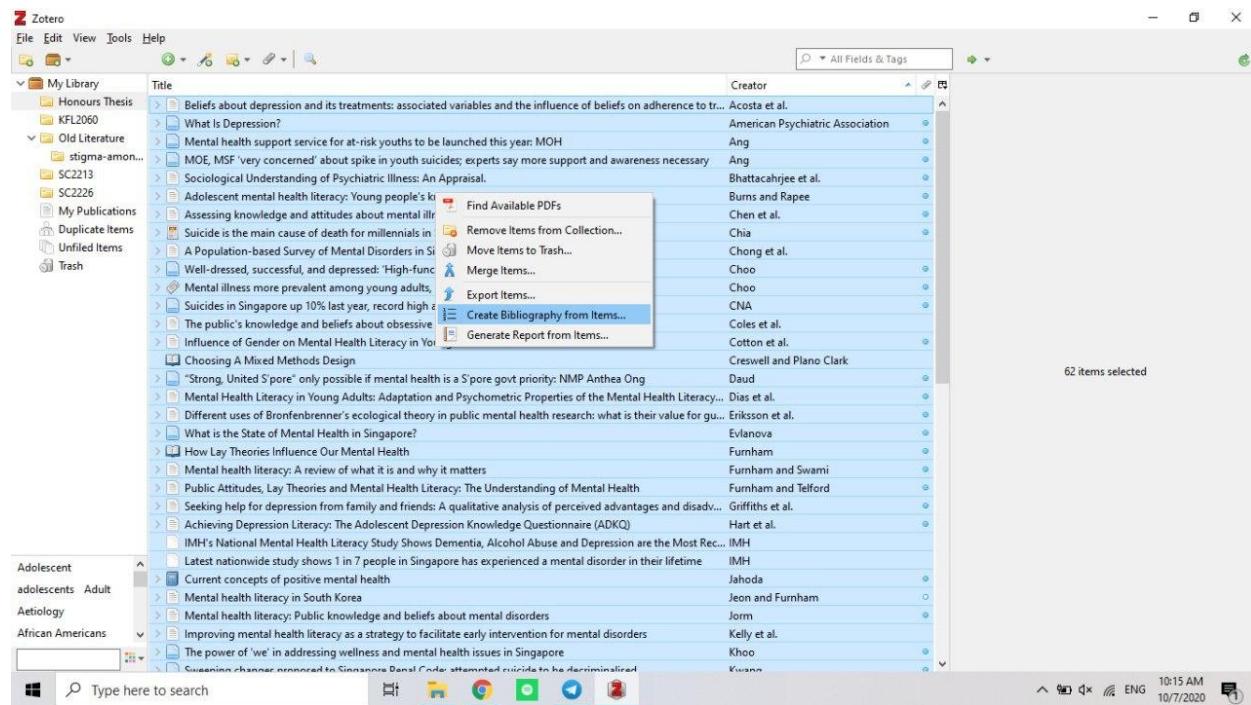
*Tip: Create a sub-folder in Zotero for every research paper so that your citations don't get mixed up. It will also be easy for you when you export the citations.*

- i.e. if you're doing research for two modules at the same time, create two different sub-folders and save the resource into the respective folders

## Bibliography vs in-text citation - easy export

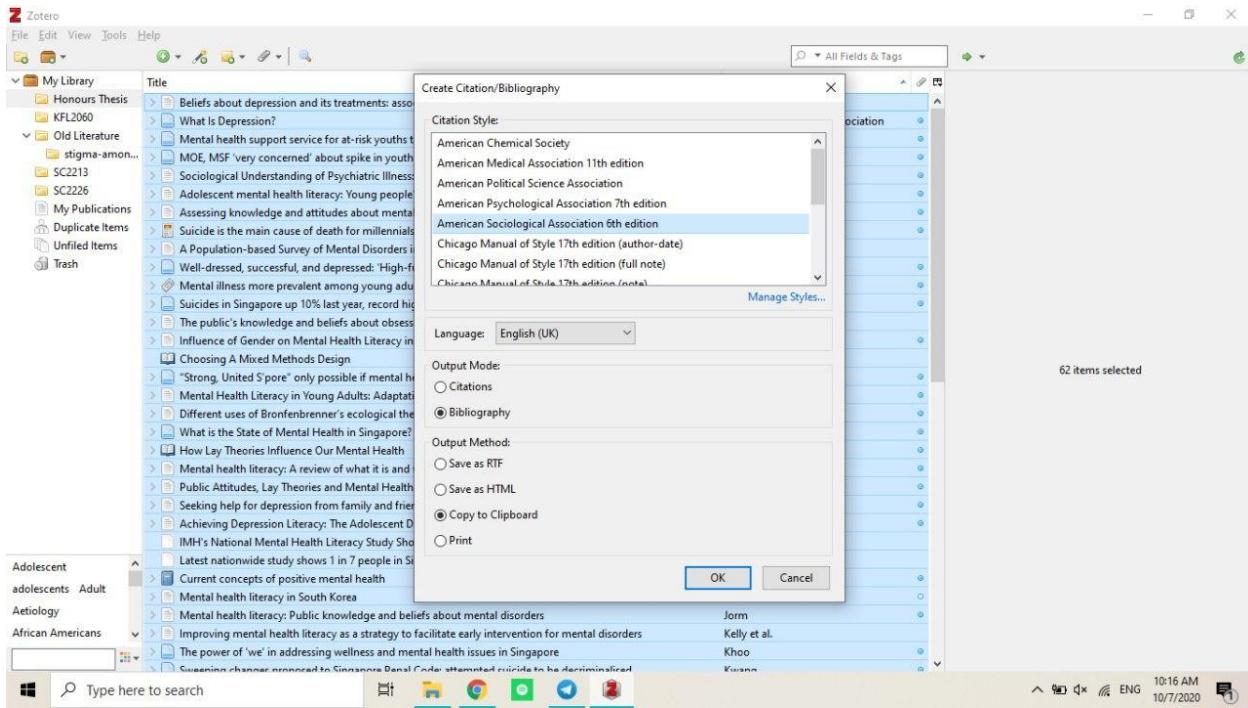
Zotero allows you to export your Bibliography and in-text citation via a few different methods - "Copy to Clipboard", "Save as RTF", "Save as HTML" or "Print". The most common one to use is actually "Copy to Clipboard" - you'll just need to copy and paste it into your Word Document, then adjust the formatting (i.e. with the necessary indents etc.) and *tadah*, you're good to go!

- **How to export Bibliography**



Step 1: Click "Ctrl/Cmmd + A" to select all the references

Step 2: Right Click and select "Create Bibliography from items..."



Step 3: Choose your Citation Style

Step 4: Under "Output Mode", choose "**Bibliography**"

Step 5: Under "Output Method", choose "Copy to Clipboard"

Step 6: Select "OK"

Step 7: Paste into your Bibliography section of your essay/research paper!

- **How to export in-text citation**

Step 1: Click on ONE specific reference that you would like to cite

Step 2: Right Click and select "Create Bibliography from items..."

Step 3: Choose your Citation Style

Step 4: Under "Output Mode", choose "**Citations**"

Step 5: Under "Output Method", choose "Copy to Clipboard"

Step 6: Select "OK"

Step 7: Paste into your quote or wherever you need the in-text citation to go!

P.S. this is NOT sponsored by Zotero 😊 One of our team member stumbled upon Zotero during her university years and found it immensely useful, and would love to share it with fellow students.