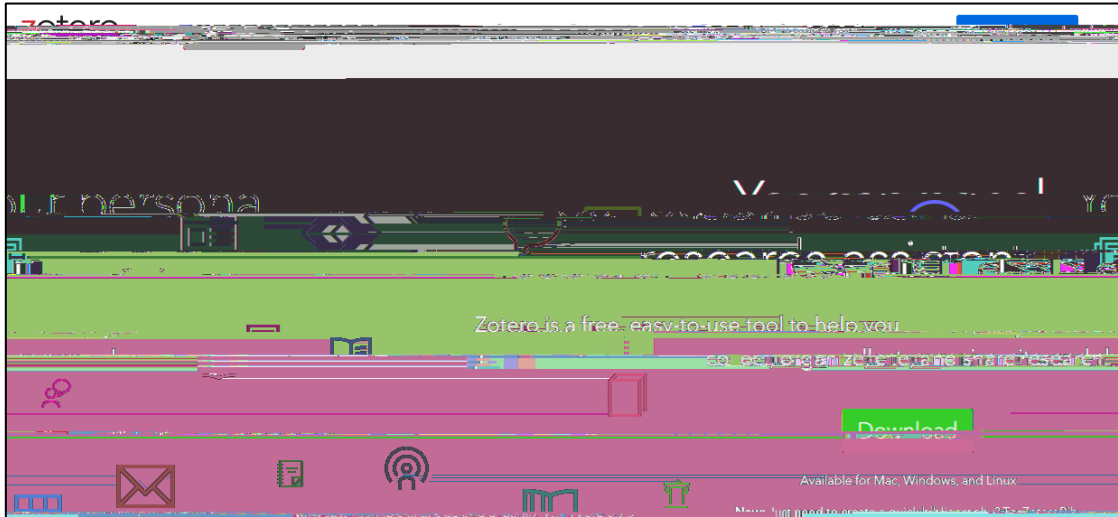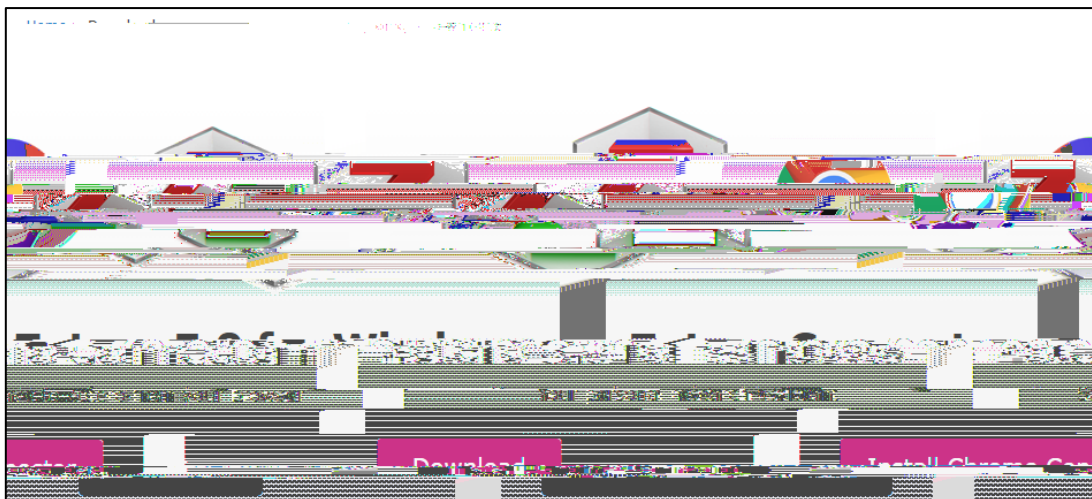RCN Library and Archive Service

Zotero: a guide for RCN members

Installing Zotero

- Go to www.zotero.org

- Select Download
- Download Zotero
- Install the Zotero Connector. The Connector links your internet browser with Zotero so you can save references whilst you search. Connectors are available for Chrome, Edge, Safari and Firefox.

- You can register for a free web account at: www.zotero.org/user/register This will allow you to sync and access your Zotero library from anywhere and to collaborate with colleagues.

Columns

You can change the columns displayed in the middle pane by using this button. It is located at the top right of the middle pane.

You can then add or remove columns, for example you could add the Date Added column to see when items were added to your library.

You can sort items by

Citation styles

Thousands of citation styles are available for use with Zotero including styles from many universities and publishers.

Creating a bibliography or reference list

To create a bibliography or reference list:

- Select the items in Zotero Ð ùÝ control and c ù ù items.
- Drag and drop them straight into a Word document to create a reference list or bibliography.

Alternatively, right click on a c ù . Ý ø ø Ý . ù

- A box will appear, check the correct referencing style is selected
- Select Bibliography Ý ÿ . C ø Ý ÿ Ý ÿ ù wg

- Paste into your document (e.g. Word document). This will create your reference list or bibliography.

You should always check your bibliography/reference list to make sure it is correct. You are likely to find that some corrections are needed. There are two ways to make corrections:

- Edit/correct the reference within your document,
- Go to Zotero, edit/correct the item, and create a new bibliography/reference list. This way the item will be correct if you use it again.

Word processor plugins

You can add citations as you write a document using the Zotero plugin for your word processor. Plugins are available for Word, LibreOffice and Google Docs. You can find out more about word processor integration here:
www.zotero.org/support/word_processor_integration

Collaboration

If you would like to share references

Further help

RCN members can book a Zotero training session with the RCN Library and Archive service:
https://www.rcn.org.uk/library/Support/Referencing-tools-and-training

Zotero has a quick start guide which you may find useful:
www.zotero.org/support/quick_start_guide

Further support information is available on the Zotero website:
www.zotero.org/support/