

Zotero: An Introduction

Pitts Theology Library

What is Zotero?

Zotero is a free tool that helps you collect, organize, and cite your research sources.

Installing Zotero

Go to zotero.org and click “Download now.” Select one of the following options:

A. ZOTERO FOR FIREFOX

(Better functionality; works with Firefox)

1. Click on “Zotero for Firefox,” “Allow,” and then “Install now.”
2. Don’t restart yet.
3. Click on “Add a plugin for Word or LibreOffice.” Scroll down and select the right version for your computer (Windows, Mac, or LibreOffice).
4. Click “Allow” and “Install now.”
5. Restart Firefox.
6. To see your Zotero library, click on the “Z” in the top right corner beside your address bar.

B: ZOTERO STANDALONE

(Works with Safari or Chrome)

1. Download and install “Standalone Zotero” for Chrome or Safari.
2. Click the “Zotero connector” for Chrome or Safari, click “Continue” or “Open,” and click “Install.”
3. Open the Zotero icon on your Desktop to run Zotero.

Adding References

Zotero watches the pages you’re on and looks for books, articles, and other sources.

BOOKS: When searching the catalog, click on a book title, and then click on the book icon on the right side of the address bar to add it to your Zotero library.

MULTIPLE SOURCES: When you want to add a whole page of search results from the catalog or an article database, click on the folder on the right side of the address bar.

ARTICLES: When searching ATLA or another article database, click on an article, and then click on the article icon on the right side of the address bar.

WEBPAGES: When looking at a website, click on the blue page icon on the right side of the address bar to save a link and screenshot.

Writing with Word & Zotero

FOOTNOTES

In a Word document, click where you want your citation to appear. Click on the scroll icon in the top bar (on a Mac) or the Zotero menu at the top of the page (on a PC). Click on “Add citation.” Select your citation style and click “Okay.” In the box that pops up:

- Search for the author or title,
- Click on the reference,
- Add page numbers,
- Click “Okay.”

BIBLIOGRAPHY

Put your cursor at the end of your paper. Go to the Zotero menu and click on “Add bibliography.”

Syncing

If you’re using multiple computers for your research, you can use Zotero’s sync feature to keep them all up to date. To sync, set up an account at zotero.org/user/register (for free). Open Zotero, click on the gear menu, and click on “Preferences.” Enter your Zotero user name and password. Check the “Sync automatically” and “Sync full-text content” boxes. Choose Zotero storage for My Library. Check both boxes under “File sharing.” For more details and assistance, go to zotero.org/support/sync.

Groups

After syncing, you can create groups and share Zotero libraries with multiple people. Click on the “New group” button. Choose a name for your group. You will now have two options on the left-hand side: “My Library” and “Group Libraries.” Add members to a Group Library by going into the “Member settings” section.

References

Iwaskow, Tracy. “Pitts Theology Library Research Guides: Zotero.”

<http://guides.theology.library.emory.edu/zotero>

Puckett, Jason. “GSU Library Research Guides: Zotero: About Zotero.”

<http://research.library.gsu.edu/zotero>

Zotero. “Support.” <https://www.zotero.org/support/start>

Further Information

A reference librarian would be happy to help at the reference desk, or by telephone (404-727-0645) or email (theologyref.emory.edu).