

ZOTERO WRITE UP: HOW TO USE ZOTERO REFERENCING SOFTWARE IN EASY STEPS

Zotero is a referencing software that offers users a variety of ways to capture, import and archive item information and files. Perhaps the most important feature of Zotero is its ability to sense when you are looking at an item (or items) on a web page. It usually does this through capturing the bibliographic and reference details of a specific resource from where you cited and saves all of the citation information about that resource into your library. It usually does this through the unique object identifiers. This could be the DOI (digital object identifier of a book, the ISBN or the ISSN) or the Pub Med Identifier.

On this write up you will learn how to collect bibliographic information on books, journal articles, and websites with a single click and then easily store related PDFs, images, and any other files alongside that information inside your Zotero library. The process is outlined through a simple step by step procedure on how to use the Zotero tool to enhance referencing.

Step 1: Creating a collection

The first step is to **create a collection** in which you'll populate and store all the materials you have used for your research. You do this by clicking on file and selecting the **new collection submenu** that appears under file. Fig. 1 below illustrates further

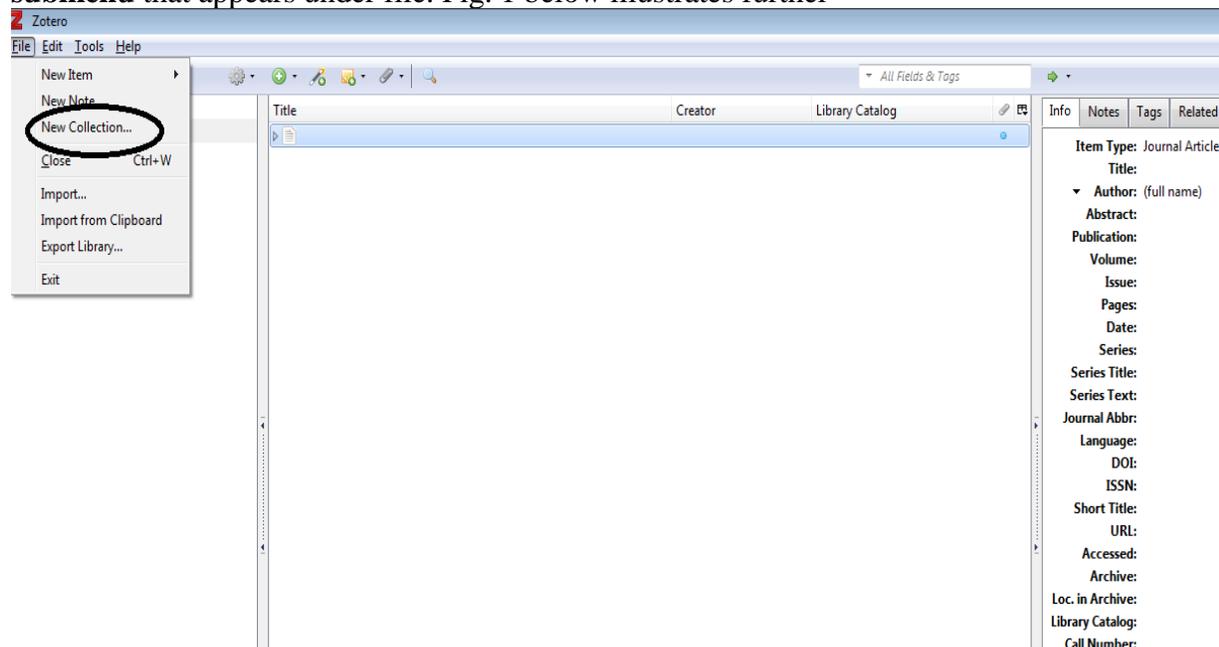


Fig.1: New collection icon

The next step involves giving the new collection a name. You may decide to give a name that aligns to the task at hand so that it becomes easier to remember the purpose for which collection

was created e.g. if it was for an assignment on communication skills, just create a collection under the name communication skills as shown in Fig.2 below.

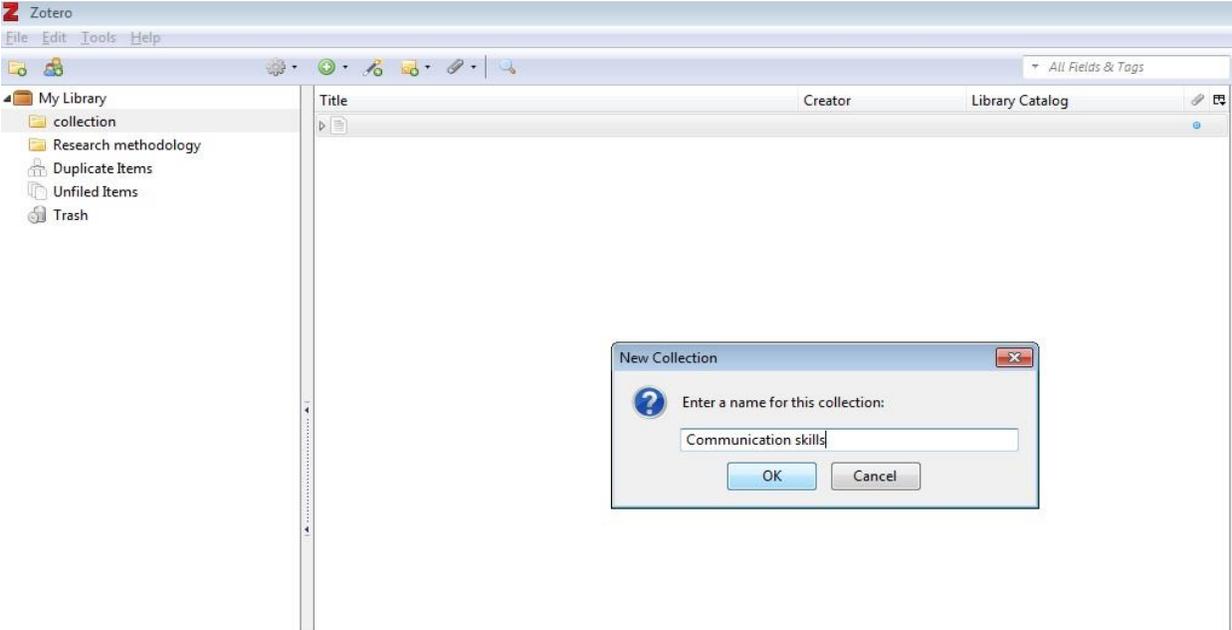


Fig. 2: Creating a new collection

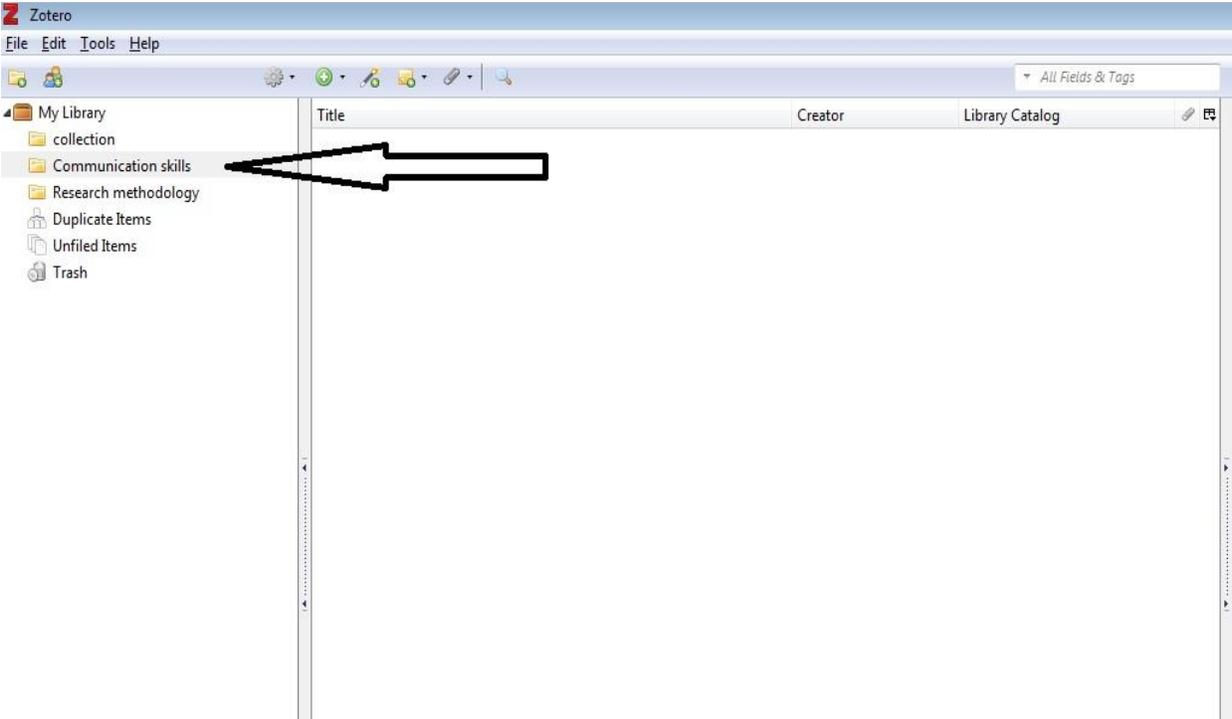


Fig. 3: An already created collection by the name communication skills

Step 2: Populating and importing the collection

Once the collection has been created, the next step is to populate the collection using the materials you've used for your research.

There are many types of information materials, e.g. books, periodicals, emails, blogs, broadcasts, films, newspapers etc. You can obtain credible information to use for an assignment or for research purposes from all these information types. All these items may differ in terms of item description. However, Zotero provides you with options for describing all the various item types.

The **item description icon** (as shown in fig.4 below) helps you select from a range of options what item type you need described by Zotero when you click on it. If you are using books, select the book option. If you are using journal articles, select the journal article option and do the same for any other item type you are using.

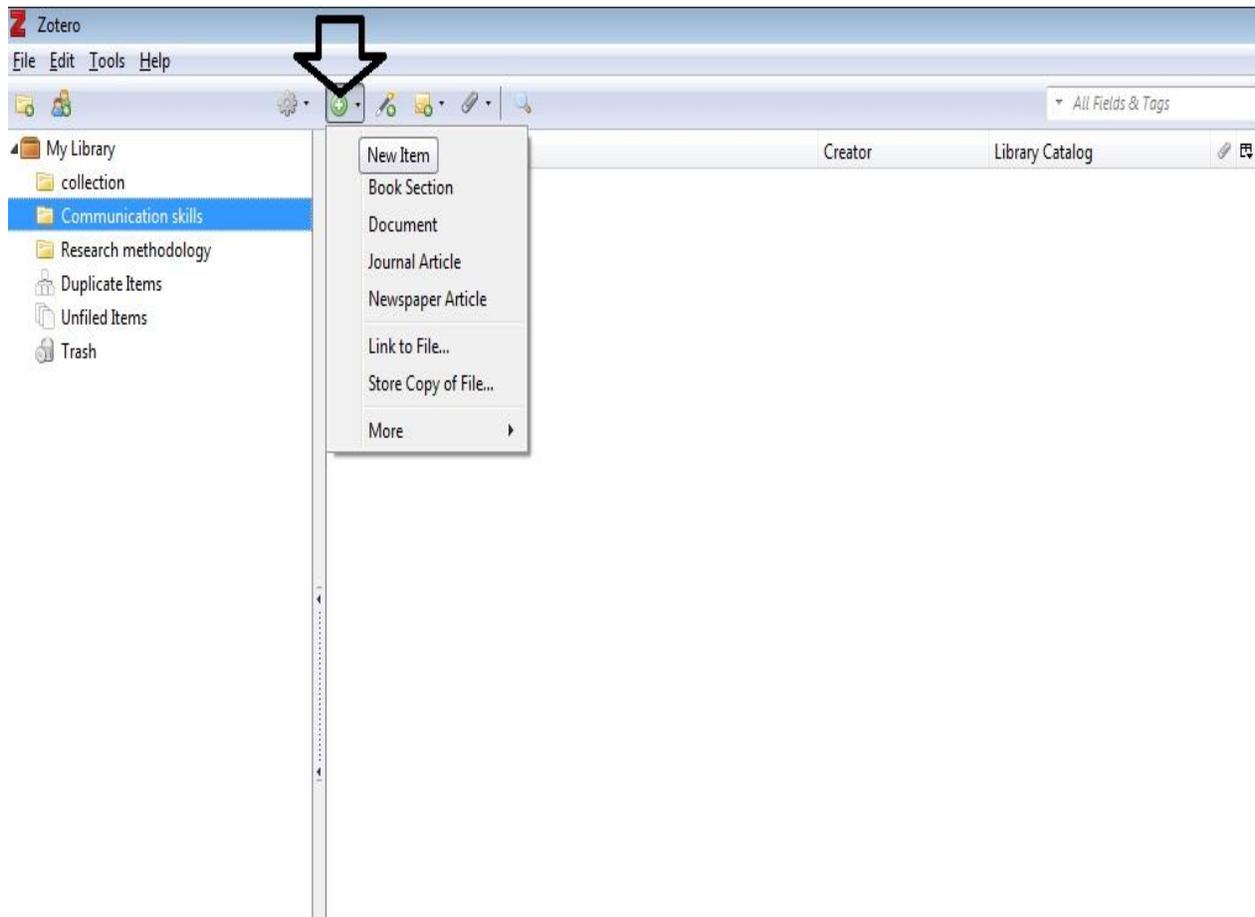


Fig. 4: The item description icon

Zotero software not only helps you describe information resources by giving you blank fields to manually fill the bibliographic details necessary for description but it also helps you import the

same bibliographic details from the various databases available globally. The system does so using the identifier field. Identifiers will include ISBN numbers, ISSN numbers and DOIs (journal articles).

Books both in physical form or electronic form will be given an **ISBN number** which uniquely distinguishes them from any other. Journal articles will uniquely be identified through **the DOI (digital object identifier)**. Once you have any of these identifiers, just copy and paste or directly key in the identifier through the identifier Icon (as shown in Fig 5 & Fig 6 below) and once you've pressed enter on your keyboard, the bibliographic description details necessary to create your resources' references will be imported.

NB: You'll need to be connected to the internet in order to import bibliographic description details using the identifier and through the identifier icon on Zotero.

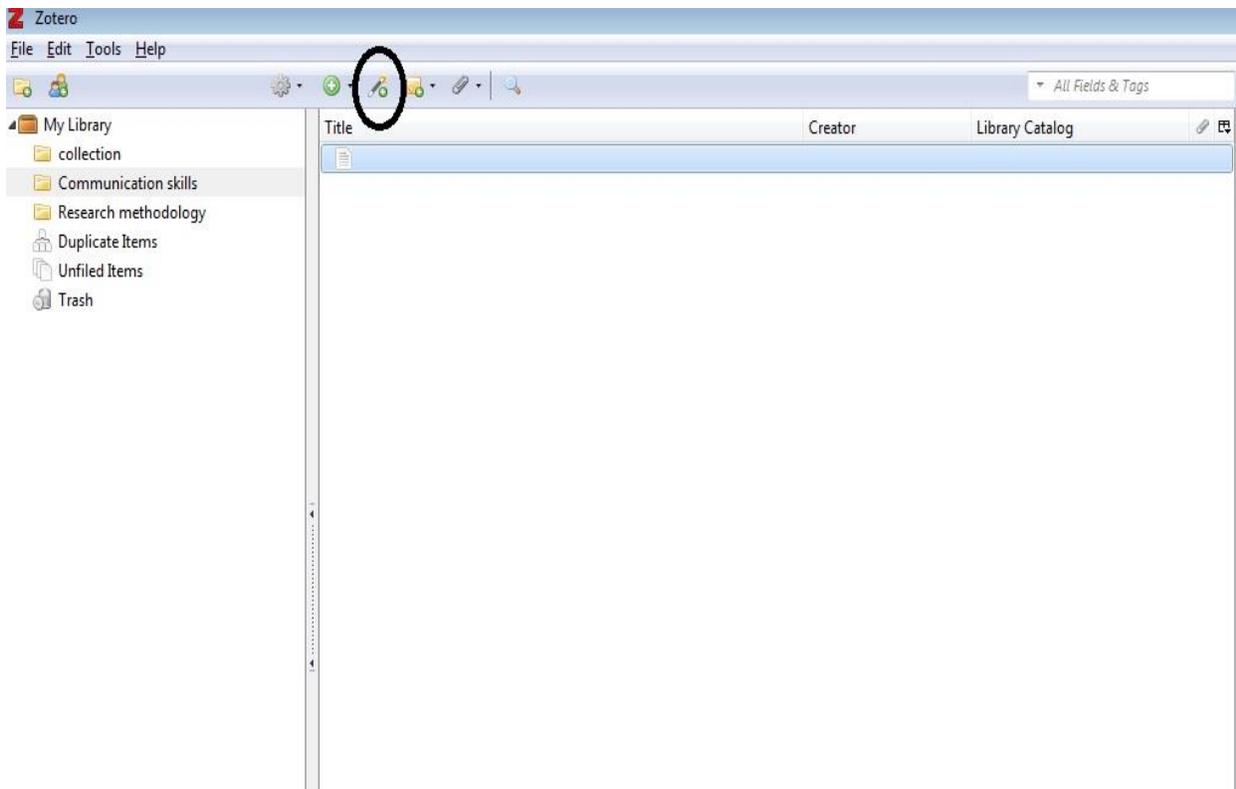


Fig. 5: The Identifier icon

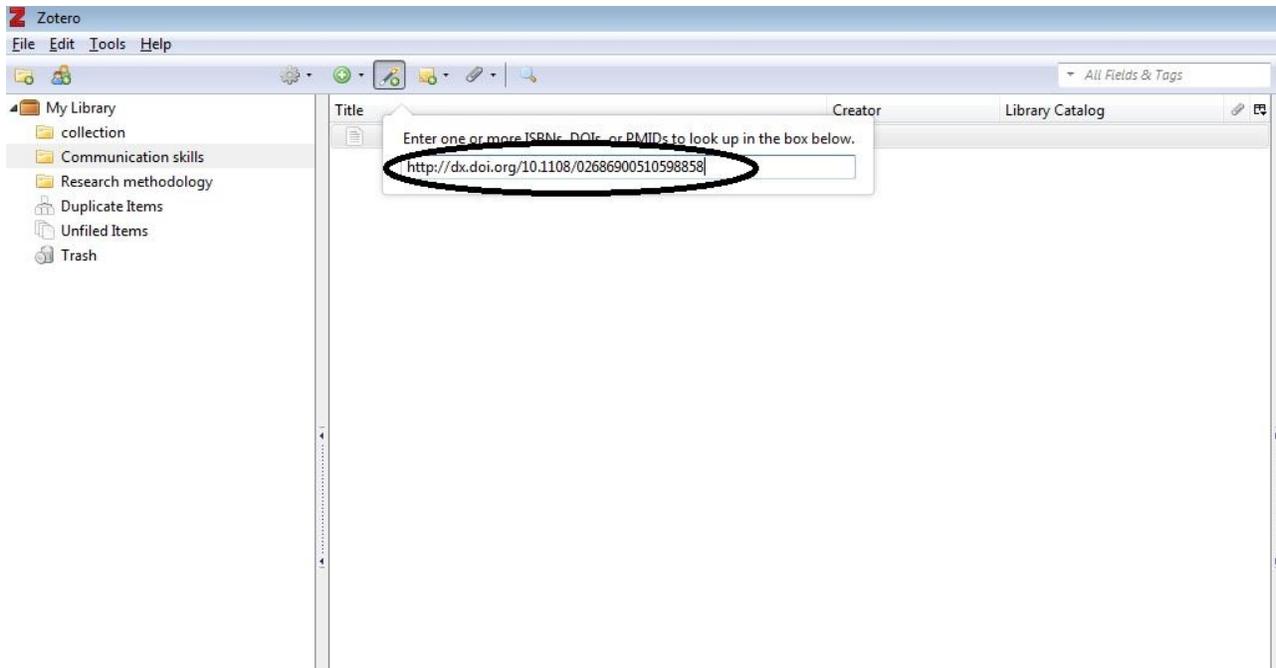


Fig 6: An identifier (journal DOI) being used to import bibliographic details for the journal resource

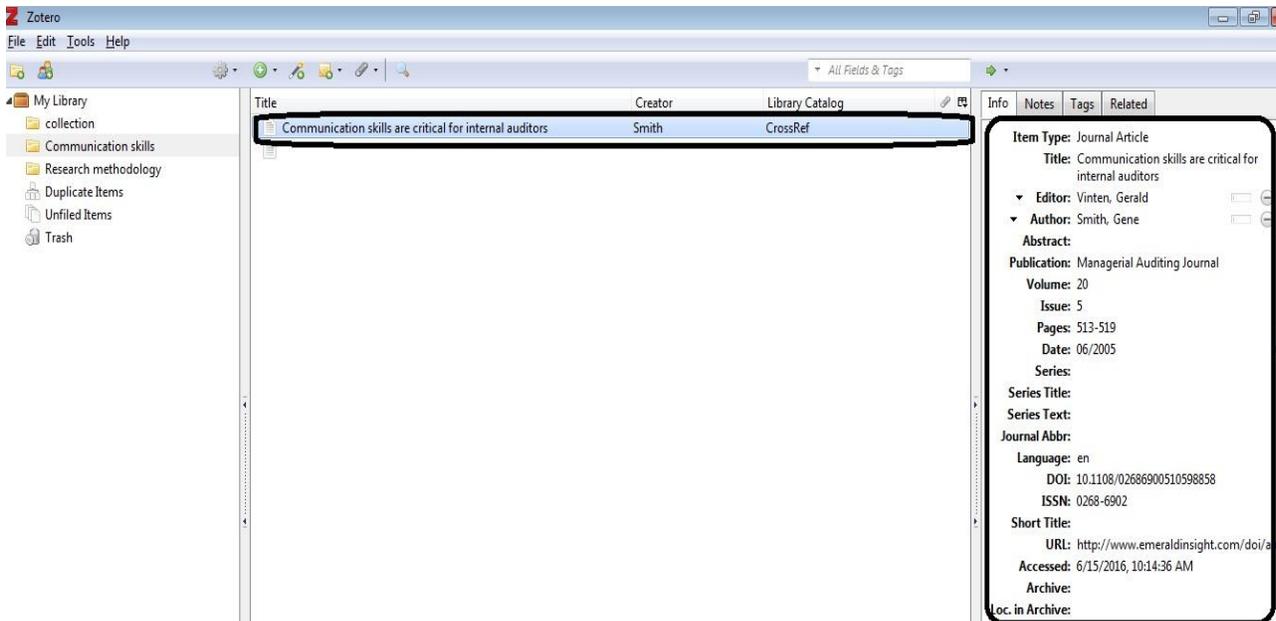


Fig.7: A journal article whose bibliographic description details have been imported.

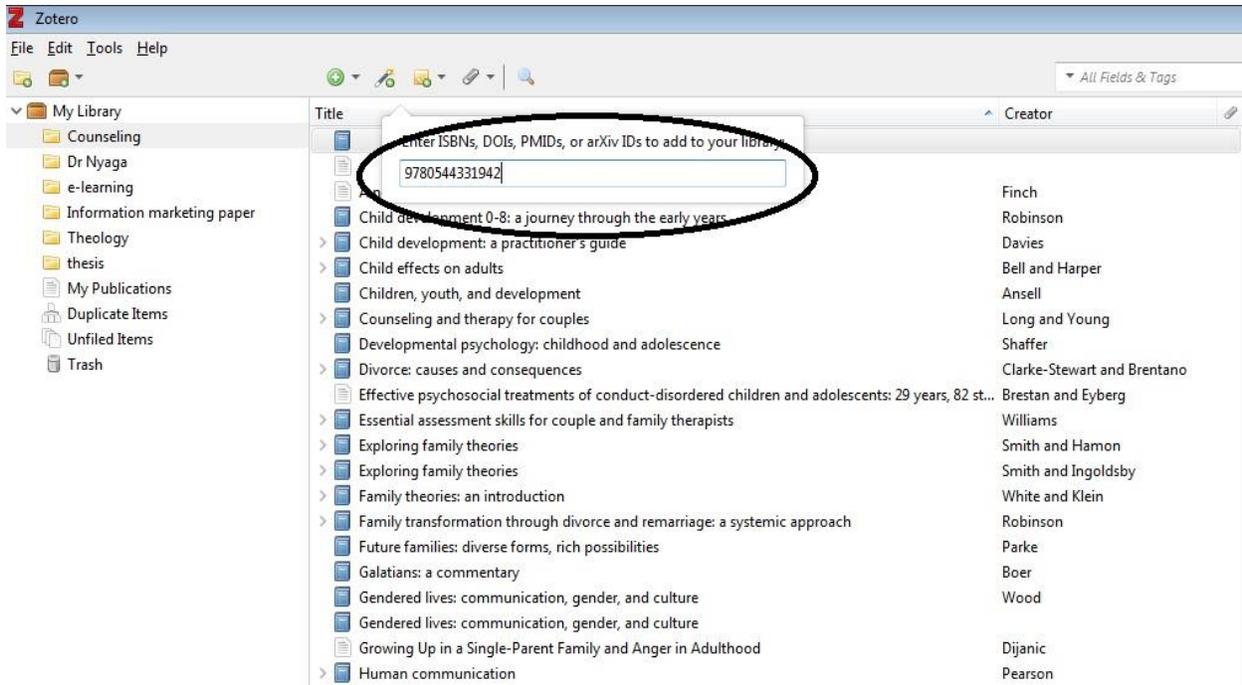


Fig 8: An identifier (Book ISBN) being used to import bibliographic details for a print book resource

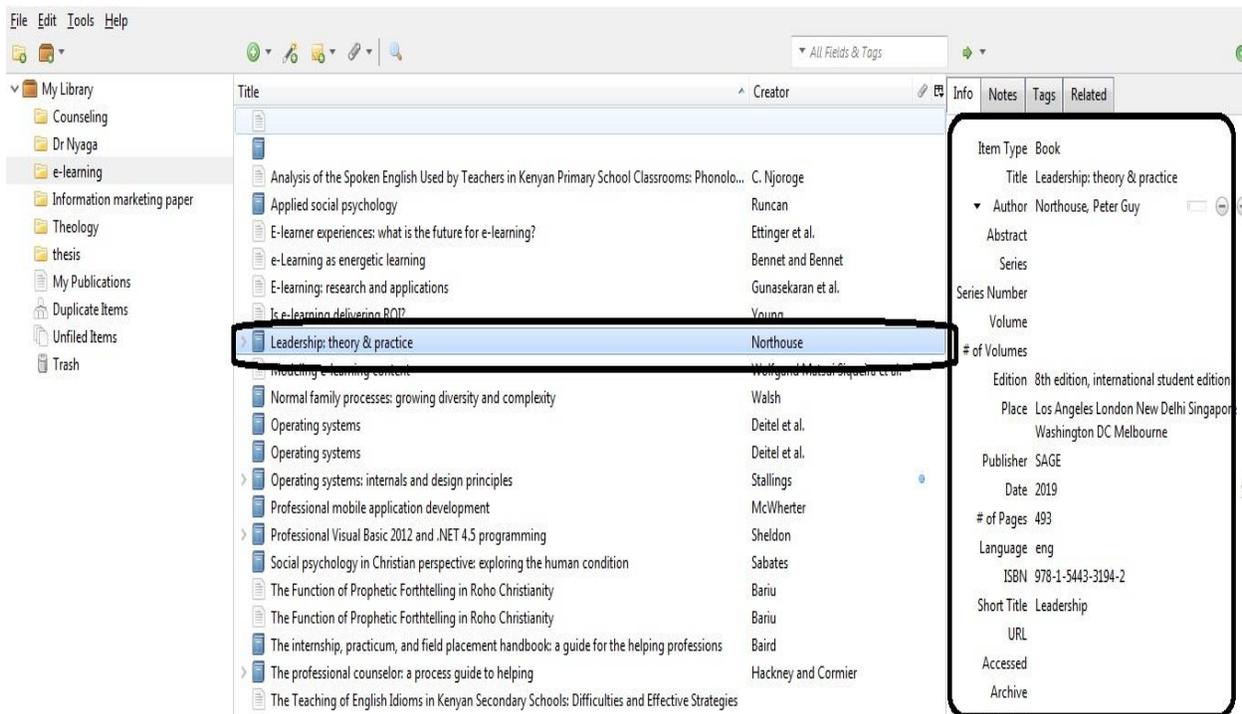


Fig.9: A print book whose bibliographic description details have been imported.

Once the bibliographic details are imported for one resource, do the same continuously for all the resources you've used for your task and populate all the resources into the collection. You can still close your machine comfortably and come back to proceed with your task without the fear of losing all the work you had started. Zotero stores the records for you.

The referencing tool has many options for the various referencing styles available. PAC University uses APA referencing style. Once you've ran an installation by yourself, you'll need to set the default style of referencing to read APA so that all your references output will be in APA format. You'll have to do this by navigating to **Tools- Preferences- Export- Default Output Format**. At this point, select your preferred referencing style i.e. APA and then click ok at the bottom so that zotero can now accept the settings you've opted for. The fig below illustrates further.

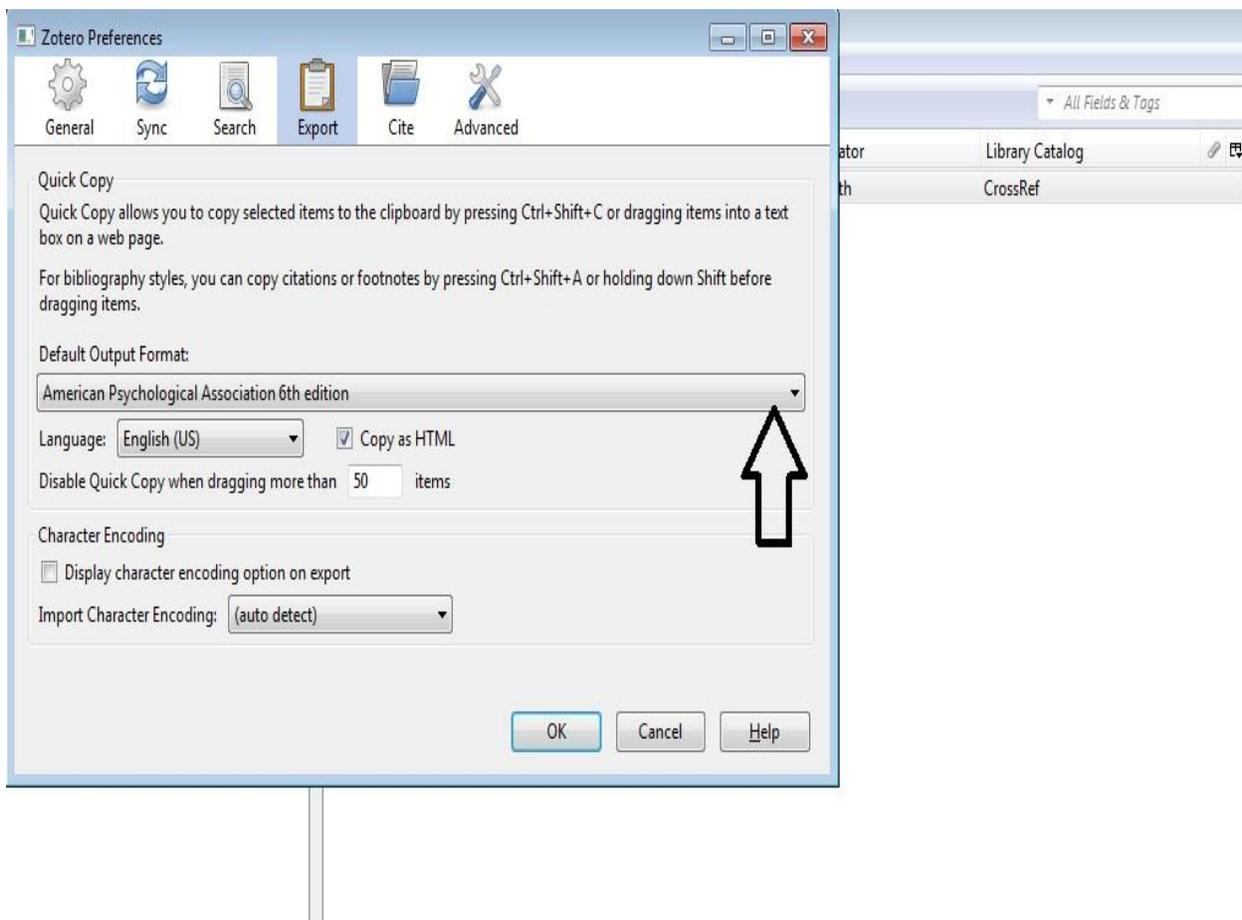


Fig.10: Selecting the default referencing output format

Step 3: Transferring your references and citations

Once this is done, it's now time to transfer your collection to the list of references on your task page or assignment page. You do this by selecting the entire collection (**press Control + A on your keyboard**), then click **edit** at the top and select **copy bibliography**. Go to where you want to place your list of references and then when the cursor is placed on the preferred section, press **control +V (paste)** and you have your list of references as per your collection, appropriately formatted, correctly punctuated and arranged in alphabetical order. See fig.9 below

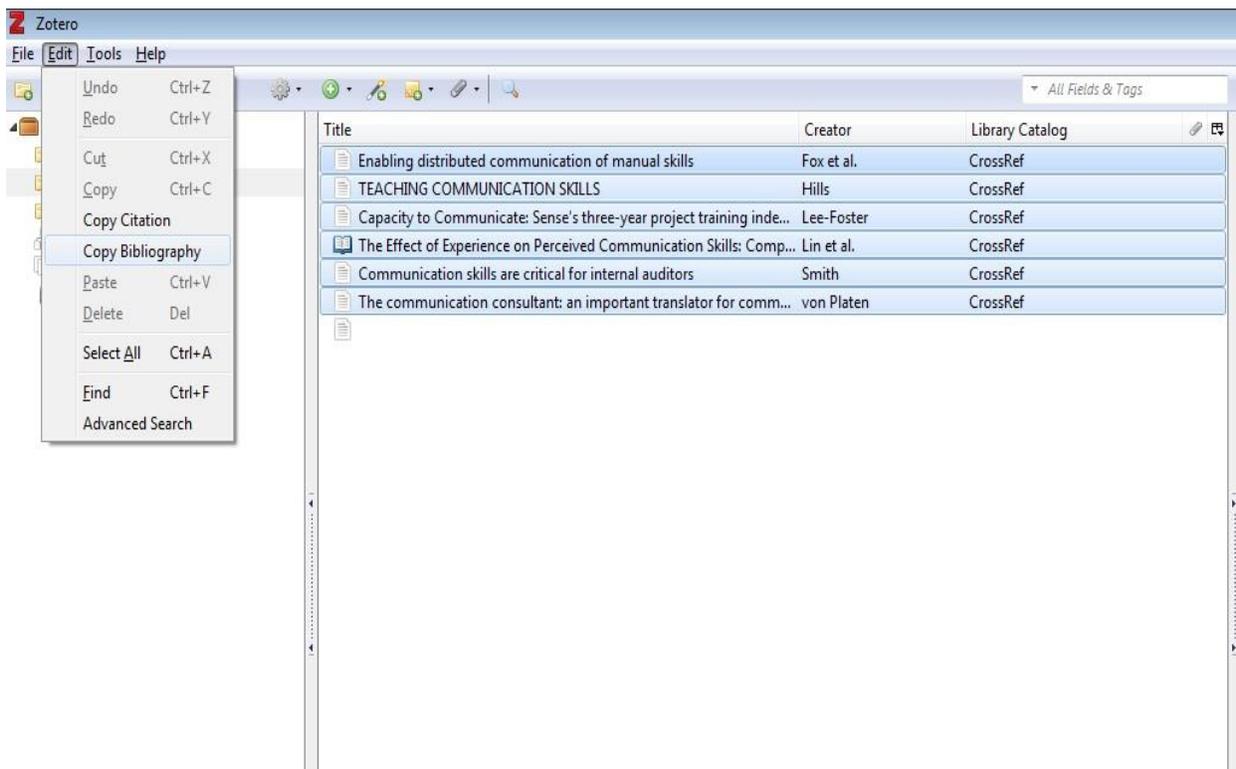


Fig: 11: Transferring the collection to your list of references

References Outcome

Fox, S., Ehlen, P., & Purver, M. (2011). Enabling distributed communication of manual skills.

International Journal of Managing Projects in Business, 4(1), 49–63.

<http://doi.org/10.1108/17538371111096881>

Hills, P. (1988). TEACHING COMMUNICATION SKILLS. *Education + Training*, 30(5), 4–8.

<http://doi.org/10.1108/eb017428>

Lee-Foster, A. (2010). Capacity to Communicate: Sense’s three-year project training independent mental capacity advocates in communication skills. *The Journal of Adult Protection*, 12(1), 32–

42. <http://doi.org/10.5042/jap.2010.0092>

Lin, P., Krishnan, S., & Grace, D. (2013). The Effect of Experience on Perceived Communication Skills: Comparisons between Accounting Professionals and Students. In D. Feldmann & T. J. Rupert (Eds.), *Advances in Accounting Education: Teaching and Curriculum Innovations* (Vol. 14, pp. 131–152). Emerald Group Publishing Limited. Retrieved from

<http://www.emeraldinsight.com/doi/abs/10.1108/S1085-4622%282013%290000014012>

Smith, G. (2005). Communication skills are critical for internal auditors. *Managerial Auditing*

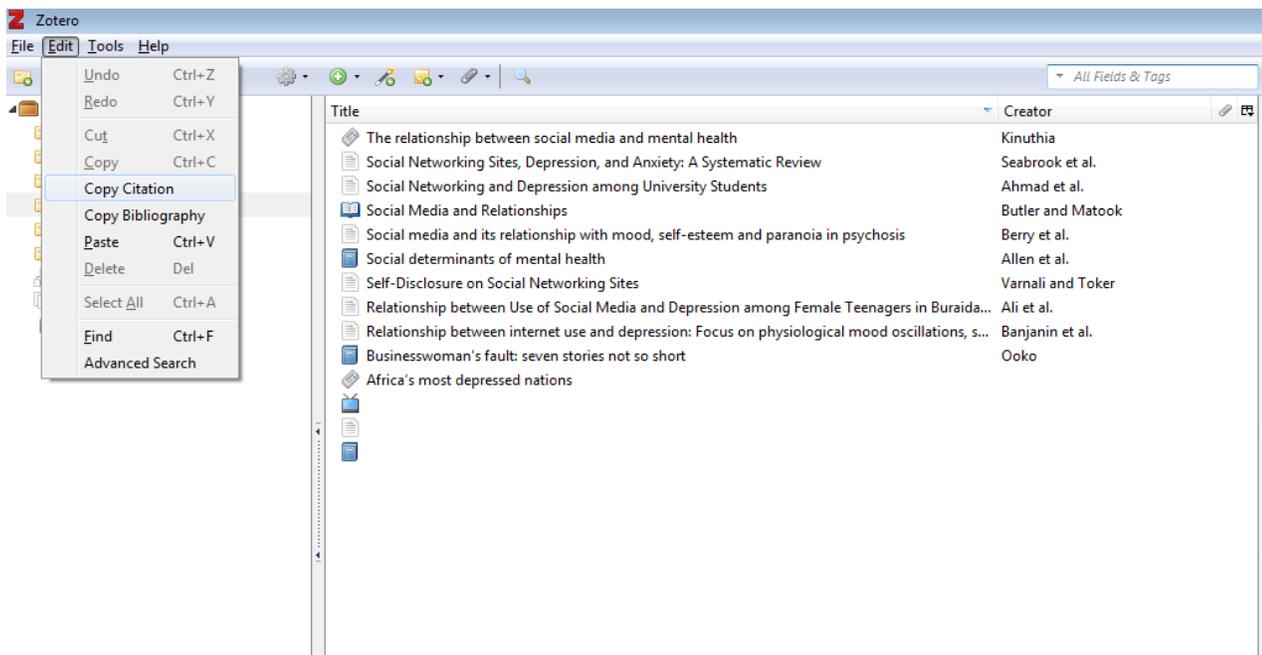
Journal, 20(5), 513–519. <http://doi.org/10.1108/02686900510598858>

von Platen, S. (2015). The communication consultant: an important translator for communication management. *Journal of Communication Management*, 19(2), 150–166.

<http://doi.org/10.1108/JCOM-06-2013-0049>

The procedure used for transferring citations from Zotero is similar to that of transferring references but the difference is that with references you select all the materials uploaded onto Zotero while with the citations, you just pick one at a time, depending on what resource you need placed at whichever location within the assignment as per the book you intend to cite.

If you need to insert a citation you do this by selecting the specific resource whose citation you wish to insert (**just by clicking on it**), then click **edit** at the top and select **copy citation**. Go to where you want to place your citation and then when the cursor is placed on the preferred section, press **control +V (paste)** and you have your resource inserted as a citation.



Citation Outcome

To account for the potential that other forms of personal interaction may lead to changes in the variables of interest, participants were asked whether they had spoken with another person since the last assessment (yes/no) and to indicate whether this communication was face-to-face, online, text-message, telephone or a messaging smart phone application (Berry, Emsley, Lobban, & Bucci, 2018)