

Referencing: Zotero

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Session outline

Part 1 – Collecting references

Part 2 - Creating bibliographies

Part 3 – Collaborating & other features

Part 4 – Any Questions?

Zotero pros and cons

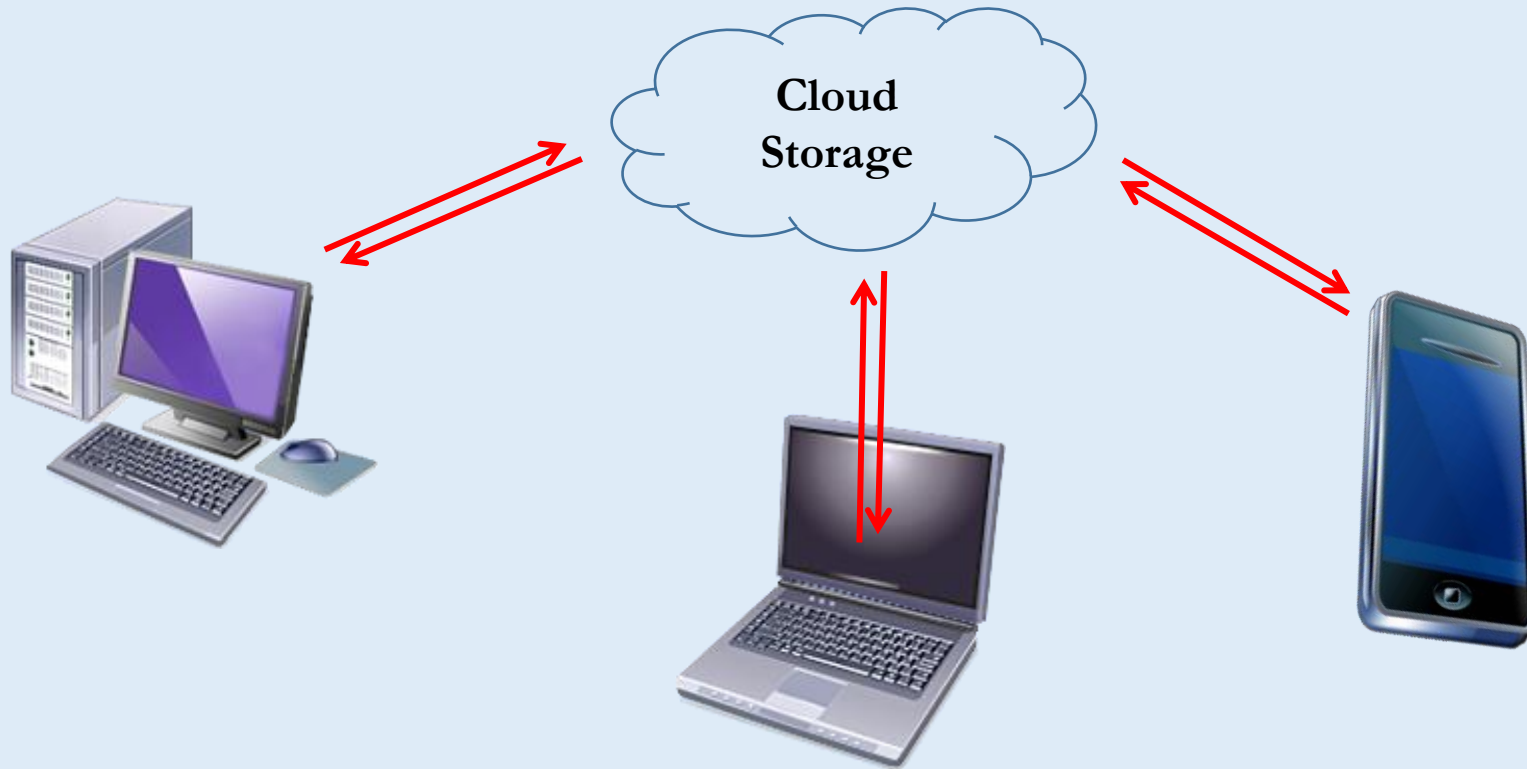
Pros

- Online and offline access to your Library from multiple devices
- Free (for a basic account)
- Available for Windows, Mac and Linux
- Compatible with MS Word, Google Docs, Libre Office and Open Office

Cons

- Does not work with Pages
- Subscription fees required if you need to store more than 300MB of data

Zotero cloud storage



Part 1: Getting references into Zotero

Editing and organising references



A quick tour of Zotero

Toolbar and menus

List of documents in selected folder or library

Bibliographic information about the currently selected document

Navigate collections and groups

Filter by tags

The screenshot shows the Zotero desktop application interface. On the left, a sidebar displays a tree view of collections and groups, including 'My Library', 'test folder', and 'Essay 1'. A blue arrow points to the 'Essay 1' folder. Below the sidebar is a 'Filter Tags' section with a list of tags such as 'Beauty and Fashion', 'Cosmetics, hair & beauty', and 'Economics'. A blue arrow points to this section. The main area is a table of documents with columns for 'Title' and 'Creator'. The first document, '1. Introduction: Approaches and Concepts' by Hill et al., is selected and highlighted in blue. A blue arrow points to the toolbar at the top of this table. Another blue arrow points to the list of documents. On the right, a 'Info' panel displays bibliographic details for the selected document, including 'Item Type: Book Section', 'Title: 1. Introduction: Approaches and Concepts', 'Editor: Hill, Christopher', 'Author: Hill, Christopher', 'Publisher: Oxford University Press', and 'Date: 2023-01-09'. A blue arrow points to this panel.

Options for adding references to Zotero



Data capture (databases, catalogues, web pages)



Add PDF files (Zotero will find matching bibliographic details for articles downloaded from databases)



Standard identifier (ISBN, DOI, etc.)



Manual entry



Import text files (.RIS/.BIB)

Web capture from databases/catalogues (e.g. Hist Abs)

SOLO - Oxford Collection x E Result List: spanish civil v x Brepolis: BBIH x E Result List: spanish civil v x

web.b.ebscohost.com/ehost/resultsadvanced?vid=2&sid=92aed711-e025-465e-8c2d-a1b5e2e606a6%40sessionmgr103&bquery=(spanish+civ

New Search Cited References CLIO Notes Indexes Sign In Folder Preferences Languages Help

Bodleian Libraries UNIVERSITY OF OXFORD

Searching: Historical Abstracts | Choose Databases

spanish civil war Select a Field (optional) Search Clear

AND jew* Select a Field (optional)

AND Select a Field (optional)

Basic Search Advanced Search Search History

Refine Results

Current Search

Boolean/Phrase:

spanish civil war AND jew*

Limit To

Linked Full Text

References Available

Peer Reviewed

Search Results: 1 - 20 of 47

1. **Becoming Brigadistas: Jewish Volunteers from Palestine in the Spanish Civil War.**

By: Rein, Raanan; Ofer, Inbal
Historical Period: 1936 to 1939
Nearly two hundred men arrived in Spain to defend the Second Spanish Republic...

Subjects: PALESTINE; SPAIN

Find it Oxford

2. **A Belated Inclusion: Jewish Volunteers in the Spanish Civil War**

Zotero Item Selector

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

- Becoming Brigadistas: Jewish Volunteers from Palestine in the Spanish Civil War.
- A Belated Inclusion: Jewish Volunteers in the Spanish Civil War.
- LAS REPERCUSIONES DE LA GUERRA CIVIL ESPAÑOLA
- POLONAIS D'ORIGINE JUIVE VOLONTAIRES DE LA GUERRE CIVILE EN ESPAGNE 1936-1939.
- BALKAN JEWISH VOLUNTEERS IN THE SPANISH CIVIL WAR.
- JUDEN IM SPANISCHEN KRIEG 1936-1939.
- TUSSEN WERELDREVOLUTIE EN JOODSE IDENTITEIT. JODEN UIT BELGIË IN DE SPAANSE BUI
- POLACY POCHODZENIA ZYDOWSKIEGO JAKO OCHOTNICZY W WOJNIE DOMOWEJ W HISZPANI
- RED DEVILS": THE BOTWIN COMPANY IN THE SPANISH CIVIL WAR.
- AMERICAN-JEWISH REACTIONS TO THE SPANISH CIVIL WAR.
- I TEORICI DELLO STERMINIO: LE ORIGINI DELLA VIOLENZA NELLA GUERRA CIVILE SPAGNO

Select All Deselect All Cancel OK

To add items to Zotero from a results list in a database or catalogue

1. Click on the folder icon near to (or within) the address bar
2. This will open a pop-up menu listing all the items on the page
3. Tick the items you wish to add to Zotero and click OK

Web capture from databases/catalogues (e.g. SOLO)

The screenshot shows the SOLO search interface with the search term 'dog behaviour'. The results are sorted by relevance. A Zotero Item Selector dialog box is open, listing various search results with checkboxes for selection. The dialog box has 'Select All', 'Deselect All', 'Cancel', and 'OK' buttons. A red arrow points from the folder icon in the browser's address bar to the dialog box, and another red arrow points from the dialog box to the first search result.

SOLO: Search Oxford Libraries Online

Not secure | solo.bodleian.ox.ac.uk/primo-explore/search?query=any,contains,dog%20behaviour&tab=local&search_scope=LSCOP_...

SOLO SEARCH OXFORD LIBRARIES ONLINE

UNIVERSITY OF OXFORD

NEW SEARCH BROWSE MAP SEARCH HELP ...

dog behaviour

Sort & Filter Results

Sort by Relevance

Show only: Online Resources (125) Physical Items (309)

Library

Resource Type

Zotero Item Selector

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

- Dog behaviour, evolution, and cognition [electronic resource] | Miklósi, Adam, author || Oxford University
- A guide to your dog's behaviour | Stevens, Terry, writer on dog behaviour || [1992?] || Lydd : Lydd and District Dog Training Club | 69 p. : ill. ; 30 cm
- Understanding your dog's behaviour | Heim, A. W. (Alice Winifred) || c1984 || Shepton Mallet : Open Book Publishers | 192 p. : ill. ; 24 cm
- Understanding your dog's behaviour. | Heim, Alice Winifred, 1913-1992 || 1984 || Shepton Mallet |
- Problem dog : behaviour and misbehaviour | O'Farrell, Valerie |
- Collins good dog behaviour : an owner's guide | Bailey, Gwen || Blue Cross || 1998 || London : HarperCollins | 128 p. : ill. ; 24 cm
- Meet your dog : the game-changing guide to understanding your dog's behaviour | Brophey, Kim, author || 2015 || London : Dorling Kindersley | 128 p. : ill. ; 24 cm
- Know your dog : an owner's guide to dog behaviour | Fogle, Bruce || Ward, David, 1944-; Royal Society for the Prevention of Cruelty to Animals || 2012 || London : Dorling Kindersley | 128 p. : ill. ; 24 cm
- Better dog behaviour : understand the dynamics of human/dog relationships | Connolly, Debbie (Animal Behaviour Specialist) || 2014 || London : Dorling Kindersley | 128 p. : ill. ; 24 cm
- Dog training & behaviour | Grinham, Geoff || 1994 || Marlborough : Crowood || 144 p. : ill. ; 24 cm |

Select All Deselect All Cancel OK

A guide to your dog's behaviour
Stevens, Terry, writer on dog behaviour
[1992?] | Lydd : Lydd and District Dog Training Club | 69 p. : ill. ; 30 cm

To add items to Zotero from a results list in a database or catalogue

1. Click on the folder icon near to (or within) the address bar
2. This will open a drop-down menu listing all the items on the page
3. Tick the items you wish to add to Zotero and click OK

SOLO – Amendments to edited collections

Books added from library catalogues such as SOLO will always use the “author field”. For edited collections you will need to manually change ‘Author’ to ‘Editor’.

Title	Creator
The human planet: how we created the anthropocene	Lewis and Maslin
The metabolism of a human-dominated planet	Goldin
The metabolism of a human-dominated planet	Goldin
The Trickster in the Anthropocene	Thornton and Th...
The Trickster in the Anthropocene	Thornton and Th...
Using niche models with climate projections to inform conservation managemen...	Schwartz
Using niche models with climate projections to inform conservation managemen...	Schwartz
Was the Anthropocene anticipated?	Hamilton
Was the Anthropocene anticipated?	Hamilton
Writing Wales, from the Renaissance to Romanticism	Mottram and Pre...
Writing Wales, from the Renaissance to Romanticism - University of Oxford	
WWF Living Planet Report 2016	
WWF Living Planet Report 2016	
Wytham Woods - The Laboratory with Leaves University of Oxford	
Wytham Woods - The Laboratory with Leaves University of Oxford	

Writing Wales, from the Renaissance to Romanticism

Info

Item Type Book

Title Writing Wales, from the Renaissance to Romanticism

Author Mot ..., Ste ...

Author Contributor Editor Series Editor Translator

Prescott, Sarah

Edition

Place Farnham

Publisher Ashgate

Date 2012

of Pages xi+232

Language eng

ISBN 978-1-4094-4509-8

Short Title

URL

Accessed

Archive

Loc. in Archive

Library Catalogue solo.bodleian.ox.ac.uk

Call Number M12.E08716

Rights

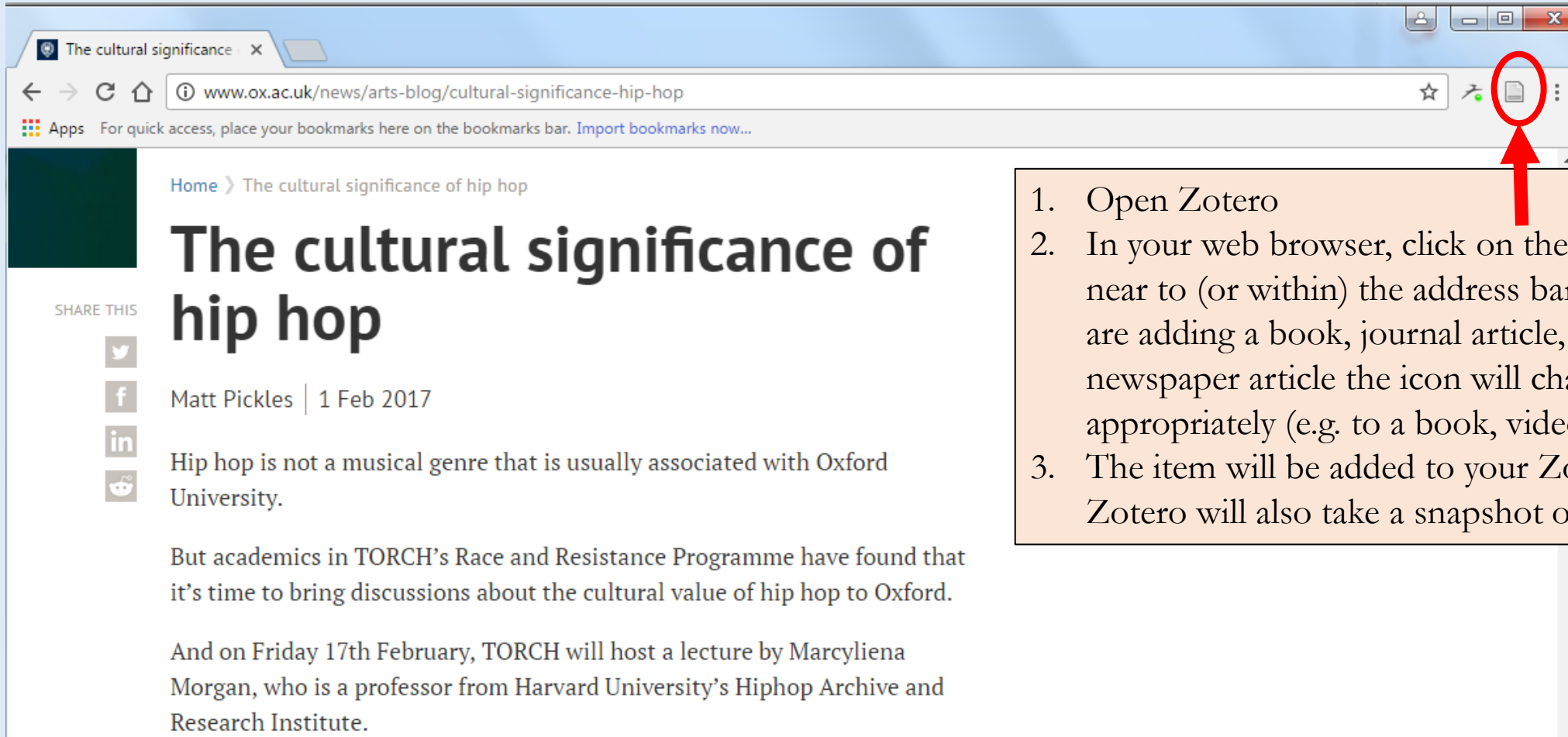
SOLO – amendments to book chapters

The screenshot displays the SOLO library management interface. On the left is a sidebar with a search bar and a list of folders including 'My Library', 'test folder', 'Essay 1', 'My Publications', 'Duplicate Items', 'Unfiled Items', and 'Bin'. The main area shows a list of items with columns for Title and Author. The item 'No rebellious jarring noise' by Jenkins is selected. On the right, the 'Info' panel shows details for this item, including Item Type (Book Section), Title ('No rebellious jarring noise'), Author (Jenkins, Bethan), Editor (Mottram, Stewart James; Prescott, Sarah), Book Title (Writing Wales, from the Renaissance to Romanticism), Series, Series Number, Volume, # of Volumes, Edition, Place (Farnham), Publisher (Ashgate), Date (2012), Pages, Language (eng), ISBN (978-1-4094-4509-8), Short Title, URL, Accessed, Archive, Loc. in Archive, Library Catalogue (solo.bodleian.ox.ac.uk), and Call Number (M12 F08716).

Four blue callout boxes provide instructions:

- Change "Item Type" to "Book section"**: Points to the 'Item Type' field in the Info panel.
- Enter the chapter title by hand**: Points to the 'Title' field in the Info panel.
- Add the name of the chapter author(s). Make sure that the book editor(s) are listed as editor(s)**: Points to the 'Author' and 'Editor' fields in the Info panel.
- Add page numbers**: Points to the 'Pages' field in the Info panel.

Web capture: web pages



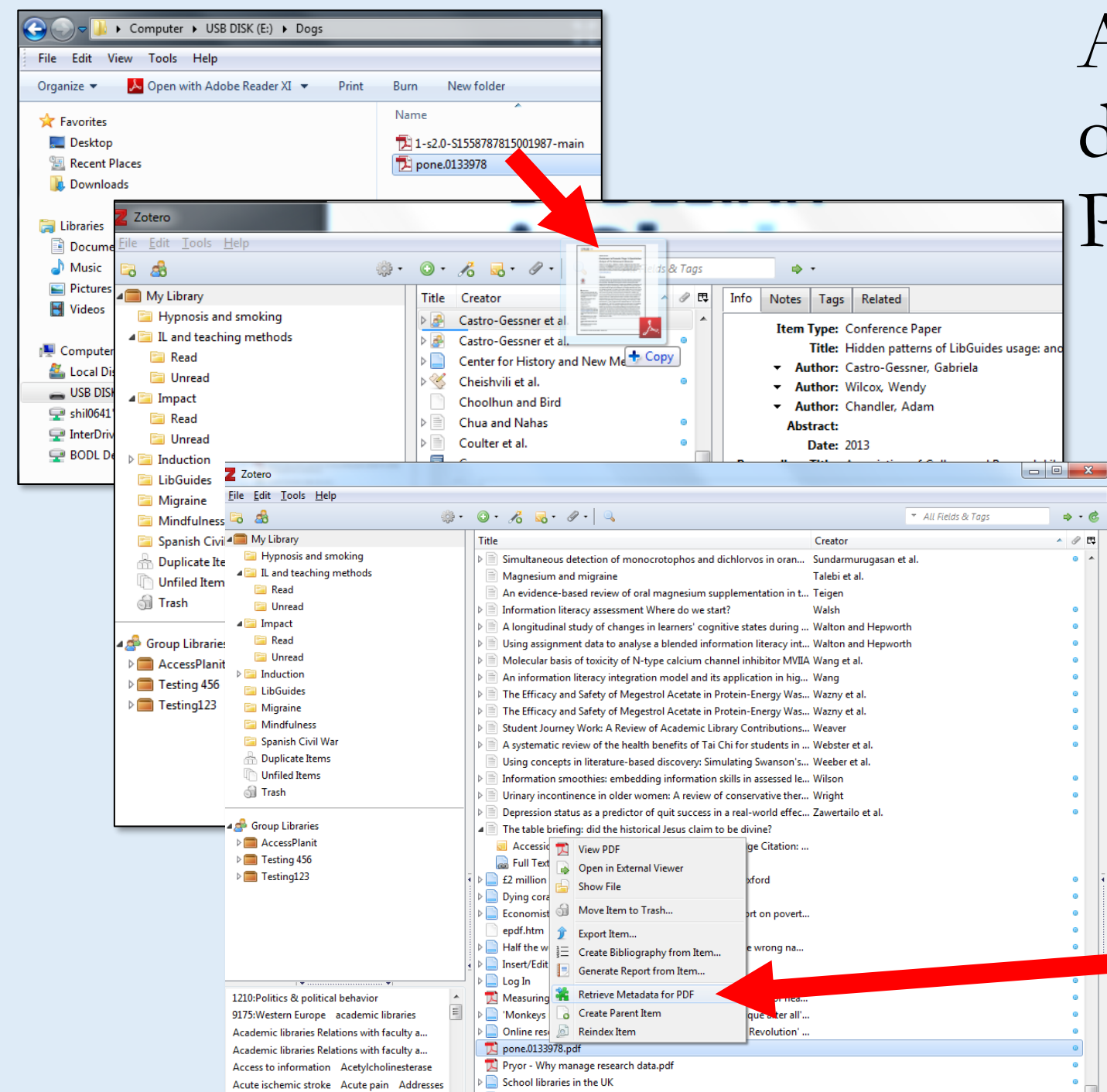
The screenshot shows a web browser window with the address bar containing the URL www.ox.ac.uk/news/arts-blog/cultural-significance-hip-hop. The page title is "The cultural significance of hip hop". The main heading is "The cultural significance of hip hop" by Matt Pickles, dated 1 Feb 2017. The text on the page reads: "Hip hop is not a musical genre that is usually associated with Oxford University. But academics in TORCH's Race and Resistance Programme have found that it's time to bring discussions about the cultural value of hip hop to Oxford. And on Friday 17th February, TORCH will host a lecture by Marcyliena Morgan, who is a professor from Harvard University's Hiphop Archive and Research Institute." A red circle highlights the page icon in the browser's address bar, with a red arrow pointing to it.

1. Open Zotero
2. In your web browser, click on the page icon near to (or within) the address bar. Note if you are adding a book, journal article, video or newspaper article the icon will change appropriately (e.g. to a book, video etc icon)
3. The item will be added to your Zotero Library. Zotero will also take a snapshot of the page

Adding references by dragging and dropping PDF files

You can add references to Zotero by dragging and dropping PDFs into your Library. Zotero will “find” matching bibliographic details for pdf journal articles downloaded from databases. It will not find details for other PDFs (e.g. book chapters, reports and documents or photocopied/scanned items).

1. Drag a PDF from your computer into the centre column of Zotero. (Make sure that you drop the pdf in-between items in your library rather than directly on top. If you drop the pdf on top it will be added to an existing reference!)
2. Find the pdf in your Zotero Library
3. **Right click** on it and choose “Retrieve Metadata for PDF”
4. Zotero will then find matching bibliographic details.



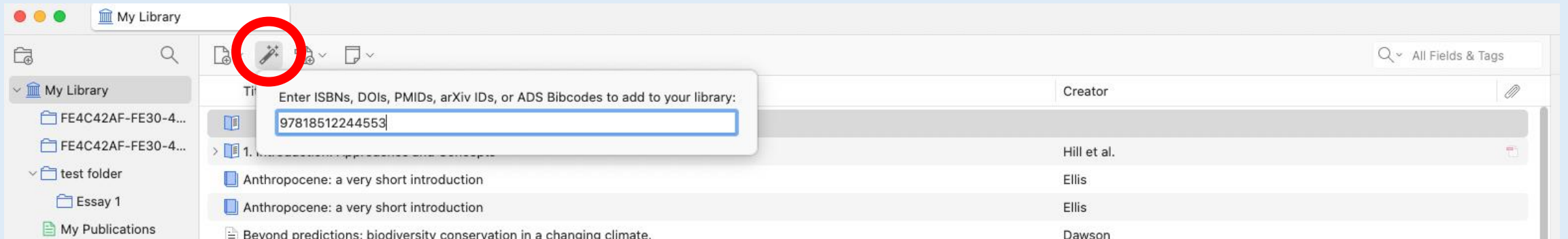
Adding a reference manually

Choose the correct reference type

Fill in as much of the form as possible

Title	Creator
Hill et al.	Hill et al.
Ellis	Ellis
Ellis	Ellis
Dawson	Dawson
Dawson	Dawson
Cinner and Cinner	Cinner and Cinner
Cinner and Cinner	Cinner and Cinner
Araújo	Araújo
Araújo	Araújo
Malhi	Malhi
Malhi	Malhi
Williams and Williams	Williams and Williams
Williams and Williams	Williams and Williams
Hamilton	Hamilton
Hamilton	Hamilton
Lewis	Lewis
Lewis	Lewis
Dabiri	Dabiri
Phillips	Phillips
Phillips	Phillips
O'Leary	O'Leary
Brown	Brown
Brown	Brown
Monbiot	Monbiot
Monbiot	Monbiot
Terry P. Hughes	Terry P. Hughes
Terry P. Hughes	Terry P. Hughes
Hughes and Hughes	Hughes and Hughes
Hughes and Hughes	Hughes and Hughes
Luis M. A. Bettencourt	Luis M. A. Bettencourt
Luis M. A. Bettencourt	Luis M. A. Bettencourt
Norström and Norström	Norström and Norström
Norström and Norström	Norström and Norström

Adding a reference using ISBN, DOI or PMID



Importing a RIS, BIB or TXT file

- Use for importing references from other reference managers (e.g. RefWorks, Endnote, Mendeley etc.)
 - To import references from databases which do not work with the Zotero web capture tool
1. In the database/reference manager
 - Export items as a “RIS”, “BIB” or “TXT” file
 - Save the file to your computer (e.g. to the downloads folder)
 2. In Zotero
 1. Click File / Import
 2. Browse to find the RIS/BIB/TXT file that you saved to your computer.

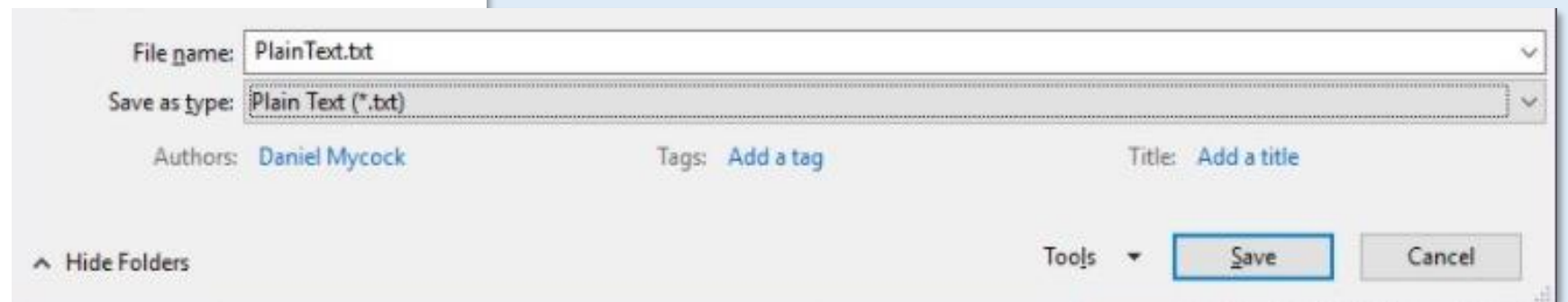
What are RIS and BIB files?

- An RIS or BIB file is a text file containing encoding that enables Zotero and other Reference Managers to read the data within:

```
TY - RPRT
A1 - Esparza, J.
T1 - Report of a WHO workshop on the measurement and significance of neutralizing antibody to HIV and SIV,
London, 3-5 October 1988
Y1 - 1990
VL - 4
SP - 269
EP - 275
RP - Not In File
CY - San Francisco CA
PB - UC Berkeley
KW - HIV
KW - SIV
KW - AIDS
T3 - World Health Organisation Global Programme on AIDS
ER -

TY - CHAP
A1 - Franks, L.M.
T1 - Preface by an AIDS Victim
Y1 - 1991
VL - 10
SP - vii
EP - viii
RP - Not In File
T2 - Cancer, HIV and AIDS.
CY - Berkeley CA
PB - Berkeley Press
KW - HIV
KW - AIDS
M1 - 1
M2 - 1
SN - 0-679-40110-5
ER -
```

Make sure you save the file as
Type: Text File



Editing references

The screenshot shows a reference management application window titled "My Library". The main area displays a list of references with columns for "Title" and "Creator". The reference "1. Introduction: Approaches and Concepts" by Hill et al. is selected. A blue callout bubble points to this entry with the text "Select the item".

On the right side, a detailed view of the selected reference is shown, including an "Abstract" section. A blue callout bubble points to the "Abstract" section with the text "Add personal notes". Below the abstract, there is a section for "1 Attachment" showing a PDF file, and a section for "1 Note" showing a note with the text "I can added annotations onto references to track my reading".

At the bottom right, a blue callout bubble points to the "0 Tags" section with the text "Add tags".

A large blue callout bubble on the left side of the interface contains the text: "Arrow indicates more than one file is available for the entry e.g. Personal notes; full text PDF; web snapshot." This bubble points to the "1 Note" section in the right-hand pane.

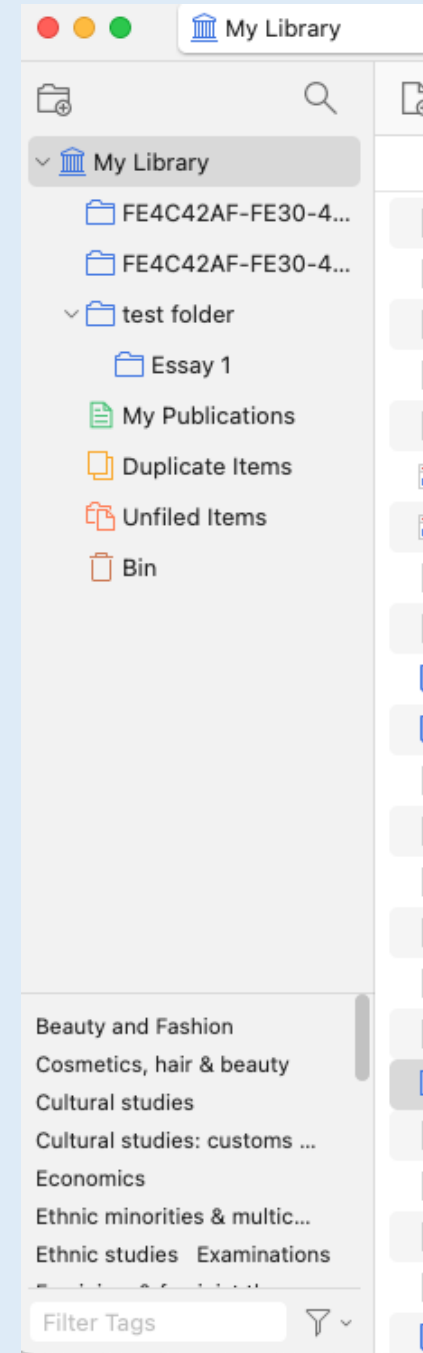
Title	Creator
1. Introduction: Approaches and Concepts	Hill et al.
I can added annotations onto references to track my reading	
Hill et al. - 2023 - 1. Introduction Approaches and Concepts.pdf	
Anthropocene: a very short introduction	Ellis
Anthropocene: a very short introduction	Ellis
beyond predictions: biodiversity conservation in a changing climate.	Dawson
beyond predictions: biodiversity conservation in a changing climate.	Dawson
spots among the world's coral reefs	Cinner and Cinner
spots among the world's coral reefs	Cinner and Cinner
change threatens European conservation areas.	Araújo
change threatens European conservation areas.	Araújo
restoration, and the fate of the Amazon.	Malhi
restoration, and the fate of the Amazon.	Malhi
the Anthropocene	Williamson
the Anthropocene	Williamson
of humans in the anthropocene	Hamilton
of humans in the anthropocene	Hamilton
ocene.	Lewis
ocene.	Lewis
of the Amazon rainforest.	Dabiri
of the Amazon rainforest.	Phillips
Drought sensitivity of the Amazon rainforest.	Phillips
Early Neolithic wine of Georgia in the South Caucasus on JSTOR	
Economics	O'Leary
Energetic Limits to Economic Growth	Brown
Energetic Limits to Economic Growth	Brown
Feral: searching for enchantment on the frontiers of rebuilding	Manbiot

Organising references

You can create **Collections** (like folders) and/or use **Tags**

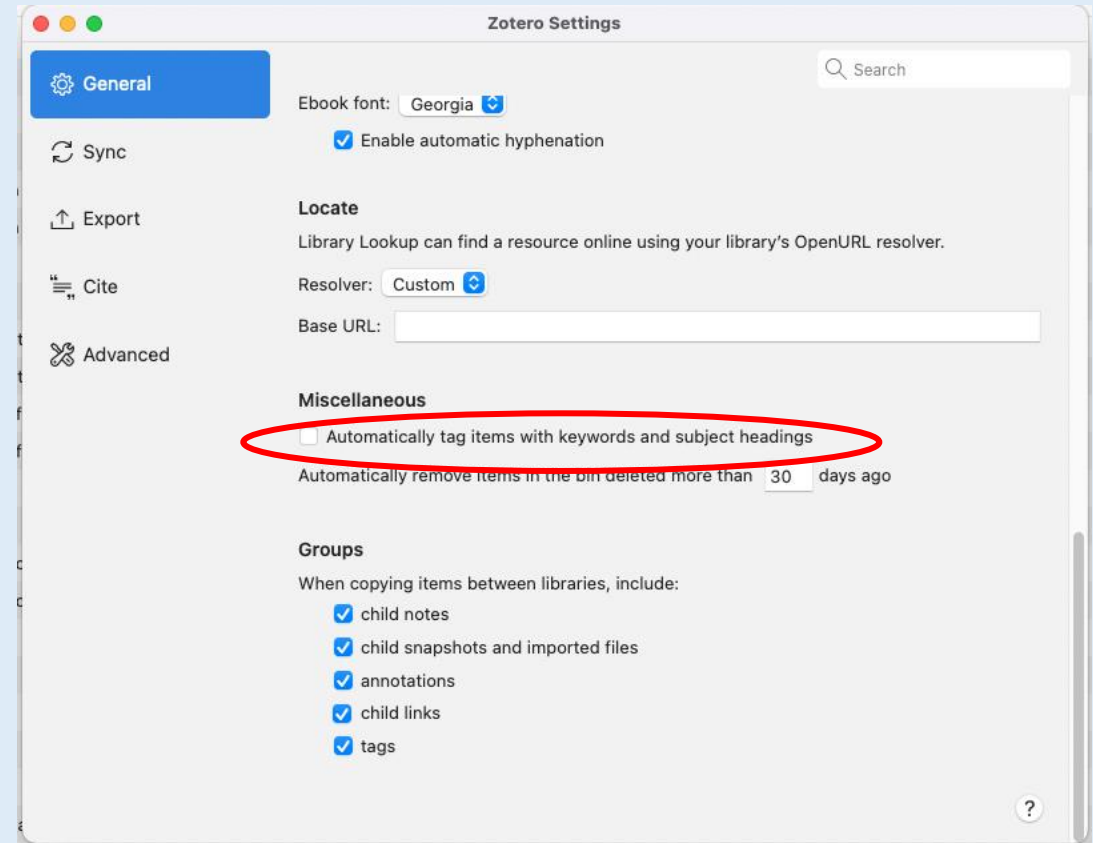
Collections allow you to organise your references hierarchically e.g. by project or essay.

Tags allow you to form ad-hoc collections *after* adding items to your library



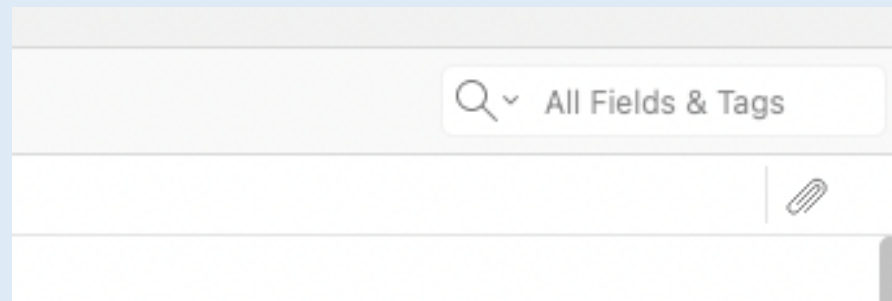
Switching off automatic tag import

- By default, Zotero imports tags from Library catalogues and databases
- Switch this off from the toolbar in Edit / Preferences



Searching your library

- You can search for documents in your Zotero library
- You can also filter your records within a folder
- You can add your own tags to records to make them easier to find



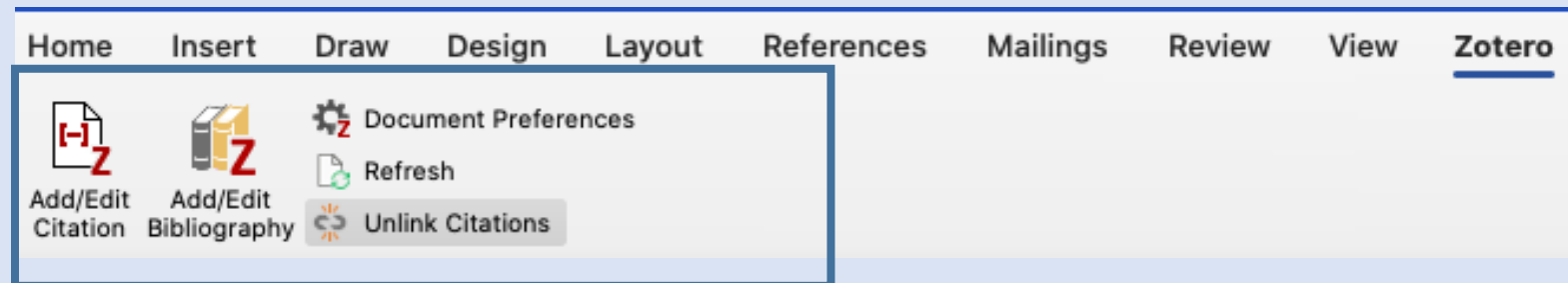
Part 2: Creating bibliographies

- Adding in-text citations & footnotes
- Inserting bibliographies and changing citation styles



Add citations to documents

- For essays/papers – use the Word or Libre Office/Open Office plug in. To install from:
 - Windows: Edit > Preferences > Cite.
 - Mac: Zotero > Preferences > Cite > Word Processors
- Alternatively you can drag and drop references from Zotero into Word, email etc.

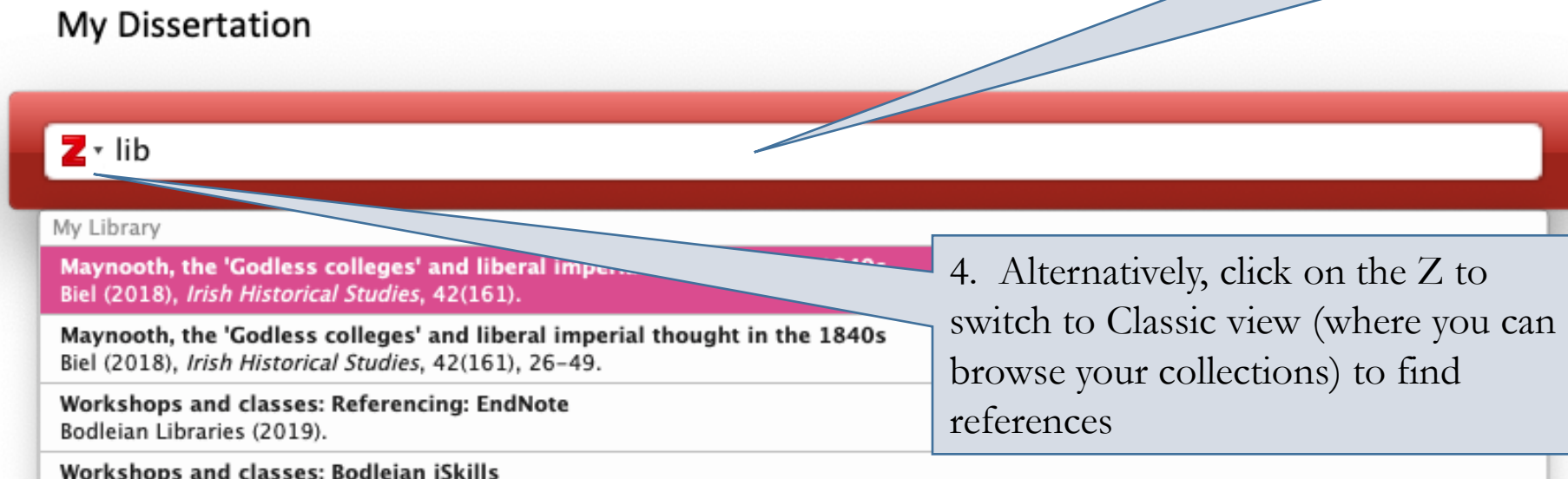


Inserting citations in Word



2. Click Add/Edit Citation. The first time you do this you will be prompted to choose a citation style

3. Search for the appropriate reference by typing a keyword (e.g. author name, title keyword)



Adding page numbers etc. to citations

The screenshot shows a citation management software interface. At the top, there is a horizontal ruler with numbers 1 through 18. Below the ruler, there is a vertical ruler on the left side with numbers 1 through 9. The main area contains a citation: "Jenkins, Bethan, 'No Rebellious Jarring Noise': Excursions into the Eighteenth-Century Welsh Writing' in *Writing Wales: from the Renaissance to Romanticism*, ed. by Mot...

A red callout box points to the citation with the text: "Click on the citation. This will open up a dialogue where you can add pages numbers, prefix, suffix etc."

A red rounded rectangle highlights a citation entry: "Z Baxell, 2012, p. 56".

A dialog box is open over the citation, containing the following information:

- Unlikely warriors : the British in the Spanish Civil War and the struggle against fascism.**
- Baxell (2012).
- Page: 56
- Prefix: [empty field]
- Suffix: [empty field]
- Suppress Author
- Open in My Library

Adding a bibliography in Word

The screenshot shows the Microsoft Word interface with the Zotero ribbon active. The ribbon includes options for 'Add/Edit Citation', 'Add/Edit Bibliography', 'Document Preferences', 'Refresh', and 'Unlink Citations'. A callout box points to 'Document Preferences' with the text 'Switch citation style – document preference'. Another callout box points to the 'Add/Edit Bibliography' button with the text 'Insert list of cited items; add items to the bibliography which you have not cited; remove items which you have cited. You can also use edit to change the formatting of individual items. However, if you do this, the item will no longer be updated when you make changes to your Zotero Library.' The document content shows a paragraph of text with three references: (Evans, 2007), (Cosgun Ögeyik, 2017), and (McKeachie and Gibbs, 1999). Below the text is a 'Bibliography' section listing the same three references in a standard citation format.

AutoSave OFF Document2

Home Insert Draw Design Layout References Mailings Review View Zotero RCM EndNote 20 Tell me

Share Comments

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

Switch citation style – document preference

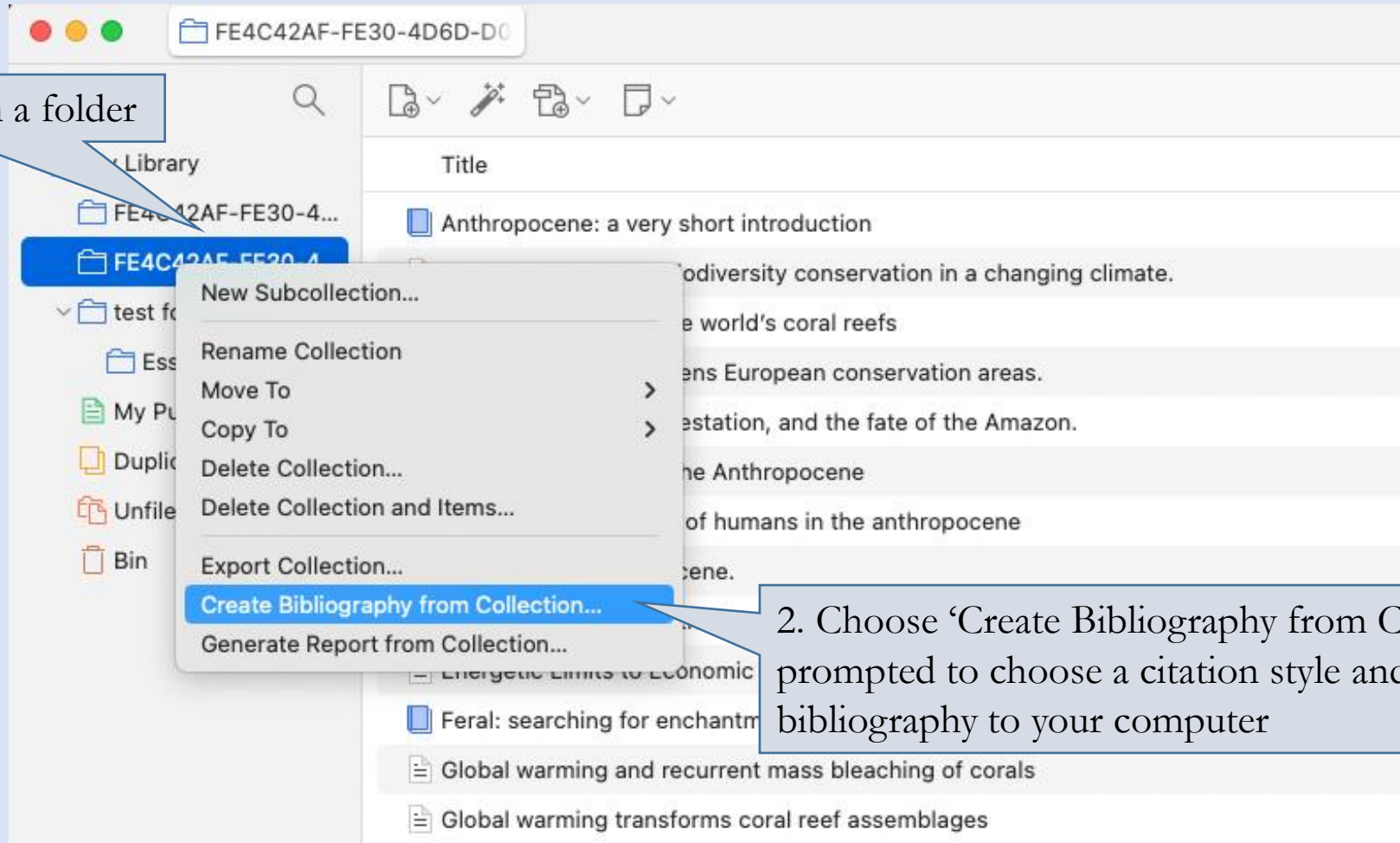
Insert list of cited items; add items to the bibliography which you have not cited; remove items which you have cited. You can also use edit to change the formatting of individual items. However, if you do this, the item will no longer be updated when you make changes to your Zotero Library.

This is my essay. I am going to insert a reference here (Evans, 2007) and another one here (Cosgun Ögeyik, 2017). Perhaps another one here (McKeachie and Gibbs, 1999).

Bibliography
Cosgun Ögeyik, M. (2017) 'The effectiveness of PowerPoint presentation and conventional lecture on pedagogical content knowledge attainment', *Innovations in Education and Teaching International*, 54(5), pp. 503–510. doi:10.1080/14703297.2016.1250663.
Evans, E. (2007) *Rethinking and improving lecturing in history*. The Higher Education Academy. Available at: https://www.heacademy.ac.uk/system/files/br_evans_lecturing_2007xxxx.pdf (Accessed: 20 February 2019).

Creating a bibliography in Zotero

1. RIGHT click on a folder



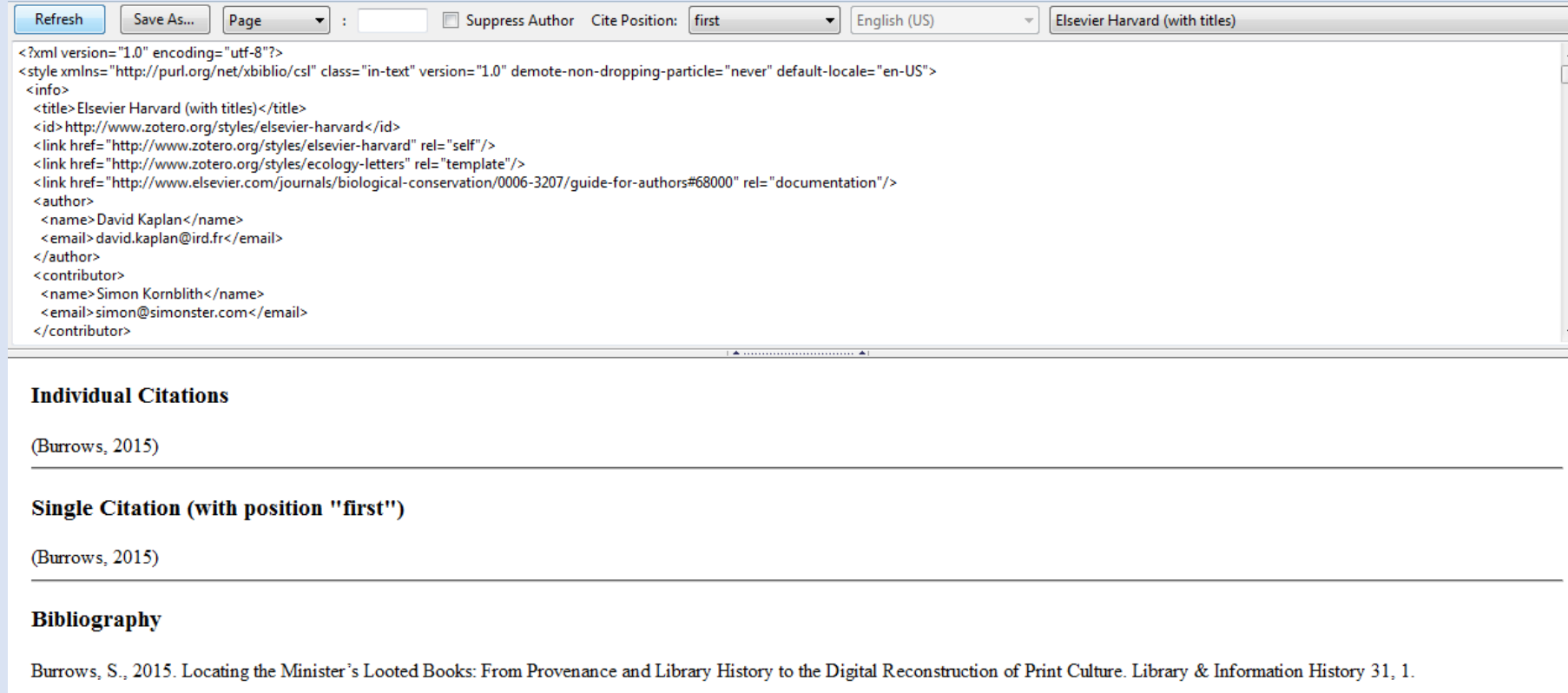
2. Choose 'Create Bibliography from Collection'. You will be prompted to choose a citation style and to save the bibliography to your computer

Getting more citation styles

- Download more citation styles from zotero.org/styles
- Right-click on a citation style of your choice and select **Save link** to download the style.
- Makes sure Zotero Standalone is running. Then double-click the downloaded file to install the new style.

Editing a style

- Web based style editor - <http://editor.citationstyles.org/about/>
- Not easy but can be done



The screenshot shows the Citation Styles Editor interface. At the top, there are controls for 'Refresh', 'Save As...', 'Page', 'Suppress Author', 'Cite Position' (set to 'first'), 'English (US)', and 'Elsevier Harvard (with titles)'. Below these is a text area containing XML code for a citation style. The code includes metadata, a title, an ID, links to the style and template files, and author/contributor information for David Kaplan and Simon Kornblith. Below the code, the rendered output is shown, including a section for 'Individual Citations' with the example '(Burrows, 2015)', a section for 'Single Citation (with position "first")' with the example '(Burrows, 2015)', and a section for 'Bibliography' with the example 'Burrows, S., 2015. Locating the Minister's Looted Books: From Provenance and Library History to the Digital Reconstruction of Print Culture. Library & Information History 31, 1.'

```
<?xml version="1.0" encoding="utf-8"?>
<style xmlns="http://purl.org/net/xbiblio/csl" class="in-text" version="1.0" demote-non-dropping-particle="never" default-locale="en-US">
  <info>
    <title>Elsevier Harvard (with titles)</title>
    <id>http://www.zotero.org/styles/elsevier-harvard</id>
    <link href="http://www.zotero.org/styles/elsevier-harvard" rel="self"/>
    <link href="http://www.zotero.org/styles/ecology-letters" rel="template"/>
    <link href="http://www.elsevier.com/journals/biological-conservation/0006-3207/guide-for-authors#68000" rel="documentation"/>
  </info>
  <author>
    <name>David Kaplan</name>
    <email>david.kaplan@ird.fr</email>
  </author>
  <contributor>
    <name>Simon Kornblith</name>
    <email>simon@simonster.com</email>
  </contributor>
</style>
```

Individual Citations

(Burrows, 2015)

Single Citation (with position "first")

(Burrows, 2015)

Bibliography

Burrows, S., 2015. Locating the Minister's Looted Books: From Provenance and Library History to the Digital Reconstruction of Print Culture. Library & Information History 31, 1.

Part 3: Other features


- Synchronising
- Zotero Groups

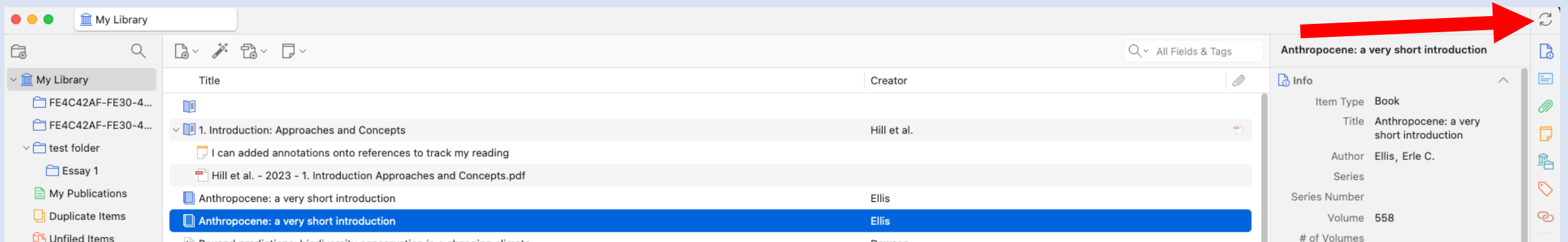


Your Zotero account

- Access and sync your library from anywhere (and from multiple computers)
- Create and join groups to share collections
- Access and share files in addition to references (but beware of copyright restrictions)

Syncing your library

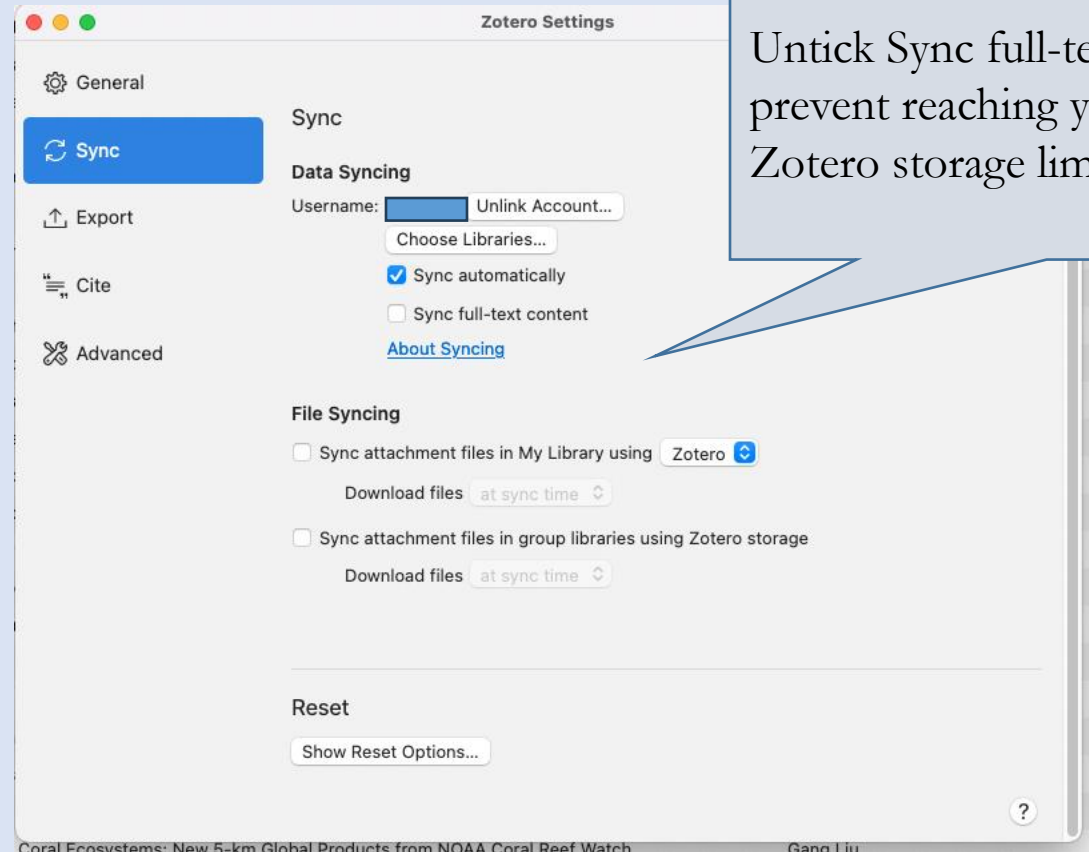
- Connect Zotero to your account by following the steps under 1B on the handout
- Synchronise your account by clicking the sync icon 



How to stop PDF files syncing to your online account

From the Zotero homepage click on Edit – Preferences – Sync

Untick Sync full-text content to help prevent reaching your free online Zotero storage limits.

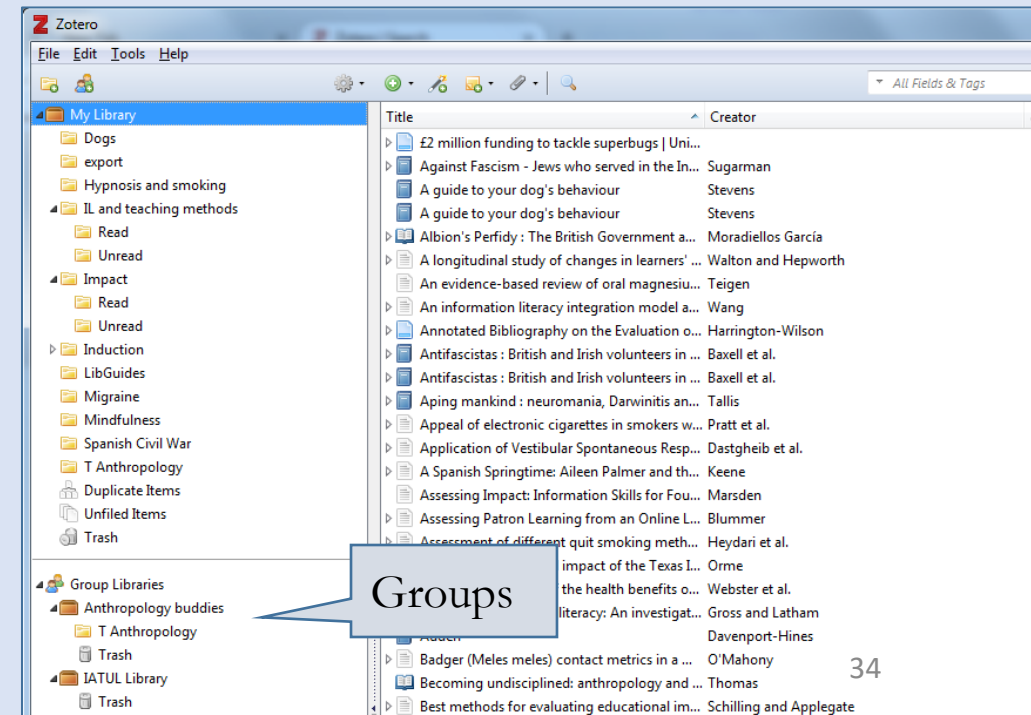
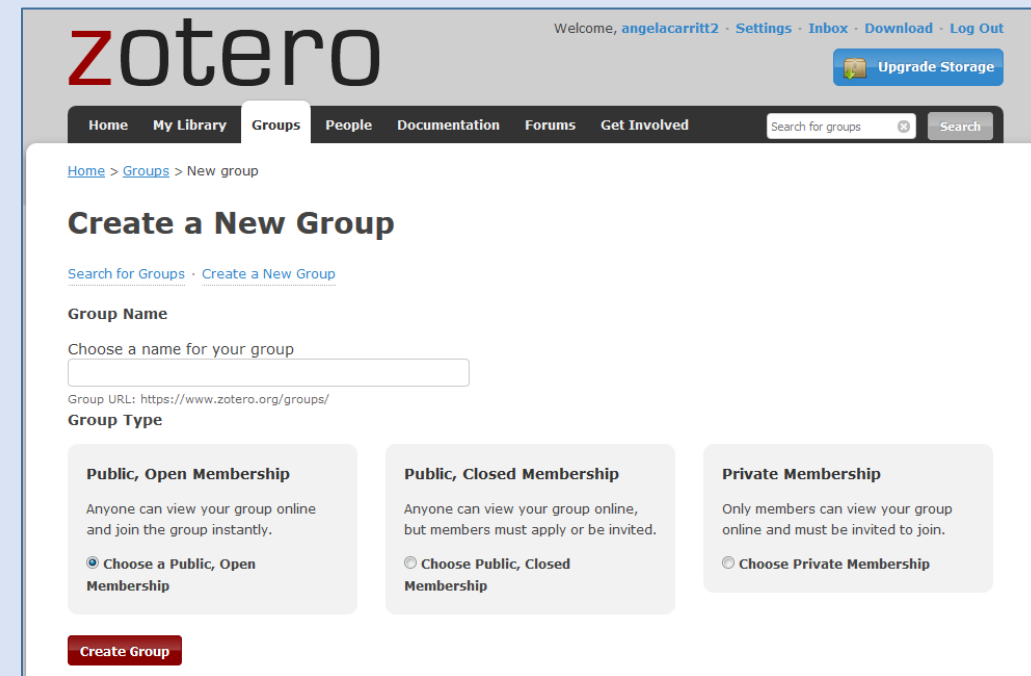


Coral Ecosystems: New 5-km Global Products from NOAA Coral Reef Watch

Gang Liu

Sharing references with others

- Collaborators must have a Zotero account
- Set up groups and define access rights on the Zotero web site
<https://www.zotero.org/groups/>
- Add and organise references for your groups in Zotero Standalone
- Don't forget to Sync after adding/editing references



Backing up your references

- Back up your references regularly
- Save to external hard drive or cloud storage (OneDrive)
- Instructions: https://www.zotero.org/support/zotero_data

Getting Help

- zotero.org/support
- Local managing references guide:
 - <http://libguides.bodleian.ox.ac.uk/reference-management>
- Email the Bodleian Libraries reference management team: reference-management@bodleian.ox.ac.uk