

# Reference Management Software Tools

zotero

# Learning outcome

In this module you will learn how to:

- Install Zotero
- Create your Zotero library
- Add references to your Zotero library
- Manage your documents and references
- Create bibliographies
- Use Zotero with Microsoft Word

# Introduction

- Zotero is a free and open-source (free) reference management software to manage bibliographic documents.
- It is available as 1) an add-on for  browser or 2) a standalone version for   Safari and  Firefox .
- To download and install Zotero, go to:  
<http://www.zotero.org>

# Zotero benefits

- Zotero classifies bibliographic information on books, journal articles and other resources from websites and databases.
- It stores PDFs, files, images and links in your library.
- Creates bibliography in Microsoft Word or OpenOffice.

# Step 1: Using Firefox browser, download Zotero for Firefox and plugin for Word or LibreOffice (use Firefox browser)

www.zotero.org/download/

# zotero

Log In - Register

Upgrade Storage

Home Groups People Documentation Forums Get Involved

Search support Search

Home > Download

## Zotero for Firefox

Zotero for Firefox lets you capture and organize all your research without ever leaving the browser.



Add a [plugin for Word or LibreOffice](#)

[Trouble installing Zotero?](#)

## Zotero Standalone

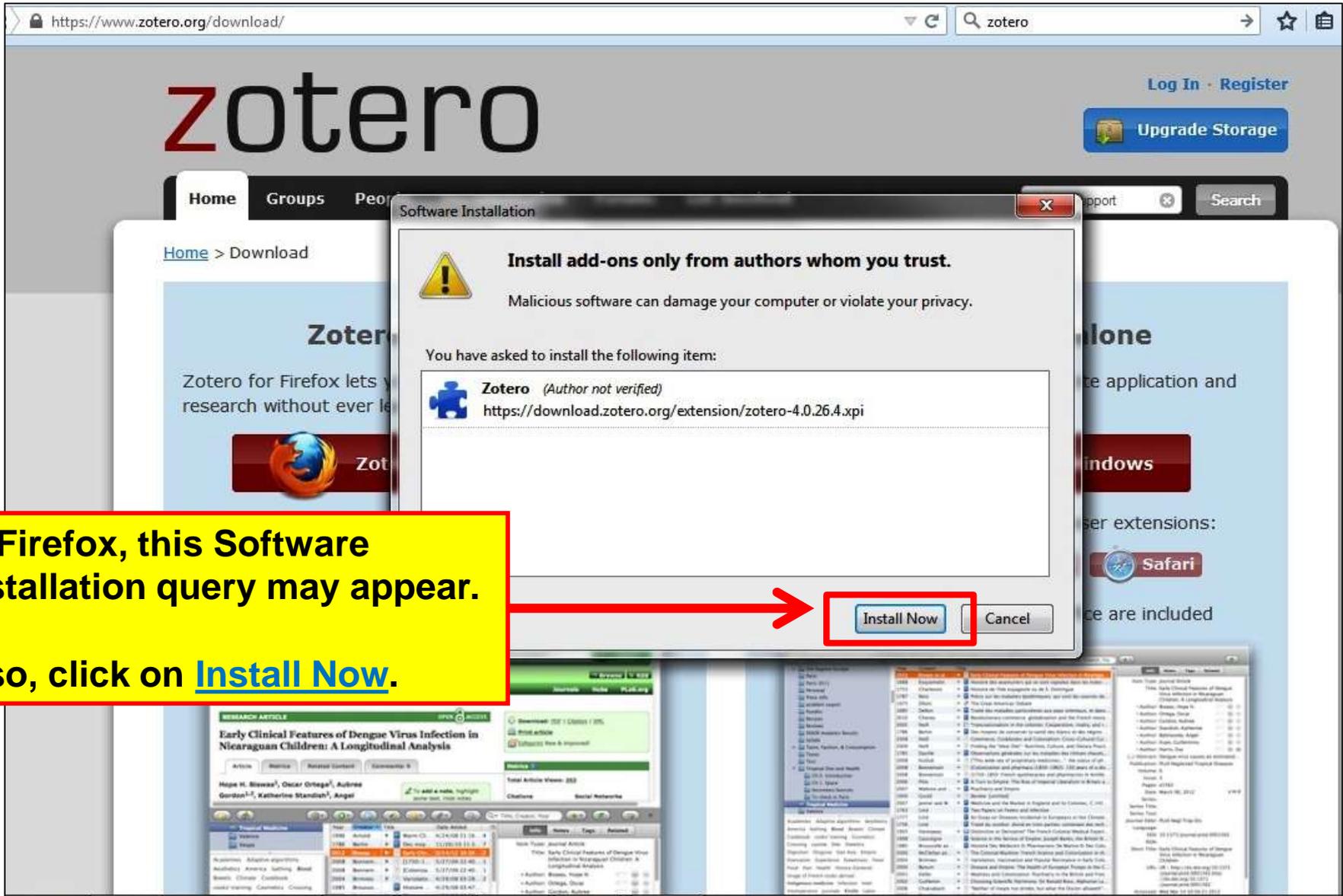
Zotero Standalone runs as a separate application and plugs into your choice of browser.



Add one of the following browser extensions:

 **Chrome**  **Safari**  **Firefox**

Plugins for Word and LibreOffice are included



In Firefox, this Software Installation query may appear. If so, click on [Install Now](#).

Click on the [Restart Now](#) button to install Zotero.



https://www.zotero.org/download/

Zotero will be installed after you restart Firefox. **Restart Now**

You can access your add-ons on all your devices with Sync. [Learn More](#)

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### Zotero for Firefox

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 **Zotero 4.0 for Firefox**

Add a [plugin for Word or LibreOffice](#)

[Trouble installing Zotero?](#)



### Zotero Standalone

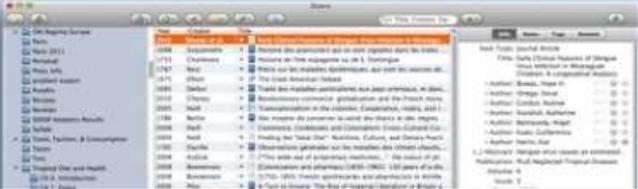
Zotero Standalone runs as a separate application and plugs into your choice of browser.

 **Zotero 4.0 for Windows**

Add one of the following browser extensions:

 **Firefox**  **Chrome**  **Safari**

Plugins for Word and LibreOffice are included



# zotero

Log In · Register

Upgrade Storage

Home Groups People Documentation Forums Get Involved

Search support Search

Home > Start

## Success! You Installed Zotero!

New to Zotero? Read the [Quick Start Guide](#) and learn about everything you can do with Zotero.

### Register to Take Full Advantage of Zotero

If you haven't already created a Zotero account, please take a few moments to register now. It's a *free* way to [sync and access your library from anywhere](#), and it lets you join [groups](#) and [back up your all your attached files](#).

Your username

Profile URL: <https://www.zotero.org/>

Letter, numbers, spaces

Email

We won't tell anyone

Confirm Email

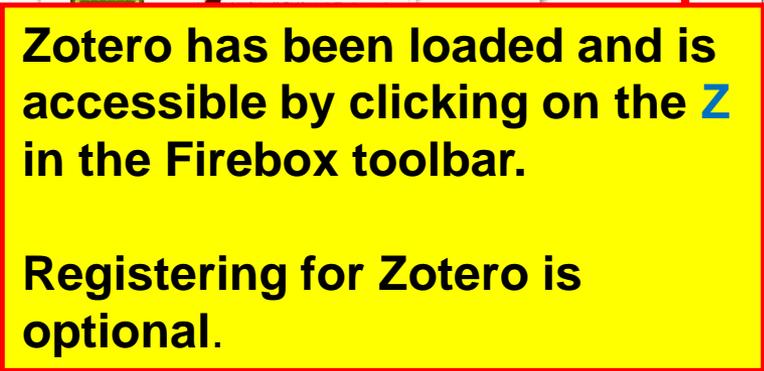
### Start Building Your Library

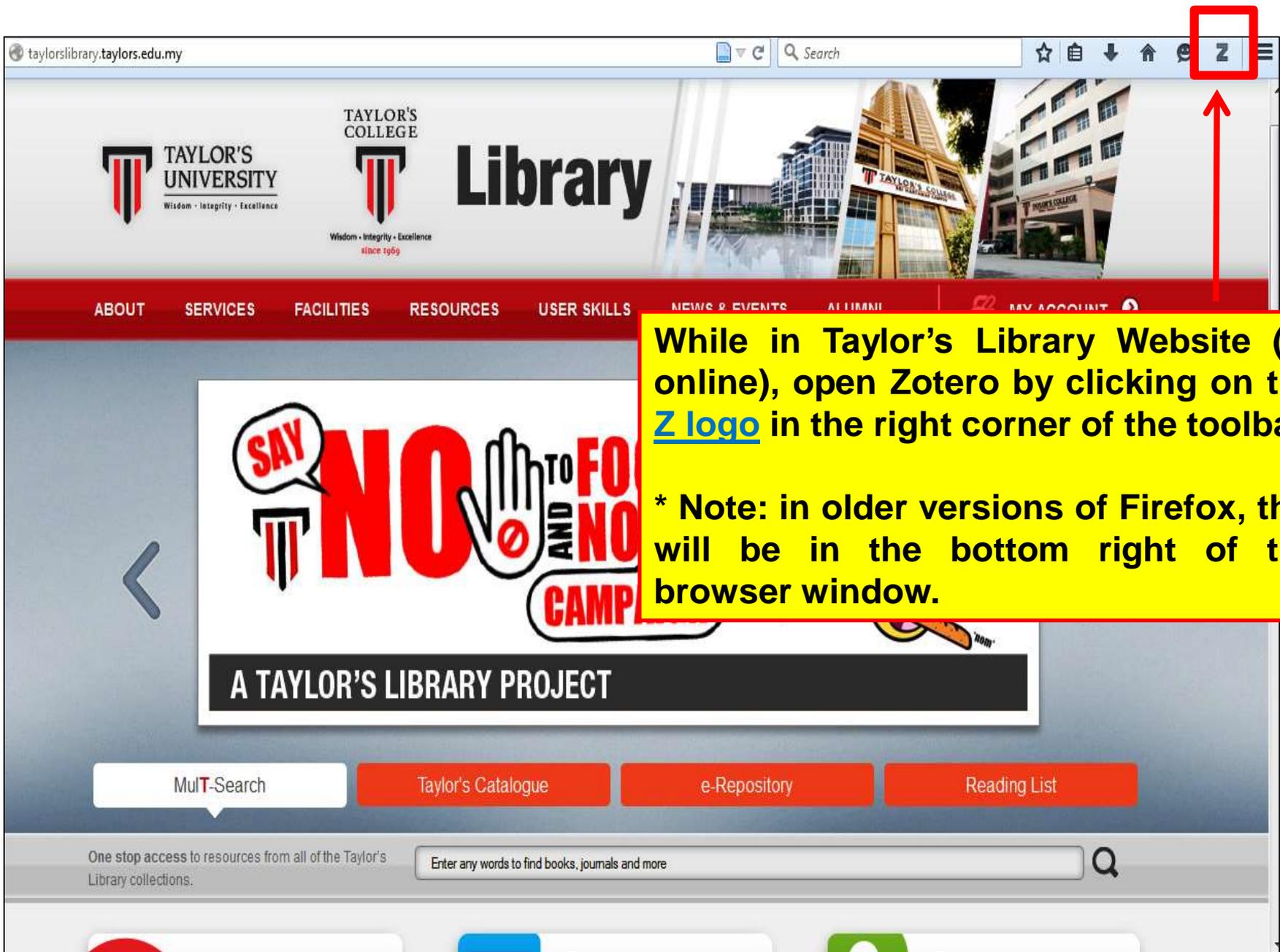


**Zotero has been loaded and is accessible by clicking on the Z in the Firefox toolbar.**

**Registering for Zotero is optional.**

- [Archive a webpage](#)
- [Manually enter an item](#)
- [Create a collection](#)





While in Taylor's Library Website (or online), open Zotero by clicking on the [Z logo](#) in the right corner of the toolbar.

\* Note: in older versions of Firefox, this will be in the bottom right of the browser window.

# To start using Zotero

The image shows a browser window displaying the Taylor's University Library website. A large yellow banner with a red border across the top of the website reads: **This will open the Zotero window within the browser.**

Below the banner is a navigation menu with the following items: ABOUT, SERVICES, FACILITIES, RESOURCES, USER SKILLS, NEWS & EVENTS, ALUMNI, and MY ACCOUNT.

The main content area is divided into three columns, each with a yellow label box above it:

- Left column:** Shows your Zotero libraries and collections as well as 'tags' (keywords).
- Middle column:** Displays items saved in Zotero Libraries.
- Right column:** Displays information about a selected item.

Below the website screenshot is a screenshot of the Zotero application interface. The interface is divided into three main sections:

- Left sidebar:** Contains a tree view of libraries and collections, including 'My Library', 'News', and 'Website'. Below this is a section for tags, which currently shows 'No tags to display'.
- Central pane:** Displays a list of items with columns for 'Title' and 'Creator'. The list is currently empty.
- Right pane:** Displays information about a selected item, which is currently showing 'No items in this view'.

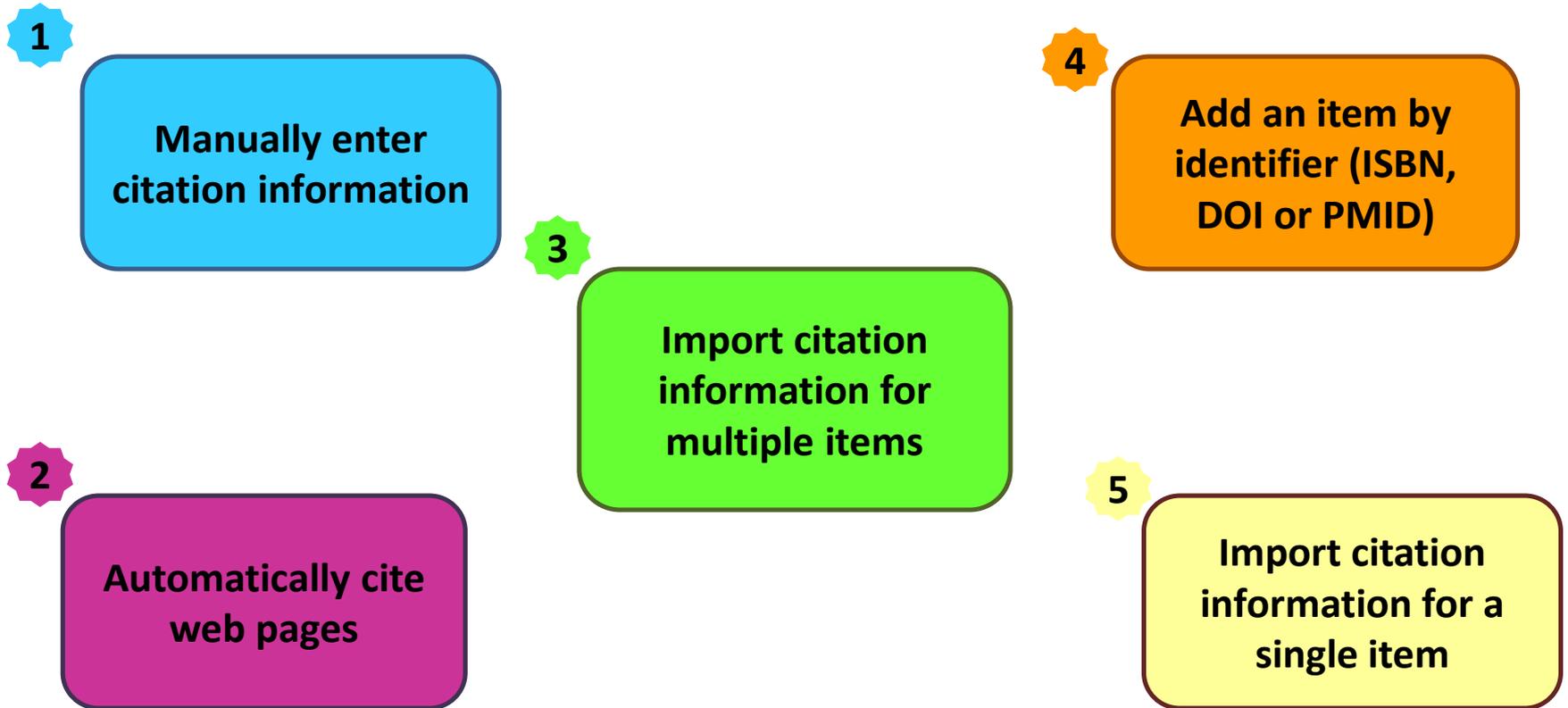
1 You may create collections in Zotero My Library to organize your references. Click on the [New Collection](#) icon in the left column.

2 Then, a box will appear on your screen, for you to [name your new collection](#). Choose a name and click OK.

3 Your collection will appear in the left column.

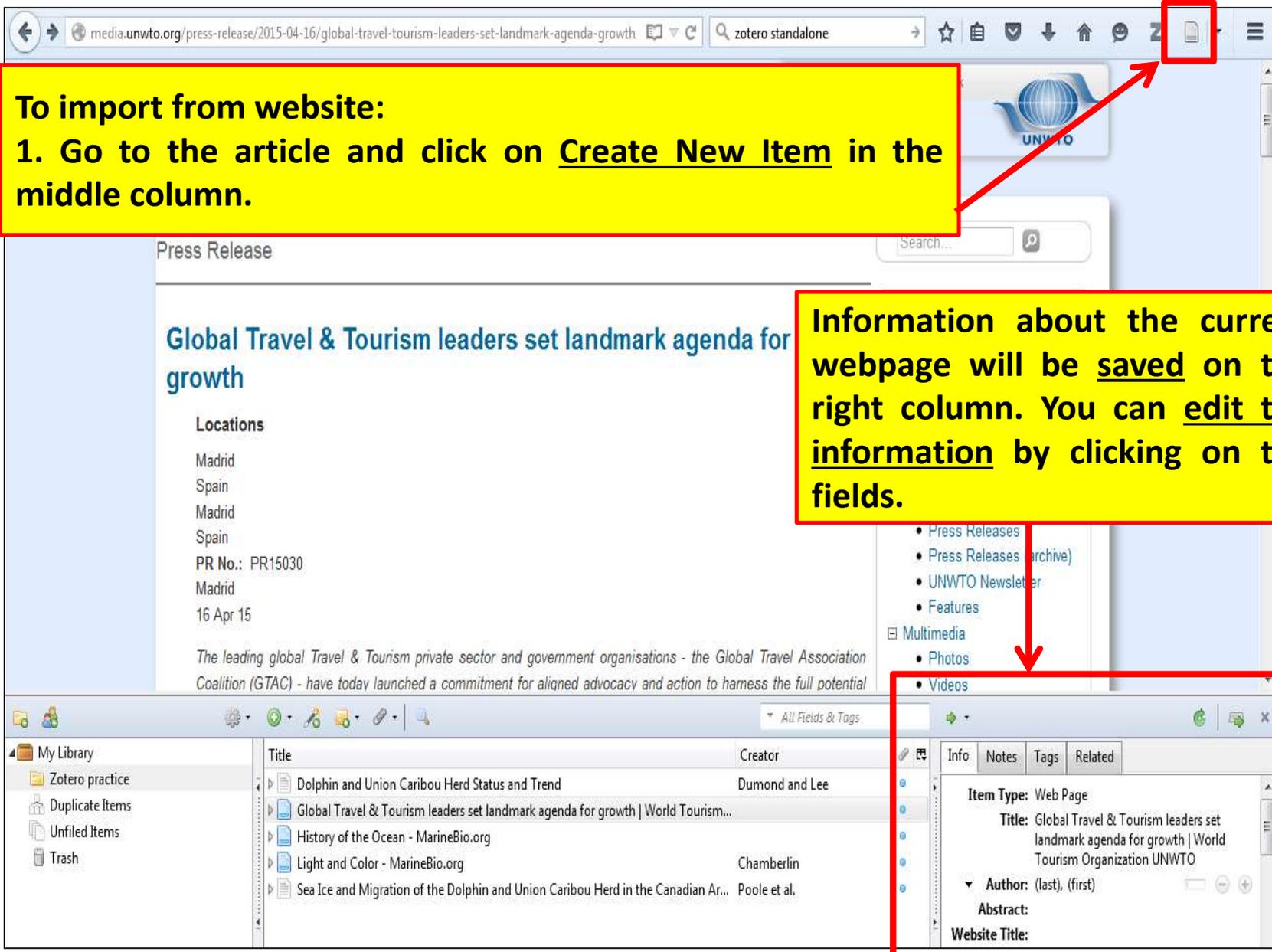
# How to add your citations.

- Citations can be added to your library in multiple ways:



# Automatically cite web pages: using Firefox add on

Example: Citing from UNWTO  
Website



**To import from website:**  
**1. Go to the article and click on Create New Item in the middle column.**

**Information about the current webpage will be saved on the right column. You can edit the information by clicking on the fields.**

Info Notes Tags Related

**Item Type:** Web Page

**Title:** Global Travel & Tourism leaders set landmark agenda for growth | World Tourism Organization UNWTO

**Author:** (last), (first)

**Abstract:**

**Website Title:**

# Import citation information for a single item : using Firefox add on

Example: Citing from Taylor's Multi-Search, single item (1 journal article)

eds.a.ebscohost.com/eds/results?sid=dc069284-4040-4f16-a046-a21d71ee1781%40sessionmgr4003&vid=4&hid=4111&bquery=wto

2

Next, click on the [Z logo](#) on the right hand corner.

Library Logo

Refine Results

Search Results: 1 - 20 of 164

1

Click on the article that you would want to cite.

1. NEW FORMS OF LEISURE TOURISM SPORTS IN RURAL BANAT AREA.

By: CHIRILA, D.; CHIRILA, MARIANA; BIANU, E. *Agricultural Management / Lucrari Stiintifice Seria I, Management Agricol*. 2014, Vol. 16 Issue 4, p44-51. 8p. , Database: Business Source Complete

Subjects: RESEARCH; TOURISM; All Other Amusement and Recreation Industries; SPORTS & tourism; LEISURE; AQUATIC sports; WINTER sports; FISHING

PDF Full Text (1.2MB)

2. Providing a Management Model for the Development of Sports Tourism

By: Taleghani, Gholam Reza; Ghafary, Ali. In *3rd International Geography Symposium, GEOMED2013, 10-13 June 2013, Antalya, Turkey, Procedia - Social and Behavioral Sciences*. 19 March 2014 120:289-298 Language: English. DOI: 10.1016/j.sbspro.2014.02.106, Database: ScienceDirect

Request this item through interlibrary loan

3. MARKETING MIX FOR ACTIVITIES "RECREATION SPORTS TOURISM".

Integrated Search

Update

Taylor's Libraries

Update

Newsires

Fetch Places Arizona Spor... (Business Wire (English), 321 days ago)

Fetch Affirms Arizona Spo... (Business Wire (English), 468 days ago)

Fetch Maintains Arizona S... (Business Wire (English), 151 days ago)

Find More

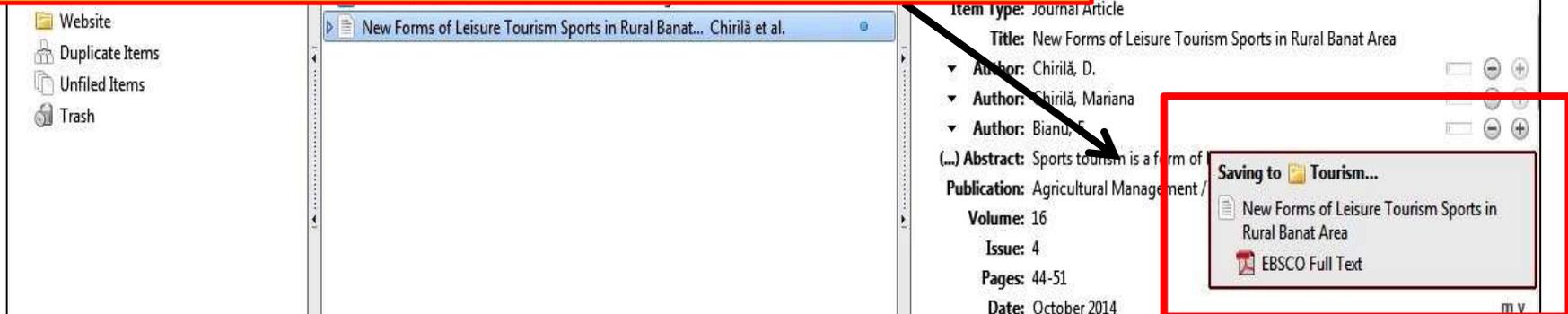
Search Clinical Key

CLINICAL KEY



Then, you will see a [Save to Zotero](#) icon in the address bar of the browser.

By clicking on the icon, the [Saving to Tourism](#) message will appear and save the record to the specific folder that you have created.



Import citation information for multiple items : using Firefox add on

Example: From Taylor's Multi-Search



If you are on the a page with a list of MulT-Search results, you will see a [Save to Folder icon](#) in the address bar of the browser.

Click on the icon and a box will appear with a list of all records from the MulT-Search.

1

Searching: Taylor's Libraries

Keyword ("sports AND tourism") Search

Limit To

- Taylor's Catalogue
- Full Text
- Peer Reviewed

1936 Publication Date 2015

Source Types

- All Results
- Magazines (200)
- Academic Journals (164)
- Electronic Resources (135)
- News (65)

2. Sports tourism : participa

By: Weed, Mike. Boston : Taylor's University Library

Subjects: Sports and tourism

Retrieve Catalog Item

Location Lakeside

3. NEW FORMS OF LEISURE TOURISM SPORTS IN RURAL BANAT AREA.

By: CHIRILĂ, D.; CHIRILĂ, MARIANA; BIANU, E. *Agricultural Management / Lucrari Stiintifice Seria I, Management Agricol.* 2014, Vol. 16 Issue 4, p44-51. 8p. Database: Business Source Complete

Subjects: RESEARCH; TOURISM; All Other Amusement and Recreation Industries; SPORTS & tourism; LEISURE; AQUATIC sports; WINTER sports; FISHING

Destination South Africa: comparing global sports mega-events and recurring l...  
Golf tourism / Simon and Louise Hudson.  
Sport & tourism : a reader / edited by Mike Weed.  
Olympic tourism / Mike Weed.  
Sport & tourism [electronic resource] : a reader / edited by Mike Weed.  
Backpacker tourism : concepts and profiles / edited by Kevin Hannam and Iren...  
Sport tourism : concepts and theories / edited by Heather Gibson.  
Sport tourism : interrelationships, impacts, and issues / edited by Brent W. Ritc...  
Sport tourism development / Tom Hinch and James Hingham.  
Beyond backpacker tourism : mobilities and experiences / edited by Kevin Han...  
Sport tourism [electronic resource] : interrelationships, impacts, and issues / ed...

Select All Deselect All

OK Cancel

Update

Newsires

- Fitch Places Arizona Spor... (Business Wire (English), 321 days ago)
- Fitch Affirms Arizona Spo... (Business Wire (English), 468 days ago)
- Fitch Maintains Arizona S... (Business Wire (English), 152 days ago)

Find More

Search Clinical Key

CLINICAL KEY

Saving to Tourism...

eds.a.ebscohost.com/eds/results?sid=1fe07475-677a-4732-8349-e93d14a7c56a%40sessionmgr4005&vid=0&hid=4111&bquery

Searching: Taylor's Libraries

Keyword ("sports AND tourism") Search

Basic Search Advanced Search Search History

Library Logo

Refine Results

Current Search

Search Results: 1 - 20 of 952

1. Sports tourism : participants, policy and providers / Mike Weed and Chris Bull.

2. Sports tourism : participants, policy and providers / Mike Weed and Chris Bull.

3. NEW FORMS OF LEISURE TOURISM SPORTS IN RURAL BANAT AREA.

By: CHIRILĂ, D.; CHIRILĂ, MARIANA; BIANU, E. *Agricultural Management / Lucrări Stiintifice Seria I, Management Agricol.* 2014, Vol. 16 Issue 4, p44-51. 8p. , Database: Business Source Complete

Subjects: RESEARCH; TOURISM; All Other Amusement and Recreation Industries; SPORTS & tourism; LEISURE; AQUATIC sports; WINTER sports; FISHING

Integrated Search

Update

Taylor's Libraries

Update

Newsires

Fitch Places Arizona Spor... (Business Wire (English), 321 days ago)

Fitch Affirms Arizona Spo... (Business Wire (English), 468 days ago)

Fitch Maintains Arizona S... (Business Wire (English), 152 days ago)

Find More

Search Clinical Key

CLINICAL KEY

Saving to Tourism...

Select Items

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

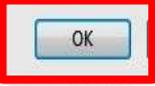
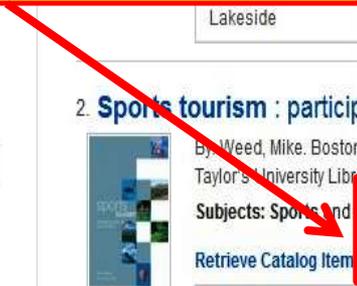
- Sports tourism : participants, policy and providers / Mike Weed and Chris Bull.
- Sports tourism : participants, policy, and providers / Mike Weed and Chris Bull.
- NEW FORMS OF LEISURE TOURISM SPORTS IN RURAL BANAT AREA.
- Destination South Africa: comparing global sports mega-events and recurring l...
- Golf tourism / Simon and Louise Hudson.
- Sport & tourism : a reader / edited by Mike Weed.
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- Sport tourism : interrelationships, impacts, and issues / edited by Brent W. Ritc...
- Sport tourism development / Tom Hinch and James Hingham.
- Beyond backpacker tourism : mobilities and experiences / edited by Kevin Han...
- Sport tourism [electronic resource] : interrelationships, impacts, and issues / ed...

Select All Deselect All

OK Cancel

338.4791 WEE Available

To save the references, check the select items boxes and click OK.





Searching: Taylor's Libraries

Keyword ("sports AND tourism") Search

Basic Search Advanced Search Search History

Library logo

### Refine Results

Current Search

Find all my search terms:  
("sports AND tourism")

Limit To

Taylor's Catalogue

### Search Results

#### 1. Sports tourism



By: Weed  
Database

Subjects: Sports and tourism

Retrieve Catalog Item

Location	Call No.	Status
Lakeside	338.4791 WEE 2009	Available

Update

Newsires

Fitch Places Arizona  
Spor... (Business Wire  
(English), 321 days ago)

You may click on the **Z icon** on the right hand corner of your browser to check the multiple items that was save from MULT-Search in the middle column.

The screenshot shows a library catalog interface. On the left is a sidebar with 'My Library' containing folders for 'Tourism', 'Website', 'Duplicate Items', 'Unfiled Items', and 'Trash'. The main area displays search results for 'Sports tourism'. A table lists several items with columns for 'Title' and 'Creator'. A red box highlights this table. To the right of the table is a detailed view of a book, including fields for 'Item Type', 'Title', 'Author', 'Abstract', 'Series', 'Series Number', 'Volume', '# of Volumes', 'Edition', 'Place', and 'Publisher'. A red box highlights the top part of this detailed view, including the 'Info' tab and the 'Notes' field.

Title	Creator
Sport and tourism : globalization, mobility and iden...	Higham and Hinch
Sports tourism : participants, policy, and providers	Weed and Bull
Sports tourism : participants, policy and providers	Weed and Bull
Sport & tourism : a reader	Weed
Sport tourism : concepts and theories	Gibson
Sport tourism development	Hinch and Higham
Sport tourism development	Hinch and Higham
Sport tourism development. [electronic resource]	Hinch and Higham
Sport & tourism. [electronic resource] : a reader	Weed
Sport tourism. [electronic resource] ; interrelationshi...	Adair and Ritchie
Sport tourism : interrelationships, impacts, and issues	Ritchie and Adair

Item Type: Book  
Title: Olympic tourism  
Author: Weed, Mike  
Abstract: Pt 1: 1. Sport, tourism and the Olympic games - 2. Who are Olympic touris...  
Series:  
Series Number:  
Volume:  
# of Volumes:  
Edition:  
Place:  
Publisher: Oxford : Elsevier/Butterworth-Heinemann, c2008.

Manually enter citation

The image shows a screenshot of the Taylor's Library website (taylorlibrary.taylors.edu.my) with three numbered annotations. Annotation 1 points to the 'New Item' icon in the middle column. Annotation 2 points to the 'Journal Article' option in the drop-down menu. Annotation 3 points to the 'Info' tab in the right column, which displays fields for a 'Journal Article' such as Title, Author, Abstract, Publication, Volume, Issue, Pages, Date, Series, Series Title, Series Text, and Journal Abbr.

1 Click on the New Item icon in the middle column.

2 A drop-down menu will appear. Select the type of item you want to cite; here we select Journal Article.

3 In the right column, you will find fields that are specific to the type of item you selected. Fill in those fields required for your item.

Add an item by identifier (ISBN,  
DOI or PMID)

1

Another way to add a new item is by using the Add item(s) by identifier option. The icon is located in the middle column. You can enter an ISBN, DOI or PMID.



2

You can enter an ISBN, DOI or PMID.

- My Library
  - Tourism
  - Tourism 2
  - Duplicate Items
  - Unfiled Items
  - Trash

Title

Enter one or more ISBNs, DOIs, or PMIDs to look up in the box below.

Creator



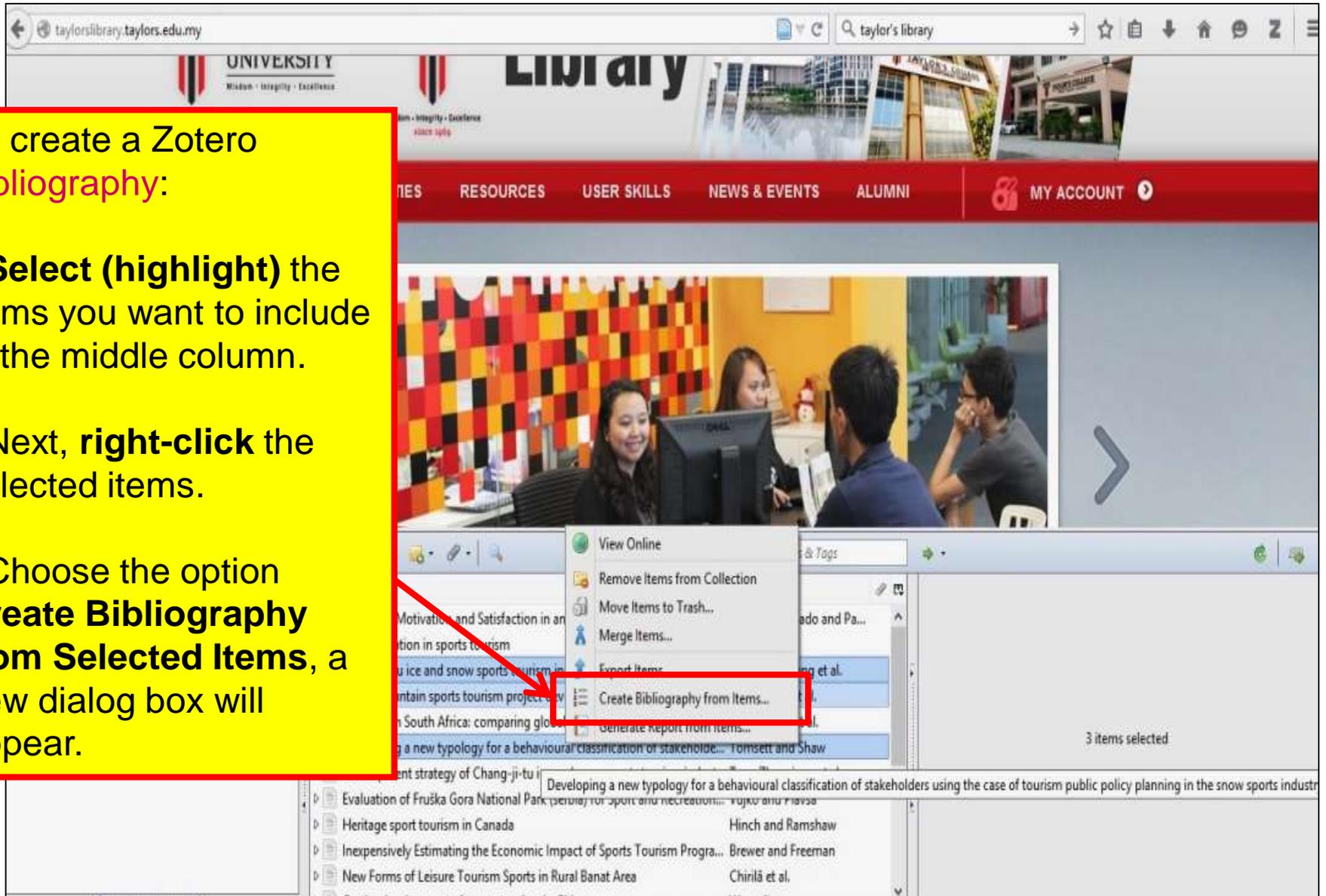
No items in this view

## **PART 2**

# Creating Reference List / Bibliography

# Creating bibliographies from Zotero

1. Highlight one or more references and then right-click to select **Create Bibliography** from Selected Item.
2. Select **Citation Style** for your bibliography and choose one of the following formats:
  - a) Save as RTF.
  - b) Save as HTML.
  - c) Copy to Clipboard.
  - d) Print.



To create a Zotero bibliography:

- **Select (highlight)** the items you want to include in the middle column.
- Next, **right-click** the selected items.
- Choose the option **Create Bibliography from Selected Items**, a new dialog box will appear.

eds.a.ebscohost.com/eds/detail/detail?sid=0db025fc-1f24-4d91-bea6-25671e4452ca%40sessionmgr4004&crllhashurl=login.aspx%253fdirect

right click icon

Create Citation/Bibliography

Citation Style:

- American Anthropological Association
- American Psychological Association 6th edition**
- Cell
- Chicago Manual of Style 16th edition (author-date)

Output Mode:

- Citations
- Bibliography

Output Method:

- Save as RTF
- Save as HTML
- Copy to Clipboard
- Print

OK Cancel

In the new dialog box:

- From the drop down menu, choose the **Citation Style** you would like to use (example: APA 6th Edition)
- Choose the **Format** (RTF or HTML) to save your document
- Click on **OK**.

Example of a Zotero bibliography that was created using APA 6<sup>th</sup> edition citation style and save as RTF format.

1. Bing Zhang, Zhengkai Shi, Libin Yu, Weiqi Jiang, Miao Tian, & Lu liu. (2014). Dabie Mountain sports tourism project development location problems research under growth pole theory perspective. *Journal of Chemical & Pharmaceutical Research*, 6(6), 460–464.
2. Giampiccoli, A., Lee, S. “Shawn,” & Nauright, J. (2015). Destination South Africa: comparing global sports mega-events and recurring localised sports events in South Africa for tourism and economic development. *Current Issues in Tourism*, 18(3), 229–248. <http://doi.org/10.1080/13683500.2013.787050>
3. Lamont, M. (2014). Authentication in sports tourism. *Annals of Tourism Research*, 45, 1–17. <http://doi.org/10.1016/j.annals.2013.11.003>
4. Ramírez-Hurtado, J. M., & Paralera-Morales, C. (2014). Assessing Motivation and Satisfaction in an Emerging Kind of Sports Tourism: Paddle Tennis. *Enlightening Tourism*, 4(2), 168–194.
5. Teng Zhanqiang, Gu Chuntian, & Teng Fuxing. (2015). Development strategy of Chang-ji-tu]