

SECTION I: MANUALLY ADDING ITEMS TO ZOTERO: Zotero provides the ability to create a bibliographic reference for almost any information type using 35 different categories of item. The most basic mode of item creation is to type information yourself. The reference item will persist in the collection designated within your personal or group library.



Above: The “New Item” icon in the Zotero Web Library toolbar.


Info	Notes	Tags	Attachments	Related
Item Type	Book			
Title				
Author	last name, first name			
Series				
Series Number				
Volume				
# of Volumes				
Edition				
Place				
Publisher				
Date				
# of Pages				
Language				
ISBN				
Short Title				
URL				
Accessed				
Archive				
Loc. in Archive				
Library Catalog				
Call Number				
Rights				
Extra				

Info	Notes	Tags	Attachments	Related
Item Type	Journal Article			
Title				
Author	last name, first name			
Publication				
Volume				
Issue				
Pages				
Date				
Series				
Series Title				
Series Text				
Journal Abbr				
Language				
DOI				
ISSN				
Short Title				
URL				
Accessed				
Archive				
Loc. in Archive				
Library Catalog				
Call Number				
Rights				
Extra				

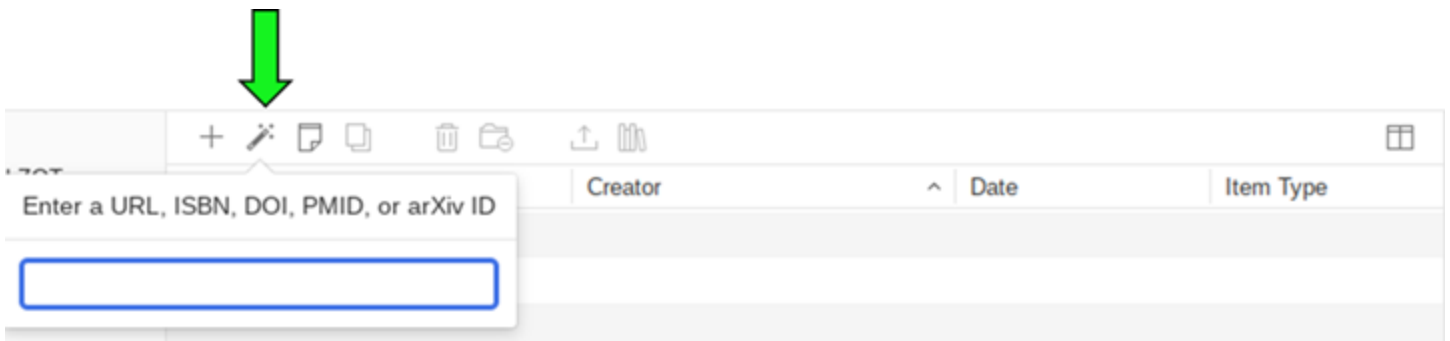
Info	Notes	Tags	Attachments	Related
Item Type	Conference Paper			
Title				
Author	last name, first name			
Date				
Proceedings Title				
Conference Na...				
Place				
Publisher				
Volume				
Pages				
Series				
Language				
DOI				
ISBN				
Short Title				
URL				
Accessed				
Archive				
Loc. in Archive				
Library Catalog				
Call Number				
Rights				
Extra				

Above: Manual “new item” entry screens for books, journal articles, and conference papers.

A. Create some new bibliographic items manually:


1. Highlight a destination collection (folder icon) in your personal Web Library, or a group library.
2. Tap the “New Item” icon  and choose the appropriate category of item from the 35 types listed.
3. Manually type the necessary information for the item type (e.g. book) which meets the requirements for your preferred reference format(s).
 - a. If you are uncertain about what information is needed for a particular format, consult a style guide such as the Purdue Online Writing Lab - https://owl.purdue.edu/owl/research_and_citation/resources.html
4. Add notes, file attachments, or tags to your item entries to store copies of your readings, or to help you recall important points, or to organize your reference items.
5. Dragging and dropping items between Zotero collections adds items so they exist in both the source and destination collections.

SECTION II: ADDING ITEMS AUTOMATICALLY INTO ZOTERO WEB LIBRARY USING IDENTIFIERS: Zotero's automated metadata scraping tool can build bibliographic references for items that have online digital records. This is a powerful way to build reference lists for yourself or with workgroups. Many forms of identifier can be interpreted by Zotero, however the utility of any particular reference that is scraped together will be limited by the available metadata structures from various aggregators, library catalogs, vendors, web sites, etc.



Above: The “Add By Identifier” icon and text box, on top of an empty group collection in the Web Library interface.

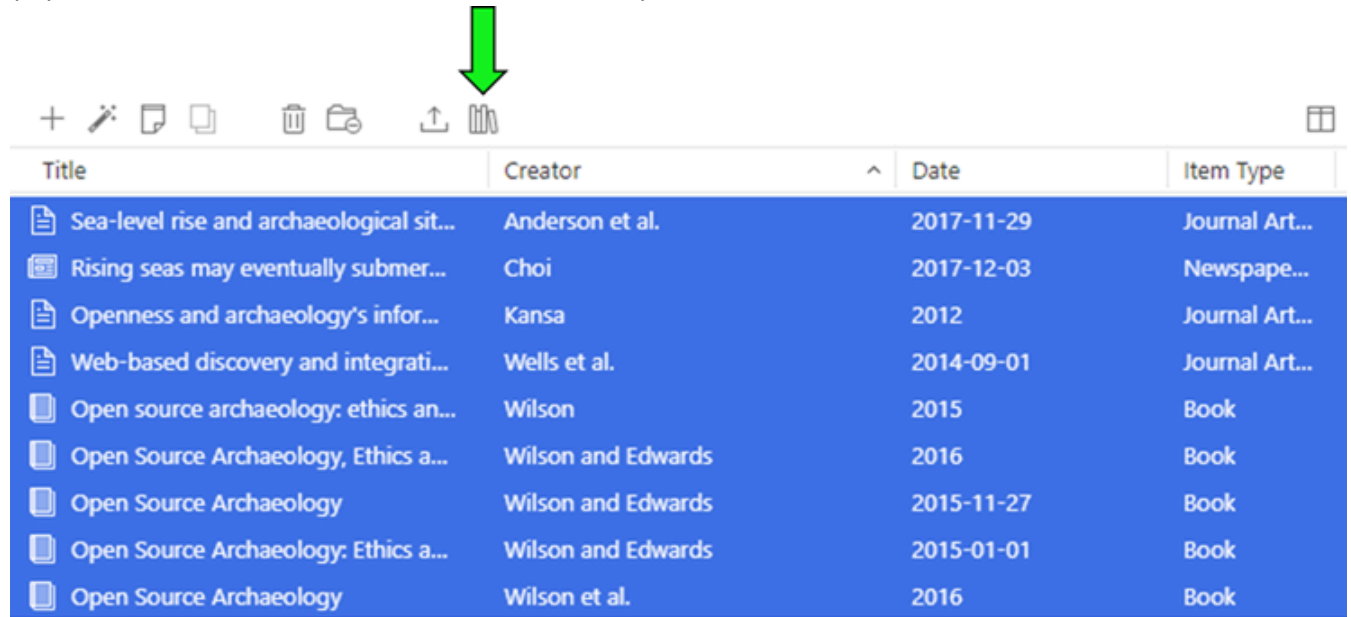
A. Experiment by making some common types of reference items automatically using identifiers:

1. Tap the “Add By Identifier” icon  and paste the following uniform resource identifiers into the box ...
2. born digital journal URL - <https://journals.plos.org/plosone/article?id=10.1371/journal.pone.0188142>
3. print journal archived at JSTOR URL - <https://www.jstor.org/stable/42003546>
4. print journal DOI - 10.1093/llc/fqu028
5. citations for the same single book from five different identifier-based sources
 - a. Amazon URL - <https://www.amazon.com/Open-Source-Archaeology-Andrew-Wilson/dp/3110440164>
 - b. Google Books URL - <https://books.google.com/books?id=SzJBDAAAQBAJ>
 - c. IUCat URL - <https://iucat.iu.edu/catalog/16179201>
 - d. ISBN-10 - 3110440164
 - e. ISBN-13 - 9783110470635
6. newspaper article URL - <https://www.theguardian.com/environment/2017/nov/29/buried-in-marshes-sea-level-rise-could-destroy-historic-sites-on-us-east-coast>

B. See what the bibliographic items, created with the above identifiers, look like in a single collection within a public Zotero group - https://www.zotero.org/groups/345555/iusb_z_training/collections/8FSD6WZ7

C. Use the “Create Bibliography” button (see Section III instructions on next page) to inspect the differences between these automatically generated item types.

SECTION III: GENERATING BIBLIOGRAPHIES FROM ZOTERO WEB LIBRARY: Zotero exports selected reference items to a bibliography with ease. Save and reuse items as needed with your account.



Above: The “Create Bibliography” icon above a series of highlighted item entries as created in Section II

A. To generate a bibliography from Zotero:

1. Select all the items you wish to use with Shift and Arrow keys, or by using Ctrl plus mouse clicks (PC) or Command plus mouse clicks (Mac)
2. Tap the “Create Bibliography” icon that looks like this
3. Choose your output style (this example uses Chicago Manual of Style 17th ed.)
4. Tap the “Copy to Clipboard” button and paste into your destination document
5. Check output for pasting inconsistencies (with destination document, especially line spacing, tabs, or indentations), missing information fields (from manual or metadata-sourced items), or differential capitalization or other text structures (from metadata-sourced items); the example below was created using all the identifiers in Section II as shown above

Anderson, David G., Thaddeus G. Bissett, Stephen J. Yerka, Joshua J. Wells, Eric C. Kansa, Sarah W. Kansa, Kelsey Noack Myers, R. Carl DeMuth, and Devin A. White. “Sea-Level Rise and Archaeological Site Destruction: An Example from the Southeastern United States Using DINAA (Digital Index of North American Archaeology).” *PLOS ONE* 12, no. 11 (November 29, 2017): e0188142. <https://doi.org/10.1371/journal.pone.0188142>.

Kansa, Eric. “Openness and Archaeology’s Information Ecosystem.” *World Archaeology* 44, no. 4 (2012): 498–520. <https://www.jstor.org/stable/42003546>.

Milman, Oliver. “‘Buried in Marshes’: Sea-Level Rise Could Destroy Historic Sites on US East Coast.” *The Guardian*, November 29, 2017, sec. Environment. <https://www.theguardian.com/environment/2017/nov/29/buried-in-marshes-sea-level-rise-could-destroy-historic-site-s-on-us-east-coast>.

Wilson, Andrew T., and Ben Edwards, eds. *Open Source Archaeology*. Berlin: Walter de Gruyter, 2015.

———, eds. *Open Source Archaeology: Ethics and Practice*. Berlin: De Gruyter Open, 2015.

———, eds. *Open Source Archaeology: Ethics and Practice*. Warsaw, Poland: De Gruyter Open, 2015.

———, eds. *Open Source Archaeology: Ethics and Practice*. Berlin: De Gruyter Open, 2015.

———. *Open Source Archaeology: Ethics and Practice*. Walter de Gruyter GmbH & Co KG, 2015.