



Introduction to Citation & PDF Management with Zotero

Activity 2: Adding Citations to Zotero

In this exercise, you will:

1. Add a citation using the Browser Connector
2. Add a citation using “Add Item by Identifier”
3. Import citations using a database export
4. Add a citation by hand

If you have any questions or get stuck as you work through this, please ask your instructor for assistance. Have fun!

Before you begin

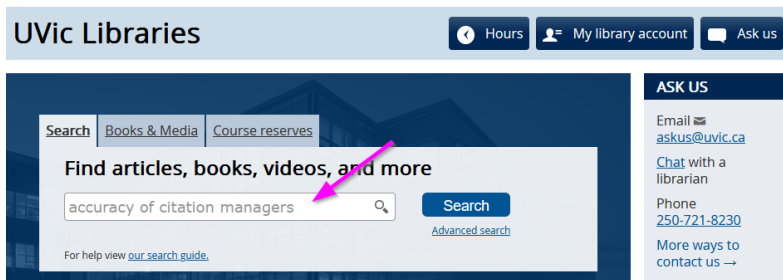
Remember: There are many ways to add citations and PDFs to Zotero. In this exercise, we will cover four of those methods. You need to have citations in Zotero before you can use them in a Word processor.

1. Add a Citation Using the Browser Connector

We installed the Browser Connector in [Activity 1](#). Zotero is made to make your research process as simple as possible. When we are doing research, we tend to access databases and resources using our web browser. Zotero’s “Browser Connector” allows you to

automatically import sources when you find them with the click of a button.

1. **Go** to <https://uvic.ca/library>
2. In the main search window (we call this “Library Search”), **enter** the following phrase: “accuracy of citation managers” and then click “Search”

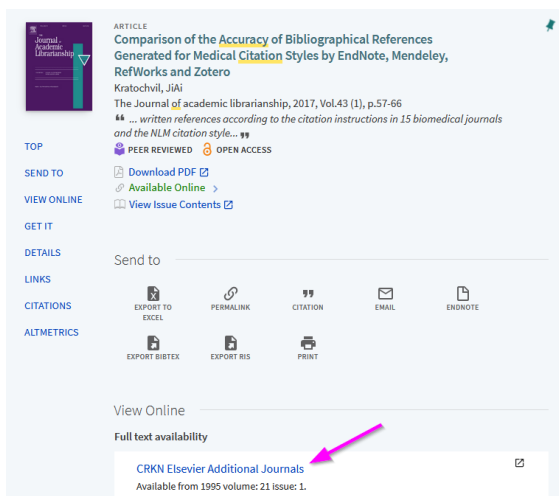


The 3rd result for me in this search is:

“Comparison of the Accuracy of Bibliographical References
Generated for Medical Citation Styles by EndNote,
Mendeley, RefWorks and Zotero”
by Kratochvíl, Jiří

3. **Click** on the title of the article, then **click** on the link under “View Online”

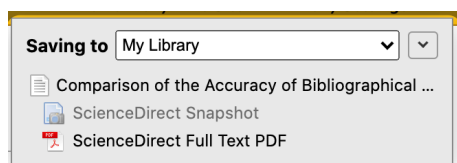
This link should take you to the page with all of the bibliographical information for this article. **YOU MUST BE ON THIS INDIVIDUAL ARTICLE PAGE FOR THE BROWSER CONNECTOR TO WORK (NOT THE PAGE WITH THE LIST OF SEARCH RESULTS).**



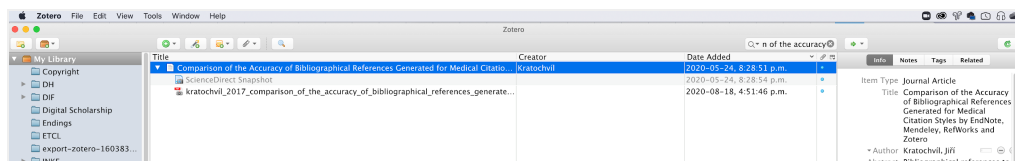
4. **Click** on the “Browser Connector” icon in your browser (note, if you’re using Google Chrome, you may have to click the puzzle-piece icon and then “pin” the Browser Connector to your Extensions bar).



Once you click the Zotero icon (which will change depending on media type), the connector will import the article into your Zotero database.



You will note that Zotero will bring in both the citation AND the PDF to your Library.

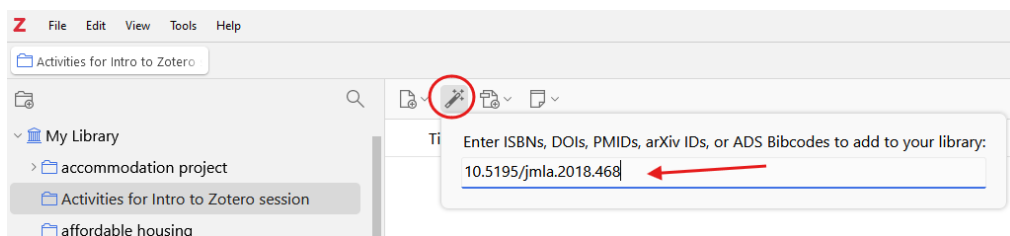


TROUBLESHOOTING: If you’re trying to import from a database like JSTOR, it requires you to “agree and accept” terms & conditions before it allows you to download PDFs. In order to make a Zotero import possible, try downloading a random PDF by hand in order to trigger the “accept” button. Once you’ve done this, you can import directly to Zotero using the Browser Connector.

2. Adding a Citation Using Add Item by Identifier

Zotero can find articles for you if you have an ISBN, DOI, PMID, or arXiv ID.

1. **Click** on the “Add Item(s) by Identifier” icon in Zotero
2. **Copy** and Paste the following DOI address in the search field:
10.5195/jmla.2018.468



Zotero will search the web and import the citation and PDF directly into your library.

You can also try adding a book using an ISBN

3. Adding a Citation by a Database Export

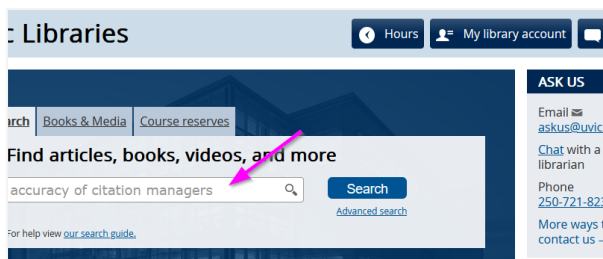
Sometimes, when we are looking for sources in a database like Web of Science, or a discovery layer like Library Search, we can check and add sources to the temporary folder while we research.

You can export these citations and import them directly to Zotero. We will use the Libraries' "Library Search" for this exercise, but the process will be similar in other systems as well.

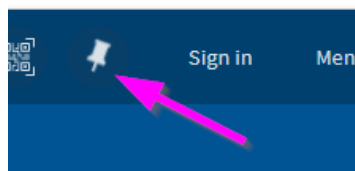
1. **Go** to Library Search at the [UVic Libraries' website](#)

2. **Enter** "accuracy of citation managers" into the search box

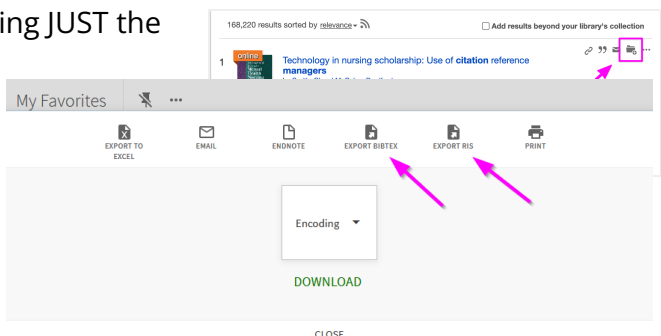
3. **Scroll** through the results and "save" at least four articles or books from the results by using the "Add this item" (pin) icon



4. Find and click on the large pin icon at the top of the page that contains your saved sources

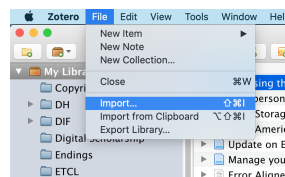


5. Once you are viewing JUST the sources you've saved, look for an export option under the ellipses. Library Search does not have a Zotero-specific export, but you can use **RIS** as your export format.

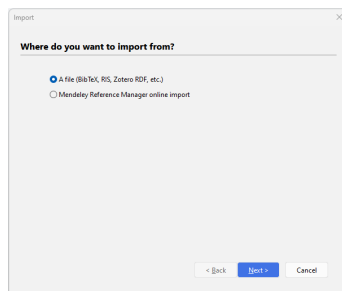


6. Select **RIS** and export the items to your desktop.

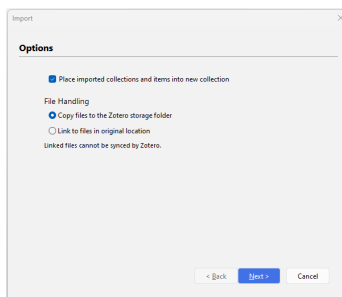
7. In Zotero, go to File → Import



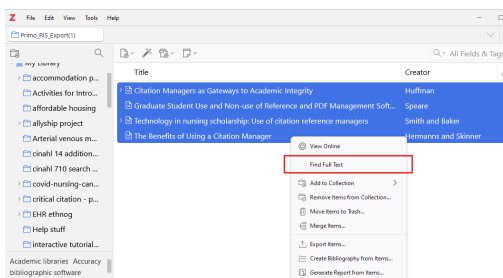
8. **Select** “A file” (the file you just saved)
9. Make sure to **select** “Copy files to the Zotero storage folder.” I also recommend **checking** the box “Place imported collections and items...” and then **click** “Next.”



You have now imported the citations to Zotero. Now, let's automatically locate the PDFs for them.



10. **Highlight** the four citations you imported to Zotero. “**Right-Click**” on them, and then **choose** “Find Full Text”



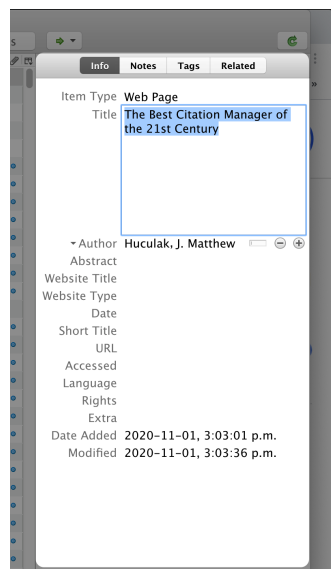
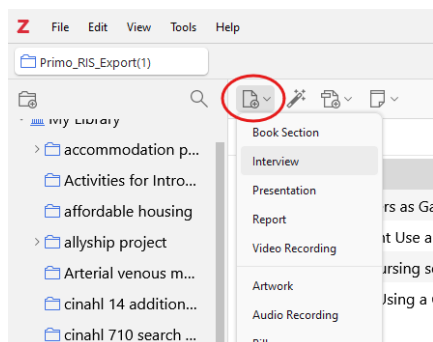
Zotero will now attempt to locate and attach the PDFs to your citations.

4. Adding or Correcting a Citation by Hand

There are many times you will need to add a citation by hand, and there are times the bibliographic information provided to Zotero is incorrect. Adding and correcting sources follow a similar process.

Add a Citation

1. **Click** on the New Item “plus” button in the top navigation area.
2. **Choose** the appropriate format of your citation (note, if you are adding a website, just choose “Book” for now. There’s not enough space in this particular menu to show ALL the format types, and we can fix this in the next step...)
3. The Inspector panel will now be visible to you. Enter all of the information you have for your citation:
 - a. Choose Item Type
 - b. Title
 - c. Author
 - d. Etc.
4. When you are finished, click out of the inspector box and you will see the new item in your library.
5. Try it for real by adding the “Introduction to Citation Management with Zotero” [slideshow](#) to your Zotero library. You will learn how to actually “attach” the slideshow later in this workshop (Activity 5).



Congratulations! You have now added citations to Zotero using four techniques. You may proceed to [Activity 3: Adding Citations to Word, Google Docs, & LibreOffice](#)