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Manage bibliographic references

Zotero

Cofinanciado por:





The best way to avoid plagiarism is to cite and reference the sources consulted, making a clear distinction between our work and the work published by others.

Important

use software that simplifies the whole process of organizing and managing citations and bibliographical references automatically.

Zotero

Registration and installation

Zotero

Web version and desktop version

Free version - 300MB space limit



Zotero

Browsers

- Firefox, Chrome, Safari

Mobile apps

- iOS, Android

<https://www.zotero.org/support/mobile>



Registration

<http://zotero.org>

Create account

Fill the registration form

Install

Zotero 6 for Windows

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

Download

add-on Zotero Connector

<https://www.zotero.org/download/connectors>

Download

https://www.zotero.org/support/adding_items_to_zotero





Zotero

Features

Add entry manually

File > New item

- Select the document type
- Fill in the required description fields

https://www.zotero.org/support/adding_items_to_zotero



Import references

Add-on Zotero Connector

- On a database result list
- On a bibliographic record page
- pdf

https://www.zotero.org/support/adding_items_to_zotero



Add file

On each reference - right mouse button

- *Add attachment*
 - *Attach link to URI*
 - *Attach stored copy of file*
 - *Attach link to file*
- *Find available pdf*

Dragging and dropping

https://www.zotero.org/support/attaching_files



Data Syncing

Zotero - edit - preferences) – Sync –
username & password

- *sync automatically*
- *sync full text content*
- *Sync attachment files in My library using - Zotero*



Managing bibliographic references

Collections

New Collection

Select the references from My library and drag and drop them into the respective collection or sub-collection



Managing bibliographic references

Edit and change record data in the desktop application

Add tags, notes and files to references

PDF viewing editor - allows to open a pdf document in Zotero (2x mouse click), add tags, notes and underline text



Duplicates

“My Library” - “duplicate items” - check for duplicate references and delete one of them.

Merge items (right mouse button)



Groups

Sharing of files and bibliographical references
between group members

"New group" -

<https://www.zotero.org/groups/>



Create a reference list in Zotero

Select references - right mouse button -
"Create bibliography from item"

Select the bibliographic style



Word plugin



Plugin word

Zotero allows you to create citations and bibliographies directly in Word

- Also in Libre/Open Office and Google Docs.
- Word processor plugins are installed automatically - if they are not installed, check the top menu option "Tools - Add-ons" to see if they are active.



Select or change a bibliographic style

Zotero desktop – Menu edit – Preferences –
Cite - Select the bibliographic style

Other styles- *Get additional Styles*



Insert a citation

"Add/Edit Citation"

- In the Word document, place the cursor where the in-text citation should appear
- Click the "Add/Edit Citation" button on the Zotero toolbar
- In the pop-up search bar, enter a search term, author's surname or part of a title
- click on the "Z > Classic View" button



Edit a citation

Place the cursor on the citation you want to edit

Add/Edit Citation

- **Page:** ex. 16-23
- **Prefix:** ex.: as cited in...
- **Omit author:** ex.: As Tavares....(2018)...

Enter twice



Bibliographic list

Add/Edit Bibliography

- Include the references of the sources cited in the text
- updated when a new citation is added to the text

Refresh



Unlink citations

Zotero menu - *unlink Citations*

In a document unlinked to Zotero, it is possible to manually correct and make changes to citations and references.



Zotero support materials

[Zotero web page](#)

[Zotero support](#)

[Zotero Forum](#)



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