ATU
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Technological
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ATU Library How To: Use Zotero for Articles

Have Zotero open when carrying out your research, whether using a database, website, catalogue etc.

Before starting your research, it is very helpful to create a folder on Zotero to save your research into.

To set up a new folder simply click on the folder with a green + and it will ask you to name the folder.
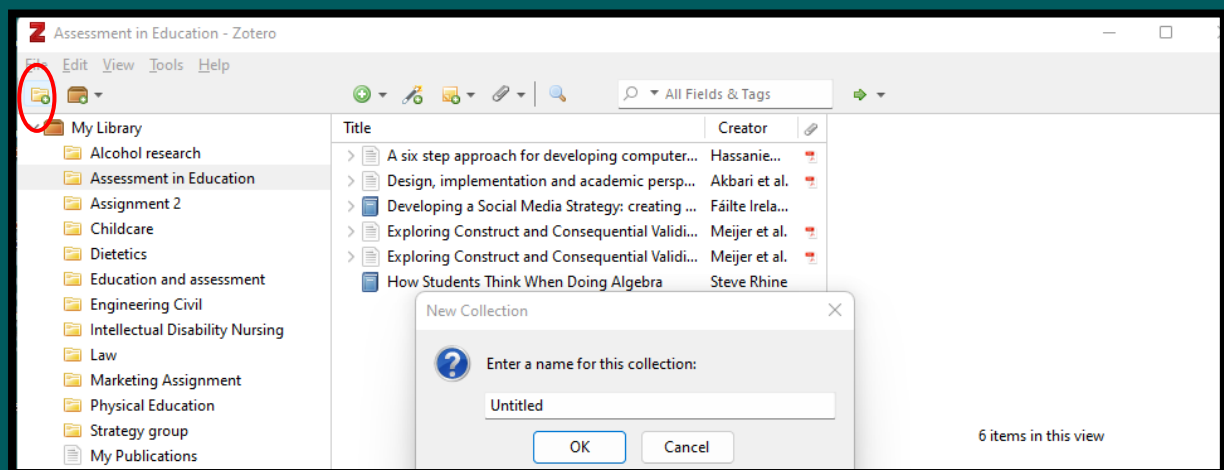
Metadata

Metadata includes titles, creators, publishers, dates, page numbers, and any other data needed to cite the item.

Every item contains different metadata, depending on what type of item it is. Items can be everything from books, articles, and reports to web pages, artwork, films, eBooks, letters, manuscripts, sound recordings etc.
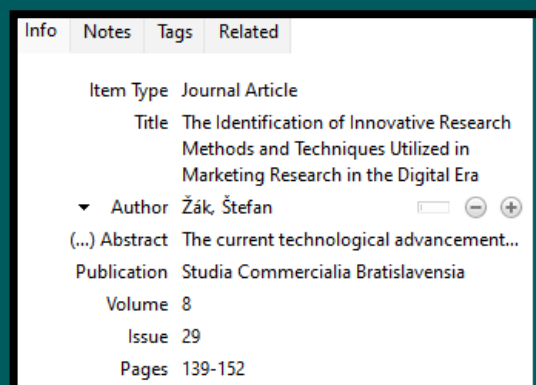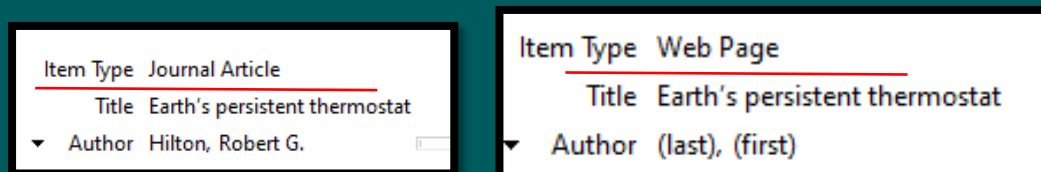

Metadata for an article

Saving the Article PDF or from the Article Page?

Every database and resource are different, so when you go to save an item into Zotero, check to see *what it has saved as*, and you will know whether to save the article page itself, or the PDF full text.
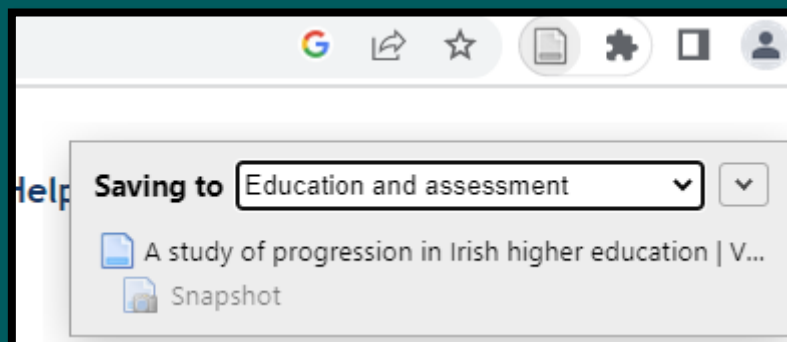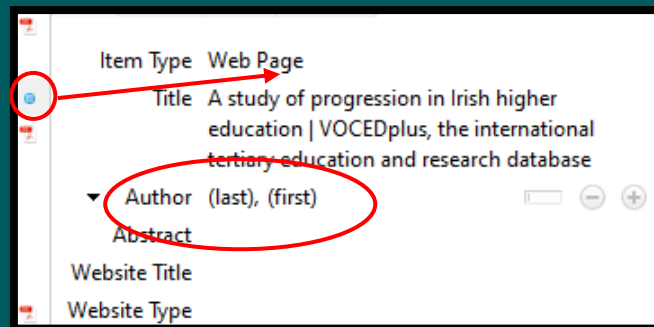
PDF

Article page

Detailed Record

HTML Full Text

PDF Full Text

Find Similar Results
using SmartText Searching.

◄ Result List   Refine Search   ◄ 32 of 36,169 ►

Occupational Therapy Interventio
Concussion.

Authors:	Li, Kitsum[1]
Affiliation:	[1]Kitsum Li, OTD, OTR/L, CSRS, is Associate Professor California, San Rafael
Source:	American Journal of **Occupational Therapy** (AM J OC
Publication Type:	Article - case study, tables/charts
Language:	English
Major Subjects:	Occupational Therapy Sports

The aim is to save the __item type__ in Zotero as a Journal Article and *not* a Web page.

Item Type Journal Article
   Title Earth's persistent thermostat
▼ Author Hilton, Robert G.

Item Type Web Page
   Title Earth's persistent thermostat
▼ Author (last), (first)

When it saves as a webpage, most of the metadata will be missing to make a reference.

When something is going to save as a webpage Zotero will call it a 'snapshot'

Saving to Education and assessment

Help

A study of progression in Irish higher education | V...
Snapshot

Blue circle indicates it saved as a webpage instead of a pdf; you can see it didn't record the metadata of the author.

## Search & Find: article search

In general, saving the 'PDF Full Text' will save it as a Journal Article (Item Type) in Zotero. However, since databases and resources are designed differently, below are some examples of saving, in order to get the most complete metadata for Zotero.
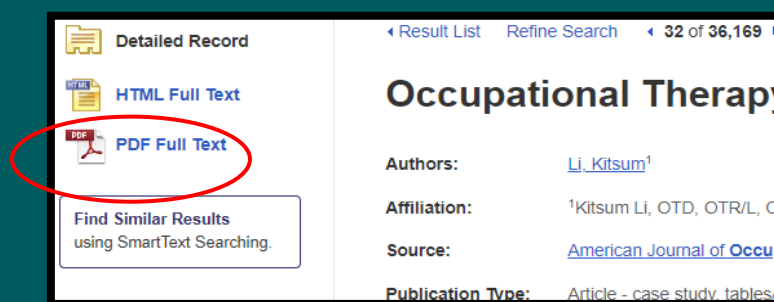
Using the **Search & Find** tool on the Library website, we have a number of peer reviewed articles on a particular topic.
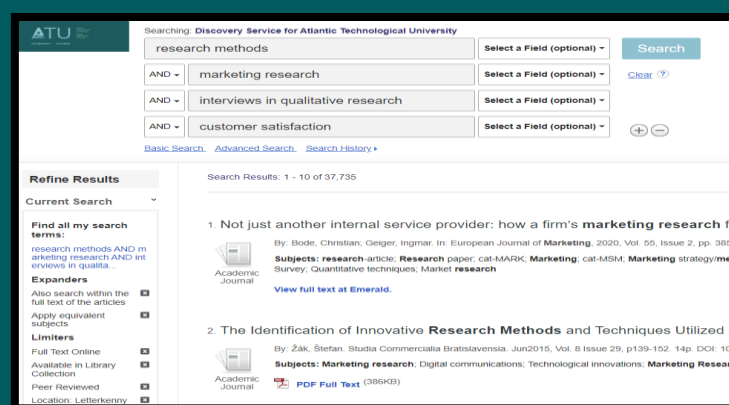
Click into the title of the article.
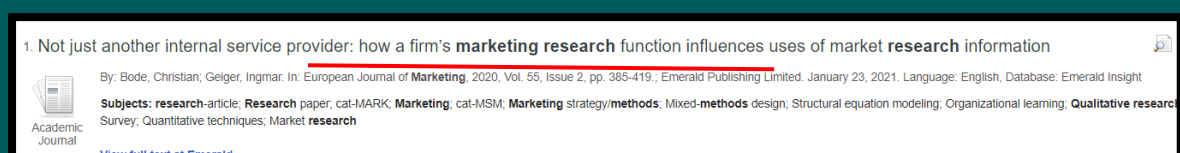
Example 1. PDF Full Text icon

In the example below, the **PDF Full Text icon** is visible once you click into the title of the article. Click into it to get the pdf, as that will give the most complete metadata record for Zotero.

Click on the page icon beside the Zotero icon in the Chrome toolbar. The page icon indicates it is an article. It will ask you what folder in Zotero you would like to save it to.
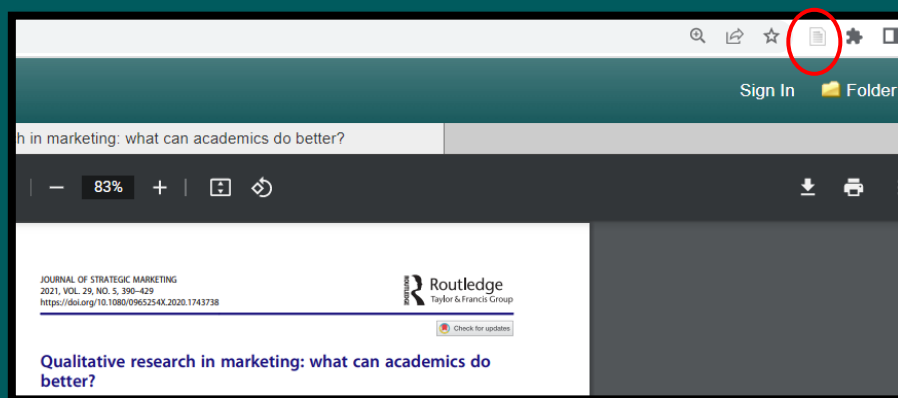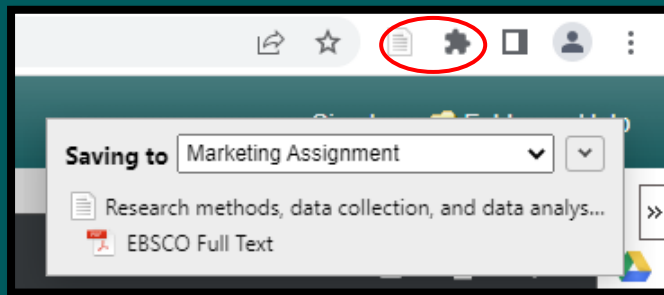

Select the *folder you want to save it to in Zotero.* You can use either of the dropdown arrows to select your folder. It will also automatically save in the main library of Zotero.
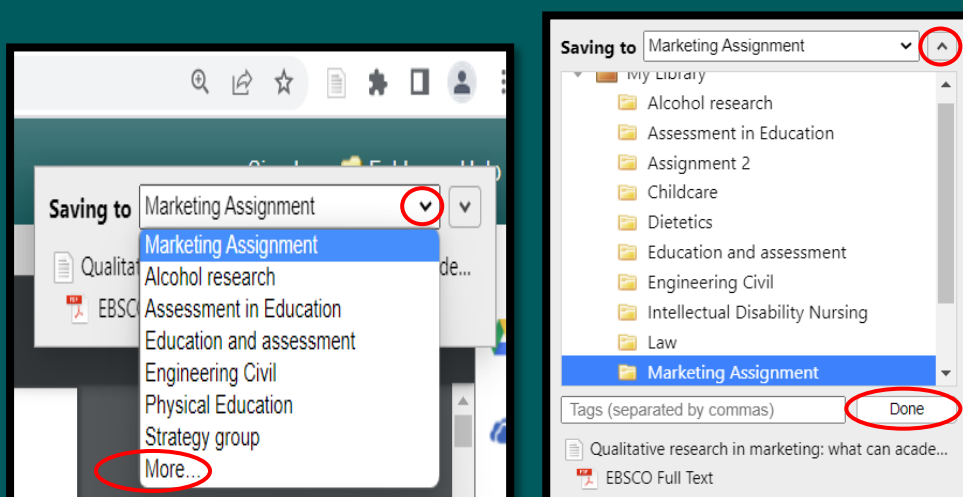
Click on 'More' to see all your folders.

The next article you save, Zotero will remember the last folder you saved in, and it will be the first option the next time.
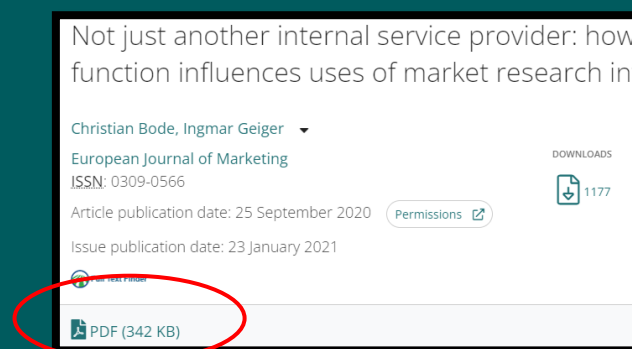

You can continue this process as you read though the articles and judge them to be relevant to your research.

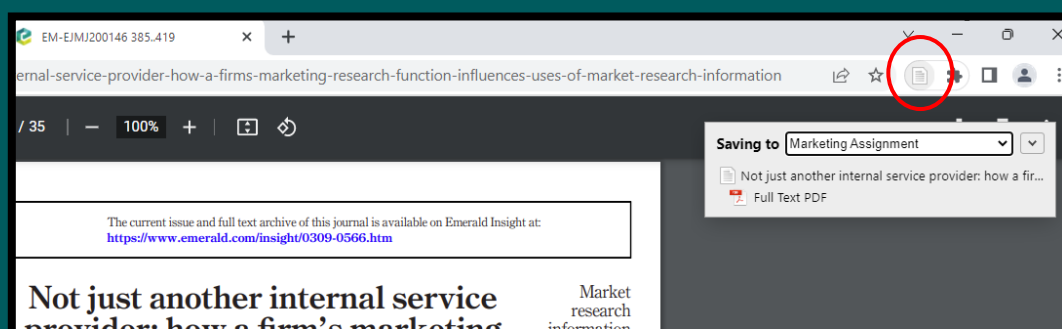**Example 2. Article from the Emerald database**

The article below is from the **Emerald database**; access the pdf full text using the 'view full text' option at the left of the page
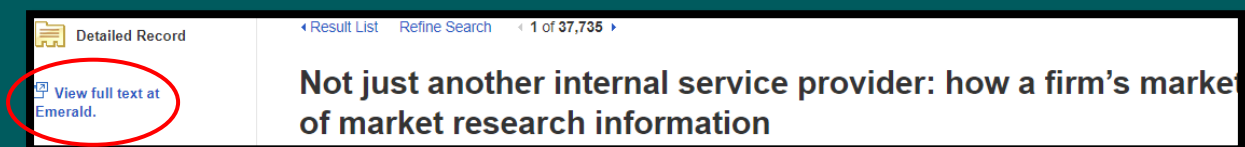

This brings you into the Emerald database, where you can then access on the pdf.

Once you are into the pdf of the article, click on the page icon beside the Zotero icon in the Chrome toolbar. As before, it will ask you what folder in Zotero you would like to save it to.

Example 3. Article from the Elsevier database

Article 3 is from the **Elsevier database** – when you click on the 'Full Text Finder' from the Search & Find page, it takes you into the article page hosted on Elsevier, with an additional 'View PDF' button.
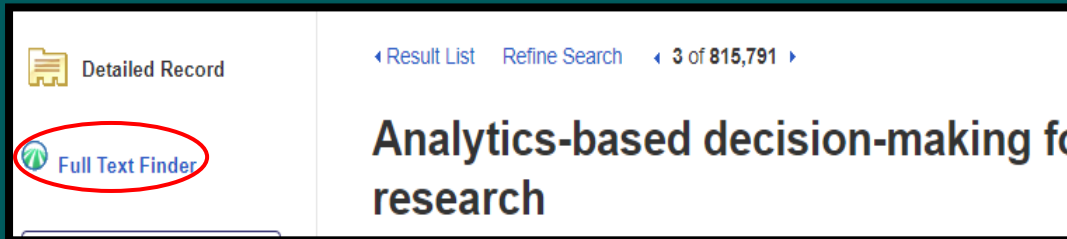

When you click on the 'View PDF' it will open up the article, so you can now save in Zotero – notice the Zotero icon has changed to a pdf symbol, rather than the sheet of paper.
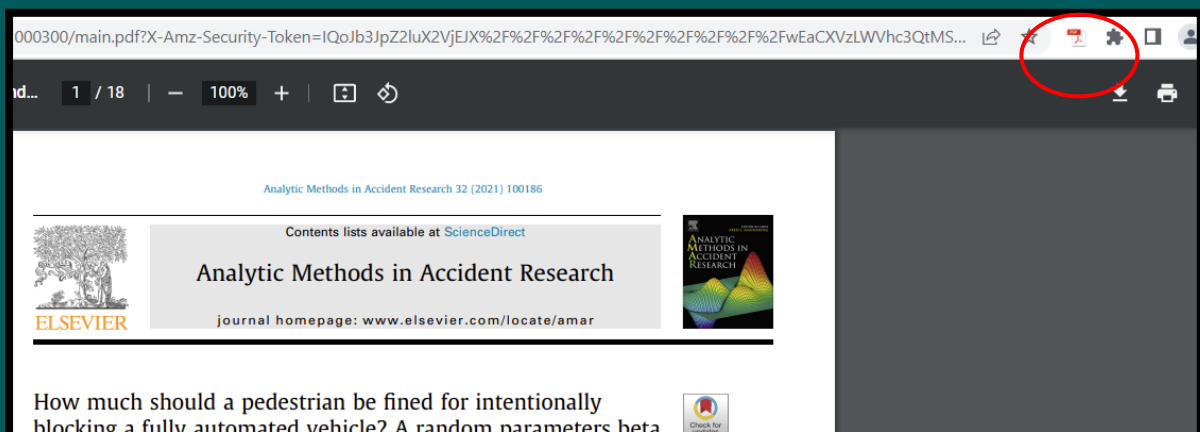

Example 4. eJournals

This article is from the library's eJournal collection. This is a collection of journals that the library subscribes to, that are outside of the Search & Find tool.
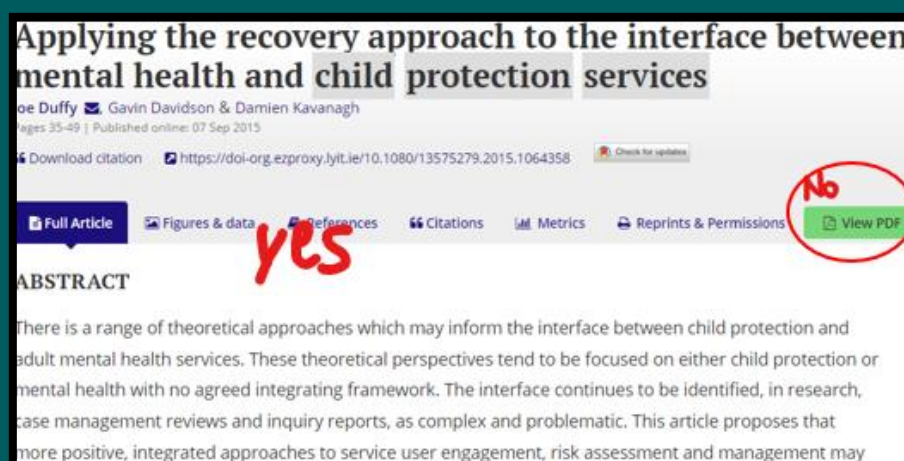
The eJournal button is below the Search & Find tool on the Library homepage. Simply click into the title of any eJounal to access the contents.
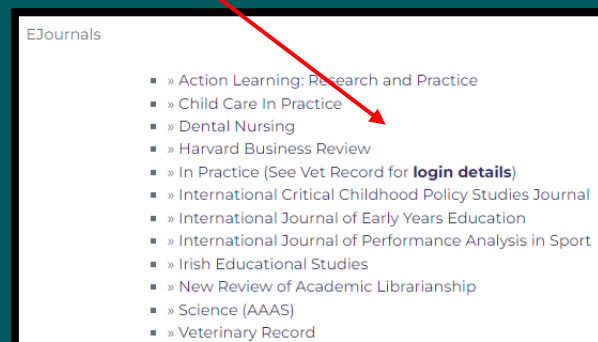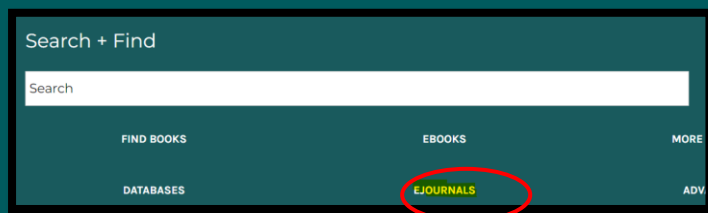
In this example, we have searched for 'child protection services' in the **Child Care in Practice** ejournal.
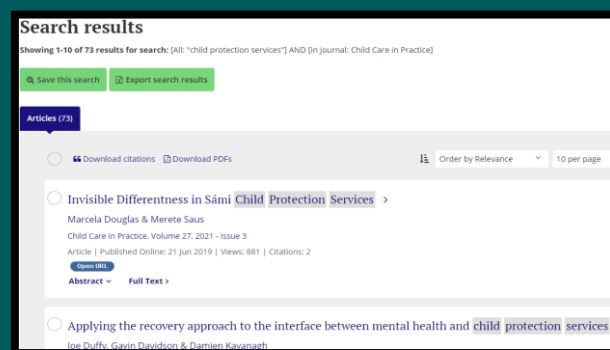
Use Zotero to get the metadata from the *article page*, rather than clicking into the 'View PDF' document.

Saving articles in Zotero – summary

The process is very straightforward to add articles to your Zotero account:

- Click on the title of the article.
- Depending on the database, go to the pdf of the article, or just to the descriptive article page.
- Click on the Page icon (beside the Zotero icon) in the Chrome browser

- Select the Zotero folder you want to save the article into

Managing your research information and its sources in Zotero

Zotero is a tool, and it requires some management by the user to ensure the records have all the relevant information.

When you go into your Zotero account, you can see all the resources you have added in My Library, and all your subfolders.
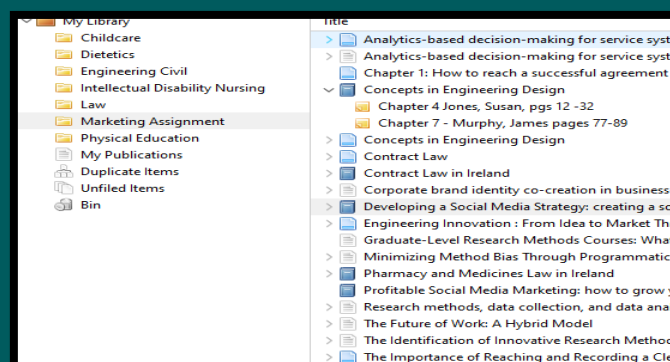
1. **Editing the Metadata**

Depending on what reference style you are using, when you click on any item in your Zotero Library, the metadata will appear on the right-hand side of the page.

If there is any metadata missing, that you will need for a citation, you can add it into the fields. It is good practice to fill in the metadata at this stage, rather than when doing the bibliography, as you might be missing important information for a complete reference.

To add in any missing information, just click on the field and type it in
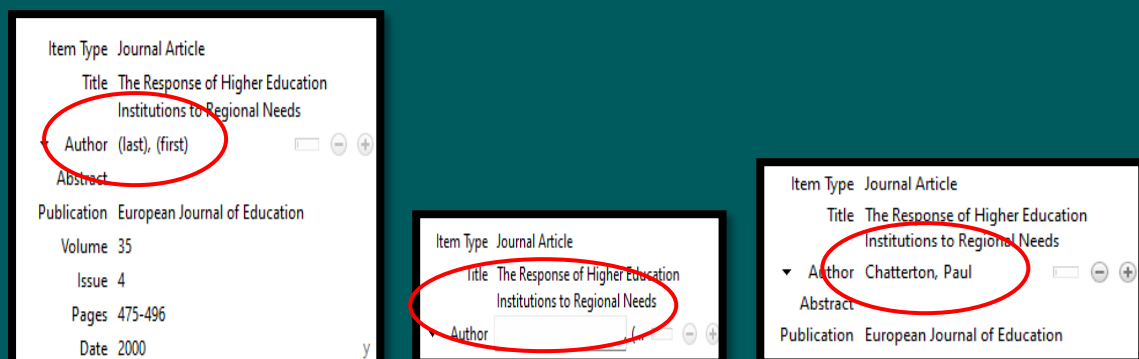
Click into the field and type in the necessary information.
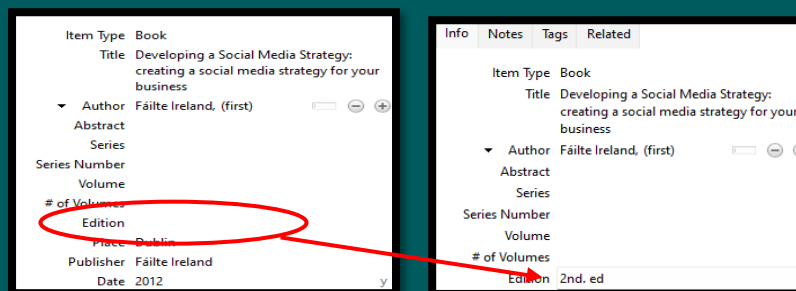
2. **Changing the Item Type**

If something has saved as a Webpage, and it does not have the necessary fields to fill in for a complete bibliographic reference, you can change the item type from a webpage to an article or book etc.
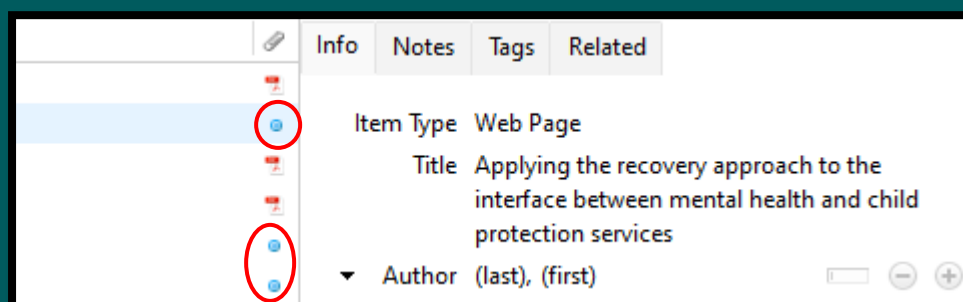
Blue circles indicate items saved as a webpage instead of a pdf.

If you click on the words 'web page' beside Item Type – you can select Article (or any item type you are working from), and it will give you all the blank fields you need to fill in to complete the metadata for an article.
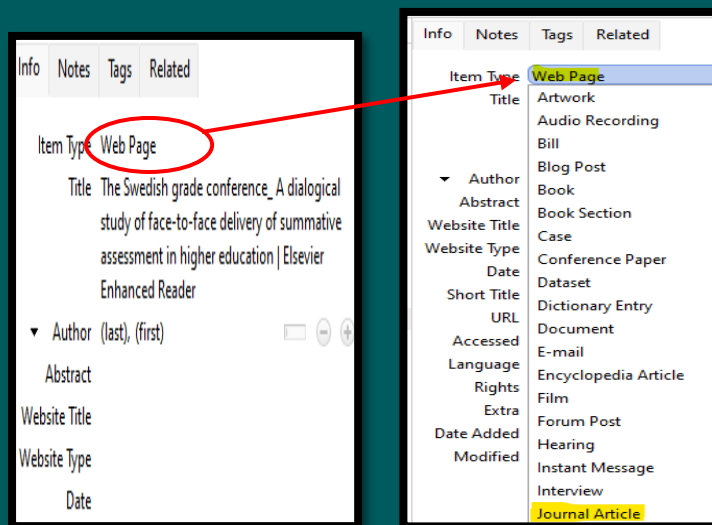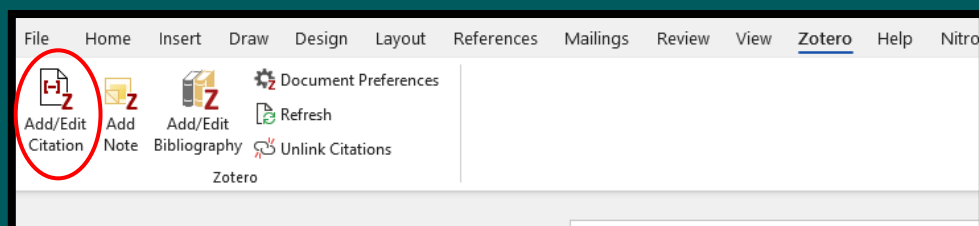

Adding citations to Microsoft Word using Zotero – and creating bibliography

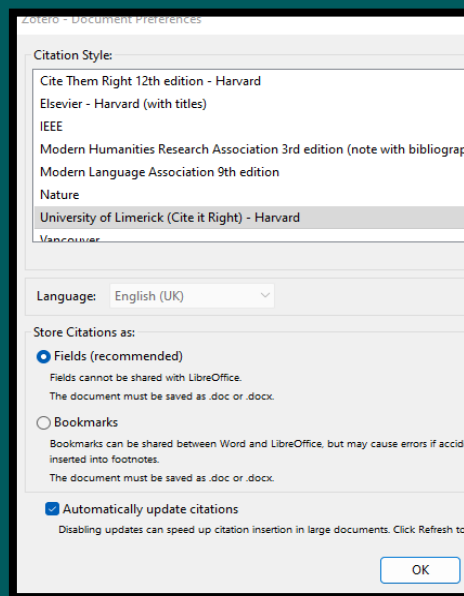Open up a blank Word document and start typing your assignment.

1. Click the cursor wherever in your text you want to include a citation.
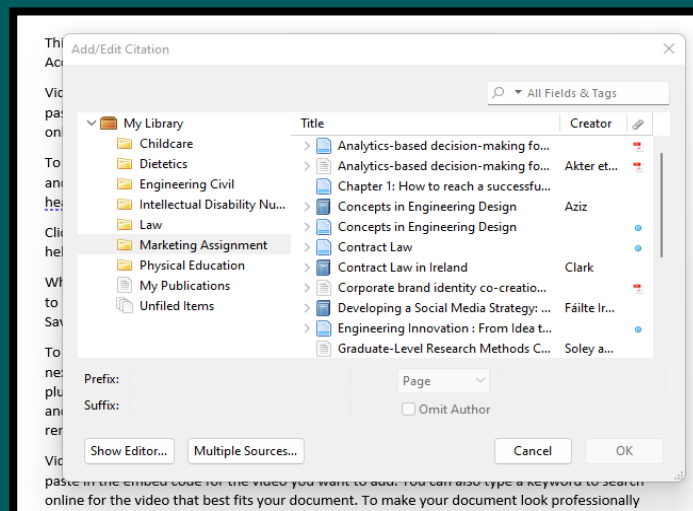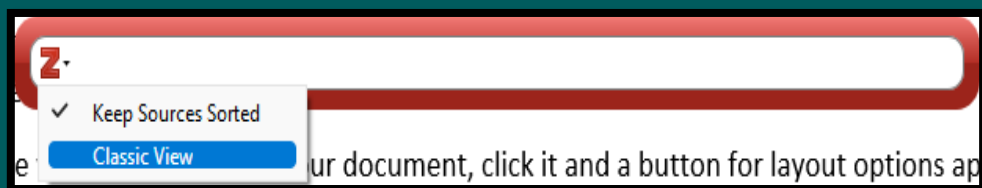
2. Then click on 'Zotero' in the toolbar.
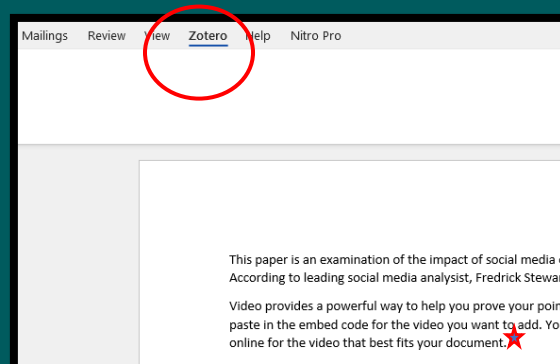
3. Click on 'Add/Edit citation' to pull the citation from Zotero

The first time you do this it will ask you to confirm your reference style. Select OK
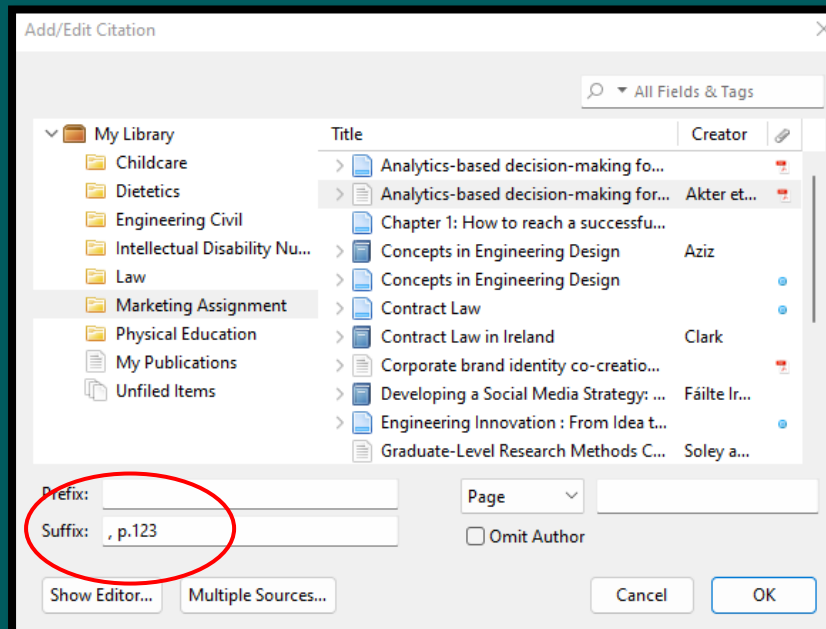

4. Select 'Classic View' from the dropdown, as this opens up your Library and you can select your article.

Classic View

Select the correct article to be referenced. Page numbers need to be added manually, use the Suffix field: **, .p123**
Press OK.

Repeat this process anywhere you want to add in another citation.

Bibliography

At the very end of your assignment, when all the references are in the Word document, go to Zotero in the tool bar and Add/Edit bibliography. This will add the full bibliography to your assignment.