How to setup and use your Zotero Reference Library

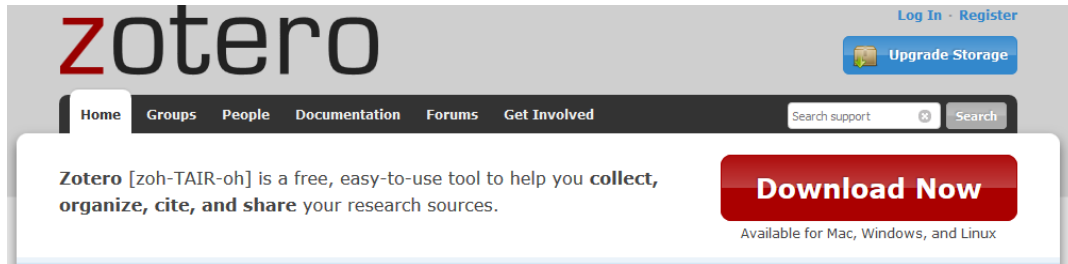Contents   page

1. Installing the new Version 5.0. of Zotero.

Install on a Standalone Laptops.

Ensure the latest version of Firefox (at least 56.0) is on your Laptop.

Install Zotero 5.0 go to https://www.zotero.org/
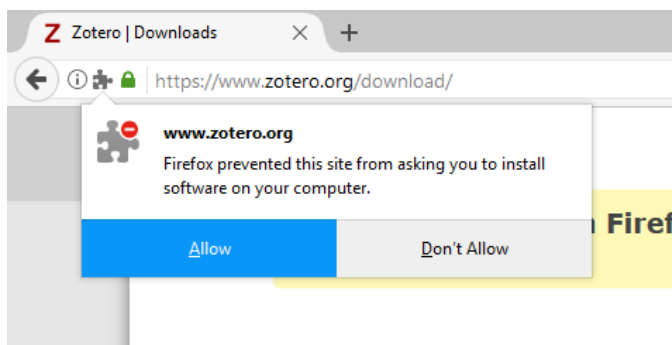
Click **Download Now**

Download the Zotero 5.0 for Windows and run the program to install (Save File to Downloads folder)
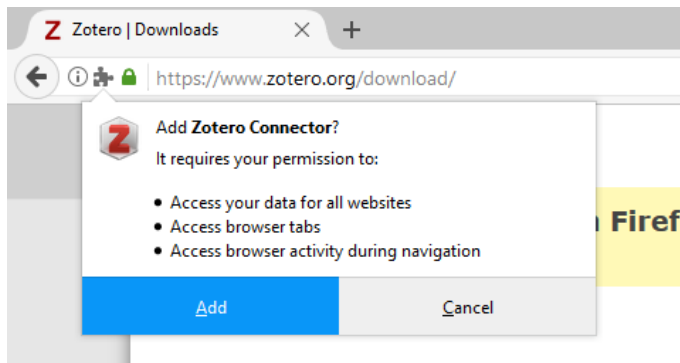
(Open Downloads folder, Run Setup, Accepts defaults and Install the Zotero Application)

Download the Zotero Connector
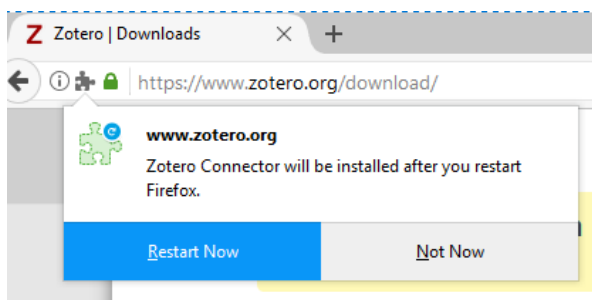
Click to Install the Firefox Zotero Connector

Click allow

Click Add

Click Restart Now.

Once you the package installed you need to **register your account.**

https://www.zotero.org/user/register/
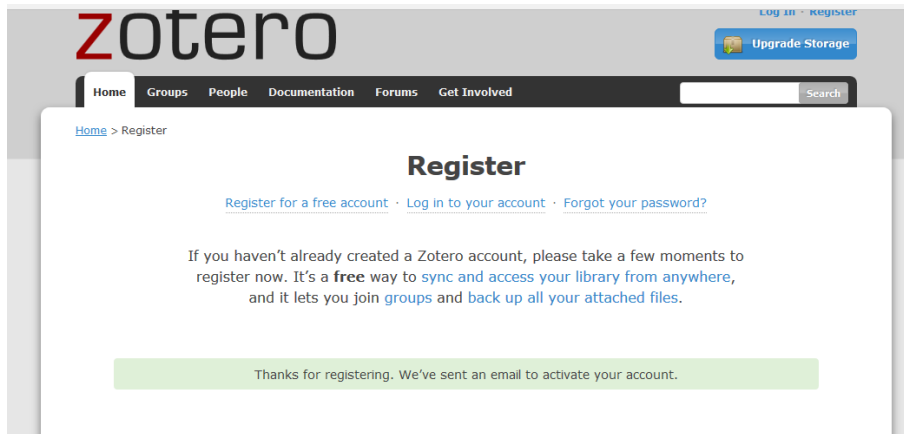
Check your email to activate.

Open the Zotero application on your laptop
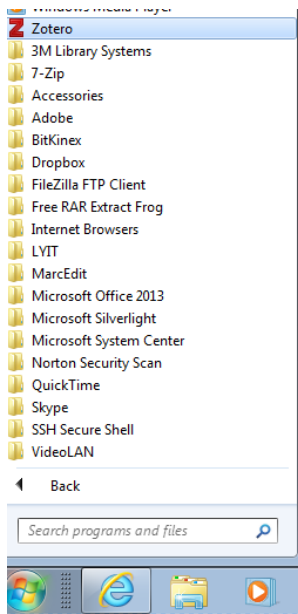
Please ensure your data is syncing. Click Edit and Preferences
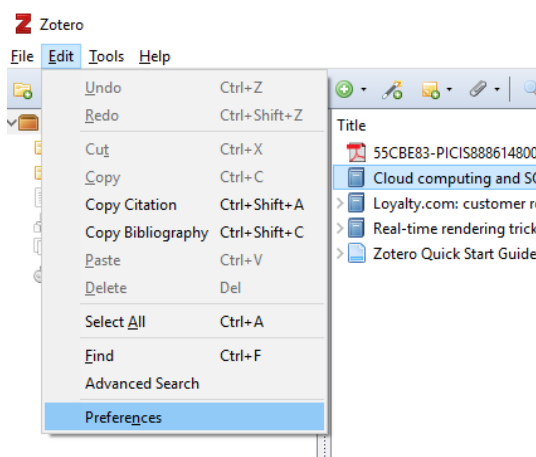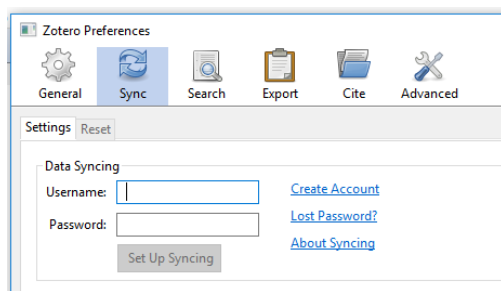
Enter your **Zotero Username and Password that you registered** and click **Set Up Syncing**
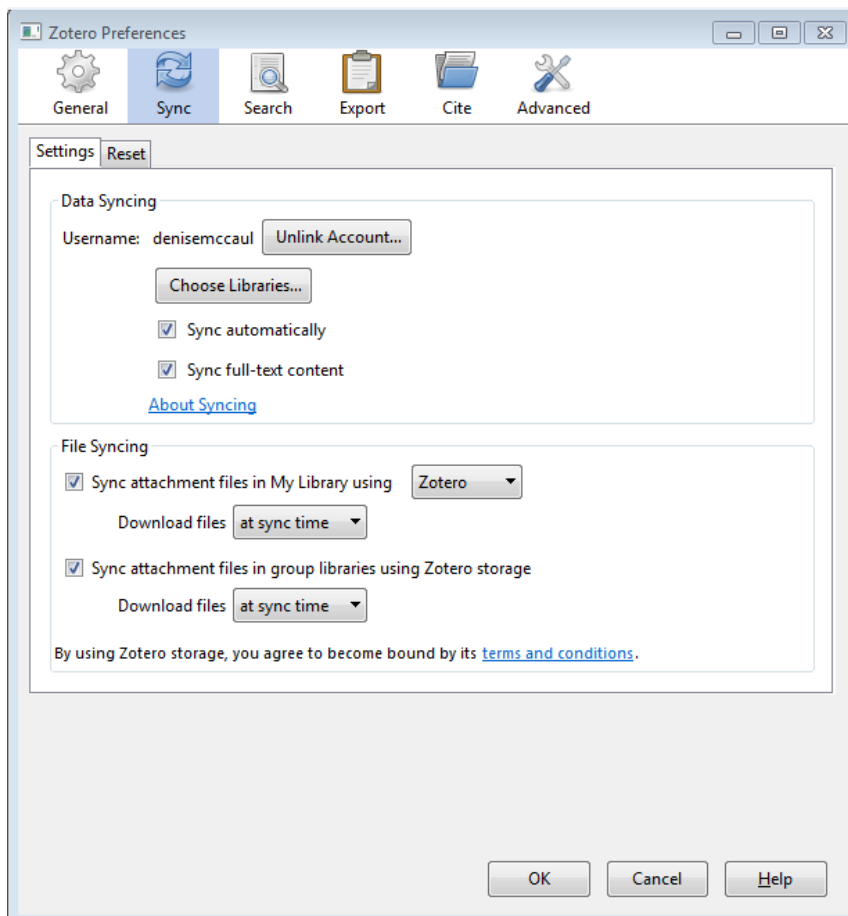
Click on Cite, then styles, ensure **University of Limerick (cite it Right)-Harvard** is visible and click ok. If not visible click on **Get additional styles** to locate
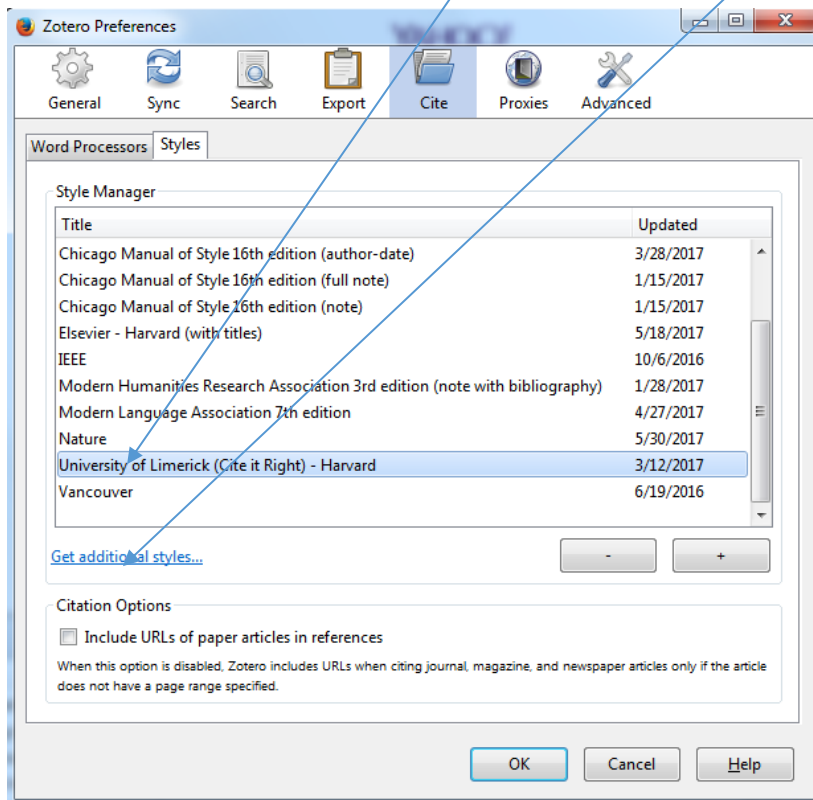
For Law students: get additional styles and locate **OSCOLA (Oxford University Standard for Citation and Legal Authorty)** and ok

To bring in a citation **open Firefox browser** and **Open Zotero Application** on your laptop (You can resize the browser and the Zotero application to display in one screen if you wish)
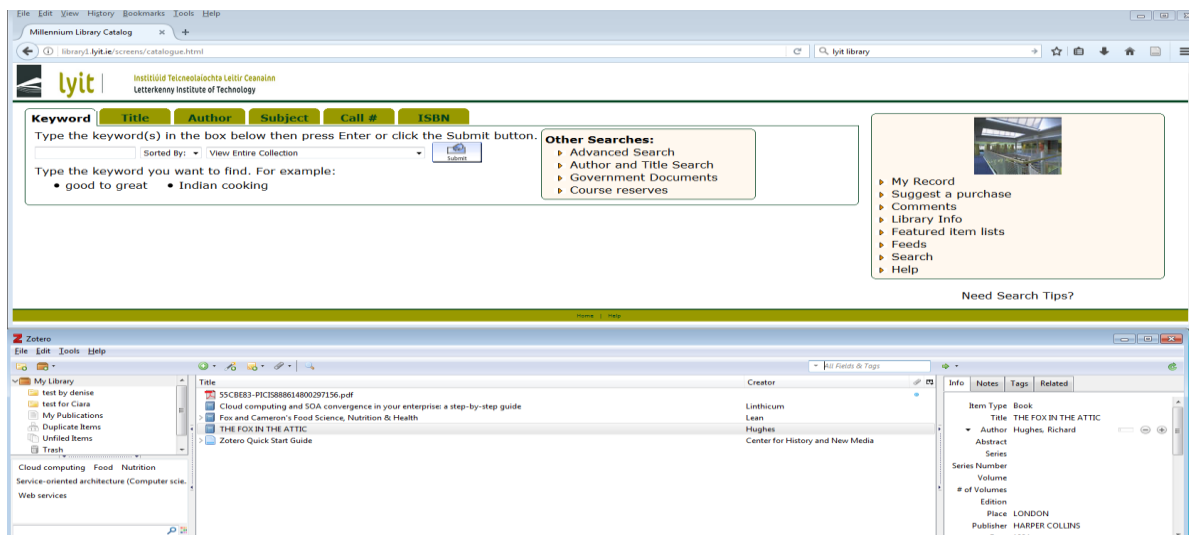
2. **Importing book citations from the LYIT catalogue** or a webpage. Search for the book title. Click on the item. The symbol top right of page will recognise that the search is for a book and change accordingly click on the book symbol and the citation will be imported to Zotero
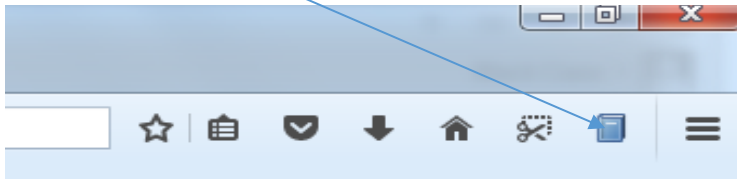
3. **Importing citations from EBSCO database in the library Homepage.** http://library1.lyit.ie/ click on databases – business databases – **EBSCO Academic Search Complete** and enter the search. Select an article and click on the symbol (as above). The symbol will change to **journal article** and the article will be imported to Zotero
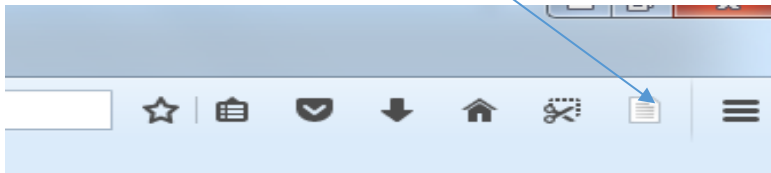
4. Click here to create a **new collection** and name the collection. Open the library in the new collection to add new citations to it, or to bring citations from another collection click on the citation and drag to the new collection.
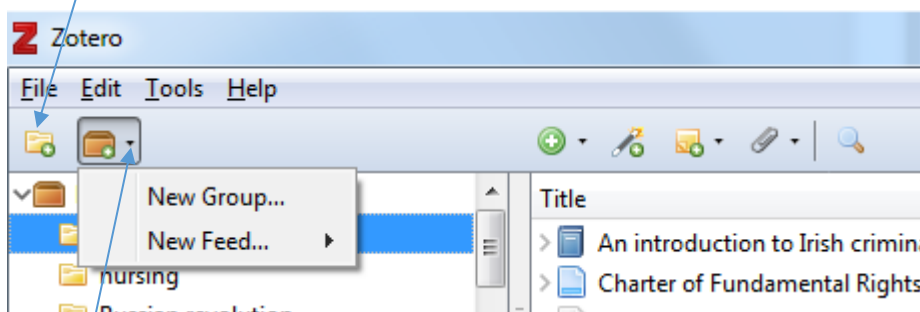
5. **Click here to create a new group to share your collections with**

Click the down arrow here to **create a new group**. Log in with username and password to access groups and create new groups
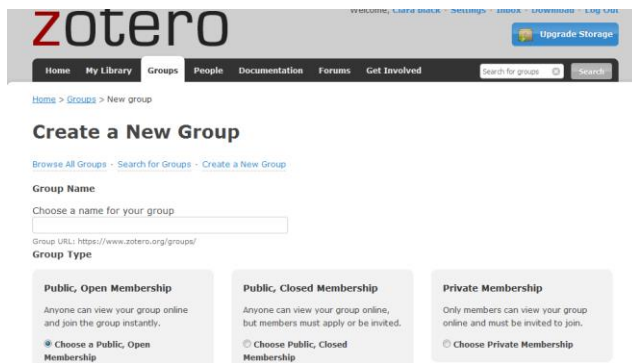
6. To attach the file to citation click on the article full text and open. Click on the **download symbol**
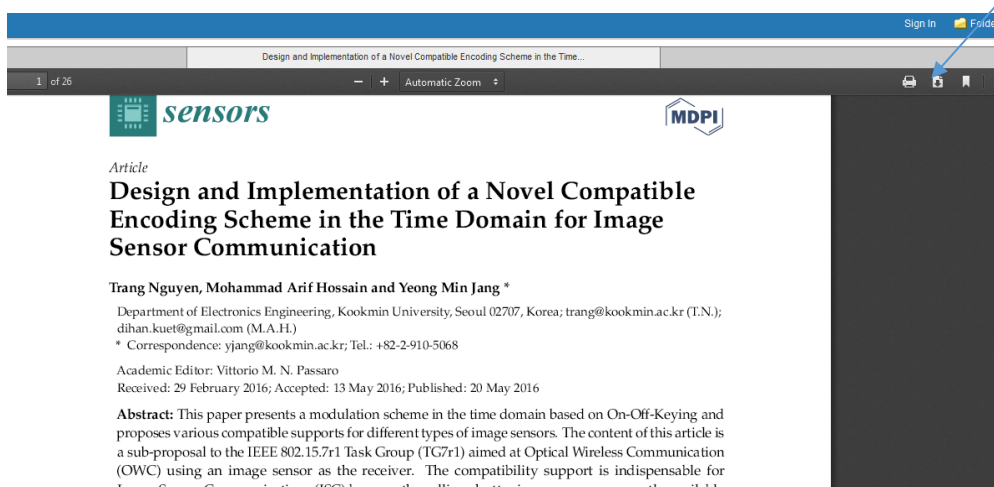
And save to Zotero and OK
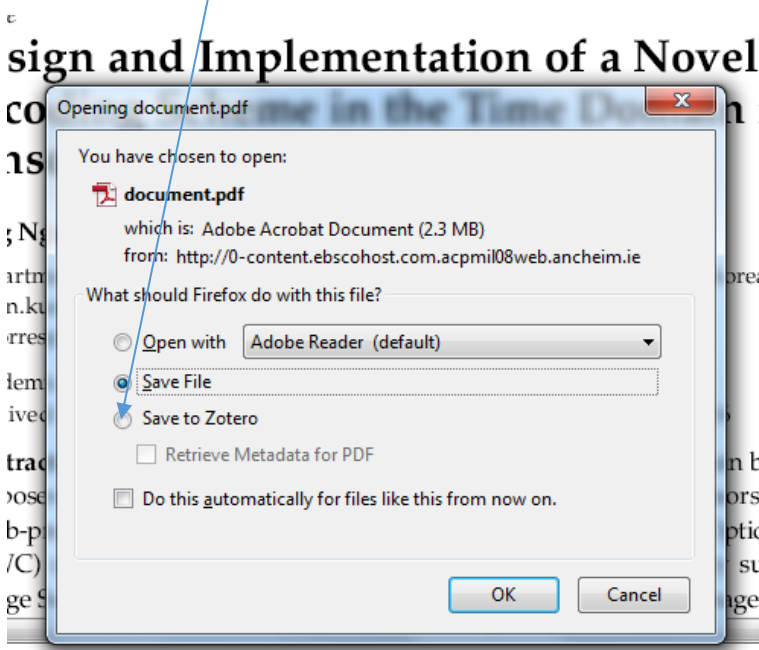
The full text article will appear in the library as **content server**. Rename to link text to article citation
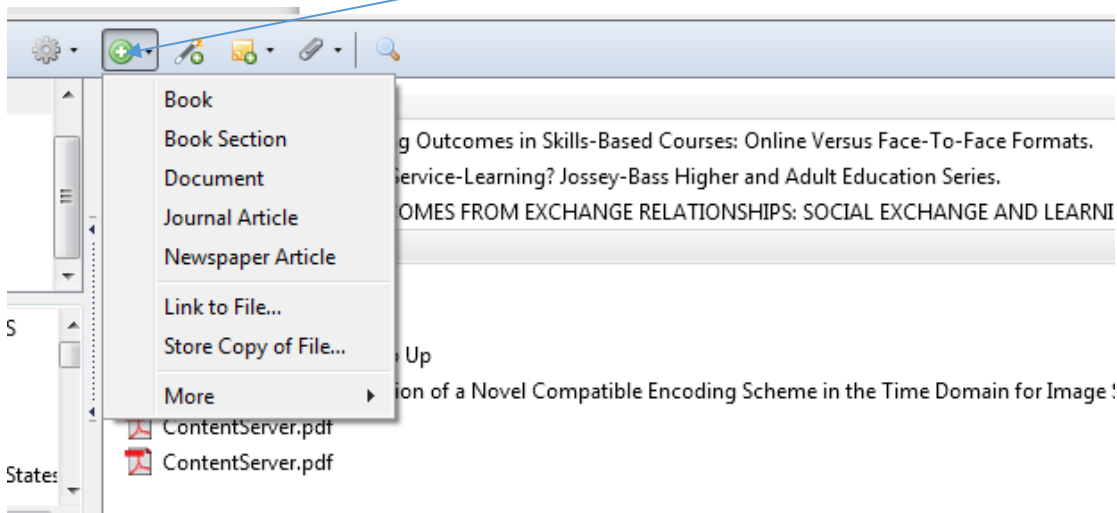
Trang Nguyen, Mohammad Arif Hossain and Yeong Min Jang *

Department of Electronics Engineering, Kookmin University, Seoul 02707, Korea; trang@kookmin.ac.kr (T.N.); dihan.kuet@gmail.com (M.A.H.)
* Correspondence: yjang@kookmin.ac.kr; Tel.: +82-2-910-5068

Abstract: This paper presents a modulation scheme in the time domain based on On-Off-Keying and proposes various compatible supports for different types of image sensors. The content of this article a sub-proposal to the IEEE 802.15.7r1 Task Group (TG7r1) aimed at Optical Wireless Communication (OWC) using an image sensor as the receiver. The compatibility support is indispensable Image Sensor Communications (ISC) because the rolling shutter image sensors currently availa

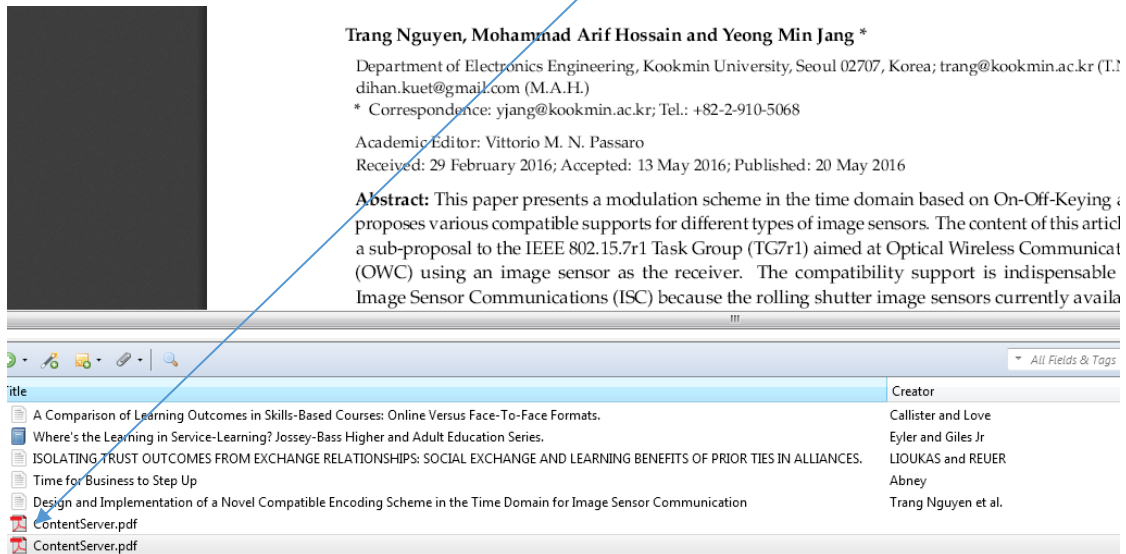| Title	Creator
A Comparison of Learning Outcomes in Skills-Based Courses: Online Versus Face-To-Face Formats.	Callister and Love
Where's the Learning in Service-Learning? Jossey-Bass Higher and Adult Education Series.	Eyler and Giles Jr
ISOLATING TRUST OUTCOMES FROM EXCHANGE RELATIONSHIPS: SOCIAL EXCHANGE AND LEARNING BENEFITS OF PRIOR TIES IN ALLIANCES.	LIOUKAS and REUER
Time for Business to Step Up	Abney
Design and Implementation of a Novel Compatible Encoding Scheme in the Time Domain for Image Sensor Communication	Trang Nguyen et al.
ContentServer.pdf	
ContentServer.pdf	

7. To manually add a citation to your library. Click on the symbol below. Select the source you want to enter e.g book

Then fill out the tags individually below beginning with **item type** ensuring author is entered with last name first. Fill out as much information as possible see below.
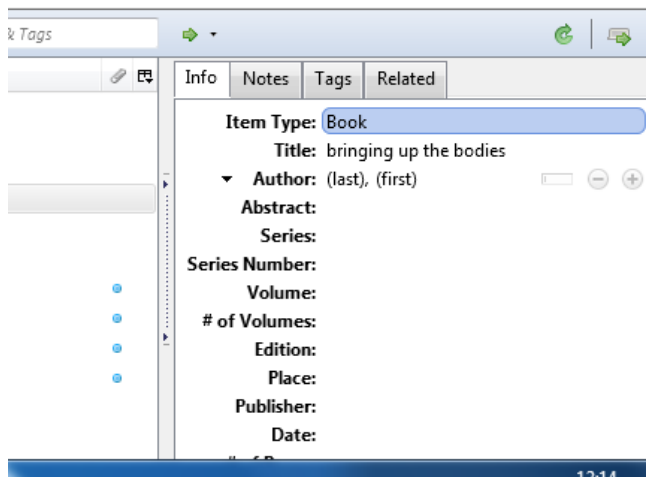
8. **Inserting citations into your assignment in a word doc.**

Put the curser at the end of the piece of written work that you want to cite, then Click on Zotero in the menu bar. Click on **Add/Edit Citation.** You may be asked to select your referencing style (upper left of the page) click on the arrow beside the Z and select classic view.
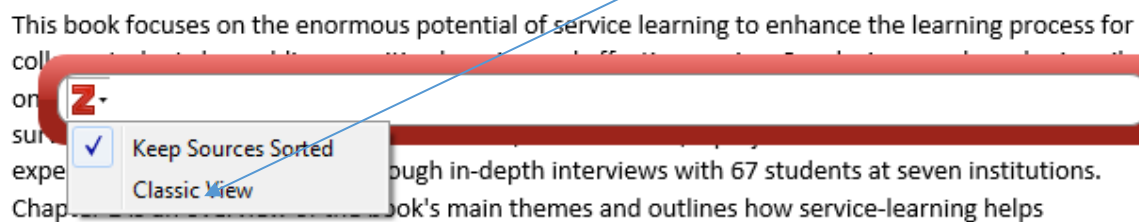
Click on the article you want to cite and OK. The intext citation will be at the end of the written work. To add the bibliographic hit **return key**, click on **insert Bibliography** (upper left of the page) The bibliographic reference will appear directly under the written work. Further citations added to the written work will now automatically include the bibliography at the same time, and put them in alphabetical order. The bibliography will continually run at the end of the written work. You can add a pagebreak if you wish to keep the bibliography on a separate sheet. See below

Example assignment

Chapter 1 is an overview of the book's main themes and outlines how service-learning helps students achieve important outcomes of a college education. Chapters 2 through 7 show how service-learning can develop these outcomes, which are: personal and interpersonal development; understanding and applying knowledge; engagement, curiosity, and reflective practice; critical thinking; perspective transformation; and citizenship. Chapter 8 examines program characteristics and summarizes the impact of key program characteristics on the outcomes identified earlier. Implications for practice are discussed in chapter 9. Appendixes include a list of study participants, the study methodology, survey and interview instruments(Callister and Love 2016)

Insert page break here

Callister, R.R., Love, M.S. (2016) 'A Comparison of Learning Outcomes in Skills-Based Courses: Online Versus Face-To-Face Formats.', *Decision Sciences Journal of Innovative Education*, 14(2), 243–256.

9. **For Law students using OSCOLA only. Inserting citations into your assignment in a word doc**
The in-text citation will appear as a number only with footnotes. To add the bibliographic hit **return key**, click on **insert Bibliography** (upper left of the page) The bibliographic reference will appear directly under the written work, simultaneously. Further citations added to the written work will now automatically include the bibliography at the same time, and put them in alphabetical order. The bibliography will continually run at the end of the written work. You can add a pagebreak if you wish to keep the bibliography on a separate sheet. See below

Example assignment

Chapter 1 is an overview of the book's main themes and outlines how service-learning helps students achieve important outcomes of a college education. Chapters 2 through 7 show how service-learning can develop these outcomes, which are: personal and interpersonal development; understanding and applying knowledge; engagement, curiosity, and reflective practice; critical thinking; perspective transformation; and citizenship[1]

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Page break here

bibliography

'Charter of Fundamental Rights' <http://0-eur-lex.europa.eu.acpmil08web.ancheim.ie/legal-content/EN/TXT/HTML/?uri=LEGISSUM:l33501&from=EN> accessed 27 September 2017

Hanly C, *An Introduction to Irish Criminal Law* (3rd edition, Gill & Macmillan 2015)

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[1] Conor Hanly, *An Introduction to Irish Criminal Law* (3rd edition, Gill & Macmillan 2015).
[2] 'Charter of Fundamental Rights' <http://0-eur-lex.europa.eu.acpmil08web.ancheim.ie/legal-content/EN/TXT/HTML/?uri=LEGISSUM:l33501&from=EN> accessed 27 September 2017.

10. **Adding page numbers to a citation.** Put the curser at the end of the citation inside the brackets. Click **add/edit citation** and enter page numbers at the end with no punctuation and return. The citation will be updated with punctuation automaticly inserted.

(Mantel 2013)

Mantel, H. (2013) *Bring up the Bodies*, Fourth Estate: London.

Z· (Mantel, 2013, p. 123)

11. Creating a bibliography without In-text citations

Right click on the collection and Create Bibliography from collection. Choose citation style – output method – save as RTF and OK. Name and save the file to your chosen destination. The doc will open in word as a bibliography of the collection.
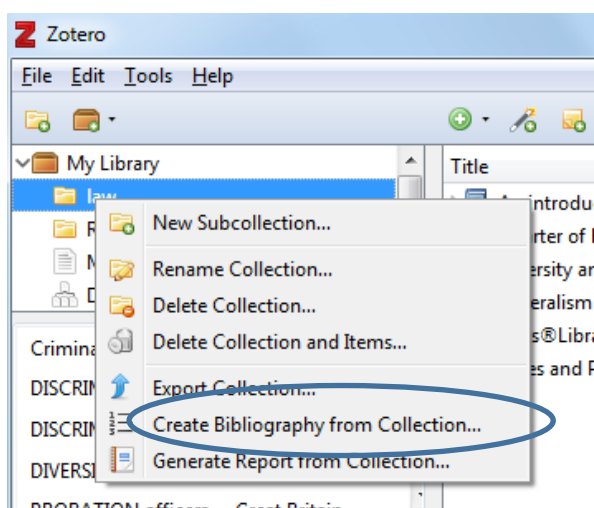
12. Learning outcomes

- To become familiar with Zotero Referencing Package.
- To be able to reference all media types including databases, journals, books and websites.
- To be able to use the 'Cite While you Write' referencing model to produce citations and bibliographies as part of the research and paper writing process.
- To store and manage the references in one user friendly library.