

## FACULTY OF BUSINESS, ECONOMICS AND SOCIAL SCIENCES

# Reference Management with Zotero All Ecxercises

2024-10-17

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# **Collect References**

## 1: Import Item from Katalogplus

- Open Zotero
- Add a **New Collection**: Click the "New Collection" icon in the upper left corner. Give the new collection the name **Training**.

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- Search in Katalogplus (<u>https://katalogplus.sub.uni-hamburg.de/vufind/</u>) for the following title: Girl, Woman, other (Evaristo, Bernadine).
- Open the item from the result list in the single display.
- Send the title to Zotero by clicking the Zotero icon at the left of the address bar. This is the
   Zotero Connector. The import to Zotero is triggered.

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• Please check that the information in Zotero is displayed correctly in the area on the right and fill in missing information (e.g. author, title, publisher, year of publication etc).

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- Search also the following publications and import them into the collection "Training":
  - Campus Catalogue (<u>https://kataloge.uni-hamburg.de/</u>): Kein Kapitalismus ist auch keine Lösung (Ulrike Herrmann)
  - Campus-Katalogue: Fundamentals of Aircraft and Rocket Propulsion (Ahmed F. El-Sayed)

## 2: Import Title via ISBN or DOI Identifier

• Click the icon with the magic wand (Add entry by identifier). A small window opens.

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√ 🏛 My Library	Enter ISBNs, DOIs, PMIDs, arXiv IDs, or ADS Bibcodes to add to your library:	
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🛅 Training		othe
My Publications	Author Evaristo, Ber	rnarc

- Enter the **ISBN** or the **DOI** and press the Enter key.
- Zotero searches for the appropriate reference and imports it directly into your open collection.

#### **ISBNs for testing**

- 9783869352923
- 9783658249908

#### DOI for testing

- 10.3390/ijerph15040816
- 10.1007/978-3-658-09701-1\_5

#### 3: Import PDF-Files

- Download the folder at the following URL: <u>https://www.wiso.uni-hamburg.de/biblio-</u> thek/service/beratung-und-schulungen/materialien/pdf-download.zip and unzip it.
- Drag and drop three PDF files into the center column of your Zotero project. If Zotero does not find all the title data, you should add the data manually if necessary.
- This allows you to save the PDF file plus metadata in Zotero.

## 4: Manual Entry

• Take a look at the different **item types** in Zotero. Test how the input mask changes when you select a different document type.



 Capture the following article from a collective volume. The corresponding item type in Zotero is called Book Section: GVK Plus: <u>https://kxp.k10plus.de/DB=2.1/PPN-</u> <u>SET?PPN=104651556X</u>

## 5: Database Import

#### Single Item

- Open the **EconBiz** Database (<u>https://www.econbiz.de</u>).
- Search für "money politics", filter on "Open Access only" and press enter.

Biz - home page						
Publications		Events				
Q money politics	$\overline{}$					
All Fields	Open Access only	Advanced	Search history	Favorites		
u are here: Home / Search: n	noncy politics					
nowing 1 - 10 of 3,976				Sort	relevance	~
1 Book The impa	act of <b>money</b> in <b>polit</b>	ics on labor and capit	al : wvidence from Citiz	ens United v. FEC		
Akey, Pat;	; Babina, Tania; Buchak	, Greg; Tenekedjieva,	- 2023	$\frown$		+
freely available				Full text	<ul> <li>More access of</li> </ul>	options

- Select "Full text" for an entry of your choice.
- Import the reference by clicking on the **Connector** icon.
- If the PDF file is displayed in a browser tab it will usually be imported automatically (works with EconBiz and Busines Source Complete).

#### Watchlist

- Go back to your result list.
- Save 3 items by checking the checkboxes on the right of the item.
- Go to "Export selected results" at the end of the result list.
- Choose "Zotero, Mendeley, Refworks ..." and click the "Export"-Button.

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et	Format:	EndNote - Citavi, Endnote, RefWorks,	
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- Confirm "Download File" and "Allow Downloads".
- Change to Zotero and go to File/Import.
- Choose the downloaded file and follow the diesplayer importr steps.

Importing items from watchlists is generally working with catalogues and databases, e.g. ABI/IN-FORM Collection, WiSonet, EconBiz, Web of Science, Business Source Complete etc. Importing PDF files and the bundled metadata only works if you open the individual hit in a results list.

## **Organize Refereces**

## 6: Create Collections

- Select "**New Collection**" from the menu in the upper left corner. Create an outline of your work as shown in the example below.
- Move collections or create subcollections.



## 7: Create Tags

• In the detailed view of an item, you can select the **tags icon** tab in the right column and create new keywords.



- Click on three different items one after the other. Assign the keyword "green" via the "Add" button. Then display all titles with this keyword by clicking on the keyword in the left column at the bottom.
- Now you should see only the items to which the keyword was assigned.

# **Cite References**

## 8: Choose a Citation Style

- Go to the "Style Manager" (Zotero/Settings/Cite) and click "Get additional styles ..."
- Select the required citation style. In the citation style preview you see how a chosen style impacts on formatting citations in the text and in the bibliography.
- Click the desired style so that it appears in the "**Style Manager**". For example, search for the following styles and add them to your style manager:
  - APA 7th edition (our recommendation)
  - Deutsche Gesellschaft für Psychologie 5. Auflage
  - Hochschule der Medien Stuttgart
- 9: Cite in Word with Zotero
  - Open a new document in **Word**. At the top right you will find the Zotero tab. Click on the tab. Then click "**Add/Edit Citation**".
  - A new window will open. Select the desired citation style and confirm with OK.

- A search box with a red border opens. Enter **keywords** (author and title keywords) or a year of publication to find the desired item here.
- Alternatively, you can select the **Classic view** by clicking the small triangle next to the Z and choose classic view. All collections will be dispayed. Pick the item and enter additional information like page number.

C Z - Frey et a	l., 2024, s. 56
Drientierungssyst	Entwicklung neuer Kollaborationsmöglichkeiten und Geschäftsmodelle
Accessibility and	Frey et al. (2024), Industrielle Datenanalyse: Entwicklung einer Datenanalyse-Plattform für die wertschaffende, kompetenzorientierte Kollaboration in dynamischen Wertschöpfungsnetzwerken, Springer Fachmedien: Wiesbaden, 87-100.
	Seite 56

- Insert literature references into your Word document in the pattern shown below:
- (Author, year)
- (Author, year, p. 10)
- (Author A, year; Author B, year)

10: Create a Bibliography in Word with Zotero

- Placed your cursor at the end of your Word-document under your citations and choose "Add/Edit Bibliography" from the Zotero tab.
- Your bibliography will be generated automatically and will adjust as you change your document or when you click the Refresh button.

Library WISO/BWL Please send any enquiries to: <u>bib-schulung.wiso@uni-hamburg.de</u>

