

Referencing and Bibliography with Zotero



Library WISO/BWL

Ingo Caesar

Agenda

- Previously distributed
 - Step by step installation guide
 - Exercise: capture references
- Overview
 - Reference management and Zotero
- Practice
 - Check installation / capture references / organise / use in MS-Word

Reference management and Zotero

pybliographer

RefDB

citavi



otero



Papers
Online

RefWorks

THOMSON REUTERS
EndNote
...Bibliographies Made Easy™



readcube

citeulike 

qiqqa



BibSonomy

bibme

WF
WizFolio

BibDesk

Advantages

- Easy import and export of references, manage full texts
- Simple organisation
- Consistent formatting in text and bibliography (citation style)
- Automatic comparison of cited literature and bibliography

Which literature management program suits me?

Criteria	Zotero	EndNote	Citavi
Operation system: Win/Mac	✓/✓	✓/✓	✓/-
Webapp	✓	✓	✓
Collaboration	✓ (Webapp)	✓ (Webapp)	✓ (Cloud)
Scope of functions	-	+	++
Availability at the UHH	✓ (Open Source)	✓	✓

Zotero 6.0.26 (April 20, 2023)

- Desktop- & web-version
- OS: Windows, MacOS, iOS (App), Linux etc.
- Texteditors: Word, LibreOffice, Google Docs, <https://tinyurl.com/yck6d7zw>
- Collaboration: zotero.org account necessary
- Browser add-on: Connector
- Webversion free up to 300 MB webspace

Decision making

- Recherchetipp: Welche Literaturverwaltung ist für mich die richtige?
(German only)

<https://tinyurl.com/wvd5fs6w>



<https://www.pinterest.de/pin/526780487642769345/>

iOS, Windows, Firefox, Chrome, Safari, Word, LibreOffice

Installation

Installation Setting: Zotero for iOS, Safari und Word

- Who still needs to install, where are there difficulties?
- Installation instructions for today's training :
<https://tinyurl.com/bdfdw2jj>
- Activate the “Zotero Connector” in Safari via "Preferences/ Extensions"
- The Zotero add-on in MS-Word should automatically appear in the ribbon.





Zotero 6 for Windows

Your personal research assistant

Download

Other platforms

[macOS](#) · [Linux 32-bit](#) · [Linux 64-bit](#)



Zotero Connector

Save to Zotero from your browser

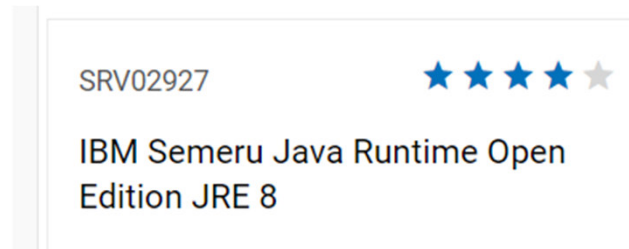
Install Firefox Connector

Zotero Connectors automatically sense content as you browse the web and allow you to save it to Zotero with a single click.

[Zotero Connectors for other browsers](#)

Zotero with Firefox and Libre Office

- Install Zotero
- Install Libre Office
- Install JAVA



Repetition

Collect References

Repetition

1. Katalog*plus* and Campus Katalog ([Link](#))
2. Collect via ISBN or DOI ([10.3390/ijerph15040816](https://doi.org/10.3390/ijerph15040816))
3. PDF-document import ([Link](#))
4. Manual capturing, e.g. „Book Section“ ([Link](#))
5. Collect references from database ([Link](#))

Exercise: Capture 5 Examples

 bib wiso bwl recherche

08.06.2023

Zotero | ingo.caes:

SEARCHING

You have access to a number of catalogs, databases, and helpful internet resources to search for books, journals, essays, and articles. Use our recommendations to conduct your literature search efficiently.

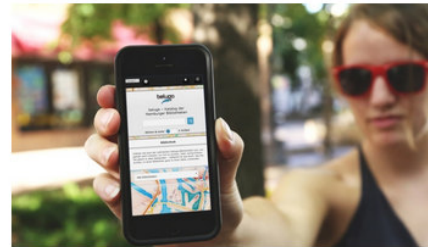


Photo: magicmockups, CC0

Catalogs

Katalog^{plus}, Campus Catalogue and additional catalogs.

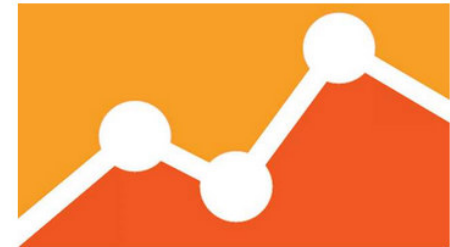


Photo: Joe The Goat Farmer, Image, CC BY

Databases and search portals

Articles, essays, corporate financial data, research data and statistics.



Photo: WOCinTech Chat, wocintech (microsoft) - 57, CC-BY

Journals

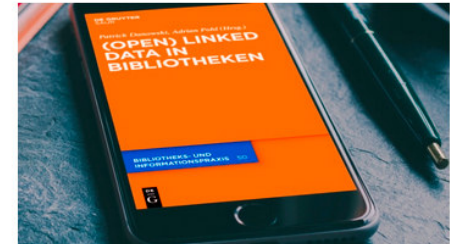


Photo: magic-mockups, CC0

eBooks

Collections and Tags

Organising and Structuring

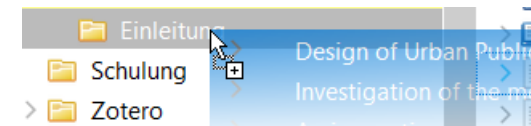
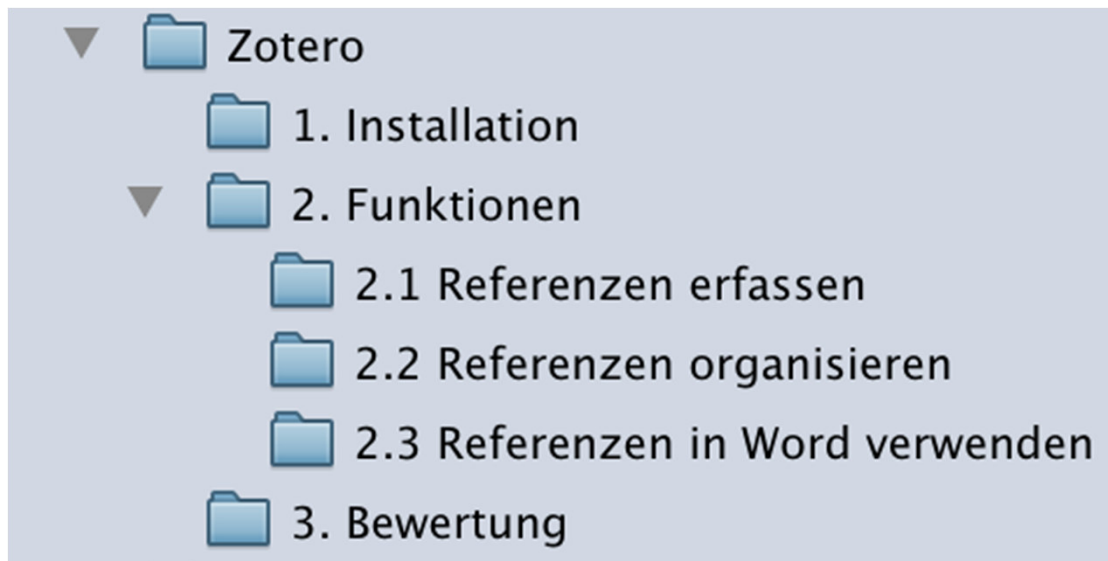
Collections and Subcollections

- Create an outline for your scientific work
- an open categorization for the first assignment
- To-do-list

Examples

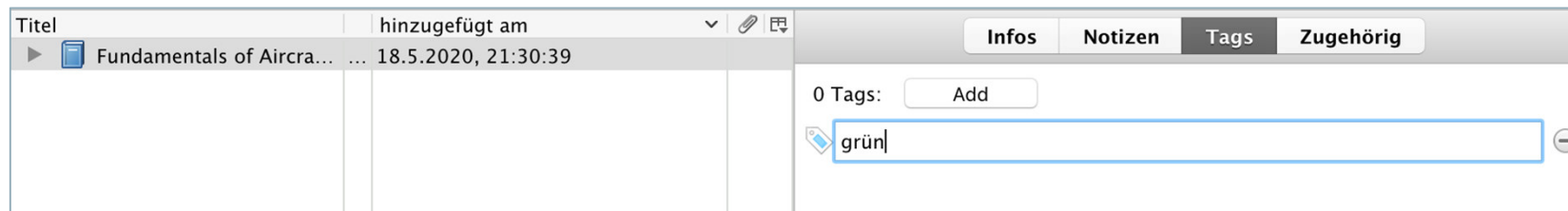
Outline	Topics	Processes
Introduction	Topic 1	Get full text
Chapter 1	Topic 2	Check
Chapter 2	Topic 3	Read
Chapter 3		Excerpt
Conclusion		

Exercise: Create Outline



Work with Tags

- In the detailed view of an item, you can select the “**Tags**” tab in the right column and create new tags.



Exercise: Create Tags

- Click three different titles one after the other.
- Assign the keyword **green** to each of them using the **Add** button.
- Display all titles with this tag by activating the tag in your collection in the left column below.
- Now you should see only the three titles with the tag **green**.

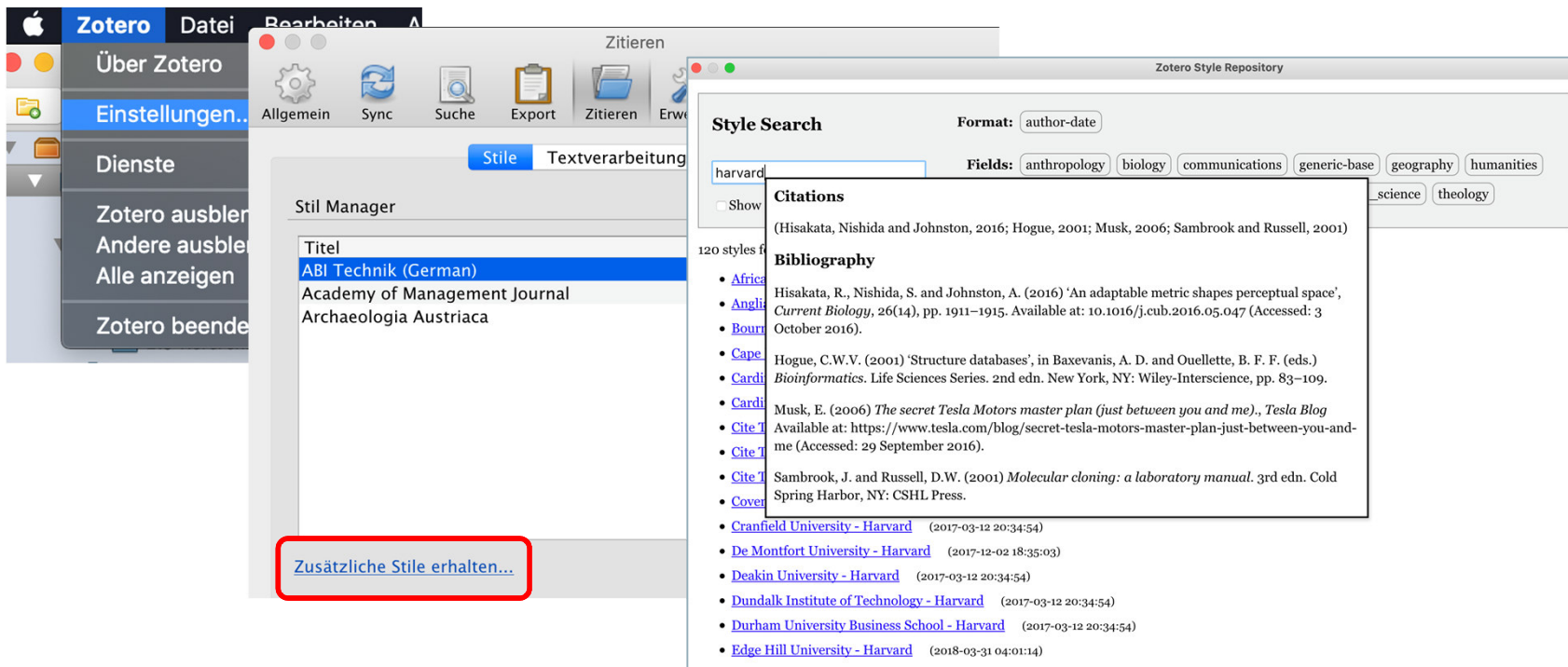
Titel		Erst...	▼		
▶ 	 Flexible Engineering Toward Green Aircraft: CAE To...		...		
▶ 	 Bio-inspired Computing: Theories and Applications...		...		
▶ 	 Fundamentals of Aircraft and Rocket Propulsion	El-S...	...		

Citation Styles, Citation and Bibliography

Use References in Word

1. Choose Citation Styles

- Go to the “**Style Manager**” (Zotero/Settings/Cite) and click “**Get additional styles ...**”
- Select the required citation style. In the citation style preview you can 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**”.



The screenshot displays the Zotero application interface. On the left, a sidebar menu includes options like 'Über Zotero', 'Einstellungen...', 'Dienste', and 'Zotero ausblenden'. The main window shows the 'Stil Manager' (Style Manager) with a list of styles. The 'ABI Technik (German)' style is selected. Below the list, a button labeled 'Zusätzliche Stile erhalten...' (Get additional styles...) is highlighted with a red rectangle. To the right, the 'Zotero Style Repository' window is open, showing a 'Style Search' interface. The search results for 'harvard' are displayed, including a list of styles and a detailed view of the 'Bibliography' style, which shows citation examples for various sources.

Exercise: Add Citation Styles

Search for the following styles and add them to your style manager:

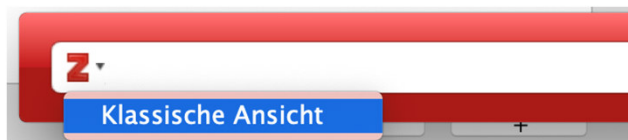
- APA 6th edition
- Deutsche Gesellschaft für Psychologie 5. Auflage (Deutsch)
- Hochschule der Medien Stuttgart (Deutsch)

2. Set citation style for Word

- Open a new Word document
- Click the Zotero tab
- Click on "Add/Edit Citation"
- Switch to Zotero and select the citation style

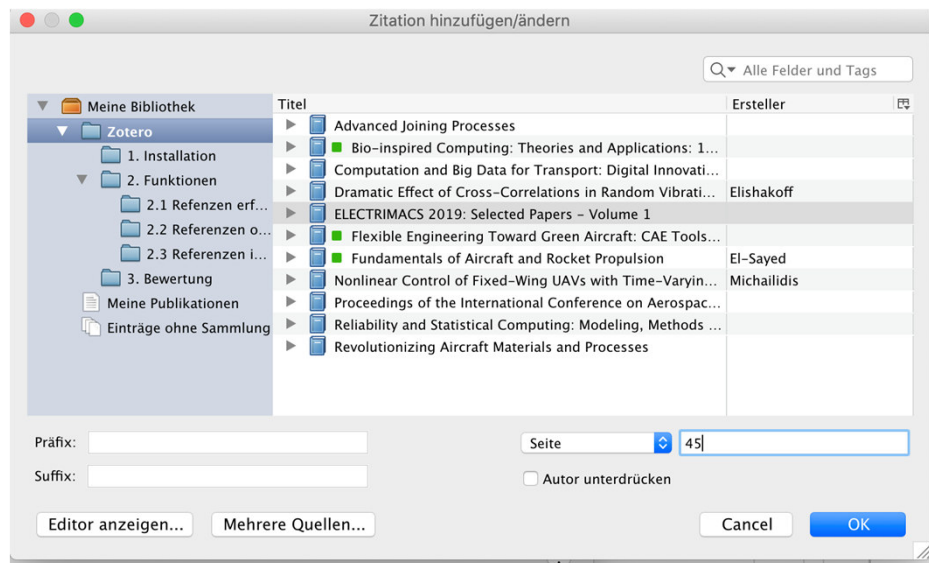
3. Cite in Word

- Select the **Classic View** in the red input field.



- Now you can see the references of all collections.
- Select one, specify the page number and select "OK".
- Your reference in Word will be created.

Cite in Word



4. Create bibliography

- An alphabetically sorted bibliography is automatically generated at the end of your document and updated whenever you click “Refresh”.
- Click on "Add/Edit Bibliography" in Word
- The bibliography is created.

Create Bibliography

My Text (*Computation and Big Data for Transport*, 2020, S. 343)

Further Text (*Advanced Joining Processes*, 2020, S. 5445; *Computation and Big Data for Transport*, 2020, S. 45; *Proceedings of the International Conference on Aerospace System Science and Engineering 2019*, 2020, S. 23)

Bibliography

Advanced Joining Processes (1st ed. 2020., S. 1). (2020). Springer Singapore.

Computation and Big Data for Transport: Digital Innovations in Surface and Air Transport Systems (1st ed. 2020., S. 1). (2020). Springer International Publishing.

Proceedings of the International Conference on Aerospace System Science and Engineering 2019 (1st ed. 2020., S. 1). (2020). Springer Singapore.

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Exercise: Cite and Create Bibliography

- Insert some literature references into your Word document in the pattern shown below:
- (Author year); (See Author year, p. 10); Author (year); (Author A; author B)
- Underneath write "Bibliography" and then click on the "Add/Edit Bibliography" icon.



Zotero Website

- Work with multiple devices or together with others
- Registration is necessary
- <https://www.zotero.org>

Too Complicated?

- If you're not able to install software and just need to create bibliographies, try zotero**ib**.

- <https://zbib.org/> **zotero**ib****

Training Materials

1. Zotero installation
2. Exercises: Collect references
3. All exercises used in the course
4. This presentation

<https://www.wiso.uni-hamburg.de/bibliothek/service/beratung-und-schulungen/materialien#19954747>

Working Group: Information Literacy

Universität Hamburg
Fakultät Wirtschafts- und Sozialwissenschaften
Bibliothek WISO/BWL
Fachbibliothek Wirtschaftswissenschaften

Von-Melle-Park 5
D-20146 Hamburg

1. Stock, Aufgang A

+49 40 42838-5596/5720

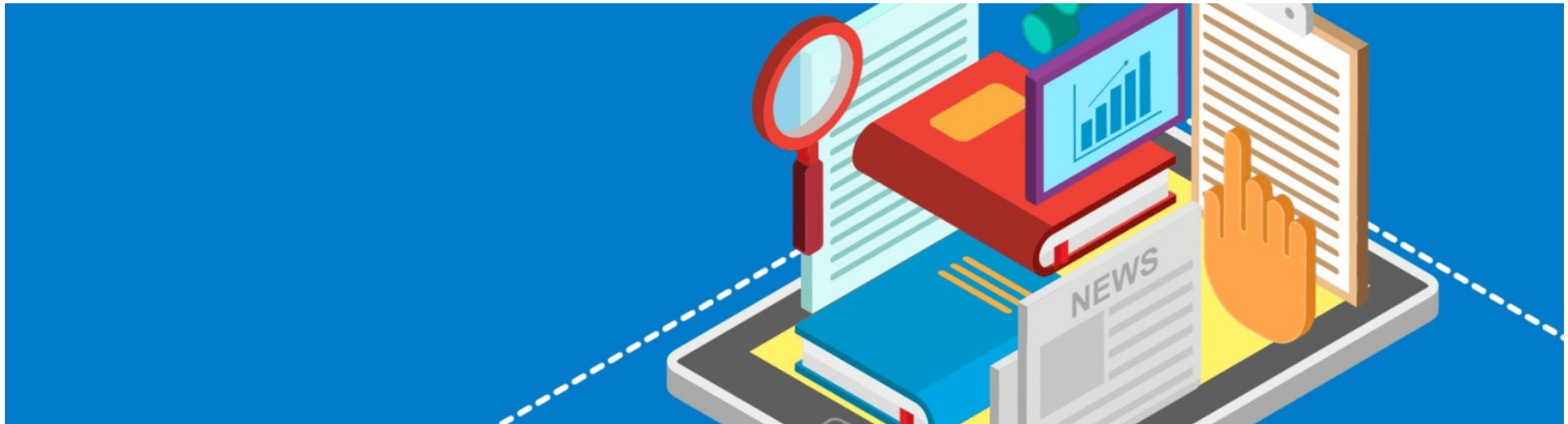
bib-schulung.wiso@uni-hamburg.de

www.wiso.uni-hamburg.de/bibliothek/

08.06.2023

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Thank you!

**Library of the Faculty of Business, Economics and
Social Sciences and Business Administration**

