Zotero Introductory Notes

❖ *Zotero* facilitates collecting, organizing, citing, and sharing research sources
❖ *Zotero* is an open source standalone program running on the Windows, Mac OS X, and Linux operating systems with connecting software for the *Google Chrome, Firefox, Opera,* and *Safari* browsers
  ➢ Does not work with *Internet Explorer*

❖ Setting up a free *Zotero* account gives you:
  1) unlimited storage space on *Zotero*'s servers for your metadata (information about your sources, e.g., author, title, publisher, etc., including your text notes);
  2) up to 300 MB of storage on *Zotero*'s servers for PDF and image files. You can purchase more file storage space--$20/year for 2 GB, $60/year for 6 GB
❖ You can choose to store just your source metadata on the *Zotero* servers and NOT store any files there
❖ On any computer where you install desktop *Zotero*, you can configure *Zotero* to sync your desktop data (and files, if you choose) with the content stored on *Zotero*'s servers

❖ While you can manually type descriptive information (metadata) about each of your sources into your *Zotero* database, *Zotero* makes it one-click easy to transfer source metadata from many of our subscription databases, as well as from web sites, into your *Zotero* database. If you already have article PDFs, you can drag them into Zotero and use the right-click menu to try to automatically retrieve article metadata from the Internet.

❖ As with any bibliography management tool—e.g., *RefWorks, EndNote*—you will need to know what a correctly formatted bibliographic style should look like. You cannot assume that the bibliographic styles output by the tool are totally accurate/correct
  ➢ EMU Library web page with links to 'cheat sheets' for a number of common bibliographic styles: http://www.emich.edu/library/help/citing.php

❖ When *Zotero* (or, for that matter, any other bibliography management tool) automatically ingests source metadata from the Internet into its database, you will often have to 'clean up' the metadata in the *Zotero* database, e.g., title case, for correctly formatted bibliographic styles to be generated by *Zotero*. Once you tweak the automatically imported metadata in *Zotero*, you should be able to generate accurate bibliographic styling with the tool.

❖ EMU Library *Zotero* Guide: http://guides.emich.edu/zotero

Keith Stanger
Eastern Michigan University Library