



A COMPREHENSIVE GUIDE ON HOW TO USE ZOTERO

Zotero is an open-access, easy-to-use reference management tool that serves as your personal research assistant and helps you collect, organise, cite, and share your research sources. Here are some key features and aspects of Zotero:

Reference Collection: Zotero allows users to collect references from various sources, including websites and online databases. It can automatically capture metadata, such as author names, publication titles, and publication dates, making it easier to organise and cite sources.

Browser Integration: Zotero offers browser connectors for popular web browsers like Chrome, Firefox, and Safari. These connectors enable users to save sources directly from their browser to their Zotero library with a single click.

Library Organisation: Users can organise their references into collections and subcollections within Zotero. This helps in categorising sources by project, topic, or any other preferred structure, making it easier to locate and manage references.

Citation Styles: Zotero supports a wide range of citation styles, including APA, MLA, Chicago, and more. Users can easily switch between citation styles, and Zotero will automatically format citations and bibliographies according to the selected style.

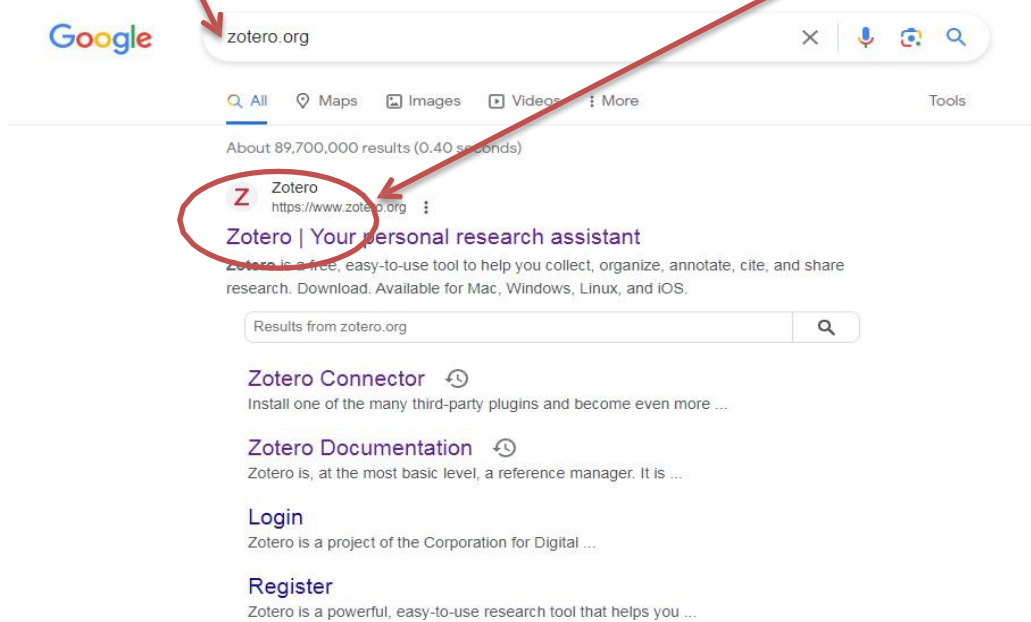
Word Processor Integration: Zotero seamlessly integrates with word processors like Microsoft Word, Google Docs, and LibreOffice. Users can insert citations directly into their documents and automatically generate bibliographies.



STEP - 1

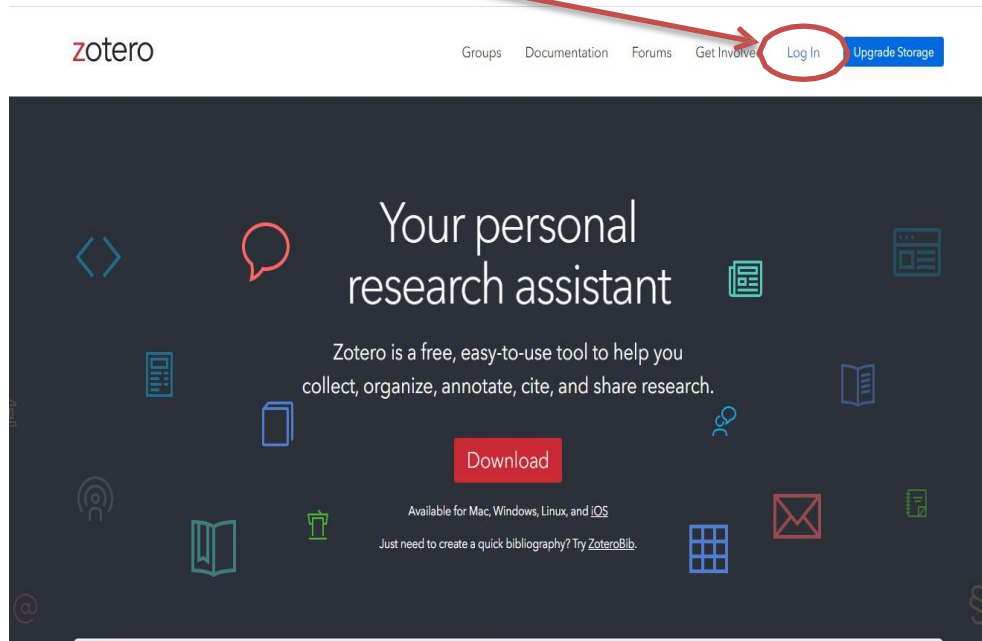
REGISTRATION DOWNLOAD INSTALLATION

- Search “zotero.org” on a web browser and click on “Zotero | Your personal assistant”

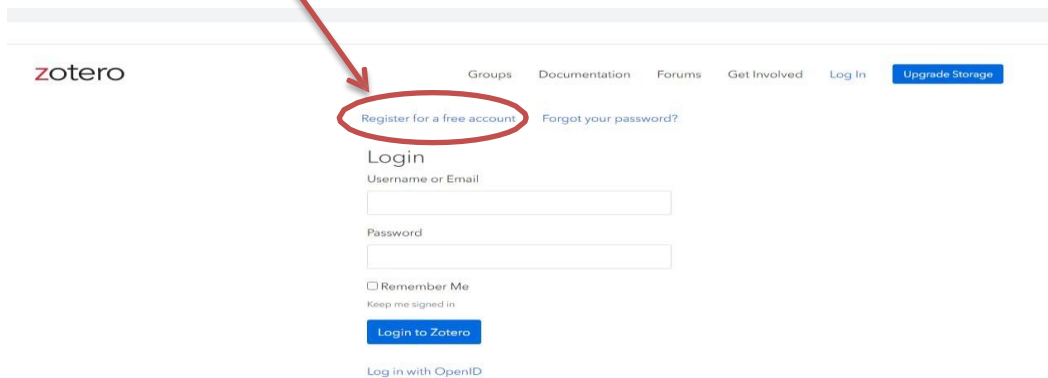
A screenshot of a Google search for 'zotero.org'. The search bar contains 'zotero.org' and the search button is highlighted. Below the search bar, the results show 'About 89,700,000 results (0.40 seconds)'. The first result is 'Zotero' with the URL 'https://www.zotero.org/'. The title of the result is 'Zotero | Your personal research assistant', which is circled in red. Below the title, there is a brief description: 'Zotero is a free, easy-to-use tool to help you collect, organize, annotate, cite, and share research. Download. Available for Mac, Windows, Linux, and iOS.' Below this, there is a search bar for 'Results from zotero.org' and several links: 'Zotero Connector', 'Zotero Documentation', 'Login', and 'Register'. Red arrows point from the text above to the search bar and the circled title.



- Select "Login" to establish a Zotero account. Having an account is crucial for synchronizing and accessing your library from any location.



- Click on "Register for a free account".



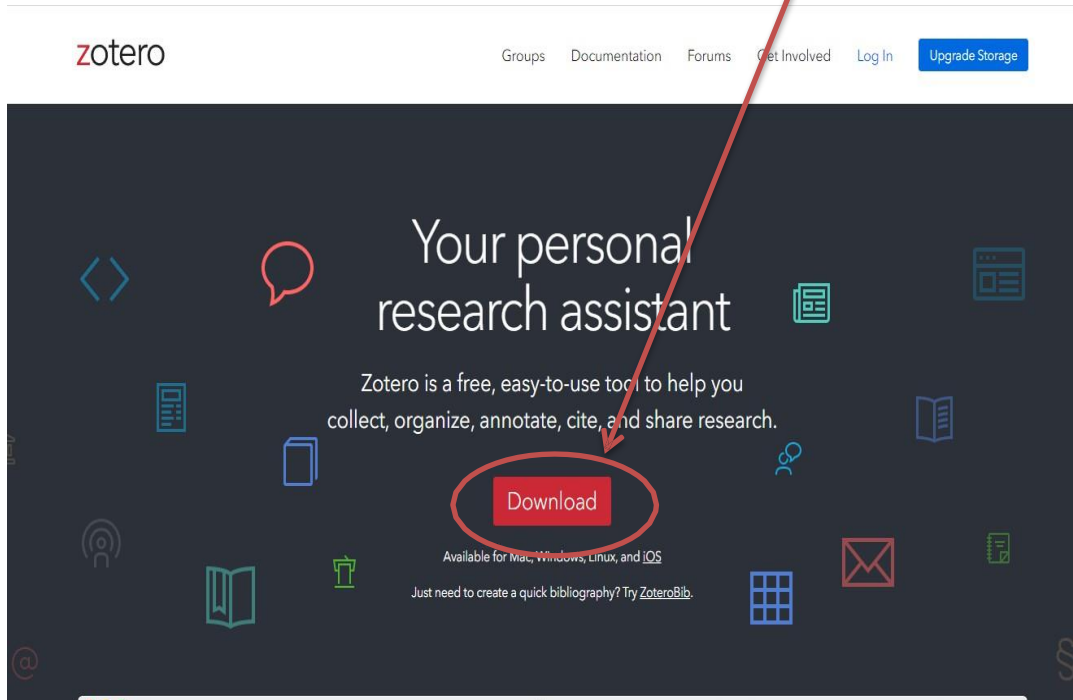


- ✚ Enter your email address and password, to create a username. The username must be at least 3 characters and may only use upper and lower case letters, numbers, ., _ or -
- ✚ A verification e-mail will be sent to your email by Zotero which you have already used at the time of registration. Activate your user account through your verification e-mail

A screenshot of the Zotero website's registration page. The page has a grey header with the 'zotero' logo on the left and 'Log In · Register' and 'Upgrade Storage' buttons on the right. Below the header is a navigation bar with links for 'Home', 'Groups', 'Documentation', 'Forums', and 'Get Involved', along with a search box. The main content area is titled 'Register' and includes links for 'Register for a free account', 'Log in to your account', and 'Forgot your password?'. A paragraph of text explains the benefits of registering. Below this is a registration form with fields for 'Username', 'Email', 'Confirm Email', 'Password', and 'Verify Password'. A red circle highlights the 'Email' and 'Confirm Email' fields. At the bottom of the form is a checkbox for 'I'm not a robot' and a reCAPTCHA logo. A blue 'Register' button is at the very bottom.

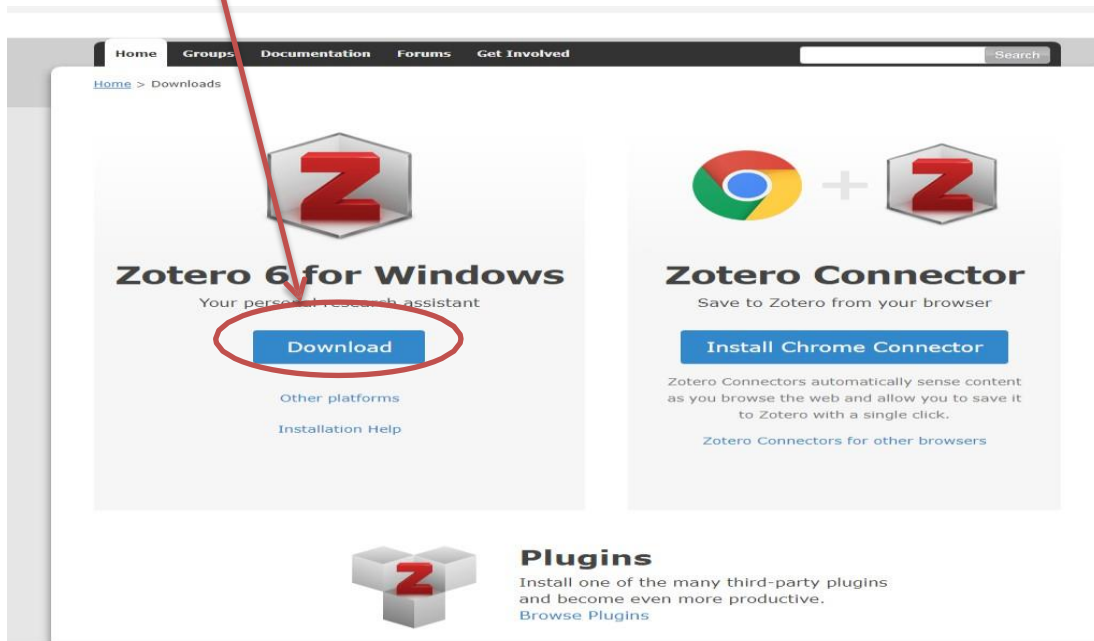


- ✚ After creating an account return to this page and click on “download”.





Click on "download".

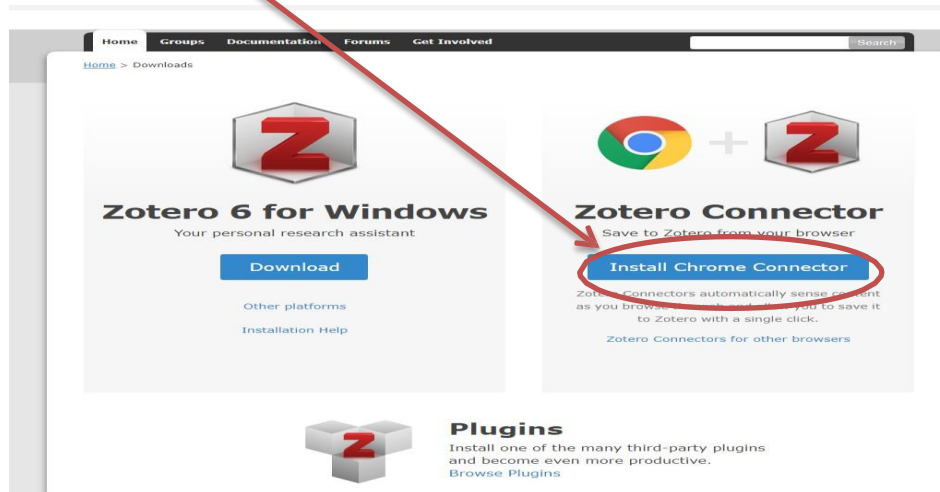


Click "run" to install the Zotero software.

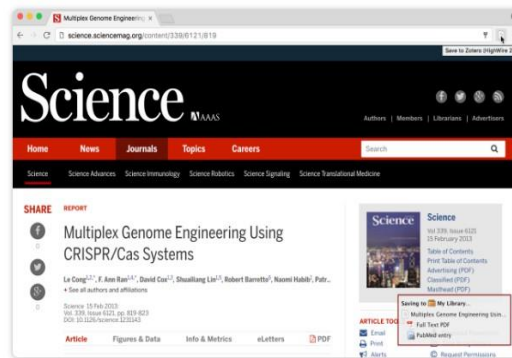
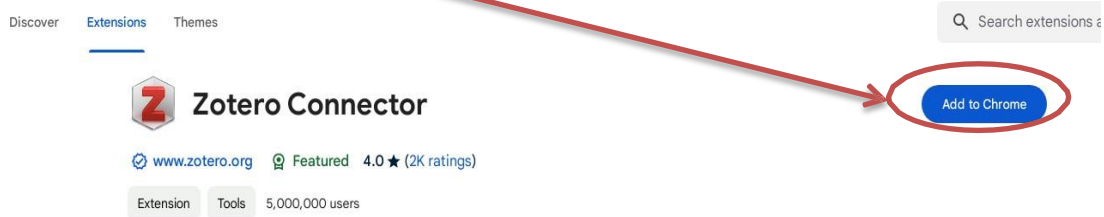




- Click on "Install Chrome Connector" to enable the importation of articles from your browser to the Zotero software.

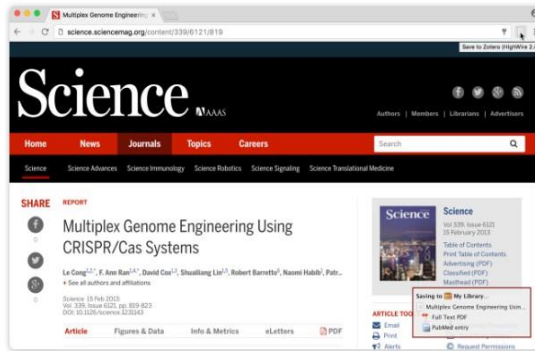
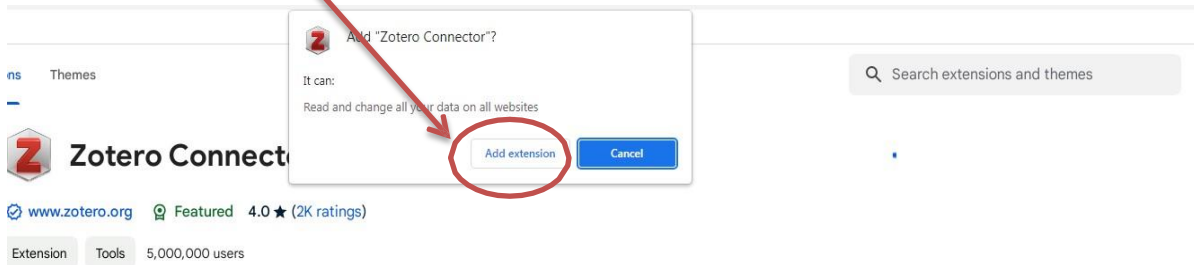


- Click on "Add to Chrome".

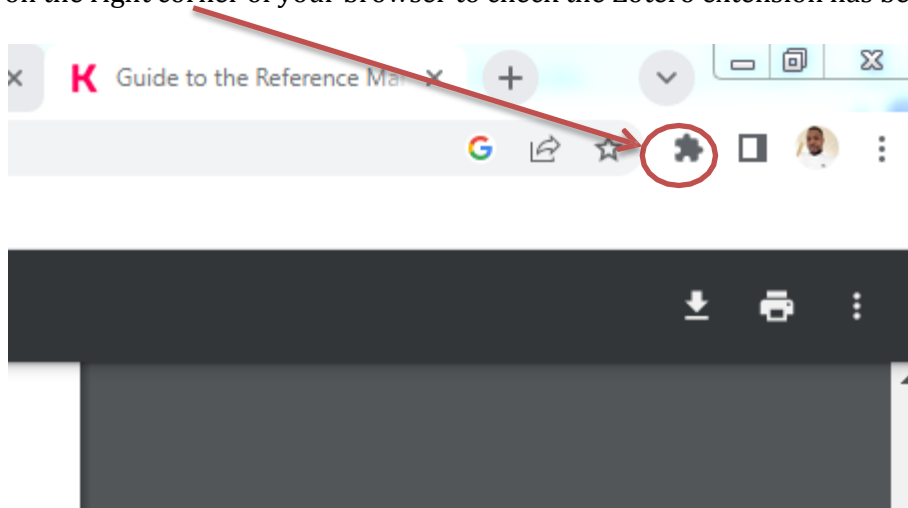




Click on "Add extension".



Click on the right corner of your browser to check the Zotero extension has been added

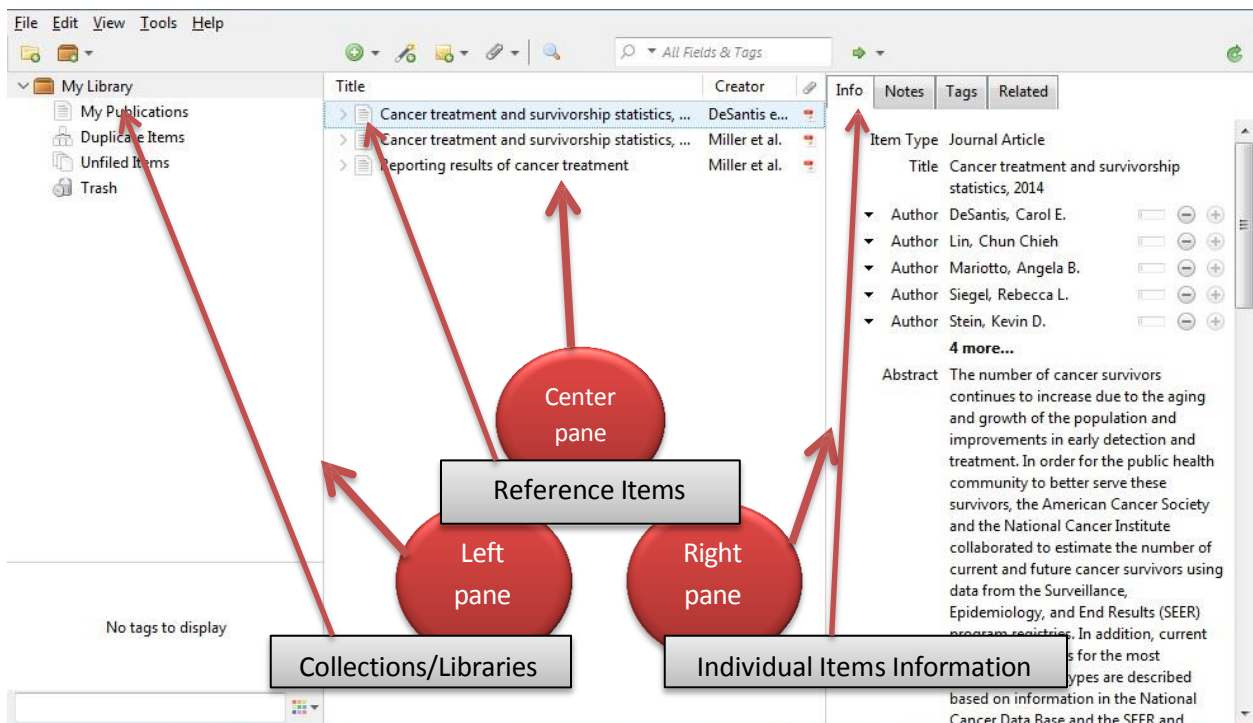




STEP - 2

INTRODUCTION ZOTERO PANE OR COLOUMN

- ✦ Open the downloaded Zotero software. Zotero home screen consists of three panes or columns, the left pane, middle and right pane.
- ✦ The left column contains your full library ("My Library") and your collections, which are subsets of "My Library".
- ✦ The middle column shows the items in the collection that are highlighted in the left column; the right column shows information about the item that is selected in the middle column.
- ✦ "My Library" holds all references, files, and notes you have saved, uploaded, downloaded, or written. To place these items into a specific collection, drag and drop them into the folder icon for that collection. Any collection can have an unlimited number of sub-collections or folders.



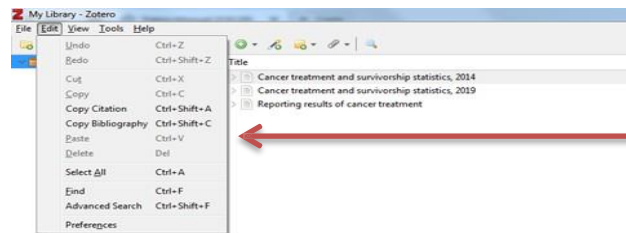
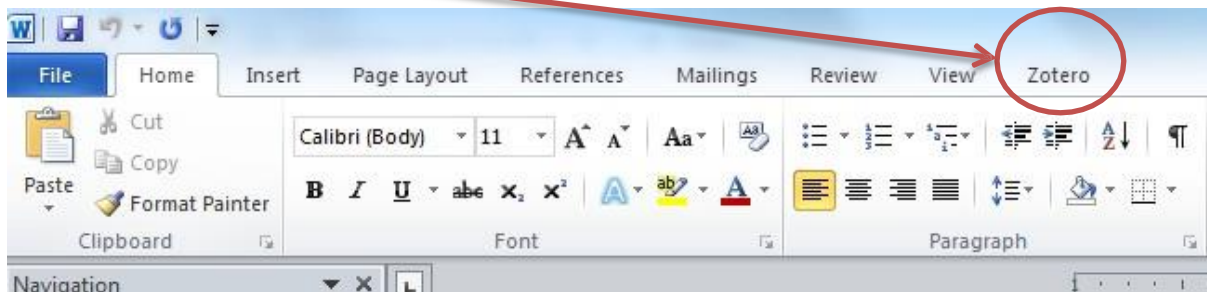


STEP - 3

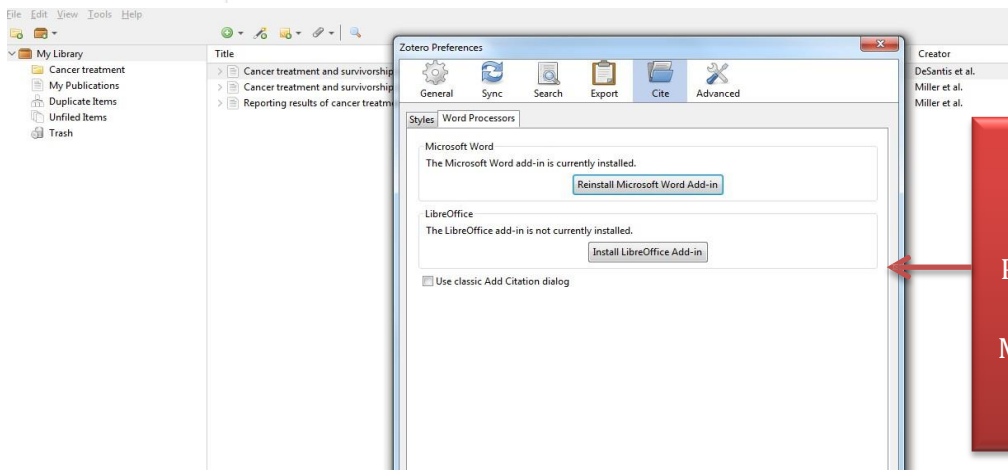
PREFERENCE SETTING

INTRODUCING TOOLS

- Open your Microsoft Word. After installing Zotero, it will automatically download the Zotero plug-in to your Microsoft Word. Open your Word to verify. If there is no plug-in on your Zotero software, follow the simple steps below.



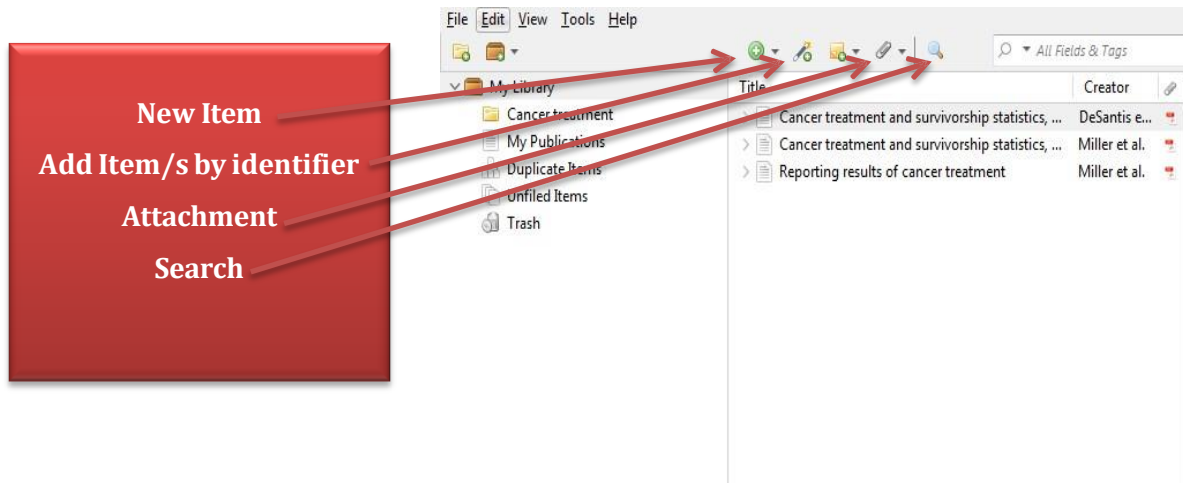
Step 1: Open the Zotero software, click on "Edit," and then click on "Preferences."



Step 2: Click on "Cite," then click on "Word Processors," and finally, click on "Install Microsoft Word Add-in."



- ✚ Four simple ways to add new items to your collections.



- ✚ **Manually**

- ✓ Click on ***New Item Icon***
- ✓ Select the required item type (Book, Journal etc.)
- ✓ Fill up the blank form in the Right Pane with item metadata

- ✚ **By Identifier**

- ✓ Click on ***the Identifier Icon***
- ✓ Type your item Identifier (ISBN/DOI/PMID)
- ✓ Press Enter (The item will be added to your collections automatically) and you can see your item metadata in the Right Pane.

- ✚ **By Drugging:**

- ✓ An item can be added to the middle pane

- ✚ **Create Attachment**

- ✓ Click on the ***Add Attachment*** icon of the toolbar on top of the Middle Column select ***Attach Copy to File*** and then select the targeted file.

NB: Start by searching for the article on your browser or research databases. Once you've located the desired article, click on the extension icon in the upper right corner of your browser. A menu of added extensions will appear, and then select Zotero Connector. This action will seamlessly add the article to your Zotero library, streamlining the process of organizing and managing your references.

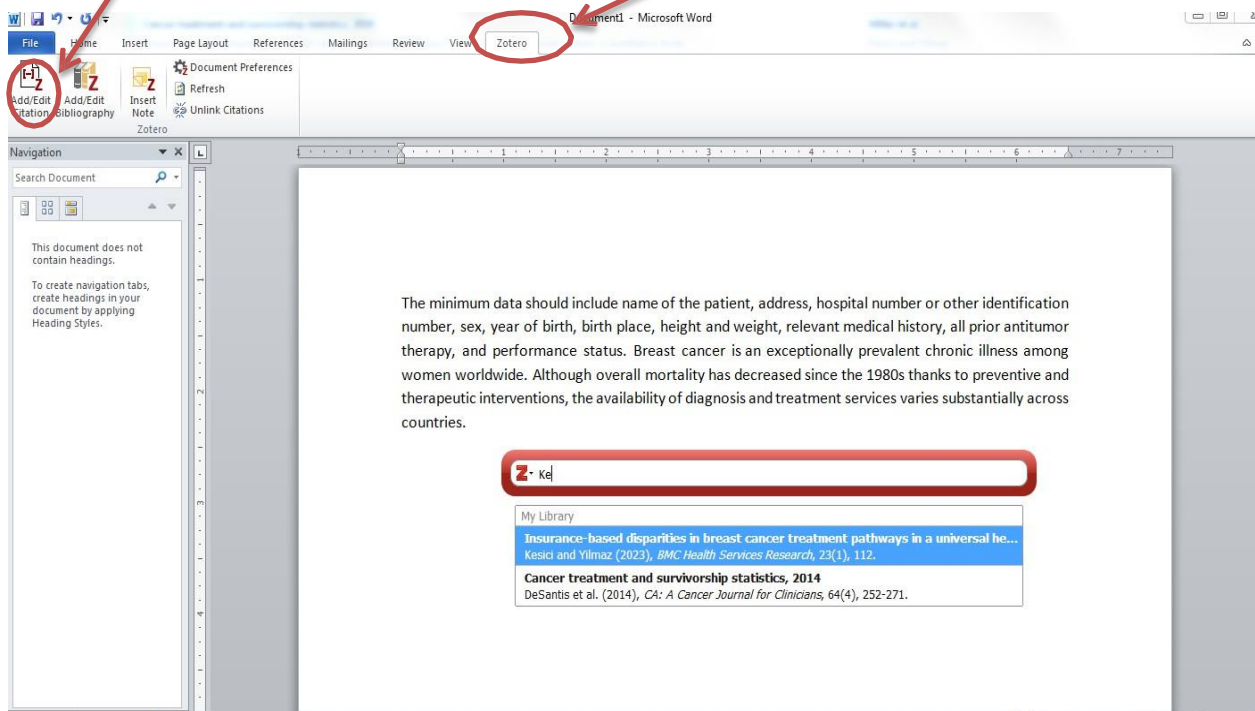


STEP - 4

Creating Citation

Creating Bibliography

To create in-text citation, open your Word document and click on the Zotero and Click Add/Edit Citation. Place the cursor end of the text which you want to cite. A red search bar will emerge in your Word document; enter the authors' names, and the article details will be presented. Click on the relevant article, and the in-text citation will be seamlessly added.





✚ To create your references or bibliography, click "Add/Edit Bibliography," and the references will automatically appear depending on where you place the cursor.

The screenshot shows the Zotero interface with a document open. The document text contains several in-text citations: (Yang et al., 2023), (DeSantis et al., 2014), and (Miller et al., 2019). A red box labeled "In-text citation" points to these citations. Below the text, a "References" section lists the corresponding full citations. A red box labeled "References/Bibliography" points to this section. The Zotero ribbon at the top shows the "Add/Edit Bibliography" button circled in red, with a red arrow pointing from the text above to it.

In-text citation

The minimum data should include name of the patient, address, hospital number or other identification number, sex, year of birth, birth place, height and weight, relevant medical history, all prior antitumor therapy, and performance status (Yang et al., 2023). Breast cancer is an exceptionally prevalent chronic illness among women worldwide (DeSantis et al., 2014). Although overall mortality has decreased since the 1980s thanks to preventive and therapeutic interventions, the availability of diagnosis and treatment services varies substantially across countries (Miller et al., 2019).

References/Bibliography

References

DeSantis, C. E., Lin, C. C., Mariotto, A. B., Siegel, R. L., Stein, K. D., Kramer, J. L., Alterj, R., Robbins, A. S., & Jemal, A. (2014). Cancer treatment and survivorship statistics, 2014. *CA: A Cancer Journal for Clinicians*, 64(4), 252–271. <https://doi.org/10.3322/caac.21235>

Miller, K. D., Nogueira, L., Mariotto, A. B., Rowland, J. H., Yabroff, K. R., Alfano, C. M., Jemal, A., Kramer, J. L., & Siegel, R. L. (2019). Cancer treatment and survivorship statistics, 2019. *CA: A Cancer Journal for Clinicians*, 69(5), 363–385. <https://doi.org/10.3322/caac.21565>

Yang, W., Li, B., Liu, M., Tong, D., Zou, Y., Li, X., & Xie, L. (2023). Quality evaluation of health information about breast cancer treatment found on WeChat public accounts. *Archives of Public Health*, 81(1), 170. <https://doi.org/10.1186/s13690-023-01184-2>



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