

Zotero: Creating Bibliographies

Bibliographies may be created using three different methods. This includes using the Zotero plug-in for Word with the desk top version of Zotero, by selecting and downloading citations from the web version of Zotero, and by choosing citations and prompting for a bibliography in the desktop version. All are demonstrated below:

1. Downloads: Zotero Desktop and Plug-in

If not already present, go to Zotero.com and click on download. You will be able select the windows or MAC version.



Once you have installed Zotero you will need to login and sync with the web version.

At the bottom of the download page you'll see a link to Browse Plug-ins. You will need to scroll down on the next page to Word Processor and Writing Integration.

Word Processor and Writing Integration

Word and LibreOffice

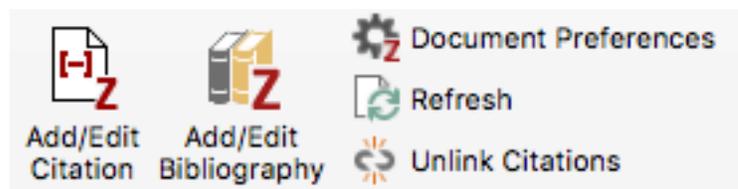
- [Zotero word processor plugins](#), by Zotero.
 - Cite items from your Zotero library in Microsoft Word and/or LibreOffice.
- [Reference Extractor](#), by Rintze Zelle.
 - Extract embedded Zotero and Mendeley references from Word .docx files for import into Zotero.

Click on the Zotero word processor plugins. You will then see additional links to additional information about installing and how to use the plugin.

Note: There are other 3rd party plugins available on this page, but we currently only recommend the Zotero plugins.

2. Using the Zotero WORD Plug-in for citations and bibliographies.

Install the appropriate plug-in for your Windows or Mac OS. Once completed you should see a Zotero tab in WORD. It should look like the following (Ex. Mac OS WORD)



You **must** also open your desktop version of Zotero while you are writing in order to create in-text citations and your bibliography.

You may use the links to add/edit citations directly into your document where you indicate with a cursor and/or create a corresponding bibliography at the end.

When inserting citations you will click on add/edit citation and the desktop will automatically go to your Zotero account and a search box will appear. Search for your citation, select, and then hit enter again.



It is now inserted your document and it remembers the full citation for creation of the bibliography at the end of your paper as explained below.

This is an example of how you can inset your in-text citation here (Goebel & Neff, 2007).

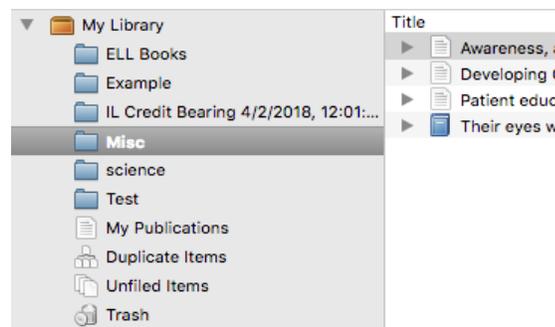
When you are finished writing and are ready to insert your bibliography you simple go to a new page and click on add/edit bibliography. The following will then be inserted and include all citations included in the document.

Goebel, N. E., & Neff, P. J. (2007). *Information Literacy at Augustana. Communications in Information Literacy*, 1(1), 6–15.

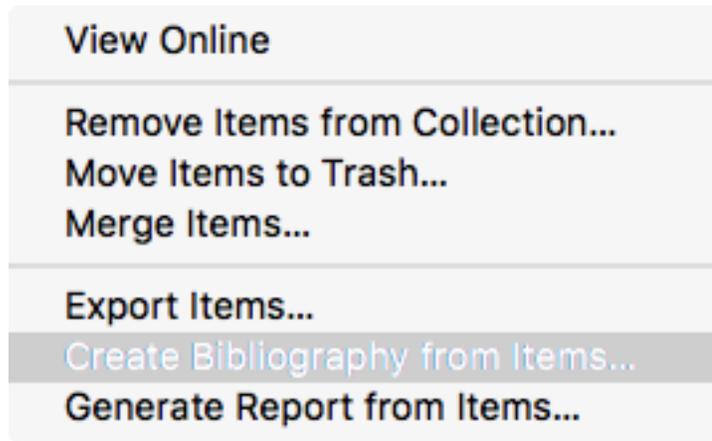
As with any other citation manager you may edit this information manually or by clicking on the Zotero edit link.

3. Creating a bibliography from the Zotero desktop version

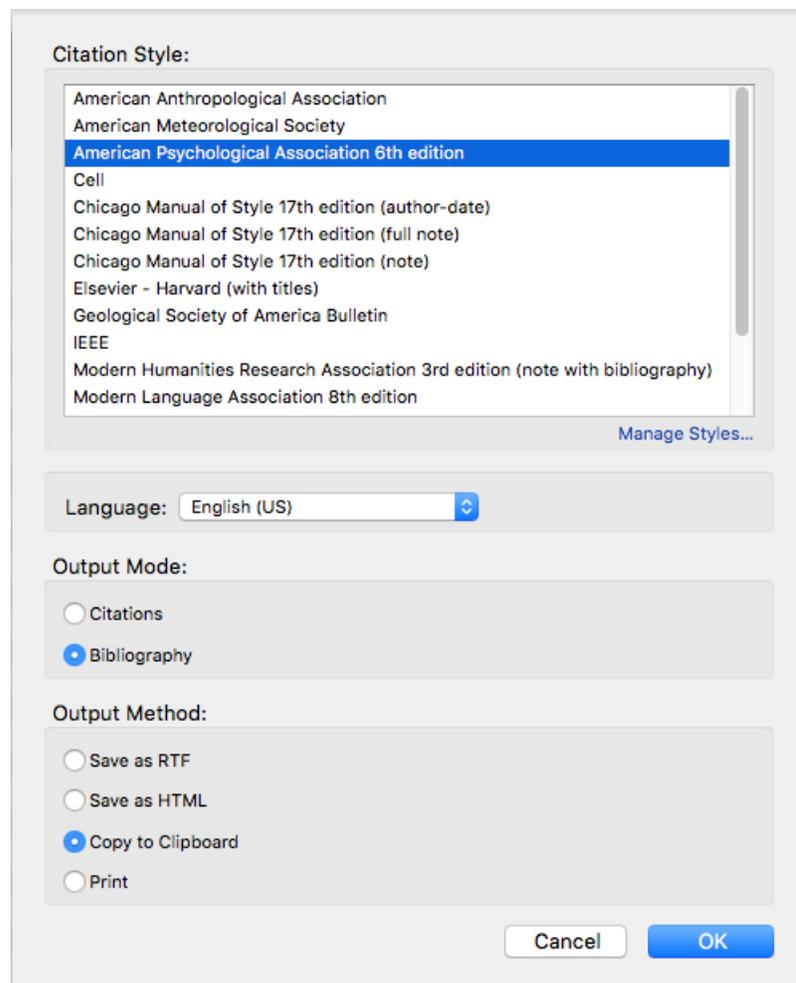
Go to My Library (all citation) or the appropriate folder of citations.



Select the citations that you would like to use to create a bibliography and then right click with your mouse. The following box will appear and you can select Create Bibliography from items...



a new box will appear and you can select the style output (ex. APA), and Output Method which includes RTF, HTML, Clipboard, and Print.



Clipboard is the default and you may insert the bibliography at the end of your paper, as demonstrated below Note: you will not see the bibliography until you paste it in a document.:

Christie, A., 1890-1976. (2009). Murder on the Orient Express, (Generic). Retrieved from

<https://mplus.mnpals.net/vufind/Record/008275975>

Doss, L. (2008). Oliver Twist. *Penguin Readers.*, (Generic), 121–121.

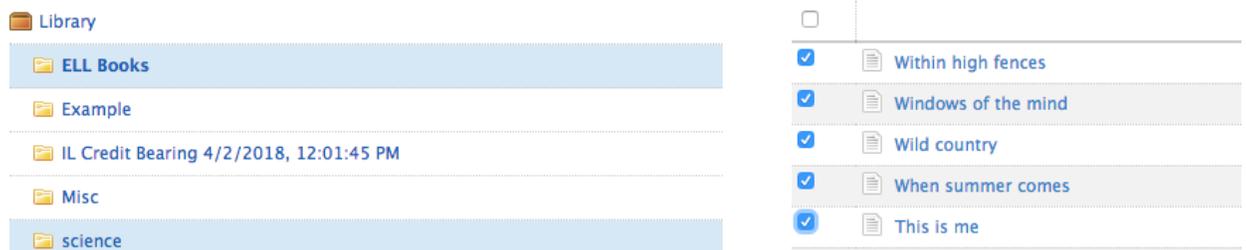
Johnson, M., 1959-. (2003). Murder maker. *Cambridge English Readers. Level 6*, (Generic), 110–110.

MacAndrew, R. (2000). Logan’s choice. *Cambridge English Readers. Level 2*, (Generic), 48–48.

Tomalin, M. (2008). North and South. *Penguin Readers.*, (Generic), 108–108.

4. Creating bibliographies using the web version

Open your web version of Zotero. In either Library (contains all citations) or a folder, select the citations you would like in your bibliography.



Once selected you may click on the click on the bulleted list(which will turn red) to prompt for the citation style.



The bibliography will appear immediately upon selecting the style. It is now available to cut and paste into your document.

Cite Item ×

American Psychological Association ▾

Brennan, F. (2001). Windows of the mind. *Cambridge English Readers. Level 5*, (Generic), 96–96. Retrieved from <https://mplus.mnpals.net/vufind/Record/006834376>

Claire, E. (1990). This is me. *ESL Wonder Workbook* ;, (Generic), 104–104. Retrieved from <https://mplus.mnpals.net/vufind/Record/001083735>

Hancock, P. (2005). Within high fences. *Cambridge English Readers. Level 2*, (Generic), 48–48. Retrieved from <https://mplus.mnpals.net/vufind/Record/006834374>

Johnson, M. (1959- (2008). Wild country. *Cambridge English Readers. Level 3*

Questions may be directed to:

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