

WORKING WITH
ZOTERO:
FROM **A TO Z**

A D/ARC COMMUNITY RESOURCE

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MAY 2022

D/ARC

Contents

What is Zotero?

Navigating the Interface

Creating Your Library

Organizing Your Library

Exporting Your Library



Writing and Citing

Extra for Experts

FAQ for Internet Researchers

Hi there! 🙋

Welcome to this (unofficial) step-by-step guide to Zotero!

In this document, you'll learn many new tips for using Zotero, ranging from the fundamentals to advanced integrations, and discover the myriad ways Zotero can benefit, enhance and streamline your research.

This guide was originally compiled for a [D/ARC](#) workshop, designed for graduate students working in internet studies. However, researchers from all fields and levels of study will hopefully find this guide useful.

A huge thanks to [PS Berge](#) for their beautiful slide design and input; and to the **Zotero community** for creating and maintaining such a comprehensive [online directory](#) on how to make the most of this incredibly powerful software.

Whether you're just about to embark on your Zotero journey or are looking to level up after years of use, I hope this document proves an illuminating and useful companion!

- Rachel Berryman
May 2022

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The logo for D/ARC features the text "D/ARC" in a bold, white, sans-serif font with a thick black outline. It is set against a background of abstract, overlapping shapes in shades of purple and pink, with a pattern of small white dots scattered around.

Join us in the Discord server!

[DARCMODE.ORG/INVITE](https://darcmode.org/invite)

The **Discord Academic Research Network** (affectionately known as the **D/ARC**) is an inclusive and supportive network of 300+ researchers interested in Discord communities, platforms, and cultures.

Our mission is to:



CREATE & SHARE

new tools and resources for Discord researchers



TRACK & PROMOTE

new research on Discord and opportunities for members



EMPOWER & UNIFY

our community through networking and collaboration

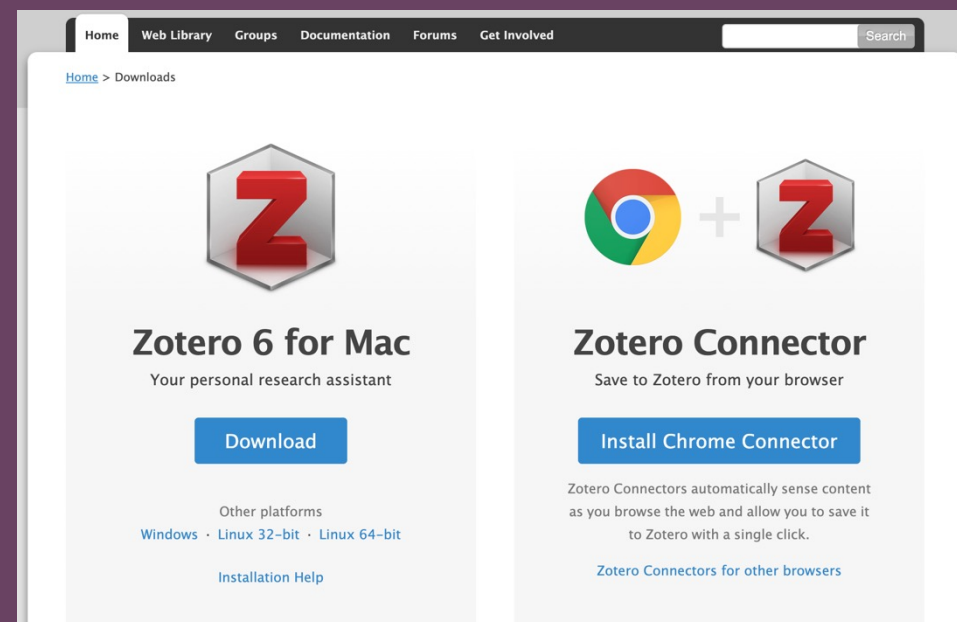
OVERVIEW

WHAT IS ZOTERO?

Zotero is a **free, open-source** citation manager which radically streamlines the process of collecting, organizing, citing and sharing research.

It was created in 2006 by an independent, nonprofit group, and is continually updated and refined to suit the needs of its community of researchers.

The three basic components of Zotero are the **desktop application** (which automatically includes the **word processor plug-in**), and the **browser extension**.



You can download the **Zotero desktop application** and **browser extension** at
ZOTERO.ORG/DOWNLOAD

HIGHLIGHTS

HOW WILL ZOTERO IMPROVE MY LIFE?

Radically!

- Uses a quick citation search functionality for minimal disruptions while writing
- Generates a fully-formatted bibliography for all of the citations embedded in your document in **just one click**
- Includes support for **over 10,000 citation styles**, drastically reducing the time spent manually formatting and cross-checking style guides
- Allows you to instantly and effortlessly update in-text citations to a different referencing style **at any time** during the writing process
- Built with browser extensions that import websites, academic articles and PDFs into your library **in seconds**

BEFORE WE BEGIN

GETTING STARTED

- **You don't need an account to use Zotero:** once you download it, it runs locally on your computer
- However, **creating an account is best practice** if you want to save and back-up your library. You can create one [here](#).
- With a (free!) account, Zotero saves and synchronizes your library across devices, making it accessible from anywhere

(You also get access to more sophisticated and collaborative features, like shared libraries and user profiles!)

START HERE

NAVIGATING THE INTERFACE

Although the Zotero interface can seem intimidating, its features are more straightforward than you might think.

You **don't need to memorise all of its secrets**, but it's worth familiarising yourself with its basic functionalities!

Create a New Group
A library that can be shared or accessed by others

Add a New Item
Start by selecting the Item Type (book, book section, article, website, etc.)

Citation Wizard
Create a New Note
Either standalone, or to attach to one of your existing items

Advanced Search
For complex search queries, multiple and dynamic conditions

Quick Search
Find an entry by title, keyword, author, tag, etc.

Create a Note for Your Item

Tag Your Item

Sync Library with Zotero.org

Create a New Collection

Window Tabs

Library Pane
Organises items using Collections (folders). The "My Library" collection at the top of this pane contains all of the items in your library. The current view shows a Group Collection, filled with many sub-collections. You can drag and drop a source to copy it into a new Collection.

The screenshot shows the Zotero 6 interface with the following callouts:

- Create a New Group**: Points to the top toolbar icon.
- Add a New Item**: Points to the top toolbar icon.
- Citation Wizard**: Points to the top toolbar icon.
- Create a New Note**: Points to the top toolbar icon.
- Advanced Search**: Points to the search bar.
- Quick Search**: Points to the search bar.
- Create a Note for Your Item**: Points to the top toolbar icon.
- Tag Your Item**: Points to the top toolbar icon.
- Sync Library with Zotero.org**: Points to the top toolbar icon.
- Create a New Collection**: Points to the top toolbar icon.
- Window Tabs**: Points to the top toolbar icon.
- Library Pane**: Points to the left sidebar.
- Tags Pane**: Points to the bottom left sidebar.
- Item Metadata**: Points to the right sidebar.
- To Adjust Your View**: Points to the bottom right corner.

Tags Pane
All items can be given tags by the user. The tags for all items in the current library view are shown here, allowing you to sort and view all entries by specific tags or combinations. You can right click a tag to rename or remove it.

Tag Search

Item Metadata
This is where you can view, update and add additional details about the metadata for each of your items - it is the information that Zotero will use when creating your bibliography.

The metadata fields change by Item Type, which you can change by clicking on this field, and opening the drop-down menu.

You should always double-check the the details that appear here are accurate, in case they have imported incorrectly.

To Adjust Your View

- Use + and - (on keyboard) to expand or minimize all entries
- Right click the "Title" header to select/adjust visible columns

STEP ONE

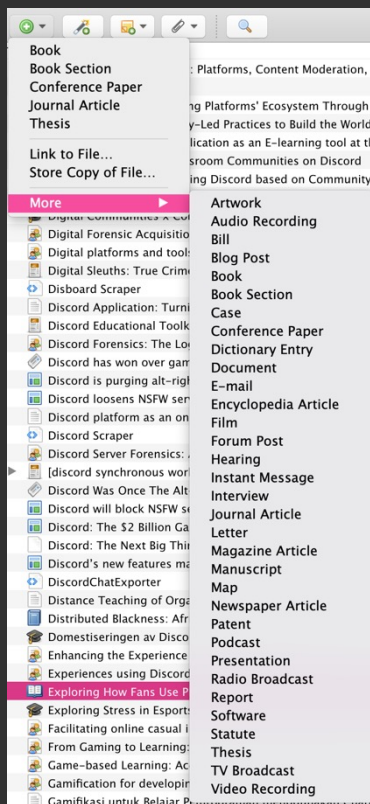
CREATING YOUR LIBRARY

There are four main methods for adding sources to your Zotero library:

The **Manual Method**, Add by Identifier (aka "**Citation Wizard**"), **Drag'n'Drop**, and the **Browser Extension**.

ADDING SOURCES

1. MANUAL METHOD



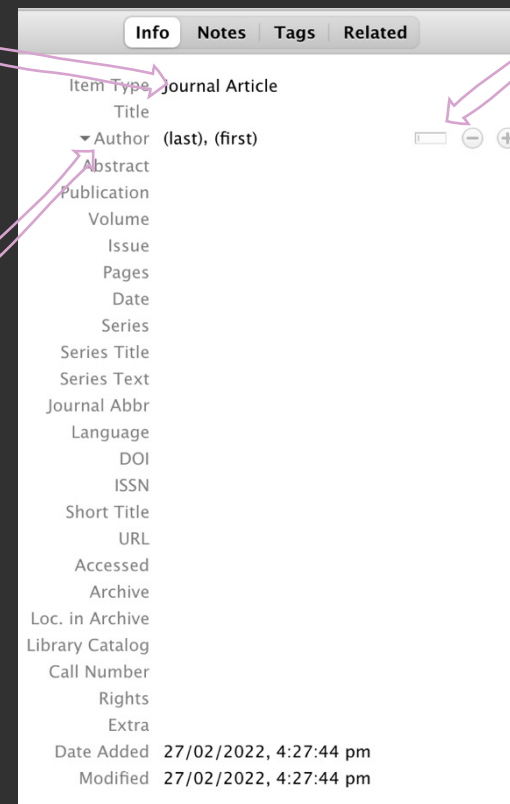
STEP ONE

Use the "New Item" button (green plus), or File > New Item to select the Item Type you want to import.

Items can be anything from books, articles, and reports to web pages, artwork, manuscripts, films, or recordings.

Click on "Journal Article" to change the Item Type.

Click on "Author" to select a different role for each contributor (e.g. editor, director, translator)



Right click the Author's name or click this box to swap or change the order of the names (last, first; first, last; full name)

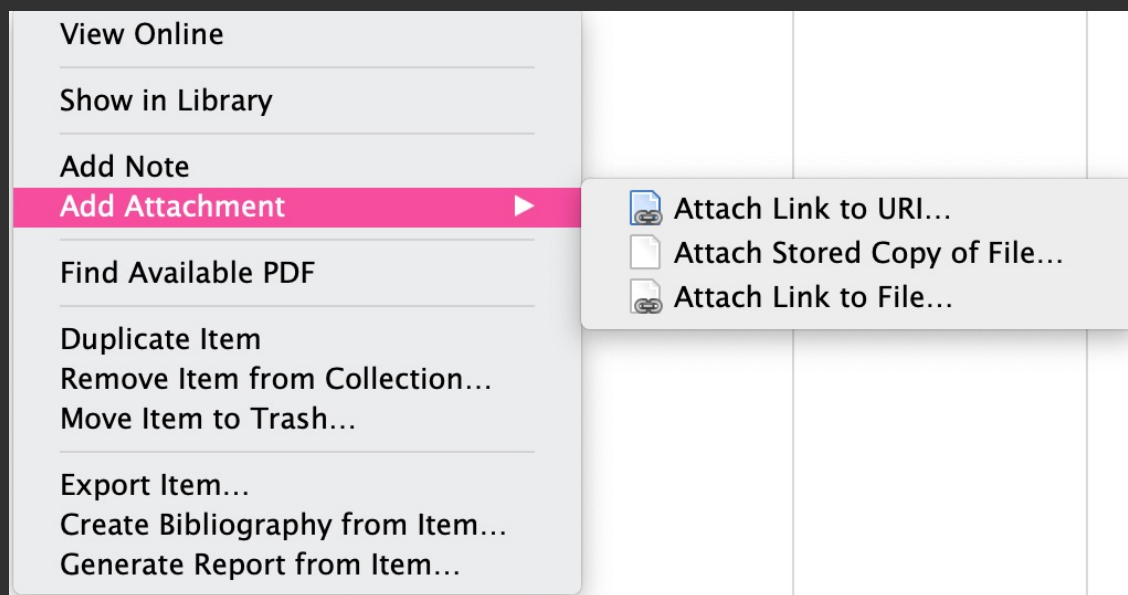
Use the + or - to add or subtract spaces for author info, or press Shift+Enter as you're typing names

STEP TWO

In the Item Pane on the right hand side, manually enter key information about your item - e.g. title, author/s, date of publication, journal or book name, page no., URL, etc.

ADDING SOURCES

1. MANUAL METHOD

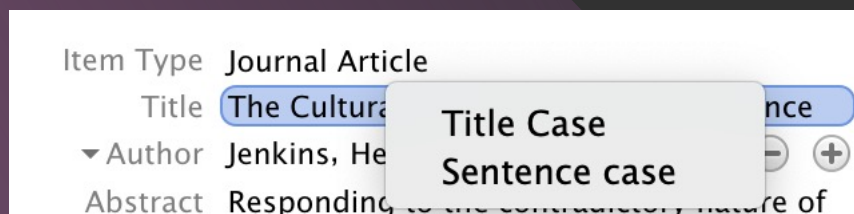


OPTIONAL STEP THREE

One of Zotero's most helpful features is the ability to internally store documents corresponding to each item in your library. To add an attachment (e.g. a PDF of a journal article or book chapter, or a relevant URL), click the Add Attachment (paperclip) button, or right click the entry and select "Add Attachment". Alternatively, drag the file from your My Documents or Finder window, and drop it onto the relevant item.

TIPS & TRICKS

ENHANCING YOUR METADATA



TO RE-FORMAT TITLES

Simply right-click on the Title or Publication field to easily change the capitalisation to Title Case or Sentence Case.

Rights	
Extra	original-date: 1970
Date Added	15/06/2021, 1:21:21 pm
Modified	10/11/2021, 10:45:59 am

Mori, M. (2012, June). The Uncanny Valley (K. F. MacDorman & N. Kageki, Trans.). *IEEE Robotics Automation Magazine*, 19(2), 98–100. (Original work published 1970)

TO INCLUDE DETAILS OF A RE-PRINTED WORK

For older (often foundational) sources that have been re-printed in books or journals, etc., you can use a macro in the Extra field to ensure that the original date is included in in-text citations and bibliographies.

e.g. Including “original-date: 1970” in the Extra field will transform the 2012 reprint of Masahiro Mori’s classic theorisation of the Uncanny Valley to a citation and bibliographic entry with both dates: (Mori, 1970/2012).

TIPS & TRICKS

SOURCE PDFS FOR YOUR CITATIONS

View Online

Show in Library

Add Note

Add Attachment ▶

Find Available PDF

Duplicate Item

Remove Item from Collection...

Move Item to Trash...

Export Item...

Create Bibliography from Item...

Generate Report from Item...

Zotero's partnership with **Unpaywall**, an expansive (legal!) database of full-text articles, gives you the ability to source PDFs for items in your Library *without leaving Zotero*. There are two ways of leveraging this integration:

- **Add By Identifier/Citation Wizard**

Items added by identifier (e.g. DOI, ISBN) will automatically be searched for PDFs to download before looking for OA copies

- **Add for Existing Citation**

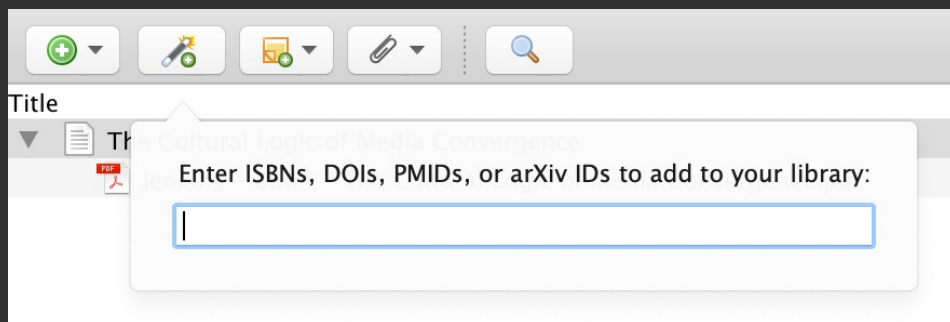
Right click citation > Select "Find Available PDF" to search

Read Zotero's blog about this partnership [here](#).

ADDING SOURCES

2. CITATION WIZARD & 3. DRAG'N'DROP

To save yourself time, there are two methods of adding sources that make Zotero do the heavy-lifting:



CITATION WIZARD

If you have an item's DOI or ISBN number, you can use the magic wand button ("Add Items by Identifier") to automatically retrieve all of the associated metadata and add the item to your library.



DRAG'N'DROP

Drag and drop a downloaded file (e.g. PDF) from your computer's Finder, Documents or Downloads into clear space in your library - Zotero will scan the document's metadata and generate an entry for it automatically!

TROUBLESHOOTING DRAG'N'DROP

To use Drag & Drop in a densely populated library (where there is no clear, white space), when dragging the attachment into your library, point your cursor *between* entries - a thicker grey line will appear to show you are creating a new entry, rather than attaching your document to an existing item.

View PDF
Show File

Show in Library

Remove Item from Collection...
Move Item to Trash...

Export Item...
Create Bibliography from Item...
Generate Report from Item...

Retrieve Metadata for PDF
Create Parent Item...
Reindex Item

If a parent entry **doesn't** automatically appear when adding a local file attachment into your library via Drag & Drop:

- Right click the attachment >
- Click "Create Parent Item" >
- Add the item's DOI or ISBN, or create a manual entry for it >
- ✓ The attachment will be paired with the item details

ADDING SOURCES

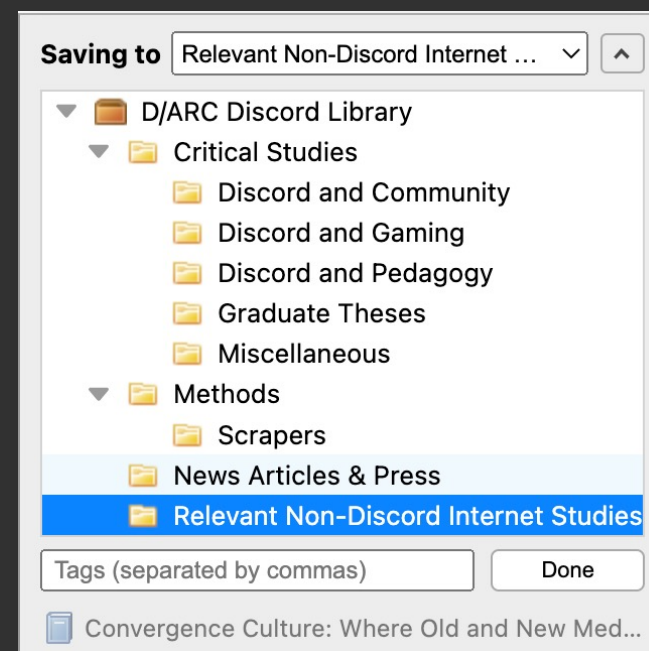
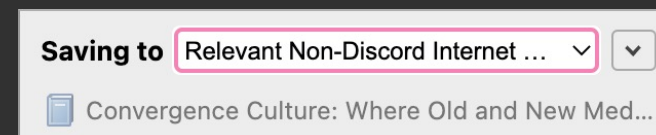
4. THE BROWSER EXTENSION

After installing the Connector to your browser, a Zotero icon will appear in your browser toolbar.

To add a webpage to your library, wait until the icon changes from a blank grey web page ('loading') to reflect the type of source you're wanting to include (e.g. article, web recording, etc.).

When you click on the icon, a small grey window will appear (pictured top right), showing Zotero's progress saving the entry to your library.

Clicking on the **drop-down arrow** will open a mini view of your library. By default, new sources will save to the collection you are currently viewing in your Zotero window, but you can use this pane to select another Collection to file your source in, and to easily add tags, without leaving your browser session.



(You can navigate back to this window after adding the source to your library by clicking on the Zotero icon in your browser toolbar again)

TIPS & TRICKS

ADDING BOOKS FROM YOUR BROWSER

You can also use the Zotero browser extension to easily add relevant book/print sources to your library by viewing their entries on a catalogue, such as:

- Google Books
- Amazon Books
- A publisher's website
- Your institution's library

Zotero will identify the page source as a book, and index all of the metadata that the website has collated about it - importing it all to your library when you click the Zotero icon.



TIPS & TRICKS

ARCHIVING THE INTERNET

As well as identifying more traditional sources to import into your library (e.g. journal articles, books, etc.), the Zotero browser extension allows you to import web pages. Not only does it scrape metadata from a web-page, including author name and date (e.g. for blog posts or news articles), it also takes a snapshot of the web page to store alongside the item in your library, effectively **turning your Zotero into a personal web archive.**



TIPS & TRICKS

RETRACTION NOTIFICATIONS

Zotero partners with **Retraction Watch**, which maintains the largest database of retractions available, to automatically flag retracted publications in your library, keeping you updated about the status and legitimacy of all of your sources.

You can read Zotero's blog announcement [here](#).

The image shows a screenshot of the Zotero application interface. In the background, a table lists various citations with columns for Creator, Year, and a status indicator. The first row is highlighted in blue and shows 'colitis, an...' by 'Wakefield et al.' from 1998. A red banner across the table reads 'This work has been retracted.' Below the table, a detailed view of the retracted citation is shown, including the retraction date (2/6/2010) and reasons such as 'Falsification/Fabrication of Data', 'Investigation by Company/Institution', and 'Investigation by Third Party'.

In the foreground, a 'Warning' dialog box is open. It features a blue question mark icon and the following text:

Warning

A citation in your document has been retracted:

Wakefield, 1998, Ileal-lymphoid-nodular hyperplasia, non-specific colitis, and pervasive developmental disorder in children

You can view the item in your library for further details on the retraction.

Don't warn me about this citation again

OK

Photo Credit:
[Dan Stillman](#) (2019)

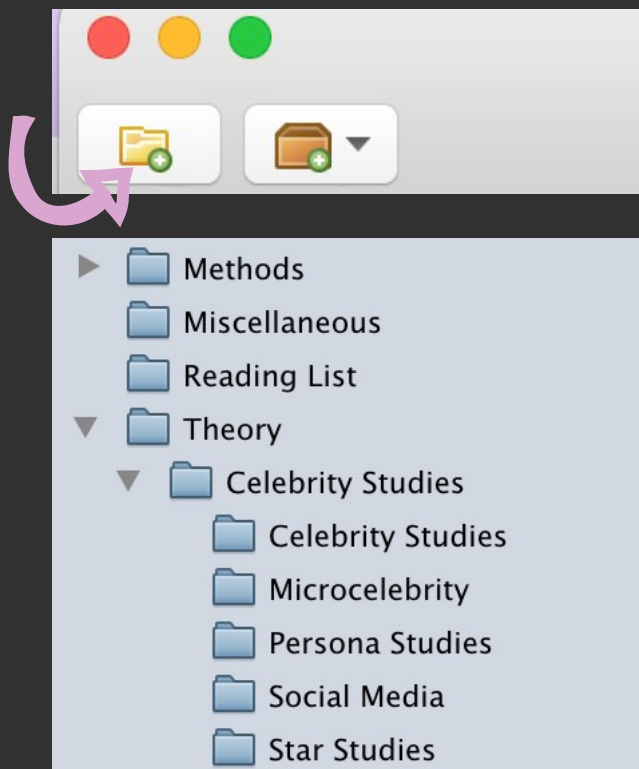
STEP TWO

ORGANISING YOUR LIBRARY

Just as everyone has their own style for organising the files on their desktop, each user will have their own preference for how to organise their Zotero library! We've included some basic pointers to get you started.

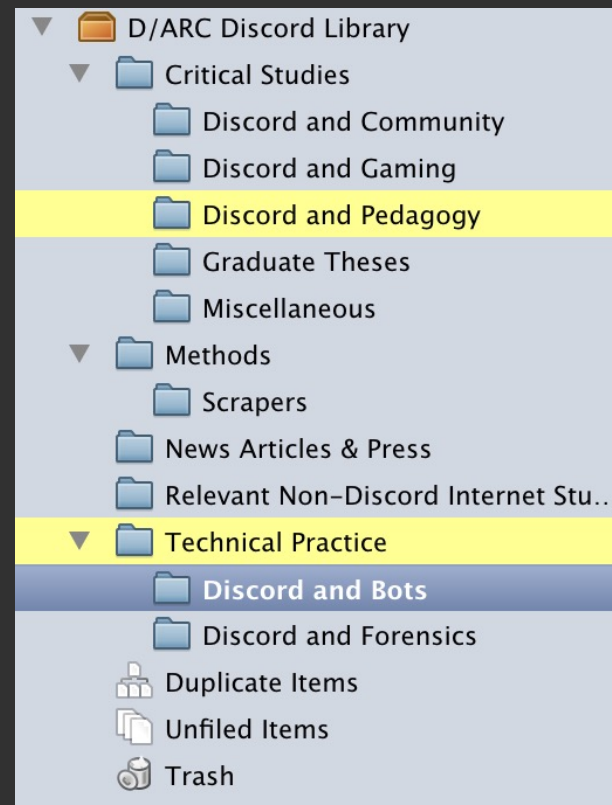
ORGANISING YOUR LIBRARY

CREATE A COLLECTION



Create a new Collection by clicking the Yellow File icon in the top left-hand corner.

Use Collections (and sub-Collections!) to group your items by project, section or chapter, concept or status.

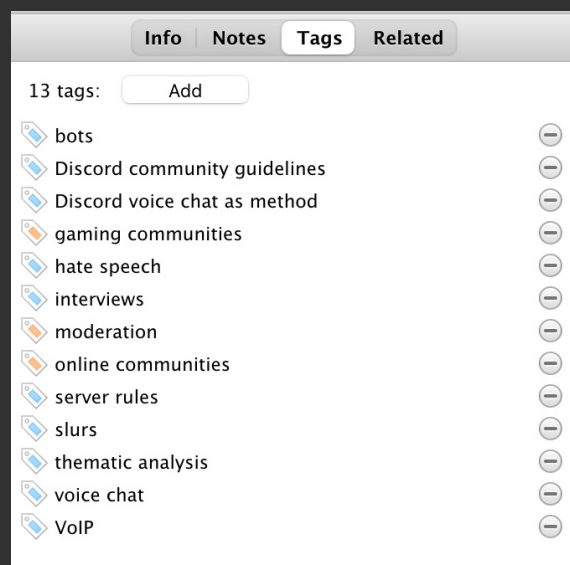


Items can exist in multiple collections at once. To add an item to another collection, simply **drag and drop** it from the centre column to a collection in the Library Pane. (This helps to avoid duplicate entries!)

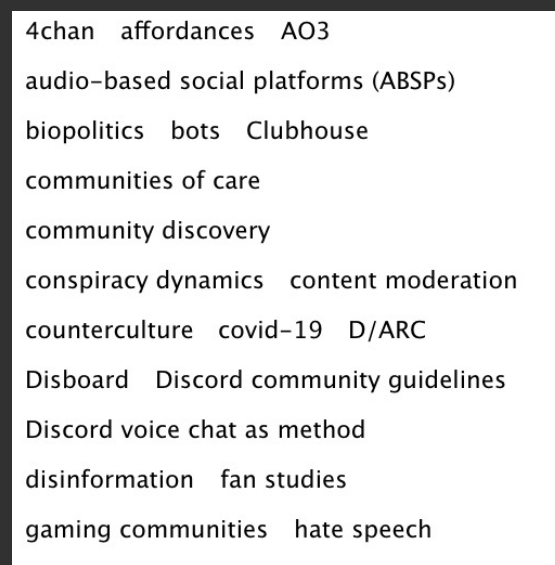
View which folders an entry is currently in by holding down Option (Mac), Control (Windows), or Alt (Linux).

ORGANISING YOUR LIBRARY

CLASSIFY YOUR ITEMS WITH TAGS



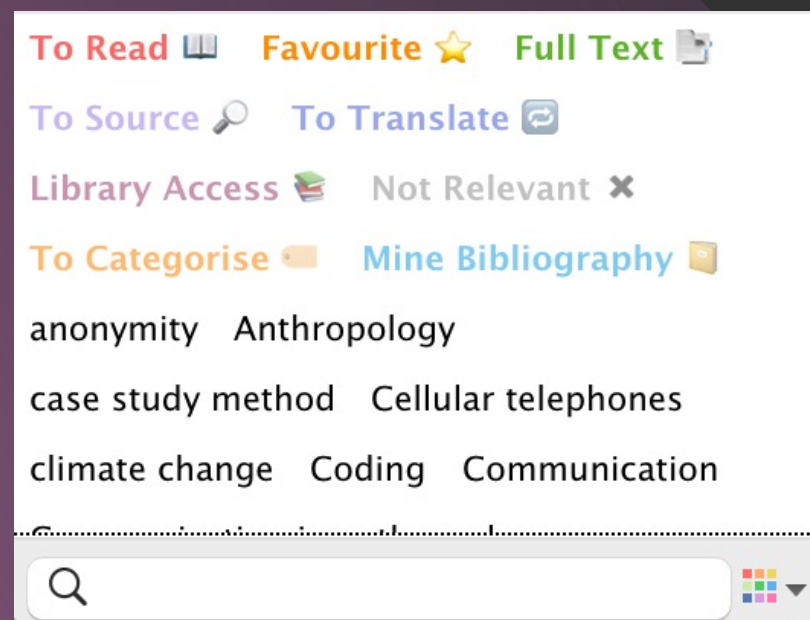
Use tags to categorise, describe and filter items in your library, surfacing relevant concepts and keywords at a glance. Tags will sometimes be imported from a document (orange), but can also be manually amended, deleted and added (blue).



Tags for all items in the current library view are shown in the tag selector pane, located at the bottom left corner of the Zotero window, allowing you to sort and filter entries by clicking on specific tags (or combinations thereof).

TIPS & TRICKS

COLOUR-CODING TAGS



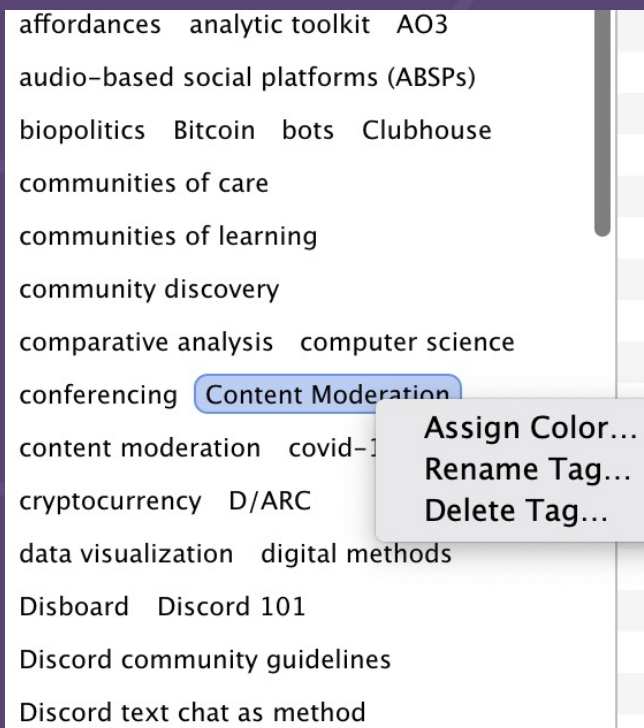
Title	
▶	📄 🟠 🟡 #
▶	📄 🟠 🟡
▶	📄 🟠 🟡 AI-
▶	📄 🟠 🟡
▶	📄 🟠 🟡
▶	📄 🟠 🟡 B
▶	📄 🟠 🟡
▶	📄 🟠 🟡 Cele
▶	📄 🟠 🟡
▶	📄 🟠 🟡 C
▶	📄 🟠 🟡
▶	📄 🟠 🟡 Dig
▶	📄 🟠 🟡
▶	📄 🟠 🟡
▶	📄 🟠 🟡

You can assign colours to up to 9 tags per library. This allows you to visually code particular entries, with small boxes appearing next to the name of your entry. ***You can even include emojis to your tags to make things sparkle! ✨***

Helpful hero tags might include codes, themes, or progress (e.g. To Read, To Source).

TROUBLESHOOTING

CLEANING UP YOUR TAGS



Zotero tags are case sensitive, and do not account for synonyms or small variances (e.g. “webpage” vs. “website”). Similar tags can be manually merged by renaming one to the name of the other:

- Right click the tag in the tag selector >
- Select “Rename Tag...”
- Enter the name of the matching tag > tags will be merged!

To **bulk assign** a tag to multiple items, select the items in the main pane, then drag them onto the tag in the tag selector. Voila!



TROUBLESHOOTING MERGING DUPLICATE ITEMS

Merge 2 items

Choose the version of the item to use as the master item:

14/12/2021, 10:59:54 pm
03/05/2022, 5:50:15 pm

Select fields to keep from other versions of the item:

Type Journal Article
Title Mapping Discord's darkside: Distributed hate networks on Disboard
Author Heslep, Daniel G
Author Berge, PS
(...) Abstract Discord, a popular community chat applic...
Publication New Media & Society
Pages 1-22
Date 2021
Journal Abbr New Media & Society
Language en
DOI 10.1177/14614448211062548
ISSN 1461-4448
Short Title 
URL https://doi.org/10.1177/146144482110...
Accessed 14/12/2021
Extra 

Switch
between
items

Click to
merge
when
complete

Check divergent fields
between items, select
preferred option

It's best to avoid duplicate items in your library, so you don't end up with multiple versions of the same item in your bibliography.

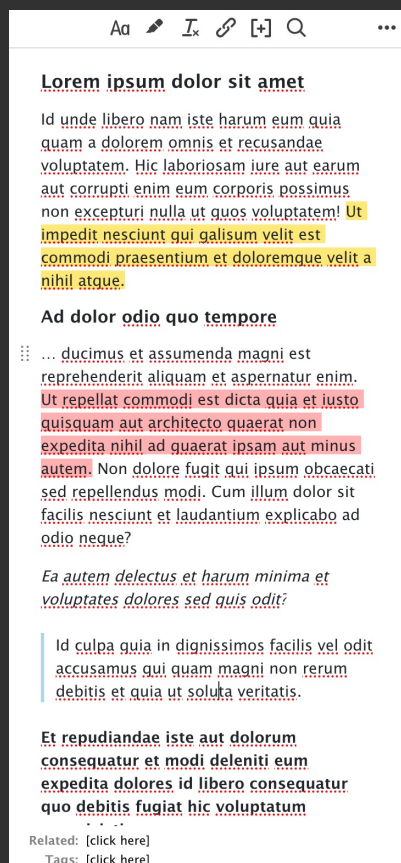
To clean up your library, head to the **Duplicates** section at the bottom of your Library view. Select a duplicate entry to get started.

- Use the selection box to switch between the details of the two (or more) items, and choose your preferred 'base' entry.
- Use the "Decision Tree" icon to view additional/divergent fields between the entries. Select the option you'd like to use, or leave blank

NB: If Zotero has misidentified two items as duplicates, you don't *have* to merge them - just leave them there! Also, when merged, attachments will automatically be included.

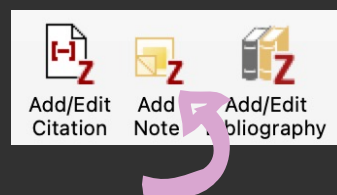
ORGANISING YOUR LIBRARY

NOTES & PDF ANNOTATIONS

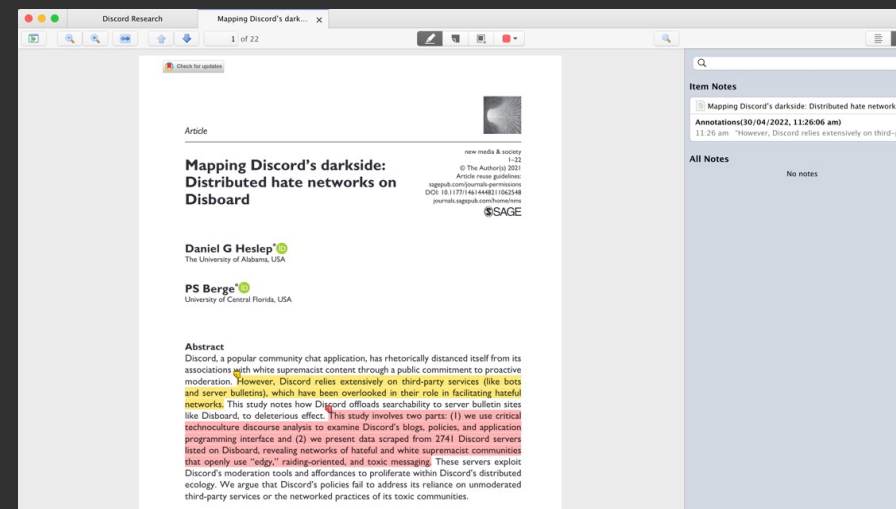


Use Notes to annotate entries with (searchable) summaries, thoughts, and relevant quotes.

Use the "Aa" button to format your text, and the [+] button to add a citation to another item in your library.



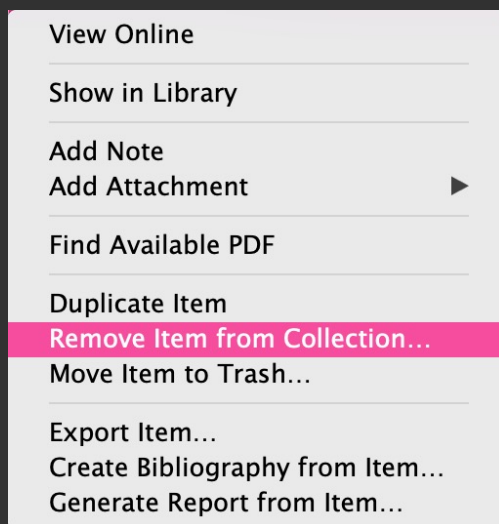
You can directly import Notes into a word document using the button in the Word Processor plug-in menu.



Zotero comes with an in-built PDF viewer, allowing you to highlight and comment on your documents, and expand them into detailed Notes. Any amendments you make to the file are saved to the local version of the document in your Zotero library.

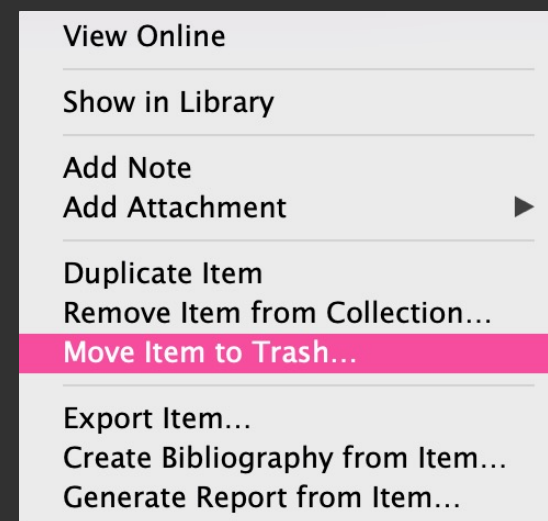
ORGANISING YOUR LIBRARY

REMOVING OR DELETING ITEMS



REMOVE FROM (JUST A) COLLECTION

If you mis-assign an item, or decide it's not relevant for a particular collection, simply right click the source and click "Remove Item from Collection...". This will keep all of its other location assignments in-tact.

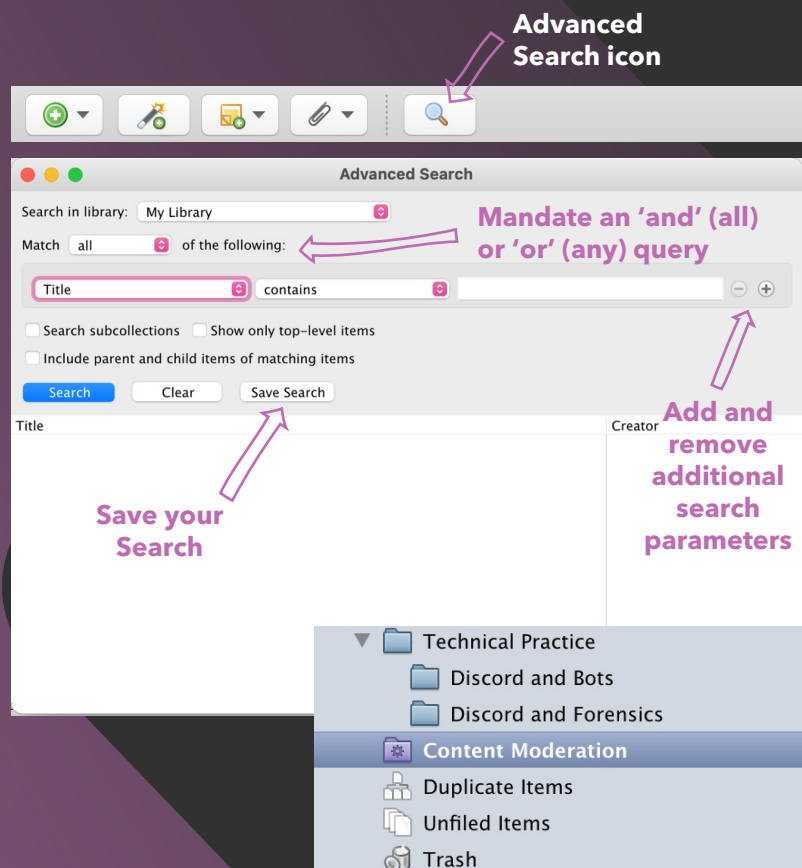


DELETE AN ITEM FROM YOUR LIBRARY

Right click an item and select "Move to Trash" to delete it from your library - this removes the file from all the collections it's currently in, and moves it to the Trash folder.

TIPS & TRICKS

ADVANCED SEARCHES & SAVED SEARCHES



Zotero's **Advanced Search** feature enables more complex search queries for items in your library. For example, you can restrict searches to find keywords in particular fields (abstract, tags, title, items), search only in particular Collections, and overlay multiple conditions to locate narrower sets of results.

You can also **save** Advanced Searches to your Library panel. Saved Searches are similar to Collections, but will update with new matching items automatically - useful for keeping track of items with particular qualities (e.g. certain keywords, in a certain date range, or by a particular author, etc.). To save a search, enter your filters and click **Save Search**.

For more Advanced Search support, visit [here](#).

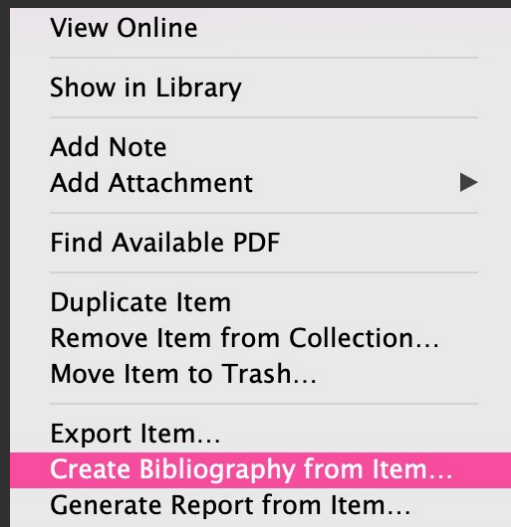
STEP THREE

EXPORTING YOUR LIBRARY

Whether recommending a reading to a friend or generating a fully-formatted annotated bibliography, there are many several to share details about the items in your Zotero library with others.

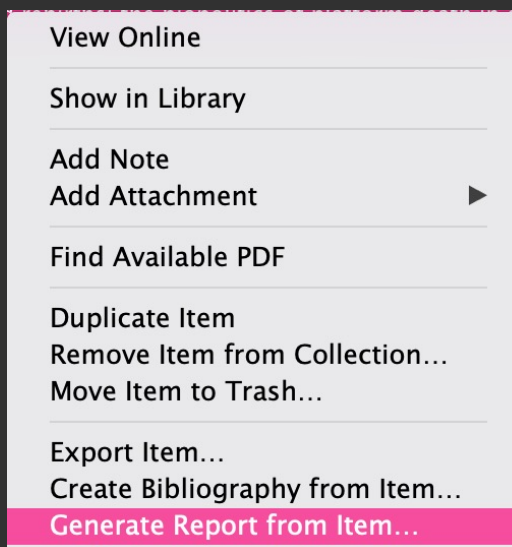
EXPORTING YOUR LIBRARY

QUICK METHODS FOR EXPORTING



GENERATE A CITATION

Right click your item/s and select "Create Bibliography from Item...". Choose a citation style and select "Copy to Clipboard". Alternatively, select your items, then head to Edit > Copy Bibliography. You'll now be able to paste formatted citations anywhere!



GENERATE A FULL REPORT

Right click your citation/s and select "Create Report from Item...". Zotero will generate a .pdf "report" of all of the bibliographic information of the entry (incl. abstract and all of its metadata), useful for annotated bibliographies, etc.

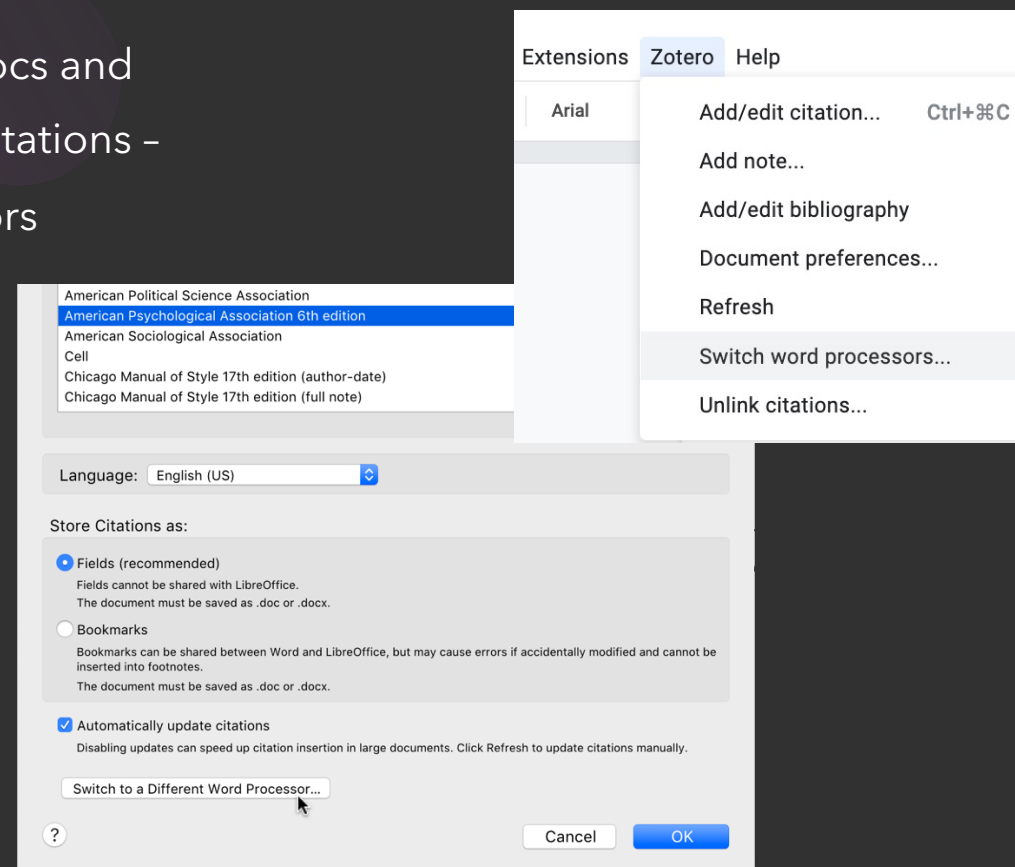
TIPS & TRICKS

MOVING BETWEEN WORD PROCESSORS

Zotero lets you move documents between Google Docs and Word or LibreOffice, while preserving active Zotero citations – very helpful if you and your collaborators or supervisors prefer different word processors!

Instructions follow the same general process:

- Choose “Switch to a Different Word Processor...” from the Zotero plugin’s Document Preferences
- Save the converted file
- Open the file in the other word processor
- Click Refresh to continue using it



STEP FOUR

WRITING AND CITING

Zotero's word processor integration and citation tools enable you to easily locate, format and cite sources while you're writing.

WRITING AND CITING

ADDING YOUR FIRST CITATION

When you're ready to add a citation, navigate to the **Zotero tab** in your word processor toolbar, and click the "Add/Edit Citation" button. Clicking this in a new document will open a window where you can select your preferred citation style – once confirmed, the red **Quick Cite** window will appear.

In the Quick Cite window, use a keyword from the item's title, or an author name to locate your item. Use "**Omit author**" to only insert the year of publication (and page no., if needed), for example, for in-text citations such as "Jenkins **(2004)** observes..."

REMEMBER:

- If you change/update an item in your Zotero library, use the "Refresh" button to reflect the changes in your working document.
- You can change your document's citation style at any time via "Document Preferences".
- At the end of your project, simply click "Add/Edit Bibliography" to automatically generate a bibliography including all of your in-text citations. (Remember to check for formatting errors and duplicates!)

WRITING AND CITING AMENDING YOUR CITATIONS

To add extra details to your in-text citations using the Quick Cite window, see the instructions below:

The Quick Cite window has a search bar containing "heslep 17". Below the search bar, a list of search results is shown. The first result is highlighted in pink and reads: "Mapping Discord's darkside: Distributed hate networks on Disboard" by Heslep and Berge (2021), *New Media & Society*, 1–22.

The Quick Cite window shows the citation "Heslep and Berge, 2021, p. 17" in the search bar.

Type a number before pressing Enter when selecting your citation to add a page number to your citation.

The Quick Cite window shows the citation "Heslep and Berge, 2021, p. 17" in the search bar. A dropdown menu is open, showing the selected citation: "Mapping Discord's darkside: Distributed hate networks on Disboard" by Heslep and Berge (2021), *New Media & Society*, 1–22. The "Page" field is filled with "17".

Or, click the entry and type the page number in the Page field.

The Quick Cite window shows the citation "for example, see Heslep and Berge, 2021" in the search bar. A dropdown menu is open, showing the selected citation: "Mapping Discord's darkside: Distributed hate networks on Disboard" by Heslep and Berge (2021), *New Media & Society*, 1–22. The "Prefix" field is filled with "for example, see".

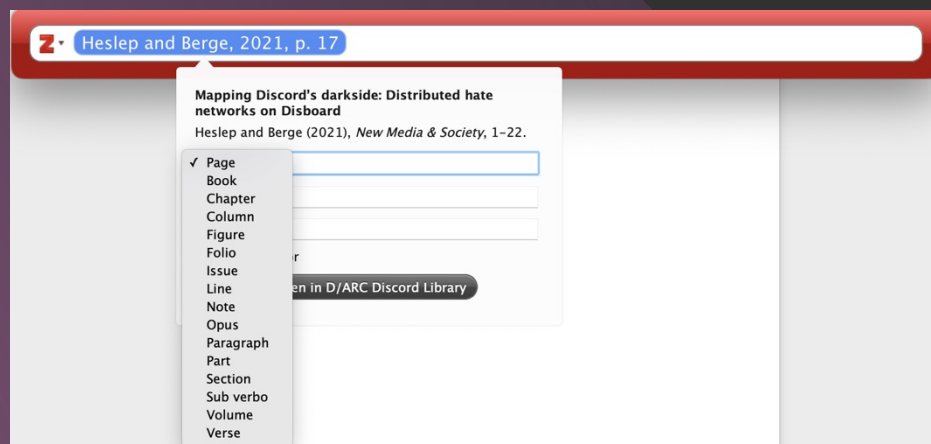
Use the Prefix field to add extra details to the beginning of your citation parenthesis.

The Quick Cite window shows the citation "Heslep and Berge, 2021, n.p." in the search bar. A dropdown menu is open, showing the selected citation: "Mapping Discord's darkside: Distributed hate networks on Disboard" by Heslep and Berge (2021), *New Media & Society*, 1–22. The "Suffix" field is filled with ", n.p.".

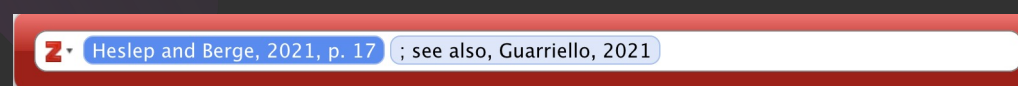
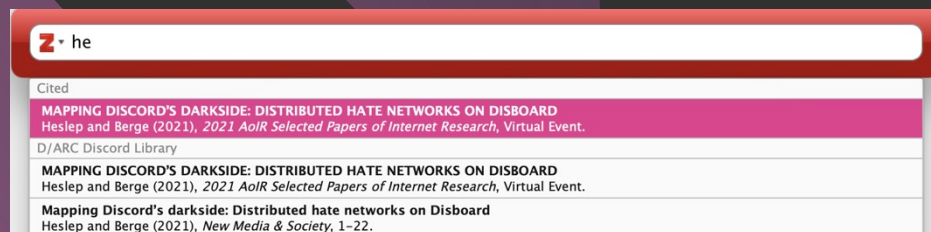
Use the Suffix field for items with no page number, inserting ", n.p." to connect it to the previous citation.

WRITING AND CITING AMENDING YOUR CITATIONS

To add extra details to your in-text citations using the Quick Cite window, see the instructions below:



Click the Page button to choose a different unit to cite.

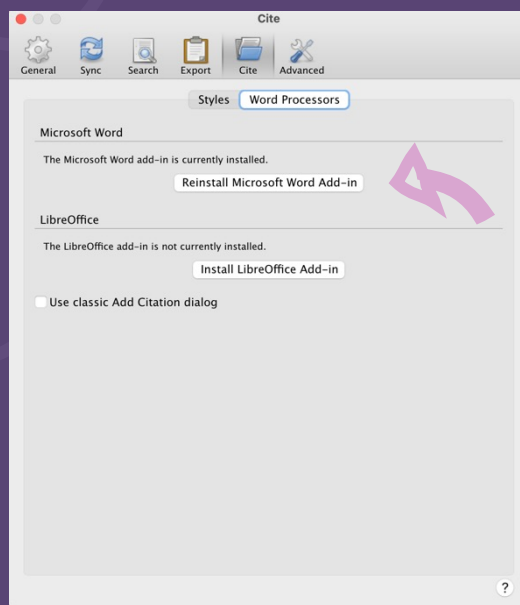
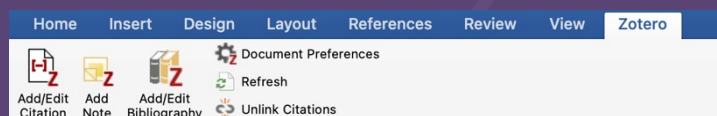


Citations will automatically load in alphabetical order, but there may be times that you need to circumvent this, for example, if adding a reference to an in-text quote, and then linking to other relevant sources. In this case, you can drag to manually rearrange the citations to the order you prefer, and delineate further readings by adding text such as “; see also,” to the Prefix of subsequent references.

Use the light-grey sub-headings to locate references previously Cited (avoiding duplicate entries), and to navigate to the correct citation via their location in your Collections.



TROUBLESHOOTING THE WORD PROCESSOR PLUG-IN



The word processor plug-in *should* install automatically with your Zotero desktop application, and will appear as a new tab in your word processor menu bar. (You will need to restart your word processor for it to appear!)

If this doesn't happen, you can troubleshoot by (re-)downloading the word processor plug-in alone. In Zotero, go to Preferences > Cite > Word Processors, and download your preferred extension.

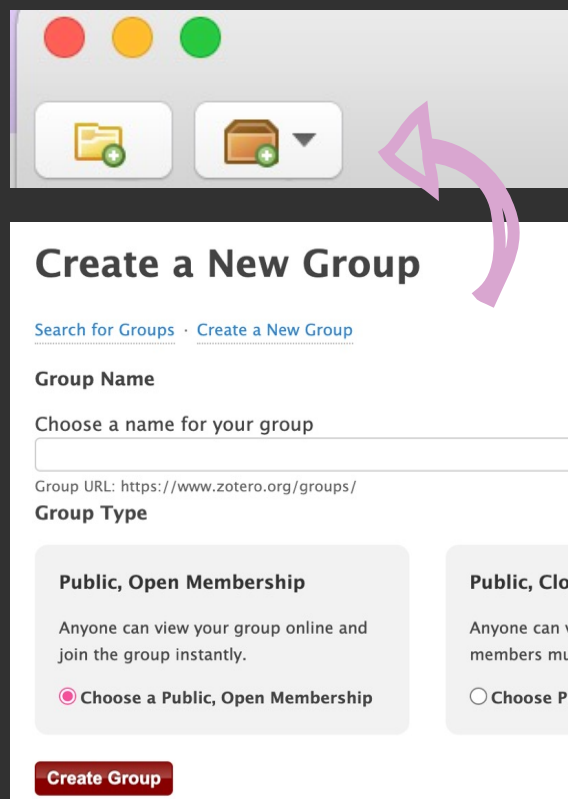
Read the full Zotero documentation on this [here](#).

MASTERING ZOTERO

EXTRAS FOR EXPERTS

EXTRAS FOR EXPERTS

USING SHARED LIBRARIES



Create a New Group

[Search for Groups](#) · [Create a New Group](#)

Group Name

Choose a name for your group

Group URL: <https://www.zotero.org/groups/>

Group Type

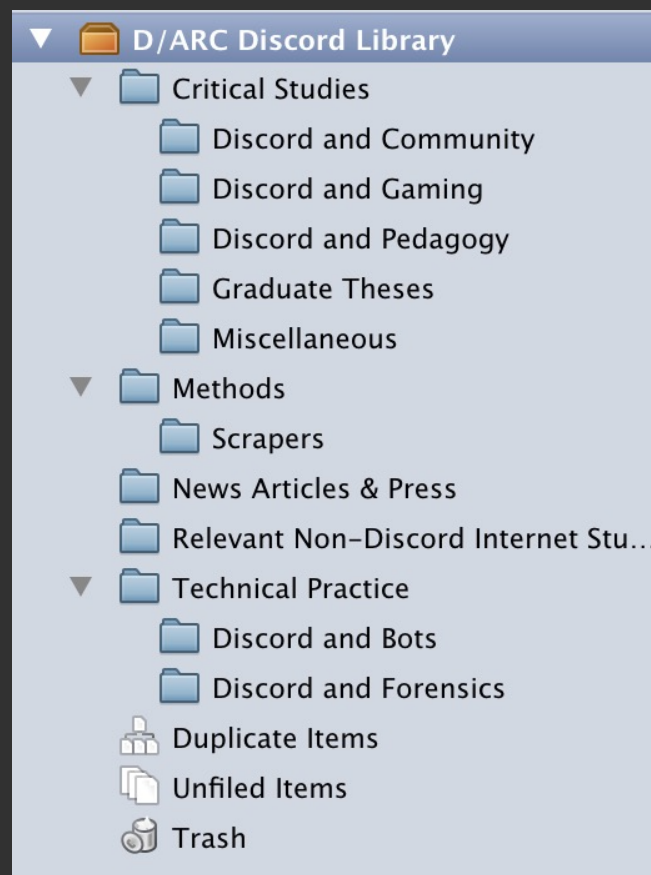
Public, Open Membership
Anyone can view your group online and join the group instantly.

Choose a Public, Open Membership

Public, Closed Membership
Anyone can view your group online, but members must be approved.

Choose a Public, Closed Membership

Create Group



Once you've registered for a Zotero account, you'll be able to access **Shared Libraries**. You can create or join a shared library, which can be public or private. They're perfect for co-authors, students or interest groups.

You can also download the D/ARC Zotero library at darcmode.org/zotero!

EXTRAS FOR EXPERTS

EXPERIMENT WITH NEW PLUG-INS

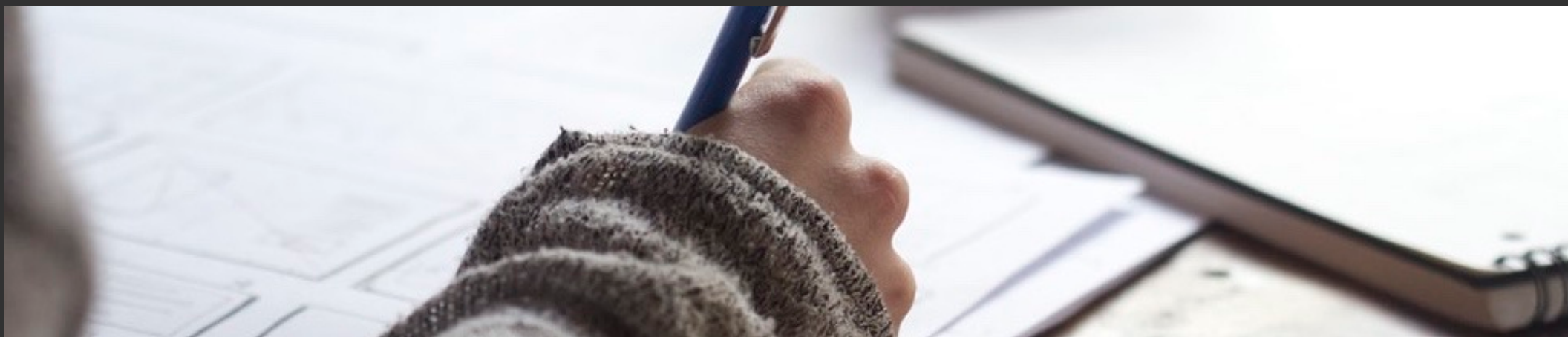


Photo by [Green Chameleon](#) on [Unsplash](#)

For Systematic Literature Reviews or Meta-Analyses

- **Zotero Citation Counts Manager** by Emiliano Heyns
 - Look up citation counts from Crossref, Inspire HEP, NASA/ADS, and Semantic Scholar.
- **Google Scholar Citations for Zotero** by Anton Beloglazov, currently maintained by Max Kuehn
 - Add Google Scholar citation counts to items in your Zotero library.
- Use the **Timeline feature** in [Zotero tools](#), to visualise entries over time.

EXTRAS FOR EXPERTS

EXPERIMENT WITH NEW PLUG-INS

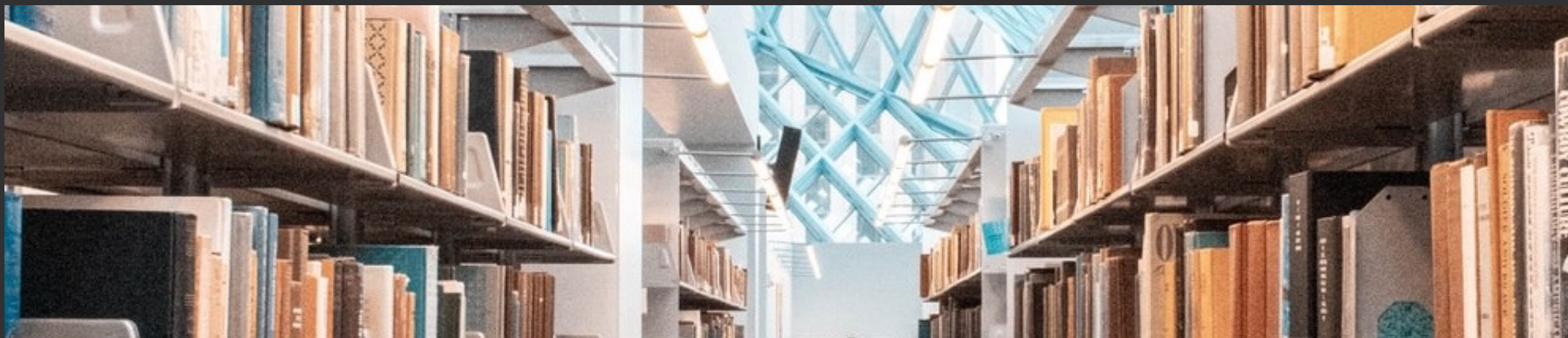


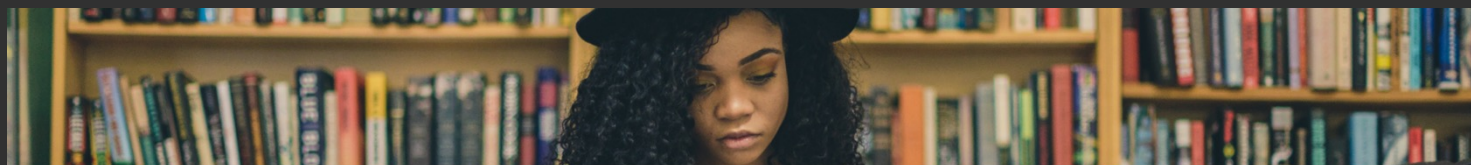
Photo by [Shunya Koide](#) on [Unsplash](#)

For Library Visits

- **Barcode scanner for iOS** by Zotero
 - Add physical books to Zotero by scanning their barcodes with your iPhone or iPad
- **Save ISBN for Android (web)** by Zotero
 - Bookmark this page on your mobile browser - type in a book's ISBN to save it to your library while you're away from your computer

EXTRAS FOR EXPERTS

EXPERIMENT WITH NEW PLUG-INS



Reading Lists
Here we go! ✨

Primary List: Queer & Trans Game Studies

Status	Title	Name	Item Type	Authors	Year	Function
To Read	Board Games as Media	(Booth, 2021)	Book	Booth, Paul	2021	Tabletop Games, Field-Context, Media Studies, His
To Read	The Elusive Shift: How Role-Playing Games Forged Their Identity	(Peterson, 2020)	Book	Peterson, Jon	2020	Tabletop Games, History, Contextual Theory
To Read	Cruising Utopia: The Then and There of Queer Futurity	(Munoz, 2009)	Book	Munoz, Jose Esteban	2009	Queer Studies, Classic
To Read	Aberrations in Black: Toward a Queer of Color Critique	(Ferguson, 2004)	Book	Ferguson, Roderick A.	2004	Queer Studies, Intersectional, Classic
Take Notes	A Trans Historiography of Glitches and Errors	(Pow, 2021)	Journal Article	Pow, Whitney (Whit)	2021	Essential, Trans Studies, Video Games
Upload Notes	Trans Game Studies	(Ruberg, 2022)	Journal Article	Ruberg, Bo	2022	Essential, Trans Studies, Video Games
Upload Notes	Toward a Transgender Critique of Media Representation	(Billard & Zhang, 2022)	Journal Article	Billard, Thomas J Zhang,	2022	Essential, Trans Studies, Media Studies
Upload Notes	Video Games Have Always Been Queer	(Ruberg, 2019)	Book	Ruberg, Bo	2019	Classic, Queer Studies, Video Games
Upload Notes	Woke Gaming: Digital Challenges to Oppression and Social Injustice	(Gray & Leonard, 2018)	Book	Gray, Kshonna L. Leonai	2018	Feminist, Critical Theory, Video Games, Queer Stud
Upload Notes	Queerness in Play	(Harper et al., 2018)	Book	Harper, Todd Adams, Mt	2018	Queer Studies, Tabletop Games, Video Games, Fiel
Upload Notes	A Play of Bodies: How We Perceive Videogames	(Keogh, 2018)	Book	Keogh, Brendan	2018	Video Games, Platform Studies
Upload Notes	Gaming at the Edge: Sexuality and Gender at the Margins of Gamer Culture	(Shaw, 2015)	Book	Shaw, Adrienne	2015	Queer Studies, Video Games, Classic
Upload Notes	Orientations: Toward a Queer Phenomenology	(Ahmed, 2006)	Journal Article	Ahmed, Sara	2006	Queer Studies, Classic
Noted!	Access to the Page: Queer and Disabled Characters in Dungeons & Dragon	(Stokes, 2020)	Book Section	Stokes, Michael	2020	Queer Studies, Tabletop Games, History
Noted!	The Queer Games Avant-Garde: How LGBTQ Game Makers Are Reimagining	(Ruberg, 2020)	Book	Ruberg, Bo	2020	Essential, Queer Studies, Trans Studies, Video G
Noted!	Gamer Trouble: Feminist Confrontations in Digital Culture	(Phillips, 2020)	Book	Phillips, Amanda	2020	Essential, Queer Studies, Trans Studies, Platform
Noted!	Gaming out online: Black lesbian identity development and community bui	(Gray, 2018)	Journal Article	Gray, Kshonna L.	2018	Queer Studies, Video Games, Intersectional
Noted!	Out of the Dungeons: Representations of Queer Sexuality in RPG Source Bo	(Stenros & Sihvonen, 2017)	Book Section	Stenros, Jaakko Sihvonen	2017	Queer Studies, Tabletop Games, History
Noted!	Gaming Representation: Race, Gender, and Sexuality in Video Games	(Everett et al., 2017)	Book	Everett, Anna Soderman	2017	Field-Context, Queer Studies, Video Games
Noted!	Queer Game Studies	(Ruberg & Shaw, 2017)	Book	Ruberg, Bo Shaw, Adrier	2017	Essential, Classic, Queer Studies, Video Games
Noted!	No Fun: The Queer Potential of Video Games that Annoy, Anger, Disappoin	(Ruberg, 2015)	Journal Article	Ruberg, Bo	2015	Essential, Queer Studies, Video Games
Noted!	"C'mon! Make me a man!": Persona 4, Digital Bodies, and Queer Potentiali	(Youngblood, 2013)	Journal Article	Youngblood, Jordan	2013	Queer Studies, Trans Studies, Video Games

Photo Credit: PS Berge

With Other Amazing Software

- **Notero** by David Vanoni
 - Sync items from your Zotero library into Notion

BROWSE THE FULL PLUG-IN RANGE

ZOTERO.ORG/SUPPORT/PLUGINS

MISCELLANEOUS

FREQUENTLY ASKED Q'S

FREQUENTLY ASKED Q'S

HOW CAN I USE ZOTERO TO CITE SOCIAL MEDIA CONTENT (E.G. INSTAGRAM POSTS, YOUTUBE VIDEOS)?

Although Zotero doesn't currently have Item Types for citing content from specific social media platforms, I'd recommend adapting the below citation presets to suit:



Item Type: Video Recording

Contributor Type: Director

(for Channel/Acct Name)

Use direct URL

Library Catalogue: YouTube/TikTok



Item Type: Blog Post

Title: Full Tweet Text

Contributor Type: Author

Use direct URL

Website Type: Tweet



Item Type: Web Page

Contributor Type: Author

Website Title:

Instagram/Tumblr

Use direct URL

FREQUENTLY ASKED Q'S

I'M SUBMITTING TO A CONFERENCE OR JOURNAL THAT HAS THEIR OWN REFERENCING STYLE. HOW CAN I FORMAT MY DRAFT TO ALIGN WITH THEIR UNIQUE STYLE & SPECIFICATIONS?

Zotero supports over 10,000 different referencing styles, so it's highly likely you'll be able to find a style someone's already made for this exact reason!

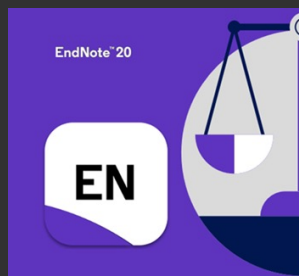
You can search for different styles here, then simply click on the one you'd like to download:
<https://www.zotero.org/styles>

If you're still not able to find what you're looking for, you can use this handy tool: **Citation Style**. On the "Search by Example" page, you can paste an example of your desired referencing format (e.g. a bibliographic entry from the journal style guide), and Citation Style will automatically show you all the other styles that closely match the one you're looking for!

Even better, CS allows you to edit any small tweaks you may still need to make to get the formatting just right - you can then download it to use in Zotero! Amazing!

FREQUENTLY ASKED Q'S

WOW, I'M SO KEEN TO TRY ZOTERO! BUT I'VE USED A DIFFERENT REFERENCING APPROACH IN THE PAST... HOW CAN I EASILY IMPORT ALL OF MY REFERENCES?



You can find a guide for how to import your EndNote library into Zotero [here](#).



You can find a guide for how to import your Mendeley library into Zotero [here](#).

If you've got manual lists of references, maybe from previous drafts or publications, which you'd like to import as citations in Zotero, head over to <https://anystyle.io/>.

Copy and paste your bibliography in the space provided, follow the instructions to parse the data, and save the output as a BibTeX file.

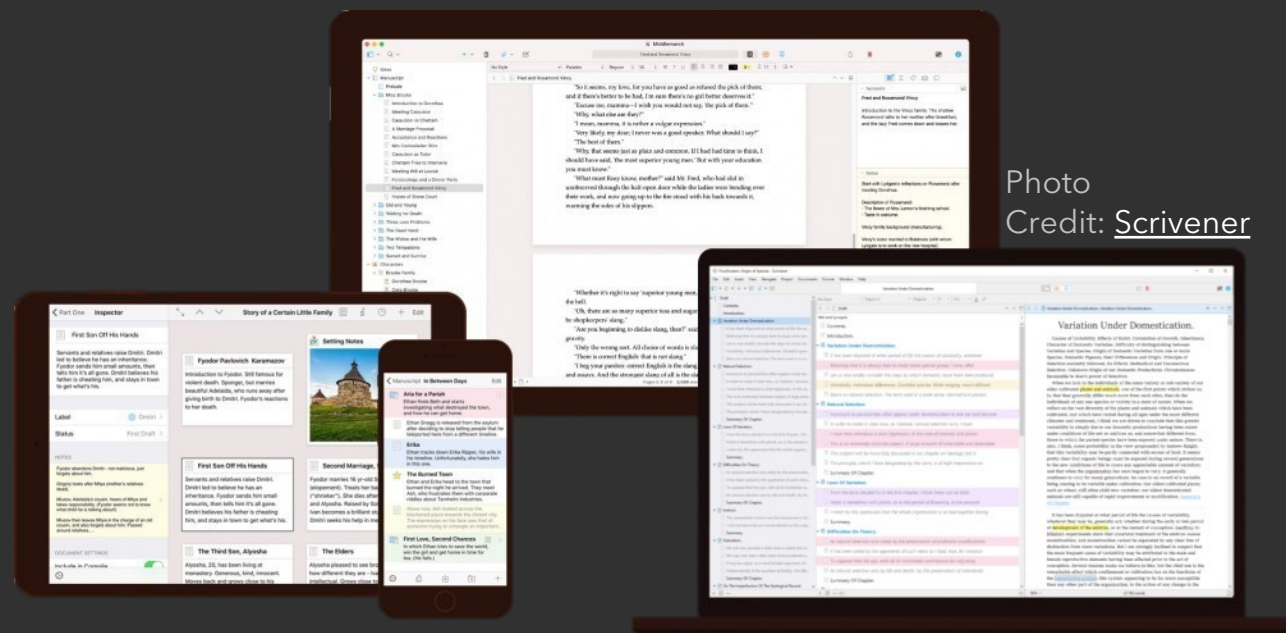
Next, head to Zotero. Select File > Import... > and follow the instructions to upload your file – just like magic, the citations will appear in your library instantly!

FREQUENTLY ASKED Q'S

THIS ALL SOUNDS GREAT! CAN I INTEGRATE ZOTERO WITH MY WORD PROCESSOR OF CHOICE, SCRIVENER?

Unfortunately, there isn't an official Zotero plugin for Scrivener. 😞

However, you can check out [this guide](#) from Cornell library which lists a number of workarounds for those who would like to use both programs!



FREQUENTLY ASKED Q'S

I'VE GOT SO MANY ITEMS, I'VE RUN OUT OF STORAGE SPACE IN MY ZOTERO LIBRARY!

You're in luck! While each account comes with 300MB of free cloud storage, Zotero has tiered options for those looking to increase their storage capacities.

Head over to <https://www.zotero.org/storage> to find out more.

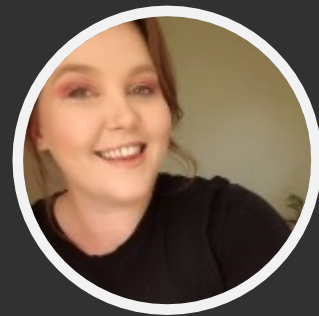
Individual Pricing	
Storage Limit	Cost (USD)
300 MB	Free
2 GB	\$20/year (equal to \$1.67 per month)
6 GB	\$60/year (equal to \$5 per month)
Unlimited	\$120/year (equal to \$10 per month)

[Purchase Storage](#)

Credit: Zotero, prices accurate as of March 2022

THANK YOU!

If you're interested in discovering more tools and resources created by the D/ARC, head to **darcmode.org**



Rachel Berryman

 channelera

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