

# Columbia Bible College Library Library Resource Guides

## Zotero - Citation Manager Quick Start Guide

<http://www.columbiabc.edu/library>

### What Zotero Does:

[Zotero](#) is a **Firefox** add-on. It:

- collects, manages, and cites research sources,
- is easy to use,
- is free
- allows you to attach PDFs, notes and images to your citations
- organizes them into collections for different projects,
- creates bibliographies using Word or OpenOffice
- is easier to use than [EndNote](#) and surprisingly powerful.
- has the ability to sense when you are looking at an item (or items) on a web page.
- automatically updates itself periodically to work with new online sources and new bibliographic styles.

### Zotero Quick Start Guide

Go to the Zotero website at <http://www.zotero.org> for their great [guide](#) published by the Zotero developers themselves. Also [available as a PDF](#).

### Getting Started:

#### Downloading Zotero to your own computer.

Zotero only works with the Mozilla Firefox browser. It does not work with Internet Explorer.

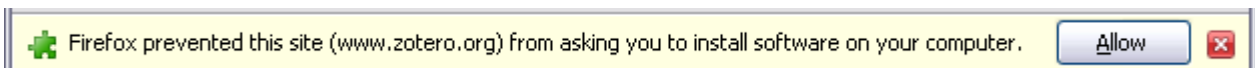
If you do not have Firefox on your computer, download Firefox first. It's **free** at:

<http://www.mozilla.com/en-US/firefox/upgrade.html>

If you install Zotero in the portable version of the Firefox browser, you can carry your collection of citations around from one computer to another and add new entries at any computer.

- Go to [http://portableapps.com/apps/internet/firefox\\_portable](http://portableapps.com/apps/internet/firefox_portable) and download Portable Firefox.
- Open Portable Firefox, navigate to <http://www.zotero.org> and download Zotero onto it.

If you see the message "Firefox prevented this site from asking you to install software on your computer," click "Allow".



## Using Zotero from your computer or library computers:

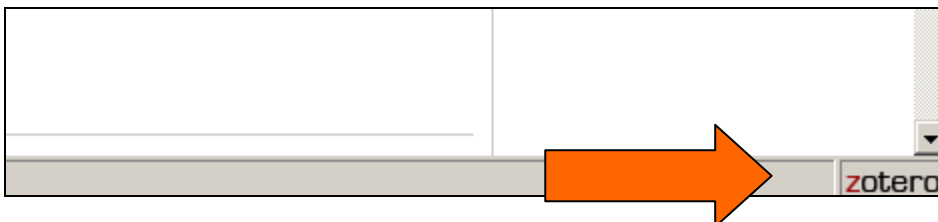
### How to Enter Items:

### How to enter items - Books

### Books:

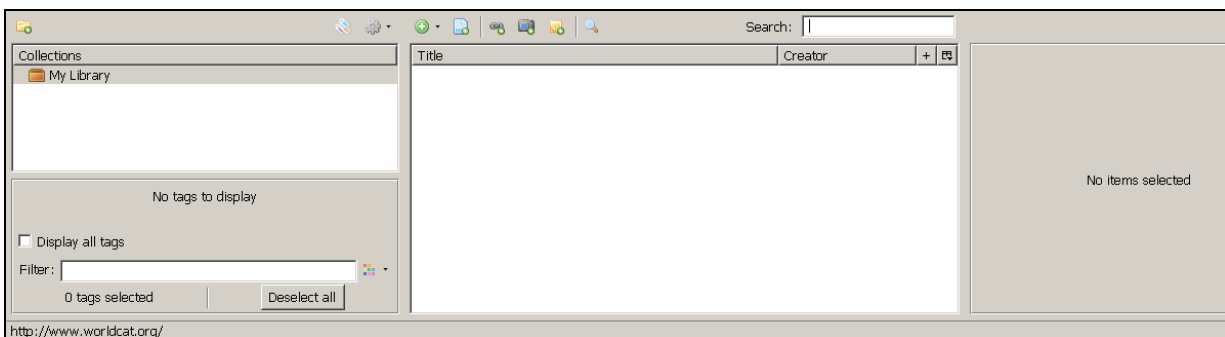
Columbia's online catalog has the ability to interface with Zotero  
For example, you'd like to find and cite books on the topic of *missions* in your paper.

- 1) Open Zotero – at the bottom right corner of monitor



Open Zotero

- 2) This screen will appear:



- 3) Go to the library catalogue.

- 4) Find the book, by **Keyword**. For the topic on *missions* type missions

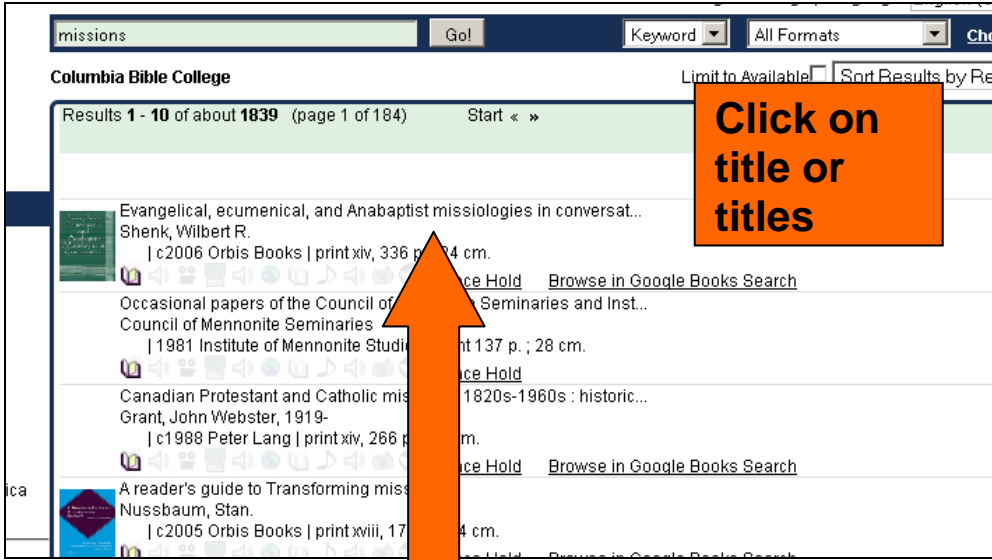


Open the library catalogue

- 5) Click on **SEARCH**

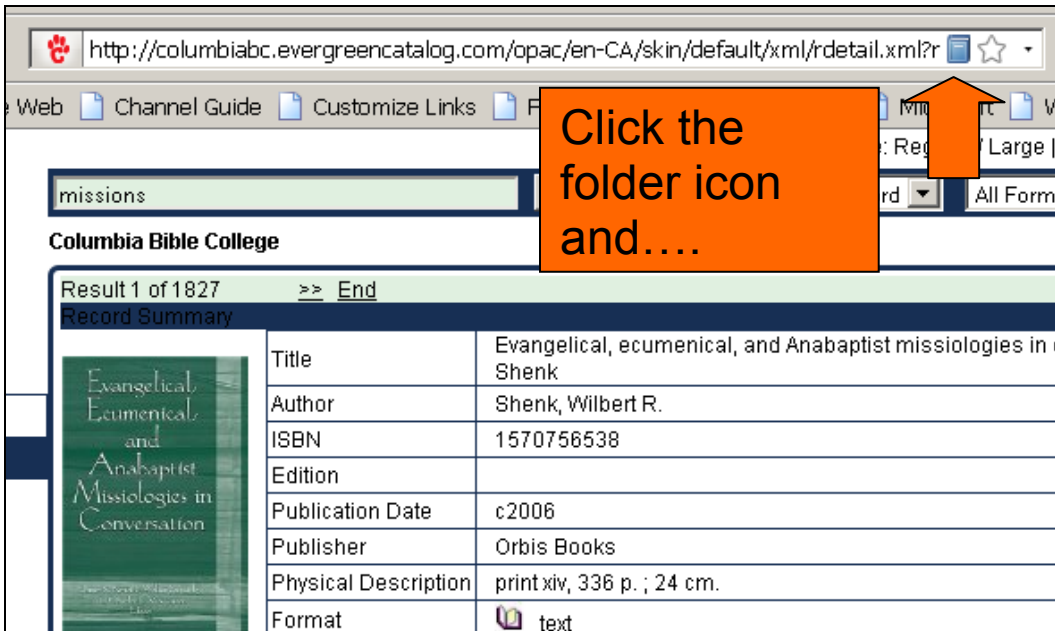
Search for your book

The records appears.



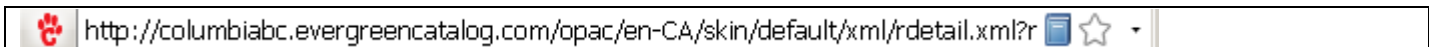
4) Click on the title ie. Evangelical, ecumenical, and Anabaptist missiologies in conversat....

5) Full record of the title appears:

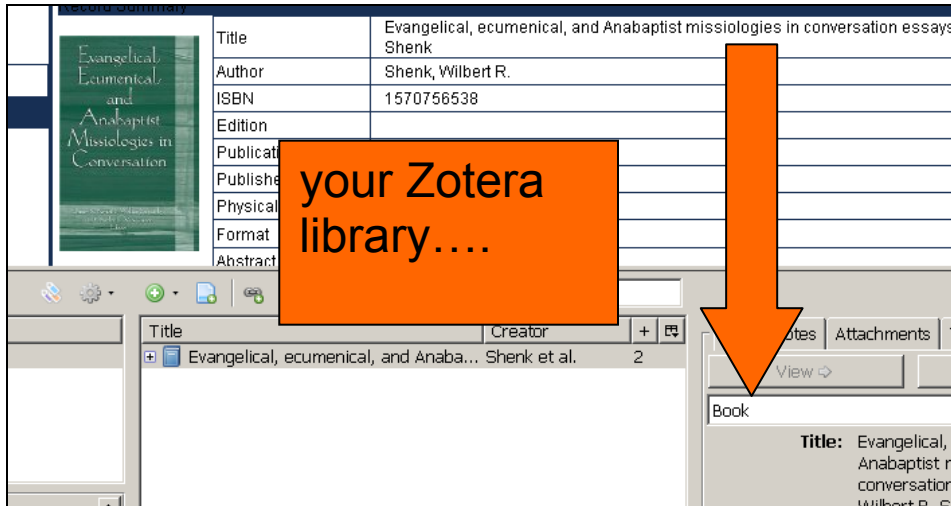


6) Click on the **folder icon** next to the URL address and Zotero will save all the citation information about that book into your Zotero library.

**Folder icon**





7) The citation now is saved in "your library" of Zotero.



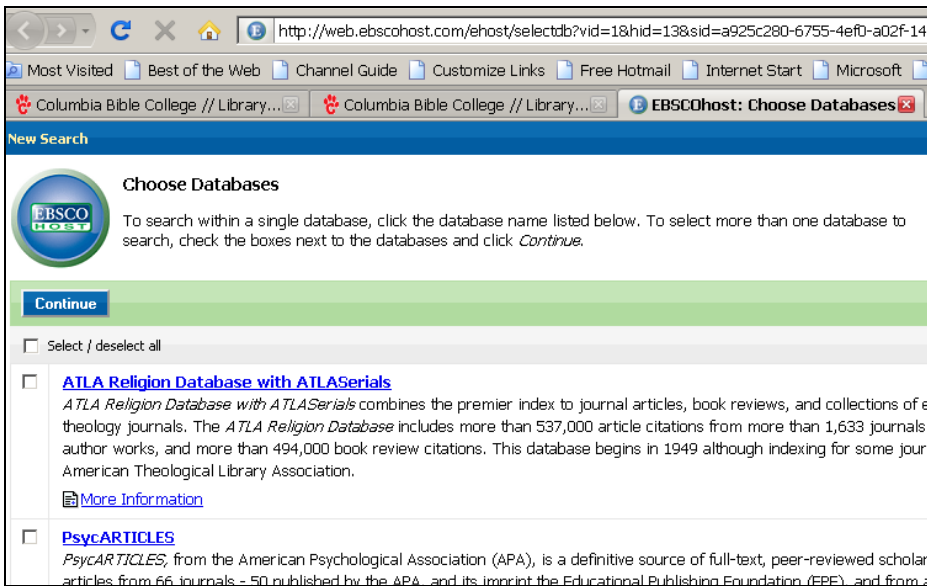
## How to enter items – Journal articles

### Journal Articles:

- 1) Find an article from a journal database such as **ATLAS Religion** or **Proquest Religion** database.
- 2) Go to **ATLAS Religion Database** from the [Library website](#)

<p><b>Full-text journal articles</b></p> <p> <b>ATLAS Religion Database with ATLASerials (EBSCOhost) some Fulltext</b> - Excellent for BIBLICAL STUDIES, THEOLOGY, INTERCULTURAL STUDIES, WORSHIP ARTS</p> <p> <b>ProQuest Religion Database (Proquest) Fulltext</b> - Excellent for general CHRISTIAN and WORLD RELIGIONS,</p>	<p>February 22 - March 1 Reading Week</p> <p>// Go to the Library Event Calendar</p> <p><b>news ...</b></p> <p><b>Feature Book of the Week</b> - <b>Northern Lights</b> edited by Byron Rempel- Burkholder and Dora Dued</p>
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**Search for journal article from journal database such as ATLAS or PsycArticles**



3) Search for your article by subject.....



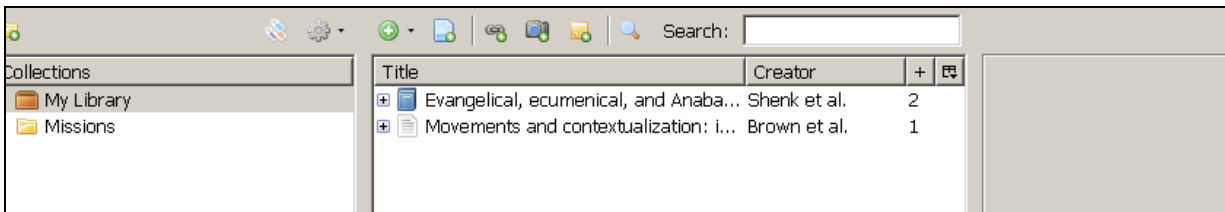
4) Click on Article title



5) Click on **folder icon** next to URL 

<http://web.ebscohost.com/ehost/detail?vid=14&hid=107&sid=5faec19f-7614-4c41->  

6) The item is now in your Zotero library.

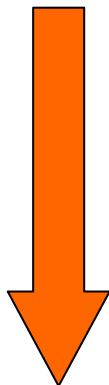


**When an item is not listed in a book catalogue or journal database**

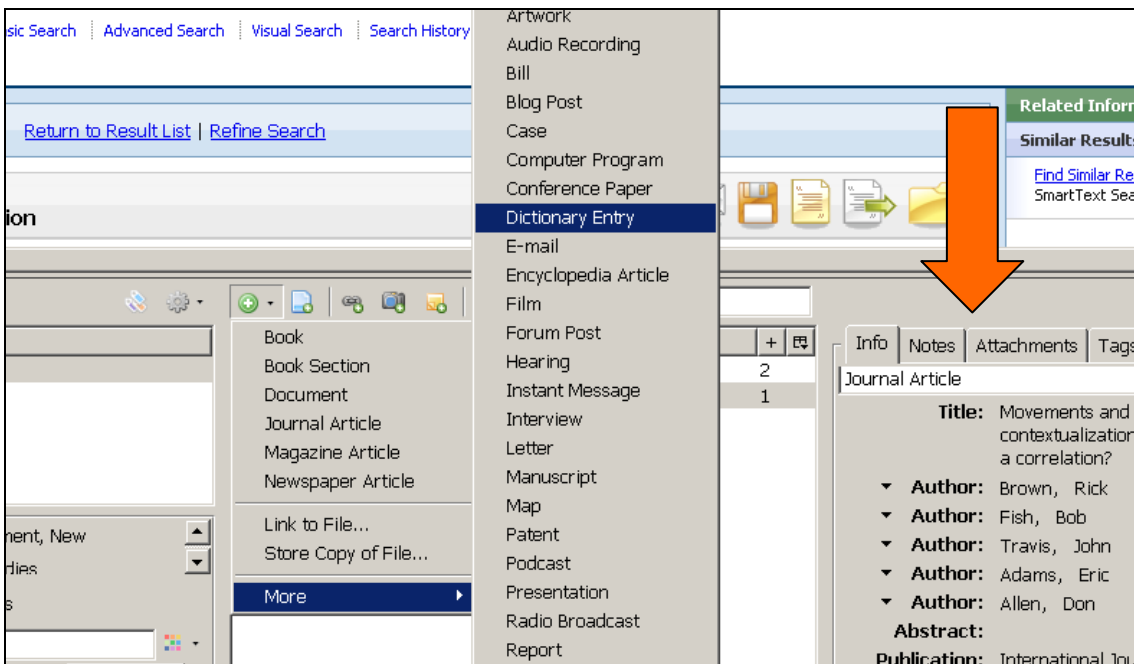
One can find a citation of a bible dictionary by title in the library catalogue, but it is difficult to find articles, or chapters of books in a database or catalog. For example if you'd like to cite a signed article from a bible dictionary, you may have to **enter the citation manually** into Zotero.

**Manually enter an item – for example signed article from a Bible Dictionary**

1) **Click on New Item** 



**Manually enter item such as a signed article – “dictionary entry” here**

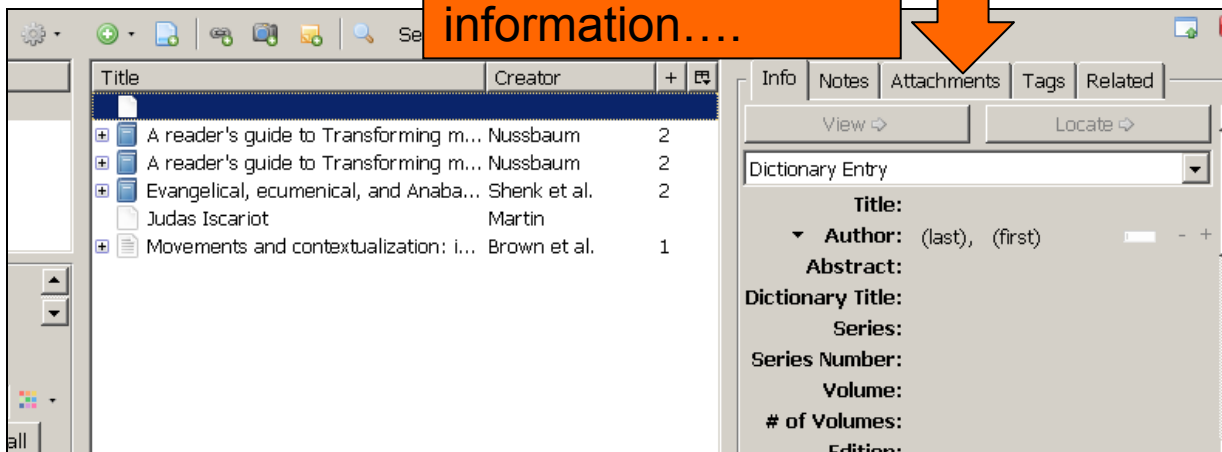


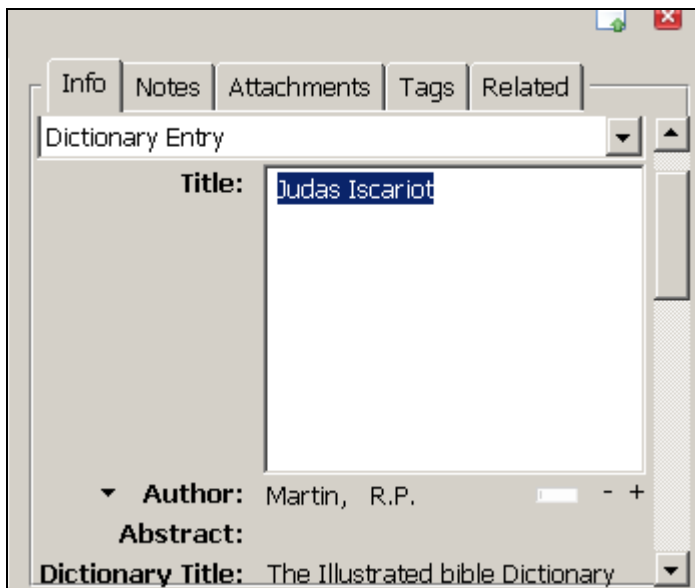
2) Choose **MORE** → **DICTIONARY ENTRY**

3) Dictionary Entry – Right Pane will appear

4) Start typing Title, Author, etc.

Enter title, author, publisher, etc. information....





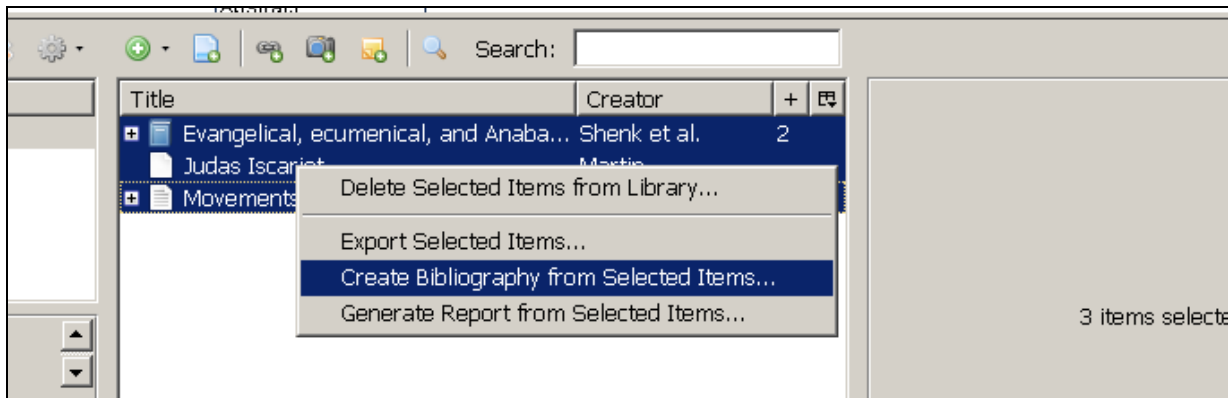
add notes,  
attachments  
.....

Notice that you can add other information to your citations, such as notes, attachments, tags etc.

### How to create a Works Cited list

Highlight citations wanted in your list

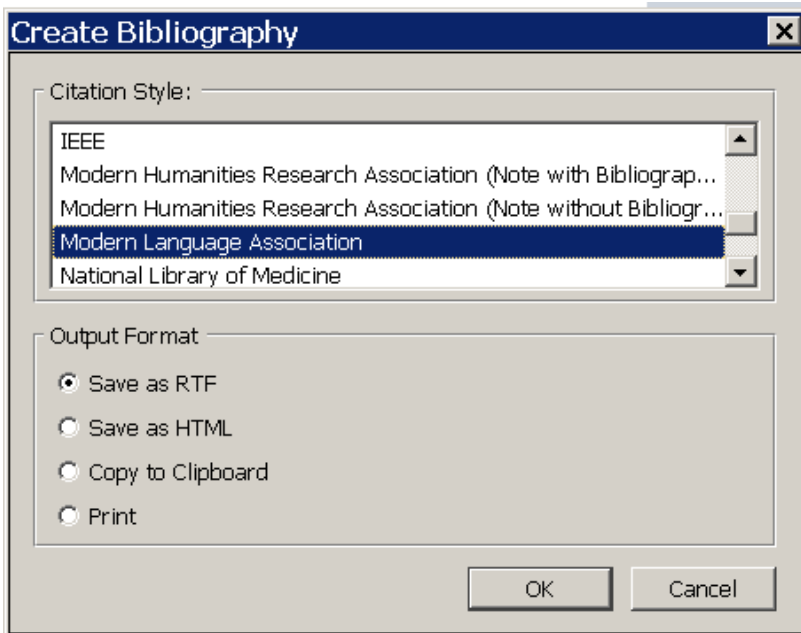
Right Click



Creating a “Works  
Cited” list  
automatically....



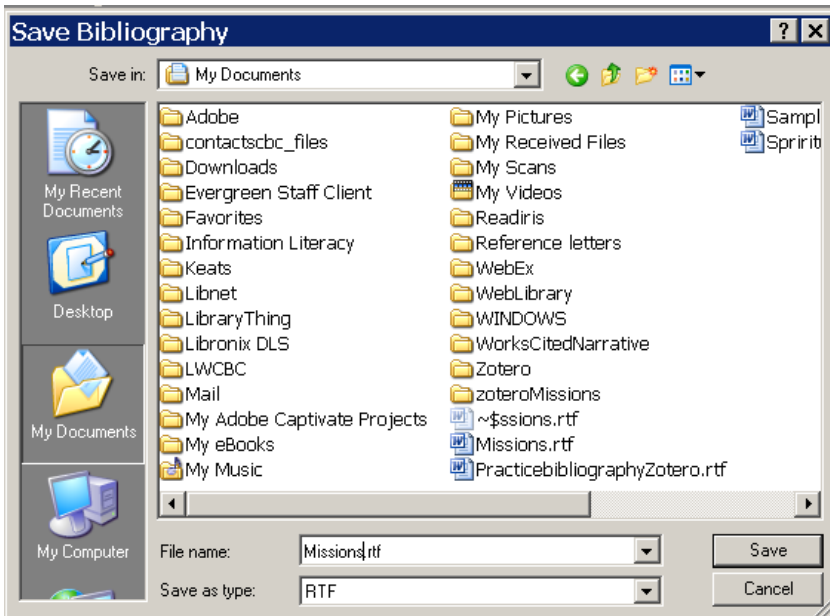
Click on **Create Bibliography from Selected Items**



Choose citation style (MLA, APA)....

Choose Style wanted –ie. **Modern Language Association** (MLA) is the CBC College Term Paper style. Save as RTF

Give File name and Save



Open file in Word

The following appears. Note the citations are in alphabetical order.

“Works Cited” list that was created automatically ....

Brown, Rick et al. "Movements and contextualization: is there really a correlation?."

*International Journal of Frontier Missions* 26.1 (2009): 29-31. 29 Sep 2009

<<http://search.ebscohost.com/login.aspx?direct=true&db=rfh&AN=ATLA0001712679&site=ehost-live>>.

Do I need to edit this list?

Martin, R.P. "Judas Iscariot." *The Illustrated Bible Dictionary*. Downers Grove3: IVP, 1980. 830-831.

Shenk, Wilbert R et al. *Evangelical, ecumenical, and Anabaptist missiologies in conversationessays in honor of Wilbert R. Shenk*. Maryknoll, N.Y: Orbis Books.

**Before submitting this page to your instructor, you will want to edit it slightly:**

- a) Single Space within citation
- b) check that the first letter of the main words of journal or book titles are capitalized.
- c) Change italics to non-italics and underline book or journal titles
- d) for Journal articles from an online journal database, add Database Name, Information Service. Library name, City, Province abbreviation.

**The Works Cited page should look like:**

First letter of main words in title are capitalized

Edit this "Works Cited" list to conform to correct MLA style

For online Journal articles from database: Add Database name. Information Service, Name of Library, City, Province

Works Cited

Single space

Brown, Rick et al. "Movements and Contextualization: Is there Really a Correlation?" *International Journal of Frontier Missions* 26.1 (2009): 29-31. ATLA Religion Database with ATLASerials. EbscoHost. Columbia Bible College Library, Abbotsford, B.C. 29 Sep 2009  
<<http://search.ebscohost.com/login.aspx?direct=true&db=rft&AN=ATLA0001712679&site=ehost-live>>.

Underline Title. Change italics to non-italics

Martin, R.P. "Judas Iscariot." *The Illustrated Bible Dictionary*. 1980. 830-831.

Shenk, Wilbert R et al. *Evangelical, Ecumenical, and Anabaptist Missiologies in Conversation Essays in Honor of Wilbert R. Shenk*. Maryknoll, N.Y: Orbis Books, 2006.

Save file as .doc or copy and paste into your document.

## Using Zotero on multiple computers such as your computer and the library computer

### How do I use Zotero on multiple computers?

If you are working on the Library computer .....save the information from Zotero to your USB by **Exporting file** to USB.

Open Zotero on your computer and **Import from your USB** to Zotero. Remember, Zotero must be installed on your computer as well.

For advanced Tutorials go to the Zotero website at <http://www.zotero.org> for their great [guide](#) published by the Zotero developers themselves.

Tips:

## Organizing your library

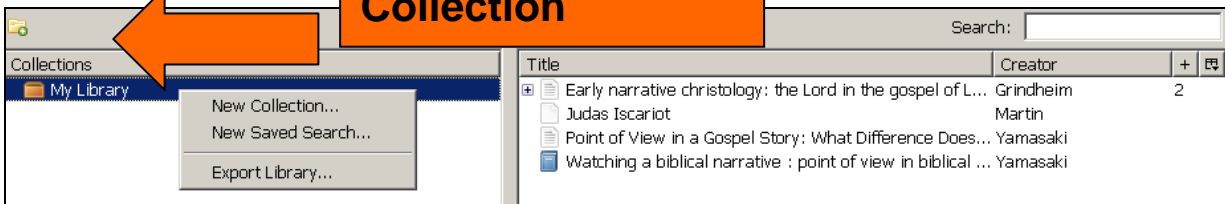
### Organizing Your Library

Click the Zotero button at the bottom of your browser to open your library. At the top left is a folder button with a green plus sign or double click on **Collections**. Click this to create a new "collection."

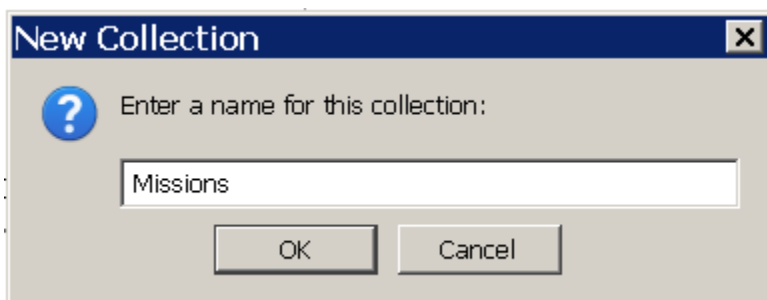
Create collections to organize your references. Collections are like file folders on your computer, but a reference can be in more than one collection at a time. In other words, a book on Missions could be filed in your "Missions" collection, your "Community Development" collection and your "Church Planting" collection without having to make three copies of the reference.

Double click on **My Library**  
Right click

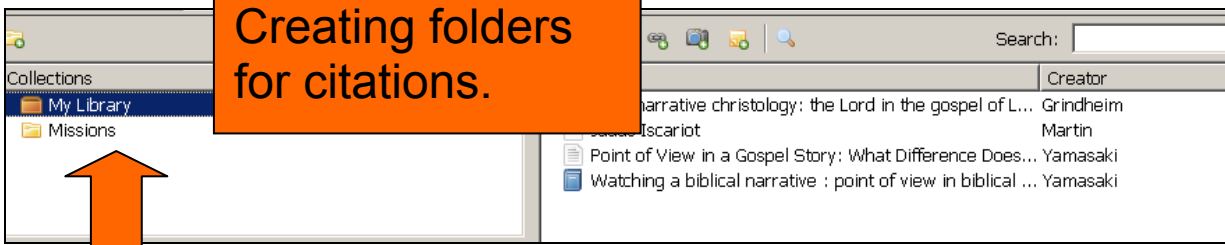
**Click here to  
Create a  
Collection**



Click on **New Collection**



**Creating folders  
for citations.**



*If you have any questions regarding Zotero, please do not hesitate to ask or email [Anne Andres](mailto:anne.andres@columbiabc.edu), Associate Librarian at [anne.andres@columbiabc.edu](mailto:anne.andres@columbiabc.edu)*