

Zotero User Guide

Contents

Registering with Zotero	1
Downloading the Zotero app.....	1
Syncing with your Zotero Library online	1
Add references manually.....	2
Add references from ISBN/DOI	2
Add references from the Chrome Zotero Connector	3
Authors.....	6
Creating collections	7
Adding Harvard Bath style to Zotero	7
Adding citations to a Word document	9
Adding page numbers and omitting authors.....	9
Updating/editing citations.....	11
Adding a bibliography	11
ZoteroBib.....	11
Further help	15


Registering with Zotero

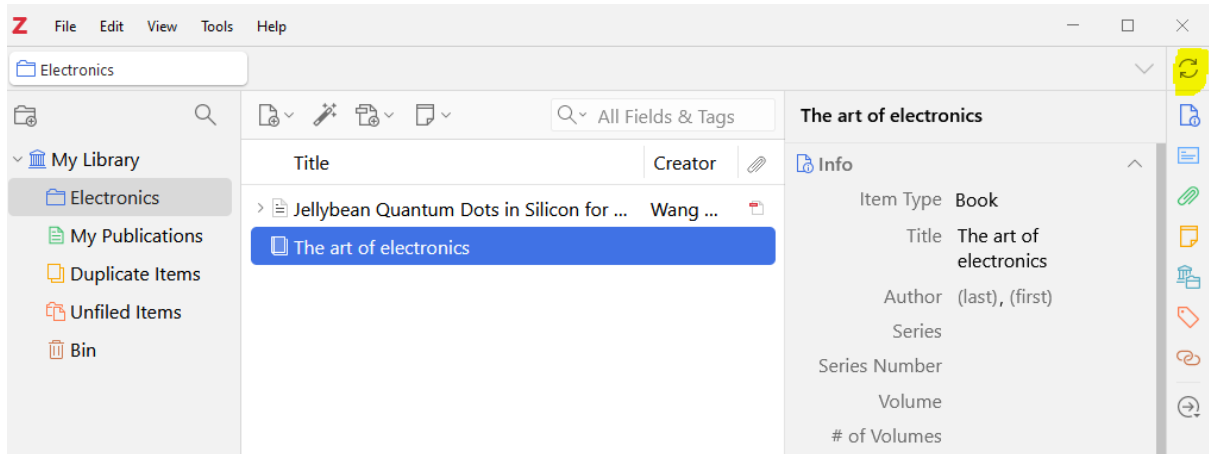
1. Register for a free Zotero account: <https://www.zotero.org/user/register>

Downloading the Zotero app

2. Download Zotero for your operating system: <https://www.zotero.org/download/>
 - This download will automatically include the Microsoft Word plug in.
 - Here you can also install the Chrome Zotero connector.

Syncing with your Zotero Library online


To sync your library online use the circular arrows on the right-hand side . This is useful if you are using Zotero across multiple devices as well as backing up your Library online. Pressing this button will lead you to sign in with your Zotero details.



Add references manually

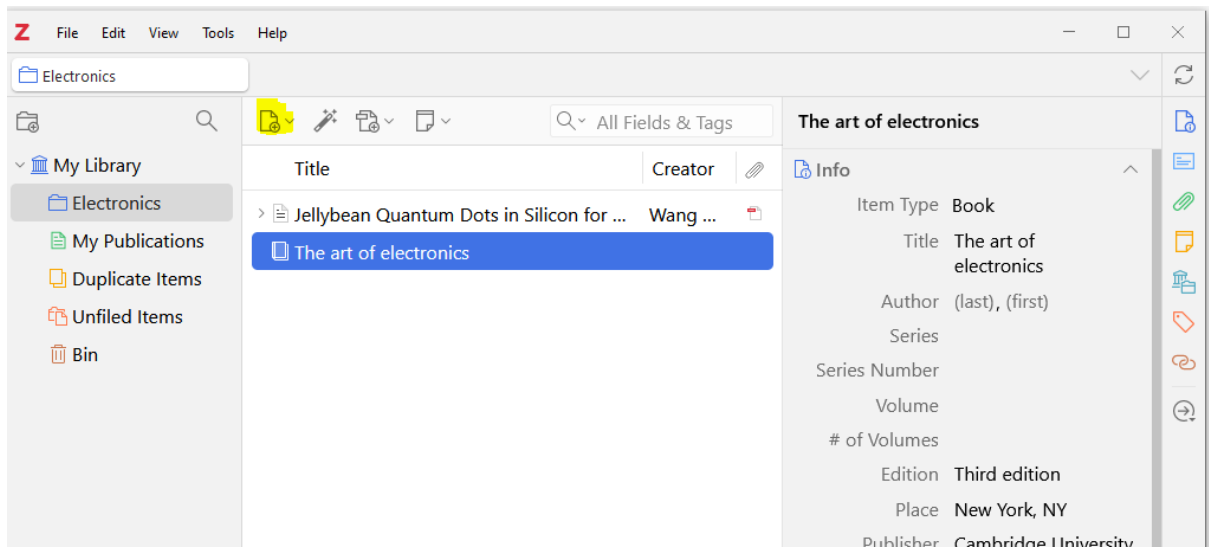
There are two ways to add a new reference:

1. You can add a new item by pressing the document symbol with the plus

sign  and choosing the item type

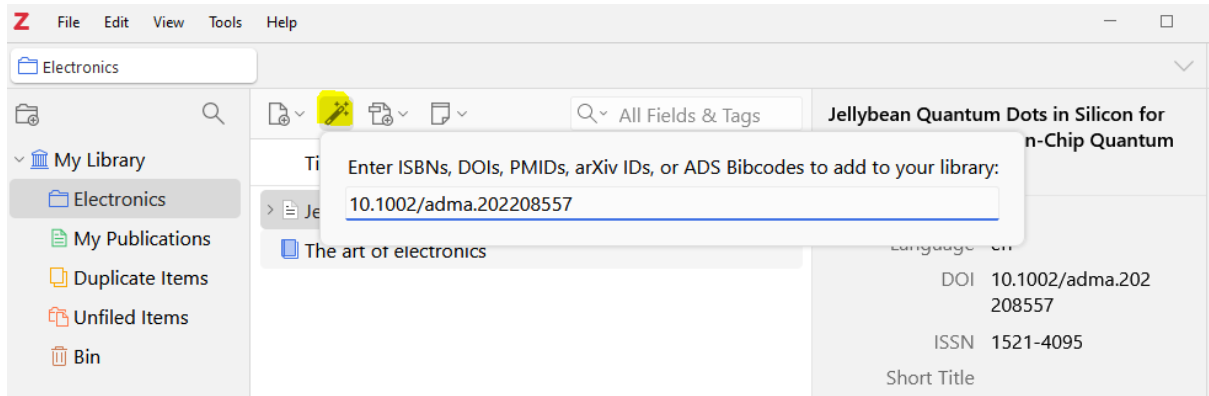
2. Or you can click on **File** then choose **new item**.

Enter in the details of the item by clicking on the fields on the right-hand side, this will automatically save:



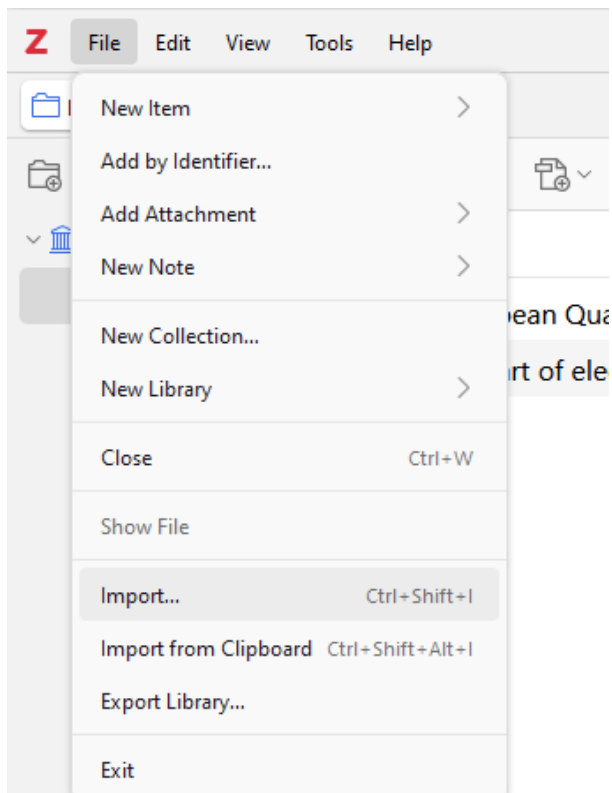
Add references from ISBN/DOI

Alternatively, you can add an item via the ISBN or DOI which will automatically populate the fields. To do this, select the magic wand button then enter the ISBN or DOI. Do check the details are correct, for example in this one, adding via ISBN didn't retrieve all the authors.

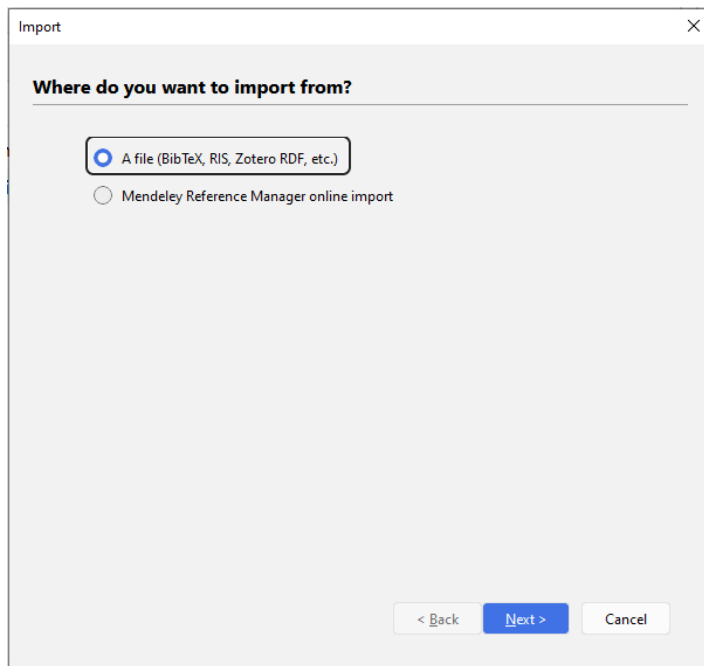


Import references from a .RIS file

You can import references from a .RIS file which you may have downloaded from a database. To do this go to **'file'** in your Zotero app and choose **'import'**.

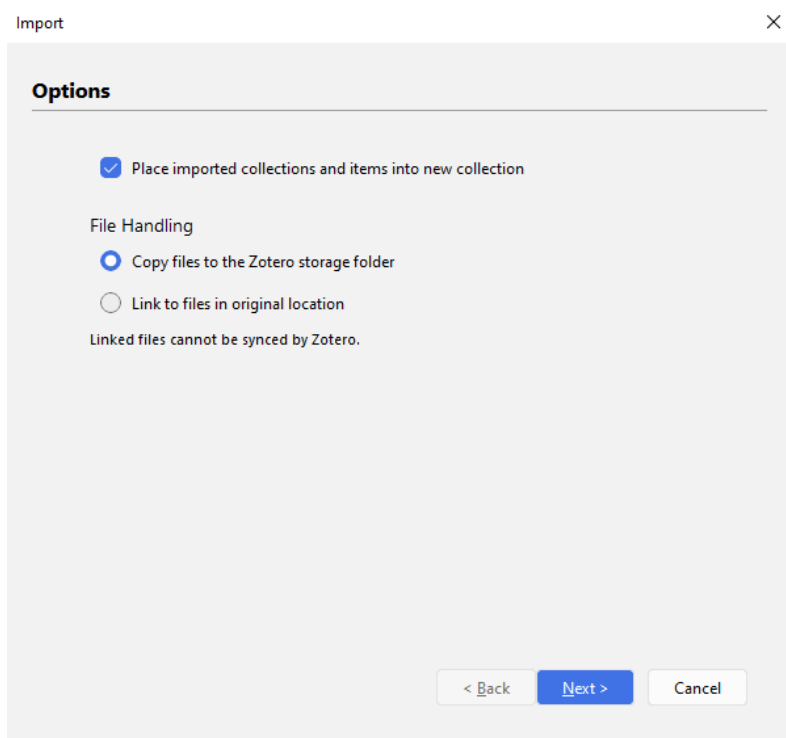


Then choose **"a file"** and **"next"**.



Then select the file you want to import from your documents.

Then an options field will turn up, press **'next'**.

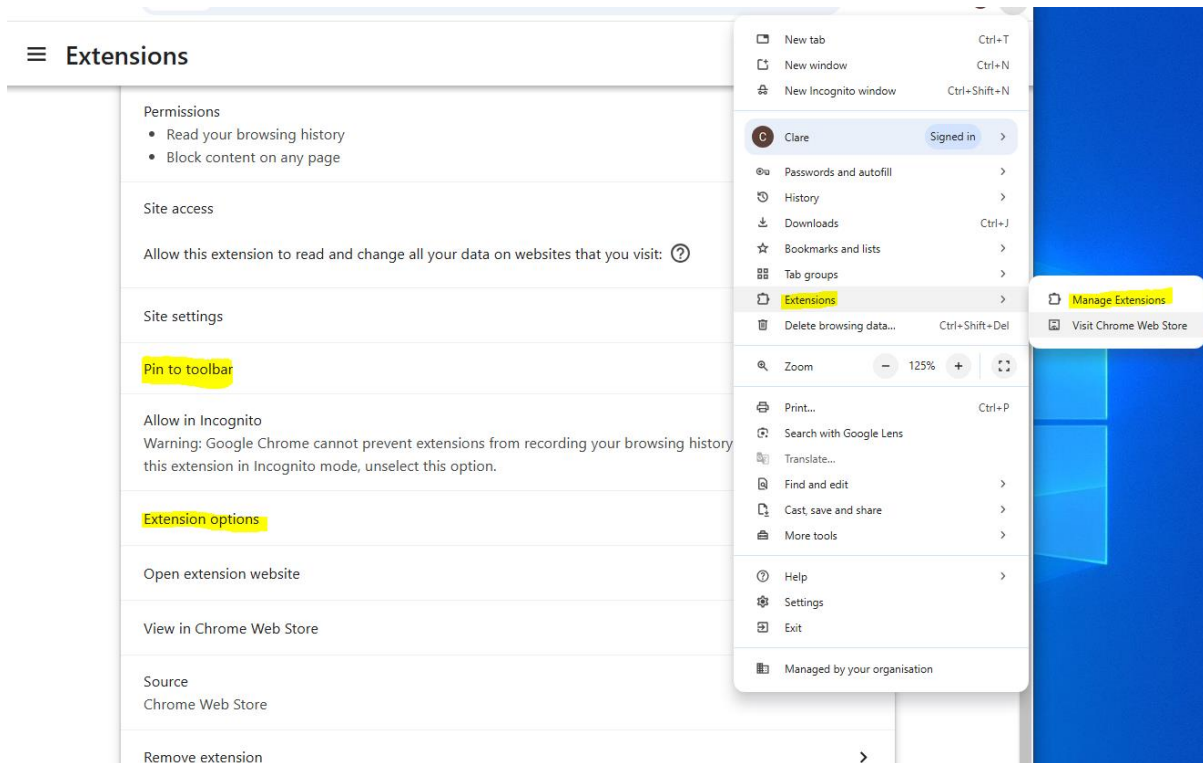


Then your references will be imported into your Library.


Add references from the Chrome Zotero Connector

Firstly, ensure you have synced your Zotero library to the web version. Then make sure the [Zotero Chrome extension is installed](#). Then follow the steps below:

1. Press the three dots on the top-right of chrome, go to 'extensions', then 'manage extensions' and choose Zotero.
2. Check the 'pin to toolbar' option is selected.
3. Go to 'extension options'. In extension options under save to Zotero.org, choose 'authorize'. Then you may be prompted to add your Zotero log in details.

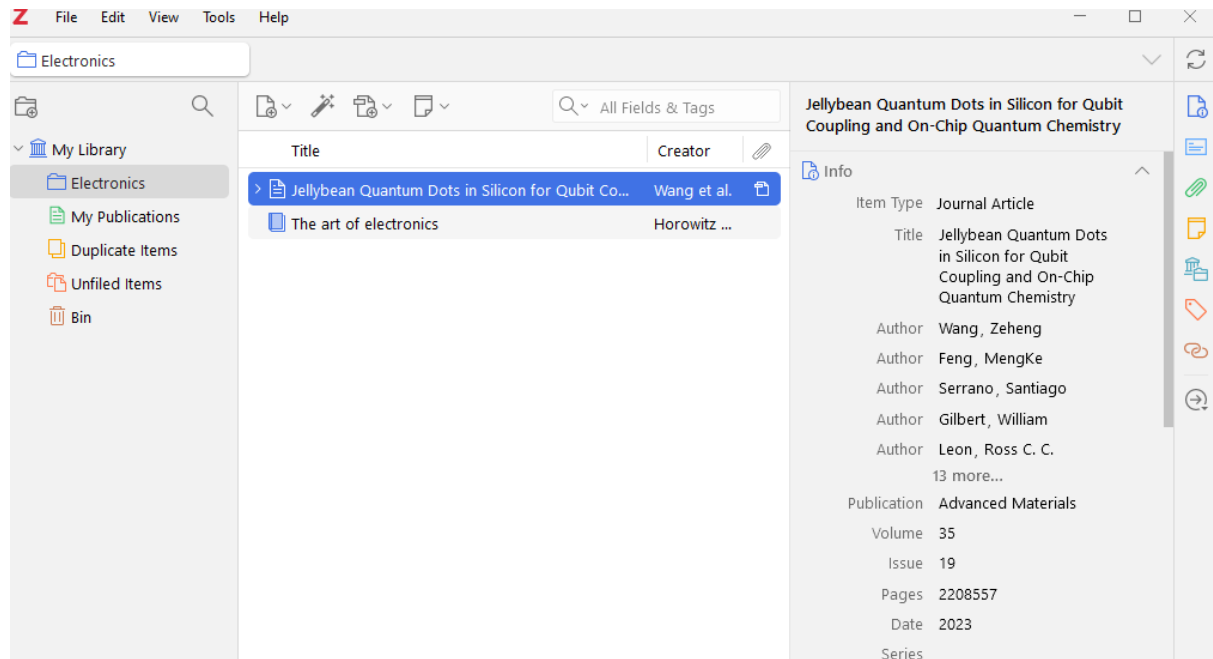


Now when you navigate to a site or journal article which you want to reference, then press the

document button  after the URL and you will have the option to save to 'My Library' or if you choose more you can select one of your collection folders.

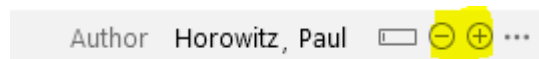


Then the article should immediately appear in your application library, though always check the record details are correct. Once you've done the initial set up you can just press the article Zotero icon every time you want to save a reference to your library.

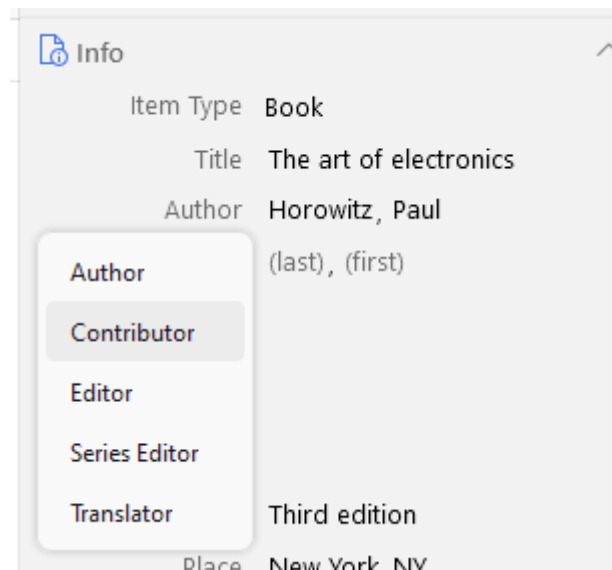


Authors

To add additional authors, use the plus button  after the authors name fields or remove names using the minus button .

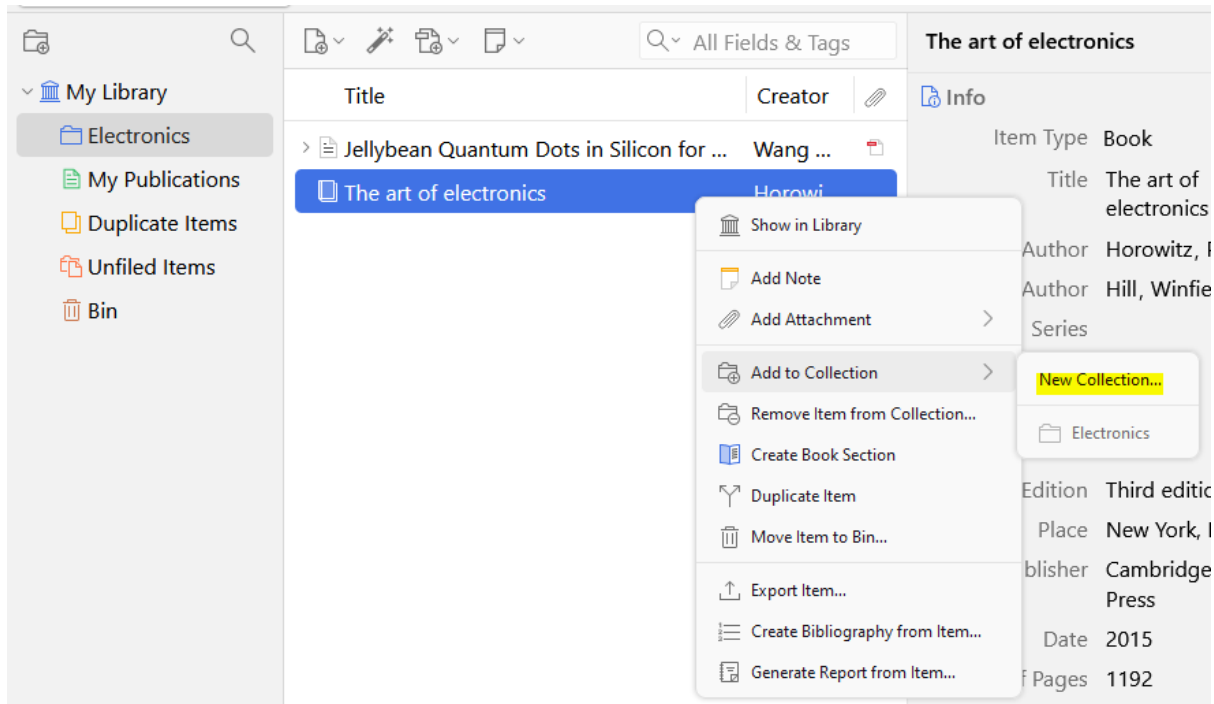


You can **change authors to editors** by clicking on the word 'Author' and a drop-down menu will appear:

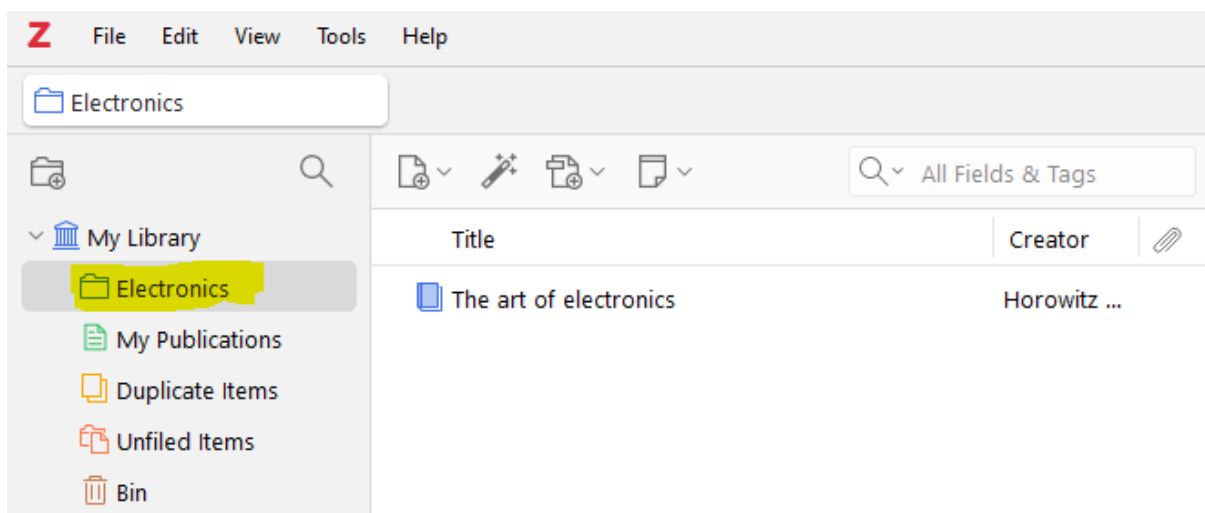


Creating collections

If you want to create a collection, **right-click** on a title and choose **'add to collection'** and **'new collection'**. Creating collections groups together various records which can be useful if you want to group together records for a particular assignment.



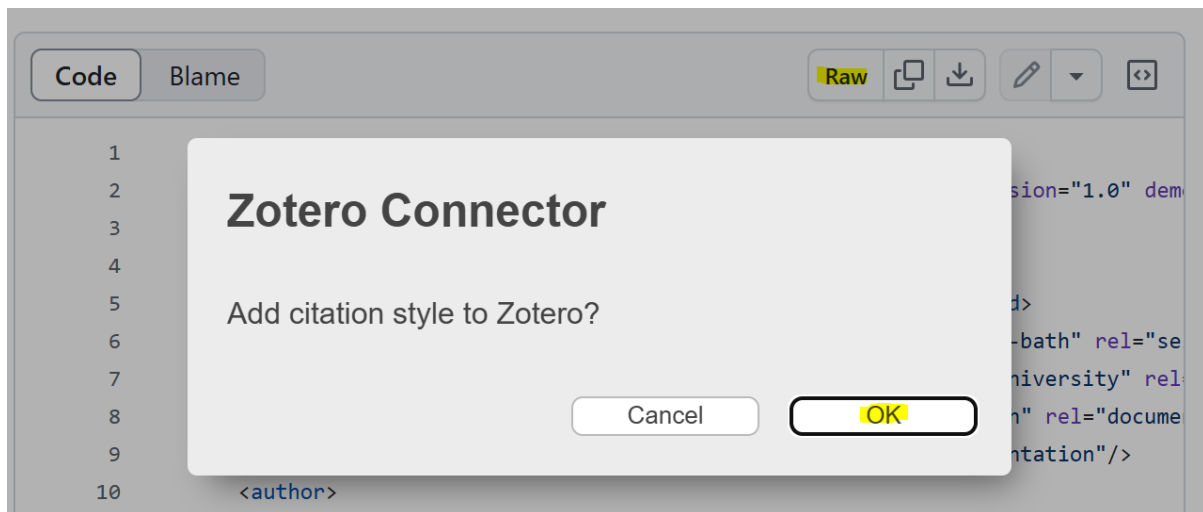
Your collection will then appear as a folder in the left-hand menu and will be an option next time you want to add a reference to a collection.



Adding Harvard Bath style to Zotero

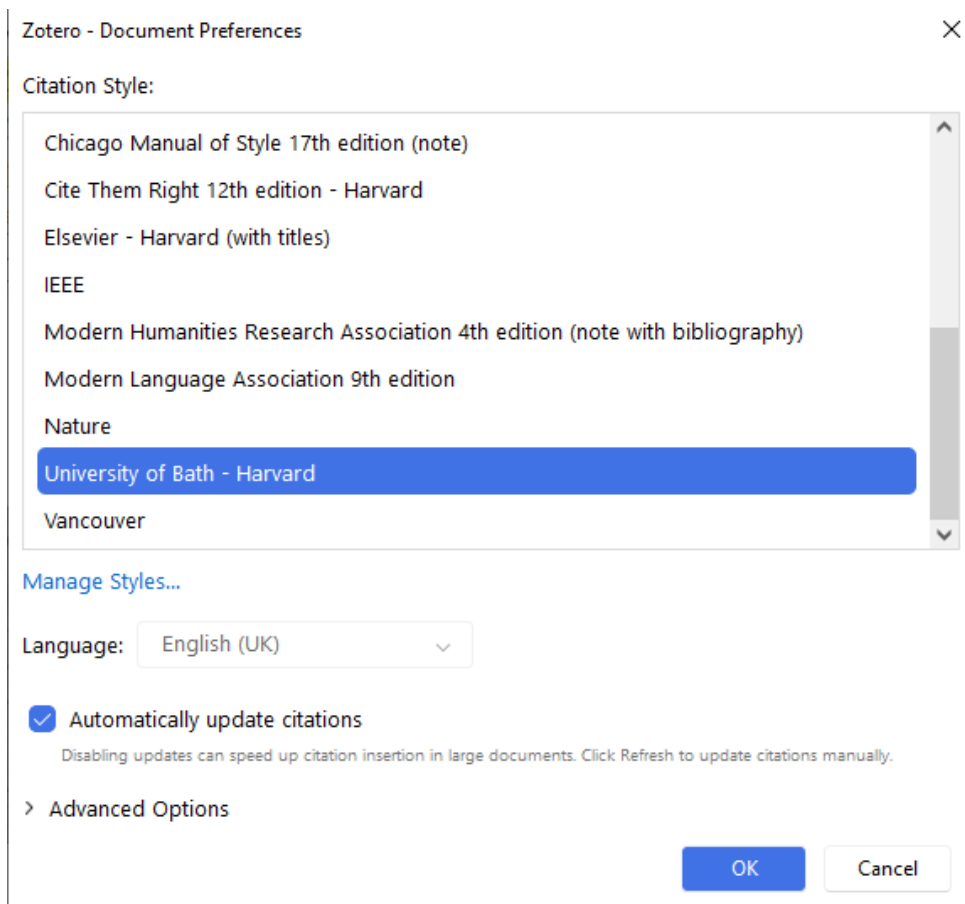
1. Go to the [Harvard Bath Library](#) page and choose the tab **'Style files'** and select **'CSL file'**.

2. If you have Zotero connector Chrome extension enabled press '**Raw**' and then Zotero will pop up to ask if you want to add the style.



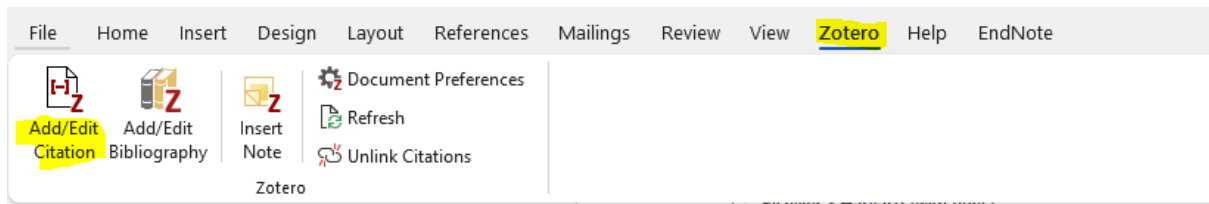
Now the style will automatically be added as an option in Word.

3. To choose the style in Word choose the '**Zotero**' tab then select '**Document Preferences**' then select '**University of Bath – Harvard**' then **OK**.

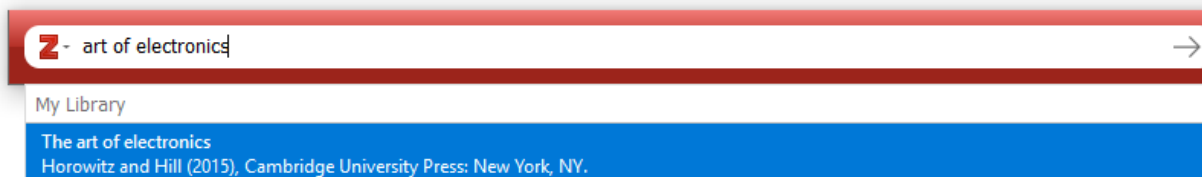


Adding citations to a Word document

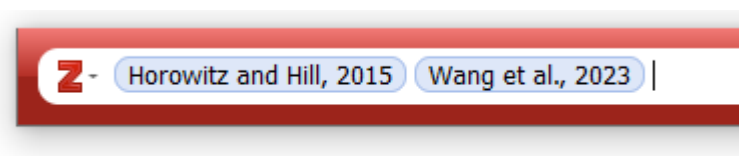
To add a citation to your Word document, go to the Zotero tab and select **'Add/Edit Citation'**.



Then start typing in the source title or author



If you want to cite multiple sources at once, enter details for one citation then click in the bar and start entering details for another and so on.



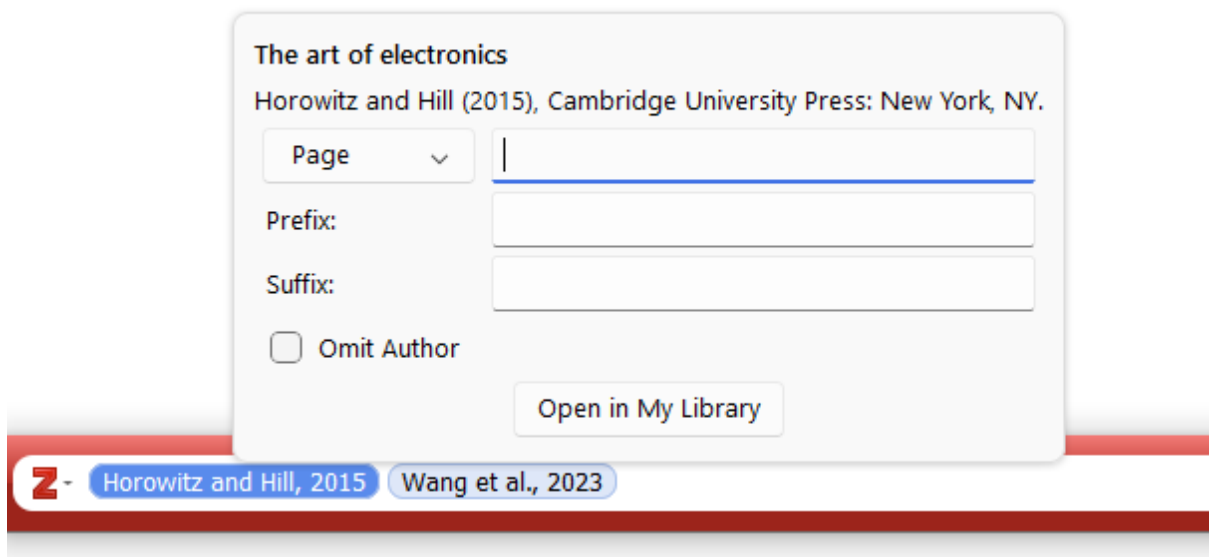
Then press **Enter** e.g.

Some text here (Wang et al., 2023)

Adding page numbers and omitting authors

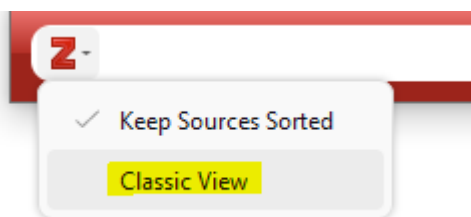
There are two ways to add page numbers or omit authors. You may want to omit an author where the author's name comes up naturally in the text and you just want the year of publication. Or you may want to add page numbers where you have cited or paraphrased a section of work.

1. As you add citations, click on the blue author's name and then you will see options come up to add page numbers or tick 'omit author'. You can also change 'page' to 'paragraph' or 'location' for example if you were reading an e-book, among many other options.

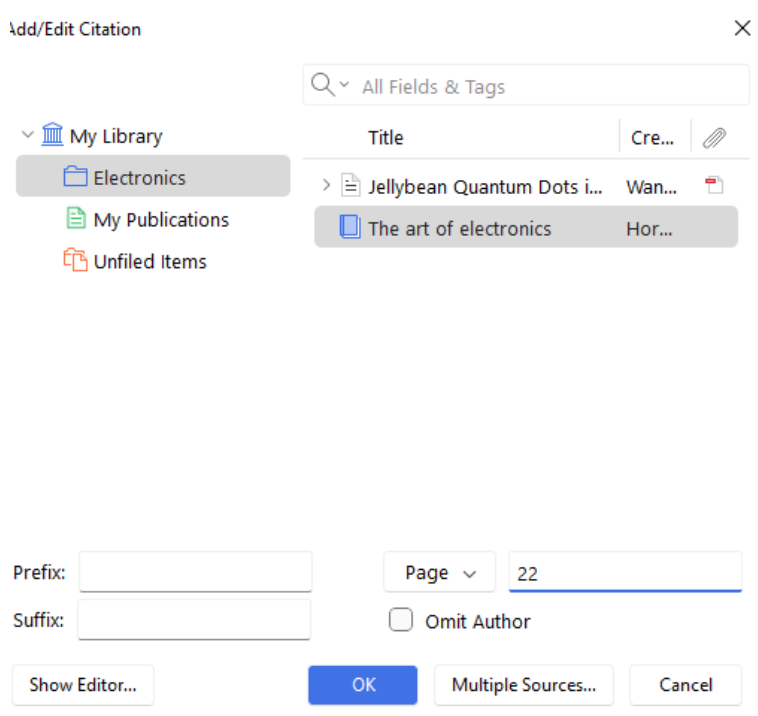


This way is particularly useful if you are citing multiple sources at once.

1. Click on the arrow next to the Z and choose 'classic view'.

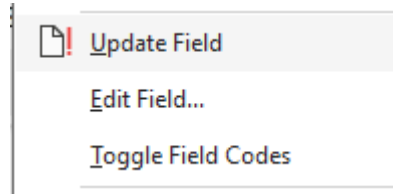


Now you can choose page numbers or to omit details from the reference.



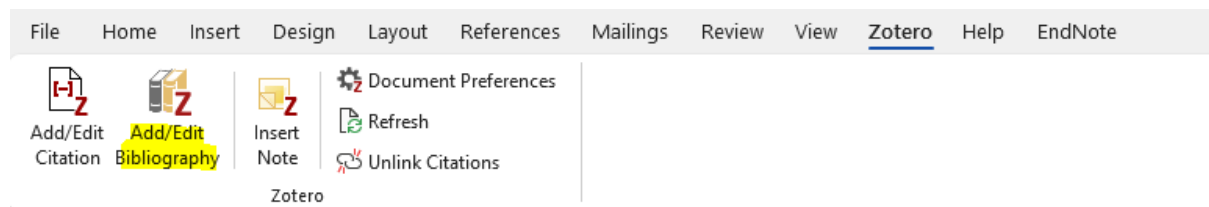
Updating/editing citations

If you wish to edit a citation click on it and choosing 'update field' will sync the citation to the latest updates, so for example if you realised the author was wrong, this would update the author's details to what you had in the Zotero Library. **N.B. Update citations in your Zotero Library, not on Word, if you want it to sync across all citations and documents.**



Adding a bibliography

In the Zotero toolbar on Word, pressing 'Add/Edit Bibliography' will add the Bibliography wherever you have your cursor.

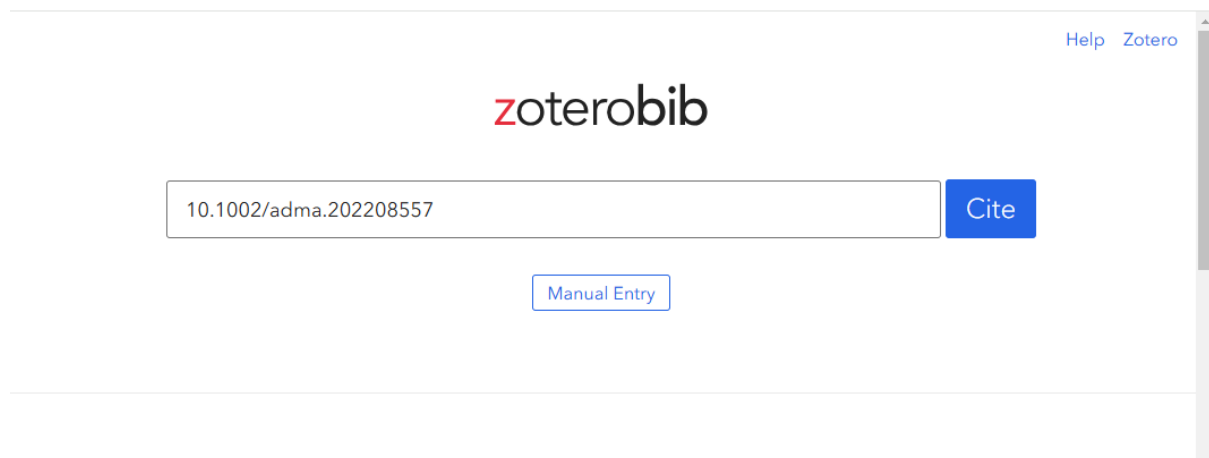


Similar to updating citations, if you right click on your bibliography you can press **update field** to sync your bibliography to your Zotero Library to add any updates to your references. Your bibliography will automatically grow as you add citations to your text.

ZoteroBib

ZoteroBib is a fast and free way to create a bibliography without needing to download the Zotero app or register for an account.

You can begin by entering a DOI, URL, or title then press 'Cite'.



Otherwise, you can choose 'Manual Entry' then enter the reference details and press 'Done' when finished.

Item Type	Book		▼
Title	The Art of Electronics		
▼ Author	Last Name	First Name	☐ - +
Series			
Series Number			
Volume			
# of Volumes			
Edition			
Place			
Publisher			
Date			
Original Date			

To change to referencing style, click on the current style under Bibliography and click on **'10,000+ other styles available'**.

Bibliography

Modern Language Association 9th edition ▼

- American Psychological Association 7th edition
- Chicago Manual of Style 17th edition (note)
- Modern Language Association 9th edition
- Turabian 9th edition (full note)
- [10,000+ other styles available...](#)

For Harvard Bath, start entering **'Bath'** and the option will come up then press **'Add'**

Add a Citation Style ✕

University of Bath - Harvard Add

To create a citation, click on the **speech marks** next to a reference and it will copy a citation to your clipboard.

Bibliography

University of Bath - Harvard ▾


Wang, Z., Feng, M., Serrano, S., Gilbert, W., Leon, R.C.C., Tantt, T., Mai, P., Liang, D., Huang, J.Y., Su, Y., Lim, W.H., Hudson, F.E., Escott, C.C., Morello, A., Yang, C.H., Dzurak, A.S., Saraiva, A. and Laucht, A., 2023. Jellybean Quantum Dots in Silicon for Qubit Coupling and On-Chip Quantum Chemistry. *Advanced Materials* [Online], 35(19), p.2208557. Available from: <https://doi.org/10.1002/adma.202208557> [Accessed 6 March 2025].



“ 📄 ⊗



Copy Citation

Or if you want to copy the whole bibliography click on **'copy to clipboard'**.

Bibliography

University of Bath - Harvard 

Hou, Z., Guo, J., Li, J., Hu, J., Sun, W. and Zhang, Y., 2023. Exploration the pathways of connected electric vehicle design: A vehicle-environment cooperation energy management strategy. *Energy* [Online], 271, p.127081. Available from: <https://doi.org/10.1016/j.energy.2023.127081> [Accessed 6 March 2025].  

Wang, Z., Feng, M., Serrano, S., Gilbert, W., Leon, R.C.C., Tantt, T., Mai, P., Liang, D., Huang, J.Y., Su, Y., Lim, W.H., Hudson, F.E., Escott, C.C., Morello, A., Yang, C.H., Dzurak, A.S., Saraiva, A. and Laucht, A., 2023. Jellybean Quantum Dots in Silicon for Qubit Coupling and On-Chip Quantum Chemistry. *Advanced Materials* [Online], 35(19), p.2208557. Available from: <https://doi.org/10.1002/adma.202208557> [Accessed 6 March 2025].  

Copy to Clipboard 

If you want to upload the bibliography into reference management software, click on the **down arrow** next to 'copy to clipboard' and select '**download RIS**' which will download a file that you can import into any reference management software. If you are re using Zotero Chrome Connector, you can save the references using the add to library button in your toolbar (see adding references from the Chrome Zotero Connector for more on this).

Wang, Z., Serrano, S., Gilbert, W., Leon, R.C.C., Tantt, T., Mai, P., Liang, D., Huang, J.Y., Su, Y., Lim, W.H., Hudson, F.E., Escott, C.C., Morello, A., Yang, C.H., Dzurak, A.S., Saraiva, A. and Laucht, A., 2023. Jellybean Quantum Dots in Silicon for Qubit Coupling and On-Chip Quantum Chemistry. *Advanced Materials* [Online], 35(19), p.2208557. Available from: <https://doi.org/10.1002/adma.202208557> [Accessed 6 March 2025].

- Download RTF (all word processors)
- Copy HTML
- Download RIS
- Download BibTeX
- Save to Zotero

Copy to Clipboard 

Further help

Zotero has very detailed guides and a helpful community.

Here are some links you might find useful:

- [Zotero support](#)
- [Quick start guide](#)
- [Getting help](#)

CB February 2025