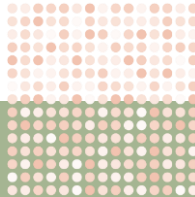




GLION SELF-HELP SERIES

Learning Support



Managing references with Zotero and/or ZoteroBib



Keeping track of sources can be one of the most time-consuming parts of academic writing. Zotero and ZoteroBib make it easy to collect, organize, and cite your references automatically — saving you hours and reducing errors in your reference list.

zotero zotero**bib**

What are Zotero and ZoteroBib?

◆ Zotero

A free, open-source reference manager that helps you collect sources, organize them into folders, and generate in-text citations and bibliographies directly in Word or Google Docs.

Best for:

- Long-term projects (essays, theses, research reports)
- Students who write often and need to manage many sources

◆ ZoteroBib

A simple web-based version of Zotero (at zbib.org) that lets you quickly create a bibliography without installing software.

Best for:

- Short assignments or one-time projects
- Quick citation creation without saving references

Why use these tools?

- Save time: No need to type every citation manually
- Ensure accuracy: Automatically formats in APA 7th or any other style
- Stay organized: Keeps all your sources and notes in one place
- Reduce stress: Fewer citation errors = smoother submissions



Step-by-step: how to use Zotero

1 Install Zotero

- Download Zotero from zotero.org (Windows or Mac).
- Install the Zotero Connector for your browser (Chrome, Firefox, Safari).
- Add the Word plugin (installed automatically).

2 Collect references

- When viewing a source (e.g., article in EBSCO, ProQuest, JSTOR, or a website), click the Zotero browser icon to save it directly to your library.
- Zotero automatically captures metadata, the PDF, and the link.
- Organize references in folders by course, topic, or project.

3 Insert citations in Word or Google Docs

- Open your assignment and place the cursor where you want the citation.
- Click Add/Edit Citation (Zotero tab in Word). Choose your source and style (e.g., APA 7th).
- Zotero will insert the in-text citation automatically.

4 Generate a reference list

- At the end of your document, click Add/Edit Bibliography.
- Zotero creates a formatted reference list instantly — no typing needed.

5 Sync your library (optional but recommended)

- Create a free Zotero account.
- Sync your library across multiple devices.
- Never lose your references — everything is backed up online.



Step-by-step: How to use ZoteroBib (zbib.org)

If you don't need the full Zotero software:

- Go to <https://zbib.org>.
- Paste a URL, DOI, or of your source.
- ZoteroBib automatically correct citation.
- Add more sources to build a bibliography.
- Export to Word, Google Docs, copy to clipboard.



Example:

Paste: <https://doi.org/10.1016/j.ijhm.2022.103254>

ZoteroBib outputs:

Nguyen, T., & Lee, H. (2022). *Sustainable practices in boutique hotels: A customer perspective*. *Journal of Sustainable Tourism*, 30(4), 567–582. <https://doi.org/10.1080/09669582.2021.1892043>



Feature	Zotero	ZoteroBib
Requires installation	☒ Yes	☐ No
Saves sources for future use	☒ Yes	☐ No
Best for	Long projects, theses	Short papers, quick tasks
Syncs across devices	☒ Yes	☐ No
Works with Word/Google Docs	☒ Yes	☒ Yes (cop-paste citations)
Free to use	☒ Always	☒ Always

More information about
Zotero here:



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ZoteroBib here:





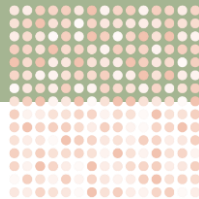
Tips & Tricks

- Always check citations before submission — automated tools can make small mistakes.
- Use folders and tags to organize by topic or module.
- Attach PDFs and notes directly to your Zotero items. Back up your Zotero library regularly.
- Install the browser connector — it's the fastest way to collect sources.



More information on the library website here:





Contact us

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