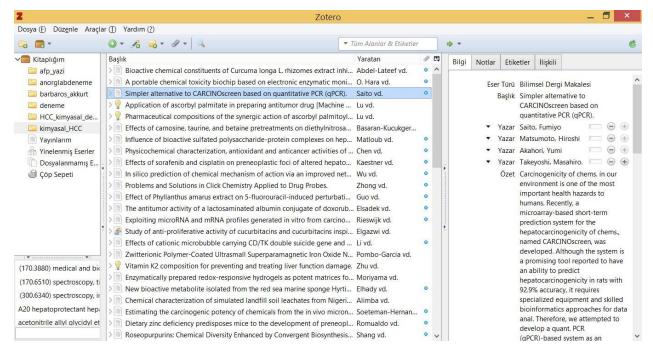
A Primer about ZOTERO Prepared by Barbaros Akkurt

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Harbiye-İstanbul
November, 2017

ZOTERO can be downloaded from http://zotero.org and the main software download link is on the left, whereas the connector download is on the right. The installation procedure is fairly simple and we will not discuss it here.

ZOTERO is composed of three separate windows .The left window has the folders you have created, the middle window has the bibliography you have created for the selected folder, and the right window has the entries for the given bibliography. Generally you do not need the left window everytime, so you may want to hide it, by left-clicking on the border which has dots in the middle.

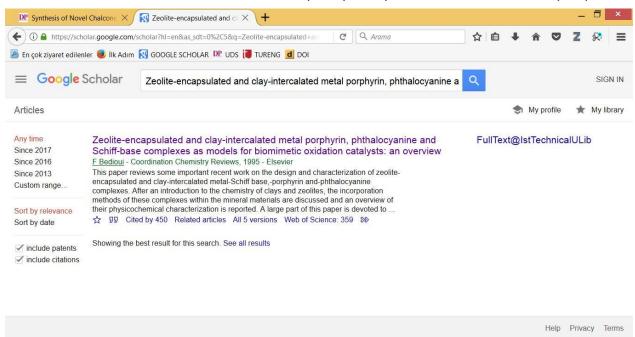


For preparing a journal article, say for JOTCSA, using ZOTERO is easy. Let's suppose you are preparing a journal article and the only thing you'll need is the article's title or DOI name for this article.

It is sometimes possible that using Google Scholar (http://scholar.google.com) for an article without a title, by trying to search the page range, authors, and the journal name, with some success. We, however, will focus on how to use ZOTERO by using a title or DOI name.

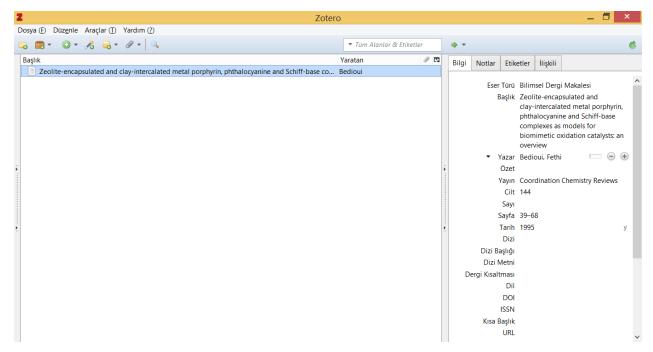
A) How to search in Google Scholar with known article title?

When you launch Google Scholar, type or copy-paste the title on the main search box. In many cases there will be only one search result; if many results come out, the expression you typed in the search box will be quoted with "". Sometimes this is successful and you reach your result, but sometimes your efforts are in vain. In this case, check for spelling errors in the search box, delete some items, and try again. If you are lucky and ready to proceed, you can use two different methods. Both are fairly easy and you can select whichever you please.

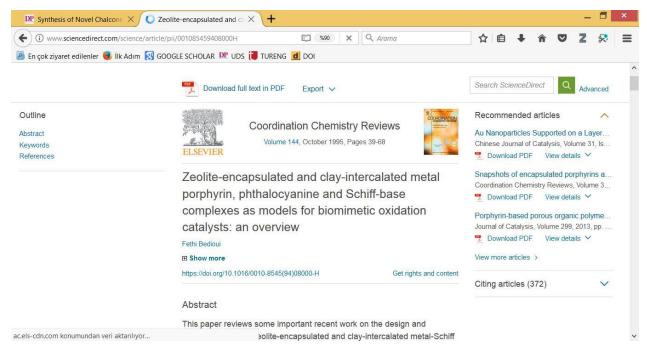


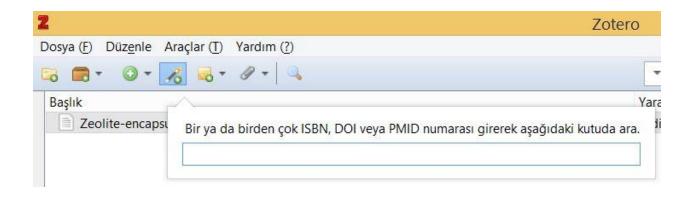
1) Sending the BIBTEX code to ZOTERO: In the Google Scholar result page, there is quotation option and you will find BIBTEX, which is my favorite. Clicking this will reveal the BIBTEX code, which you will select and copy. Then you will open ZOTERO main window and under File menu, select "Import from Clipboard". ZOTERO will happily convert them into a bibliography entry.

```
@article{bedioui1995zeolite,
  title={Zeolite-encapsulated and clay-intercalated metal porphyrin, phthalocyanine and Schiff-base complexes as models for biomimetic
oxidation catalysts: an overview},
  author={Bedioui, Fethi},
  journal={Coordination Chemistry Reviews},
  volume={144},
  pages={39--68},
  year={1995},
  publisher={Elsevier}
}
```



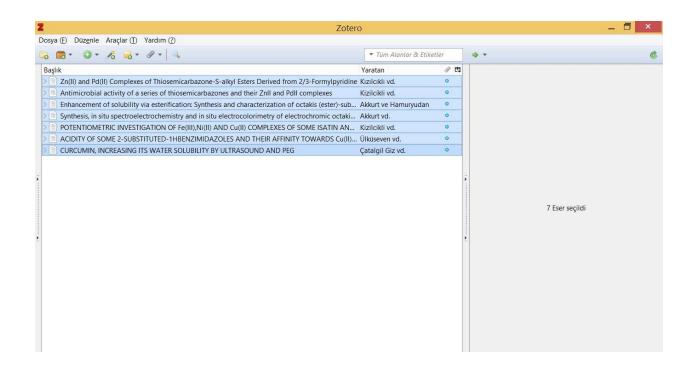
2) Sending an entry with DOI name into ZOTERO: In this method, let us assume that you do not have a DOI name at hand. On the Google Scholar page, click on the title, which will guide you to the publisher's page. Search for the DOI name, either in the http://dx.doi.org (or http://doi.org) or 10.xxx form. ZOTERO can handle both, so no problem. By clicking on the fourth from left (in general) or second from left (above the middle window), a small search box appears, pasting on this box and pressing ENTER key will feed the corresponding metadata into ZOTERO.

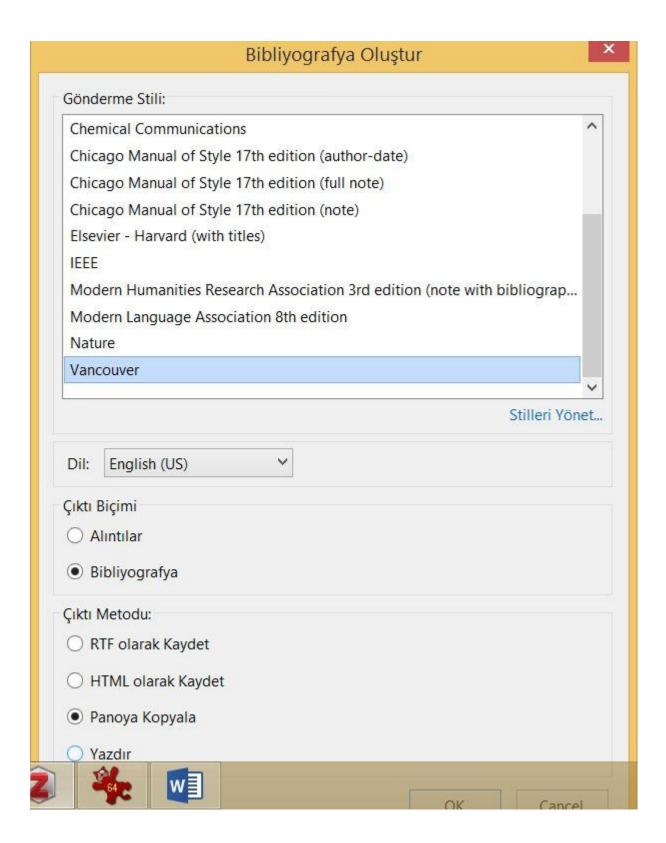




Sometimes you are unlucky and you could not find suitable metadata item to create an automatic entry, so you will have to enter by yourself. Do not worry, your act will end in several minutes. To enter metadata items manually, use the third button from the left, which is a green globe with a white plus sign at the center. It is advisable to press the small triangle to select the type of document (dissertation, document, etc). Then, by relying on your metadata item, fill as many details as you can. If you forget to click on the small triangle and push directly on the green globe, do not worry, the first option on the right window is actually the document type selector.

After repeating these steps (acquiring a bibliographic entry and let it recognized by ZOTERO), you are ready to create a bibliography. Selecting all bibliographic items and right-clicking on them will reveal a menu option like "Create Bibliography from Item...". Select this, and you will be moved into another page. This page contains bibliographic style (for example, my journal JOTCSA and JOTCSB accepts "Vancouver "and JOTCSC accepts "APA 6"), the bibliographic language (for example, if your document is in Turkish, you should select Turkish), output mode (it should be bibliography, because you want to create a bibliographic list), output method (in my opinion, the best way is Copy to Clipboard). After this step, you just paste the data in the clipboard in appropriate place (generally at the end) as an unformatted text.

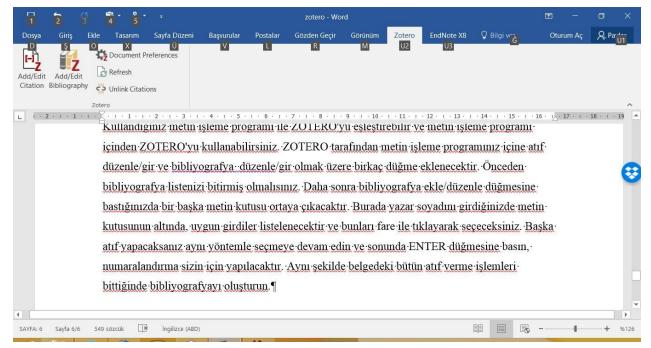




Just to note, sometimes the bibliographic formatting window is too large and obscured by another page. To proceed, you will need to click the OK button, but your mouse cannot do

this. Here, just click on the "copy to clipboard" radio button, which is reachable, and hit TAB button and click SPACE button or ENTER and you will be fine.

You can synchronize ZOTERO and the text processor you are using and you can control ZOTERO within your text processor. You will see that a window item like "ZOTERO" was added and a couple of buttons are there for your disposal. The most important ones are Add/Edit Citation and Add/Edit Bibliography. For best results, you should finish entering the bibliographic list. When you click on the add/edit citation button, a small window appears. You may do many things with this window, but I recommend that you use the last name of the author, and click on the results that are fit for your choice. When you are done, hit ENTER key and ZOTERO will calculate the reference numbers. After citing, you will create the bibliography by hitting on Add/Edit Bbibliography button and ZOTERO will create the list for you.



When you are done, it is advisable that you cut the connection between ZOTERO and the word processor. There is a small button for this, its name is "Unlink Citations". Hit this button and the created citation and bibliography fields will be transformed into plain text.