

Autumn 2026

Literature management with Zotero

Janina Radny

Lib4RI Training series: Essential Skills for Today's Researchers

- Module 1: Searching Scientific Information
- Module 2: Scientific Publishing – From Writing to Sharing
- Module 3: Research Data Management – The Basics
- Module 4: AI in Research & Scientific Writing
- Module 5: LaTeX – Getting Started
- **Module 6: Literature Management with Zotero**
- Module 7: Git Into version control: an Introduction to Git for Scientists

Essential Skills for Today's Researchers

Training series

Programme 2026

Modules

- 1 Searching Scientific Information
- 2 Scientific Publishing – From Writing to Sharing
- 3 Research Data Management – The Basics
- 4 AI in Research & Scientific Writing
- 5 LaTeX – Getting Started
- 6 Literature Management with Zotero
- 7 Git Into Version Control: an Introduction to Git for Scientists

Course sites

Eawag: Dübendorf
Empa: Dübendorf
PSI: Villigen
WSL: Birmensdorf

Online registration

www.lib4ri.ch/training-series

Lib4RI – Library for the Research Institutes within the
ETH Domain: Eawag, Empa, PSI & WSL

Your feedback is appreciated!

- Help us improve our training by returning the feedback form enclosed in your documentation!
- The course slides and supplementary material are available online on our website at www.lib4ri.ch > Learn> Trainings



Course Evaluation
 Lib4RI Training Series: Searching & Managing Scientific Information
 Module 4b: Literature Management with Zotero
 Organisation: ☐ Eawag ☐ Empa ☐ PSI ☐ WSL
 Session date:

Please rate the following statements...

	strongly agree	agree	neutral	disagree	strongly disagree
1 Content	5	4	3	2	1
a) Overall, the course fully met my expectations	☐	☐	☐	☐	☐
b) The knowledge provided is useful for my work	☐	☐	☐	☐	☐
c) The level of difficulty and the comprehensibility of the presentation was appropriate	☐	☐	☐	☐	☐
d) There was a good balance between the course length and subject matter	☐	☐	☐	☐	☐
e) Examples shown during the live session were appropriate	☐	☐	☐	☐	☐

2 Which topics could be shortened or excluded?

3 Which topics were missing or should have been presented in more detail?

Please rate the following statements...

	strongly agree	agree	neutral	disagree	strongly disagree
4 Presentation and Organisation	5	4	3	2	1
a) The course was well structured and had a clear theme	☐	☐	☐	☐	☐
b) The group size was appropriate	☐	☐	☐	☐	☐
c) The documents distributed are useful	☐	☐	☐	☐	☐
d) The duration of the course and use of time were appropriate	☐	☐	☐	☐	☐
e) The course announcement and the information given were clear and correct	☐	☐	☐	☐	☐

5 What did you like most?

6 What could be improved?

Terms of quality?

	Content					Presentation				
	very good	good	neutral	insufficient	very poor	very good	good	neutral	insufficient	very poor
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

future courses:

☐ E-Mail announcement

☐ Other:

st) with no distribution at the course

Outline

9:00 – 9:15	Introduction to literature management
9:15 – 10:45	Hands-On Zotero I
10:45 – 11:00	Break
11:00 – 12:30	Hands-On Zotero II

Where are you in your PhD journey?

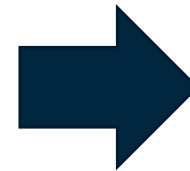
Just starting

Preparing your first publication(s)

Almost completed

Collecting information

Put your research in context



Collecting stuff is easy -
finding it again can be difficult...

Adobe Firefly: “an unsorted pile of research papers on a messy table”

Literature management software helps to:

Organize

- Gather and import information
- Read, mark and annotate
- Group and connect resources

Cite

- Compile a consistent bibliography
- Adapt citations to the journal style

Collaborate

- Share references with your co-authors

Open source



JabRef

Commercial

EndNote™



and many more...

Zotero

- Free and open source
- Well-structured interface and powerful integrated reader (V6 and higher)
- Import with one click
- Cite-while-you-write

Browser connector
(install separately)

Word processor plugin
(included in main installation)

Main installation

System requirements

Main installation

- Windows 7 or later, macOS 10.11 or later, Linux
- *Not tested: iOS, Android (Beta Version)*

Browser connector

- Chrome 55 or later, Firefox 60 or later, Safari on macOS Big Sur or later

Word processor / Writing

- MS Word 2010-2021, Office 365
- Word for Mac 2016-2021 or Office 365
- *Not tested: Libre Office 5.2 or later*

Other options

- Google docs
- Overleaf (premium account or import *.bib)
- Quarto (Rstudio & Positron), *Jupyterlab (not tested)*

Used for this lecture:

- Zotero 10
- Firefox 155
- MS Office 365

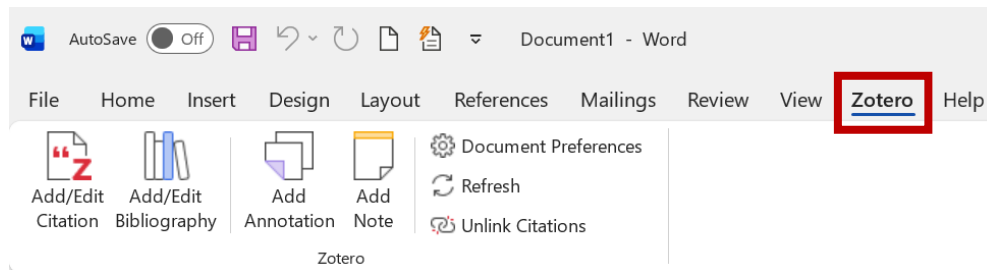
Check your installation

You should see:

- Desktop shortcut and/or menu entry to start main installation



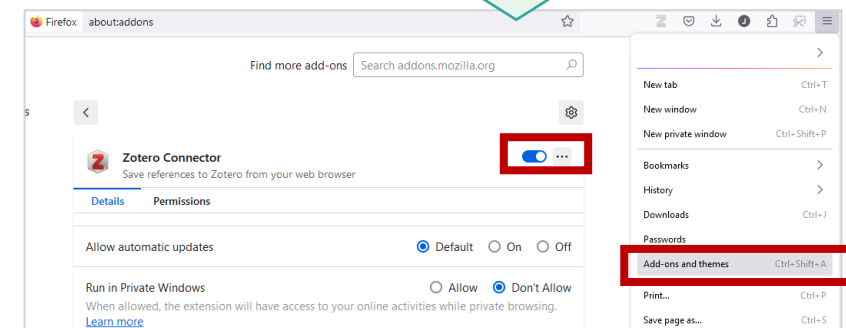
- Zotero tab in you text editor



- Symbol in your browser (varies with item type)



Not visible?
Make sure the add-on is activated!



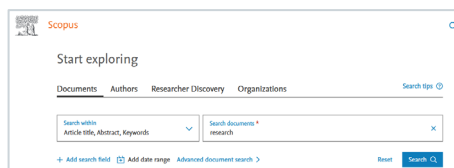
Hands-on literature management

Five step for literature management

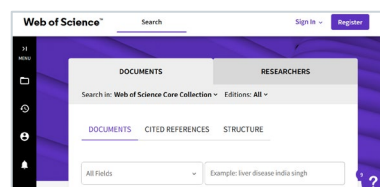
- **Step 1:** Get literature into Zotero
- **Step 2:** Organize your library
- **Step 3:** Read, annotate, summarize
- **Step 4:** Cite-while-you-write
- **Step 5:** Sync and collaborate

Step 1: Get literature

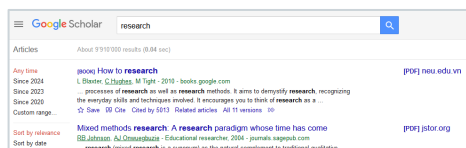
Finding literature



scopus.com



webofscience.com



scholar.google.com



[Search & Read](#)
[Data & Research](#)
[Write & Publish](#)
[Learn](#)
[News](#)
[About](#)

BETA Version

Search

[Articles](#)
[Journals](#)
[Books](#)
[Data](#)
[Other resources](#)
[Lib4RI website](#)

Journal articles, etc.

OpenAlex

Scopus

Web of Science

Preprint archives

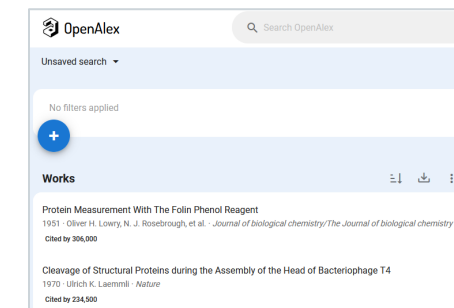
Other article resources

Institutional repository

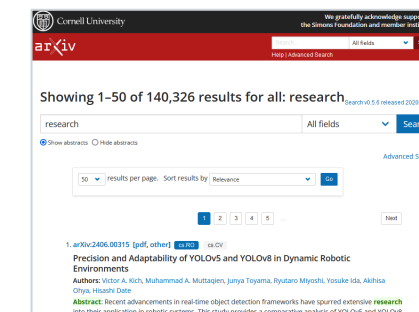
DORA

lib4ri.ch
dora.lib4ri.ch

Your institutional access point

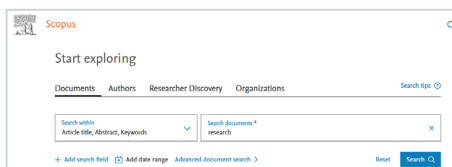


openalex.org

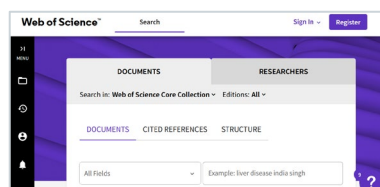


arxiv.org/ (pre-prints)

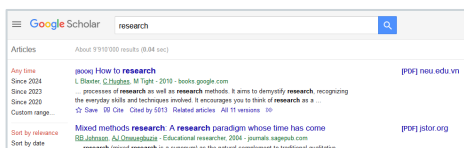
Finding literature



scopus.com



webofscience.com



scholar.google.com

More info? Check out our resources!

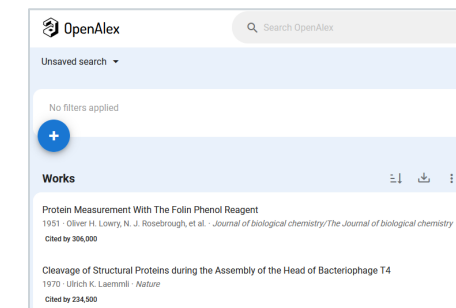
- Training: [Searching Scientific Information](#)
- Info sheet: [Topic Search](#)
- Website: [Systematic literature search](#)

... or ask your friendly librarian!

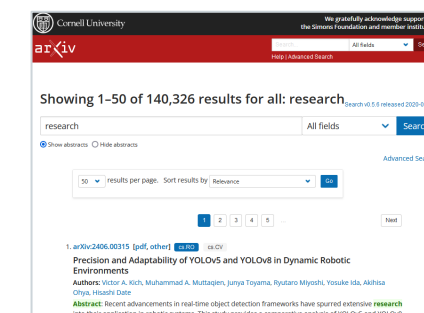


Let's go to the library

Source: Harris County Library via giphy.com

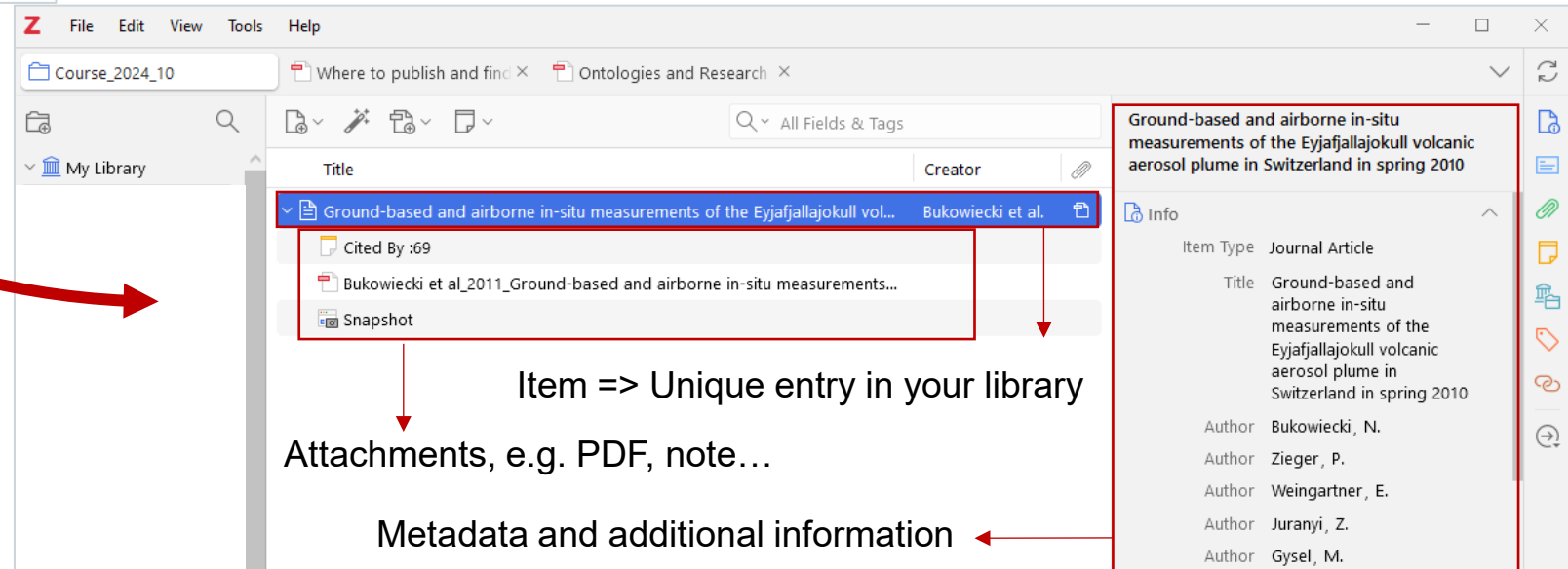


openalex.org



arxiv.org/ (pre-prints)

Import via browser connector



Item types

- Depending on the item type, different metadata is included, e.g.
 - Publication (journal name) for articles
 - Edition number for books
 - Access date for web resources
 -






Title	Creator	
>  Ground-based and airborne in-situ measurements of the Eyjafjallajökull vol...	Bukowiecki et al.	
>  Icelandic volcano eruption sends lava flowing in visual spectacle	McDaniel	
>  Eyjafjallajökull – Der unaussprechliche Vulkanfilm		
 Aerosol science: technology and applications	Colbeck	
>  Atmospheric Particle Nucleation	Sipilä et al.	

 Info

Item Type Book Section

Title Atmospheric Particle Nucleation

Author Sipilä, Mikko

Author Lehtipalo, Katrianne

Author Kulmala, Markku

Book Title Aerosol Science

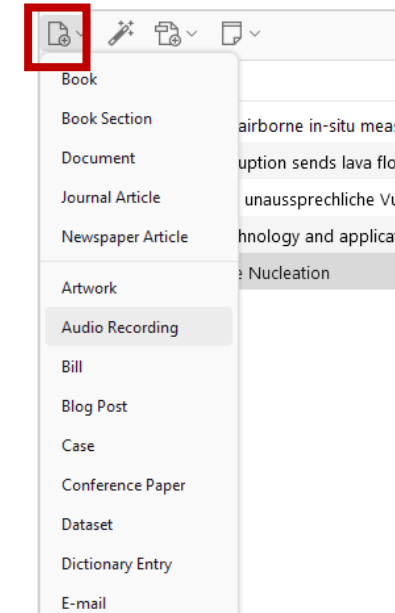
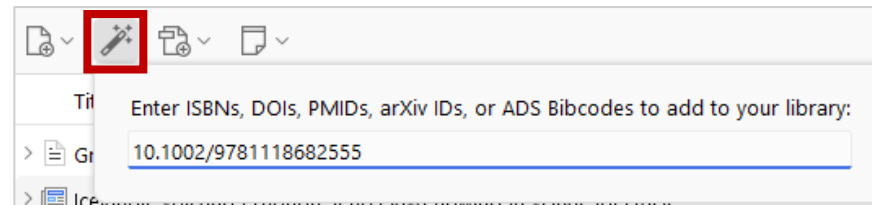
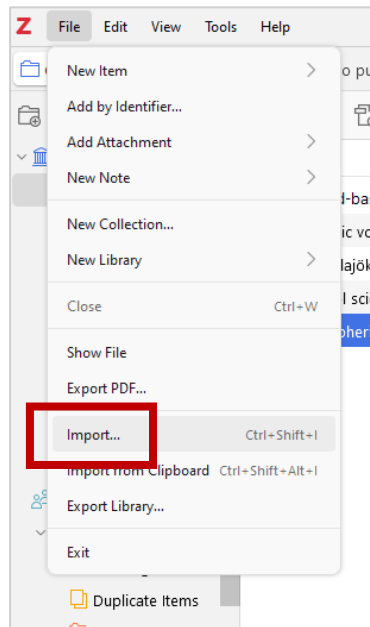
Info
Notes
Tags
Related

Item Type
Title
Editor
Editor
Author
Abstract
Book Title
Series
Series Number
Volume
of Volumes
Edition
Place
Publisher
Date
Pages
Language
ISBN
Short Title
URL
Accessed
Archive
Loc. in Archive

Book Section
Artwork
Audio Recording
Bill
Blog Post
Book
Book Section
Case
Conference Paper
Dataset
Dictionary Entry
Document
E-mail
Encyclopedia Article
Film
Forum Post
Hearing
Instant Message
Interview
Journal Article
Letter
Magazine Article
Manuscript
Map
Newspaper Article
Patent
Podcast
Preprint
Presentation
Radio Broadcast
Report
Software
Standard
Statute
Thesis
TV Broadcast
Video Recording
Web Page

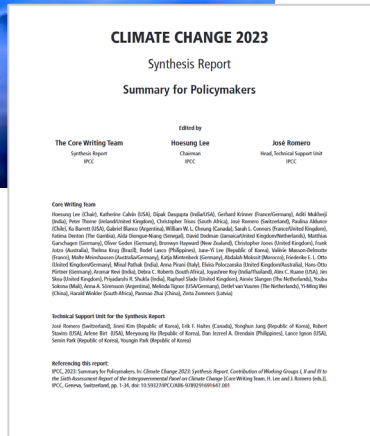
Other import options I

- *File > Import* for collections, e.g. other reference managers (*.bib, *.ris)
- Import wizard for DOI, arXiv IDs etc (useful to import e.g. from [Zenodo](https://zenodo.org/))
- Add by hand



Other import options II

- Drag & Drop PDFs – metadata is searched and added
- Missing information can be added manually



IPCC, 2023: Climate Change 2023: Synthesis Report. Contribution of Working Groups I, II and III to the Sixth Assessment Report of the Intergovernmental Panel on Climate Change [Core Writing Team, H. Lee and J. Romero (eds.)]. IPCC, Geneva, Switzerland.

Info

Item Type Report

Title IPCC, 2023: Climate Change 2023: Synthesis Report. Contribution of Working Groups I, II and III to the Sixth Assessment Report of the Intergovernmental Panel on Climate Change [Core Writing Team, H. Lee and J. Romero (eds.)]. IPCC, Geneva, Switzerland.

Contributor Lee, Hoesung

Author Calvin, Katherine

Author Dasgupta, Dipak

Author Krinner, Gerhard

Author Mukherji, Aditi

119 more...

Report Number

Report Type

Series Title

Place Intergovernmental Panel on Climate Change (IPCC)

Institution

Date 2023-07-25

Pages

Language en

Short Title IPCC, 2023

URL <https://www.ipcc.ch/report/ar6/syr/>

Accessed 31/03/2025, 14:32:06

Archive

Loc. in Archive

Library Catalogue DOI.org (Crossref)

Call Number

Rights

Extra Edition: First
DOI: 10.59327/IPCC/AR6-9789291691647



Biodiversität und ökologischer Ausgleich auf Flugplätzen

Info

Item Type Journal Article

Title Biodiversität und ökologischer Ausgleich auf Flugplätzen

Author (last), (first)

Publication

Volume

Issue

Pages

Date 2019

Series

Series Title

Series Text

Journal Abbr

Language de

DOI

ISSN

Short Title

URL

Accessed

Archive

Loc. in Archive

Library Catalogue Zotero

Hands-On: Add literature

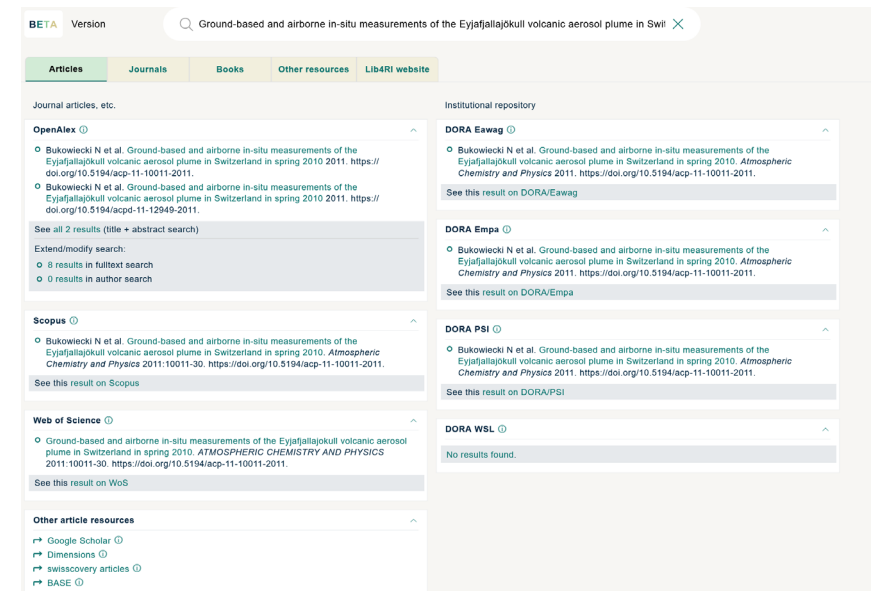
N. Bukowiecki *et al.*, **Ground-based and airborne in-situ measurements of the Eyjafjallajökull volcanic aerosol plume in Switzerland in spring 2010**, *Atmospheric Chemistry and Physics*, vol. 11, no. 19, pp. 10011–10030, Oct. 2011, doi: [10.5194/acp-11-10011-2011](https://doi.org/10.5194/acp-11-10011-2011).

Task: Import to your Zotero library from

- OpenAlex
- Scopus
- Web of Science
- Google Scholar (directly from Google page, not through the link!)
- Zotero import wizard using the DOI

○ Can you detect any differences?

(Hint: The field “Library catalogue” in the metadata shows where an item came from)



Hint: Get links directly via the Lib4RI search tool

Metadata can differ between sources*

- Google Scholar did not retrieve an abstract or DOI, provides author full names, but not full author list
- OpenAlex is mixing full and abbreviated author names, but provides more metadata on publications
- Web of Science does not show special characters
- DOI import (via Crossref) provides **rights information – relevant for re-use and sharing!**
See lib4ri.ch/copyright-cc-licences for more information

Keep in mind:

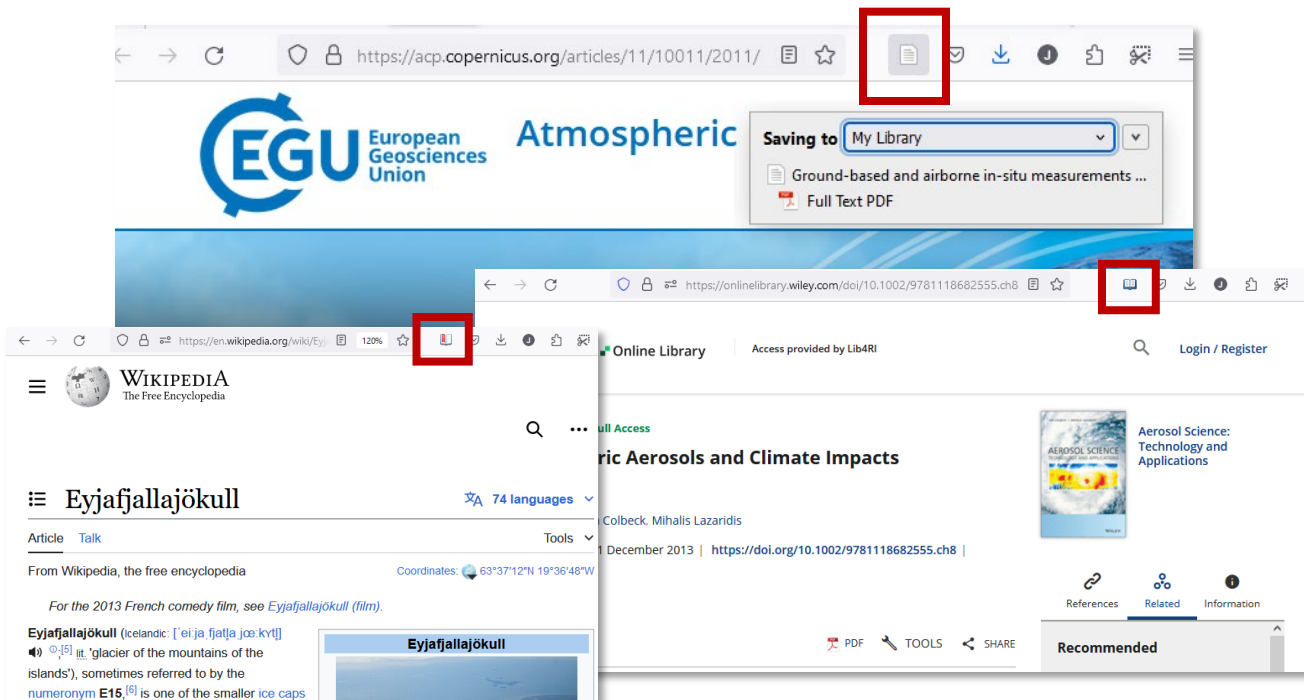
- Metadata can be incomplete
- Errors may happen, especially with third party sources
- Encoding or typesetting can be different (special characters, all caps...)

Good news: In general a minor problem and, if necessary, cleaning metadata is easy

**As tested on 15.09.2026*

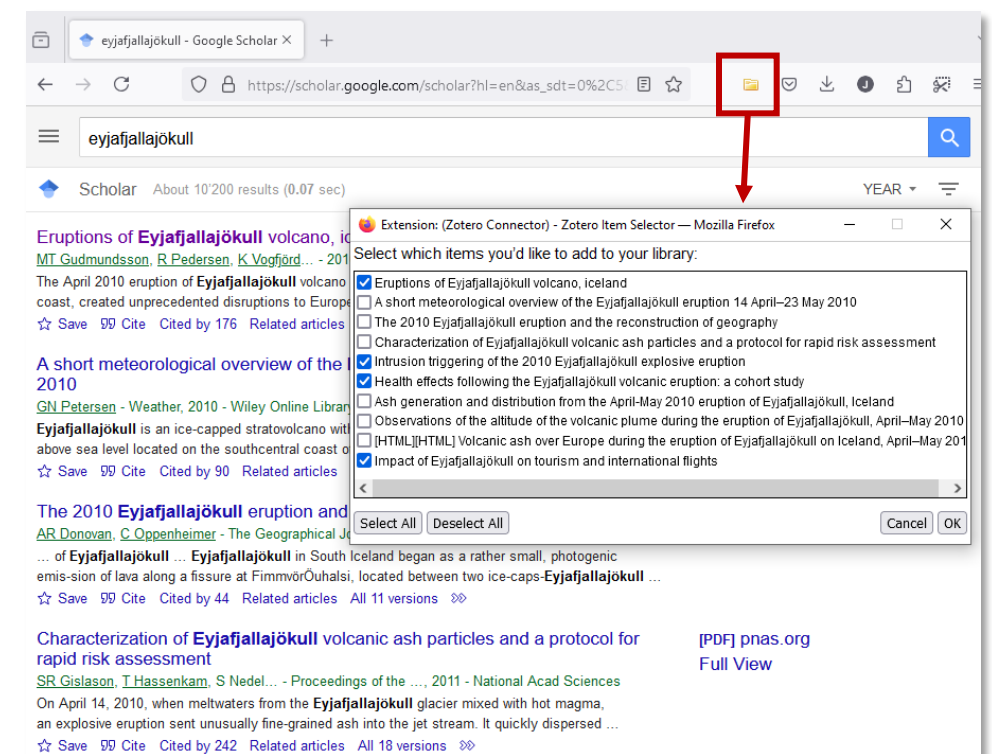
Single import

- Only one item with metadata is available
- Various item types with different metadata entries



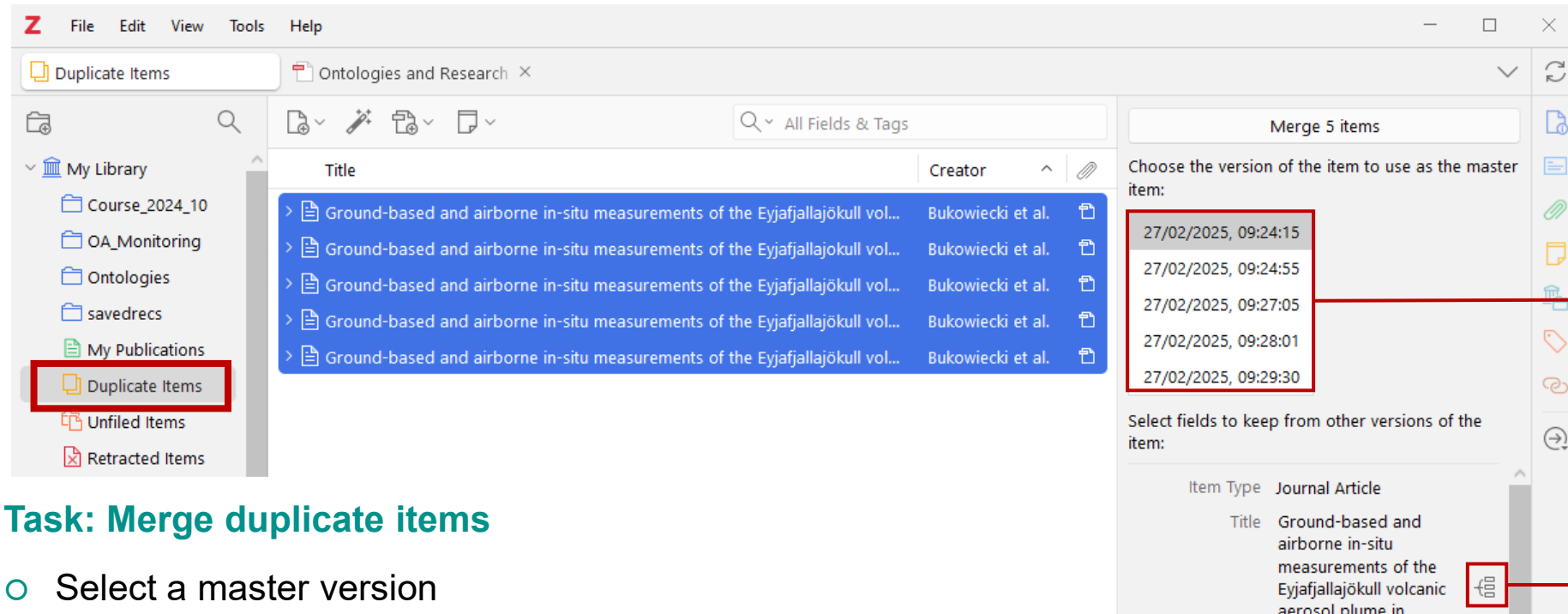
Bulk import

- Several items with metadata are available
- Select the desired items



Step 2: Organize your library

Hands-On: Tidy-up your library



The screenshot shows the Zotero 'Duplicate Items' window. The left sidebar has a red box around 'Duplicate Items'. The main window shows a list of five duplicate items with the same title and creator. The top right has a 'Merge 5 items' button. Below it, a section titled 'Choose the version of the item to use as the master item:' lists five timestamps. A red box highlights this section. Below that, a section titled 'Select fields to keep from other versions of the item:' shows a list of fields with checkboxes. A red box highlights this section. The bottom right shows a preview of the item type and fields.

Master item
defines all fields

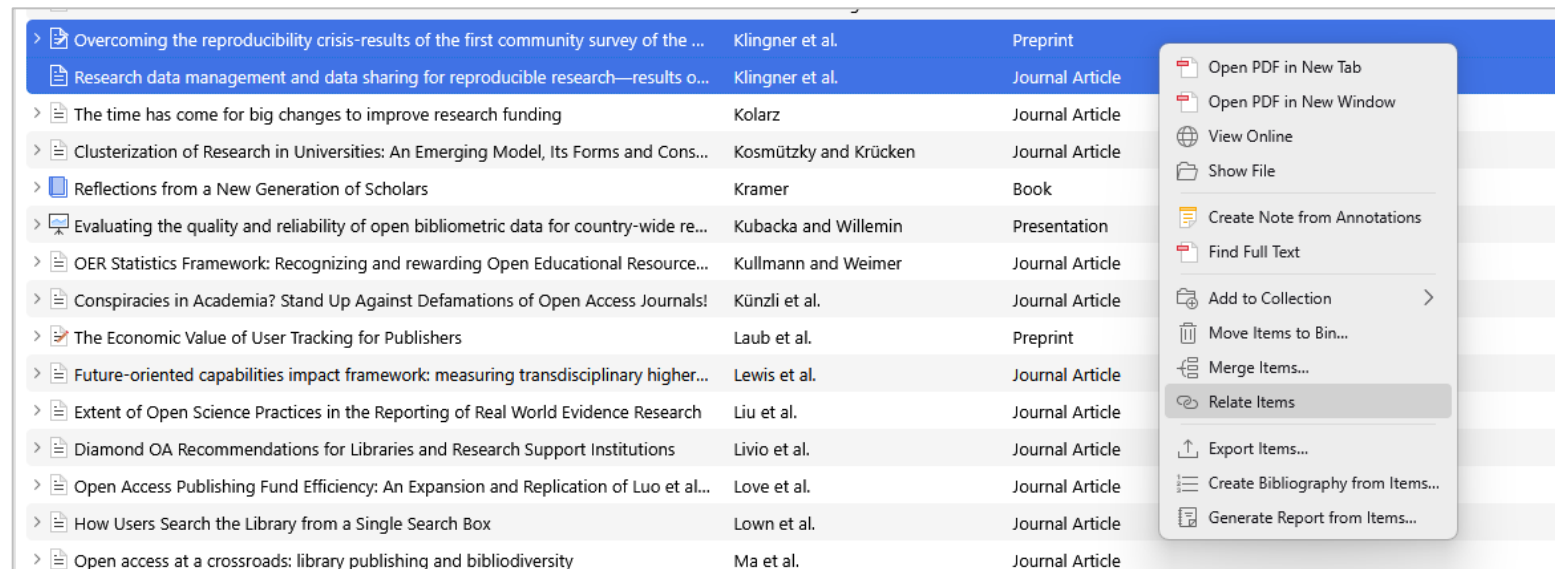
Versions can be
specified

Task: Merge duplicate items

- Select a master version
- Specify field versions to include:
 - All authors
 - Title with umlaut
 - Journal title is **not** all caps
 - Journal abbreviation
 - Licence information
 - DOI

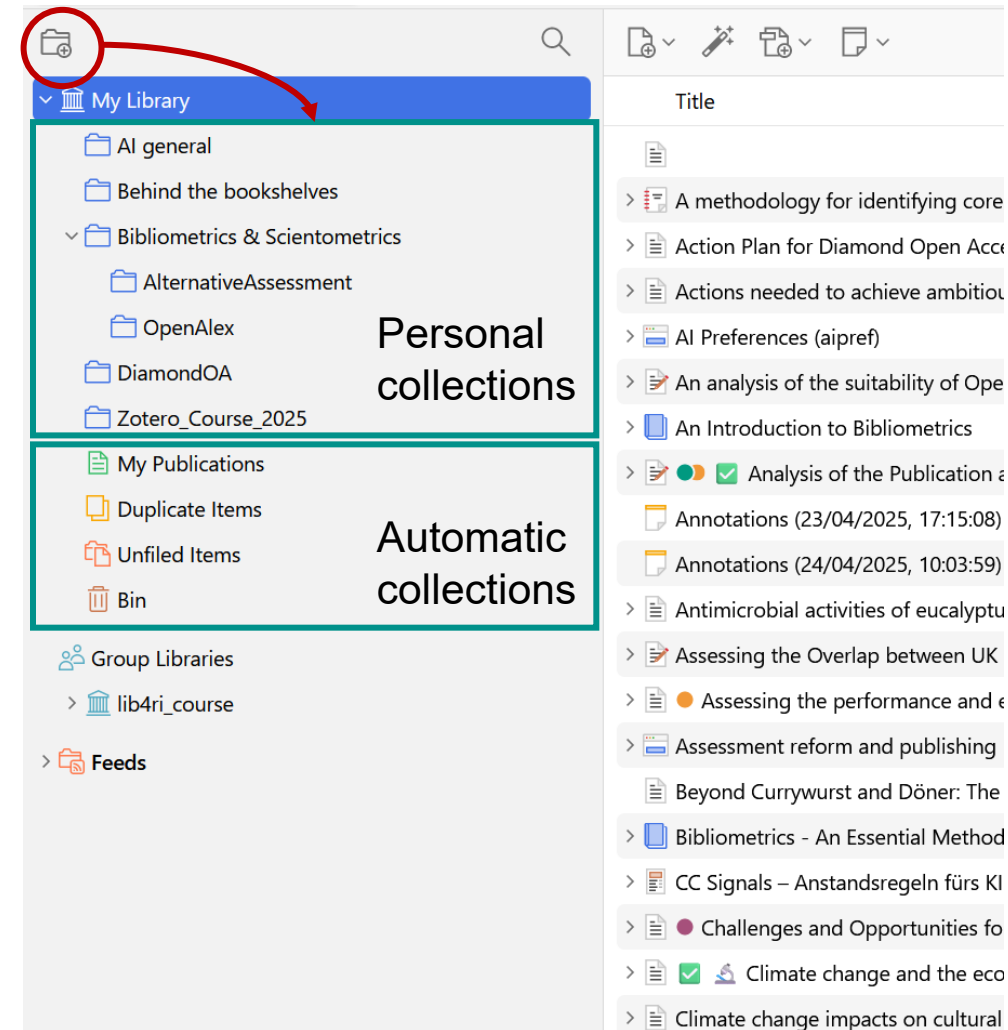
Notes on merging

- Sometimes items are not recognized as duplicates (e.g. typos)
- Select items to be merged and right-click to enforce merging (only items of the same type, e.g. journal article)
- Items can also be related, e.g. publication and dataset or peer-reviewed article and preprint
- Relating topics? Use connectedpapers.com or researchrabb.it (works with Zotero)



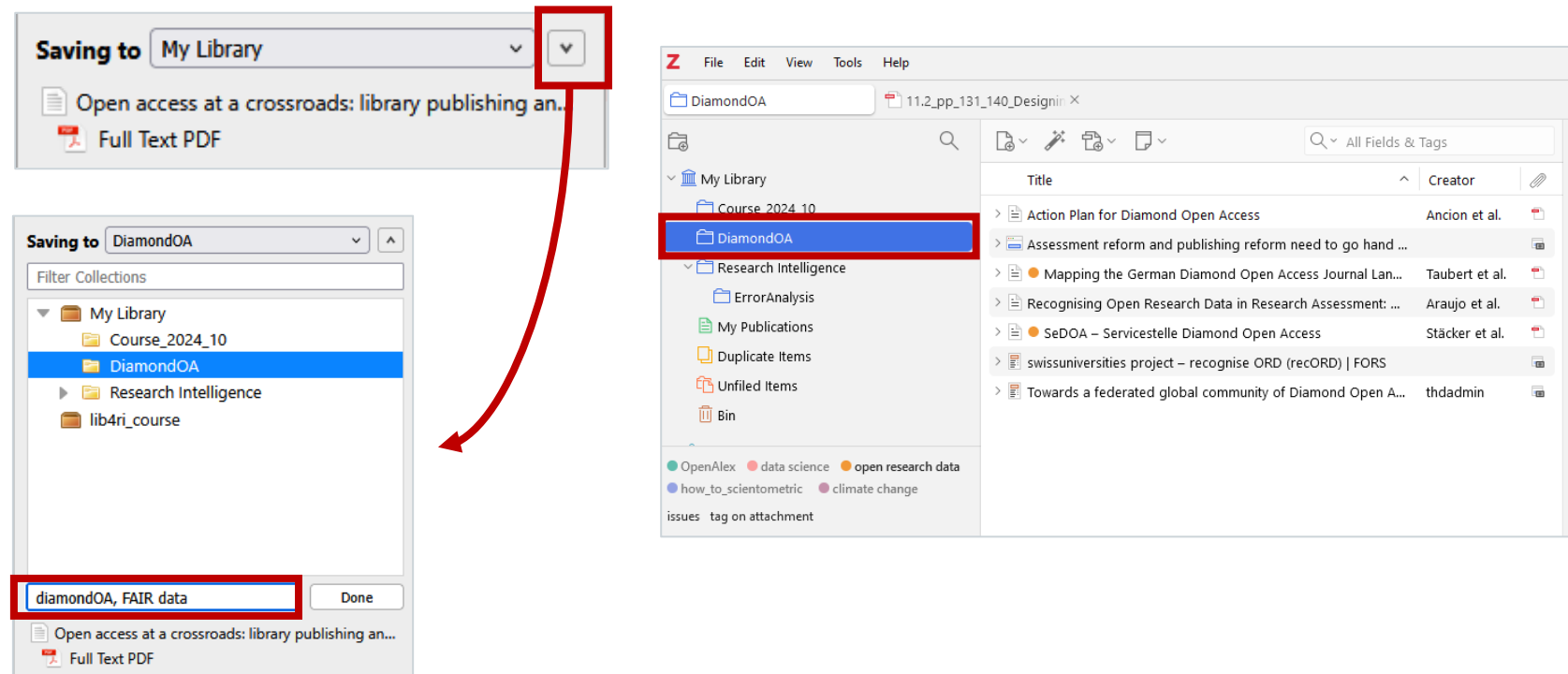
Organizing your library I

- Main and default: My Library
 - Cannot be deleted or renamed
 - Contains all items
- Organize items in personal collections (“playlists”)
 - Items can be in multiple collections
 - Drag & drop items to **copy** into any collection
 - Hold Shift (Win/Linux) or Cmd (Mac) to **move** items from one collection to another
- Automatic collections are created by Zotero
 - Add your own publications to be displayed and shared in your Zotero profile – double check if you have the rights to do so!
 - Unfiled items are not part of any collection



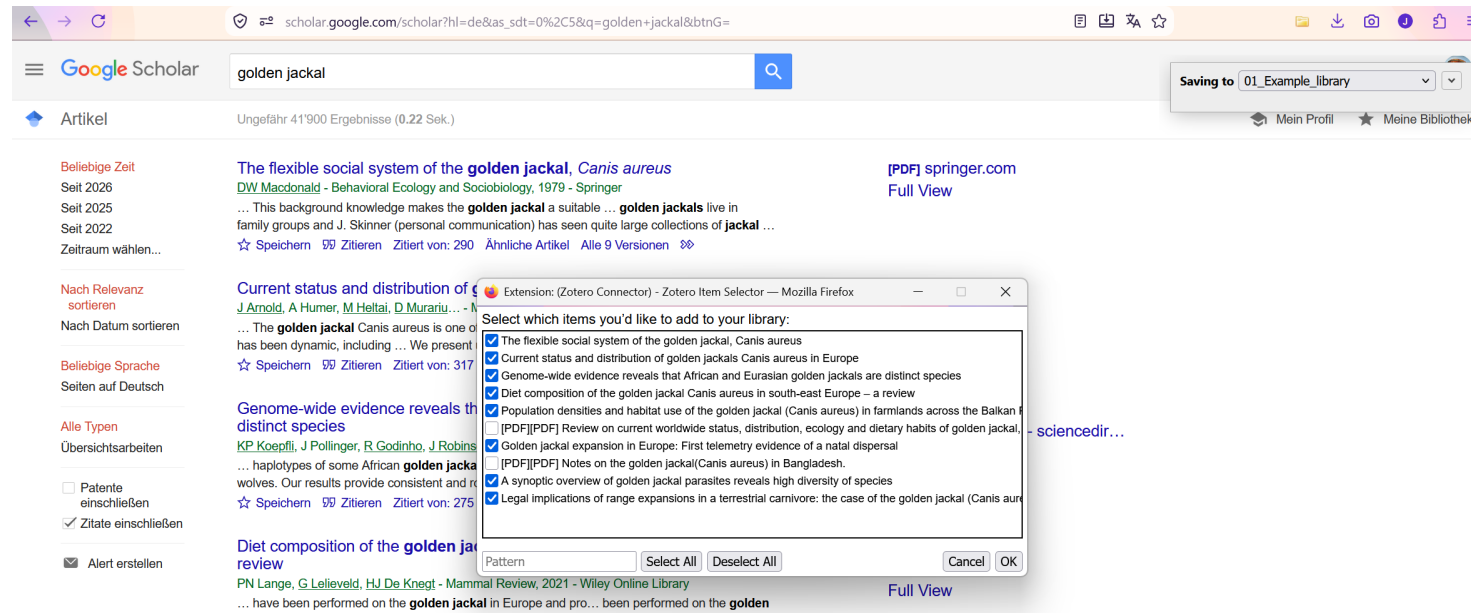
Importing to collections

- Default: My Library
- Manually assign items to collections with the dropdown menu
- Select a specific collection to automatically assign items



Hands-on: Fill your library*

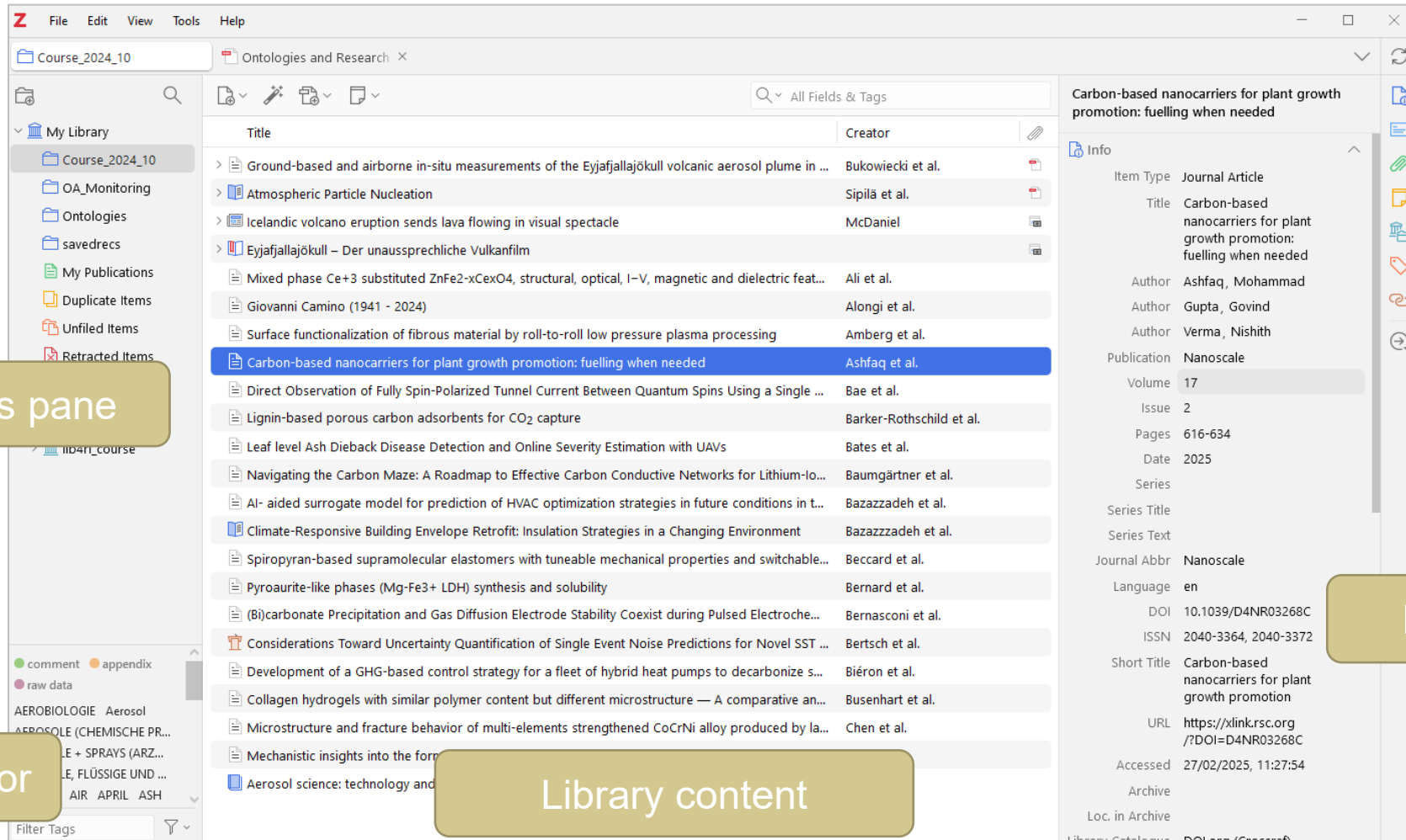
- Create a collection “Zotero course”
- Go to scholar.google.com and search for a topic of your choice
- Import some references into the “Zotero course” collection



The screenshot shows a Google Scholar search results page for "golden jackal". The search bar at the top shows the query "golden jackal" and the results are "Ungefähr 41'900 Ergebnisse (0.22 Sek.)". The left sidebar contains filters for "Artikel", "Beliebige Zeit", "Nach Relevanz sortieren", "Beliebige Sprache", and "Alle Typen". The main results list includes several articles, such as "The flexible social system of the golden jackal, *Canis aureus*" by DW Macdonald, "Current status and distribution of golden jackals *Canis aureus* in Europe" by KP Koepfli et al., and "Genome-wide evidence reveals that African and Eurasian golden jackals are distinct species" by KP Koepfli et al. A Zotero Connector extension window is open, titled "Extension: (Zotero Connector) - Zotero Item Selector - Mozilla Firefox". It displays a list of items found in the search results, with checkboxes for selecting items to add to the library. The items listed include "The flexible social system of the golden jackal, *Canis aureus*", "Current status and distribution of golden jackals *Canis aureus* in Europe", "Genome-wide evidence reveals that African and Eurasian golden jackals are distinct species", "Diet composition of the golden jackal *Canis aureus* in south-east Europe - a review", "Population densities and habitat use of the golden jackal (*Canis aureus*) in farmlands across the Balkan Peninsula", "[PDF][PDF] Review on current worldwide status, distribution, ecology and dietary habits of golden jackal, *Canis aureus*", "Golden jackal expansion in Europe: First telemetry evidence of a natal dispersal", "[PDF][PDF] Notes on the golden jackal (*Canis aureus*) in Bangladesh.", "A synoptic overview of golden jackal parasites reveals high diversity of species", and "Legal implications of range expansions in a terrestrial carnivore: the case of the golden jackal (*Canis aureus*)". The window also has a "Pattern" input field and buttons for "Select All", "Deselect All", "Cancel", and "OK".

*if you don't have content yet

Example library:



The screenshot displays the Zotero application window. On the left is the 'Collections pane' showing a tree view of the library structure, including 'My Library', 'Course_2024_10', 'OA_Monitoring', 'Ontologies', 'savedrecs', 'My Publications', 'Duplicate Items', 'Unfiled Items', and 'Retracted Items'. The main area is the 'Library content' pane, which lists items with columns for 'Title' and 'Creator'. The selected item is 'Carbon-based nanocarriers for plant growth promotion: fuelling when needed' by Ashfaq et al. On the right is the 'Item panes' section, which shows the 'Info' tab for the selected item, including details like 'Item Type: Journal Article', 'Title', 'Author', 'Publication', 'Volume', 'Issue', 'Pages', 'Date', 'Series', 'Series Title', 'Series Text', 'Journal Abbr', 'Language', 'DOI', 'ISSN', 'Short Title', 'URL', 'Accessed', 'Archive', and 'Loc. in Archive'.

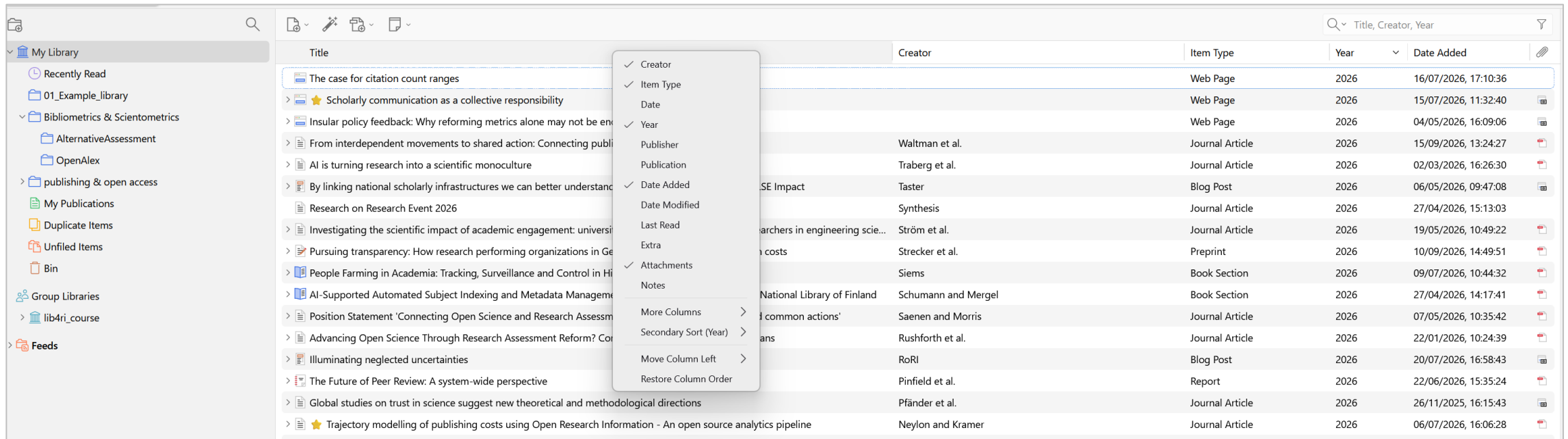
Tag selector

Library content

Item panes

Organizing your library II

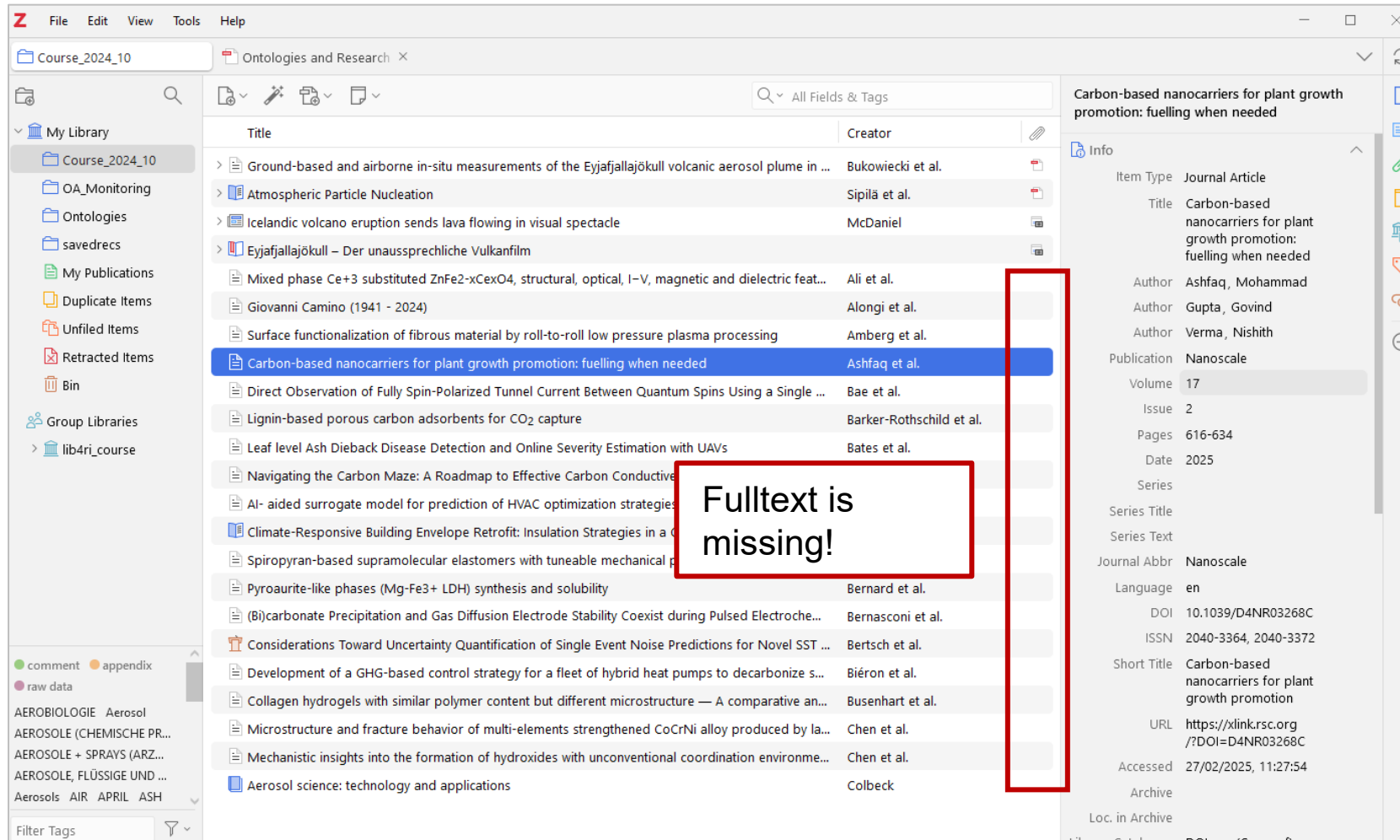
- Right-click any column in the library content to add item fields
- Organise columns with drag & drop
- Add a secondary sort if wanted



The screenshot shows the Zotero library interface. On the left is a sidebar with a tree view containing 'My Library', 'Recently Read', '01_Example_library', 'Bibliometrics & Scientometrics', 'publishing & open access', 'My Publications', 'Duplicate Items', 'Unfiled Items', 'Bin', 'Group Libraries', and 'Feeds'. The main area displays a table of library items. A right-click context menu is open over the 'Date Added' column header, showing options: 'Creator', 'Item Type', 'Date', 'Year', 'Publisher', 'Publication', 'Date Added' (checked), 'Date Modified', 'Last Read', 'Extra', 'Attachments', 'Notes', 'More Columns', 'Secondary Sort (Year)', 'Move Column Left', and 'Restore Column Order'. The table has columns: Title, Creator, Item Type, Year, and Date Added. The table contains 15 rows of data, including items like 'The case for citation count ranges', 'Scholarly communication as a collective responsibility', 'Insular policy feedback: Why reforming metrics alone may not be enough', etc.

Title	Creator	Item Type	Year	Date Added
The case for citation count ranges		Web Page	2026	16/07/2026, 17:10:36
Scholarly communication as a collective responsibility		Web Page	2026	15/07/2026, 11:32:40
Insular policy feedback: Why reforming metrics alone may not be enough		Web Page	2026	04/05/2026, 16:09:06
From interdependent movements to shared action: Connecting public and private	Waltman et al.	Journal Article	2026	15/09/2026, 13:24:27
AI is turning research into a scientific monoculture	Traberg et al.	Journal Article	2026	02/03/2026, 16:26:30
By linking national scholarly infrastructures we can better understand research	Taster	Blog Post	2026	06/05/2026, 09:47:08
Research on Research Event 2026	Synthesis	Journal Article	2026	27/04/2026, 15:13:03
Investigating the scientific impact of academic engagement: university research	Ström et al.	Journal Article	2026	19/05/2026, 10:49:22
Pursuing transparency: How research performing organizations in Germany manage costs	Strecker et al.	Preprint	2026	10/09/2026, 14:49:51
People Farming in Academia: Tracking, Surveillance and Control in Higher Education	Siems	Book Section	2026	09/07/2026, 10:44:32
AI-Supported Automated Subject Indexing and Metadata Management	Schumann and Mergel	Book Section	2026	27/04/2026, 14:17:41
Position Statement 'Connecting Open Science and Research Assessment'	Saenen and Morris	Journal Article	2026	07/05/2026, 10:35:42
Advancing Open Science Through Research Assessment Reform? Connecting the dots	Rushforth et al.	Journal Article	2026	22/01/2026, 10:24:39
Illuminating neglected uncertainties	RoRI	Blog Post	2026	20/07/2026, 16:58:43
The Future of Peer Review: A system-wide perspective	Pinfield et al.	Report	2026	22/06/2026, 15:35:24
Global studies on trust in science suggest new theoretical and methodological directions	Pfänder et al.	Journal Article	2026	26/11/2025, 16:15:43
Trajectory modelling of publishing costs using Open Research Information - An open source analytics pipeline	Neylon and Kramer	Journal Article	2026	06/07/2026, 16:06:28

Example library:



The screenshot displays the Zotero application window. On the left, the 'My Library' sidebar shows a tree view with folders like 'Course_2024_10', 'OA_Monitoring', 'Ontologies', 'savedrecs', 'My Publications', 'Duplicate Items', 'Unfiled Items', 'Retracted Items', 'Bin', 'Group Libraries', and 'lib4ri_course'. The main pane shows a list of items with columns for 'Title' and 'Creator'. The item 'Carbon-based nanocarriers for plant growth promotion: fuelling when needed' by Ashfaq et al. is selected. A red box highlights the 'Fulltext is missing!' status for this item. The right pane shows the 'Info' tab for the selected item, displaying details such as 'Item Type: Journal Article', 'Title: Carbon-based nanocarriers for plant growth promotion: fuelling when needed', 'Author: Ashfaq, Mohammad', 'Publication: Nanoscale', 'Volume: 17', 'Issue: 2', 'Pages: 616-634', 'Date: 2025', 'Series: Nanoscale', 'Language: en', 'DOI: 10.1039/D4NR03268C', 'ISSN: 2040-3364, 2040-3372', 'Short Title: Carbon-based nanocarriers for plant growth promotion', 'URL: https://xlink.rsc.org/?DOI=D4NR03268C', 'Accessed: 27/02/2025, 11:27:54', 'Archive', and 'Loc. in Archive'.

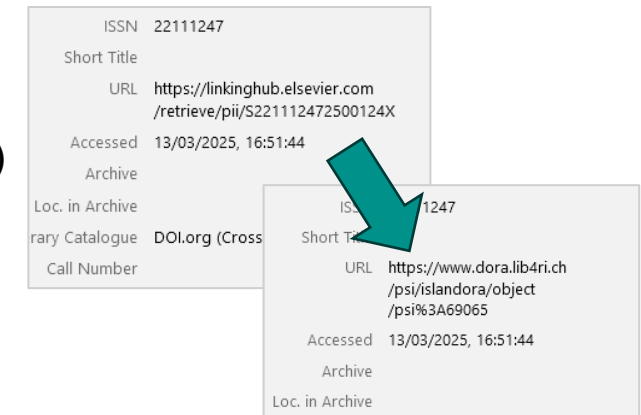
Title	Creator
Ground-based and airborne in-situ measurements of the Eyjafjallajökull volcanic aerosol plume in ...	Bukowiecki et al.
Atmospheric Particle Nucleation	Sipilä et al.
Icelandic volcano eruption sends lava flowing in visual spectacle	McDaniel
Eyjafjallajökull – Der unaussprechliche Vulkanfilm	
Mixed phase Ce+3 substituted ZnFe2-xCexO4, structural, optical, I–V, magnetic and dielectric feat...	Ali et al.
Giovanni Camino (1941 - 2024)	Alongi et al.
Surface functionalization of fibrous material by roll-to-roll low pressure plasma processing	Amberg et al.
Carbon-based nanocarriers for plant growth promotion: fuelling when needed	Ashfaq et al.
Direct Observation of Fully Spin-Polarized Tunnel Current Between Quantum Spins Using a Single ...	Bae et al.
Lignin-based porous carbon adsorbents for CO ₂ capture	Barker-Rothschild et al.
Leaf level Ash Dieback Disease Detection and Online Severity Estimation with UAVs	Bates et al.
Navigating the Carbon Maze: A Roadmap to Effective Carbon Conductive	
AI- aided surrogate model for prediction of HVAC optimization strategies	
Climate-Responsive Building Envelope Retrofit: Insulation Strategies in a C	
Spiropyran-based supramolecular elastomers with tuneable mechanical p	
Pyroaurite-like phases (Mg-Fe3+ LDH) synthesis and solubility	Bernard et al.
(Bi)carbonate Precipitation and Gas Diffusion Electrode Stability Coexist during Pulsed Electroche...	Bernasconi et al.
Considerations Toward Uncertainty Quantification of Single Event Noise Predictions for Novel SST ...	Bertsch et al.
Development of a GHG-based control strategy for a fleet of hybrid heat pumps to decarbonize s...	Biéron et al.
Collagen hydrogels with similar polymer content but different microstructure — A comparative an...	Busenhardt et al.
Microstructure and fracture behavior of multi-elements strengthened CoCrNi alloy produced by la...	Chen et al.
Mechanistic insights into the formation of hydroxides with unconventional coordination environme...	Chen et al.
Aerosol science: technology and applications	Colbeck

Retrieve missing full text

- **Solution I:** Right-click for context menu -> Find available PDFs

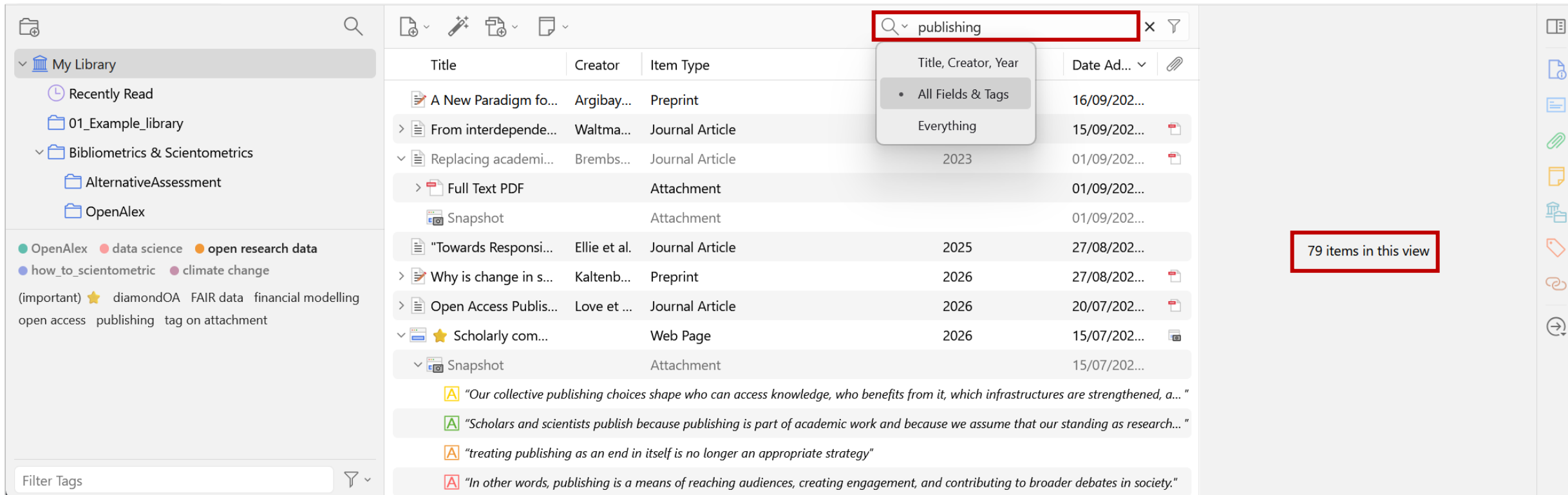


- **Solution II:** Retrieve PDF from source and attach via drag & drop
- **Solution III:** Change the URL in metadata to open repository (e.g. DORA)
- **Tip:** No chance to retrieve the PDF?
Get in touch with the [Lib4RI document delivery service!](#)



Finding items – Quick search

- Refine or extend the quick search in the dropdown menu

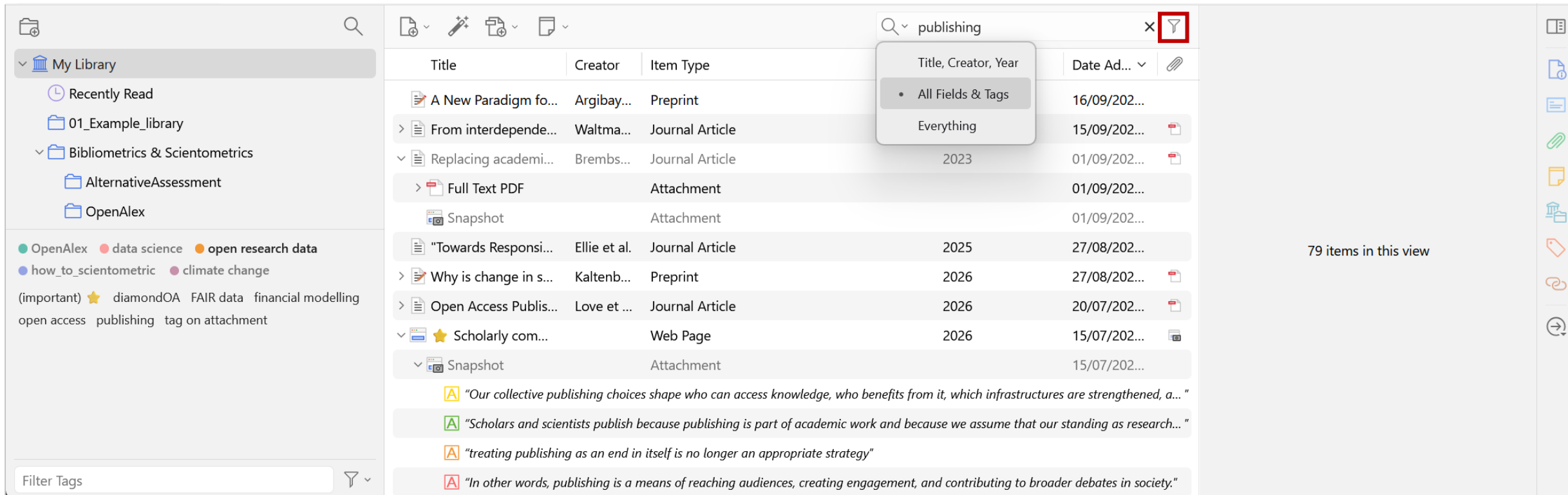


The screenshot shows the Zotero desktop application interface. On the left is a sidebar with a 'My Library' section containing folders like 'Recently Read', '01_Example_library', and 'Bibliometrics & Scientometrics'. Below these are tags for 'OpenAlex', 'data science', 'open research data', etc. The main pane displays a search results table for the query 'publishing'. A dropdown menu is open over the search bar, showing options: 'Title, Creator, Year', 'All Fields & Tags' (selected), and 'Everything'. The table lists various items, including preprints, journal articles, and attachments. On the right side of the interface, a red box highlights the text '79 items in this view'.

Title	Creator	Item Type	Date Added
A New Paradigm fo...	Argibay...	Preprint	16/09/202...
> From interdepende...	Waltma...	Journal Article	15/09/202...
> Replacing academi...	Brembs...	Journal Article	01/09/202...
> Full Text PDF		Attachment	01/09/202...
Snapshot		Attachment	01/09/202...
"Towards Responsi...	Ellie et al.	Journal Article	27/08/202...
> Why is change in s...	Kaltenb...	Preprint	27/08/202...
> Open Access Publis...	Love et ...	Journal Article	20/07/202...
> Scholarly com...		Web Page	15/07/202...
> Snapshot		Attachment	15/07/202...
"Our collective publishing choices shape who can access knowledge, who benefits from it, which infrastructures are strengthened, a..." "Scholars and scientists publish because publishing is part of academic work and because we assume that our standing as research..." "treating publishing as an end in itself is no longer an appropriate strategy" "In other words, publishing is a means of reaching audiences, creating engagement, and contributing to broader debates in society."			

Finding items – Advanced search

- Refine or extend the quick search in the dropdown menu
- Go to advanced search through the filter symbol for more complex queries



The screenshot shows the Zotero desktop application interface. On the left is a sidebar with a 'My Library' section containing folders like 'Recently Read', '01_Example_library', and 'Bibliometrics & Scientometrics'. Below these are tags for 'OpenAlex', 'data science', 'open research data', etc. The main pane displays a search results table for the query 'publishing'. A dropdown menu is open next to the search bar, showing options: 'Title, Creator, Year', 'All Fields & Tags' (which is selected), and 'Everything'. The table lists various items, including preprints, journal articles, and web pages, with columns for Title, Creator, Item Type, and Date Added. On the right side of the interface, it states '79 items in this view'.

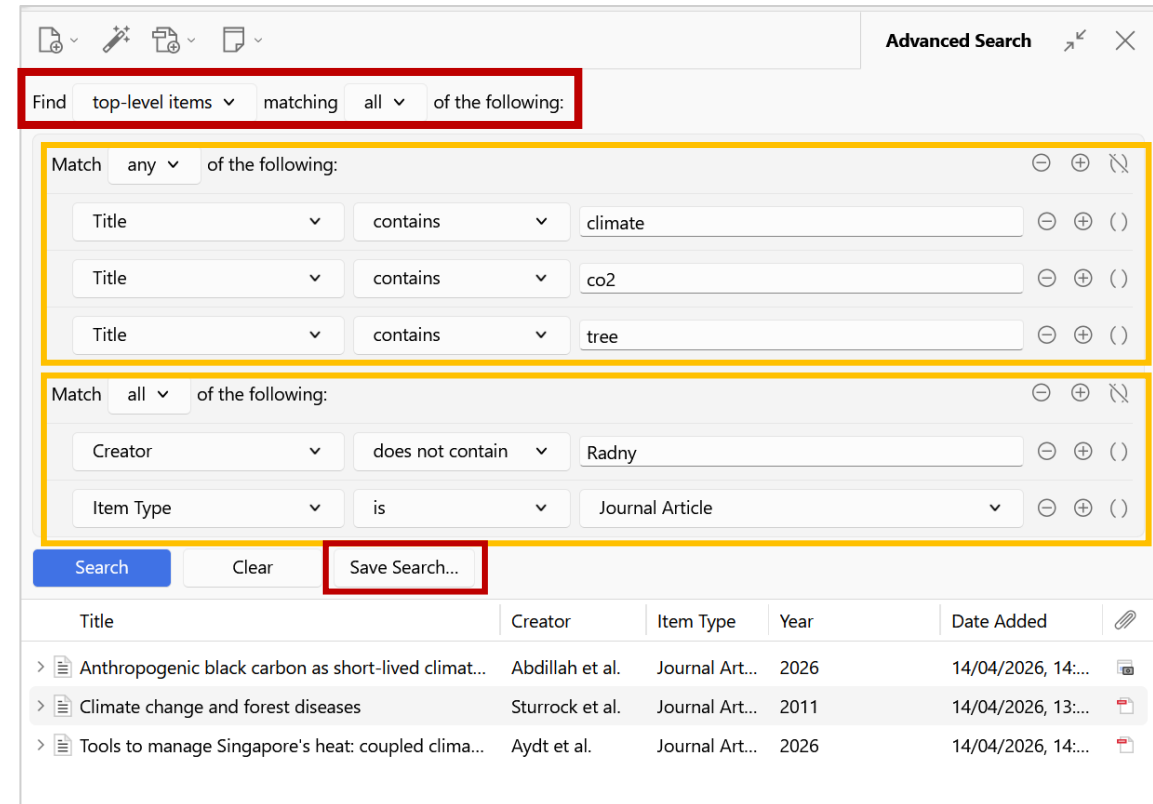
Title	Creator	Item Type	Date Added
A New Paradigm fo...	Argibay...	Preprint	16/09/202...
> From interdepende...	Waltma...	Journal Article	15/09/202...
> Replacing academi...	Brembs...	Journal Article	01/09/202...
> Full Text PDF		Attachment	01/09/202...
Snapshot		Attachment	01/09/202...
"Towards Responsi...	Ellie et al.	Journal Article	27/08/202...
> Why is change in s...	Kaltenb...	Preprint	27/08/202...
> Open Access Publis...	Love et ...	Journal Article	20/07/202...
> Scholarly com...		Web Page	15/07/202...
> Snapshot		Attachment	15/07/202...
"Our collective publishing choices shape who can access knowledge, who benefits from it, which infrastructures are strengthened, a..." "Scholars and scientists publish because publishing is part of academic work and because we assume that our standing as research..." "treating publishing as an end in itself is no longer an appropriate strategy" "In other words, publishing is a means of reaching audiences, creating engagement, and contributing to broader debates in society."			

Finding items – Advanced search

- Search in My library (all) or specific collections
- Match **all** or **any** of the definitions (analogous to OR and AND)
- Since Zotero 10: Nested conditions are possible
- Results of the advanced search can be saved and will appear like a regular collection

Hands-on:

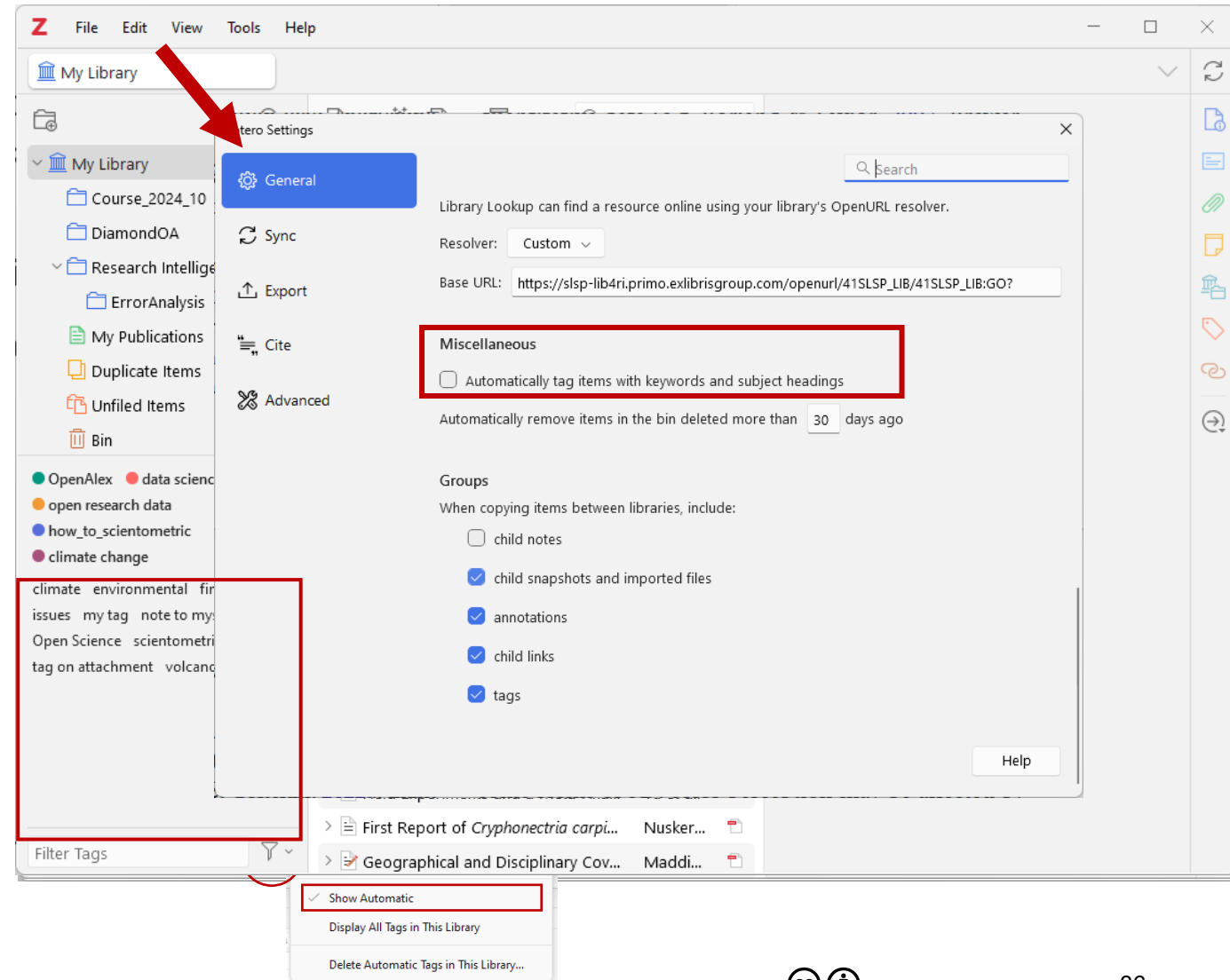
- Use the advanced search across your full library based on three or more conditions
- Save the results as new collection
- Replicate that search in only one (or two) collections and not your full library



Title	Creator	Item Type	Year	Date Added	
> Anthropogenic black carbon as short-lived climat...	Abdillah et al.	Journal Art...	2026	14/04/2026, 14:...	
> Climate change and forest diseases	Sturrock et al.	Journal Art...	2011	14/04/2026, 13:...	
> Tools to manage Singapore's heat: coupled clima...	Aydt et al.	Journal Art...	2026	14/04/2026, 14:...	

Finding items – Tags

- Create individual tags that fit your personal workflow or categorization
- Up to nine important tags can be assigned with a colour
- Library can be filtered for tags
- Tags are case sensitive!
- **Solution I:** Uncheck “show automatic”
- **Solution II:** Permanently disable auto-tagging: *Edit > Settings > General > Miscellaneous*



Step 3: Read, annotate, summarize

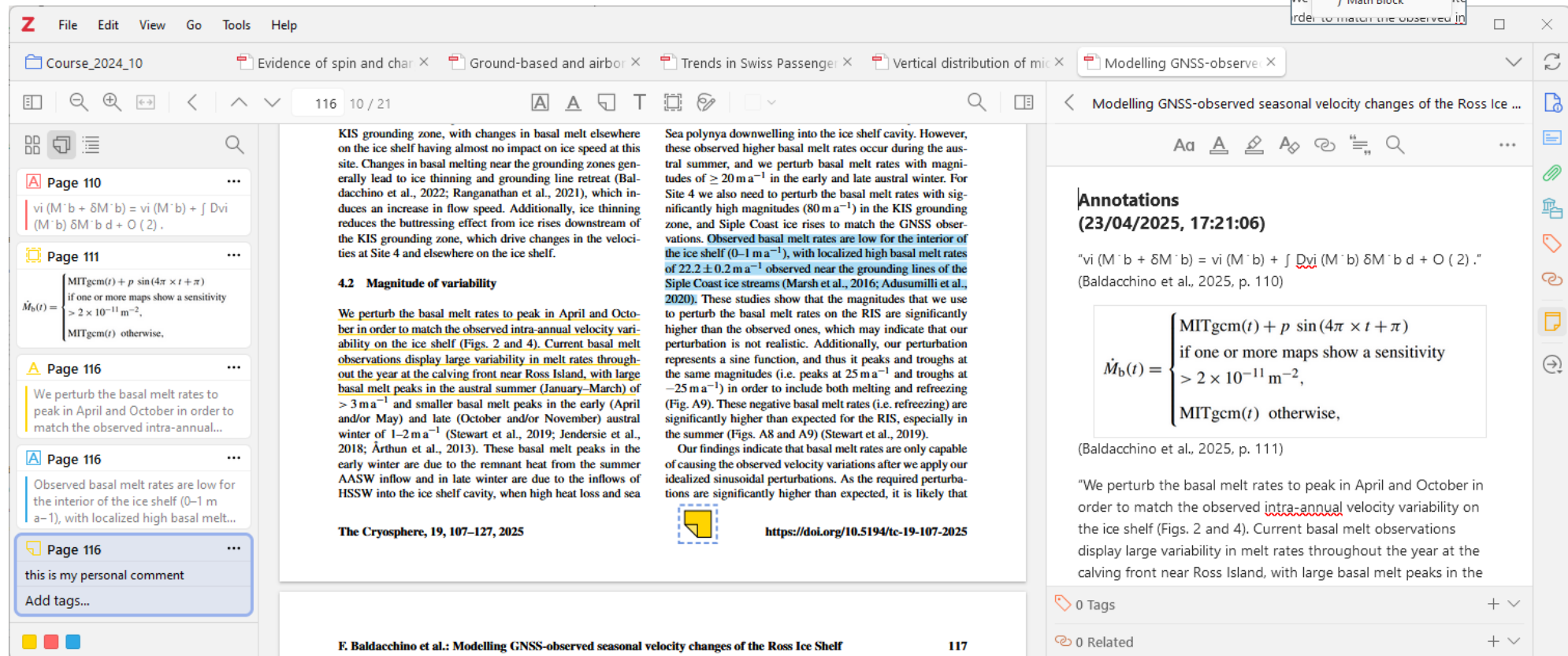
Document reader

- Works with most attachment types, incl. snapshots
- Document outline and search in text
- Cross-references (citations, tables, figures...)
- Mark sections to create annotations
- Tags and comments can be added to any annotation

The screenshot displays the Document Reader application. The main window shows a document titled 'Vertical distribution of microplastics in soil'. The text discusses the effect of microplastic concentration on plant growth, mentioning 'Allium' and 'Rillig et al. (2019c)'. A red box highlights a section of text: 'the shoot and root mass of spring onions may be among those not affected by 0.4 % PES under...'. A sidebar on the left shows a list of annotations and tags. A red box highlights a tag 'my tag' and a comment 'note to myself'. A green box highlights a comment 'Even though a significant difference was observed between the homogeneous treatment and Het 3 this is my own comment on the underlined text part'. A green box also highlights a section of text: 'For shoot mass under drought conditions, a significant increase was observed in all heterogeneous treatments (Het 1, Het 2, Het 3) compared to the homogeneous treatment under drought conditions (Table 1, Fig. 1A; drought conditions). The exacerbated effect; which was not visible under no-drought conditions, may be due to the increase in the number of factors, even though the tested factors do not have a...'. A green box also highlights a section of text: 'Carbon and nitrogen are essential for plants to perform routine and fundamental cellular activities. Therefore, maintaining an appropriate balance or ratio of these nutrients is crucial from a metabolic perspective (Zheng, 2009). The C:N ratio of the shoot of control treatment was found higher than in the homogeneous treatment, when there was no-drought conditions simulated, while no difference was found between homogeneous treatment and Het 1 and Het 2, supporting the fact that the distribution of MPs in soil may have a different impact on plant responses. Even though a significant difference was observed between the homogeneous treatment and Het 3, this is because the homogeneous treatment has much lower C:N ratio. The C:N ratio of Het 3 is nearly the same as the control. This may be due to the fact that the plant may have adjusted or recovered after it reached the lower layers of soil, which has no MPs, while in the homogeneous treatment, this shift was not possible even though the MP concentration is lower in the top layer.'

Mark-down notes from annotations

- All annotations can be collected into one item note



The screenshot shows the Zotero browser extension interface. The main window displays a document titled "Modelling GNSS-observed seasonal velocity changes of the Ross Ice Shelf" by F. Baldacchino et al. The document content includes text about ice shelf grounding zones and a section titled "4.2 Magnitude of variability". A sidebar on the left lists pages 110, 111, 116, and 117. A red box highlights the "Annotations" section in the sidebar, which shows a list of annotations for page 116. The annotations include a mathematical equation for $\dot{M}_b(t)$ and a paragraph of text. The interface also shows a top menu bar with File, Edit, View, Go, Tools, and Help. A floating window in the top right corner shows a list of heading styles (Heading 1, Heading 2, Heading 3, Paragraph, Monospaced, Bulleted List, Numbered List, Block Quote, Math Block) and a list of symbols (X₂, X², <>).

Annotations (23/04/2025, 17:21:06)

"vi (M' b + δM' b) = vi (M' b) + ∫ Dvi (M' b) δM' b d + O (2)." (Baldacchino et al., 2025, p. 110)

$$\dot{M}_b(t) = \begin{cases} \text{MITgcm}(t) + p \sin(4\pi \times t + \pi) & \text{if one or more maps show a sensitivity} \\ > 2 \times 10^{-11} \text{ m}^{-2}, \\ \text{MITgcm}(t) & \text{otherwise,} \end{cases}$$

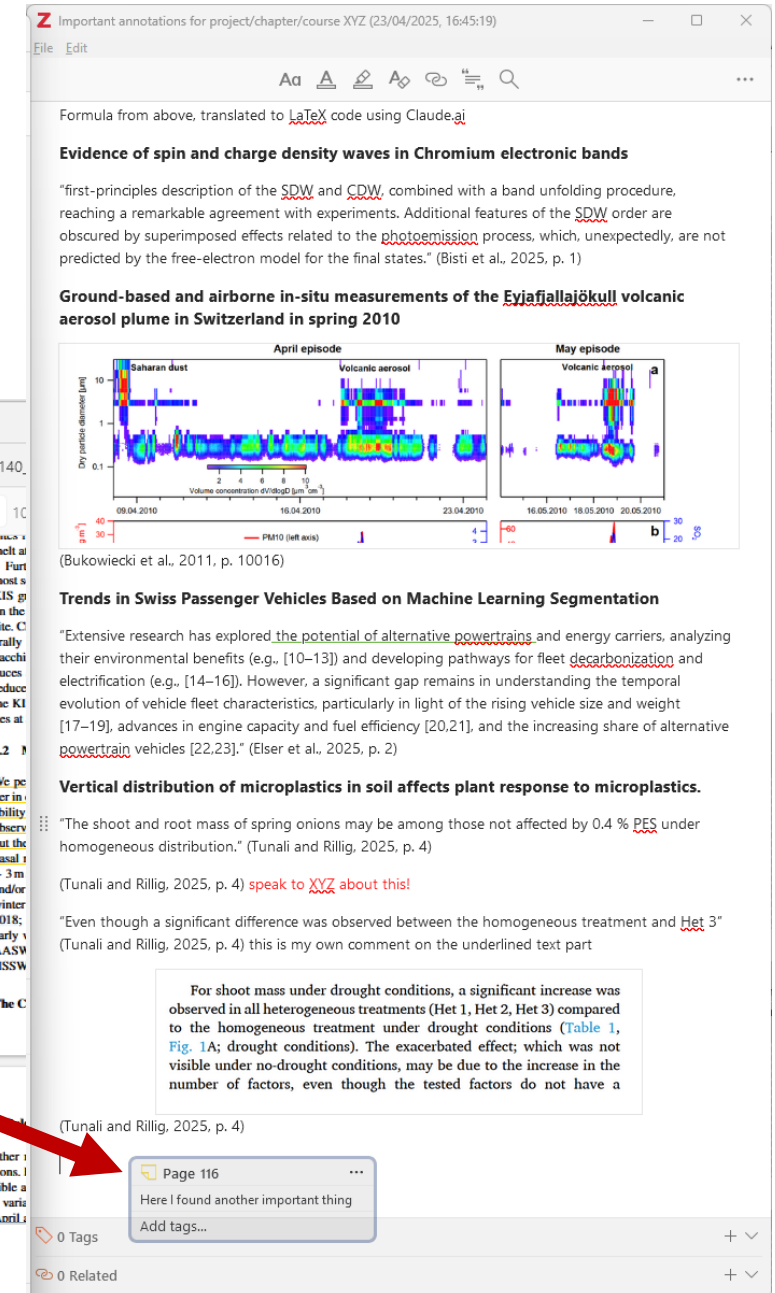
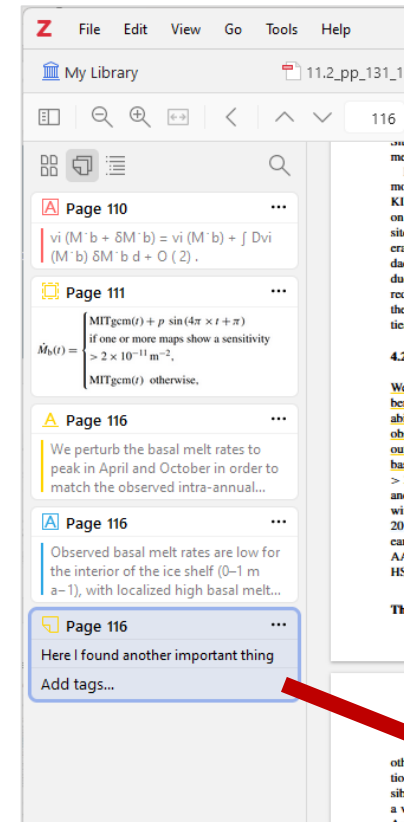
(Baldacchino et al., 2025, p. 111)

"We perturb the basal melt rates to peak in April and October in order to match the observed intra-annual velocity variability on the ice shelf (Figs. 2 and 4). Current basal melt observations display large variability in melt rates throughout the year at the calving front near Ross Island, with large basal melt peaks in the

0 Tags +
0 Related +

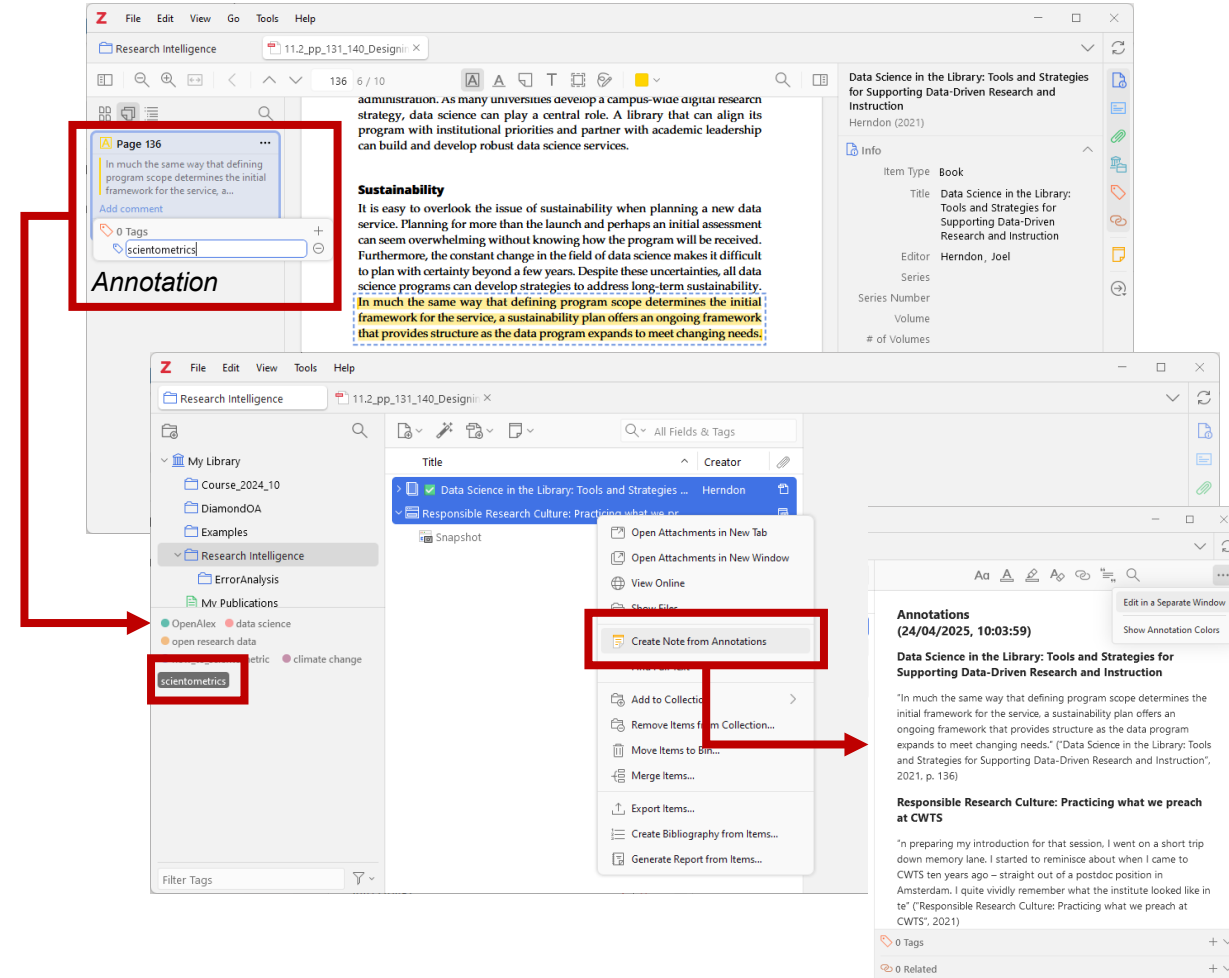
Mark-down notes from annotations

- All annotations can be collected into one item note
- Works across documents, i.e. selected items, collections or entire library
- All notes have a reference and link to the exact position of the annotation
- Use it in a separate window by clicking “...” to work in other documents in parallel
- Drag and drop new annotations
- Saves great amount of time (and nerves) to find important passages again



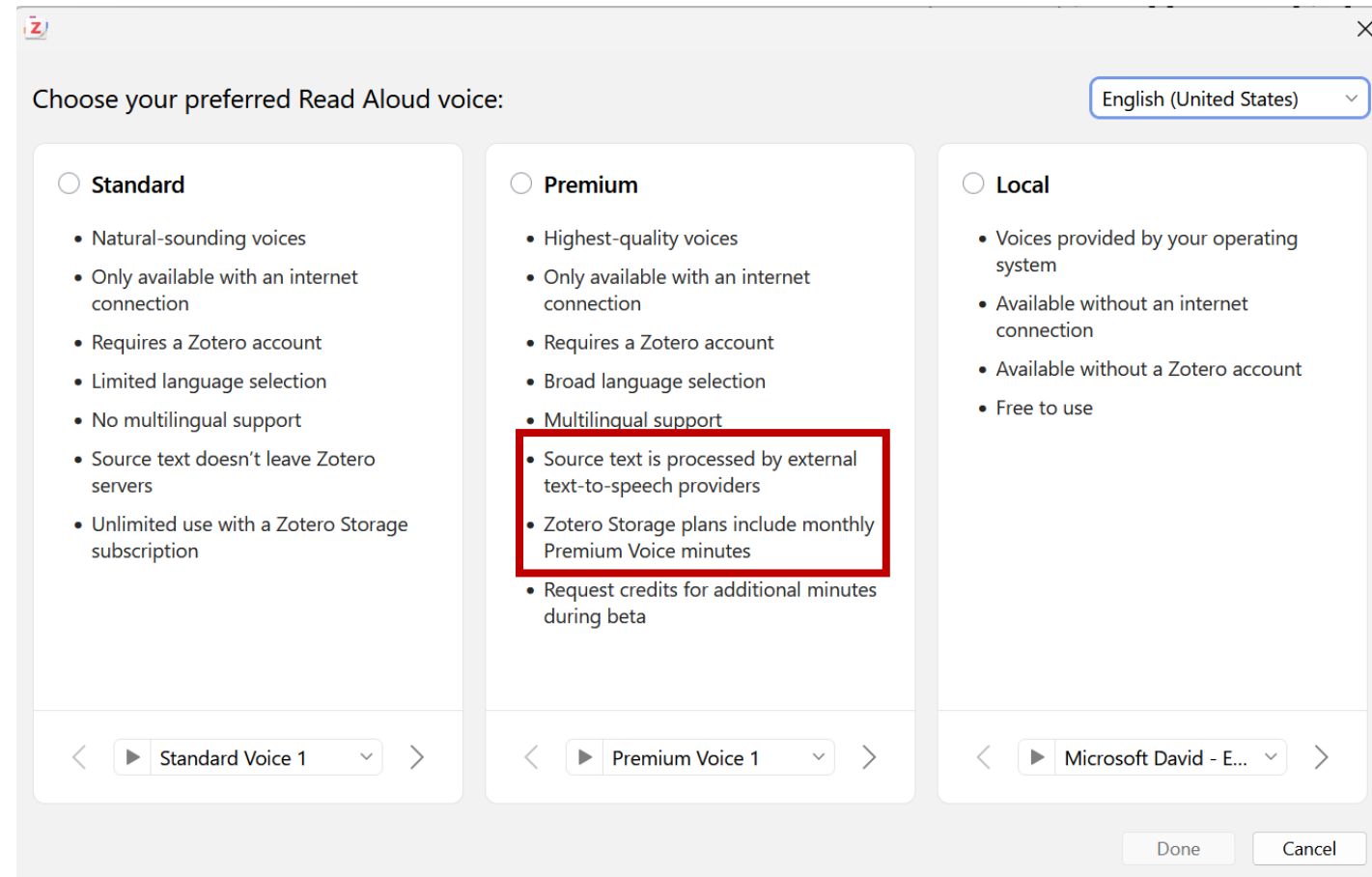
Hands-on: Create a summary on a topic of your choice

- In your course collection, add some annotations to two or more PDFs
- Select all items in the collection, and right-click to **“Create note from annotations”**
- Open the annotation file in a **separate window**
- Create a new annotation in any PDF and **add it via drag & drop**
- Time left? Play a bit with formatting!



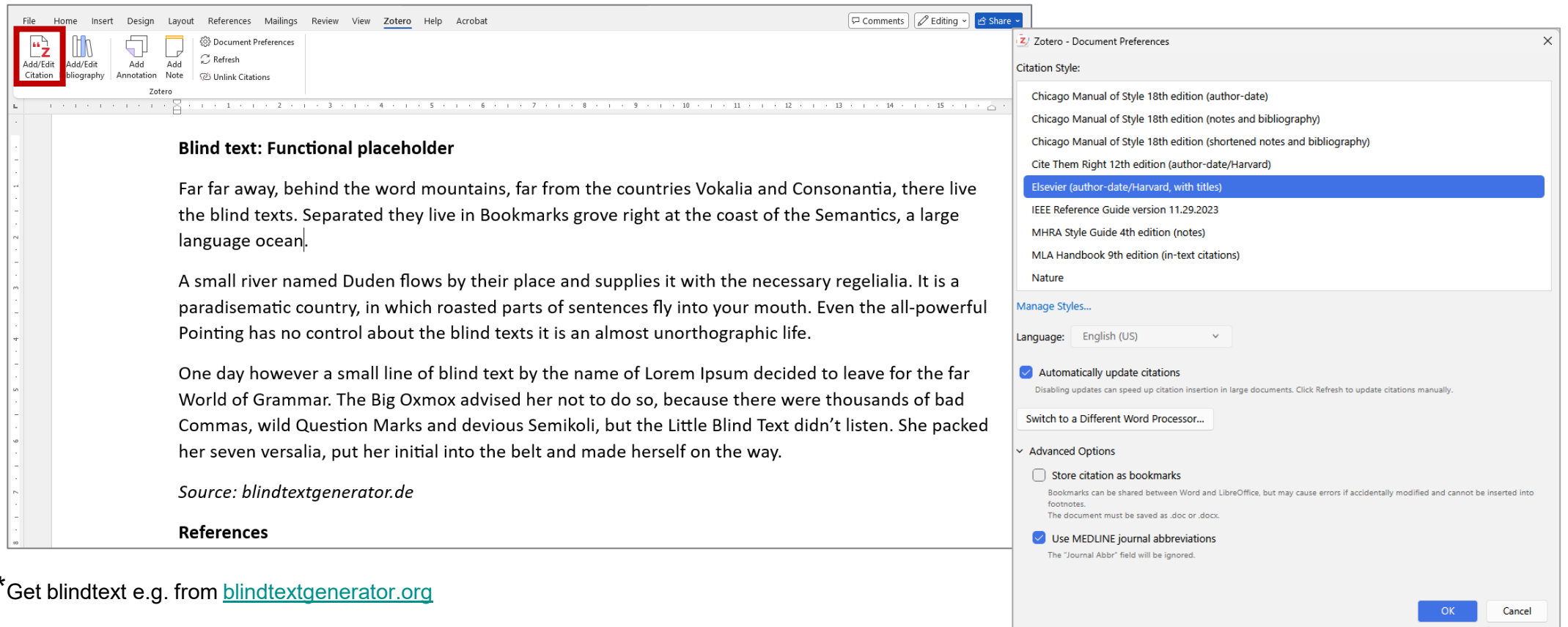
Read Aloud

- Available since Zotero 9 (May 2026)
- Avoid the Premium version!
 - Text is processed by external providers
 - Causes additional costs (not covered by institutional plan)



Step 4: Cite-while-you-write

Cite-while-you-write



Blind text: Functional placeholder

Far far away, behind the word mountains, far from the countries Vokalia and Consonantia, there live the blind texts. Separated they live in Bookmarks grove right at the coast of the Semantics, a large language ocean.

A small river named Duden flows by their place and supplies it with the necessary regelialia. It is a paradisematic country, in which roasted parts of sentences fly into your mouth. Even the all-powerful Pointing has no control about the blind texts it is an almost unorthographic life.

One day however a small line of blind text by the name of Lorem Ipsum decided to leave for the far World of Grammar. The Big Oxmox advised her not to do so, because there were thousands of bad Commas, wild Question Marks and devious Semikoli, but the Little Blind Text didn't listen. She packed her seven versalia, put her initial into the belt and made herself on the way.

Source: blindtextgenerator.de

References

Zotero - Document Preferences

Citation Style:

- Chicago Manual of Style 18th edition (author-date)
- Chicago Manual of Style 18th edition (notes and bibliography)
- Chicago Manual of Style 18th edition (shortened notes and bibliography)
- Cite Them Right 12th edition (author-date/Harvard)
- Elsevier (author-date/Harvard, with titles)**
- IEEE Reference Guide version 11.29.2023
- MHRA Style Guide 4th edition (notes)
- MLA Handbook 9th edition (in-text citations)
- Nature

Manage Styles...

Language: English (US)

☒ Automatically update citations
Disabling updates can speed up citation insertion in large documents. Click Refresh to update citations manually.

[Switch to a Different Word Processor...](#)

Advanced Options

- ☐ Store citation as bookmarks
Bookmarks can be shared between Word and LibreOffice, but may cause errors if accidentally modified and cannot be inserted into footnotes.
The document must be saved as .doc or .docx.
- ☒ Use MEDLINE journal abbreviations
The "Journal Abbr" field will be ignored.

OK Cancel

*Get blindtext e.g. from blindtextgenerator.org

Document preferences

- Define citation style
- Can be adapted at any time

Commas, wild Question Marks and devious Semikoli, but the Little Blind Text didn't listen. She packed her seven versalia, put her initial into the belt and made herself on the way.¹

Source: blindtextgenerator.de/

References

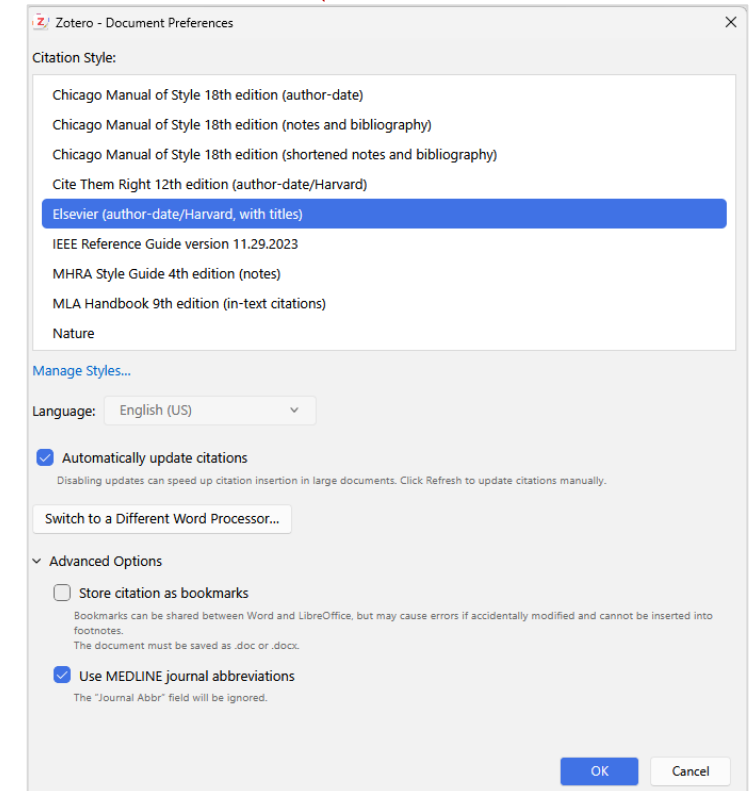
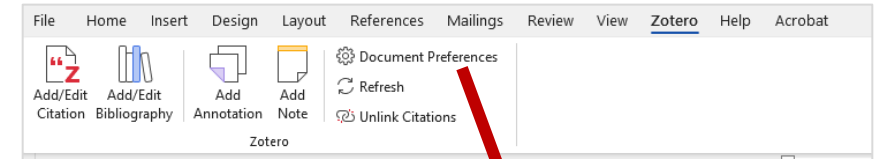
1. Oakley, B., Johnston, M., Chen, K., Jung, E. & Sejnowski, T. The Memory Paradox: Why Our Brains Need Knowledge in an Age of AI. SSRN Scholarly Paper at <https://doi.org/10.2139/ssrn.5250447> (2025).

Commas, wild Question Marks and devious Semikoli, but the Little Blind Text didn't listen. She packed her seven versalia, put her initial into the belt and made herself on the way. (Oakley et al., 2025)

Source: blindtextgenerator.de/

References

- Oakley, B., Johnston, M., Chen, K., Jung, E., Sejnowski, T., 2025. The Memory Paradox: Why Our Brains Need Knowledge in an Age of AI. <https://doi.org/10.2139/ssrn.5250447>



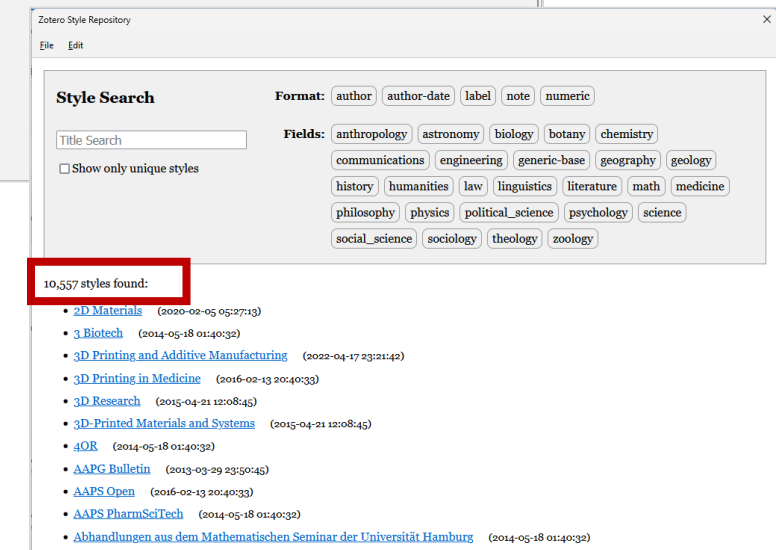
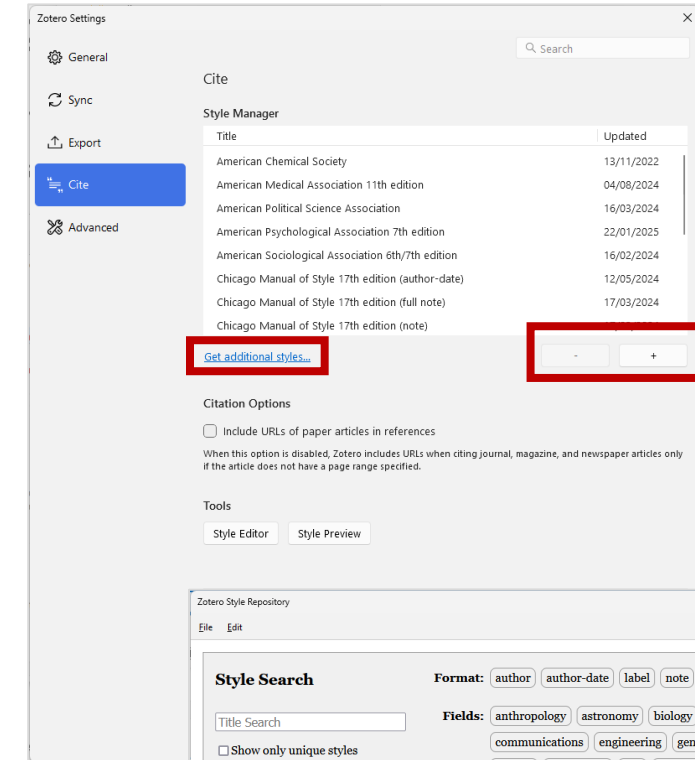
Nature

vs.

Elsevier - Harvard

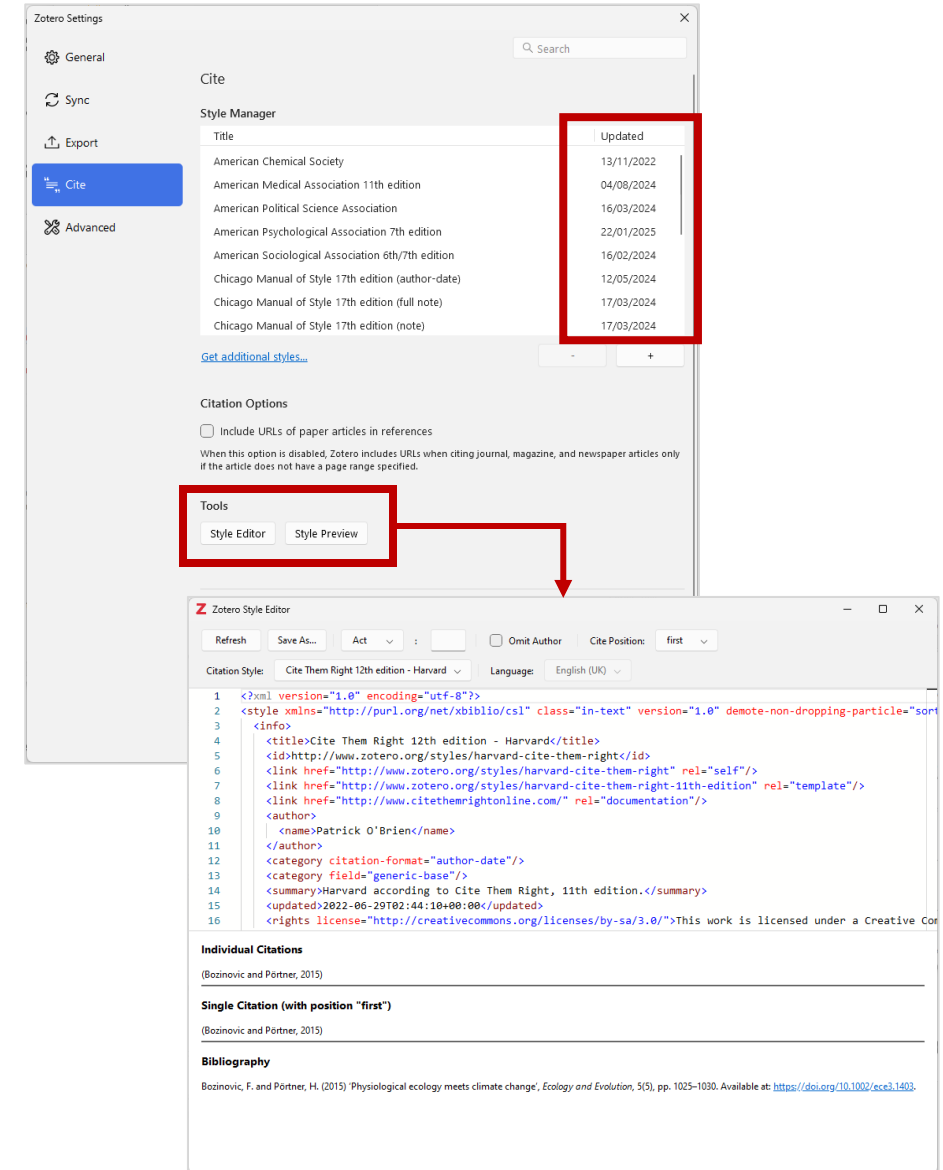
Manage citation styles

- Customise your style list: *Edit > Settings > Cite*
- More styles are available in the repository



Manage citation styles

- Customise your style list: *Edit > Settings > Cite*
- More styles are available in the repository
- **Always cross-check if the style you choose fits the journal's current demands!**
- Styles might be outdated, especially for very small journals
- You can adapt a style if necessary in the style editor (XML knowledge required)



The image shows two screenshots from the Zotero application. The top screenshot is the 'Zotero Settings' window, specifically the 'Cite' tab. It displays a list of citation styles in the 'Style Manager'. A red box highlights the 'Updated' column, showing dates for various styles. Below the list, there are 'Citation Options' and a 'Tools' section with 'Style Editor' and 'Style Preview' buttons. A red arrow points from the 'Style Editor' button to the bottom screenshot. The bottom screenshot is the 'Zotero Style Editor' window, showing the XML code for a citation style. It includes fields for 'Citation Style', 'Language', and 'Cite Position'. The XML code is displayed in a text area, and the bottom section shows the resulting citation format for a single citation and a bibliography.

Citing

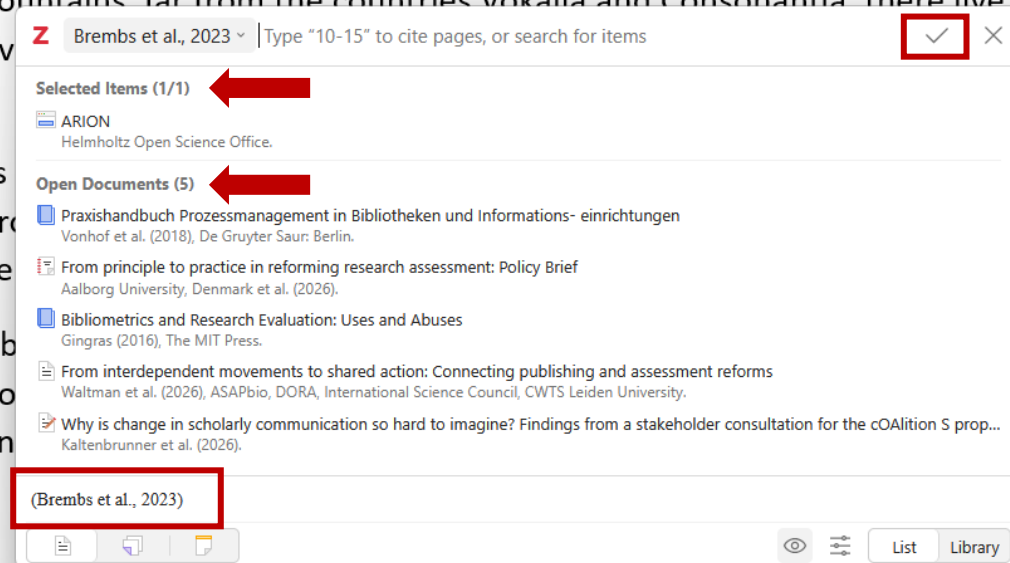
Blind text: Functional placeholder

Far far away, behind the word mountains, far from the countries Vokalia and Consonantia, there live the blind texts. Separated they live in language ocean{Citation}.

A small river named Duden flows through its paradisematic country, in which rejoice Pointing has no control about the

One day however a small line of bl World of Grammar. The Big Oxmo Commas, wild Question Marks and her seven versalia, put her initial

Source: *blindtextgenerator.de*



Citing

- Switch between list and library view
- Citation dialogue disappeared? Find it under the Zotero icon in the taskbar

Blind text: Functions

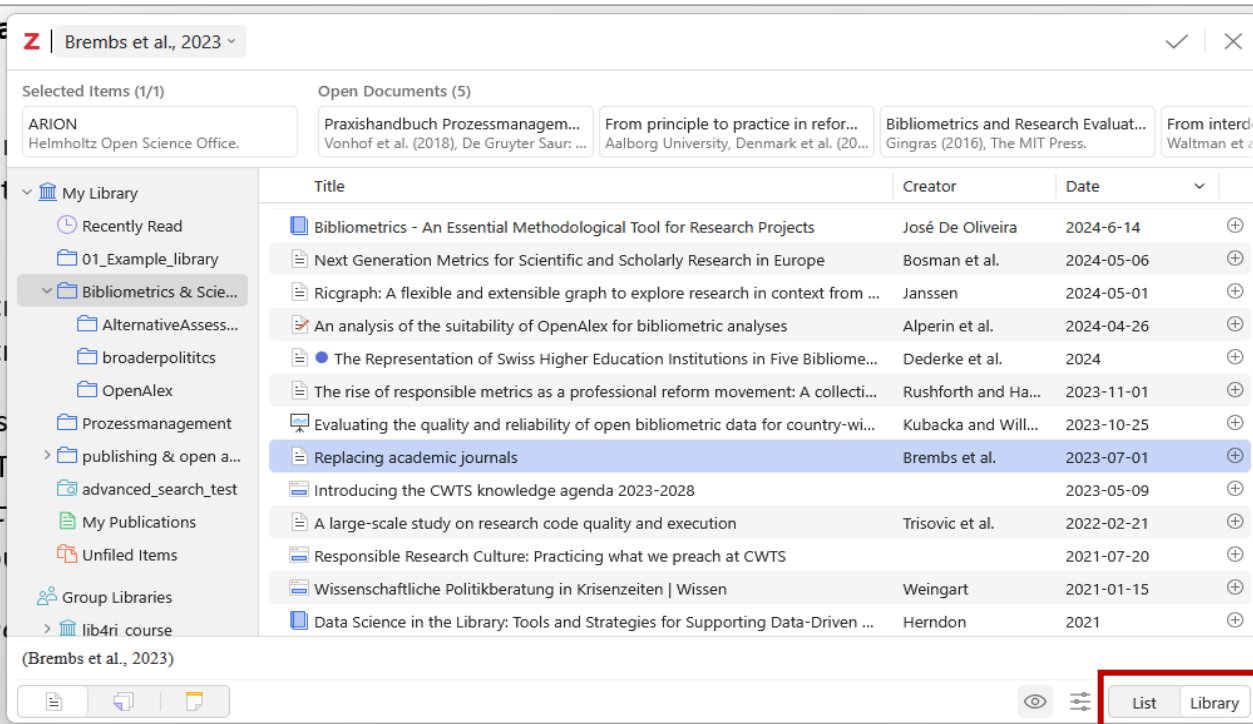
Far far away, behind
the blind texts. Separ
language ocean{Citat

A small river named
paradisematic count
Pointing has no cont

One day however a s
World of Grammar. T
Commas, wild Quest
her seven versalia, p

Source: blindtextgen

References



Selected Items (1/1)

ARION
Helmholtz Open Science Office.

Open Documents (5)

Praxishandbuch Prozessmanagem...
Vonhof et al. (2018), De Gruyter Saur: ...

From principle to practice in refor...
Aalborg University, Denmark et al. (20...

Bibliometrics and Research Evaluat...
Gingras (2016), The MIT Press.

From interdi...
Waltman et al.

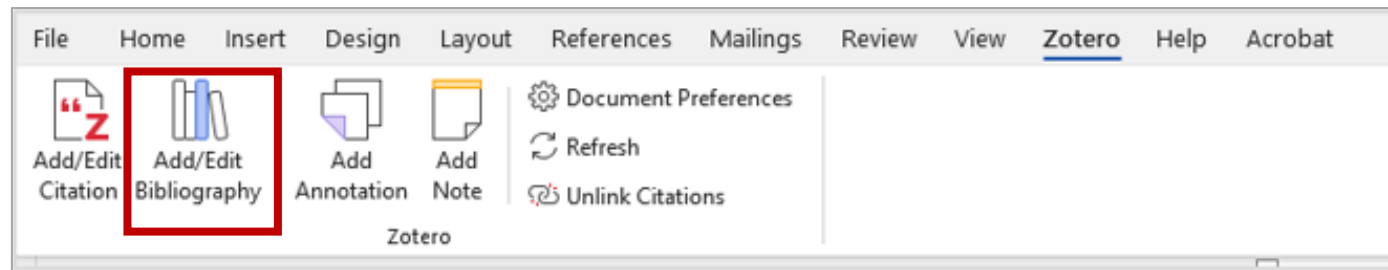
Title	Creator	Date	
Bibliometrics - An Essential Methodological Tool for Research Projects	José De Oliveira	2024-6-14	⊕
Next Generation Metrics for Scientific and Scholarly Research in Europe	Bosman et al.	2024-05-06	⊕
Ricgraph: A flexible and extensible graph to explore research in context from ...	Janssen	2024-05-01	⊕
An analysis of the suitability of OpenAlex for bibliometric analyses	Alperin et al.	2024-04-26	⊕
The Representation of Swiss Higher Education Institutions in Five Bibliome...	Dederke et al.	2024	⊕
The rise of responsible metrics as a professional reform movement: A collecti...	Rushforth and Ha...	2023-11-01	⊕
Evaluating the quality and reliability of open bibliometric data for country-wi...	Kubacka and Will...	2023-10-25	⊕
Replacing academic journals	Brembs et al.	2023-07-01	⊕
Introducing the CWTS knowledge agenda 2023-2028		2023-05-09	⊕
A large-scale study on research code quality and execution	Trisovic et al.	2022-02-21	⊕
Responsible Research Culture: Practicing what we preach at CWTS		2021-07-20	⊕
Wissenschaftliche Politikberatung in Krisenzeiten Wissen	Weingart	2021-01-15	⊕
Data Science in the Library: Tools and Strategies for Supporting Data-Driven ...	Herndon	2021	⊕

(Brembs et al., 2023)

List Library

Adding the list of references

- Can be added at any time
- Auto-updating for newly added and deleted citations



Commas, wild Question Marks and devious Semikoli, but the Little Blind Text didn't listen. She packed her seven versalia, put her initial into the belt and made herself on the way.

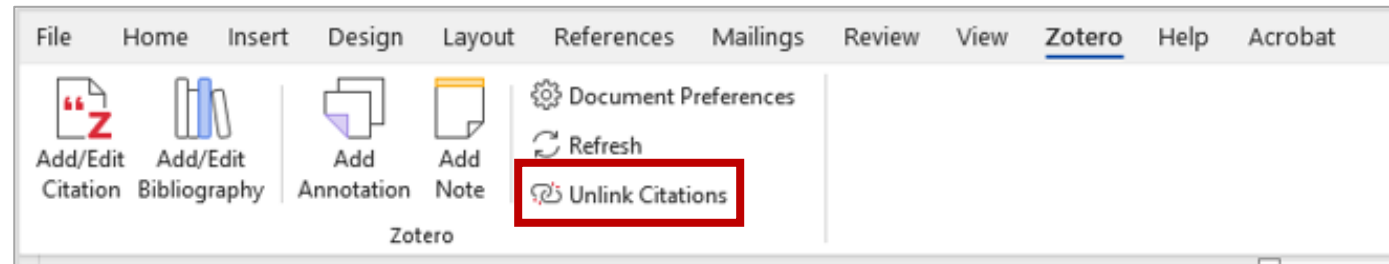
Source: *blindtextgenerator.de*

(Give your reference list a title, according to journal standards)

Oakley, B., Johnston, M., Chen, K., Jung, E., Sejnowski, T., 2025. The Memory Paradox: Why Our Brains Need Knowledge in an Age of AI. <https://doi.org/10.2139/ssrn.5250447>

Unlinking citations

- Unlink citations to submit a flat file without field code
- **Caution!** Unlinking cannot be reversed* and there is no auto-update anymore!
- Zotero recommends to unlink citations only in a copy of your work file:
final_draft_reviewed_lastchanges_V7b.docx -> *publicationtitle_ready_for_submission.docx*



*Clicked by accident and ignored the warning? Unless the document was closed and re-opened, Ctrl+Z (Win/Linux) or Cmd+Z (Mac) will help.

Hands-on: Adding references

Task: Add and edit references

- Add some random citations in your document
- Add the bibliography at the end of your document
- Edit some citations by placing your cursor into the citation and click Add/Edit Citation:
 - Add another reference into a citation (1)
 - Change a citation from parenthetical to narrative: *(Author, Year)* -> *Author (Year)* (2)
 - Click the reference in the format window
 - Check «omit author» and write their name by hand
 - Add suffix pages (3)
- Unlink all citations in the end

Blind text: Functional placeholder

Far far away, behind the word mountains, far from the countries Vokalia and Consonantia, there live the blind texts (Waltman et al., 2026). Separated they live in Bookmarks grove right at the coast of the Semantics, a large language ocean.

A small river named Duden (Grossmann and Brembs, 2021; Moed, 2007) 1s by their place and sup2s as Cytowic (2026) say. It is a paradisematic country, in which roasted parts of sentences fly into your mouth. Even the all-powerful Pointing has no control about the blind texts it is an almost unorthographic life.

One day however a small line of blind text by the name of Lorem Ipsum decided to leave for the far World of Grammar (Balasubramanian, 2026, pp. 1–5). 3 Big Oxmox advised her not to do so, because there were thousands of bad Commas, wild Question Marks and devious Semikoli, but the Little Blind Text didn't listen. She packed her seven versalia, put her initial into the belt and made herself on the way.

Source: blindtextgenerator.de

References

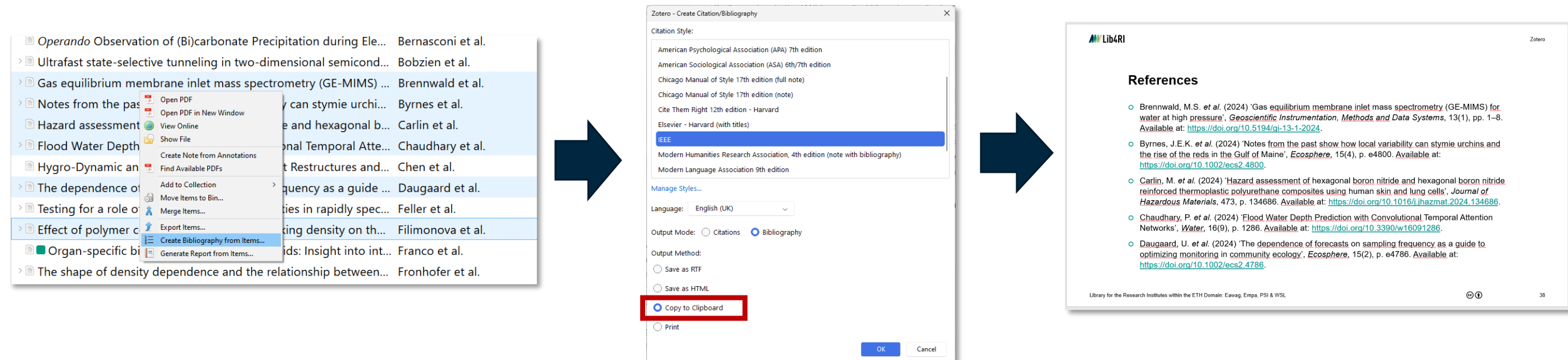
Balasubramanian, P.D.S., 2026. Publish or Pay: Investigating High APCs in Scopus and Web of Science Journals. *Int. J. Comput. Sci. Syst. IJCSS* 7, 57–71.

Cytowic, R.E., 2026. *Your Stone Age Brain in the Screen Age: Coping with Digital Distraction and Sensory Overload*. MIT Press, Cambridge, MA, USA.

Grossmann, A., Brembs, B., 2021. Current market rates for scholarly publishing services. <https://doi.org/10.12688/f1000research.27468.2>

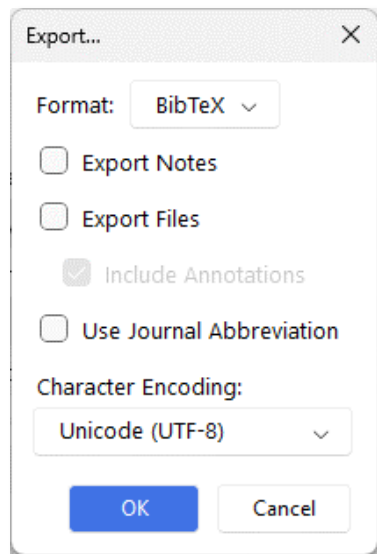
Beyond Word: PowerPoint

- Zotero does not work in PowerPoint (yet)
- **Workaround:** Create a bibliography from selected items
 - Either select the entries directly or copy them to a sub-collection (e.g. talk@conference_year)
- Paste from clipboard into your presentation
- In-text citation is not possible -> reference list is not automatically updated!



Beyond Word: LaTeX

- Export your library, collection or selected references as *.bib and add it to your TeX workspace
- Make sure the file name has no whitespaces!



```
@article{brennwald_gas_2024,
  title = {Gas equilibrium membrane inlet mass spectrometry ((GE)-(MIMS)) for wat
  volume = {13},
  copyright = {https://creativecommons.org/licenses/by/4.0/},
  issn = {2193-0864},
  url = {https://qi.copernicus.org/articles/13/1/2024/},
  doi = {10.5194/qi-13-1-2024},
  abstract = {Abstract. Gas species are widely used as natural or artificial trac
  language = {en},
  number = {1},
  urldate = {2024-05-27},
  journal = {Geoscientific Instrumentation, Methods and Data Systems},
  author = {Brennwald, Matthias S. and Rinaldi, Antonio P. and Gisiger, Jocelyn a
  month = jan,
  year = {2024},
  pages = {1--8},
  file = {Full Text:C:\Users\ladnyjan\Zotero\storage\HGR5RHSW\Brennwald et

}

@article{byrnes_notes_2024,
  title = {Notes from the past show how local variability can stymie urchins and
  volume = {15},
  issn = {2150-8925, 2150-8925},
  url = {https://esa.journals.onlinelibrary.wiley.com/doi/10.1002/ecs2.4800},
  doi = {10.1002/ecs2.4800},
  abstract = {Abstract
    The impacts of global change—from shifts in climate to overfishing to l
  language = {en},
  number = {4},
  urldate = {2024-05-27},
  journal = {Ecosphere},
  author = {Byrnes, Jarrett E. K. and Brown, Andrea and Sheridan, Kate and Peller
  month = apr,
  year = {2024},
  pages = {e4800},
  file = {Full Text:C:\Users\ladnyjan\Zotero\storage\LA9H9SGBI\Byrnes et al

}
```



How to add citations and a bibliography in ~~La~~TeX documents

You can simply use a .bib file containing your BibTeX entries, created with Zotero. To use it in Overleaf, upload the .bib file to your project.

Use `\citep{}` for parenthetical citations: (Abel and Bebel, 2035), or `\citet{}` for narrative in-text citations: Abel and Bebel (2035). To use these, the package `natbib` is required.

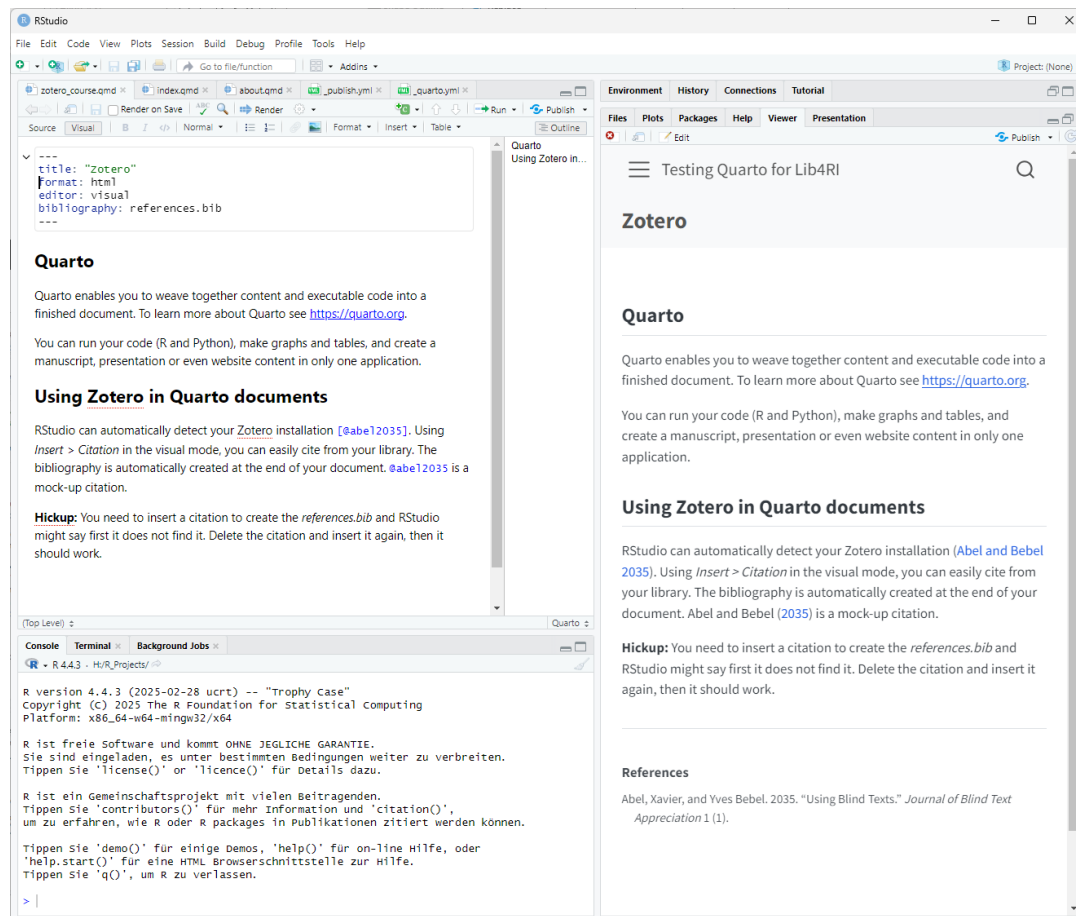
Remember to specify a bibliography style, as well as the filename of the .bib.

References

Abel, V. and Bebel, W. (2035). Title of a Lorem Ipsum example reference. *Journal of Blind text appreciation*, 1.

Text snippet based on [Overleaf's](#) “Example Project”

Beyond Word: Quarto



The screenshot shows the RStudio interface with the Quarto documentation open. The documentation includes sections on Quarto, Using Zotero in Quarto documents, and a mock-up citation. The mock-up citation is a placeholder for a citation from the Zotero library.

Quarto

Quarto enables you to weave together content and executable code into a finished document. To learn more about Quarto see <https://quarto.org>.

You can run your code (R and Python), make graphs and tables, and create a manuscript, presentation or even website content in only one application.

Using Zotero in Quarto documents

RStudio can automatically detect your Zotero installation [Abel and Bebel 2035]. Using `Insert > Citation` in the visual mode, you can easily cite from your library. The bibliography is automatically created at the end of your document. @abe12035 is a mock-up citation.

Hickup: You need to insert a citation to create the `references.bib` and RStudio might say first it does not find it. Delete the citation and insert it again, then it should work.

Testing Quarto for Lib4RI

Quarto

Quarto enables you to weave together content and executable code into a finished document. To learn more about Quarto see <https://quarto.org>.

You can run your code (R and Python), make graphs and tables, and create a manuscript, presentation or even website content in only one application.

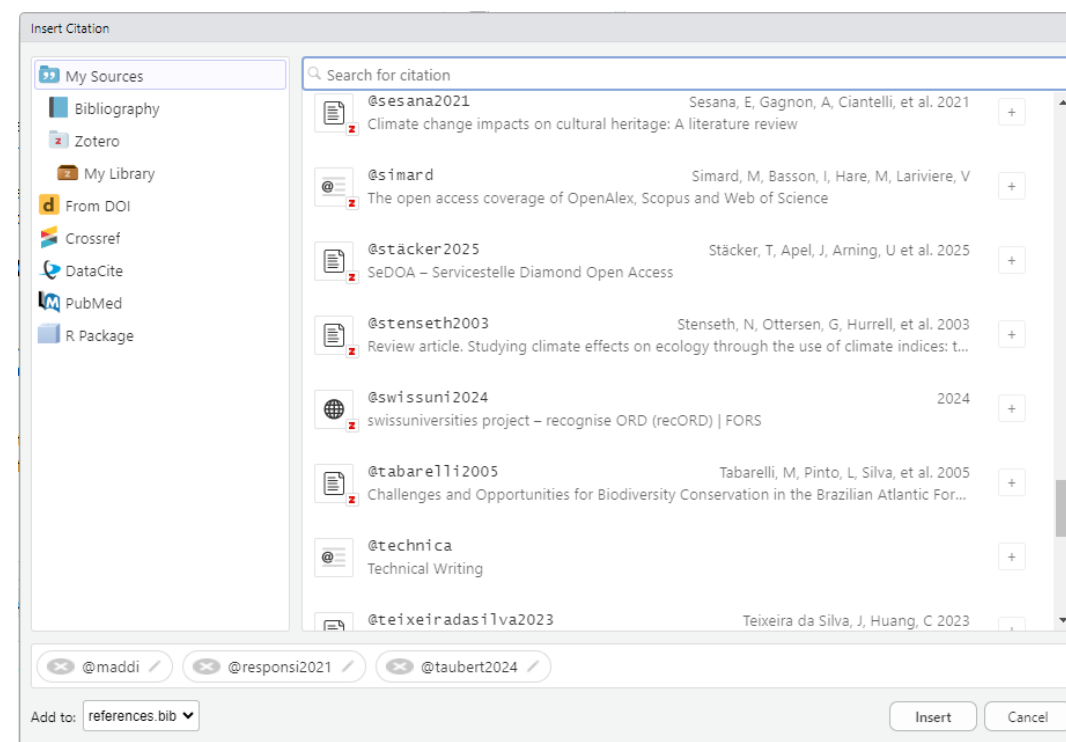
Using Zotero in Quarto documents

RStudio can automatically detect your Zotero installation (Abel and Bebel 2035). Using `Insert > Citation` in the visual mode, you can easily cite from your library. The bibliography is automatically created at the end of your document. Abel and Bebel (2035) is a mock-up citation.

Hickup: You need to insert a citation to create the `references.bib` and RStudio might say first it does not find it. Delete the citation and insert it again, then it should work.

References

Abel, Xavier, and Yves Bebel. 2035. "Using Blind Texts." *Journal of Blind Text Appreciation* 1 (1).



The screenshot shows the Zotero Insert Citation dialog box. It displays a list of sources from the Zotero library, including bibliographies, Zotero libraries, and various sources like DOI, Crossref, DataCite, PubMed, and R Package. The dialog box also includes a search bar and buttons for Insert and Cancel.

Insert Citation

My Sources

- Bibliography
- Zotero
- My Library
- From DOI
- Crossref
- DataCite
- PubMed
- R Package

Search for citation

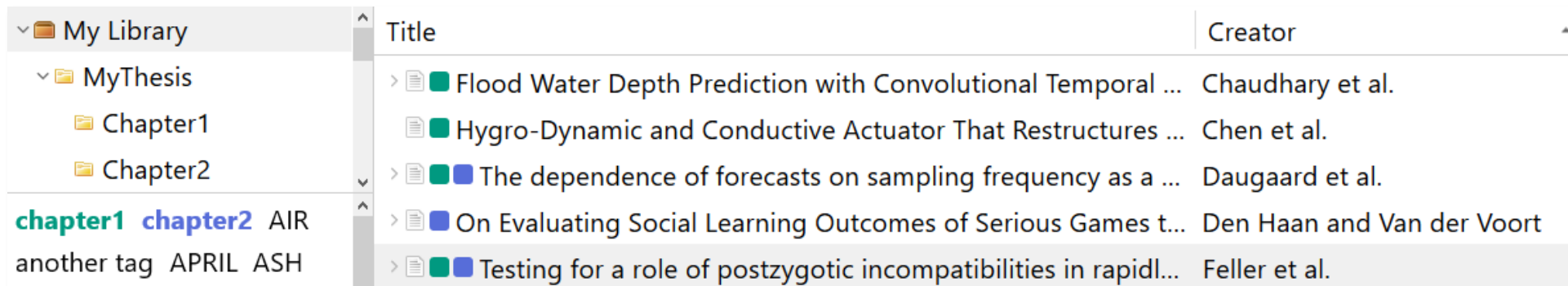
- @sesana2021 Sesana, E, Gagnon, A, Ciantelli, et al. 2021 Climate change impacts on cultural heritage: A literature review
- @simard Simard, M, Basson, I, Hare, M, Lariviere, V The open access coverage of OpenAlex, Scopus and Web of Science
- @stacker2025 Stacker, T, Apel, J, Arning, U et al. 2025 SeDOA – Servicestelle Diamond Open Access
- @stenseth2003 Stenseth, N, Ottersen, G, Hurrell, et al. 2003 Review article. Studying climate effects on ecology through the use of climate indices: t...
- @swissuni2024 2024 swissuniversities project – recognise ORD (recORD) | FORS
- @tabarelli2005 Tabarelli, M, Pinto, L, Silva, et al. 2005 Challenges and Opportunities for Biodiversity Conservation in the Brazilian Atlantic For...
- @technica Technical Writing
- @teixeiradasilva2023 Teixeira da Silva, J, Huang, C 2023

Add to: references.bib

Buttons: Insert, Cancel

Beyond a paper: When multiple bibliographies are needed

- Zotero cannot handle two bibliographies in one Word document
- **Solution I:** Write each chapter into a separate file
 - Unlink citations before joining the individual files or join PDF versions only
- **“Solution” II:** Add citations like normal, but paste the bibliography from the clipboard
 - Keep in mind the bibliography will not be auto-updated then!
 - Make sure to include all citation you used, e.g. through marking with tags or subcollections
- **Solution III:** Use LaTeX with [according packages](#) ([training available](#) at Lib4RI)



Step 5: Sync and collaborate

Notes on the cloud server

- Up to here, Zotero fully operates without registration
- To use the online or group library, registration with Zotero is required
- Cloud server is located in the USA and operated by Amazon
- **Your institutions data security regulations have to be followed!**
 - You may not upload or share sensitive data to the cloud
- **Full text may not be shared in public libraries!**
 - This counts as copyright infringement, also for many Open Access publications
- **If you do not wish to register, feel free to just follow the lecture without actions**



The web library

- Free account required to use the web library
- Online mirror of your local library
- File **sync on the Zotero server** is restricted to max. 300 MB with a free account
- Since 2026, accounts linked to institutional e-mail addresses from the 4RI automatically have unlimited cloud storage

The screenshot shows the Zotero web interface. The main area displays a list of publications with columns for Title, Creator, and Date. The sidebar on the left shows the library structure, including 'My Library' and 'lib4ri_course'. The 'Frequently Asked Questions' sidebar on the right contains the following information:

Frequently Asked Questions

Last Zotero client sync: [redacted]

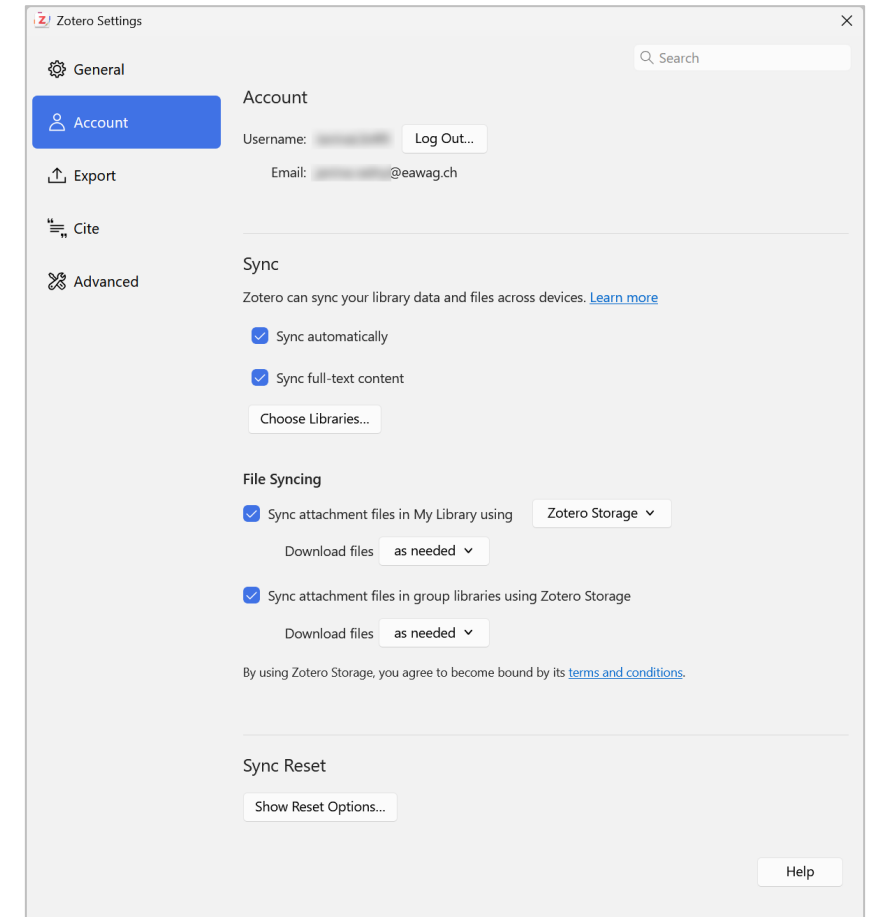
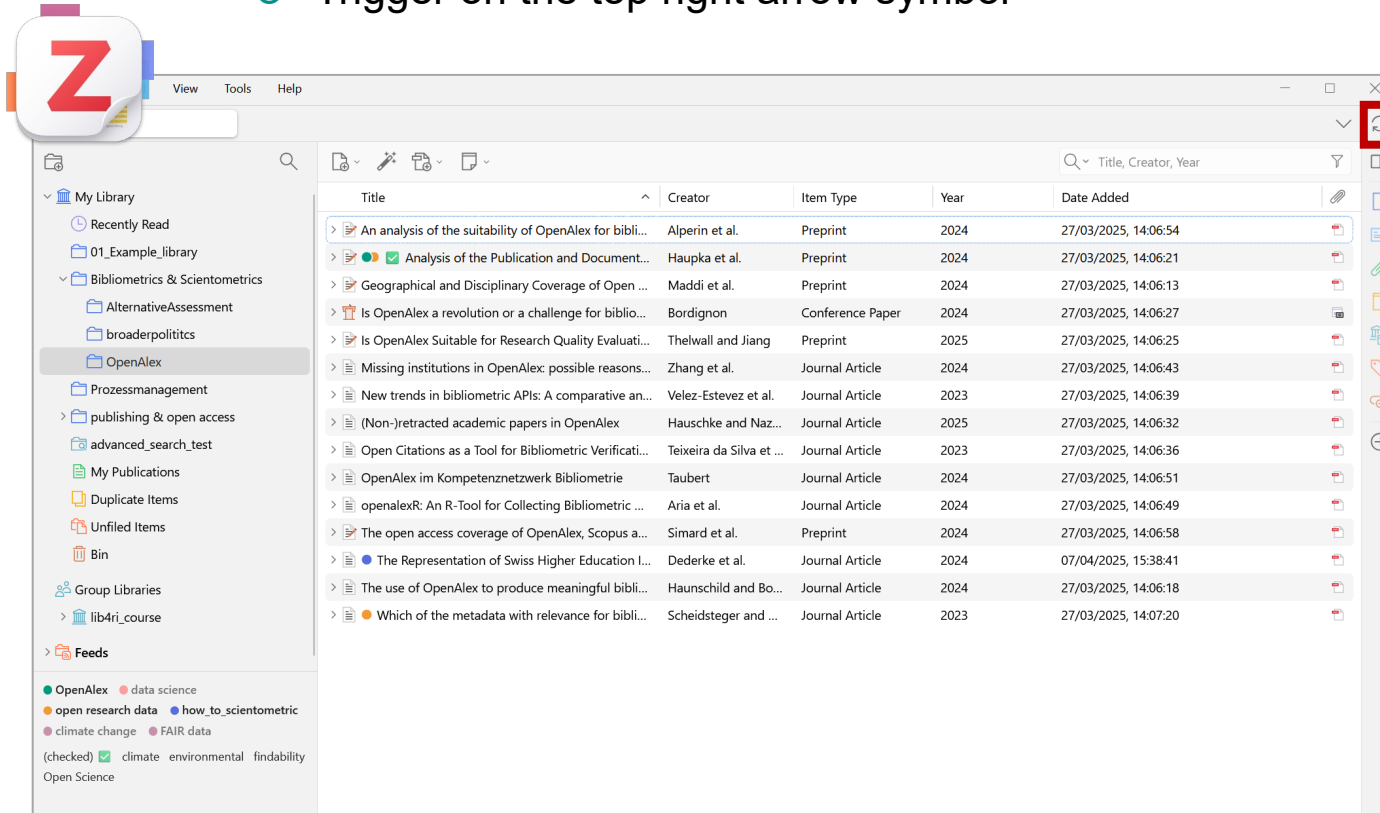
Current Plan

Quota	Unlimited
Expiration	Never
Current Usage	My Library - 513.5 MB lib4ri_course - 0 MB Total - 514.4 MB
Institutional Storage	Lib4RI - Library for the Research Institutes within the ETH Domain: Eawag, Empa, PSI & WSL provides unlimited storage for [redacted]@eawag.ch

Subscriptions are billed annually.
By using Zotero, you agree to be bound by its [Terms of Service](#).

Syncing your library

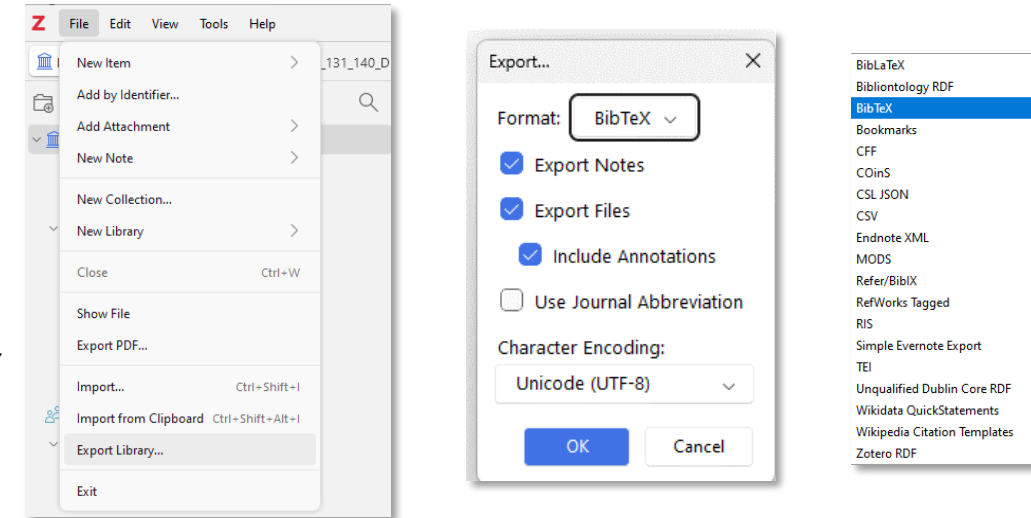
- Automatic by default
- Trigger on the top right arrow symbol



Working with colleagues

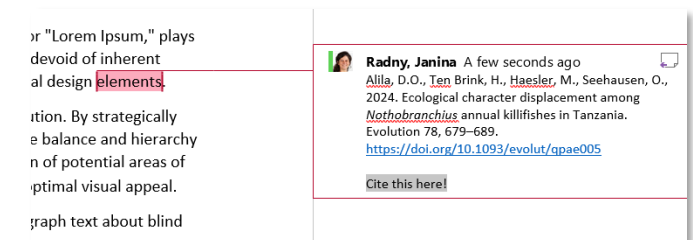
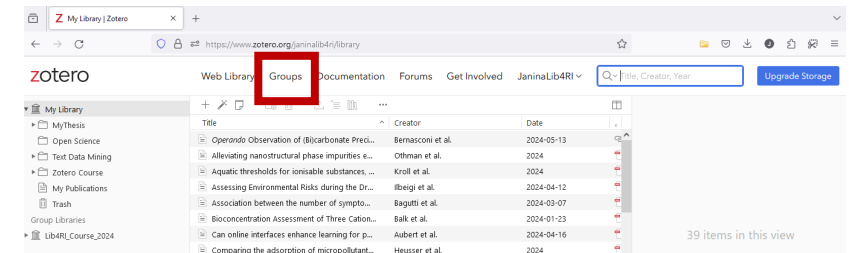
Sharing a library

- Local libraries can be shared as file via *File > Export library*
 - Best test results *.bib and *.ris
- Create group libraries to work together in one library



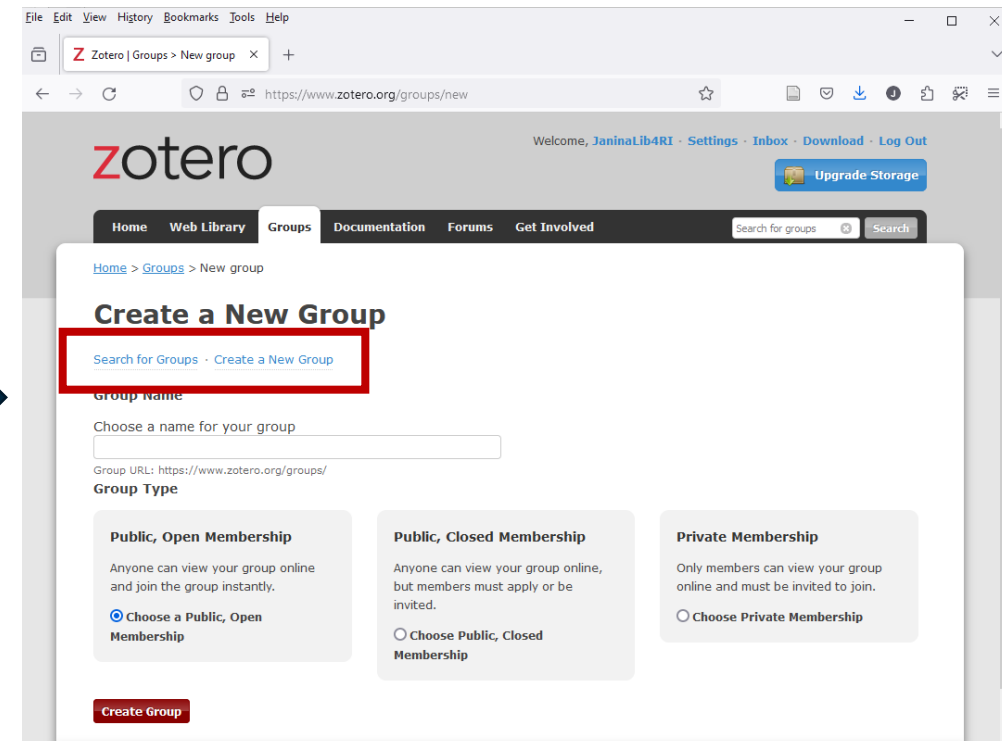
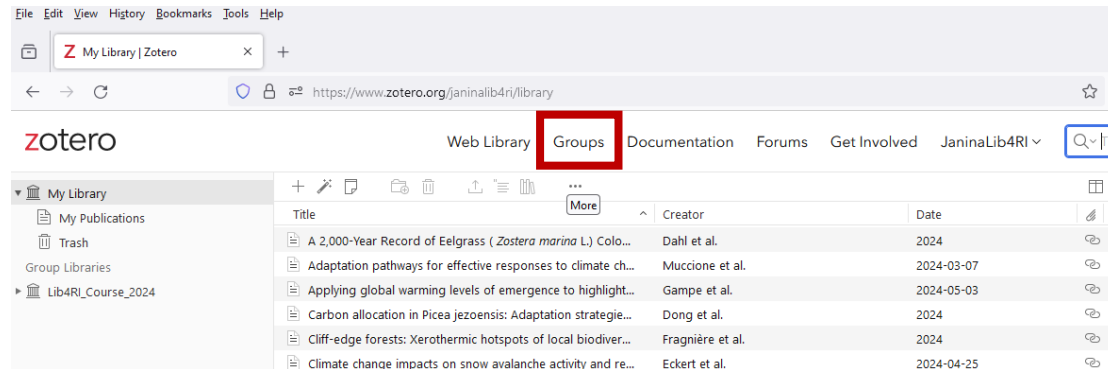
Working together in one file

- Using the same local library is not required
- To add or edit references, Zotero must be used
- Using different literature managers can cause problems!
 - Check with your co-authors, which software to use
 - Work-around: Insert plain text citations as comment



Group libraries

- Web library is only for your personal use
- Group libraries can be shared with others
- Public groups are visible for everybody
- Note: Group names cannot contain the word “Zotero”



Hands-on: Group libraries

- Registration required at [Zotero.org](https://www.zotero.org)
- If you do not want to register, skip this hands-on
- Find and join the group *lib4ri_course*
- Drop one item into the group
- Import the items from the group library into your local collection *Zotero course*
- Retrieve PDFs for the new items
- **Bonus:** Check if there are public groups on your topic of interest!

Questions left?