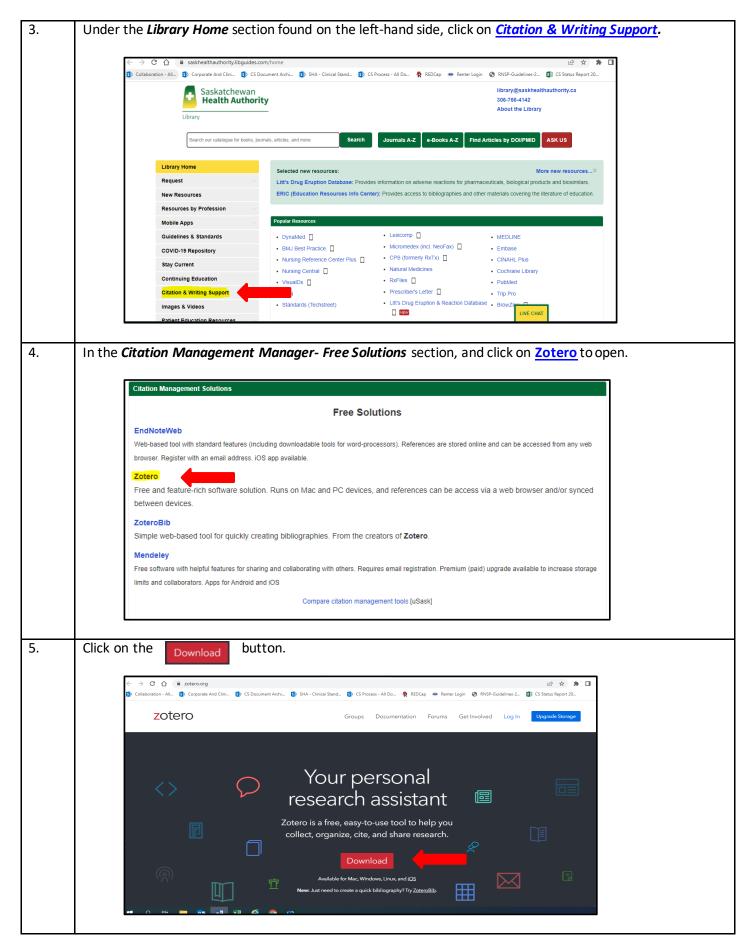
Saskatchewan Health Authority	Title: Zotero Citation Manager: Installing Zotero, Creating Citations and a Reference List Role performing Activity: Clinical Standards and Professional Practice (CSPP) Directors, CSPP Managers, Clinical Standards Specialist (CSS), Leads/Co-Leads	
	Location: Saskatchewan Health Authority (SHA)	Department/Unit: SHA-CSPP
WORK	Document Owner: CSPP- CSS	Date Prepared: April 5, 2022
STANDARD	Last Revision: June 7, 2022 October 21, 2022 Related Policies/Documentation N/A	Date Approved: June 10, 2022

Work Standard Summary: The purpose of this Work Standard is to provide step-by-step instructions on how to install and use Zotero to create citations and a reference list. Refer to the hyperlink included in each section title for helpful You Tube videos for: 1) <u>Installing</u>; 2) <u>Creating Library Collection Subcollection</u>; 3) <u>Creating Library (Independent</u> <u>Search): Collecting References</u>; 4) <u>Creating Library and Collecting References (RIS): SHA Library Lit Search</u>; 5) <u>Manual</u> <u>Entry of References-Using Identifier or Metadata</u>; 6) <u>Citing</u> and <u>Referencing in a Word Document</u>.

Essenti	ssential Tasks:				
	INSTALLING ZOTERO: ZOTERO TUTORIAL GETTING STARTED				
1.	Log on to	computer and open up) the <u>Saskatchewan He</u>	ealth Authority intranet site	e using <i>Google Chrome.</i>
2.	Select <i>Departments, Programs & Resources</i> , then click on <i>SHA Library</i> which is found <i>under Academic</i> <i>Health Sciences.</i>				
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		Academic Health Sciences	Meet the Leadership Team Work Standards	Learning Events Performance Leadership Resources	
		SHA Library			
		Accreditation 🖻	Ethics	Privacy & Access	
		Clinical Standards	Ethics Committees	Privacy Training	
		Meet the Leadership Team	Local Committee Chairs Ethics Frameworks	Privacy Training Q&A Privacy & Access - Contact Us	
		Clinical Standards and Professional Practice	Ethics Exchange Research Ethics Applications	Provincial Cascading Huddles	
		Clinical Excellence Clinical Resources	Finance	Quality & Safety	

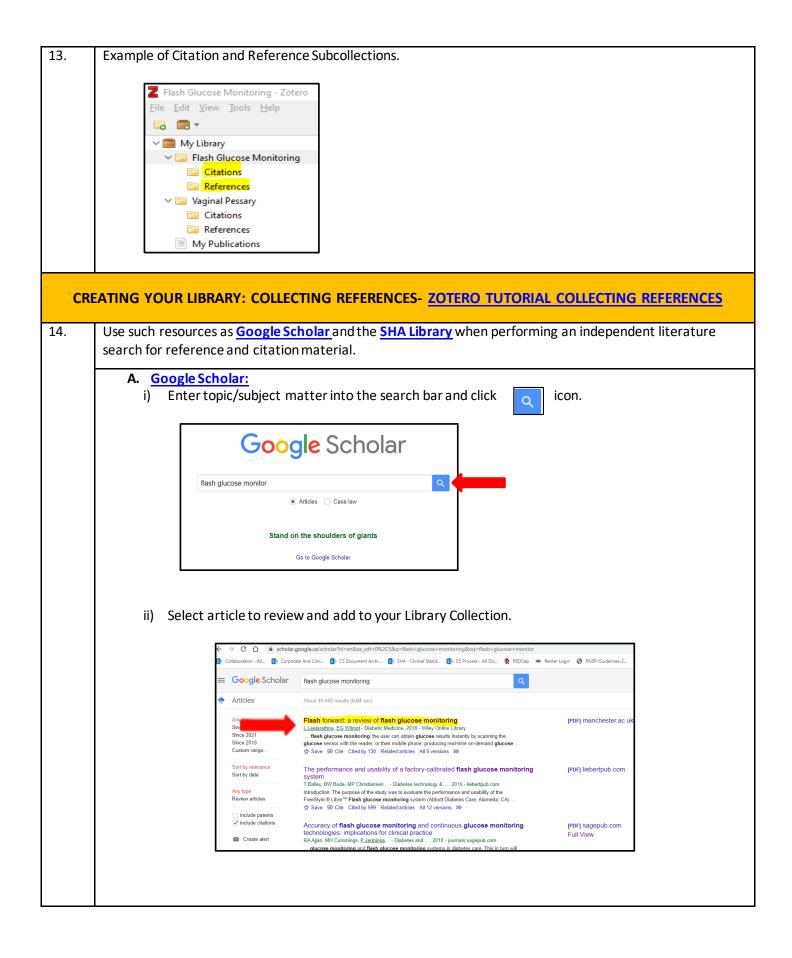


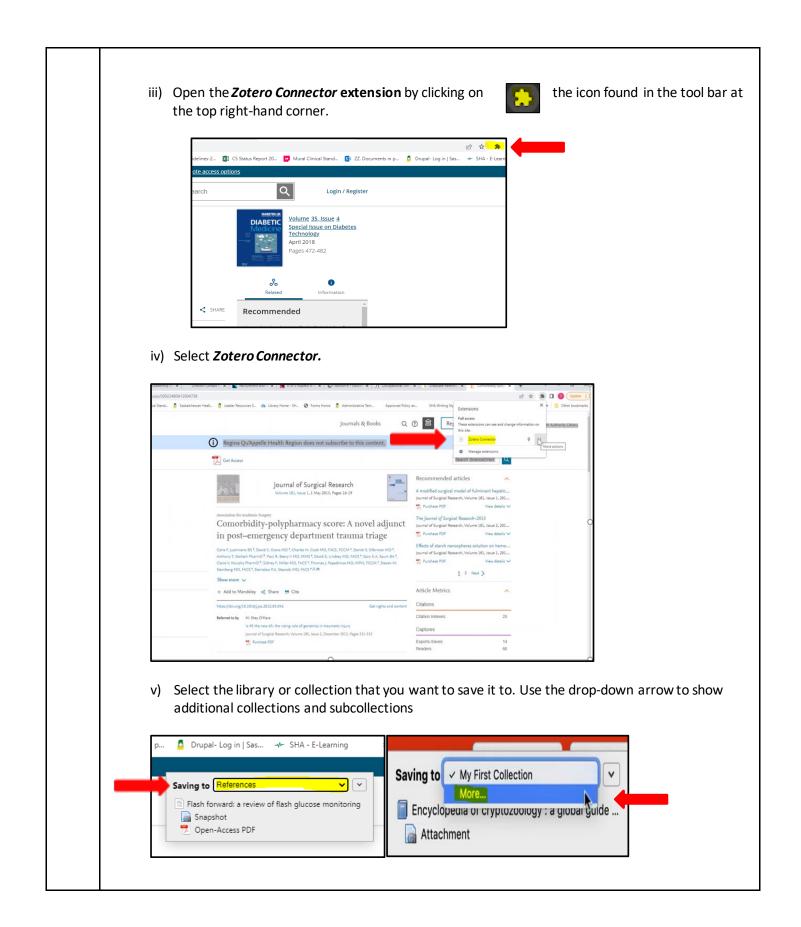
October 21, 2022 Page **2** of **16**

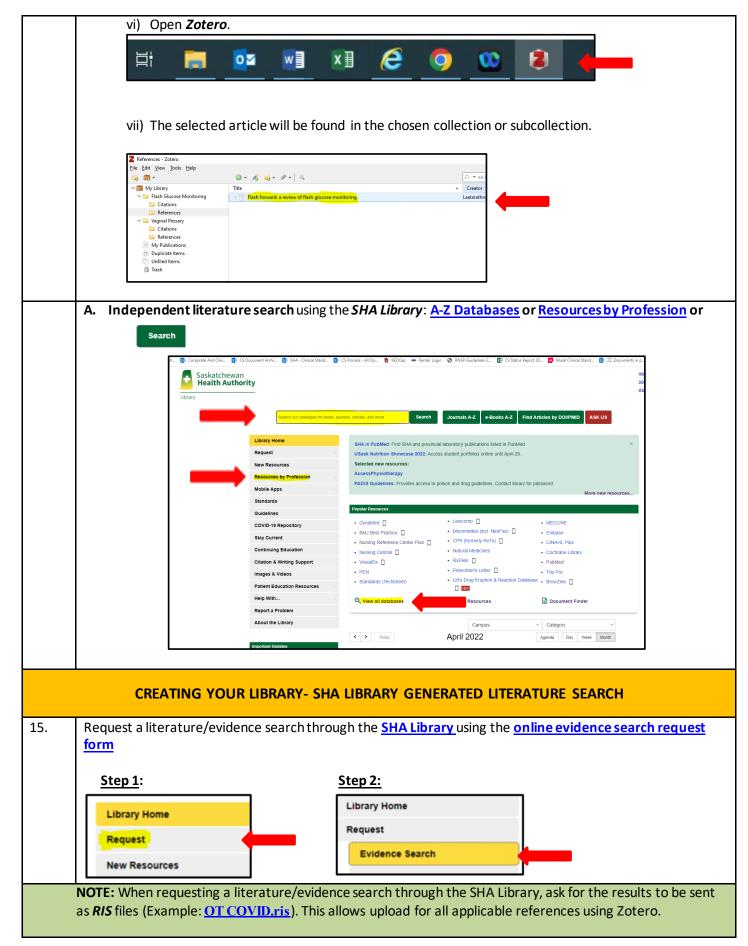
6.	a) Download Zotero 6 for Windows (This is the application that is downloaded into your hard drive.)
	b) Follow installation instructions found <u>here.</u>
	 c) Download Zotero Connector in Google Chrome. Save to your browser. (This helps bridge between the research found on the internet and getting the information into the Zotero application on your hard drive).
	Cotero 6 for Windows Cotero a for Windows Cotero for windows Cot
	d) This icon will appear on your desktop when <i>Zotero</i> has been successfully installed.
7.	Open <i>Zotero.</i>
	NOTE : Prior to collecting references from Zotero, you must first navigate to the program's preferences. (See steps below for MAC and PC).
8.	 a) <u>If using a MAC:</u> Click on <i>Zotero</i> found at the top left-hand side you your tool bar Choose <i>Preferences</i>
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	b) If using a PC:
	Click on <i>Edit</i> button in your tool bar.
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9.	Under General , scroll down until you locate Miscellaneous.
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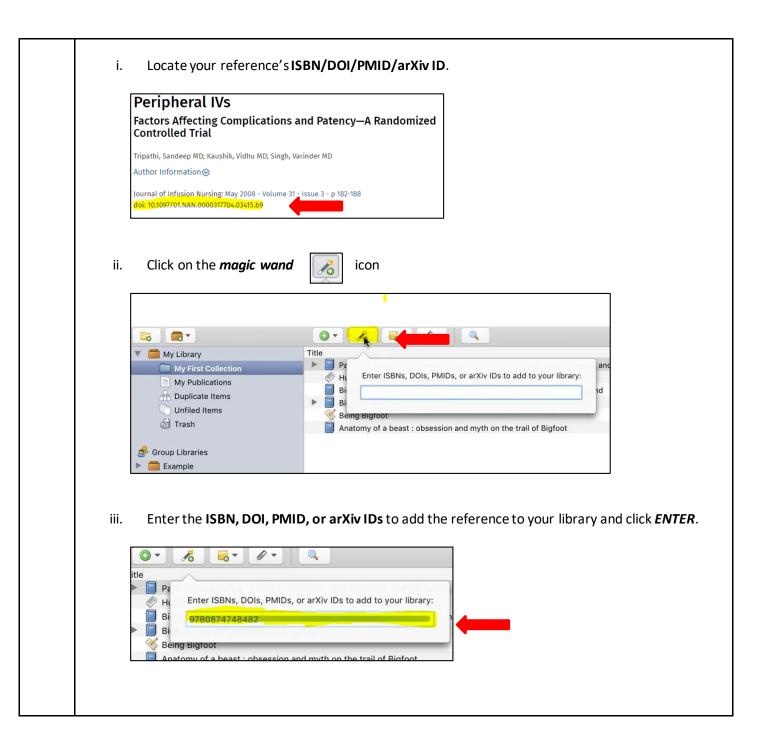
	CREATING YOUR LIBRARY COLLECTION AND SUBCOLLECTIONS
10.	Log into your <i>Zotero</i> account and open.
	OR Image: Constrained state
11.	To create a new Collection for your topic, click on the icon, enter name, then click OK .
12.	To create New Subcollections to organization references and citations, right-click your mouse on desired
	<i>Collection</i> . Choose <i>New Subcollection</i> , name, and click <i>OK</i> .
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	NOTE: Create a subcollection for citations and references prior to adding to the desired collection. This will allow you to keep your citations and references organized.

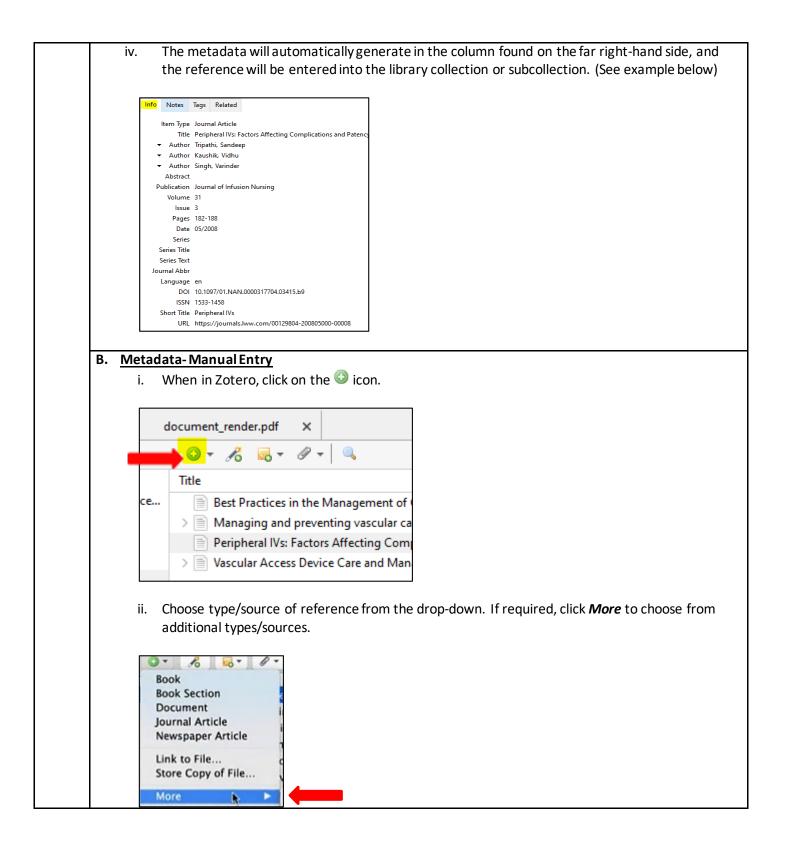






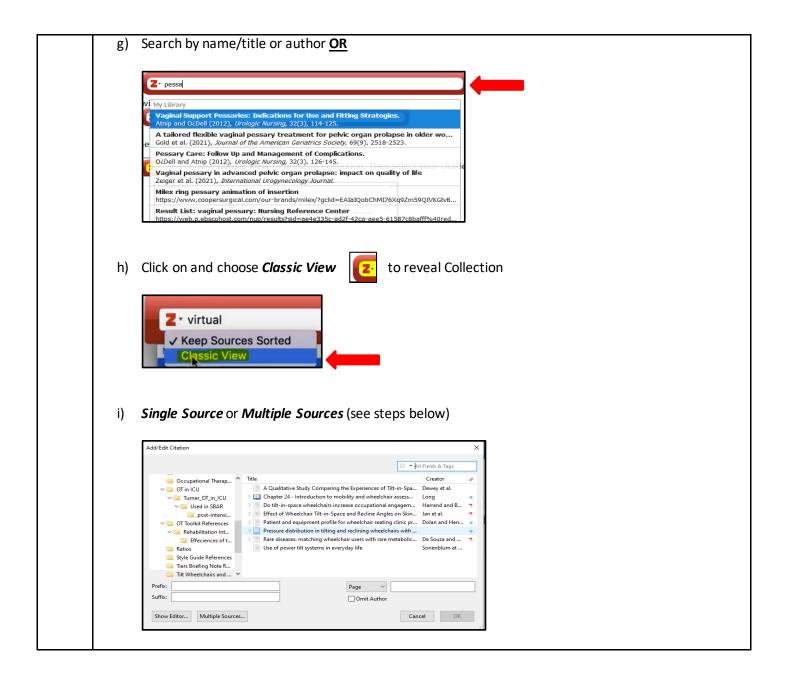
16.	When importing the RIS files sent by the SHA Library, first open Zotero.
17.	To import RIS files, click on <i>File</i> then choose <i>Import</i> . Select <i>A file (BibTeX, RIS, Zotero RDF, etc.)</i>
18.	Check box Import into new collection, then select OK. Import File Do you want to import the file "tandf_iohc20AxA_1.ris"? Import into new collection Cancel Use this RIS File: OT COVID.ris as a practice example
10	ADDING ITEMS/REFERENCES INTO ZOTERO USING IDENTIFIER OR METADATA
19.	A. <u>By Identifier</u>
	NOTE: This method requires you to know the reference's ISBN/DOI/PMID/arXiv IDs .



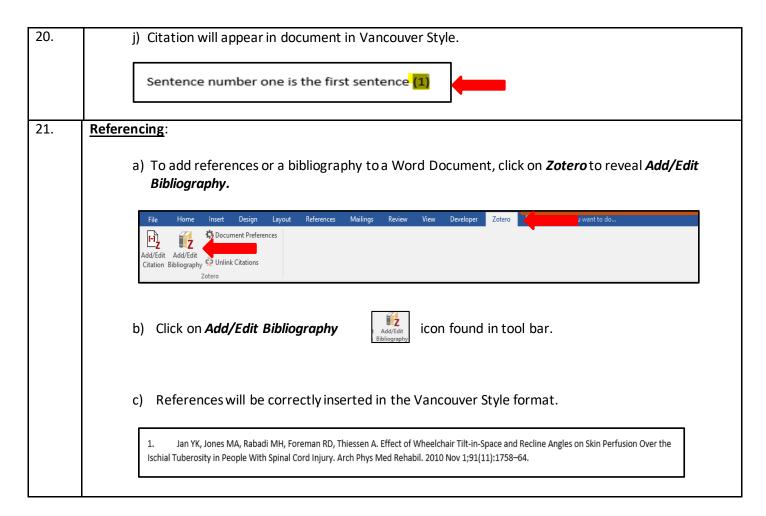


	iii. Enter the reference's bibliographic information into the area found in the far right-hand column.
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	Modern Language Association 9th edition
	Nature
	Vancouver
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	inserted into footnotes.
	The document must be saved as .doc or .docx.
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Supplies:

- Mouse
- Keyboard
- Internet access
- Desktop/Monitor

Additional resources:

- Vancouver Reference: Condensed Guide
- Zotero Tutorial- Attachments and Notes
- Zotero Support
- Zotero Frequently Asked Questions
- Zotero-Additional Tips and Tricks
- <u>library@saskhealthauthority.ca</u>