This screencast will cover how to add in-text citations and a bibliography to your document. Likely, much of your motivation for using Zotero is the ease with which you can automatically insert citations and create bibliographies. To make Zotero talk to your word processing software, you will have to have downloaded the correct word processing plugin. To review how to do this if you haven’t done it already, watch the Zotero Extensions screencast in the Getting Started section. You will know that the Zotero word processing plug-in has been added if when you are using a PC with Microsoft Word 2007 or newer you find these Zotero icons in the Add-Ins tab. If you are using a Mac, you will find the Zotero tools under the Word script menu.

To insert an in-text citation, click where you would like the citation to go, and then use the insert citation icon. First, choose your preferred citation style. Just a note – adding additional citation styles is covered in a later screencast in the advanced Zotero tutorial. Next, choose the appropriate item to cite your idea. Notice that you can add in page numbers or suppress the author, if your citation style requires it. Our in-text citation has now been added. Let’s practice adding in another citation with multiple authors. Again, click on the insert citation icon and this time click “multiple sources”. Choose each item that you want to use for this citation, then click the green arrow to add it to the citation.

Now let’s add our bibliography or references list. Start your bibliography below your text, then choose insert bibliography from the Zotero icons. The bibliography will be automatically generated in the citation style you earlier chose. As you add more in-text citations to your text, these will automatically be added to your bibliography.

To summarize, use the insert citation and insert bibliography icons to add new in-text citations and to create a bibliography. Editing citations, changing the citation style and adding in additional citation styles are covered in other screencasts in this tutorial.