This screencast will demonstrate how to edit citations and bibliographies using the Zotero plug-in tools. There are a number of different reasons that you may want to edit the in-text citations you have inserted. One reason may be that you have decided to use a different source to cite your idea. To make this type of change, click on the citation you want to change, then choose the Edit Citation icon, then select the new source that you want to cite this idea. If you want to simply add another source to this citation, choose “multiple sources” then use the green arrow to add additional sources to this citation. Your changes will now also be reflected in your bibliography.

If the type of edit you want to make is due to an error you have found in the citation, it is wisest to make this change in your Zotero library. This way the correction will remain in place for any future papers you may write that use these sources. Simply go to your Zotero library, and change the incorrect field. For example, I realized this citation was lacking the full page number range. I will add in the ending page number, and now I will go back to my Word document. To make my change go into effect, I will click the “refresh” icon. You can see that the bibliography has now been updated.

The most common reasons I am aware to make changes to a bibliography are to italicize scientific names and to insert sub or super scripts. Zotero citations are imported to your Zotero library in plain text. To make these types of changes in your bibliography, use the edit bibliography icon. Select the reference you would like to edit, then use the rich text editing tools to make your changes. You may also add additional references to your bibliography this way if you wish. The advantage to using the edit bibliography tool versus simply italicizing the text directly in the citation like this, is that if and when you use the Zotero refresh option, your edits will remain in place.

To summarize, to make additions or changes to the particular source you want to use for a citation, use the Edit Citation icon. To make corrections to a citation, make those changes in your Zotero library and then use the Refresh icon to see the changes go into effect in your Word document. To make stylistic changes to your bibliography, use the edit bibliography icon. Changing the citation style is covered in another screencast.