The Zotero program and browser connector must be downloaded and installed before these steps.

Applying In-text Citations and Creating a Bibliography in Word:

1. Open a blank Word document and check for the Zotero tab at the top. Write a sentence you want to provide citations for. Click on the Zotero tab in the Word document to reveal the Zotero command icons. Select “Add/Edit Citation.” A dialog box will appear asking you to choose a citation style (Don’t see a citation style you want to use? Click “Manage Styles.”)

2. After choosing a citation style, another dialog box will pop up (Note: it may pop up behind the window you have open!). You can start typing the title or author of what you wish to cite, or click the small drop-down arrow on the “Z” and choose “Classic View” to see your folder contents:
3. You can select “Multiple Sources” at the bottom to cite more than one reference. Click OK, and your in-text citations will appear at the cursor in your Word doc. Once the in-text citations are in place, you can click the “Add/Edit Bibliography” Zotero icon in Word, and Zotero will automatically add the references in your chosen citation style!

Teaching with Technology

Using technology in the classroom may lead to increased student success (Attard & Northcote, 2012; Viruru & Rackley, 2013).


*Note:* Databases and citation managers make the job a lot easier, but they are not perfect. Be sure to check the in-text citations and bibliography!