

# Manage document references and create a bibliography with Zotero

PhD module – A6  
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# Ice Breaker



<https://digistorm.app/p/4988087>

# What do you want today ?

Introduce yourself in a few words :

- Your discipline / subject
- your bibliographical needs

# Plan

- Role of a bibliography
- Why Zotero?
- Using Zotero
  - ✓ Getting stuff into your library
  - ✓ Organizing your library
  - ✓ Taking notes
  - ✓ Generating bibliographies and citation
  - ✓ Backup

# A bibliography... why?

- To Rely on the authority of the cited researchers
- To demonstrate scientific rigour
- To show intellectual honesty
- To build on previous research
- To allow the corrector to identify the sources used
- To Avoid plagiarism
- To cite all sources



# The bibliography is governed by a standard



- ISO 960 International Standard
- 3 types of format and from them, different styles
- Bibliographic formats and styles have been adapted since this standard.

# 3 main bibliographic formats

- name and date
- numeric format
- running notes format
- Mettre en vrac des noms (APA, MLA, Chicago, tapuscrit,
- Wich one do you recognize

# The name and date (eg APA)

The name of the author and the date (Rondeau, 2019) are found in the body of the text, and the bibliography is presented in alphabetical order by author (Chartier et al., 2007).

## **Bibliographie**

Chartier, J.-P., Pardinielli, J.-L., & Barthélémy, S., Collab. (2007).

*Psychologie : Commencez avec les meilleurs professeurs*. Eyrolles.

Rondeau, E.-L. (2019). Activités en pédagogie universitaire adressées aux bibliothécaires-formateurs québécois. *Partnership: The Canadian Journal of Library and Information*, 14(1).

# The running notes (eg Chicago 1/2)

In the running notes, I find the number of the note in the text<sup>1</sup> and a footnote at the end of the page, chapter or book. The bibliography is presented in alphabetical order by author<sup>2</sup>.

<sup>1</sup> Rondeau, « Activités en pédagogie universitaire adressées aux bibliothécaires-formateurs québécois ».

<sup>2</sup> Chartier, Pedinielli, et Barthélémy, *Psychologie [Texte imprimé]*.

# The running notes (eg Chicago 2/2)

## **Bibliographie**

Chartier, Jean-Pierre, Jean-Louis Pardinielli, et Sophie Barthélémy Collab. *Psychologie : commencez avec les meilleurs professeurs*. Mention. Paris: Eyrolles, 2007.

Rondeau, Eve-Lyne. « Activités en pédagogie universitaire adressées aux bibliothécaires-formateurs québécois ». *Partnership: The Canadian Journal of Library and Information* 14, n° 1 (25 juillet 2019).

# Numeric (eg ACS)

In the text, there is only a number<sup>1</sup>. The bibliography is presented in numerical order<sup>2</sup> according to the order of appearance of the references.

## **Bibliographie**

- (1) Rondeau, E.-L. Activités en pédagogie universitaire adressées aux bibliothécaires-formateurs québécois. *Partnersh. Can. J. Libr. Inf.* 2019, 14 (1).
- (2) Chartier, J.-P.; Pardinielli, J.-L.; Barthélémy, S., Collab. *Psychologie : Commencez Avec Les Meilleurs Professeurs*; Mention; Eyrolles: Paris, 2007.

# Bibliographic styles

- 3 formats are used as the basis for styles and adapted by scientific publishers.
- Thousands of different styles are available and very easily editable in Zotero

# Whatever style you choose:

- Homogeneity
- Completeness
- Honesty

**zotero** can help us to respect these different points.

# Why Zotero?

- Bibliographic reference management software
- Free
- Open source
- Well documented
- Updated, evolves with user feedback



# Zotero Installation check

- Version 8 (available since January 26)
- Installation procedure
- Connectors
- IT support
- Who is already using Zotero? What needs? Hardship



# Zotero makes it possible to...

- collect
- manage: any tips ? 
- annotate
- quote
- share bibliographic references.



# Zotero: Collecting References

- Via the browser connector



- Via the magic wand

- Via a pdf file already saved



- Create a reference manually (cf Rational bibliographic)



# Reading a reference list: different types of documents?

- Understand how a bibliographic reference works
- Be attentive to the moment of recovery
- You must correct mistakes as you go

Shall we test ourselves?

# Zotero: organize your references

- Create collections and sub-collections
- Move, delete references (from your collection / your library)
- Search for references into your collection
- Remove duplicates
- Annotate your references / Use markers
- Retracted items

# Zotero: organize your references

Add keywords (tags, markers)

Duplicate items

-  Mes publications
-  Doublons
-  Non classés
-  Corbeille
-  Bibliothèques de groupe

**Mathématiques spéciales: programme du 21 janvier 1963** 

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 5 marqueurs + ^ 

-  Algèbre -- Étude et enseignement (supérieur) 
-  Algèbre -- Problèmes et exercices 
-  Analyse mathématique -- Étude et enseignement (supérieur) 
-  Analyse mathématique -- Problèmes et exercices 
-  Mathématiques -- Manuels d'enseignement secondaire (Deuxièm...

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 0 connexes + v 

# Zotero: find your references

The image shows a screenshot of the Zotero application interface. At the top, there is a search bar with a magnifying glass icon and the text 'Champs & Marqueurs'. Below this, there are several tabs: 'Créateur', 'Info', and 'La mo'. A dialog box titled 'Recherche avancée' is open, showing search options. The dialog box has a title bar with a close button. Inside, it says 'Rechercher dans la bibliothèque : Ma bibliothèque'. Below that, it says 'Correspond à toutes les condition(s) suivante(s) :'. There is a search field with 'Titre' selected and 'contient' as the operator. Below the search field, there are three checkboxes: 'Rechercher dans les sous-collections', 'Ne montrer que les documents de niveau supérieur', and 'Inclure les documents parents et enfants correspondants'. At the bottom of the dialog box, there are three buttons: 'Rechercher', 'Effacer', and 'Enregistrer la recherche'. Below the dialog box, there is a table with columns for 'Titre', 'Créateur', 'Année', and a paperclip icon.

institutionnalis ✕

Champs & Marqueurs

La mo

Créateur

Info

Recherche avancée

Rechercher dans la bibliothèque : Ma bibliothèque

Correspond à toutes les condition(s) suivante(s) :

Titre contient

Rechercher dans les sous-collections  Ne montrer que les documents de niveau supérieur

Inclure les documents parents et enfants correspondants

Rechercher Effacer Enregistrer la recherche

Titre Créateur Année

# Zotero: the PDF reader

- Actively read pdfs
- Highlighting/underlining a passage (different colours)
- Select an image, a graph...
- Add a descriptive note
- Draw or write in PDF
- Retrieve your notes
- Use your notes when writing your thesis

# Zotero: Creating a Bibliography

- Create a bibliography: static or dynamic ?
  
- In your manuscript :
  - add references
  
  - At the end of the writing, click "Add a bibliography"
  
  - Change your style, according to your needs.

# "Zotero and AI"

- Citing AI when using it is proof of your scientific integrity
- However, these guidelines are vague, sometimes non-existent
- As of May 2023, only the APA, Chicago, and MLA styles have published guidelines for citing generative AI.
- Without specific guidelines, the software citation mode can be used

# IA at APA Style

**Quote in the text: (Author/creator of the AI model, year of version used)**

(OpenAI, 2024)

**Zotero : use the document type « presentation »**

**In the final bibliography: Author/creator of the AI model. (Year the prompt was generated). Model Name (Model Version Date) [Model Type or Description]. The web address of the template.**

OpenAI. (2024). Chatgpt 3.5 (february version 2024) [Large Model Language]. <https://chat.openai.com/>



Type de document	Présentation
Titre	Chatgpt version 3.5 (version de février 2024)
▼ Présentateur	OpenAI <span>📄</span> <span>⊖</span> <span>⊕</span>
Résumé	
Type	Large Model Language
Date	2024 <span>y</span>
Lieu	
Intitulé de la réunion	
URL	<a href="https://chat.openai.com/">https://chat.openai.com/</a>
Consulté le	26/02/2024
Langue	
Titre abrégé	
Autorisations	
Extra	

# IA at Chicago Style

**Footnote : Author, prompt description, date text was generated, publisher. (Omit prompt if you describe it in your text)**

ChatGPT 3.5, generation to "Explain how to make pizza dough from common household ingredients", OpenAI, February, 26th 2024

**Citation in text (author-date): Author/creator of the AI model, year of version used**

(ChatGPT 3.5, February 26th, 2024)



**But not in Bibliography!**

« But don't cite ChatGPT in a bibliography or reference list unless you provide a publicly available link [...] To sum things up, you must credit ChatGPT when you reproduce its words within your own work, but unless you include a publicly available URL (...) not in a bibliography or reference list. »

# IA : Some tips

Check the best practice expected by the person who will evaluate your work:

- For your thesis -> Your thesis supervisor
- For a publication -> The publisher's instructions for authors.

When writing, check for any changes to the standard you are using.

## No instructions?

- **Keep your prompts as bibliographic references:** name and version of the template, prompt or description of the prompt, date of generation, author/creator of the AI template, web address of the template.
- **Indicate in your work the uses of generative AI:** where, for what... in the body of your text, in parenthesis or in a footnote.
- **You will be able to reuse the information you have stored.**

# Citing AI



Midjourney V5's response to Eliot Higgins 's prompt «Making pictures of Trump getting arrested while waiting for Trump's arrest.» , Midjourney, 20 mars 2023

« **I acknowledge the use of ChatGPT** (<https://chat.openai.com/>) to **provide a background summary** of the essay topic that I used to inform my basic level of understanding. I also generated a **list of synonyms** to help me **expand my search** and suggest some key articles on the topic, which were searched for in Library Search. »

<https://www.ncl.ac.uk/academic-skills-kit/good-academic-practice/artificial-intelligence/acknowledging/>

# Your account at zotero.org

## Syncing

- Get your work available online or on any computer
- create a group and display a collaborative library

By default, Zotero merge your local and online library: any changes you makes will be applied to the other !

See 'Settings':

- Zotero syncing has two parts: data syncing and file syncing."

# Protocole WebDAV

- An alternative to syncing files using Zotero's storage is to use a Webdav protocol !

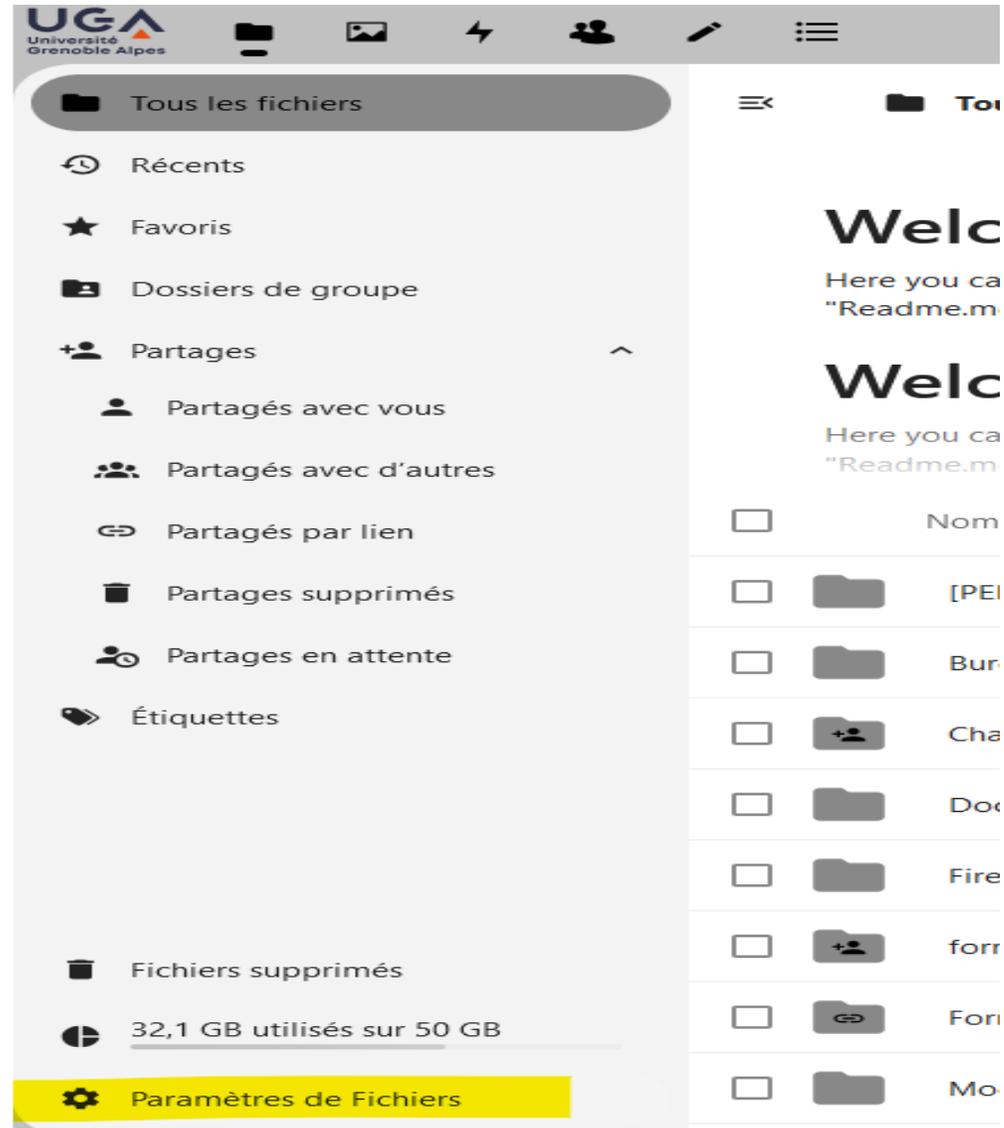
- **Research institution provide WebDAV storage.**

`/zotero' part at the end of the WebDAV URL is added automatically by Zotero and should not be included when entering the WebDAV URL into Zotero preferences.

1/ Webdav link  
from UGA

(from the cloud)

→ File parameters

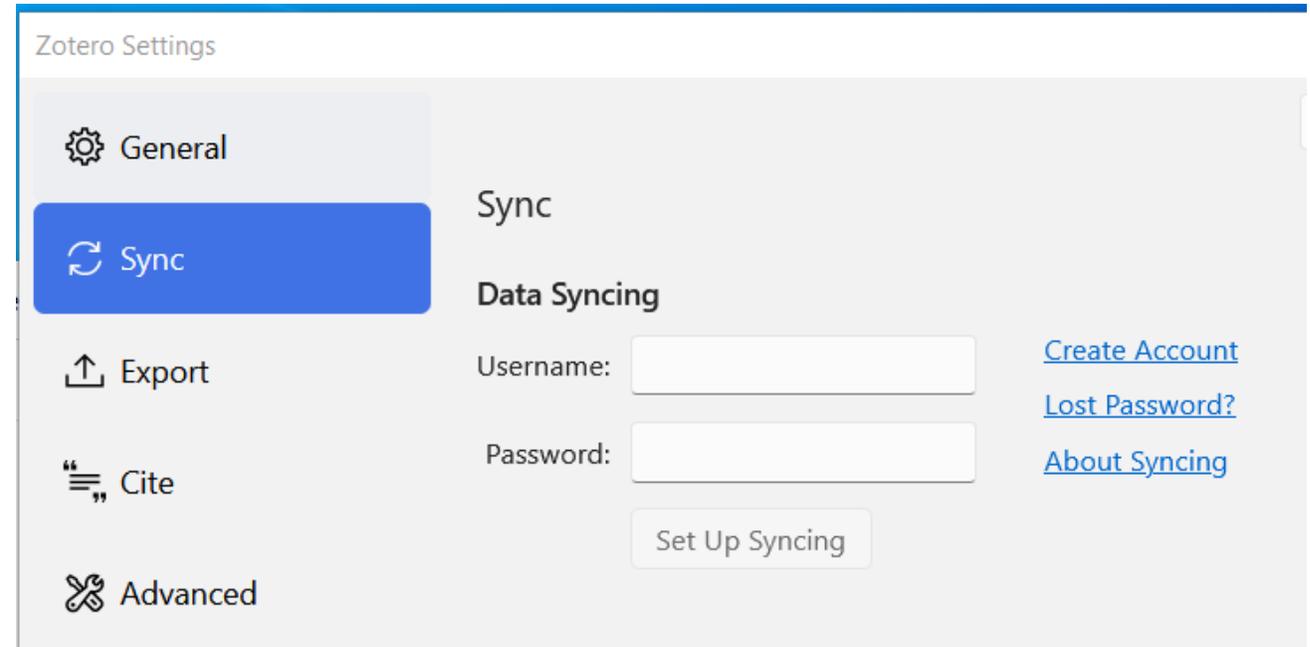


## 2/SYNCING

Select webdav, Insert the cloud link, Use your agalan ID and password, Test the connexion.

Sometimes you need to create first a folder named ZOTERO

**You can save the PDF files to the cloud.**



Zotero Settings

- General
- Sync**
- Export
- Cite
- Advanced

Sync

Data Syncing

Username:

Password:

[Create Account](#)

[Lost Password?](#)

[About Syncing](#)

Set Up Syncing

# Any questions ?

## Recommandations:

- Verify the quality of the references (to correct)
- Think about backup !

## Workshop at the library

- <https://bibliotheques.univ-grenoble-alpes.fr/se-former/les-ateliers-de-la-bu/zotero-459444.kjsp?RH=15497069675>

## Tutorials

- <https://library-guides.ucl.ac.uk/zotero>
- <https://guides.lib.berkeley.edu/c.php?g=4472&p=15929>
- <https://eformation.univ-grenoble-alpes.fr/course/section.php?id=2358780>