

- Zotero is a **free software for managing bibliographic references**
- It allows you to **import** references and automatically generate **citations** and **bibliographies** to insert into your documents
- Zotero facilitates **group work** through **reference sharing**

Install Zotero on your laptop : <https://www.zotero.org/>

Download



Install Zotero **AND** the connector linked to your browser

Zotero does not work with Safari

- ✓ Zotero is functional on your computer  
It is integrated into Word or LibreOffice

Activate an **online account** to enable **group work** (optional)

1. Create an account :  
<https://www.zotero.org/>

Log In

→ Register for a free account

From your online account

2.

Groups

[Create a New Group](#)

From the created group

3.

[Group Settings](#)

[Members Settings](#)

[Send More Invitations](#)



Add group members' email addresses to share the folder

- ✓ The folder has been shared  
Each member of the group can add to, correct or annotate the references

If you have a doubt,  
ask any question to the Library team : [doc@mines-albi.fr](mailto:doc@mines-albi.fr)

Visit the website : <https://doc.imt-mines-albi.fr/fr>

On MIN : IST



[Consult the online documentation](#)



IMT Mines Albi Library - 2024

- Zotero allows you to **store and classify bibliographic references**

## Collect references

### Automatic collection

- Search for a reference online
- Click on the Zotero icon in the browser toolbar
- Press the enter key

Each type of document has its icon



### Manual collection

From the Zotero toolbar

Manual entry

OR

Entry by identifier (e.g. DOI)

Open Zotero on your computer



The references are stored in Zotero

## Classify and complete the references

The screenshot shows the Zotero application window. On the left, the library tree displays 'Ma bibliothèque' with several folders like '1Formations', 'AtelierWord', 'EMI', 'Veille doc', and 'Zotero'. A folder named 'Acquisitions semaine diversité' is highlighted. In the center, a list of references is shown with titles like 'Au-delà de la gestion des r...', '100 fiches pour organiser sa...', 'Guide rapide - Documentati...', and 'Zotero gérer les\_références...'. On the right, a detailed view of a reference is open, showing fields for 'Titre', 'Auteur', 'Résumé', 'Titre du site Web', and 'Type de site Web'. An orange arrow points to the 'Type de document' field with the text 'Je vérifie/modifie le type de doc'. Another orange arrow points to the 'Auteur' field with the text 'Fill them in'. A callout box on the right says 'Check bibliographic information. Here, the author's first and last name are missing.' A large orange arrow points from the 'Create the «Zotero» folder via' text at the bottom left to the 'Acquisitions...' folder in the library tree.

1 Create the «Zotero» folder via

2 Drag the references into the Zotero folder

3 Je vérifie/modifie le type de doc

Check bibliographic information.  
Here, the author's first and last name are missing.

Fill them in

The references are complete and classified

If you have a doubt,  
ask any question to the Library team : [doc@mines-albi.fr](mailto:doc@mines-albi.fr)

Visit the website : <https://doc.imt-mines-albi.fr/fr>

On MIN : IST



[Consult the online documentation](#)



Zotero allows you to generate citations and bibliography in a document

## Insert citations in a document



Include citations to cite sources for graphs, images, figures, ideas, quotes (phrases within « »)

From the Zotero tab

1. Place the cursor at the desired location for the citation

2. Add/Edit citation

3. After typing a few letters, choose the right reference

Is the document complete ?

Click on *Add/Edit Bibliography* in the Zotero tab to generate the bibliography  
(Or else from Zotero, see below)

## Edit a bibliography from Zotero

1. Select the references in Zotero

3. Configure the bibliography

2. Right click on « Create a bibliography »

Créer une citation/bibliographie

Style de citation :

- American Psychological Association (APA) 7th edition
- American Sociological Association (ASA) 6th/7th edition
- Chicago Manual of Style 17th edition (author-date)
- Chicago Manual of Style 17th edition (full note)
- Chicago Manual of Style 17th edition (note)
- Cite Them Right 12th edition - Harvard
- Elsevier - Harvard (with titles)
- IEEE

Langue : Français (France)

Mode de création :

- Notes
- Bibliographie

Méthode de création :

- Enregistrer au format RTF
- Enregistrer au format HTML
- Copier dans le presse-papiers
- Imprimer

The bibliography has been copied, you just need to paste it into a document.

If you have a doubt, ask any question to the Library team : [doc@mines-albi.fr](mailto:doc@mines-albi.fr)  
Visit the website : <https://doc.imt-mines-albi.fr/fr>



[Consult the online documentation](#)

