



In-text citations and bibliography

The word processor plugin you need for in-text citations will install automatically when you download Zotero and start the app.

Let's see an example for APA 7a style.

Select the style by clicking Document Preferences; if you have selected it previously, it will be marked. You may select a different style from the list or click Preferences>Styles and Get Additional Styles to access other citation styles.

To insert a citation, move the cursor to where it needs to go and click *Add/Edit Citation*. The Zotero search will display for you to enter the author or document title you want to cite. Click Intro to insert the citation in the text in the style you set.

Instead of entering a term in the search box, you may also look for a document in the library. To open the library, select *Classic View* in the dropdown menu of the search box.

Then, select the reference you want to include in the text and click OK.

You can edit a citation to add a page number for a literal quote by clicking on it. In the dropdown, enter the page or pages in the relevant box.

You may also omit the author name if you include it in the text. To do this, click on the citation and in the dropdown, select the 'Supress Author' box. The author name then disappears from the brackets.

At the end of your assignment, generate the list of bibliographic references from the cited documents by clicking Add/Edit Bibliography.

This ends the video series on Zotero. Please bear in mind the library website has a user guide with further information and FAQs on how the reference manager programme works.