

Adding references and documents

One of the easiest ways to add documents to your personal library is by dragging and dropping a .pdf you have stored or downloaded in your computer.

When you enter any document or reference in Zotero, it will detect the metadata, i.e. the information in the following fields: title, author, year of publication, etc. This information is not always complete or correct, so you must review it when adding the reference. If the reference data in Zotero are incomplete or incorrect, they will appear as such in the citations and bibliography for your assignments.

Therefore, make sure you check:

1. Zotero correctly identifies the document type you are adding, since fields vary depending on whether it is an article, book or chapter
2. The metadata are correct: the book or journal title contains no mistakes, the author names are correct and in the right order, the year of publication is included, etc.

Another way to add references is through *Zotero Connector*, which you installed by following the instructions in the first video.

Let's look at an example from a search in ScienceDirect. The Zotero extension changes format depending on the search type you do. Where Zotero detects a list of documents, the icon in the extension is a folder. If you click on this folder, a new window displays to select the references from the list you want to export to Zotero.

If you only select one document, whether this be a book or journal article, the icon displays as this document type. By clicking on the extension, a new screen displays for you to decide on where to save the reference in your library. You may also drag and drop a .pdf if it is accessible in the resource you have used.

Finally, the reference is automatically added to your personal library. Remember to check the metadata!

These are just two ways to populate the database. If you would like more information, please see the Zotero user guide on the library website. The next video looks at how to organise references you add to your personal library.