

This practical is about using Zotero for bibliographies and referencing in Microsoft Word. First, you may want to have a quick look through http://www.zotero.org/support/quick_start_guide to see all the feature of Zotero and how its GUI looks like.

Open the Firefox browser and to simplify things answer yes if asked whether to make Firefox your default browser. If the Zotero toolbar does not appear at the bottom of the Firefox window, click on this URL: <http://download.zotero.org/extension/zotero-3.0.8.xpi>. Wait 5 seconds and select Install Now. After the plugin is installed, click “Restart Firefox now” button. Next, click on the following link to install Microsoft Word plugin for Zotero: <http://download.zotero.org/integration/Zotero-WinWord-Plugin-3.1.8.xpi>. Restart Firefox again.

Now everything should be already in place for you to store references using Zotero and cite them in your MS Word documents. First, let us add to our library the first volume of the Art of Computer Programming book by D. Knuth. Follow this link:

<http://www.amazon.com/Art-Computer-Programming-Volume-Fundamental/dp/0201896834/>.

You should be able to see a small blue book icon on the right hand side inside the address bar of your Firefox window. (If you hover over it, a small box should appear with the text “Save to Zotero”.) Once you click that icon, Zotero will automatically save this book to your library. Next, let us add a Wikipedia article about Turing machine to our library. Go to http://en.wikipedia.org/wiki/Turing_machine. An icon that looks like like an open book should appear in the address bar. Click it and a link to the exact version of the Wikipedia page you are looking at (including its date stamp) will be saved in your library together with a snapshot of that webpage. Next, let us add a journal article “A theory of timed automata” by R. Alur and D. Dill to our library. Go to <http://www.sciencedirect.com/science/article/pii/S0304397594900108>, and click on the small icon that looks like a page from a document in the address bar. Not only Zotero saved a reference to this article, but also its full PDF source. One can also save multiple references at once. If you go to <http://scholar.google.co.uk/scholar?q=computer+networks>, and click on the yellow folder icon in the address bar you will see a selection window where you can save to your library any of the documents listed on that webpage. Tick at least two boxes next to documents on that list and click OK. All of these selected publications will be saved at once.

To see the contents of your library so far, click on the Zotero logo at the very bottom of the Firefox window. You should be able to see all the documents that you have added so far and if you select any of them, its bibliographic information will appear on the right hand side. You can create new folders by clicking on the yellow folder with a green plus sign icon in the top left corner of the zotero tab. You can easily organise your library by drag-and-dropping the documents listed in the center into folders on the left hand side. To see your whole library not just one folder, click My Library on the left hand side.

We can finally try to use Zotero in MS Word. Download the following MS Word file and open it in MS Word <https://cgi.csc.liv.ac.uk/~dominik/teaching/comp516/misc/ZoteroTest.docx>. There are four gaps (..) in the text that need to be filled together with a suitable citations to the publications in your library. Notice that not only a citation is required, but also some text needs to be added to make the sentence correct. (Check Lecture 8, where it was explained how to reference properly.) In the next step, you will be asked which reference style to use form the default list; choose the American

¹ This document can be found at

<http://cgi.csc.liv.ac.uk/~dominik/teaching/comp516/practicals/practical2.pdf>

Psychological Association 6th Edition style. It is a good full author-year citation style (e.g. (Knuth, 2011, p. 123) or (Turing machine, 2012)), which allows you to reference particular page numbers within a source. Now, place the cursor in the correct position and click Add Citation from the Add-Ins menu. Start typing the name of the document you wish to cite in the box and select the right one once it appears on the list. If you like to select the document by browsing your whole library, click on the Z logo button and select Classic View. For the “Art of programming” citation, we would like to specify page number 123. To do so, once you find the correct document, press enter and click on the document name which will appear on the list. A text field for specifying page number should appear. For our computer networks references, we would like to cite more than one document. In order to do that, just type the name of the first reference, press enter, type the second one, press enter, . . . , and finally press enter without typing anything else to finish the list of references. We have added the references, but the bibliography is still missing. Place the cursor in the **Bibliography** section and press the Add bibliography from the Add-Ins menu. The bibliography will be automatically generated. If you change anything in your library (e.g. you corrected a spelling error), you will need to press the Refresh button in the Add-Ins menu for the bibliography section to be updated.

This suffice to use Zotero on a single computer. In order to have your library synchronised across many, you will need a Zotero account. Go to <https://www.zotero.org/user/register/> and create one. Once your account is activated, select from the Firefox menu bar Tools → Add-ons → Extensions and click Preferences next to Zotero plugin. Select the Sync menu and enter your Zotero username and password. From now on, your library will be stored online. If you repeat this process on your laptop or computer at home, your library will be automatically updated to the one stored for you online.

This concludes the Zotero section of the practical. Now, you can discuss the topic for your presentation/essay, if you didn’t have a chance to do so last week. If you still do not have an idea for a topic, go to <https://cgi.csc.liv.ac.uk/~dominik/teaching/comp516/topics.html> and pick one that interests you. If you have already discussed your topic, type it into <http://scholar.google.co.uk/> and check whether that returns any interesting references. If so, add them to your Zotero library. If you found an interesting article, try to check what publications cite it by clicking on “Cited by . . .” and see whether there are also relevant to your research topic. Finally, you can now submit your topic using VITAL. Select the Essay Topic assessment for COMP516, where you will be asked to provide the title of your essay, a short abstract (max 500 characters), and between two and five keywords describing it. More details can be found at <https://cgi.csc.liv.ac.uk/~dominik/teaching/comp516/submit.html>.