

References in MS Word with Zotero

A way to write a paper having collaborators

Table of Contents:

- Notation
- Instructions for an author NOT responsible for references
- Instructions for an author responsible for Zotero references
- Details on using Zotero “Step by Step”:
 - = Install Zotero
 - = Make the synchronization
 - = Create a new Zotero “Group folder”
 - = Fill into the “GroupFolder” your references
 - = Install Zotero Word plugin
 - = Set the Citation Style “Nature Journal”
 - = Use of MSWord Zotero
 - = Make a bibliography list
 - = Upload reference style from the Zotero database
 - = Change the bibliography style

- Notation:

If you are going to write a paper in MS Work with several collaborators then follow the instructions below. Between co-author it should be decided beforehand: who is “an author responsible for Zotero references” (must be only one person) and who is “an author NOT responsible for references”.

- Instructions for an author NOT responsible for references

A collaborator, which is not responsible for references, receives a manuscript which is free of any Zotero code (there is pure text).

- = Modifying a text ALWAYS use the “Track Changes” Mode
- = Any references must places right inside the text, and must be a simple text (having full reference information: Authors, title of article etc. : because it saves ENORMOUS time for another person searching for the article!).
- = Do not use MS Word’s “End Notes” for references.

Upon completing making changes in the manuscript, ALWAYS send this to a person responsible for Zotero references formatting (usually, the first author of

the manuscript). He will look through and incorporate your corrections into his version of the text.

- Instructions for an author responsible for Zotero references

1. = Install Zotero on the machine with MS Word you want to use
2. = Make the synchronization with the Zotero server possible.
3. = Create a new Zotero “Group folder” with the name “Paper_<ShortName>_<MonthYear>”, (e.g. Paper_SaltingOutNMP_Feb2011)
4. = Fill into the “GroupFolder” your references
5. = Install Zotero Word plugin
6. = Set the Citation Style “Nature Journal” (ALWAYS work with this style since it is by default present in each Zotero installation).
7. = With the help of MSWord Zotero plugin incorporate references or multi references into the text. (MAKE SURE to put the references from the “GroupFolder” you created!!!, not from another one).
8. = Make a bibliography list “Zotero Insert Bibliography” where you want in the text
9. = Save the text

You may after all add new reference into “GroupFolder” you’ve created for this article, incorporate the new references and press “Zotero Refresh”: the order of references will be automatically changed.

When the document is ready to be put into a journal template:

10. = Upload an a required reference style from the Zotero database
11. = Change the bibliography style to required one

IF you intend to work on the same document but on another machine:

12. = Synchronize your Zotero database on the computer you started to work with references with the Zotero server.
13. = Repeat the steps 1 , 5 , 2 (installation of Zotero) on the new machine
14. = Do the synchronization with the Zotero server
15. = Open the document and work with it !

Sending the document to “an author NOT responsible for references”

16. = Save your document as <name>_NoZotero.doc.
17. = Kill the Zotero code and save
18. = Send it to a collaborator.

19. = Upon receiving the file with corrections done in a “Track Changes” mode, look through them and make the corresponding corrections in your version of the text with working Zotero code.

1. = Install Zotero on the machine with MS Word you want to use

What is Zotero?

Zotero is a reference manager plugin to Firefox browser. It contains Zotero as a database and plugins to work with MS Word, OO Writer.

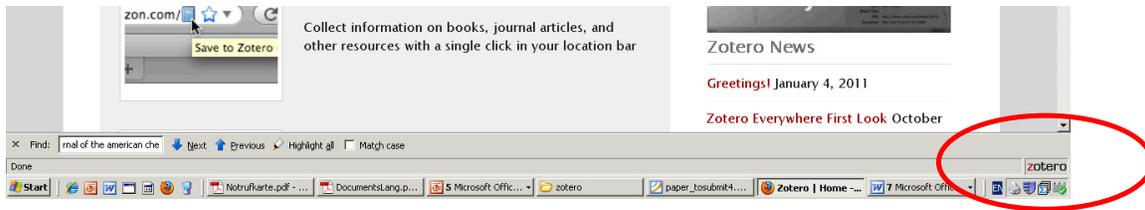
Installation of Zotero

Installation of Zotero does not require administrator rights! You go to webpage <http://www.zotero.org/>

The image shows a screenshot of the Zotero website homepage as viewed in a Mozilla Firefox browser. The browser's address bar shows the URL 'http://www.zotero.org/'. The website features the Zotero logo at the top left, with the tagline 'Research, not re-search'. Navigation tabs include 'Home', 'Groups', 'People', 'Support', and 'Get Involved'. A prominent red 'download' button is visible, with the text 'Latest version: 2.0.9' below it. To the right of the download button, there are links for 'Download word processor plugins for 2.0' and 'New: Try Zotero 2.1 Beta'. Below the download button, there is a section titled 'Collect Everything' with a sub-section 'Capture Research Data' that includes a small image of a browser's address bar with a 'Save to Zotero' button. On the right side of the page, there is a 'Play Video' button and a 'Zotero News' section with the text 'Greetings! January 4, 2011' and 'Zotero Everywhere First Look October'. The browser's taskbar at the bottom shows several open applications, including Microsoft Office Word and Zotero.

And press red Download button, to download the latest stable release.

Now the Zotero label should appear on you Firefox browser on the right down corner (you may click on it to open Zotero):



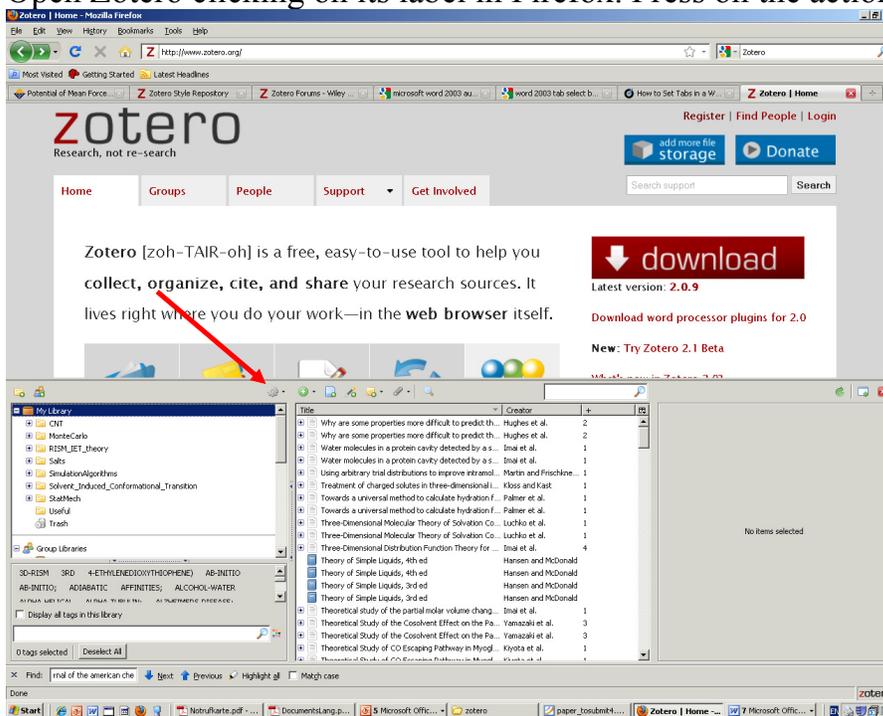
2. = Make the synchronization with the Zotero server possible.

To use the online server of Zotero one has to register on the Zotero site. It is easy! The online server means that you can synchronize you local Zotero database with the on-line server. So the data is stored online and you have the same database for all your computers.

<https://www.zotero.org/user/register/>

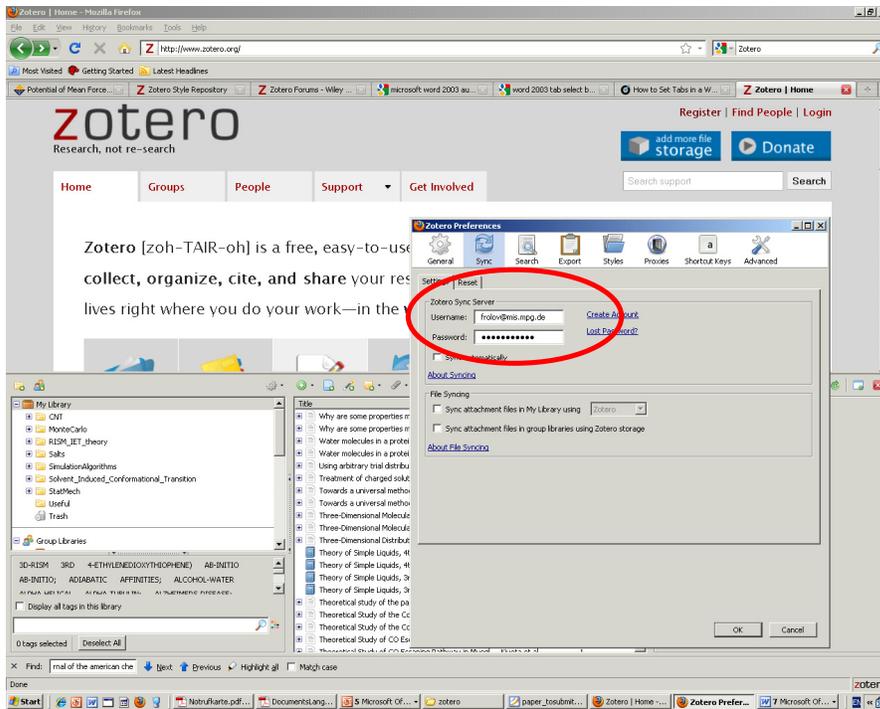
Set up Zotero

Open Zotero clicking on its label in Firefox. Press on the actions button:



Choose: Preferences,
Chouse: Sync

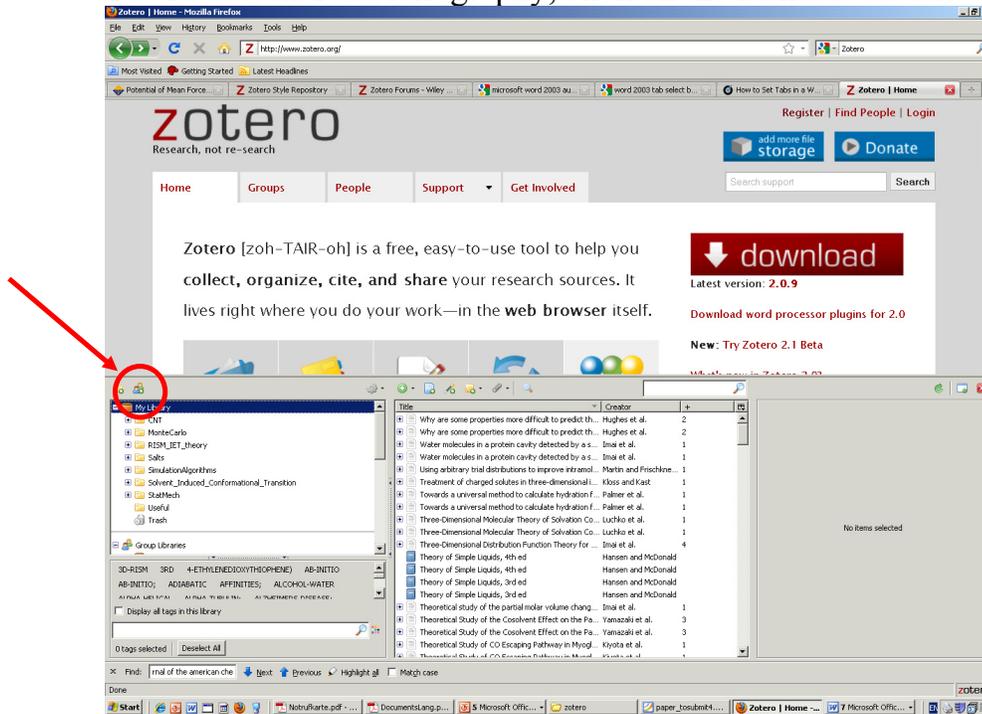
Fill in your password and username.



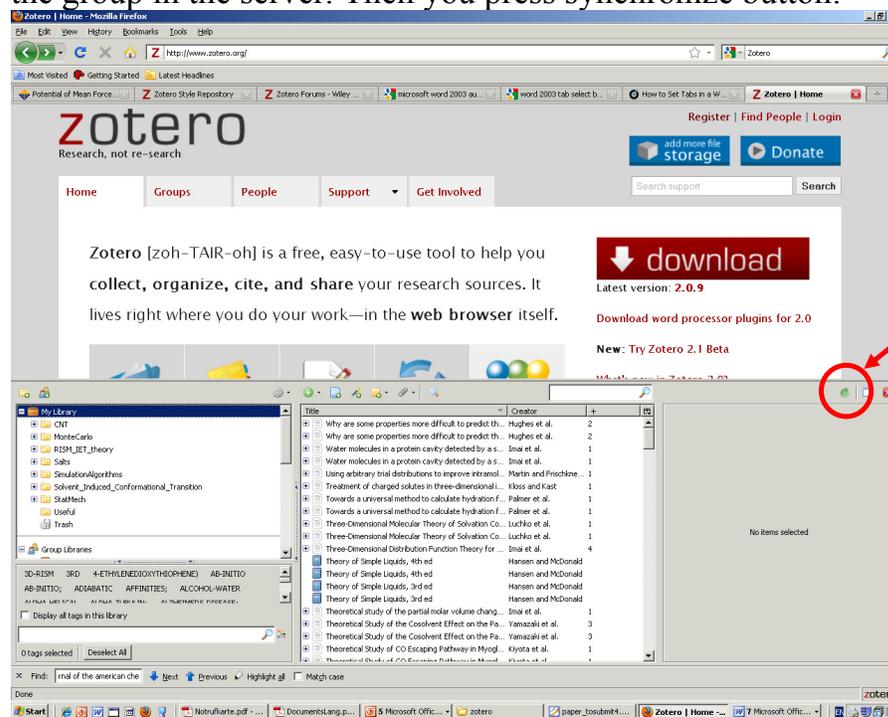
Now you are able to synchronize your local Zotero database with the server.

3. = Create a new Zotero “Group folder” with the name

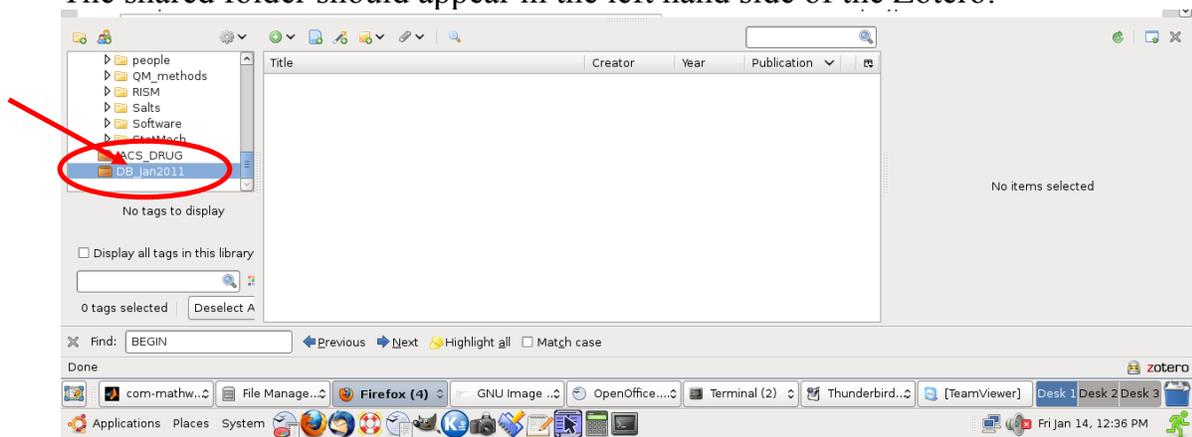
To create a shared bibliography, click on the icon:



In the Firefox window you will be able to fill in the Group name. That will store the group in the server. Then you press synchronize button:



The shared folder should appear in the left hand side of the Zotero:

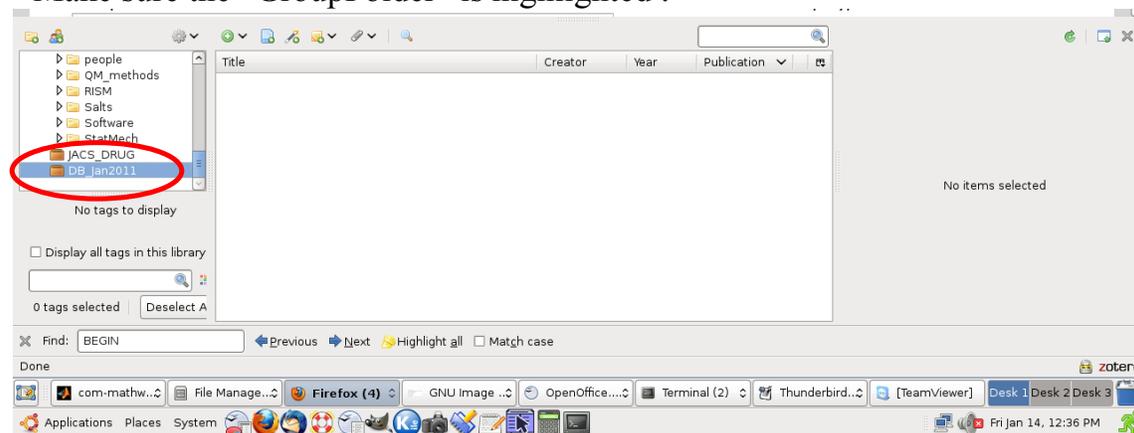


4. = Fill into the “GroupFolder” your references

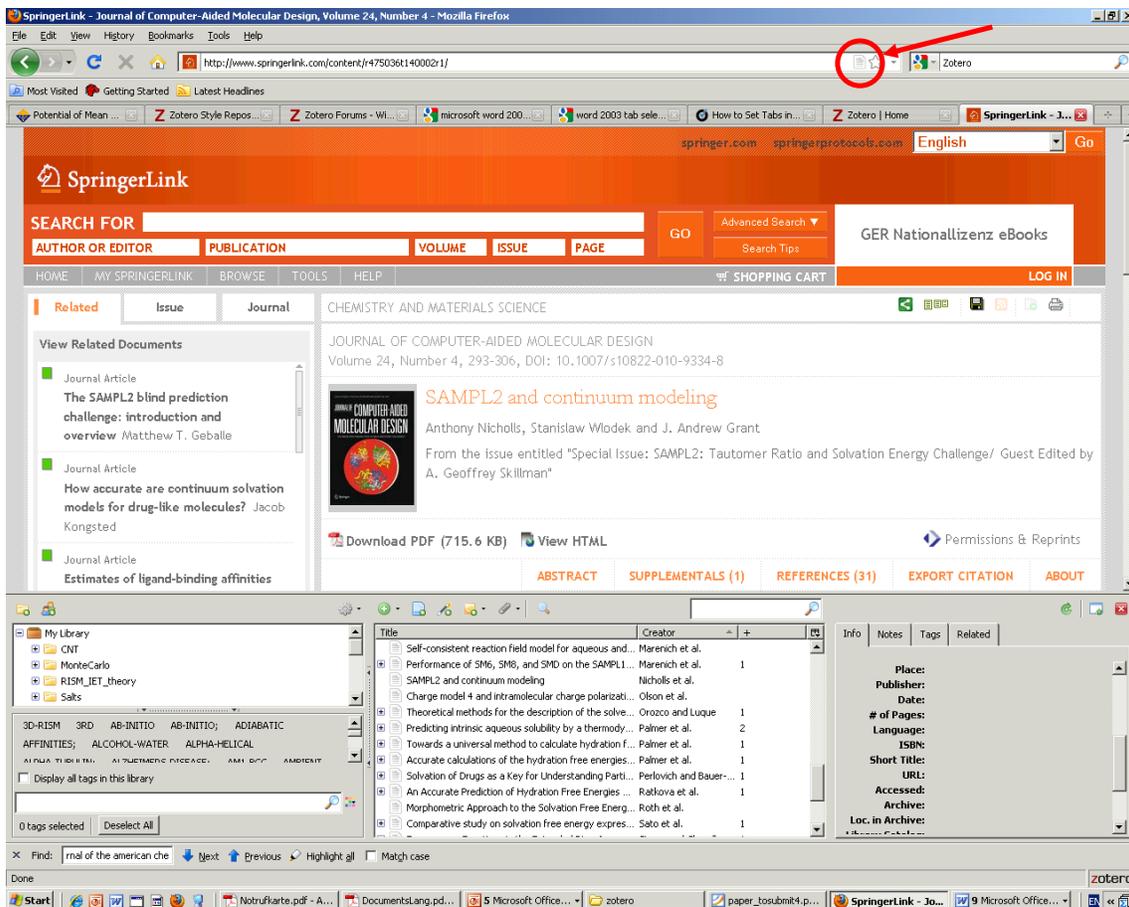
Creating database in shared folder. There are two ways:

1) Grep the references from the browser

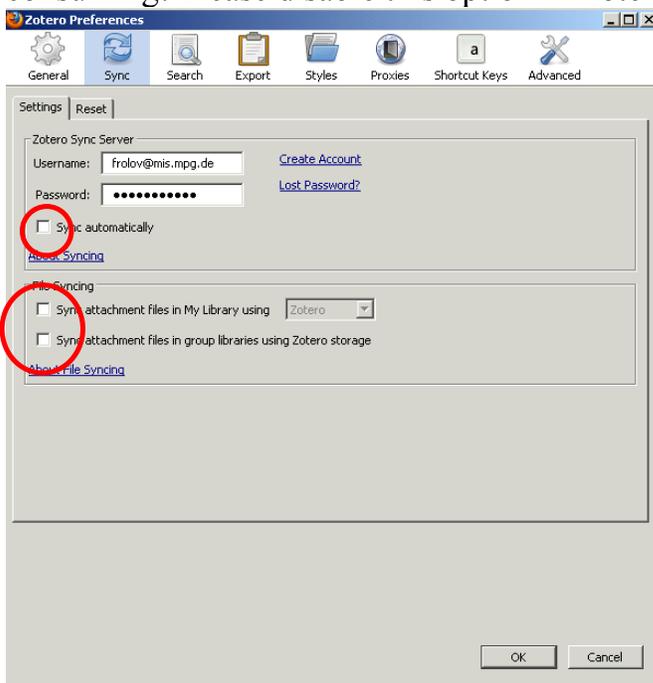
- Make sure the “GroupFolder” is highlighted :



- To create a database item: find an article in on the publisher web page (or “CiteULike” webpage) and press the save button:



Mind!!!! 1. Not all the journals are supported; 2. Usually Zotero will automatically upload also a PDF file, which may make synchronizing time consuming! Please disable this option in Zotero preferences:



2) Importing BIBTEX:

You may upload the BibTex files into Zotero. **Please, NEVER, try to upload the whole our JabRef database into Zotero !!!** This make the synchronization crazy, and nothing will work!!! Databases up to 100-200 BibItems are fine.

1. Create the BibFile of needed references from out JabRef database.

Export this and save in a file.

2. Prepare the Jabref Bibfile in the way it is suitable for the import to Zotero: remove all unnecessary fields, “file = {“ – otherwise it will try to load all the PDFs, which will take hours, “abstract = {”, etc.

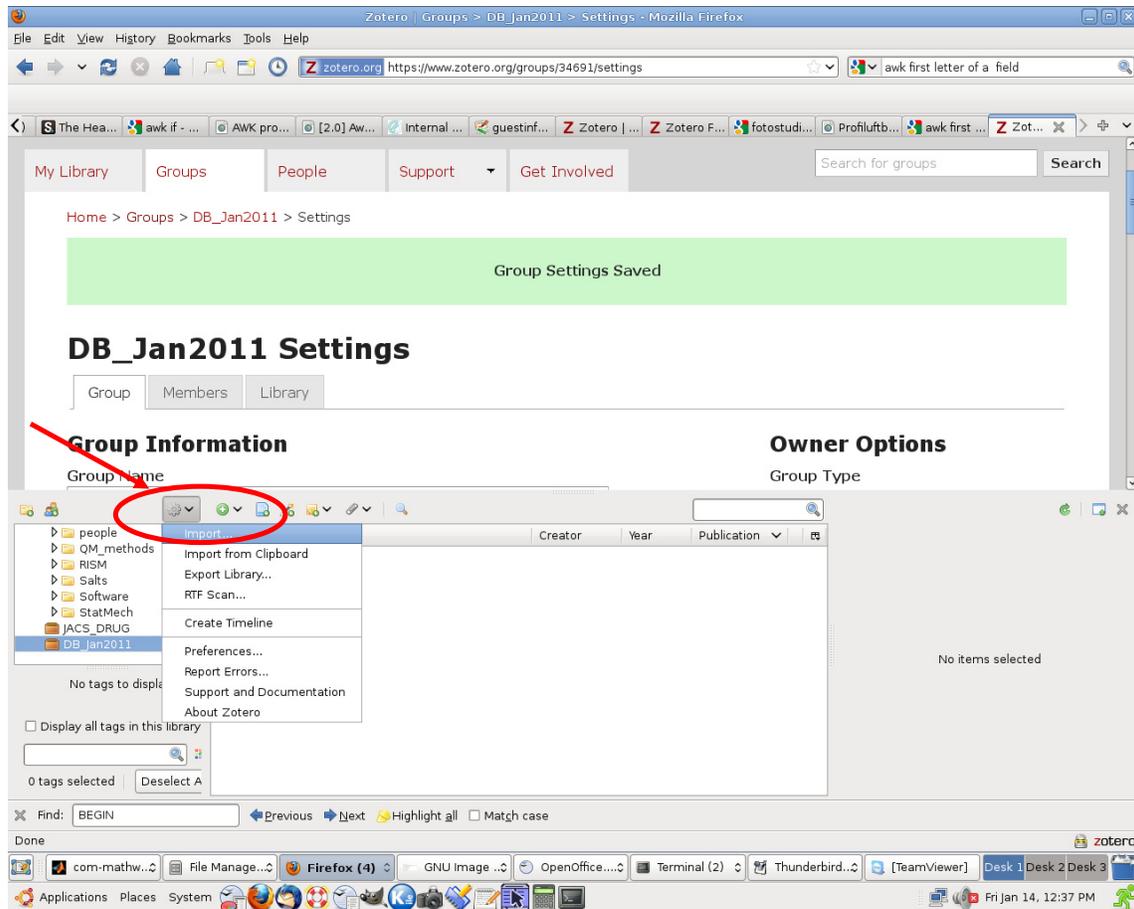
We use the following scripts: BibToZotero2.sh, BibJournalAbbr.py. Process the required BIB file in the following way:

```
>> BibToZotero2.sh frolov.bib > frolov_zot.bib
```

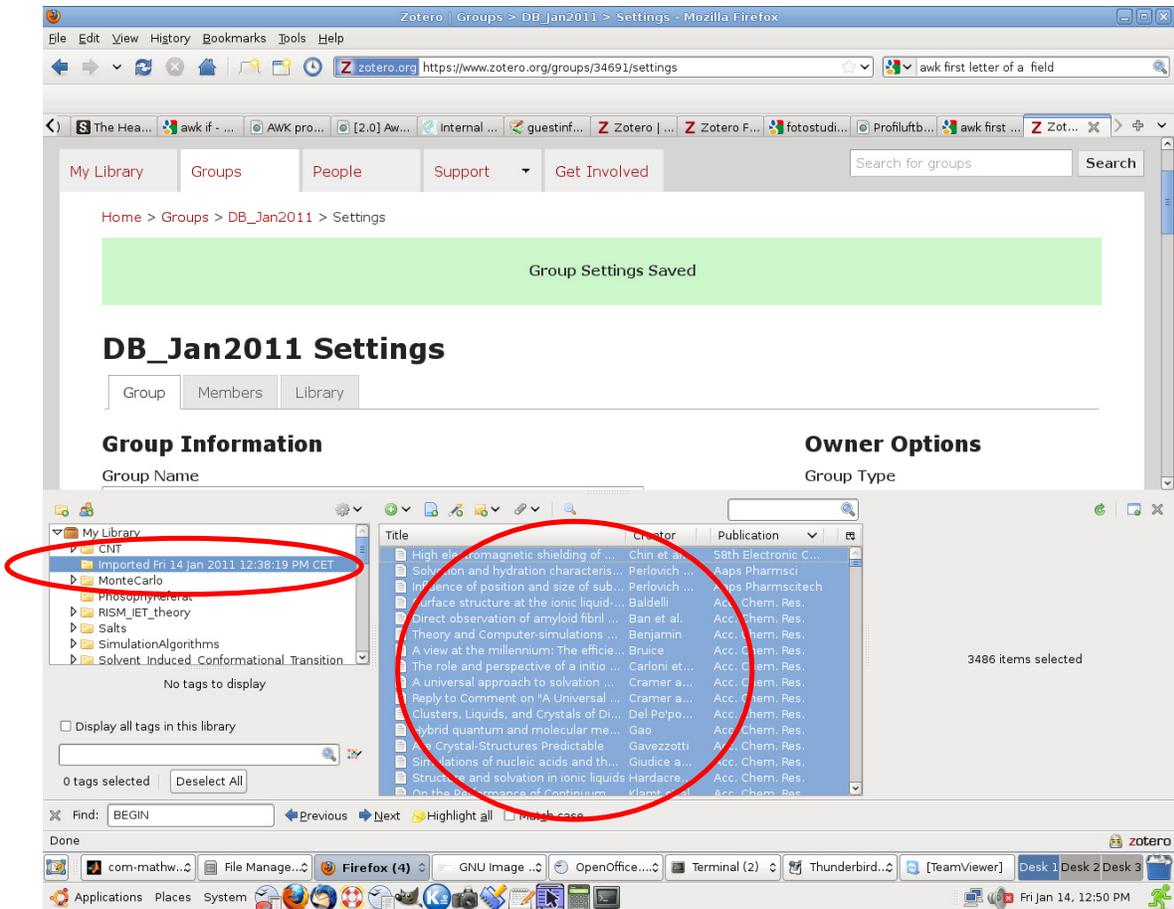
Now you have the `frolov_zot.bib` file which is suitable to be loaded to Zotero.

Note: this script also puts the Journal abbreviations instead of journal names. So far there is no unique way in Zotero to treat the journal abbreviations. In the Zotero 2.1 they plan to solve the problem with abbreviations, but so far we use our scripts.

3. To upload the BIB file click the following:



Choose your bib file and wait. The importing will take several seconds .
The data will be placed in a temporary folder with name “Imported ...” (see below). Click on the folder to see its content.



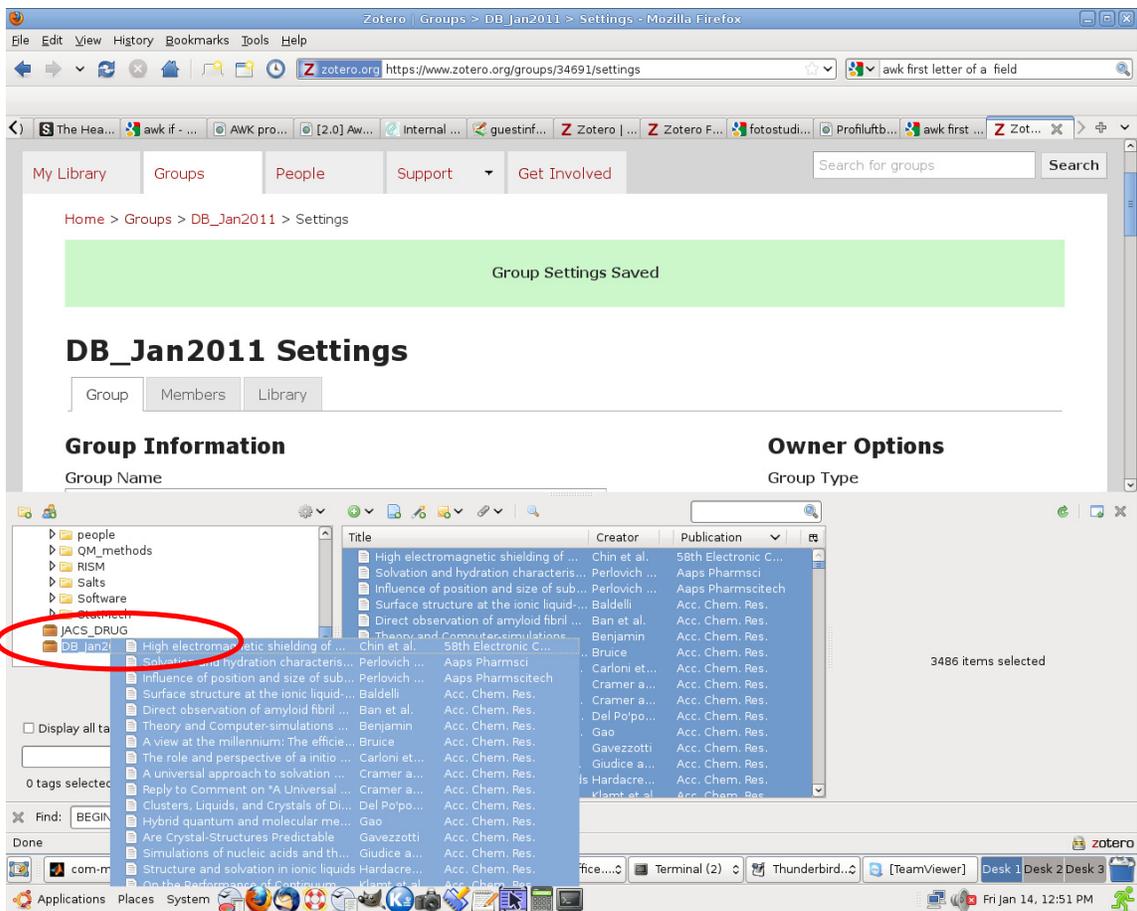
Note:

We do not use this folder for references in Word!!!

Instead for every publication we want to write we generate a separate shared folder: say “Paper_Drug3DRISM_Jan2011”.

To copy the references to a shared folder one can use the following:

- Click on one of the references and press Cntr-A to select all the items
- Hold the left button of mouse and drag the references to the required folder in such a way it is highlighted.



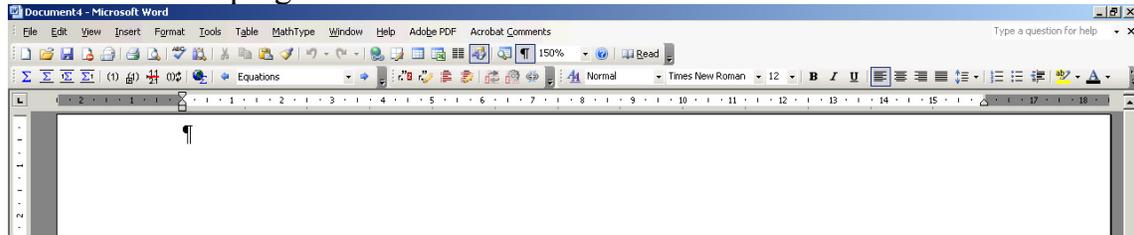
- Wait until the references are copied. (seconds)
- **Delete the temporary folder “Imported ...”!**
- Now you can synchronize the changes with the server. And, use the database for references in Word.

5. = Install Zotero Word plugin

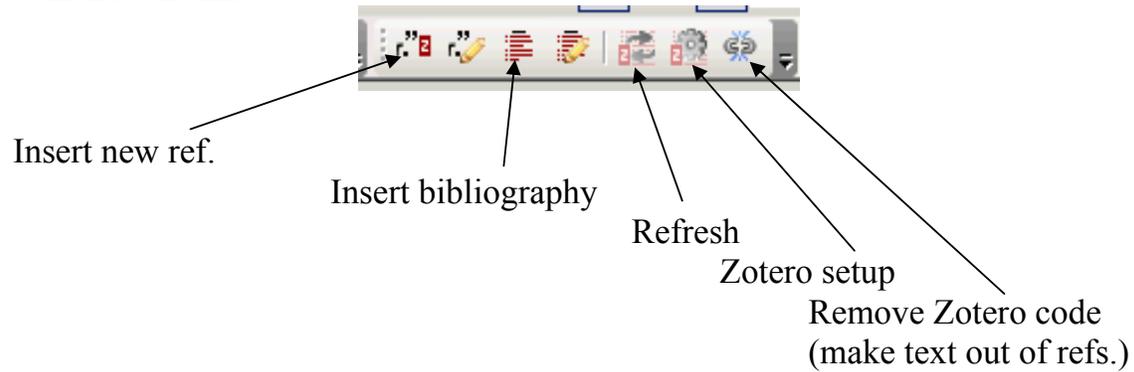
Installation of the Word plugin to Zotero will require restart of the MS Word.
Please, follow the instruction on:

http://www.zotero.org/support/word_processor_plugin_installation

After the Word plugin installation the Word will have a new toolbar:



Which looks like:



6. = Set the Citation Style “Nature Journal” (ALWAYS work with this style since it is by default present in each Zotero installation).

Create a word document.

Press the button:



The Word will ask the reference style you want to use. Choose the “Nature Journal”:

A screenshot of the Microsoft Word interface with the 'Document Preferences' dialog box open. The 'Citation Style' dropdown menu is expanded, and 'Nature Journal' is selected and highlighted with a red circle. Other options include 'Modern Humanities Research Association (Note without Bibliography)', 'Modern Language Association', and 'National Library of Medicine'. The 'Display Citations As' section has 'Footnotes' selected. The 'Format Using' section has 'Fields' selected.

Second there will be a window with the references. CHOOSE appropriate shared folder, type of reference (single or multiple) and

A screenshot of the Zotero 'Add New Citations' dialog box. The 'Add to' section shows a tree view of folders, with 'C:\Users\Ln\Desktop' selected. The 'References' list contains several entries with columns for Author, Title, Year, and Publication. The entry 'Solving the Three-Body Problem' is highlighted.

7. = With the help of MSWord Zotero plugin incorporate references or multi references into the text. (MAKE SURE to put the references from the “GroupFolder” you created!!!, not from another one).

Press the button:



There will be a window with the references.

1. CHOOSE appropriate shared folder!, highlight the reference and press OK (this will create a **single reference**):

References in MS Word with Zotero - Microsoft Word

File Edit View Insert Format Tools Table MathType Window Help Adobe PDF Acrobat Comments

Type a question for help

110%

Normal Times New Roman 14 B I U

Page 16 Sec 5 16/19 At 12:70m Ln 12 Col 11 REC TRK EXT OVR English (U.S.)

Start ACS Nano (ACS Publicati... Add/Edit Citation Pictures_paper SALTING_OUT_INMP Salting_out_MD_AIF_25... References in MS Word ...

Add/Edit Citation

Search:

Creator	Title	Year	Publi...
Beglov and Ro...	An integral equation to describe the solvation of polar molecules in liquid water	1997	Journa...
Ben-Naim and ...	Solvation thermodynamics of nonionic solutes	1984	Journa...
Blinov et al.	Association Thermodynamics and Conformational Stability of beta-Sheet Amyloi...	2010	Biophy...
Case et al.	The Amber biomolecular simulation programs	2005	Journa...
Chandler and ...	Optimized cluster expansions for classical fluids. 2. Theory of molecular liquids	1972	Journa...
Chandler et al.	Excess Electrons In Simple Fluids .1. General Equilibrium-Theory For Classical Har...	1984	J. Che...
Chuev et al.	Improved estimates for hydration free energy obtained by the re...	2007	Chem...
Dewar et al.	The Development And Use Of Quantum-Mechanical Molecular-Models .76. Am 1 -...	1985	Journa...
Drabik et al.	Microtubule stability studied by three-dimensional molecular theory of solvation	2007	Biophy...
Du et al.	Solvation free energy of polar and nonpolar molecules in water: An extended int...	2000	Journa...
Duh and Hay...	Integral-Equation Theory For Uncharged Liquids: The Lennard-Jones Fluid And ...	1995	Journa...
Frisch et al.	Gaussian 03	2004	Journa...
Garrido et al.	1-Octanol/Water Partiton Coefficients of n-Alkanes from Molecular Simulations of...	2009	Journa...
Geballe et al.	The SAMPL2 blind prediction challenge: introduction and overview	2010	Journa...
Genheden et al.	An MM/3D-RISM Approach for Ligand Binding Affinities	2010	Journa...
Guthrie	A Blind Challenge for Computational Solvation Free Energies: Introduction and O...	2009	Journa...
Hansen and M...	Theory of Simple Liquids, 3rd ed	1991	Journa...

Prefix: _____ Page _____

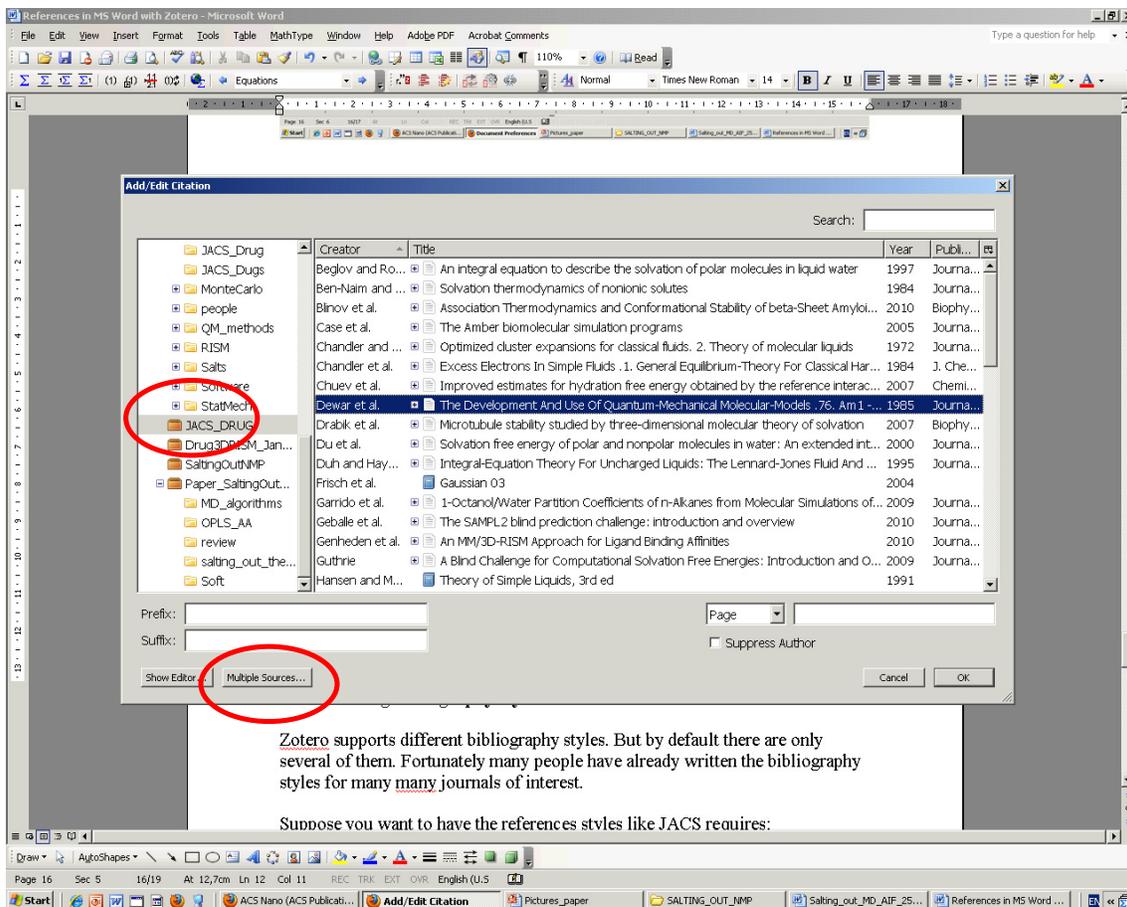
Suffix: _____ Suppress Author

Show Editor... Multiple Sources... Cancel **OK**

Zotero supports different bibliography styles. But by default there are only several of them. Fortunately many people have already written the bibliography styles for many journals of interest.

Suppose you want to have the references styles like JACS requires:

2. To create a multiple reference use another way: first press multiple sources:



And then highlight a needed reference, press small arrow, second one, press small arrow , until you have chosen all the required references.

References in MS Word with Zotero - Microsoft Word

File Edit View Insert Format Tools Table MathType Window Help Adobe PDF Acrobat Comments

Type a question for help

110%

Normal Times New Roman 14

Page 16 Sec 5 16/19 At 12,7cm Ln 12 Col 11 REC TRK EXT DVR English (U.S)

Start ACS Nano (ACS Publicati... Add/Edit Citation Pictures_paper SALTING_OUT_INMP Salting_out_MD_AIF_25... References in MS Word ...

Add/Edit Citation

Search:

Keep Sources Sorted

The Development And Us...

Solvation free energy of p...

Creator Title

Beglov a... An integral equation to describe the solvation of polar mol... J...

Ben-Nai... Solvation thermodynamics of nonionic solutes J...

Blinov et... Association Thermodynamics and Conformational Stability ... Bi...

Case et al. The Amber biomolecular simulation programs J...

Chandler... Optimized cluster expansions for classical fluids. 2. Theory ... J...

Chandler... Excess Electrons In Simple Fluids .1. General Equilibrium-T... J...

Chuev et... Improved estimates for hydration free energy obtained by... C...

Dewar et... The Development And Use Of Quantum-Mechanical Molec... J...

Drabik et... Microtubule stability studied by three-dimensional molecula... J...

Du et al. Solvation free energy of polar and nonpolar molecules in w... J...

Duh and ... Integral-Equation Theory For Uncharged Liquids: The Len... J...

Frisch et al. Gaussian 03 J...

Garrido e... 1-Octanol/Water Partition Coefficients of n-Alkanes from M... J...

Geballe e... The SAMPL2 blind prediction challenge: introduction and o... J...

Genhede... An MM/3D-RISM Approach for Ligand Binding Affinities J...

Guthrie A Blind Challenge for Computational Solvation Free Energe... J...

Hansen a... Theory of Simple Liquids, 3rd ed J...

Prefix: Page

Suffix: Suppress Author

Show Editor... Single Source... Cancel OK

Zotero supports different bibliography styles. But by default there are only several of them. Fortunately many people have already written the bibliography styles for many many journals of interest.

Suppose you want to have the references styles like JACS requires:

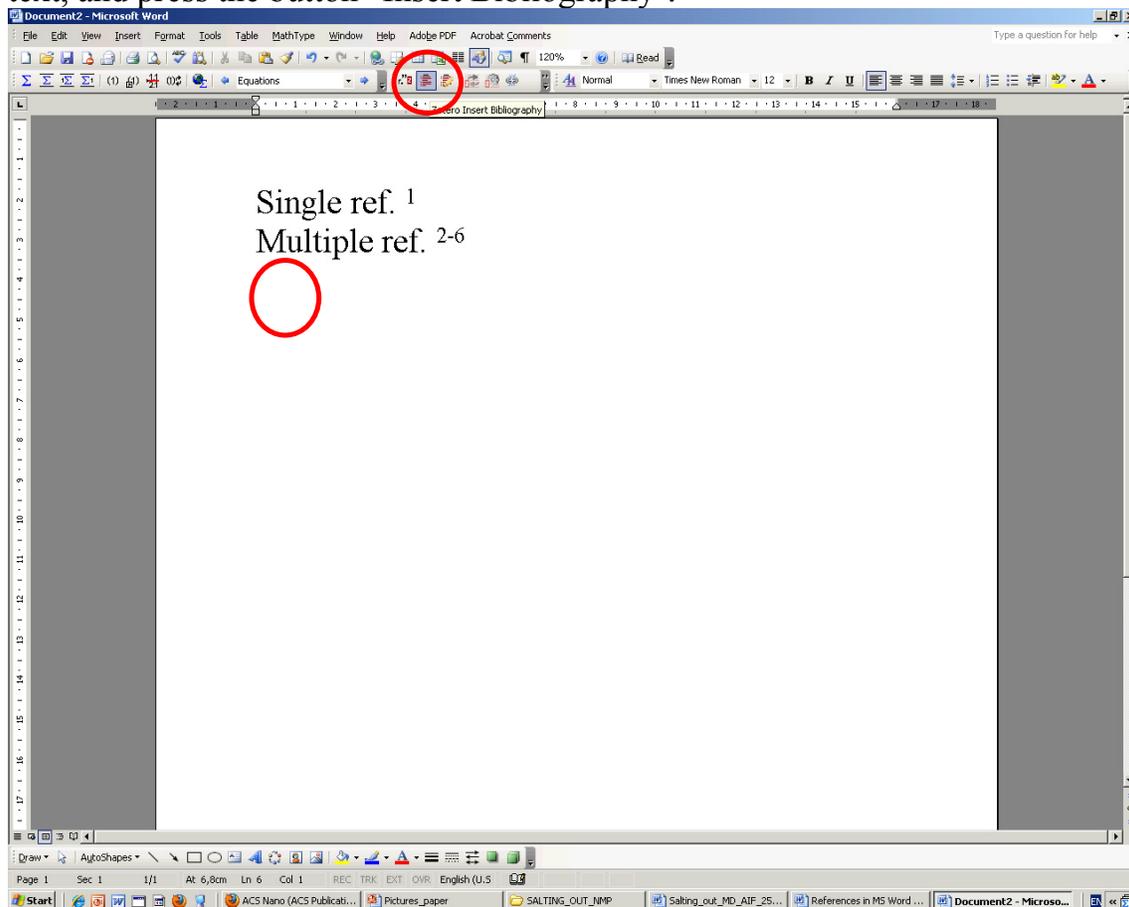
Page 16 Sec 5 16/19 At 12,7cm Ln 12 Col 11 REC TRK EXT DVR English (U.S)

Start ACS Nano (ACS Publicati... Add/Edit Citation Pictures_paper SALTING_OUT_INMP Salting_out_MD_AIF_25... References in MS Word ...

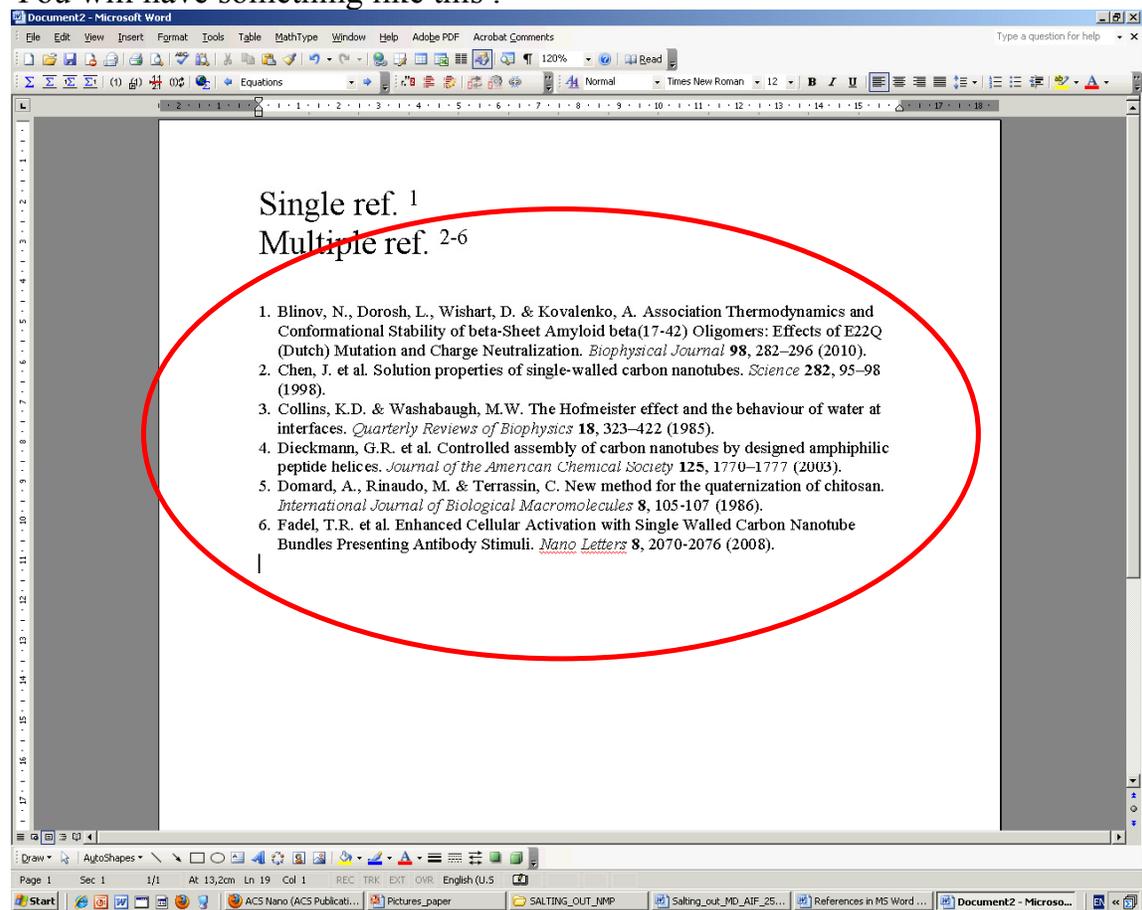
Now the references are in the text.

8. = Make a bibliography list “Zotero Insert Bibliography” where you want in the text

Having inserted the references, please, put your cursor to the place right after the text, and press the button “Insert Bibliography”:



You will have something like this :



The screenshot shows a Microsoft Word document titled "Document2 - Microsoft Word". The document content is as follows:

Single ref. ¹
Multiple ref. ²⁻⁶

1. Blinov, N., Dorosh, L., Wishart, D. & Kovalenko, A. Association Thermodynamics and Conformational Stability of beta-Sheet Amyloid beta(17-42) Oligomers: Effects of E22Q (Dutch) Mutation and Charge Neutralization. *Biophysical Journal* **98**, 282–296 (2010).
2. Chen, J. et al. Solution properties of single-walled carbon nanotubes. *Science* **282**, 95–98 (1998).
3. Collins, K.D. & Washabaugh, M.W. The Hofmeister effect and the behaviour of water at interfaces. *Quarterly Reviews of Biophysics* **18**, 323–422 (1985).
4. Dieckmann, G.R. et al. Controlled assembly of carbon nanotubes by designed amphiphilic peptide helices. *Journal of the American Chemical Society* **125**, 1770–1777 (2003).
5. Domard, A., Rinaudo, M. & Terrassin, C. New method for the quaternization of chitosan. *International Journal of Biological Macromolecules* **8**, 105-107 (1986).
6. Fadel, T.R. et al. Enhanced Cellular Activation with Single Walled Carbon Nanotube Bundles Presenting Antibody Stimuli. *Nano Letters* **8**, 2070-2076 (2008).

The list of references is circled in red in the original image. The Word interface includes a ribbon with tabs for File, Edit, View, Insert, Format, Tools, Table, MathType, Window, Help, Adobe PDF, and Acrobat Comments. The status bar at the bottom shows "Page 1", "Sec 1", "1/1", "At 13,2cm Ln 19 Col 1", and "REC TRK EXT OVR English (U.S)".

10. = Upload an a required reference style from the Zotero database

Zotero supports different bibliography styles. But by default there are only several of them. Fortunately many people have already written the bibliography styles for many many journals of interest.

Suppose you want to have the references styles like JACS requires:

- Got to the style repository webpage by Firefox:

<http://www.zotero.org/styles>

- find [Journal of the American Chemical Society](#)

And press the install button at the right hand side of it.

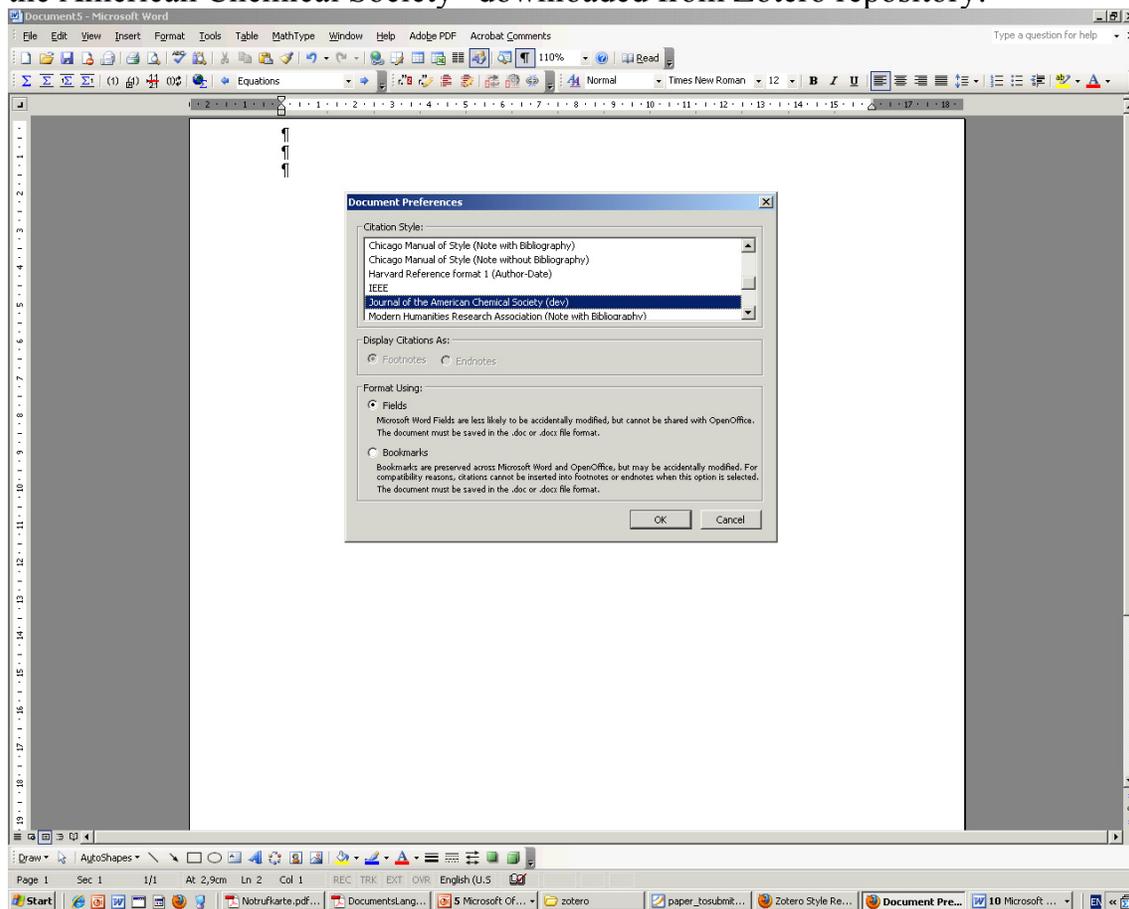
This installs the JACS style to you Zotero Word plugin.

11. = Change the bibliography style to required one

Press the button:



The Word will ask the reference style you want to use. Choose the “Journal of the American Chemical Society” downloaded from Zotero repository:



17. = Kill the Zotero code

1. Save your document as “<name>_NoZotero.doc”
2. Kill the Zotero code

Press the button:



3. Save the document