Zotero Tips for Citing Resources Guide

This guide is to give you some tips on how data should be entered in Zotero to help you follow the Citing Resources Guide more effectively. It is important to remember that Zotero is a tool and you must still look at the final product to make sure it looks appropriate according to the Citing Resources Guide. This is also just some helpful tips, not a full instruction guide. If you need help with using Zotero, you can view the Guide on FLITE’s website (https://ferris.libguides.com/research/zotero)

Setting up Zotero Preferences

- In order to see American Medical Association Format, you will need to set up your Preferences in Zotero. Please see this section of the Zotero guide created by Ali, the Health Sciences Librarian: Zotero Preferences (https://ferris.libguides.com/research/zotero/setting-up-zotero-preferences) and under the Cite tab be sure to select Get additional styles, and select American Medical Association.

Format

- Select the American Medical Association

Journal Articles

- The title will appear exactly how you see it in in Zotero
  - We use sentence case, which means the only words that should be capitalized are the first word, acronyms and proper nouns
  - When you manually input the title, put the proper capitalization in
  - If you import the reference, fix any capitalization issues
    - Option 1: remove the capitalization manually
    - Option 2
      * Hover over the Title field so that it turns blue and then right click, and select sentence case
      * This will remove all capitalization from the title except for the first word so you will need to go back in and capitalize proper nouns and acronyms

- If a URL is listed, it will show up when you create your reference list. If you don’t want to have it on your reference list, you will need to take action
  - Remove the URL in Zotero if you don’t want to maintain that information
  - If you maintain that information, you can remove the URL from the reference list after you have created the list

Books and Book Chapters

- Book title should be entered as it appears on the book
- If the Book has editors, then you need to change the designation by clicking on the box that says Author and then select Editor
- **Book chapters** should have Book Section as the Item Type
  - Title should be the chapter title and in the appropriate capitalization for titles
    - When you manually input the title, put the proper capitalization in
    - If you import the reference, fix any capitalization issues
      - Option 1: remove the capitalization manually
      - Option 2
Hover over the title so it turns blue, right-click on the title and select sentence case
This will remove all capitalization from the title except for the first word so you will need
to go back in and capitalize proper nouns and acronyms

- Book Title should be entered as it appears on the book
- If the book has individual authors and overall editors then you need to enter both
  - For the editors, you need to change the designation by clicking on the box that says Author
    and then select Editor
  - It doesn’t matter if the authors are listed first or the editors are listed first as long as they are
designated appropriately
- Enter the edition exactly as it should appear according to the Citing Resources Guide
- Pages for electronic books should be the chapter or section number and entered exactly as it
  should appear according to the Citing Resources Guide

**Databases**

- The Item Type should be a Computer Program
- The title should be entered as it appears on the database
  - The title will be italicized when Zotero creates the reference list so you will need to remove the
    italics
  - [database online] part
    - You can add this to the end of the title in Zotero so it prints when the reference list is created –
      this does capitalize database so you will need to remove that capitalization
    - You can add this in manually after the reference list has been created
- If the date is not known, then put [date unknown] in the Date box
- If the publication place is not known, then put [place unknown] in the Place box

**Website**

- Entire websites and Website Parts are both entered in as a Web Page Item Type; the difference
  where you put the title of the website
  - Entire websites
    - Title of the website should go in the Title and entered as it appears on the website
    - You’ll likely need to edit the website title as Zotero often doesn’t get this correct
  - Website Parts
    - Title of the Part
      * We use sentence case, which means the only words that should be capitalized are the first
        word, acronyms and proper nouns
      * When you manually input the title, put the proper capitalization in
      * If you import the reference, fix any capitalization issues
        - Option 1: remove the capitalization manually
        - Option 2
          - Hover over the title so it turns blue, right-click on the title and select sentence case
          - This will remove all capitalization from the title except for the first word so you will
            need to go back in and capitalize proper nouns and acronyms
          - Title of the Website should be entered in the Website Title box and should appear as it does
            on the website
- Dates
  - If this is an updated date and not a published date, then you will need to change Published to
    Updated
Both a Published Date and Updated Date
 Record the published date in the Date box
 Record the Updated date in the Extra Box
 You will need to manually add in the updated date in the reference after the list has been created

Package Inserts
• Option 1: Item Type – Report
  o Title - Enter the drug name as it appears on the package insert followed by [package insert] or [patient package insert], whichever is appropriate
  o Drug Company's name should be entered in the Institution box
  o The title will be italicized when you create the reference list so you will need to remove the italics
• Option 2: Item Type – Book Section
  o Title - Enter the drug name as it appears on the package insert followed by [package insert] or [patient package insert], whichever is appropriate
  o Drug Company’s name should be entered in the Publisher box
  o “In:” will appear in the reference before the place when the reference list is created so it will need to be deleted

Legal References
• The AMA style is largely based on the Bluebook and there is a Bluebook option in Zotero
• You want to download the Bluebook Law Review option as this is the closest one
  o Select Edit, then Preferences
  o Get additional styles
  o Search for Bluebook Law Review (do not select Bluebook Law Review (2) nor Bluebook Inline)
• The will get you the closest format for most of the legal citations
  o You may still need to add some information in the reference
  o You may need to reformat some of the text
• You will need to select Bluebook Law Review when you are creating your bibliography so you will have to create your bibliography for the legal references separately from the other types
• Contact Dr. Bernknopf if you need help with legal references

Newspaper Articles
• The title will appear exactly how you see it in Zotero
  o We use sentence case, which means the only words that should be capitalized are the first word, acronyms and proper nouns
  o When you manually input the title, put the proper capitalization in
  o If you import the reference, fix any capitalization issues
    ▪ Option 1: remove the capitalization manually
    ▪ Option 2
      * Hover over the title so it turns blue and right-click on the title and select sentence case
      * This will remove all capitalization from the title except for the first word so you will need to go back in and capitalize proper nouns and acronyms
• Published date for electronic newspaper articles – the published date will appear after the URL when the reference list is created so you need to move it to before the URL
Patents
- Assignees are not added when the reference list is created so that needs to be added manually after the inventors if assignees exist on the patent
- The patent designation and number both go in the Patent Number box as it should appear in the reference

Other Media
- Audiotapes and audio files
  - Select Audio Recording as the Item Type
  - Title
    - Should be capitalized as it is labeled on the recording
    - Need to specify the format in brackets at the end of the title (e.g. Science vs. Placebo: Can the Mind Cure You? [podcast]); if you place it in the Format box it will not be printed as part of the citation
  - If the place is not known, put [place unknown] in the Place box
  - Publisher’s name goes in the Label box

- Videotapes, DVDs, and video files
  - Select Video Recording as the Item Type
  - Title
    - Should be capitalized as it is labeled on the recording
    - Need to specify the format in brackets at the end of the title (e.g. On Our Own Terms: Moyers on Dying [VHS]); if you place it in the Format box it will not be printed as part of the citation
  - If the place is not known, put [place unknown] in the Place box
  - Publisher’s name goes in the Studio box

- Pictures: Select Document
  - Select Document as the Item Type
  - Title
    - We use sentence case, which means the only words that should be capitalized are the first word, acronyms and proper nouns
      * When you manually input the title, put the proper capitalization in
      * If you import the reference, fix any capitalization issues
        ⇒ Option 1: remove the capitalization manually
        ⇒ Option 2
          ♦ Hover over the title so it turns blue and right-click on the title and select sentence case
          ♦ This will remove all capitalization from the title except for the first word so you will need to go back in and capitalize proper nouns and acronyms
    - Need to specify the format in brackets at the end of the title (e.g. Jacob deGrom gets All Star jersey [photograph])

- Radio Broadcast Transcript
  - Select Radio Broadcast as the Item Type
  - Title
    - We use sentence case, which means the only words that should be capitalized are the first word, acronyms and proper nouns
      * When you manually input the title, put the proper capitalization in
      * If you import the reference, fix any capitalization issues
        ⇒ Option 1: remove the capitalization manually
Option 2

- Hover over the title so it turns blue and right-click on the title and select sentence case
- This will remove all capitalization from the title except for the first word so you will need to go back in and capitalize proper nouns and acronyms

- Need to specify the format in brackets at the end of the title (e.g. Mental illness in children – part 1 [transcript]); if you place it in the Format box it will not be printed as part of the citation
  - Program gets placed in the Program Title box as it is capitalized on the program
  - Date transcribed goes in the Date box
- Adjusting the format after the reference is produced
  - You will need to remove the italics from the Program name
  - You will need to add in the Broadcaster after the Program as there is no place to put the name in Zotero that will be captured in the reference

TV Broadcast Transcript

- Select TV Broadcast as the Item Type
- Title
  - We use sentence case, which means the only words that should be capitalized are the first word, acronyms and proper nouns
  - When you manually input the title, put the proper capitalization in
  - If you import the reference, fix any capitalization issues
    - Option 1: remove the capitalization manually
    - Option 2
      - Hover over the title so it turns blue and right-click on the title and select sentence case
      - This will remove all capitalization from the title except for the first word so you will need to go back in and capitalize proper nouns and acronyms
  - Need to specify the format in brackets at the end of the title (e.g. Shutting out Tourette’s syndrome [transcript]); if you place it in the Format box it will not be printed as part of the citation
    - Program gets placed in the Program Title box as it is capitalized on the program
    - Date transcribed goes in the Date box
- Adjusting the format after the reference is produced
  - You will need to remove the italics from the Program name
  - You will need to add in the Broadcaster after the Program as there is no place to put the name in Zotero that will be captured in the reference