***INTRODUCTION TO ZOTERO***

1. ***Basic guidelines to Zotero***

Bibliographic management software [www.zotero.org](http://www.zotero.org)

**Download**: (Desktop icon, connector, word toolbar)

1. **Structure**

* Folders (create new)
* Sources (source types)
* Metadata
* Create bibliography, **Cite While You Write** plugin

**Example for the correct form of a bibliographic reference in Chicago (author-date) style:**

Turner, Stephen. 2021. “Explaining Away Crime: The Race Narrative in American Sociology and Ethical Theory.” *European Journal of Social Theory* 24 (3): 356–73. <https://doi.org/10.1177/1368431020982534>.

1. **How to collect sources into Zotero?**

* **From the Web;** create a folder and **save with Zotero connector**

**Example with Global Search:**

**Graphical user interface, table

Description automatically generated**

* **Manually**
* **By ISBN or DOI number**

**Example for ISBN:** 9781108483018

Békés, Gábor, and Gábor Kézdi. 2021. *Data Analysis for Business, Economics, and Policy*. Cambridge: Cambridge University Press.

**Example for DOI:** 10.19181/socjour.2019.25.3.6677

Krihtova, Tatiana M. 2019. “Sociology of Family and Childhood in the Work of James Bossard.” *Sociological Journal* 25 (3): 84–98. <https://doi.org/10.19181/socjour.2019.25.3.6677>.

# **Saving book chapters:** change item type to book section; add author, title, page numbers. [www.worldcat.org](http://www.worldcat.org): good for saving book records into Zotero.

**Example for a book chapter:**

Okagbue, Osy A. 2021. “In the Prison of Their Skins: Performing Race in Caribbean Theatre.” Electronic resource. In The Palgrave Handbook of Theatre and Race, edited by Tiziana Morosetti and Osy A. Okagbue, 239–54. Basingstoke: Palgrave Macmillan. <https://ebookcentral.proquest.com/lib/centraleurope-ebooks/detail.action?docID=6566985>.

**Activity: Search for a Topic in Global Search. Save 10 items into Zotero. Open a word document.**

**Insert citations and bibliographies.**

1. **How to collect PDFs into Zotero?**

* From PC 1 proper 1 (not Create Parent Item)

**Example with Google Scholar: towns and cities**

* Full text availability through link resolvers
* Save into Zotero with the connector

**Activity: Save PDFs from your computer or from Google Scholar into Zotero.**

1. **Special Features in Zotero**

* **Built-in PDF editor** replacing Zotfile. Extract annotations by right-clicking on parent item: Add Note from Annotations.

**Activity:** Add highlights and notes to a PDF in Zotero. Extract annotations.

* Tagging and Color-Coding in Zotero
* Online account: synchronize data

1. **Get Help**

* Libguides: Using Zotero to Manage Your Research Sources <https://ceu.libguides.com/zotero>
* Citing Sources and Academic Integrity

<https://ceu.libguides.com/citing>

* CEU Library tutorials

<https://library.ceu.edu/help/tutorials/>

* Face-to-face consultation

<https://library.ceu.edu/help/database-training/>

* Zotero Documentation and Forums

<https://www.zotero.org/support/>

<https://forums.zotero.org/discussions>

**Specific databases relevant for Sociology and Social Anthropology**

1. **Sage Research Methods Online**

1.1. Find documents that mentions constructivist grounded theory

* 1. Explore the Project Planner for a few minutes. What do you think this tool does?

Methods map – Qualitative research / Ethnography/Fieldwork/Thick description

2. **ProQuest Dissertations & Theses Global: The Humanities and Social Sciences Collection**

Find theses discussing how identity is formed by migration

ab(migration) AND ab(identity) AND ab(narrat\* or storytelling)

more advanced

ft(migration near/10 identity) AND ab(narrat\* OR storytelling)

**3. Lexis Nexis Academic**

Activity: Data breaches and cybercrime

Activity: find recent (not older than a year) news materials dealing with segregation in education.

HLEAD(segregation w/5 education) + date available + 1 year

**4. Statistical sources**

4.1. **wiiw databases**

Activity:

Check in which country in the region you can see the highest average monthly wage (in EUR) in the “arts, entertainment and recreation” sector.

Annual database - Average monthly net wages by activities

**4.2. Cross-National Time-Series Data Archive**

Activity :

Check what variables are included in the category of Urbanization Data

**5. Sources with extensive data coverage plus books, articles, working papers**

**5.1. IMF eLibrary Complete**

Activity: find out what type of contents are available related to Discrimination and Race relations

**5.2. OECD iLibrary** trial access for most of the themes until 31 December 2018

Explore the theme Social Issues/Migration/Health

OECD Social and Welfare Statistics/Income distribution

Find data for the mean disposable income for total population in Germany between 2011-2015