Quick Guide Zotero

TransforMA library

Introduction

Zotero is an open-source tool that can be used to collaboratively create a bibliography, known as a library. The TransforMA library was created as part of the TransforMA project. It is used to share literature recommendations within the project, but can and should also be shared within the network and with interested parties. It is a public open group, which means that anyone can view the list, become a member, and add literature. To add titles, you must have a Zotero account. The list can also be viewed without an account.

Link to the group: https://www.zotero.org/groups/5497931/transforma_bibliothek

It is desirable that many people inside and outside TransforMA participate in the creation and maintenance of the list. For us, sharing literature is a way of transferring knowledge, which we would like to build up and consolidate together with our network.

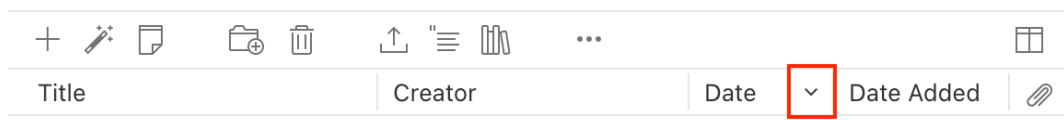For questions: transforma_zotero@uni-mannheim.de

The Library „TransforMA"

Zotero can be used via a browser of your choice (Zotero Homepage) o ras a standalone application Zotero Download).

Structure of the Library

The library consists of just one folder. Entries can be found using the search function. In order for the search function to return results, tags must be entered for each entry (see section "Using the library").

created, by date added, etc. To do this, simply click on the title of the respective column, an arrow indicates the orientation.

TRANSFORMA

Using the Library

Adding Literature

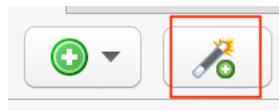Various options can be used to add new titles. It is not possible to save PDF files in the TransforMA library.

Identifier

Add ISBN, DOI, PMID via the magic wand symbol.

Browser:

+							...		
Title		Creator		Date	^	Date Added		

App:

Manual entry

Add information manually using the "+" symbol.

Browser:

+							...		
Title		Creator		Date	^	Date Added		

App:

Import

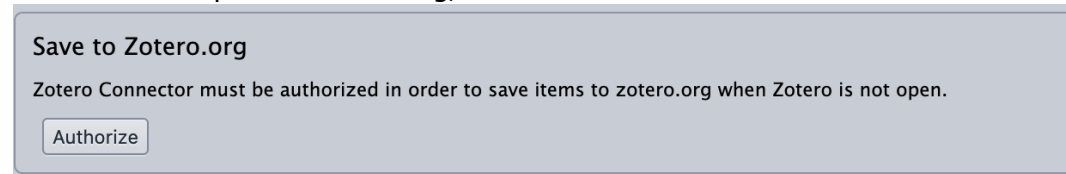Import RIS, BibTeX, EndNote XML or Citavi files via the app: File > Import

File > Import

Zotero Connector

Another option is to add titles via the Zotero Connector. This can be downloaded from the Zotero homepage ([Download Zotero Connector](#)). When you surf the Internet, the Zotero Connector automatically finds bibliographic information on the websites you visit and allows you to add them to Zotero with a single click. Depending on the item, the picker icon changes, for example, it can take the form of an article or a book.
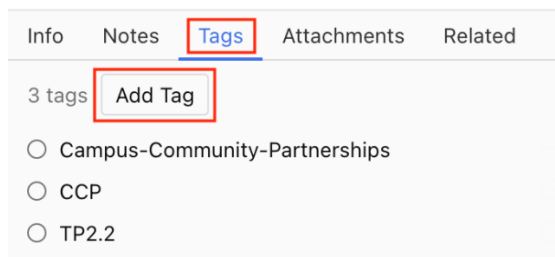

If Zotero is not open while browsing, the connector must be authorized to save items.

Inserting Tags

Please add meaningful tags to new entries so that the titles can be found in the search. Please also **always** enter as a tag which sub-project the text originates from (e.g. TP 2.1).

Otherwise, tags can consist of terms relevant to the content, e.g. "transfer skills".

Since not all previous entries have been provided with tags, please add them when reading if they are missing.