



Create your bibliography with Zotero

Direction de la documentation - [Service Transversal des Formations Documentaires](#)
On behalf of the Graduate Research School

Learning objectives



By the end of this training course, you'll be able to:

- Cite your sources
- Create a bibliography with Zotero



Part 1

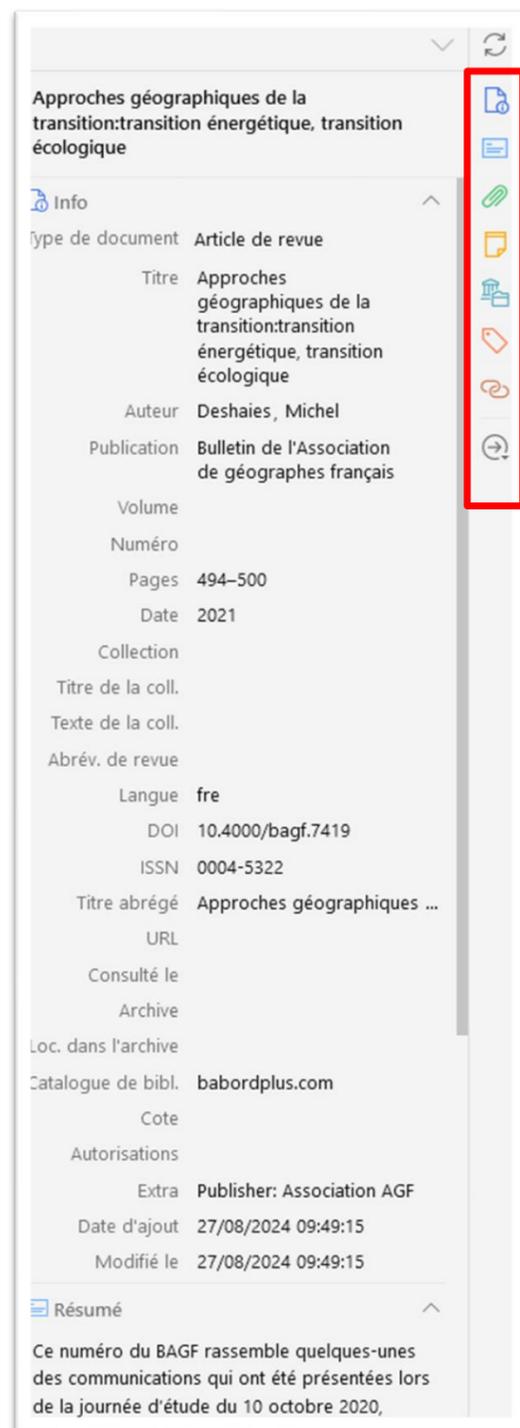
Zotero user interface

Zotero interface

The screenshot shows the Zotero desktop application interface. It is divided into several sections:

- 1. Toolbar:** Located at the top, it contains icons for adding, editing, deleting, and refreshing items.
- 2. My library:** A sidebar on the left showing a tree view of the library structure, including folders like 'Mes publications', 'Doublons', 'Non classés', and 'Corbeille'.
- 3. My collected references:** The main central pane displaying a list of references with columns for 'Titre' and 'Créateur'. The first entry is 'Approches géographiques de la transition:transition énergétique, transition écologique' by Deshaies.
- 4. References data:** A detailed view on the right side of the selected reference, showing fields such as 'Type de document', 'Titre', 'Auteur', 'Publication', 'Pages', 'Date', 'DOI', and 'ISSN'.





Approches géographiques de la transition:transition énergétique, transition écologique

Info

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Titre Approches géographiques de la transition:transition énergétique, transition écologique

Auteur Deshaies, Michel

Publication Bulletin de l'Association de géographes français

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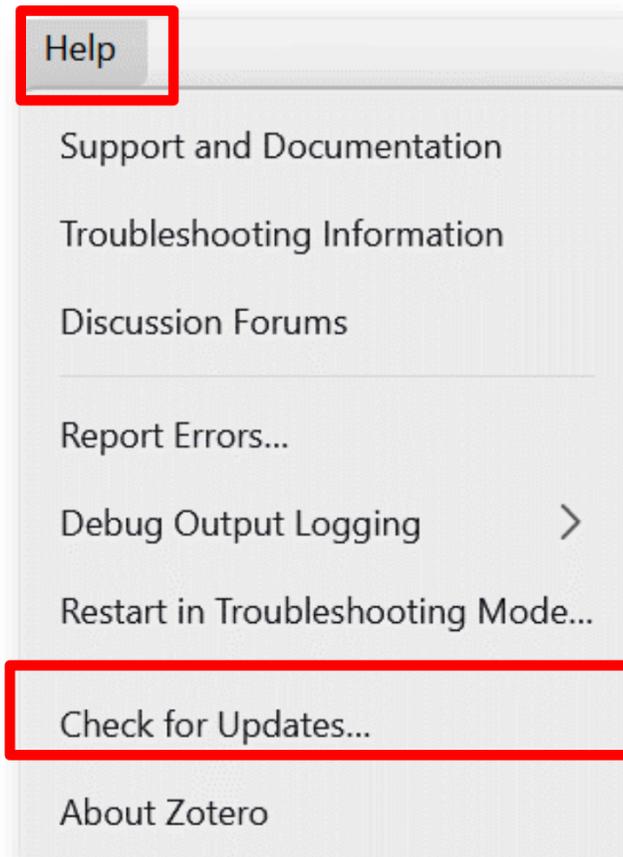
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Résumé

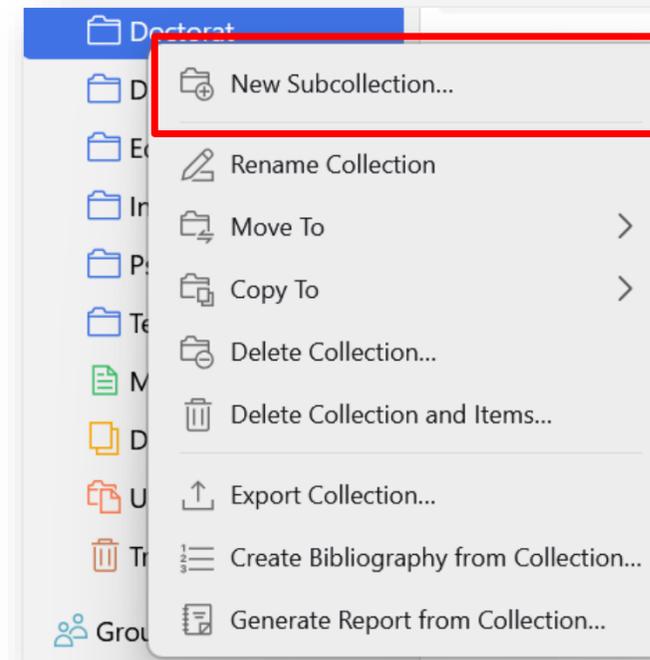
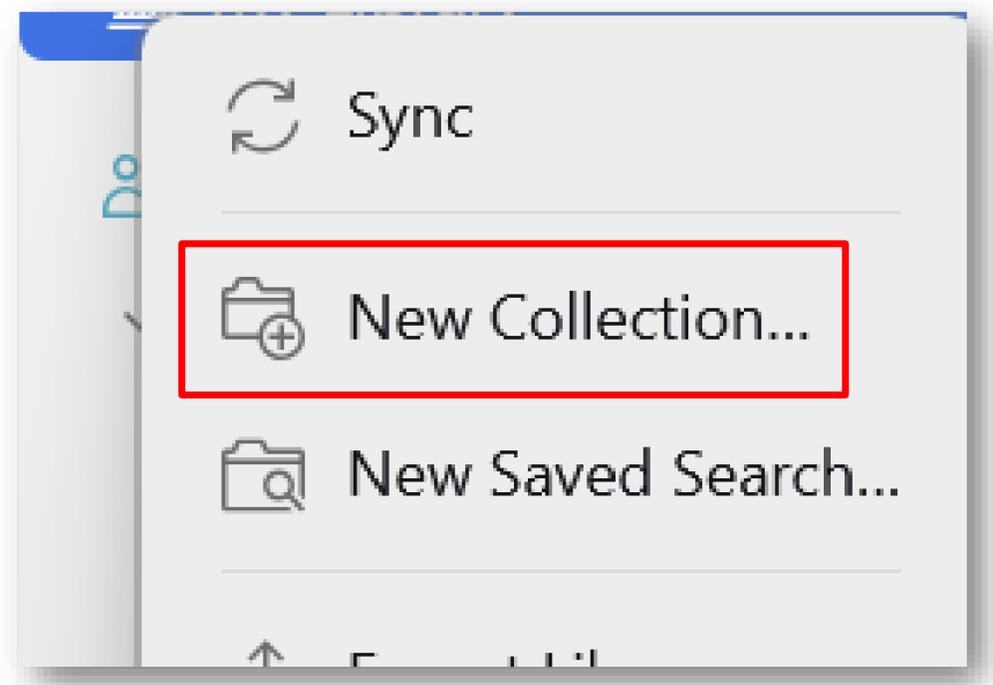
Ce numéro du BAGF rassemble quelques-unes des communications qui ont été présentées lors de la journée d'étude du 10 octobre 2020,

Icons for different functionalities Info, summary, attachment, note, etc.

- Click on Help > Check for updates



- Possibility to create collections and subcollections

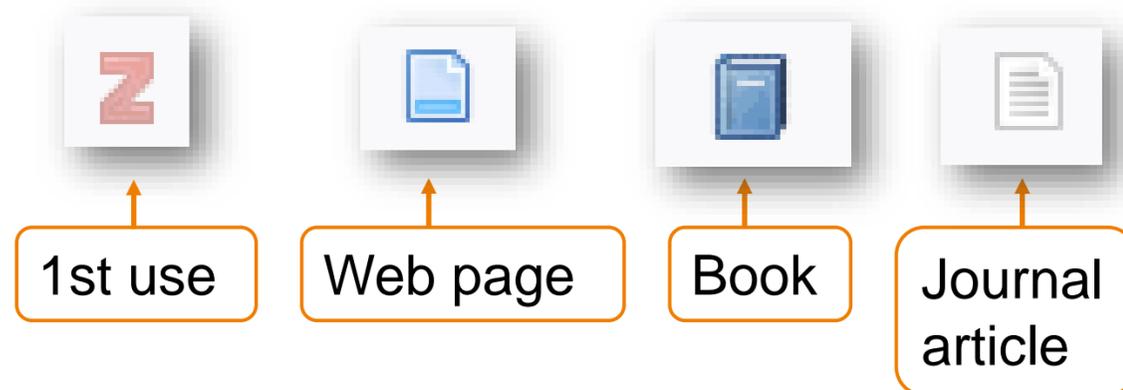




Part 2

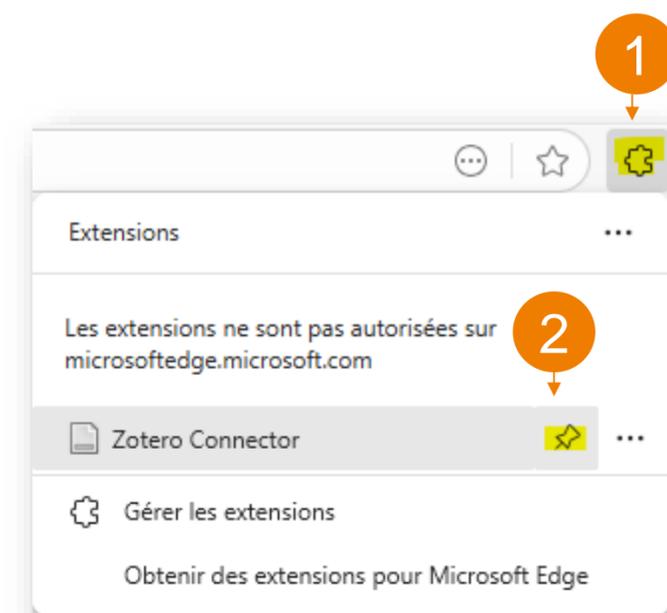
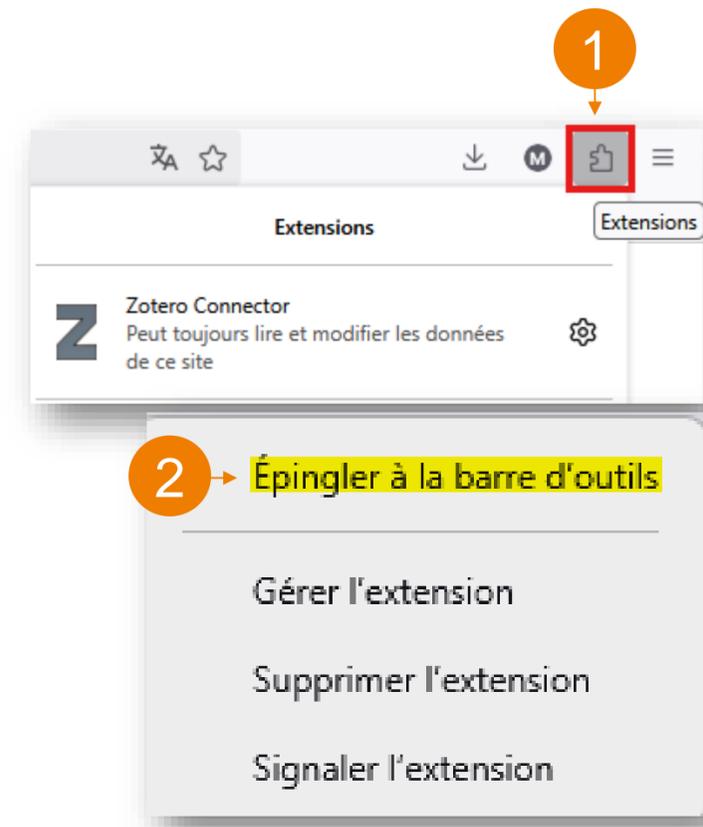
Adding items

- The Zotero Connector is a browser extension.
- It appears to the right of your browser's search bar and changes its icon depending on the document (except when using Safari—see the next page for more information).



- Sometimes you need to add the connector to the browser's search bar:

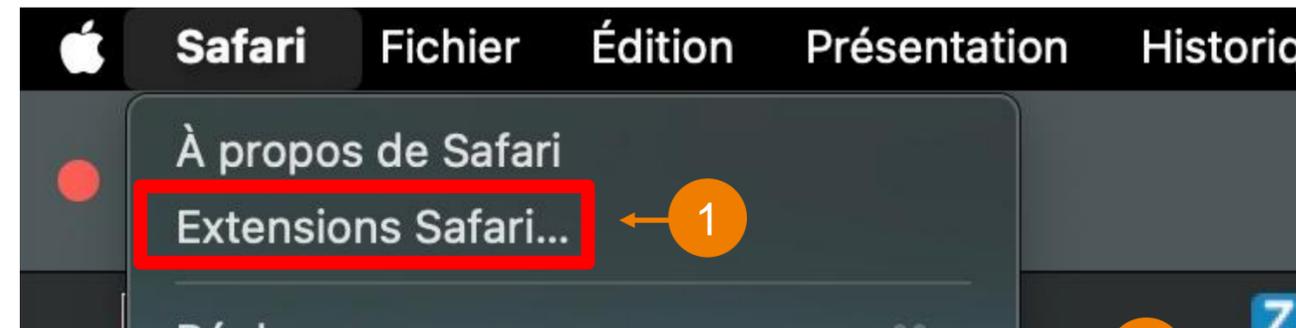
1. Click on the Extensions icon
2. Click on Pin to overflow menu or the pin icon



Installing the connector on Safari

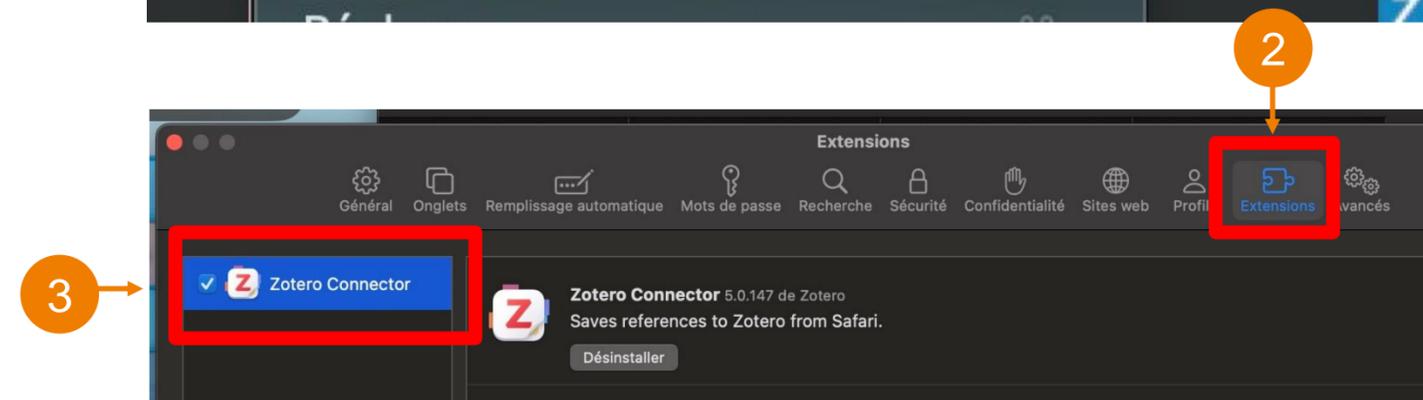
- The Zotero Connector for Safari is bundled with the Zotero desktop app.
- After opening Zotero for the first time, you can enable the Zotero Connector from the Extensions pane of the Safari settings (“Safari” menu → “Settings” → “Extensions”, **not** “Safari” menu → “Safari Extensions...”).

1. Open the Safari menu
> Extensions

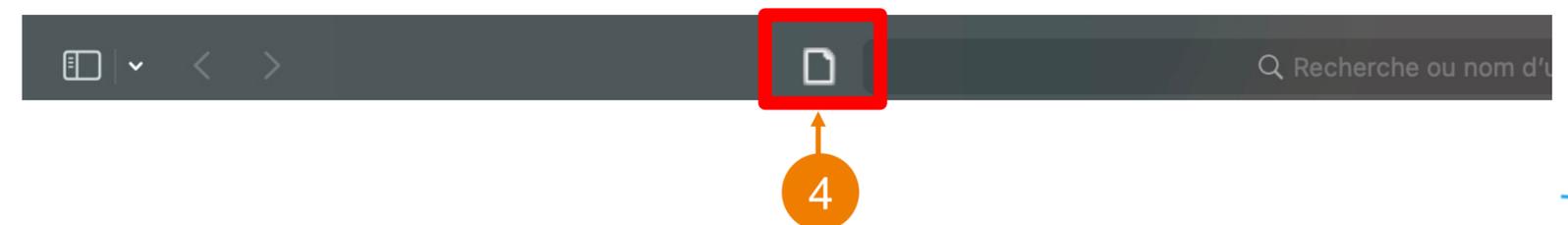


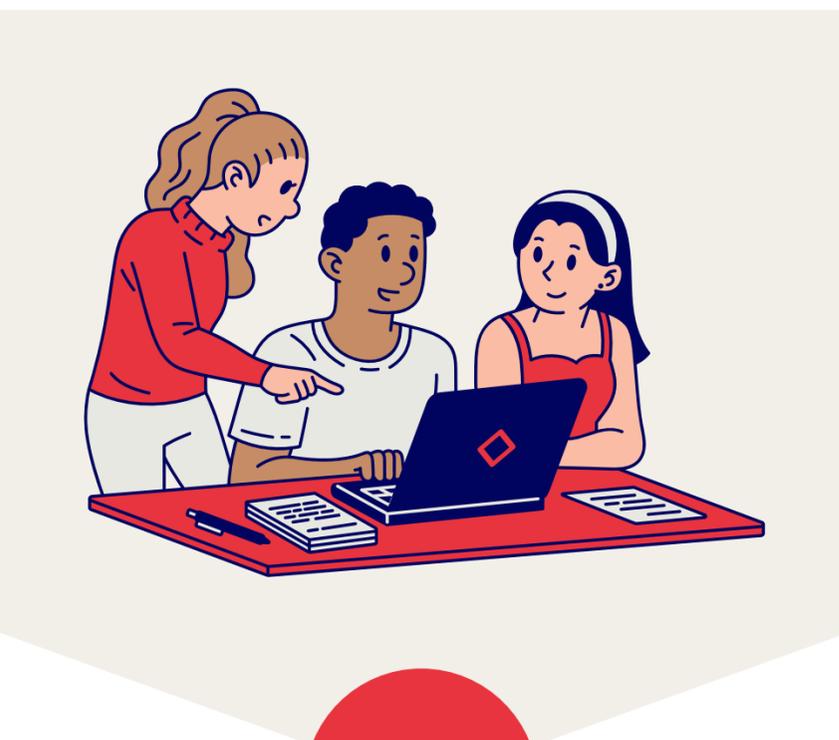
2. Click on Extensions

3. Check the box to add the connector



4. The connector is to the left of the search bar





5 MIN

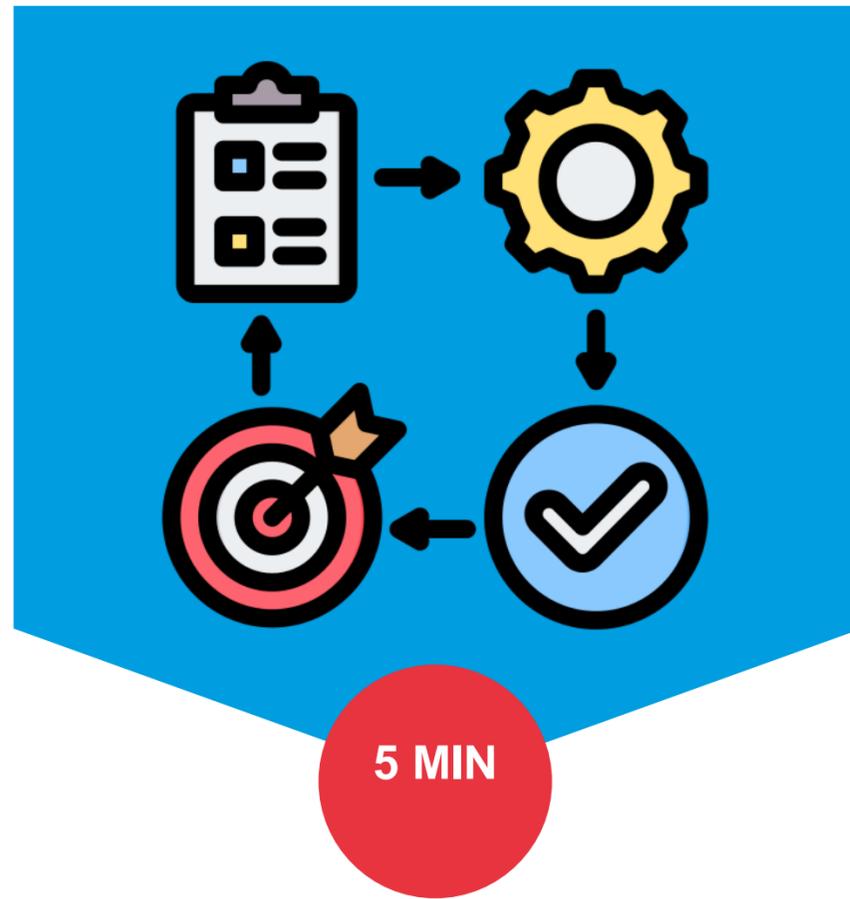
Activité individuelle

Restitution en plénière

Consignes

Ajout avec le connecteur depuis les bases Psy :

- Saisissez : “emotional regulation”



Activité individuelle

Consignes

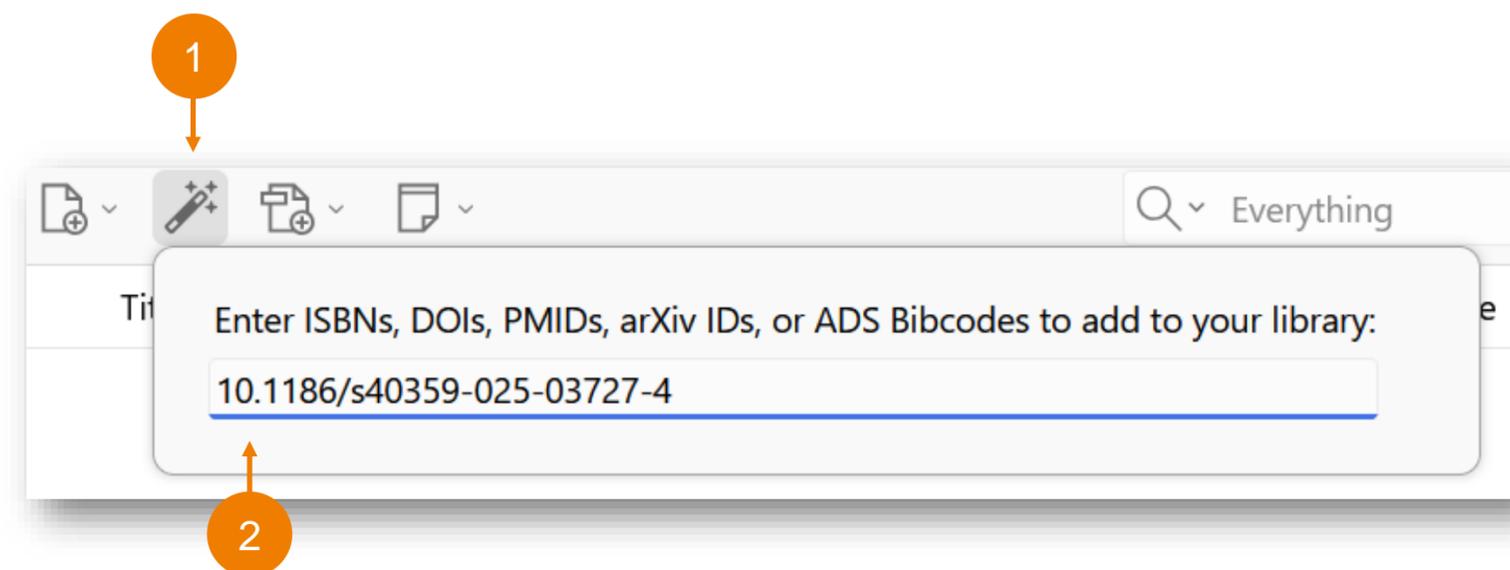
- Allez sur Google Scholar
- Saisissez : “emotional regulation”

Example :

Sandra, L. (2025). Digital emotional regulation paradox: A cross-sectional study on mindful technology use moderates the relationship between social media emotional content exposure and psychological resilience. *BMC Psychology*, 13(1). <https://doi-org.docelec.u-bordeaux.fr/10.1186/s40359-025-03727-4>

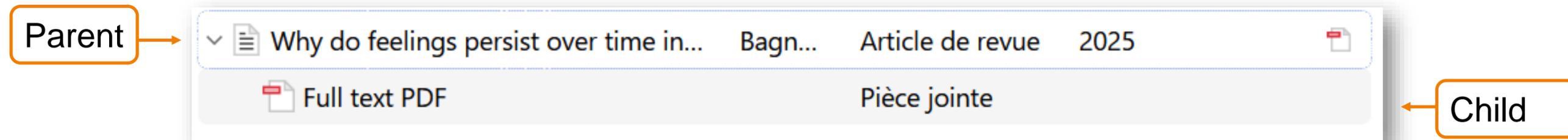
1. Click on the
2. Add the identifier – DOI, ISBN etc.

Titre	Digital emotional regulation paradox: a cross-sectional study on mindful technology use moderates the relationship between social media emotional content exposure and psychological resilience
Auteur	Sandra, Lidia >
Description	Background Social media's emotional content has sparked concerns about its psychological impact. While many strategies focus on reducing screen time, this study explores how mindful and intentional technology use can shape users' emotional responses. We propose the "Digital Emotional Regulation Paradox," which refers to the idea that greater emotional exposure does not necessarily harm mental health when users engage with social media mindfully. Methods This cross-sectional study was conducted in Indonesia namely Jakarta, Yogyakarta, and Bali among 450 adults aged 18 to 65. Participants completed validated and custom-developed scales assessing emotional content exposure, psychological resilience, mindful technology use, and emotional contagion susceptibility. Data were analyzed using structural equation modeling (SEM) to test moderation hypotheses. Results Mindful technology use significantly moderated the impact of negative emotional content on resilience ($\beta = 0.32, p < 0.001$). Participants with higher mindful use showed stronger resilience even when exposed to negative content. This supports the paradoxical idea that mindful engagement can buffer digital emotional stress. Susceptibility to emotional contagion further shaped this relationship. Conclusions The findings challenge the assumption that reducing digital exposure is the best path to mental health. Instead, the way individuals use technology mindfully and reflectively may matter more than how much they use it. However, the cross-sectional design limits causal interpretation, highlighting the need for longitudinal or experimental research to confirm these pathways. These insights offer practical implications for digital mental health programs, user education, and platform policies.
Fait partie de	BMC Psychology, 2025-11, Vol.13 (1), p.1411-26, Article 1411
Éditeur	London: BioMed Central
Langue	Anglais
Identifiant	ISSN: 2050-7283 EISSN: 2050-7283 DOI: 10.1186/s40359-025-03727-4 PMID: 41291860



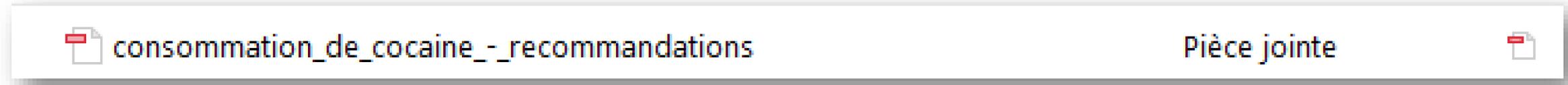
In Zotero, PDFs are added with a 'parent' which contains all the informations about the item.

The standalone PDF is referred to as the 'child'.





Standalone PDFs look like this in your library:



Beware, these PDFs don't have any bibliographic metadata (information) and will not produce proper references.

For example :

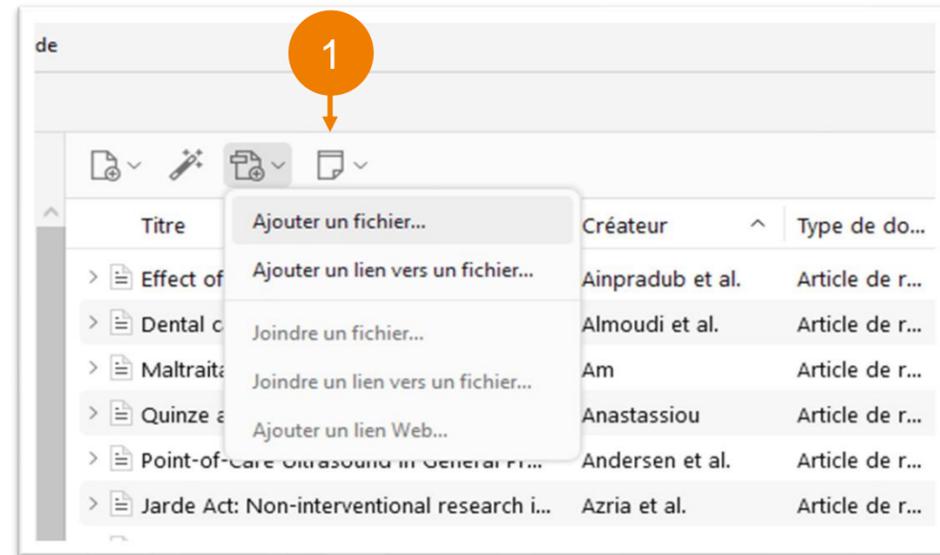
(consommation_de_cocaine_-_recommandations, s. d.)

This is how the PDF will appear in your bibliography. Your teachers will not be able to identify this document.

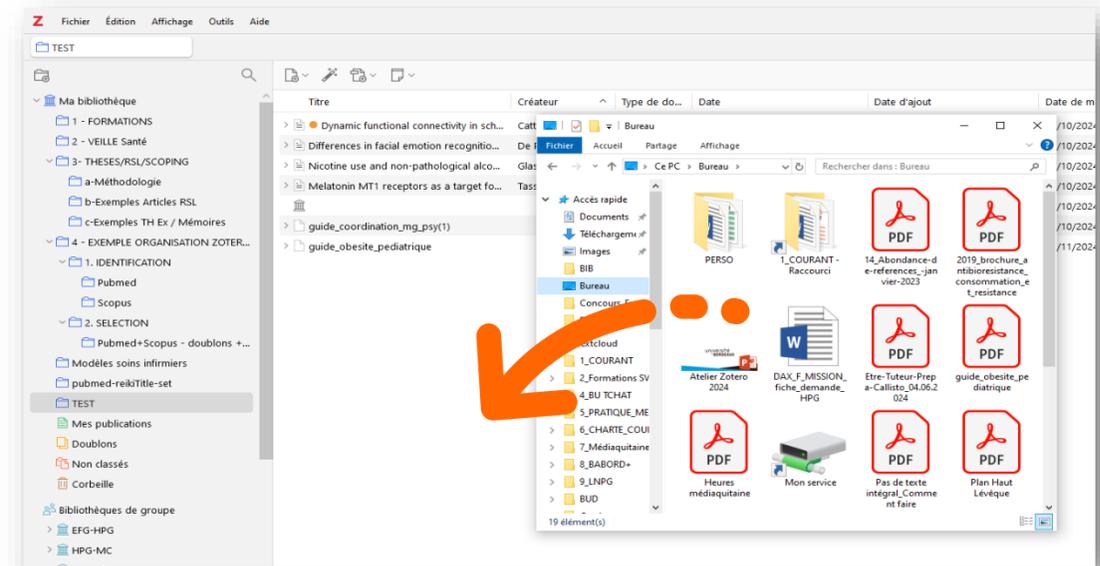
There can't be children without parents, you will need to correct this in Zotero

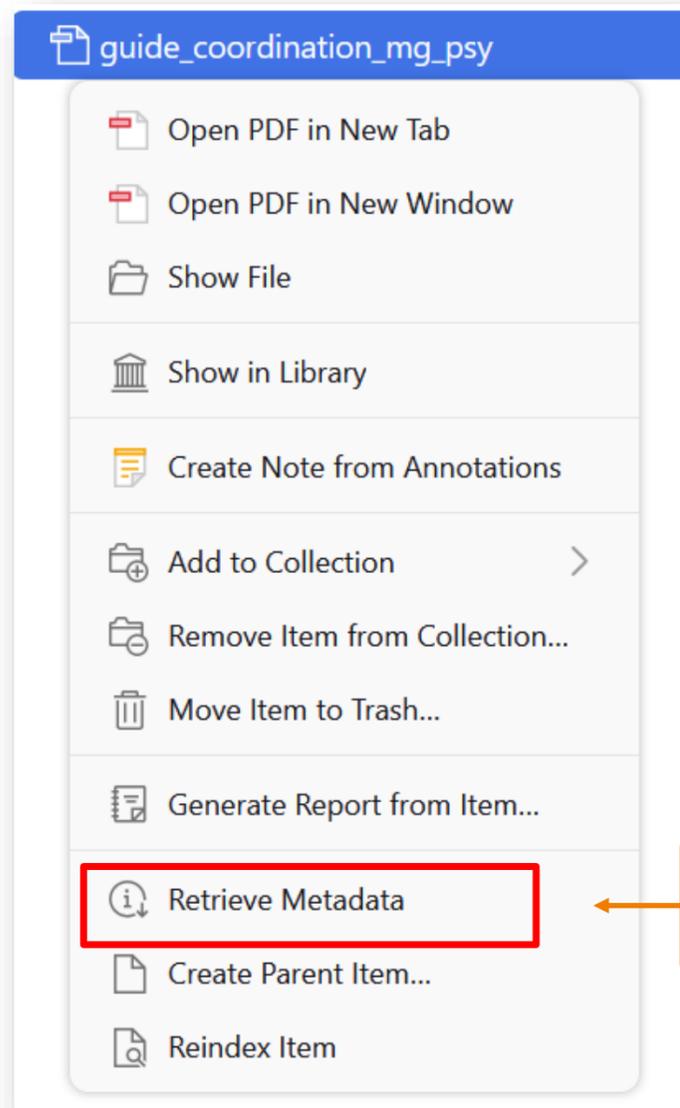


Option 1 : Attach a file



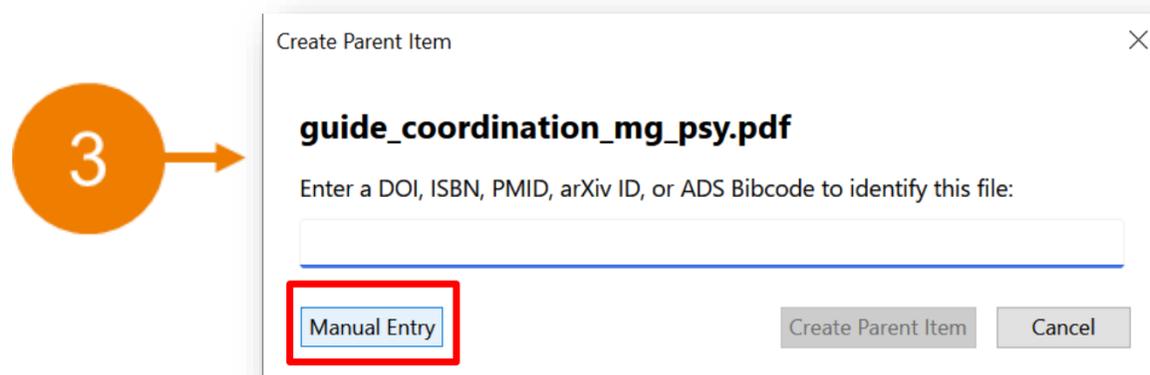
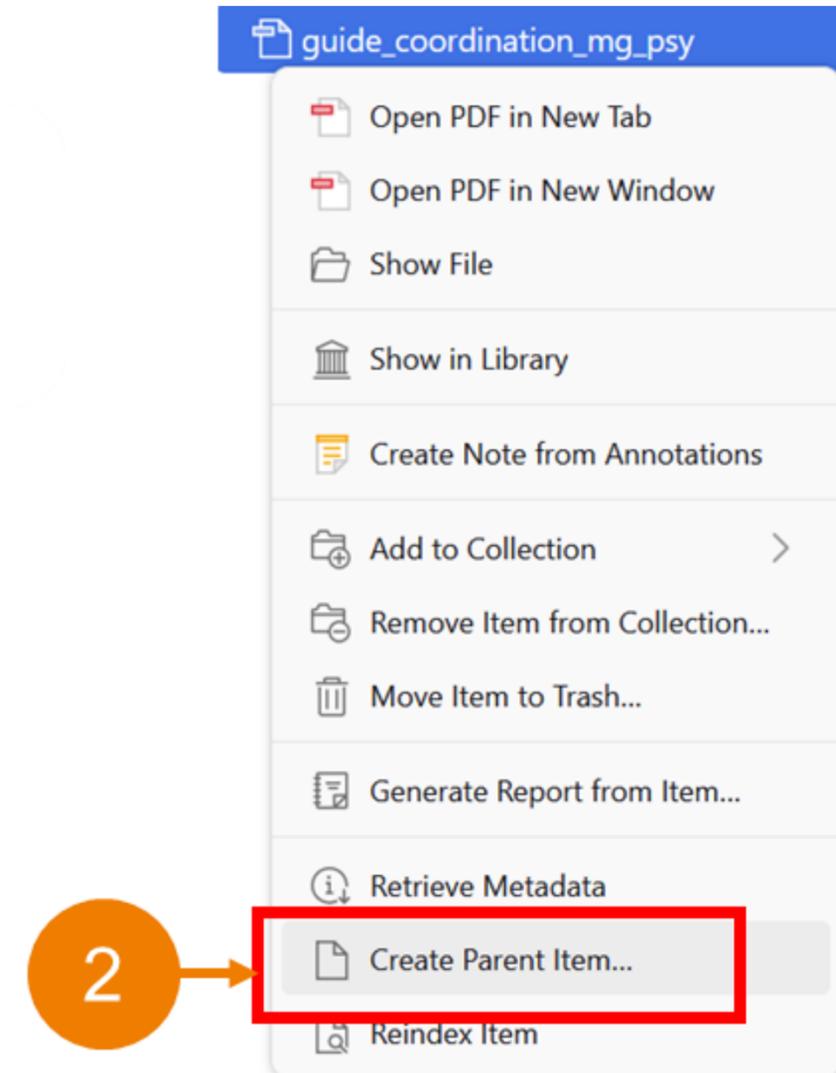
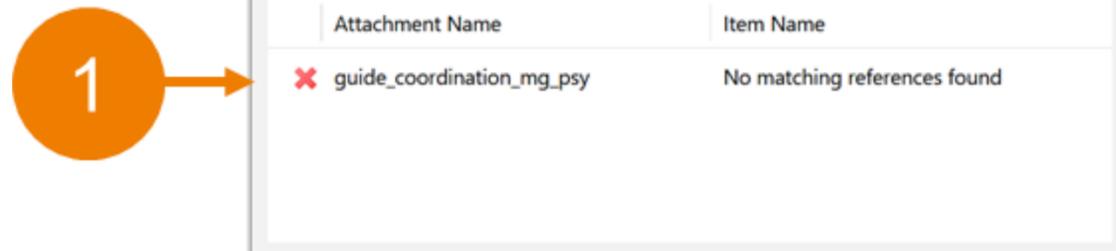
Option 2 : Drag and drop a file





Check if you can retrieve the item's metadata (informations)

If you can't retrieve the metadata (1), then you'll need to create the parent from scratch (2 and 3)



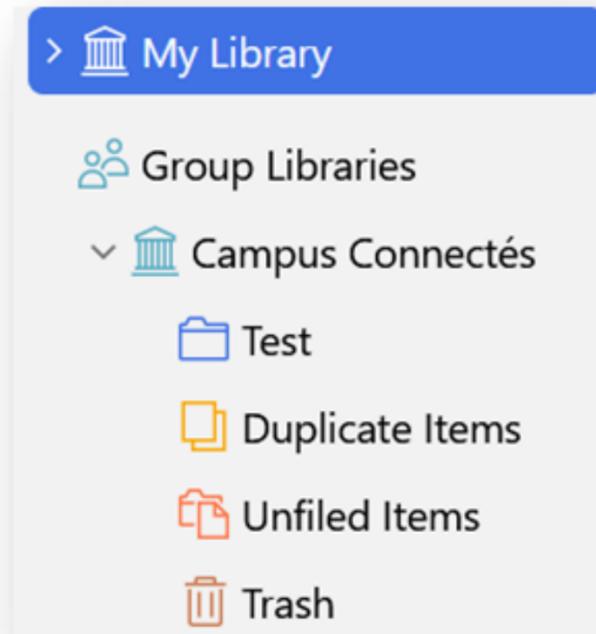


Part 3

Organizing your library

You may have duplicates (items referenced twice or more within a given collection).

Zotero indexes duplicates but you won't be notified. You therefore need to check whether there are duplicates before citing/generating your bibliography.



Click on Duplicate Items in the left-hand menu

Select and merge documents

The screenshot shows a document management interface. At the top, there are icons for document actions and a search bar containing 'Title, Creator, Year'. Below the search bar is a table with columns for Title, Creator, and Date. Two identical entries are listed, both with a date of 2021-8. To the right of the table is a 'Merge 2 items' dialog box. The dialog box contains the text 'Choose the version of the item to use as the master item:' and two radio button options: '2/16/2024, 5:06:05 PM' and '3/28/2024, 10:02:40 AM'.

Title	Creator ^	Date	
> How LGBTQ Adults Maintain Ties with Rej...	Reczek a...	2021-8	
> How LGBTQ Adults Maintain Ties with Rej...	Reczek a...	2021-8	

Merge 2 items

Choose the version of the item to use as the master item:

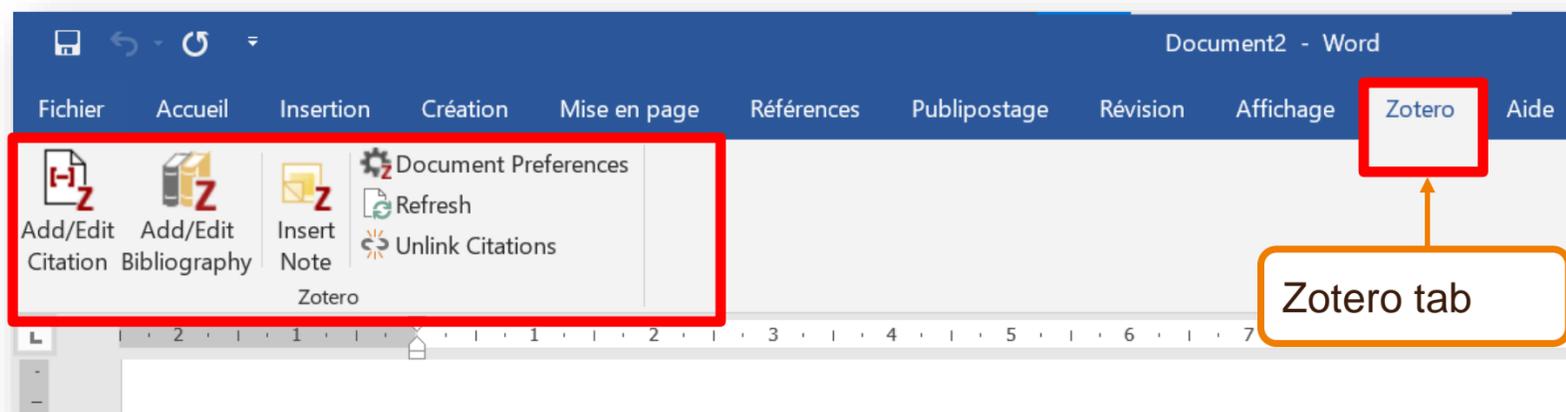
2/16/2024, 5:06:05 PM

3/28/2024, 10:02:40 AM



Part 4

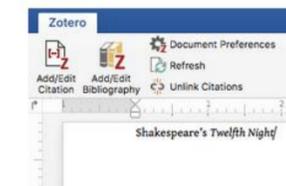
Citing with Zotero

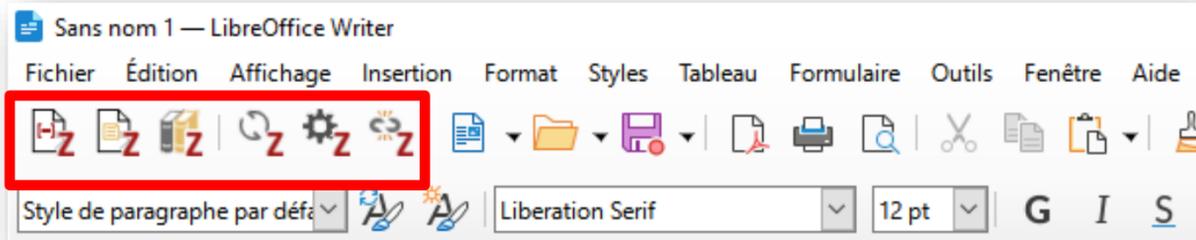


[Installing](#) the Zotero Word plugin adds a Zotero tab to Microsoft Word.

The Zotero tab contains these icons:

Add/Edit Citation		Add a new citation or edit an existing citation in your document at the cursor location.
Add/Edit Bibliography		Insert a bibliography at the cursor location or edit an existing bibliography.
Document Preferences		Open the Document Preferences window, e.g. to change the citation style.
Refresh		Refresh all citations and the bibliography, updating any item metadata that has changed in your Zotero library.
Unlink Citations		Unlink Zotero citations in the document by removing the field codes. This prevents any further automatic updates of the citations and bibliographies. Note that removing field codes is irreversible , and should usually only be done in a final copy of your document.



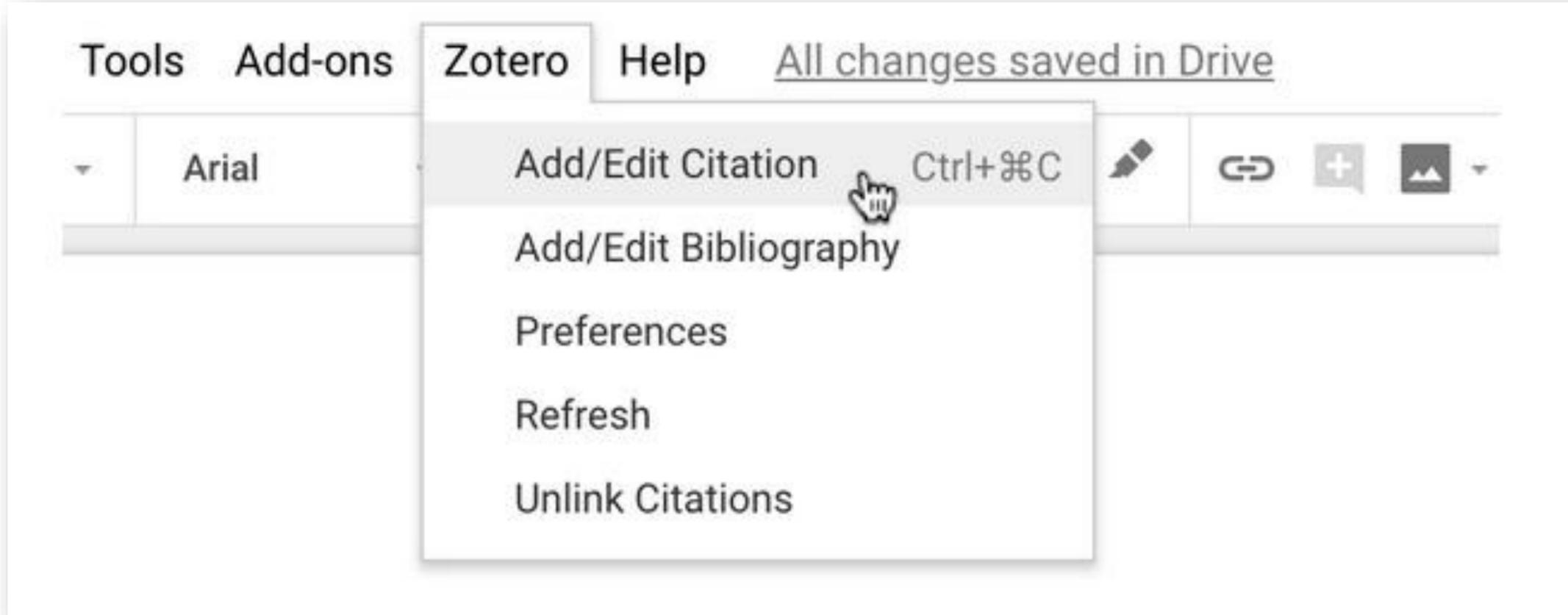


[Installing the Zotero LibreOffice plugin](#) adds a Zotero toolbar to LibreOffice.



The Zotero toolbar contains these icons:

Add/Edit Citation		Add a new citation or edit an existing citation in your document at the cursor location.
Add/Edit Bibliography		Insert a bibliography at the cursor location or edit an existing bibliography.
Document Preferences		Open the Document Preferences window, e.g. to change the citation style.
Refresh		Refresh all citations and the bibliography, updating any item metadata that has changed in your Zotero library.
Unlink Citations		Unlink Zotero citations in the document by removing the field codes and converting citations to regular text. This prevents any further automatic updates of the citations and bibliographies. Note that removing unlinking citations is irreversible , and should usually only be done in a final copy of your document.

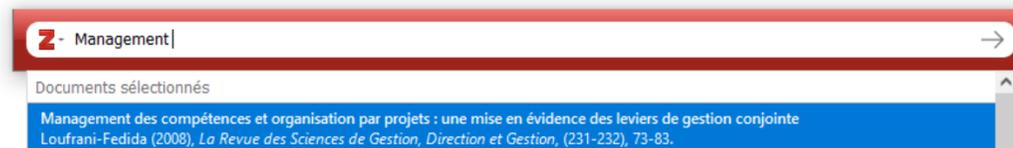


In the Zotero menu, you'll find the following options:

Add/Edit Citation	Add a new citation or edit an existing citation in your document at the cursor location.
Add/Edit Bibliography	Insert a bibliography at the cursor location or edit an existing bibliography.
Preferences	Open the Document Preferences window, e.g. to change the citation style.
Refresh	Refresh all citations and the bibliography, updating any item metadata that has changed in your Zotero library.
Unlink Citations	Unlink Zotero citations in the document by removing the field codes. This prevents any further automatic updates of the citations and bibliographies. Note that removing field codes is irreversible and should usually only be done in a final copy of your document.

The citation dialogue box appears. 2 options: add from the citation dialog or from the "classic view"

Option 1 : Type in the author's/authors' name/s, title or keyword



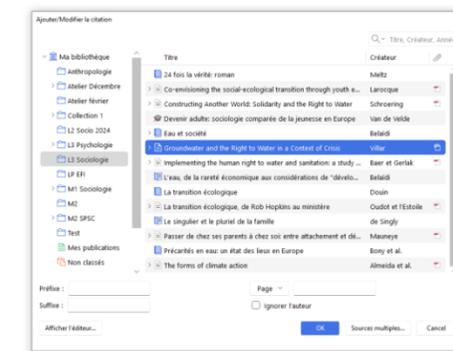
Press Enter. You can add several authors at once

Option 2 : Click on the drop down menu, then on 'Classic view'

Cliquez sur le menu déroulant, puis sur 'Vue classique'

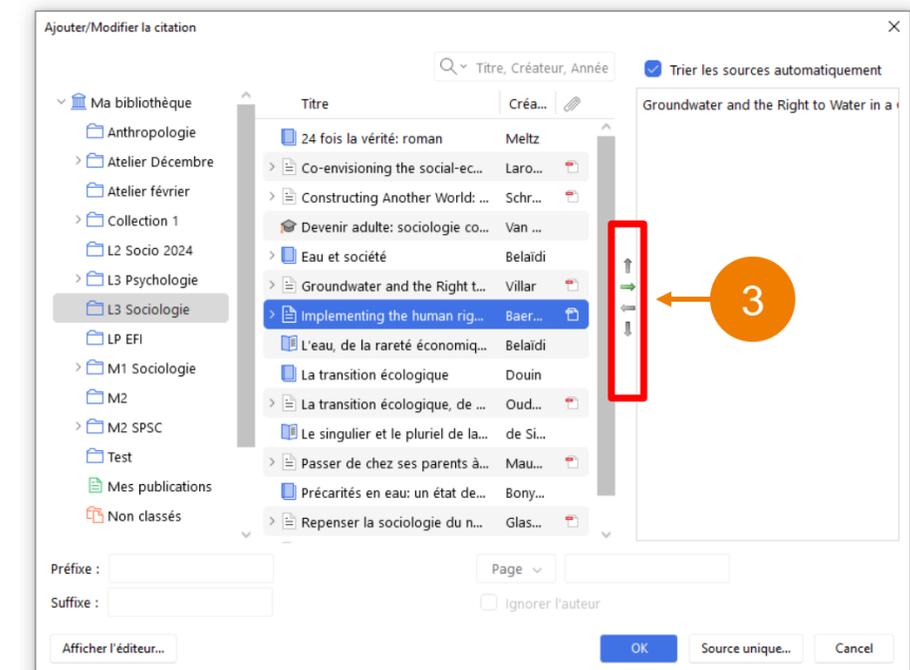
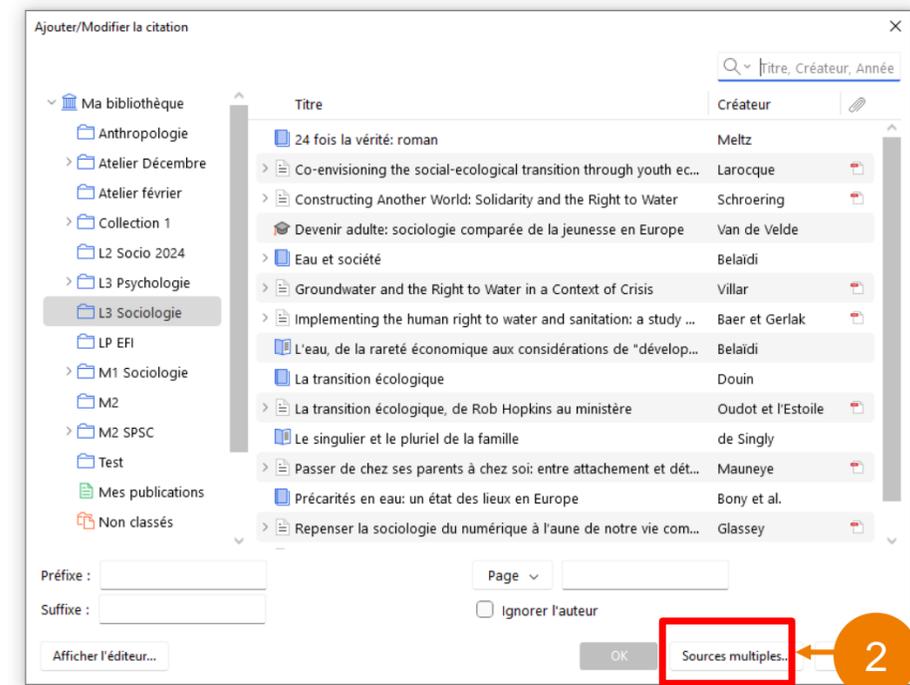


You can now select items from your library



From the Classic view, go to Multiple Sources to specify multiple sources at once

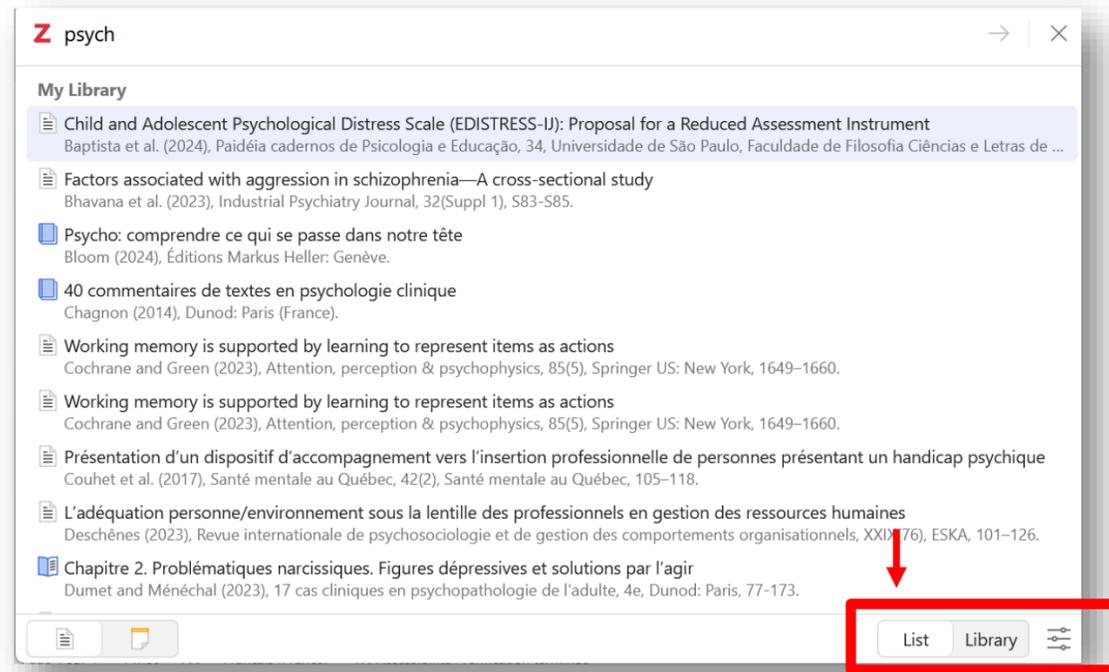
1. Click on Add/Edit citation
2. Click on Multiple sources
3. Select sources. Use the arrows to add or remove sources



2 options :

Option 1 – adding from the list:

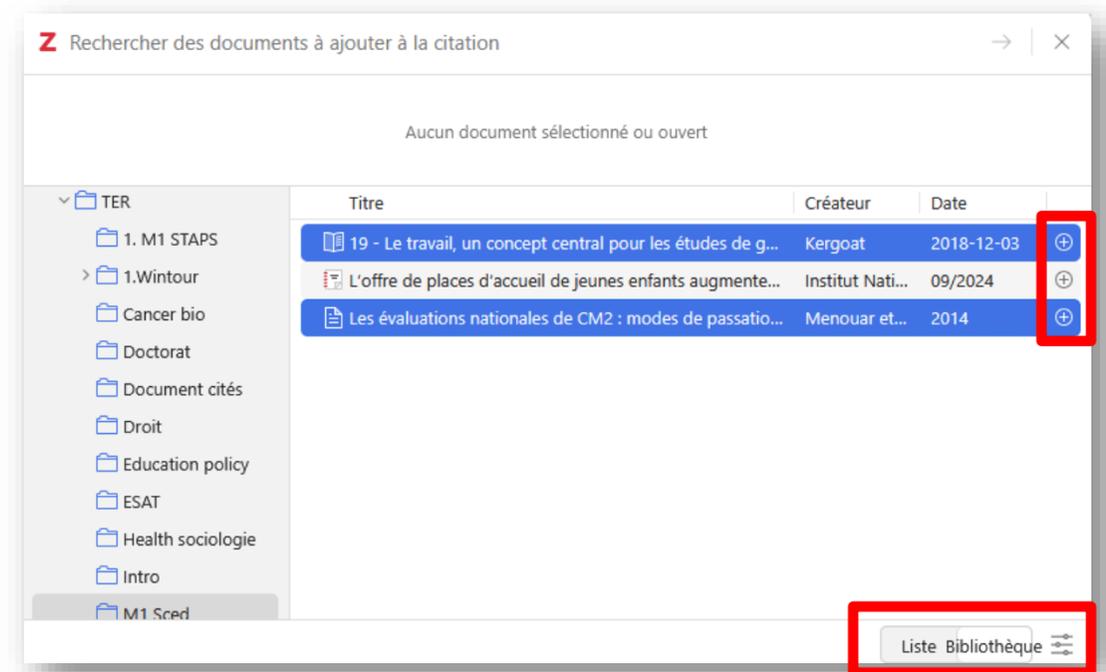
- Click on List.
- Type in the search bar either the name of the author, the article or a keyword.
- Type Enter to select your source.



- To make a multiple citation (multiple authors), add the author / title start / keyword on the same search bar. Type Enter.

Option 2 – adding from the library:

- Click on Library
- Select the reference you want to add by clicking on the + sign at the end of the line
- Type Enter to select your sources.



- To make a multiple citation (several authors), select the desired references by clicking on the + at the end of the line. Type Enter.

This training course was delivered by the Service Transversal des Formations Documentaires on behalf of the Graduate Research School.