Using Zotero's Plug-in for Word

Are you looking for a way to eliminate the drudgery from in-text citations and bibliographies? Zotero has a plug-in feature that you can use within a Word document.

Getting Started

When you download the Zotero Desktop, it normally adds the Word plug-in automatically. If it is not there, set it up by going to the Zotero Desktop and clicking on "Tools" > "Add-ons".

Using the Zotero Plug-In

Now open up a Word document. You will see Zotero on your menu bar. First pick the citation style you need. In this example, we'll use APA. Place the cursor where you need to cite and click on "Add/edit citation." The Zotero tool bar will pop up, allowing you to search for the author or title of your citation. If you are citing more than one article, keep searching and adding references. Your references will appear in the right order and formatted correctly.

Page Numbers and Suppressing the Author

When you have an exact quotation, as in this second sentence, you will need to add a page number. Clicking beside the author's name will pull up the option you need. And note that if you've already used the author's name in the sentence, you can suppress it in the citation.

Adding the Reference List

To add the list of references, simply place the cursor in the right spot, and click on "Add/edit bibliography." All references listed in your in-text citations will appear automatically.

The final step is to proofread your references for any possible errors.

Research Assistance

If you have any questions, just email us at libcitations@wlu.ca.