

# Managing bibliography in MTrec with Zotero

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- 1. Why Bibliography Management
- 2. Install **Zotero** with **Better BibTeX**
- 3. Add a New Bibliography Item
- 4. Export Items From **Zotero** to **BibTeX**
- 5. Better BibTeX & Duplicated Items
- 6. Online Tutorial Videos

# Why Bibliography Management?

#### Source:

```
\begin{filecontents}{\jobname.bib}
@BOOK{foo:2012a,
  title = {My Title},
  publisher = {My Publisher},
  year = \{2012\},\
  author = {Author}
@BOOK{foo:2012b,
  title = {My Title},
  publisher = {My Publisher},
  year = \{2012\},\
  author = {Author}
@BOOK{foo:2012c,
  title = {My Title},
  publisher = {My Publisher},
  year = {2012},
  author = {Author}
\end{filecontents}
\documentclass{article}
\begin{document}
Hello World \cite{foo:2012a, foo:2012b, foo:2012c}
\bibliographystyle{plain}
\bibliography{\jobname}
\end{document}
```

#### Output:

Hello World [1, 2, 3]

#### References

- [1] Author. My Title. My Publisher, 2012.
- [2] Author. My Title. My Publisher, 2012.
- [3] Author. My Title. My Publisher, 2012.

Duplicated References may come from the following reason:

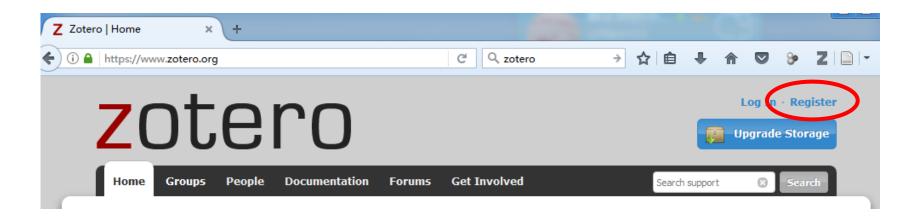
- Carelessness
- 2. Collaboration
- 3. Extension of an existing work

LaTeX cannot detect them

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# Register for a Zotero Account

- You have to create an account first in order to use Zotero and join our group
- Go to the URL <a href="https://www.zotero.org/">https://www.zotero.org/</a>
- Click the register link
- Follow the instructions to finish the registration



### Install Zotero

- The downloading page is <a href="https://www.zotero.org/download/">https://www.zotero.org/download/</a>
- Zotero has the Standalone software and plug-ins for web browsers. I suggest you install all of them.





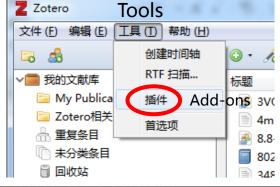
# Install **better BibTeX** Plug-in (Important)

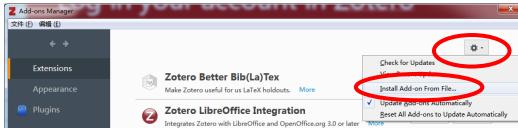
- For backward compatibility, you **have to** install **better BibTeX** so the item keys in previous BibTeX management website are consistent with the keys in Zotero (otherwise Zotero generates its own keys).
- The URL is <a href="https://github.com/retorquere/zotero-better-bibtex">https://github.com/retorquere/zotero-better-bibtex</a>
- The latest release is <a href="https://github.com/retorquere/zotero-better-bibtex/releases/latest">https://github.com/retorquere/zotero-better-bibtex/releases/latest</a>
- The installation file is a Firefox plug-in. Firefox ought to start installation by double clicking.

For standalone Zotero, do the following:

- In the main menu go to Tools > Add-ons
- 2. Select 'Extensions'
- 3. Click on the gear in the top-right corner and choose 'Install Add-on From File...'
- 4. Choose .xpi that you've just downloaded, click 'Install'
- Restart Zotero

The complete installation instructions can be found at <a href="http://retorque.re/zotero-better-bibtex/installation/">http://retorque.re/zotero-better-bibtex/installation/</a>

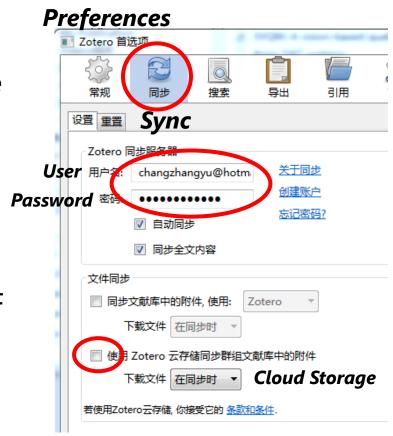




# Log in Your Account in Zotero

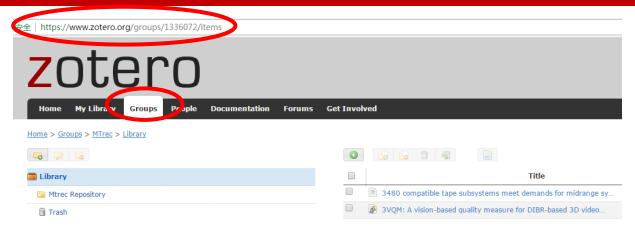
There are several ways to use Zotero. You need to log in them respectively.

- For the website, go to the log in page directly.
- For the standalone version as well as the browser plug-in, you need to select the *Preferences* and go to the *Sync* tag. Then enter your username and password.
- The sync function can upload the PDF file automatically and you have 300MB free space for your own.
- **Uncheck** the uploading function for **Group** if you do not want to pay for extra space (USD 200 for a year).



# Join MTrec Group





- Tell me your **username** and I will invite you to our group (MTrec).
- Afterwards you can visit our group on the webpage or on the client side.
- You can **ADD**, **EDIT** and **REMOVE** items. Be careful when you do this because the other users in this group will also be affected.

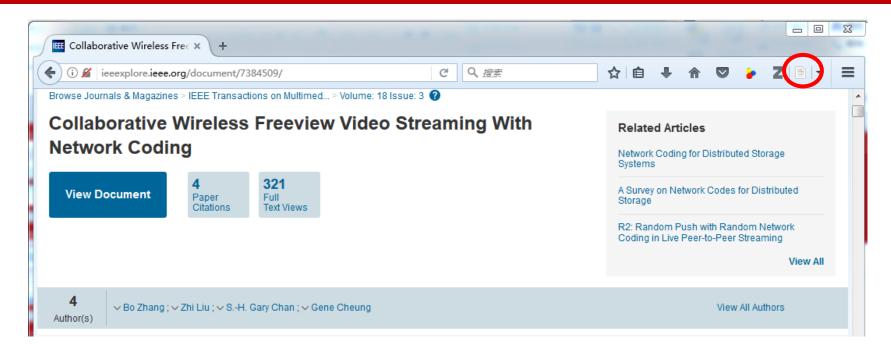
# Group Item and Your Personal Item



- Only the items in the group bibliography will be uploaded to the cloud.
- To share your bibliography items, simple drag the item from your directory to the group directory.
- Similarly, to download items from our group, simple drag the items from the group directory to your own directory.

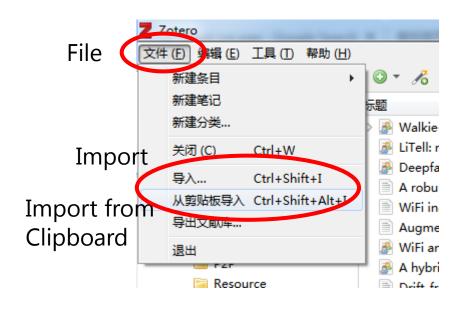
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## Add a New Item from Browser



- You can manually add items, but I strongly suggest you use the plug-in to avoid mistakes.
- Simply go to the related webpage of the paper (e.g. IEEExplore or ACM digital library) and click the save button.

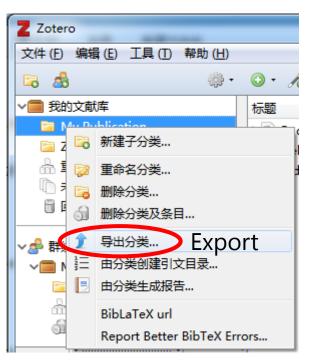
### Add New Items from a BibTeX File

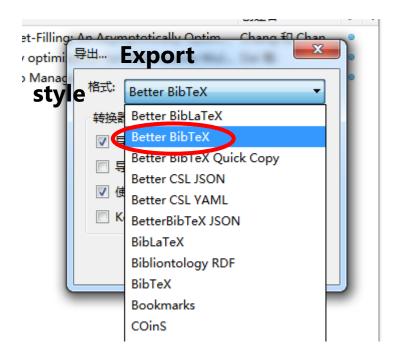


- Method 1: Go to File -> Import and follow the instructions.
- Method 2: Copy the text from the file (i.e., Ctrl + C) and choose File -> Import from Clipboard.

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# Export items from Zotero to BibTeX

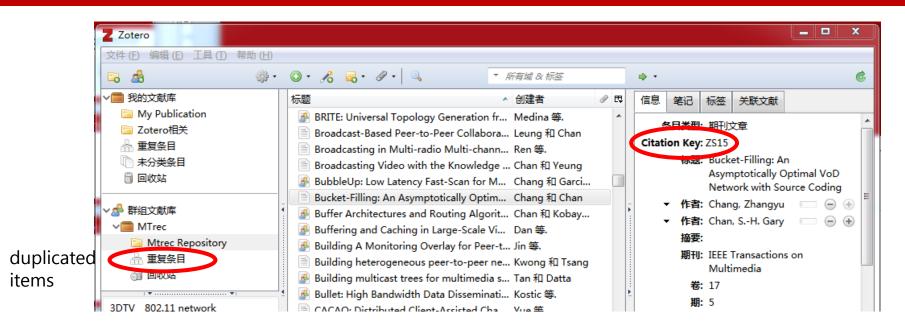




- If you are preparing references for a paper, create a new directory for the paper and drag the related work into it.
- Right click the directory and choose Export option. In the style
  option choose Better BibTeX option instead of BibTeX.

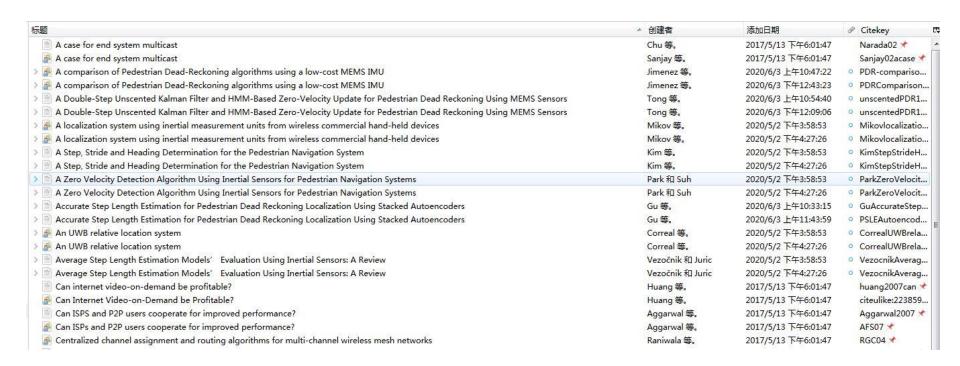
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# Citation Key & Duplicated Items



- Zotero cannot save the BibTeX key. To fix this, **better BibTeX** store the key in the extra field in the form *bibtex:[key]*.
- Zotero can automatically find the *duplicated items*. You can check them in the directory and merge them if necessary.
- Papers may happens to have same name (e.g., conference versus journal). Be careful!

# Duplicated Items (Cont'd)



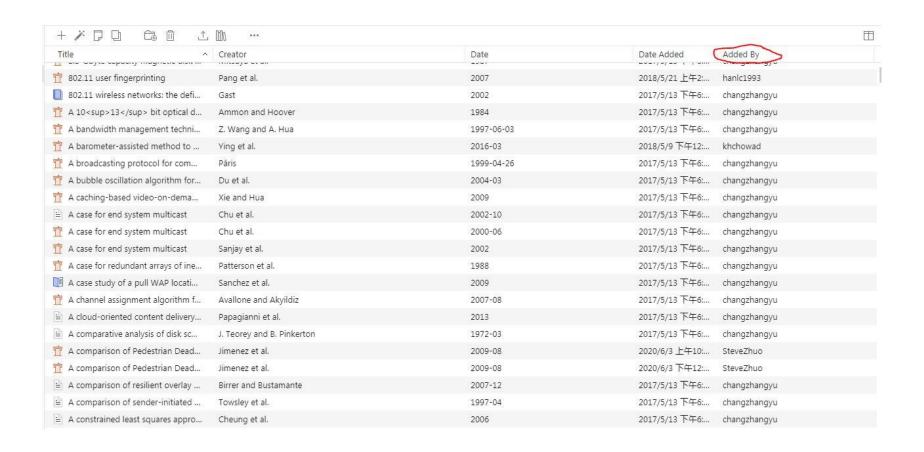
- Zotero can automatically find the duplicated items. You can check them
  in the directory and merge them if necessary.
- Papers may happens to have same name (e.g., conference versus journal). Be careful!

## Citation Key Management (Important)

#### Rules to add items into our group library

- 1. If you are the first one that add the item, you have the right to decide the citation key. If you do not give a key, the system will automatically generate one for you.
- 2. If you add a new item (or a batch of items), always check the duplicated items. If the item already exists, **you are** responsible to remove your duplicated items.
- 3. You have make sure that the citation key of your paper in our SVN is **consistent** with the citation key in our group library.

## We have record on who adds the item



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### Online Tutorial Videos

- Installing Zotero Standalone: <a href="https://www.youtube.com/watch?v=H8UTehdF92s">https://www.youtube.com/watch?v=H8UTehdF92s</a>
- 2. Installing the Firefox Extension: <a href="https://www.youtube.com/watch?v=SDjFzX2kdHc">https://www.youtube.com/watch?v=SDjFzX2kdHc</a>
- Synchronization: <u>https://www.youtube.com/watch?v=3IFqEvNMXuM</u>
- 4. Using Zotero: <a href="https://www.youtube.com/watch?v=mP5AzJHXfIA">https://www.youtube.com/watch?v=mP5AzJHXfIA</a>
- 5. Zotero Group Library: <a href="https://www.youtube.com/watch?v=3QKF25nmnds">https://www.youtube.com/watch?v=3QKF25nmnds</a>
- 6. Better BibTeX: <a href="https://www.youtube.com/watch?v=GAVXVkcpbG0">https://www.youtube.com/watch?v=GAVXVkcpbG0</a>