Instructions on using Zotero

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Importing citations to Zotero

From Global Search Box, UCSF Library home page

1. Run a search; select as many articles as you want to be exported to Zotero by clicking on the folder (see in red)

2. After your selection, click on the big folder on the upper-right hand corner. You will see a list of selected articles.

3. Click on Zotero icon to import all selected articles to Zotero.
4. You could choose those selected references from the Global Search result folder to be imported to Zotero. Then click on OK.

![Select which items you'd like to add to your library](image1.png)

5. You could specify which folder will be selected to place all references.

![Saving to ER-quality improvement](image2.png)
Creating a bibliography

1. Highlight the citations you want to create a bibliography.
2. Right click your mouse.
4. You will see a bibliography in APA 6th ed.
   IMPORTANT: Manually check to make sure the citations are truly in APA style.

View PDF:

Highlight the citation(s) you want to view the full-text article. Right click and select “View PDF.” (see above)

Cite while you write

1. Go to your WORD document. Click on Zotero from your top menu.
2. Place cursor to where you want to put the in-text citation.
3. Click on “Add/Edit Citation” icon; then select citation(s) you want to cite in your paper.
4. Repeat step 1-3 to cite more citations.
5. Once you finish, click on “Add/Edit Bibliography” icon to create a bibliography for your paper.
Results

We describe the use of Lean quality improvement methodologies at a Veterans Affairs (VA) medical facility to redesign Emergency Department (ED) front-end operations and improve ED flow (Rutman, Migita, Woodward, & Klein, 2015), specifically to reduce time from Veteran arrival to provider evaluation. Materials and Methods: The intervention, a Rapid Process Improvement Workshop (RPIW), took place during January 2014 at the VA Palo Alto Health Care System (VAPAHCS) (Vashi, Sheikhi, Nashton, & Ellman, 2019). Key changes made as a result of the RPIW included standardizing and streamlining evaluation and hand-off processes, better-delineating roles for RNs and MDs, more efficiently utilizing beds and improving team communication.

References


https://doi.org/10.1097/PEC.0000000000000455 (CORRECTED)


Again, double check your bibliography to make sure it’s in APA 6th ed correctly.
When you found **something wrong with the reference list, copy the following instructions to correct the citation(s).**

1. Use “Add/Edit Bibliography” icon and correct the citation in the display box (see below) based on APA 6\(^{\text{th}}\) ed.

**WRONG APA style:**


**CORRECT APA style:**

Use Zotero to create a reference list and paste it to the worksheet below

A. Conduct a Search and create a Reference list: (Use the synonyms to conduct a brief search to find 5-7 research articles related to your proposed problem)
   - Use a reference manager (e.g., Zotero or RefWorks) to create a reference list of these articles in APA format. Enter the citation list below:

1. Click on Zotero from top menu of your WORD document.
2. Click on “Add/Edit Citation” icon; then select citation(s) you want to be included in your reference list.
   a. Click Multiple Sources.
b. Select a citation and click arrow to move each of selected citations to the right box. Then click OK.

You will see a list of in-text citation (see below.)

(Aoki & Jackson, 2008; Bauwhede, 2009; Bushman, Chen, Engel, & Smith, 2004; Fotaki, Lioukas, & Voudouris, 2019; Heracleous, 2001; Hilb, 2016; Nawaz Khan et al., 2019)

c. Once you finish, click on “Add/Edit Bibliography” icon to create a bibliography for your paper.

d. Highlight your bibliography; **TIPS:** then click “Unlink Citations” to remove the code before you could copy and paste your bibliography to the paper for your week 3 assignment.

Questions? Contact Min-Lin at min-lin.fang@ucsf.edu