

JAPAN DURING WORLD WAR II

A HISTORY WORKSHOP

LAB 2:

Drupal Biblio and Zotero

Instruction Sheet

A. CREATE A ZOTERO ACCOUNT & JOIN THE JAPAN HISTORY LAB GROUP

1. Fill out the form at <https://www.zotero.org/user/register/>

Note: to make things simple please use the same username as your Drupal account - first initial and last name; keep track of your password you will need it later)

2. Log in and explore the interface: Add Collections and citation in the “My Library” tab.

3. Visit the Groups tab. Browse the Groups, then navigate to the Japan History Lab group:

https://www.zotero.org/groups/japan_history_lab/items

4. Give your zotero username to Joel so he can invite you to join the group.

5. Check your e-mail for a message from Zotero, inviting you to join the group Japan History Lab. Follow the link in the e-mail and click on join.

6. Return to the group library and explore your new powers. Figure out how to add, delete and edit citations and collections. (Please don't change anything just yet).

B. EXPLORE OTHER WAYS TO USE ZOTERO

1. Install the Zotero plugin for firefox.

i. Make sure you are using firefox and click on the link to download the Zotero plugin:

<https://www.zotero.org/download/>

ii. Once Firefox is restarted click on the big “Z” in the toolbar to open the Zotero pane.

iii. In the Zotero pane click the gear icon>>preferences and enter the “Sync” tab.

iv. Enter your Zotero username and password and “Close”

v. Zotero should begin downloading citations from your account. (You should at least see the Japan History Lab Library).

vi. Create a new collection for this course by clicking the folder with a plus on the left hand side of the Zotero pane. Call it HISTR 365, or some such.

2. Download citations directly into Zotero.

i. Click on the collection you just created. Find a book or article on the Uvic library website.

ii. When you find something of interest look beside the “Z” icon in the Firefox tool bar. There should be a book or article icon beside the “Z”.

iii. Click the icon and see what happens.

iv. Surf the web and see how the icon changes on different kinds of sites (try at least one major newspaper, and the World Cat database at the library). What happens when you click the icon on these different pages?

3. Output Citations as a bibliography.

- i. Enter the collection you created for the course and select the citations you have created.
- ii. Right click and select “Create Bibliography from selected items...”
Citation Style: Chicago Manual of Style 16th edition (full note);
Output Mode: Bibliography;
Output Method: Copy to Clipboard.
- iii. Paste your bibliography into a Word document.
- iv. Compare your automatically generated bibliography to the examples provided by the *Chicago Manual of Style* at: http://www.chicagomanualofstyle.org/tools_citationguide.html
- v. Edit your citations in Zotero until you can get your citations to match the style guide perfectly.

4. Add citations to the Japan History Lab Library

- i. Select the citation you want to add in your collection for the course.
- ii. Click on the 'Notes' tab in the right hand pane. Delete any computer generated content there. (This is where you will add your annotation once you have completed your annotated bibliography)
- iii. Click on the 'Tags' tab. Delete any computer generated content. Add your Drupal username as a tag (first initial and last name). Add the tag “Article” if this is a textual source for your Research Paper. Add “Media” if this is a multi-media source. Add other descriptive tags as you see fit.
- iv. Drag the citation from “My Library” to the Japan History Lab Group Library's “JHL Bibliography” folder.

REFERENCE

A. ADD FOOTNOTES TO JAPAN HISTORY LAB ARTICLES

1. When you are signed in visit the page of an article on Japan History Lab and click the 'Edit' tab.
2. In a separate window or tab open up the Bibliography and copy the “citation key” of the Bibliography entry you are looking for. It is in square brackets at the beginning of the entry).
3. Locate the place in the “Body” field where you want to place the citation, and paste the citation key between the tags '[bib]' and [/bib] followed by the page number of the source material in brackets if applicable. ie. [bib]1234[/bib] (pg. 200).
4. Save the Article and check to see that the footnote was created correctly.