



Mahidol University
Faculty of Science

Information Management and
Stang Mongkolsuk Library

Stang Library Training

ZOTERO



REFERENCE MANAGEMENT

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28 October 2026



1:00 PM - 2:30 PM



Google Meet

Outlines

Introduction

- About Zotero
- Installing the Zotero software
- Installing the Zotero Connector

Zotero with MS Word

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- Adding an In-Text Citation
- Adding a Bibliography
- Unlink Citations from Zotero Library
- Switching from MS Word to Google Docs

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Zotero with Google Docs

- Connecting Your Zotero Account
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Introduction

- About Zotero
- Installing the Zotero software
- Installing the Zotero Connector

About Zotero

Your personal research assistant

Zotero is a free, easy-to-use tool to help you collect, organize, annotate, cite, and share research.

Download

Available for Mac, Windows, Linux, [iOS](#), and [Android](#)

Just need to create a quick bibliography? Try [ZoteroBib](#).

Installing the Zotero software 1

1. Go to <https://www.zotero.org/download>

zotero

Groups Documentation Forums Get Involved Log In Upgrade Storage

Zotero 9 for Windows

Your personal research assistant

2. Download an installer

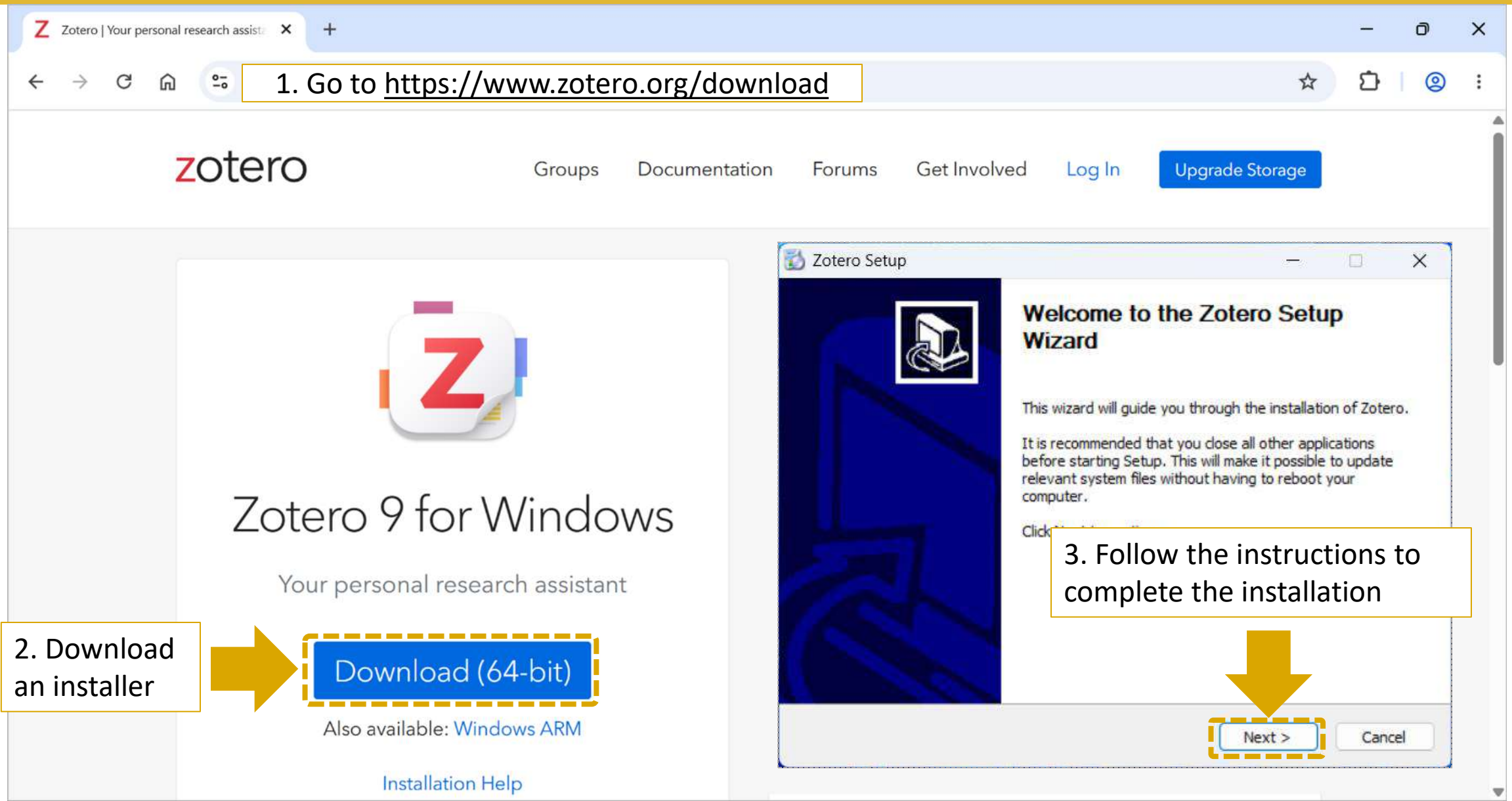
Download (64-bit)

Also available: Windows ARM

Installation Help

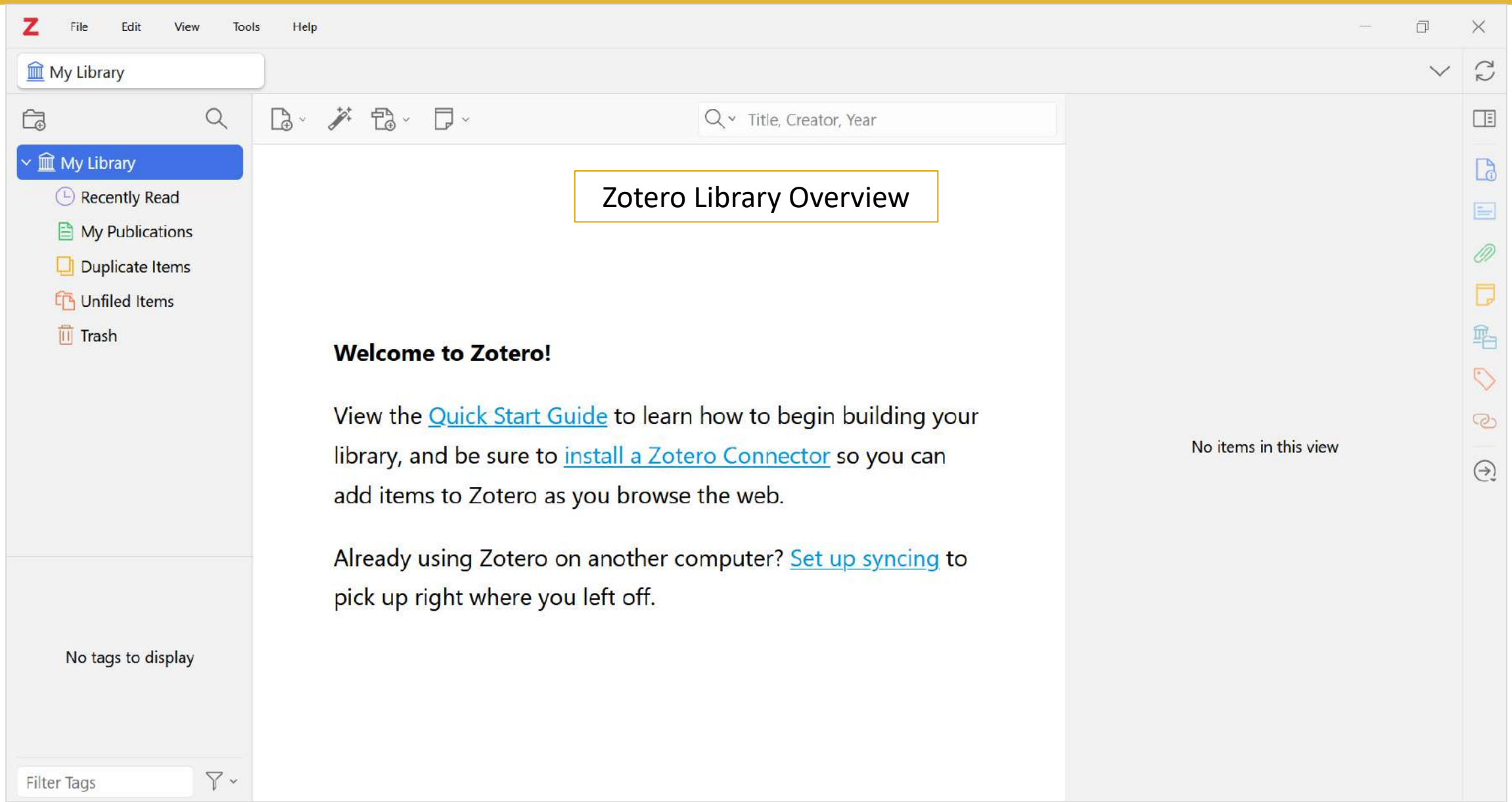
3. Follow the instructions to complete the installation

Next > Cancel



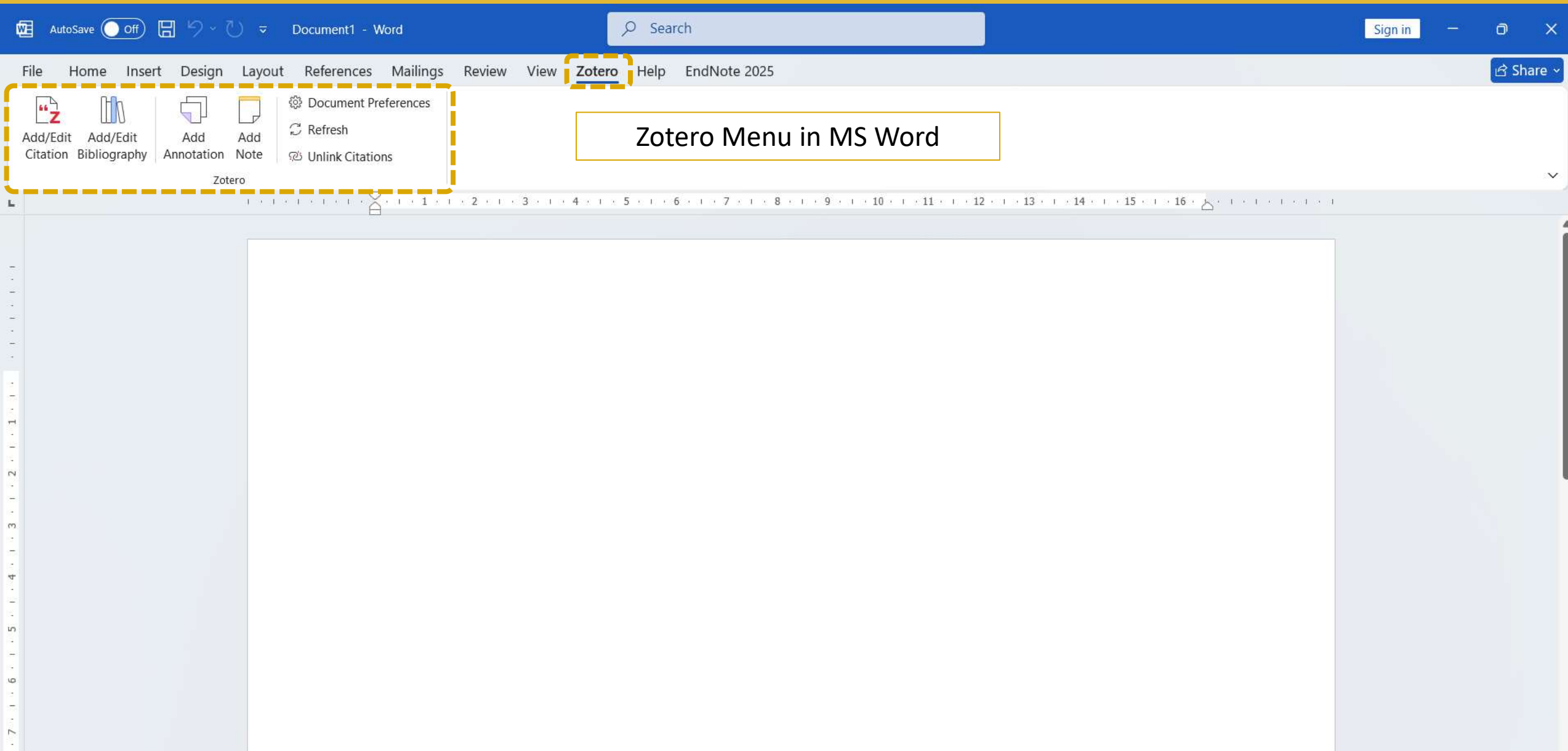
Installing the Zotero software

2



Installing the Zotero software

3



Installing the Zotero Connector

1

Zotero | Your personal research assistant

1. Go to <https://www.zotero.org/download>

zotero

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 + 

Zotero Connector

Save from your browser with a single click

2. Click Install Connector

Install Chrome Connector

Installing the Zotero Connector 2

The screenshot shows the Chrome Web Store page for the 'Zotero Connector' extension. The extension is developed by 'Corporation For Digital Scholarship', has a 4.0 star rating from 2.5k reviews, and is featured. It has 8,000,000 users and is categorized as a 'Tools' extension. An installation dialog box is overlaid on the page, asking 'Add 'Zotero Connector'?'. It lists the permission 'Read and change all your data on all websites'. The dialog has two buttons: 'Add extension' (highlighted with a dashed orange border) and 'Cancel'. A yellow arrow points from the 'Add extension' button to a yellow box containing the text '3. Follow the instructions to complete the installation'. Another yellow arrow points from this box to a button labeled 'Add to Chrome' (also highlighted with a dashed orange border). Below the extension page, a smaller browser window shows the Science magazine website with a 'Save to Zotero (HighWire 2.0)' button in the top right corner.

3. Follow the instructions to complete the installation

Add extension

Add to Chrome

Installing the Zotero Connector

3

The screenshot shows the Chrome Web Store page for the Zotero Connector extension. The page displays the extension's name, developer (Corporation For Digital Scholarship), rating (4.0 stars from 2.5k ratings), and user count (8,000,000 users). The extension is highlighted with a dashed orange box. A yellow arrow points to the 'Add to Chrome' button in the top right corner. A callout box with the text '4. Pin the extension to your browser' points to the extension's pin icon.

chrome web store

Search extensions and themes

Discover Extensions Themes

Zotero Connector

Corporation For Digital Scholarship Featured 4.0 ★ (2.5k ratings) Share

Extension Tools 8,000,000 users

Extensions

No access needed
These extensions don't need to see and change information on this site.

EZProxy Redirect

Unpaywall

Zotero Connector

Manage extensions

4. Pin the extension to your browser

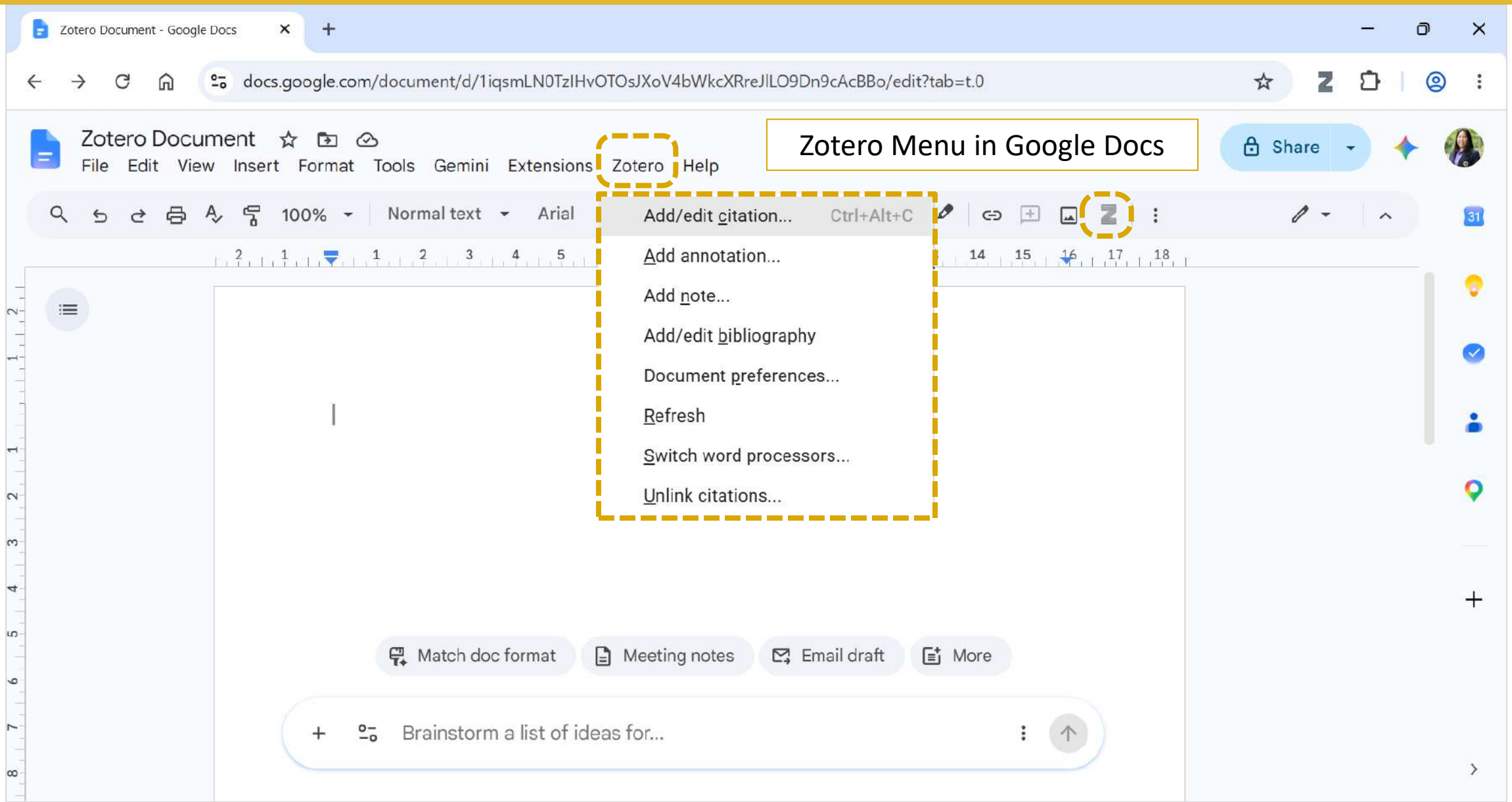
Science

Home News Journals Topics Careers

Science Science Advances Science Immunology Science Robotics Science Signaling Science Translational Medicine

Installing the Zotero Connector

4

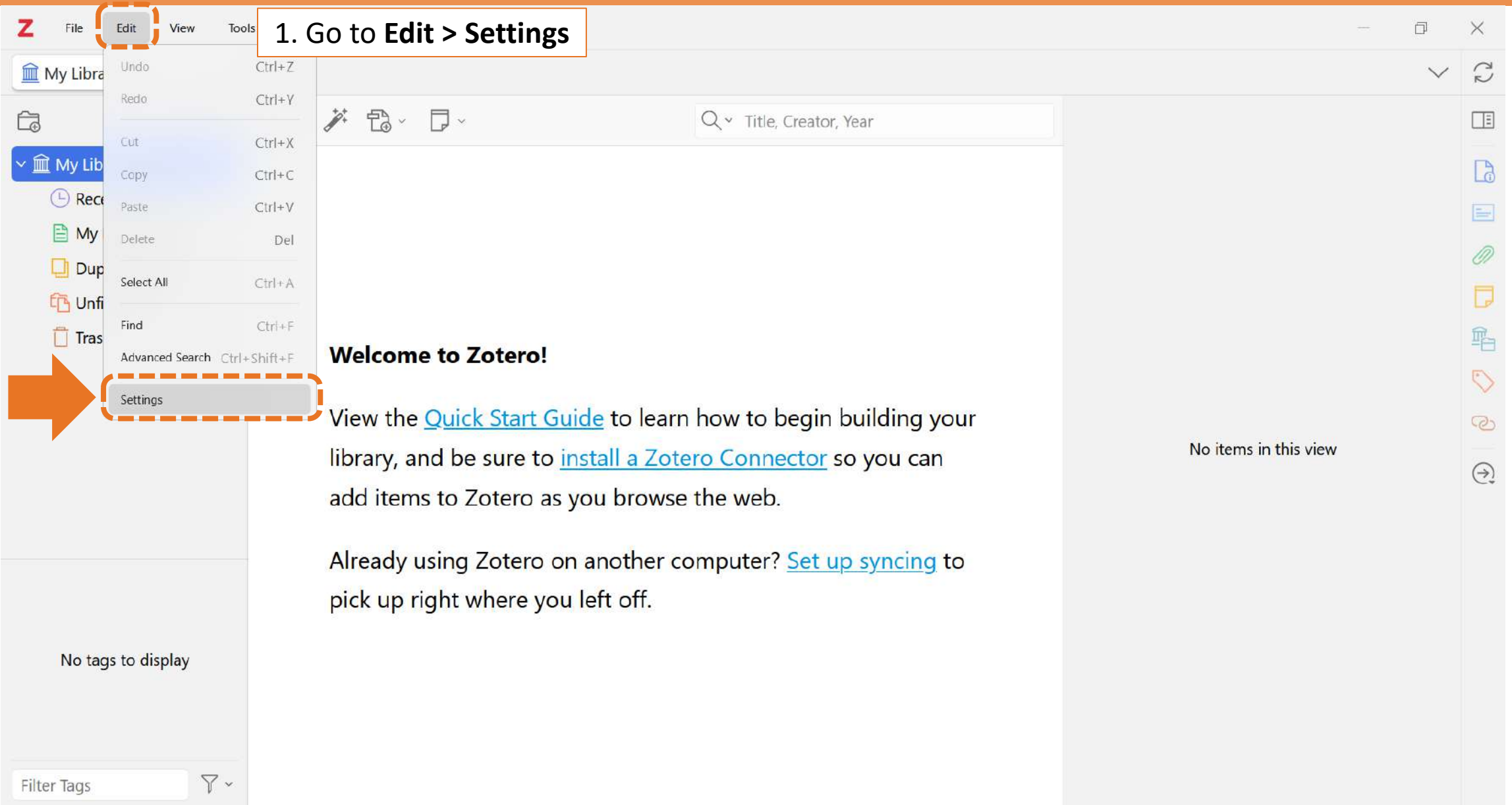


Zotero Account Settings

- Creating a Zotero Account
- Setting up Zotero Account Sync

Creating a Zotero Account

1



The screenshot shows the Zotero application window. The 'Edit' menu is open, and the 'Settings' option at the bottom is highlighted with a dashed orange box. A large orange arrow points from the left towards the 'Settings' option. A text box at the top left of the application window contains the instruction '1. Go to Edit > Settings'. The main content area displays a 'Welcome to Zotero!' message with links to the 'Quick Start Guide' and 'install a Zotero Connector'. It also includes a link to 'Set up syncing' for users with multiple computers. The left sidebar shows a library list with 'My Library' selected. The bottom of the sidebar has a 'Filter Tags' section. The right sidebar is empty, showing 'No items in this view'.

1. Go to Edit > Settings

Welcome to Zotero!

View the [Quick Start Guide](#) to learn how to begin building your library, and be sure to [install a Zotero Connector](#) so you can add items to Zotero as you browse the web.

Already using Zotero on another computer? [Set up syncing](#) to pick up right where you left off.

No tags to display

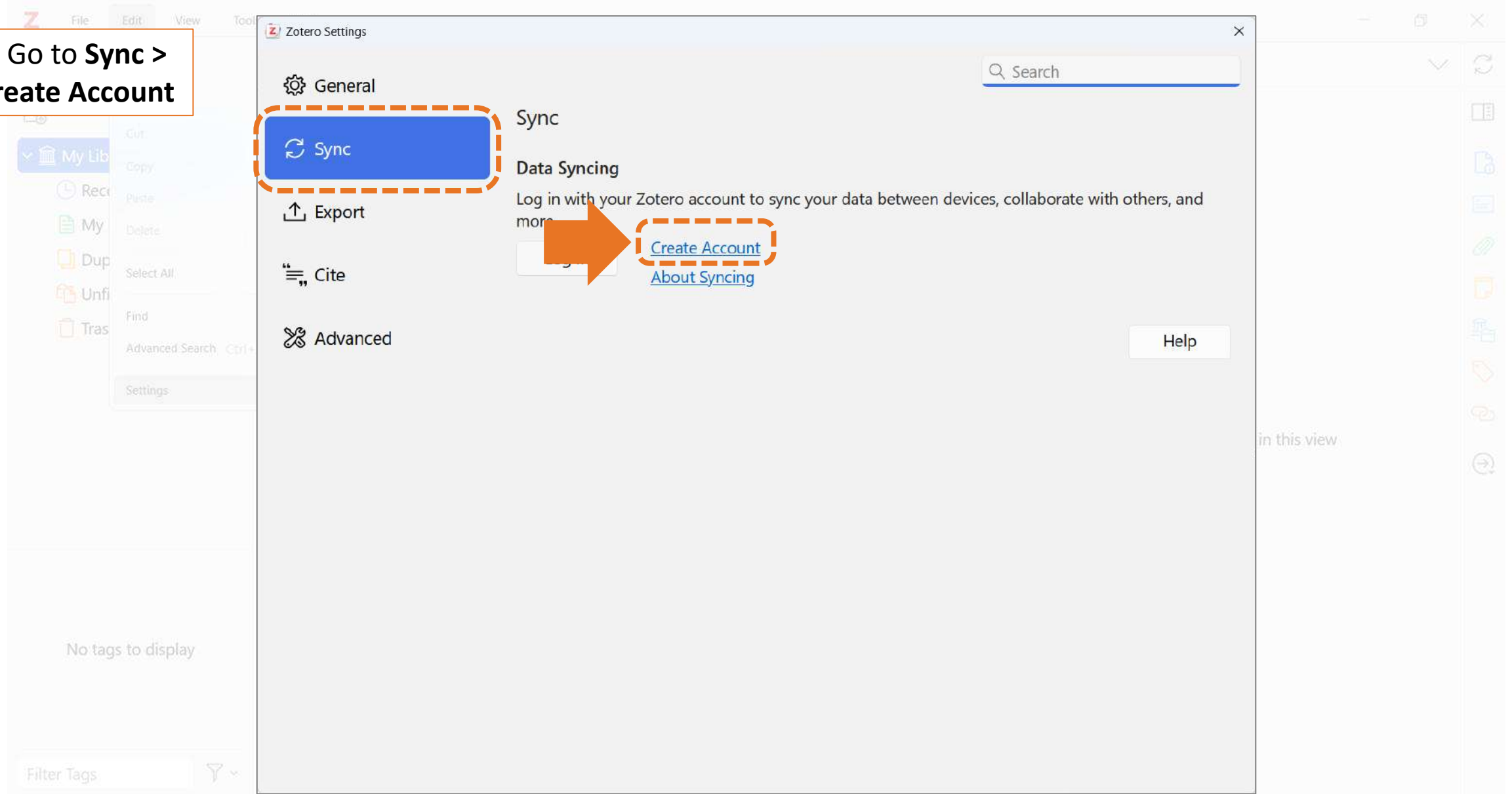
Filter Tags

No items in this view

Creating a Zotero Account

2

2. Go to **Sync** >
Create Account



Creating a Zotero Account

3

Register

If you haven't already created a Zotero account, please take a few moments to register now. It's a **free** way to [sync and access your library from anywhere](#), and it lets you join [groups](#) and [back up all your attached files](#).

3. Set up your username, email address, and password



Username
https://www.zotero.org/<username>

Email

Password Show

4. Click **Register**

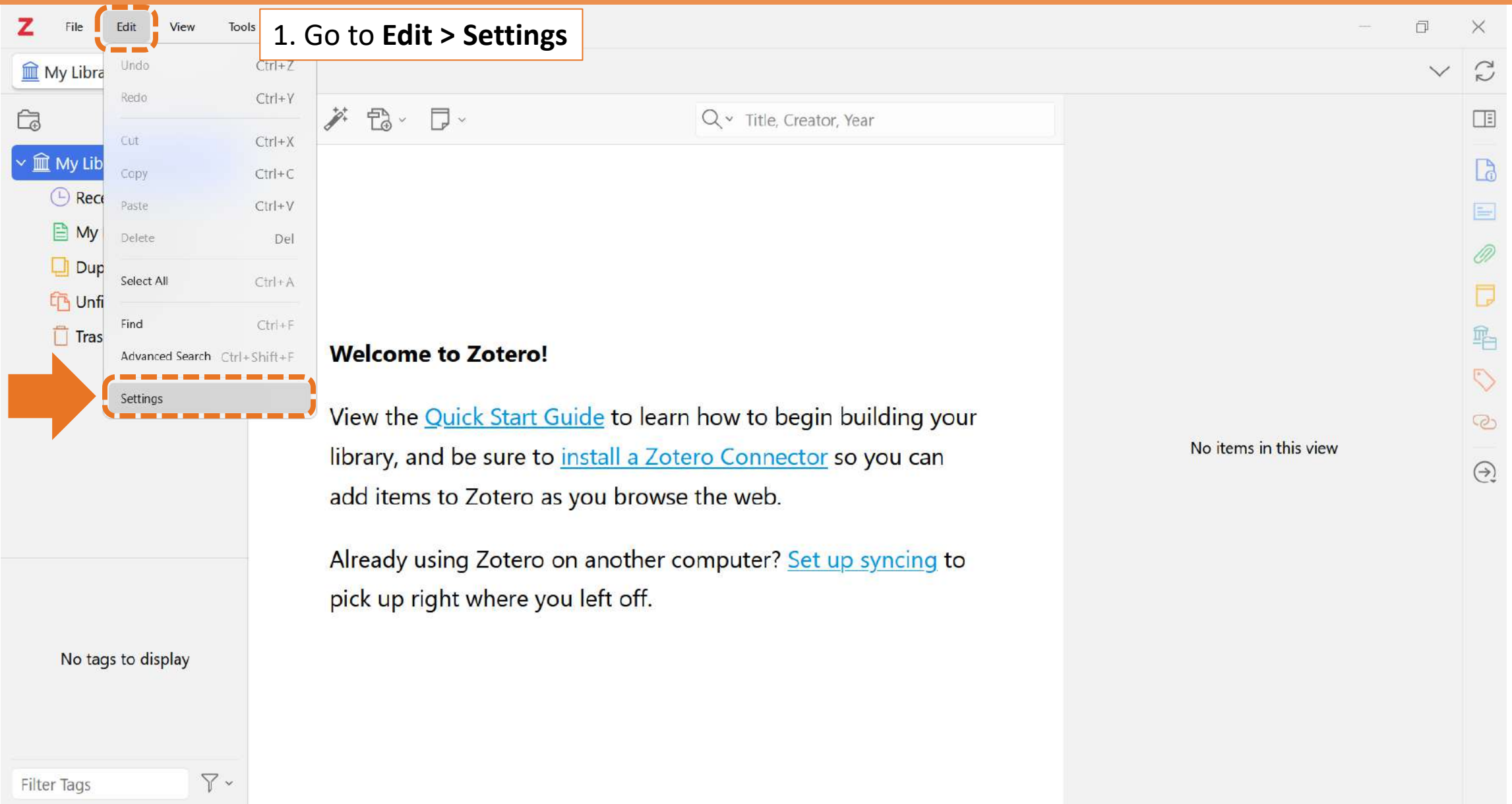


Register

By using Zotero, you agree to the [Terms of Service](#).

5. **Verify** your Zotero account via the link in the verification email

Setting up Zotero Account Sync 1



The screenshot shows the Zotero application window. The 'Edit' menu is open, and the 'Settings' option is highlighted with a dashed orange box. A large orange arrow points from the left towards the 'Settings' option. A text box at the top left of the window says '1. Go to Edit > Settings'. The main content area displays a 'Welcome to Zotero!' message with links to the 'Quick Start Guide' and 'install a Zotero Connector'. Below this, there is a link to 'Set up syncing'. The right sidebar shows 'No items in this view'.

1. Go to Edit > Settings

Welcome to Zotero!

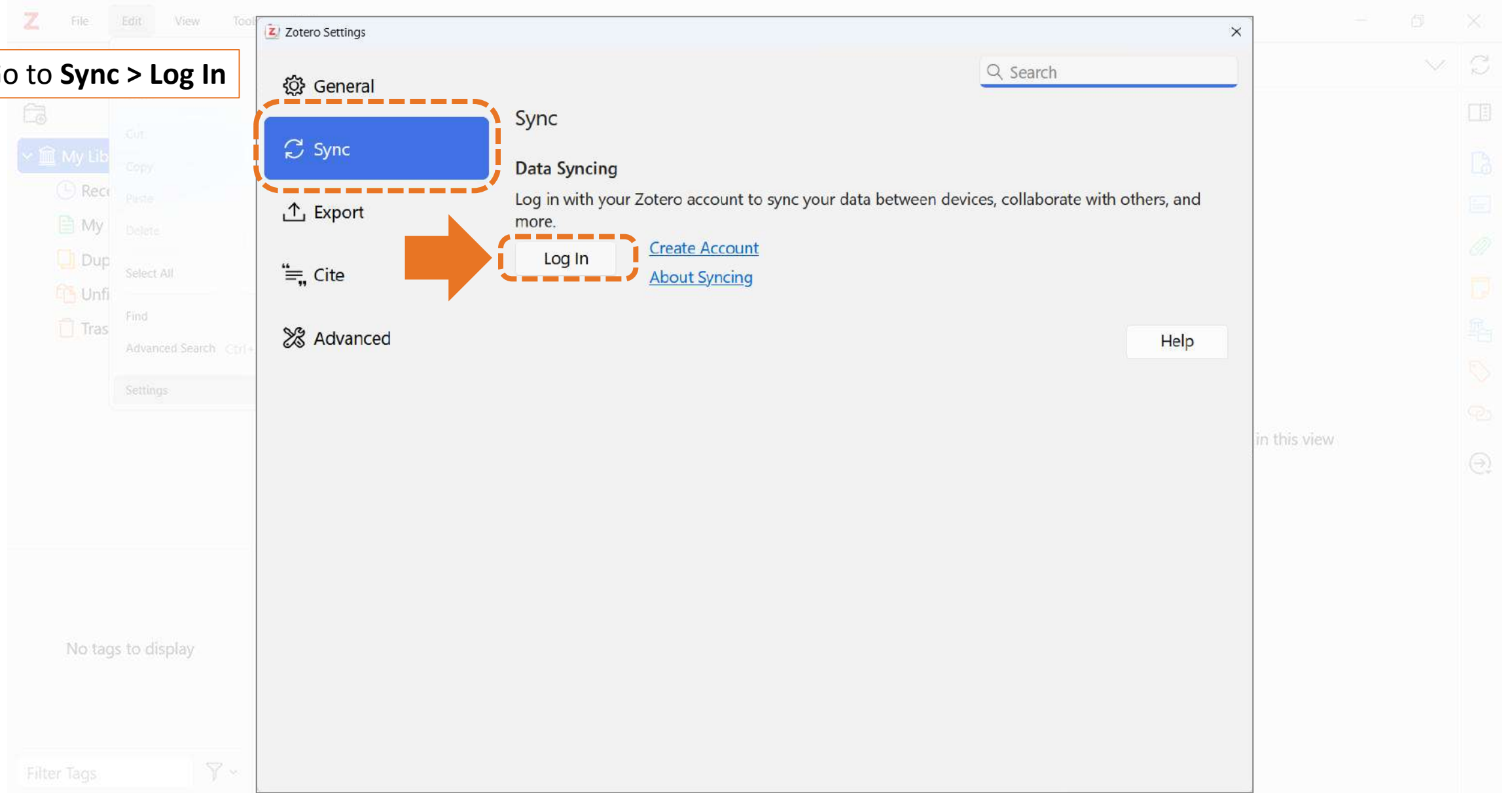
View the [Quick Start Guide](#) to learn how to begin building your library, and be sure to [install a Zotero Connector](#) so you can add items to Zotero as you browse the web.

Already using Zotero on another computer? [Set up syncing](#) to pick up right where you left off.

No items in this view

Setting up Zotero Account Sync 2

2. Go to **Sync > Log In**



Setting up Zotero Account Sync

3

zotero

[Groups](#)

[Documentation](#)

[Forums](#)

[Get Involved](#)

[Log In](#)

[Upgrade Storage](#)

[Register for a free account](#)

[Forgot your password?](#)

Login

Zotero for Windows Login

Sign in to connect Zotero for Windows to your account.

3. Enter your username or email address and your password



Username or Email

Password

 Success!

**CLOUDFLARE**
[Privacy](#) • [Help](#)

4. Click **Log in to Zotero**



Log in to Zotero

Setting up Zotero Account Sync

4

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[Web Library](#)

[Groups](#)

[Documentation](#)

[Forums](#)

[Get Involved](#)

[kanokporn...](#)

[Upgrade Storage](#)

An authentication code has been sent to *****orn.ngm@*****l.ac.th. Please allow a few minutes if it has not arrived.

2-Step Verification

5. Enter the authentication code received via email



Zotero for Windows Login
Complete verification to connect Zotero for Windows.

Multifactor Code

Enter the six digit code from the email

☐ Remember Device

Don't require two-step verification on this device in the future.

6. Click **Verify**



Verify

Cancel

Setting up Zotero Account Sync

5

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[Web Library](#)

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[Forums](#)

[Get Involved](#)

[kanokporn....](#)

[Upgrade Storage](#)

Authorize Application

Zotero for Windows is requesting access to your account
kanokporn.ngm.

Requested Permissions

- Full access to your personal library
- Full access to all group libraries

7. Click **Authorize**



Authorize

Deny

Setting up Zotero Account Sync

6

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[Groups](#)

[Documentation](#)

[Forums](#)

[Get Involved](#)

[kanokporn....](#)

[Upgrade Storage](#)

Your Zotero application has been logged in to your account.



Login Successful

Zotero for Windows has been connected to your account.

You can now close this page and return to Zotero.

Setting up Zotero Account Sync

7

The screenshot displays the Zotero application interface with the 'Zotero Settings' window open. The 'Sync' tab is selected in the left sidebar. The 'Data Syncing' section is highlighted with an orange dashed border and contains the following information:

- Username: kanokporn.ngm (with a 'Log Out...' button)
- Email: kanokporn.ngm@mahidol.ac.th
- A 'Choose Libraries...' button
- Two checked checkboxes: 'Sync automatically' and 'Sync full-text content'
- A link to 'About Syncing'

Below the 'Data Syncing' section is the 'File Syncing' section, which includes:

- A checked checkbox for 'Sync attachment files in My Library using Zotero' (with a dropdown menu currently set to 'Zotero').
- A 'Download files' button with a dropdown menu set to 'at sync time'.
- A checked checkbox for 'Sync attachment files in group libraries using Zotero storage'.
- A 'Download files' button with a dropdown menu set to 'at sync time'.

At the bottom of the 'File Syncing' section, a note states: 'By using Zotero storage, you agree to become bound by its [terms and conditions](#).'

Entering Reference Data

- New Item
- Add Item(s) by Identifier
- Add Attachment

Entering Reference Data

The screenshot shows the Zotero application window. The top menu bar includes 'Z', 'File', 'Edit', 'View', 'Tools', and 'Help'. Below the menu is a search bar labeled 'My Library'. On the left sidebar, there is a 'My Library' section with sub-items: 'Recently Read', 'My Publications', 'Duplicate Items', 'Unfiled Items', and 'Trash'. At the bottom left, there is a 'Filter Tags' section. The main area has a toolbar with four icons: a document with a plus sign (purple), a document with a pencil (teal), a document with a plus sign and a checkmark (pink), and a document with a checkmark (grey). Three colored arrows point from these icons to text boxes on the right: a purple arrow from the first icon to 'New Item', a teal arrow from the second icon to 'Add Item(s) by Identifier', and a pink arrow from the third icon to 'Add Attachment'. The main area also contains a search bar with the text 'Title, Creator, Year' and a message 'No items in this view'.

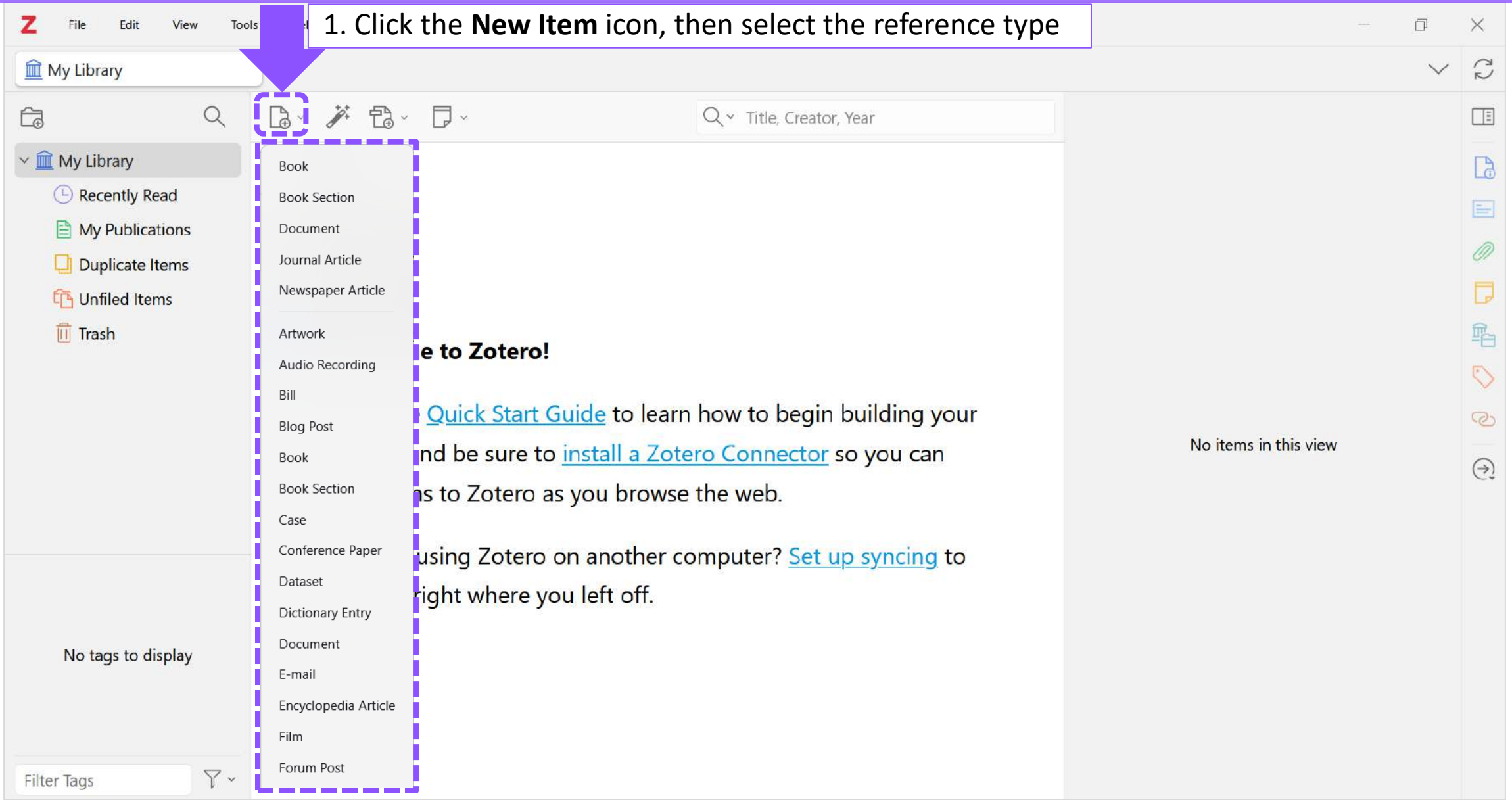
New Item
Create a reference manually

Add Item(s) by Identifier
Add a reference using a DOI, PMID, ISBN, or arXiv ID

Add Attachment
Add a PDF or other file to your library

New Item 1

1. Click the **New Item** icon, then select the reference type



The screenshot shows the Zotero application window. The 'Tools' menu is open, and the 'New Item' icon (a document with a plus sign) is highlighted with a red dashed box. A red arrow points from the instruction text to this icon. The 'New Item' menu is open, displaying a list of reference types. The first five items are grouped under 'New Item' and are highlighted with a red dashed box: Book, Book Section, Document, Journal Article, and Newspaper Article. Other items in the menu include Artwork, Audio Recording, Bill, Blog Post, Case, Conference Paper, Dataset, Dictionary Entry, E-mail, Encyclopedia Article, Film, and Forum Post. The background shows the 'My Library' sidebar and the main pane with a search bar and a list of items.

My Library

My Library

Recently Read

My Publications

Duplicate Items

Unfiled Items

Trash

No tags to display

Filter Tags

Book

Book Section

Document

Journal Article

Newspaper Article

Artwork

Audio Recording

Bill

Blog Post

Book

Book Section

Case

Conference Paper

Dataset

Dictionary Entry

Document

E-mail

Encyclopedia Article

Film

Forum Post

Quick Start Guide

Install a Zotero Connector

Set up syncing

No items in this view

New Item 2

3. A list of references will appear in your Zotero library

Title	Creator	Year	Item Type	Publication	Jour... ^
Human neuroa...	Erzurumlu et al.	2024	Book		

2. Fill in the reference information manually

Human neuroanatomy

Info

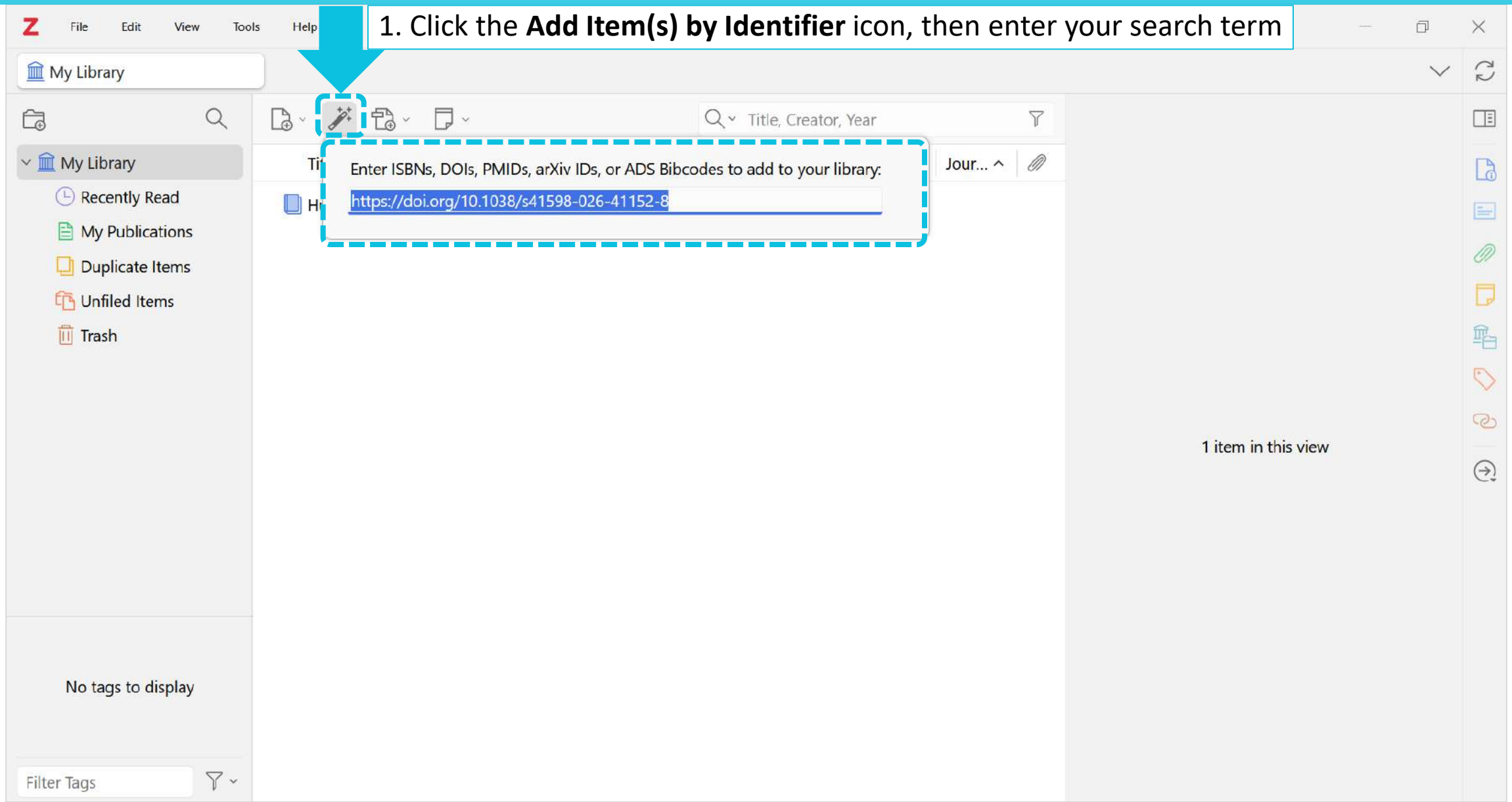
Item Type	Book
Title	Human neuroanatomy
Author	Erzurumlu, Reha
Author	Sengul, Gulgun
Author	Uluipinar, Emel
Author	(last) (first)
Series	
Series Number	
Volume	
# of Volumes	
Edition	
Date	2024
Publisher	Academic Press
Place	London
Original Date	
Original Publisher	
Original Place	
Format	
# of Pages	
ISBN	978-0-323-99725-6

No tags to display

Filter Tags

Add Item(s) by Identifier 1

1. Click the **Add Item(s) by Identifier** icon, then enter your search term



The screenshot displays the Zotero application interface. On the left, the 'My Library' sidebar is visible, showing options like 'Recently Read', 'My Publications', 'Duplicate Items', 'Unfiled Items', and 'Trash'. The main area shows a search bar with the text 'Title, Creator, Year' and a filter icon. A blue arrow points to the 'Add Item(s) by Identifier' icon in the top toolbar. A dialog box is open, prompting the user to 'Enter ISBNs, DOIs, PMIDs, arXiv IDs, or ADS Bibcodes to add to your library:'. The text input field in the dialog contains the URL 'https://doi.org/10.1038/s41598-026-41152-8'. The background shows the 'My Library' sidebar and a search bar.

Add Item(s) by Identifier 2

2. Reference information will be entered automatically

3. A list of references will appear in your Zotero library

Title	Creator	Year	Item Type	Publication	Jour... ^
N-Glycoengine...	Kajiura et al.	2026	Journal Article	Scientific Repo...	Sci Rep
Human neuroa...	Erzurumlu et al.	2024	Book		

Info

Item Type: Journal Article

Title: N-Glycoengineering of insect cells for tri-antennary N-glycan biosynthesis

Author: Kajiura, Hiroyuki

Author: Nishiguchi, Naokuni

Author: Sawada-Choi, Reimi Lai Sang

Author: Sana, Yuto

Author: Misaki, Ryo

Author: Fujiyama, Kazuhito

Publication: Scientific Reports

Publisher:

Place:

Date: 2026-03-16

Volume: 16

Issue: 1

Section:

Part Number:

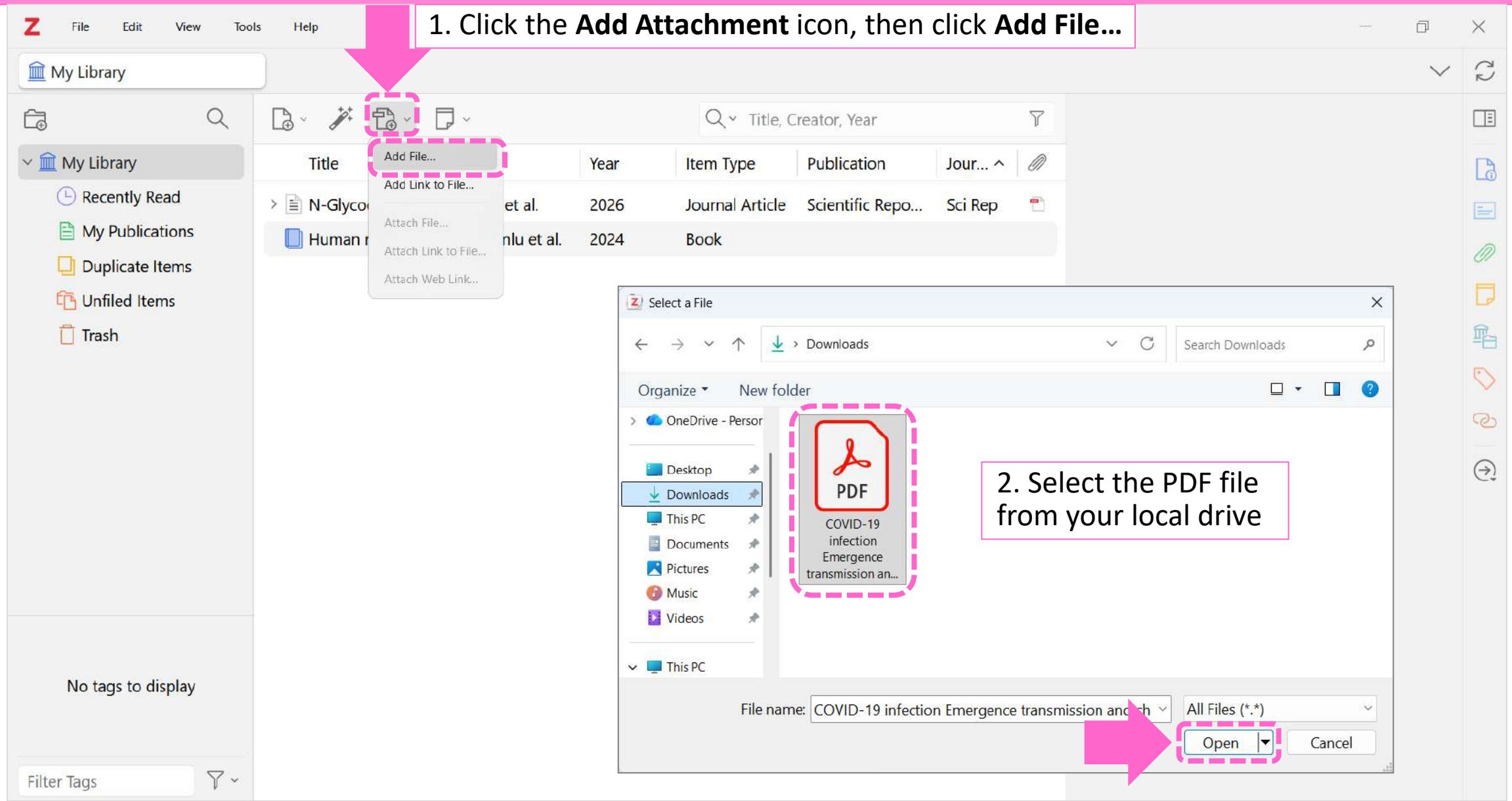
Part Title:

Pages: 15012

Add Attachment

1

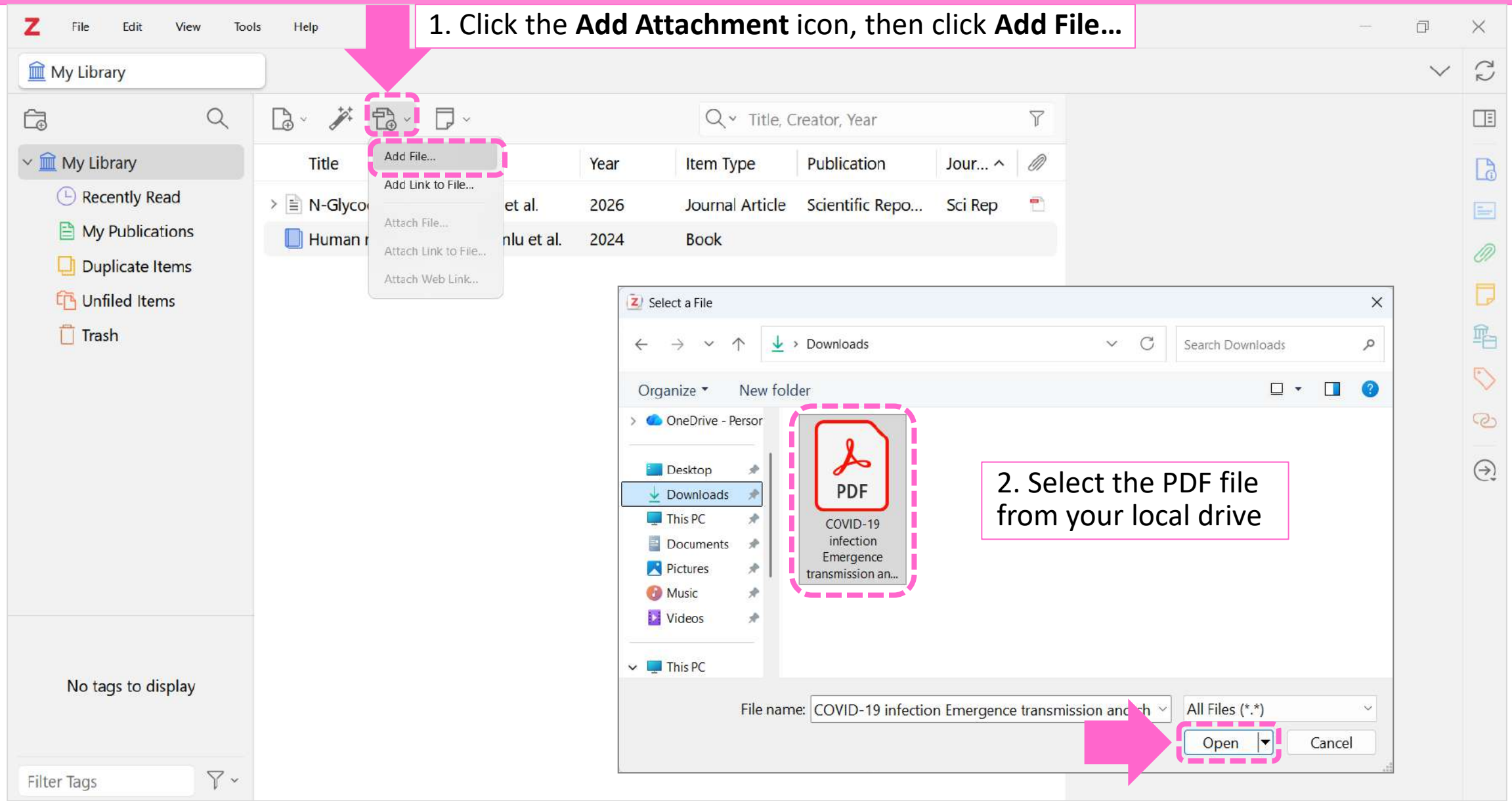
1. Click the **Add Attachment** icon, then click **Add File...**



The screenshot shows the Zotero application window. On the left is a sidebar with 'My Library' and a list of items: 'Recently Read', 'My Publications', 'Duplicate Items', 'Unfiled Items', and 'Trash'. The main pane displays a table of library items. Above the table is a toolbar with several icons. A pink dashed box highlights the 'Add Attachment' icon (a document with a plus sign). A dropdown menu is open from this icon, with 'Add File...' highlighted by a pink dashed box. A pink arrow points from the text '1. Click the Add Attachment icon, then click Add File...' to the 'Add Attachment' icon.

Title	Year	Item Type	Publication	Jour... ^
N-Glyco...	2026	Journal Article	Scientific Repo...	Sci Rep
Human r...	2024	Book		

2. Select the PDF file from your local drive



The screenshot shows the 'Select a File' dialog box. The 'Downloads' folder is selected in the left sidebar. The main area shows a PDF file icon with the text 'COVID-19 infection Emergence transmission an...'. A pink dashed box highlights the PDF file. A pink arrow points from the text '2. Select the PDF file from your local drive' to the PDF file. At the bottom, the 'File name' field contains 'COVID-19 infection Emergence transmission an...' and the file type is set to 'All Files (*.*)'. The 'Open' button is highlighted with a pink dashed box, and a pink arrow points to it from the text '2. Select the PDF file from your local drive'.

Add Attachment

2

3. Reference information will be entered automatically

4. A list of references will appear in your Zotero library

Title	Creator	Year	Item Type	Publication	Jour... ^
> COVID-19 infec...	Shereen et al.	2020	Journal Article	Journal of Adv...	Journa...
> N-Glycoengine...	Kajiura et al.	2026	Journal Article	Scientific Repo...	Sci Rep
Human neuroa...	Erzurumlu et al.	2024	Book		

Info

Item Type: Journal Article

Title: COVID-19 infection: Emergence, transmission, and characteristics of human coronaviruses

Author: Shereen, Muhammad Adnan

Author: Khan, Suliman

Author: Kazmi, Abeer

Author: Bashir, Nadia

Author: Siddique, Rabeea

Publication: Journal of Advanced Research

Publisher:

Place:

Date: 07/2020

Volume: 24

Issue:

Section:

Part Number:

Part Title:

Pages: 91-98

Add Attachment

3

The screenshot displays a library management interface. On the left, a sidebar shows 'My Library' with options like 'Recently Read', 'My Publications', 'Duplicate Items', 'Unfiled Items', and 'Trash'. The main area shows a table of items:

Title	Creator	Year	Item Type	Publication	Jour...
COVID-19 infec...	Shereen et al.	2020	Journal Article	Journal of Adv...	Journa...
N-Glycoengine...	Kajiura et al.	2026	Journal Article	Scientific Repo...	Sci Rep
Human neuroa...	Erzurumlu et al.	2024	Book		

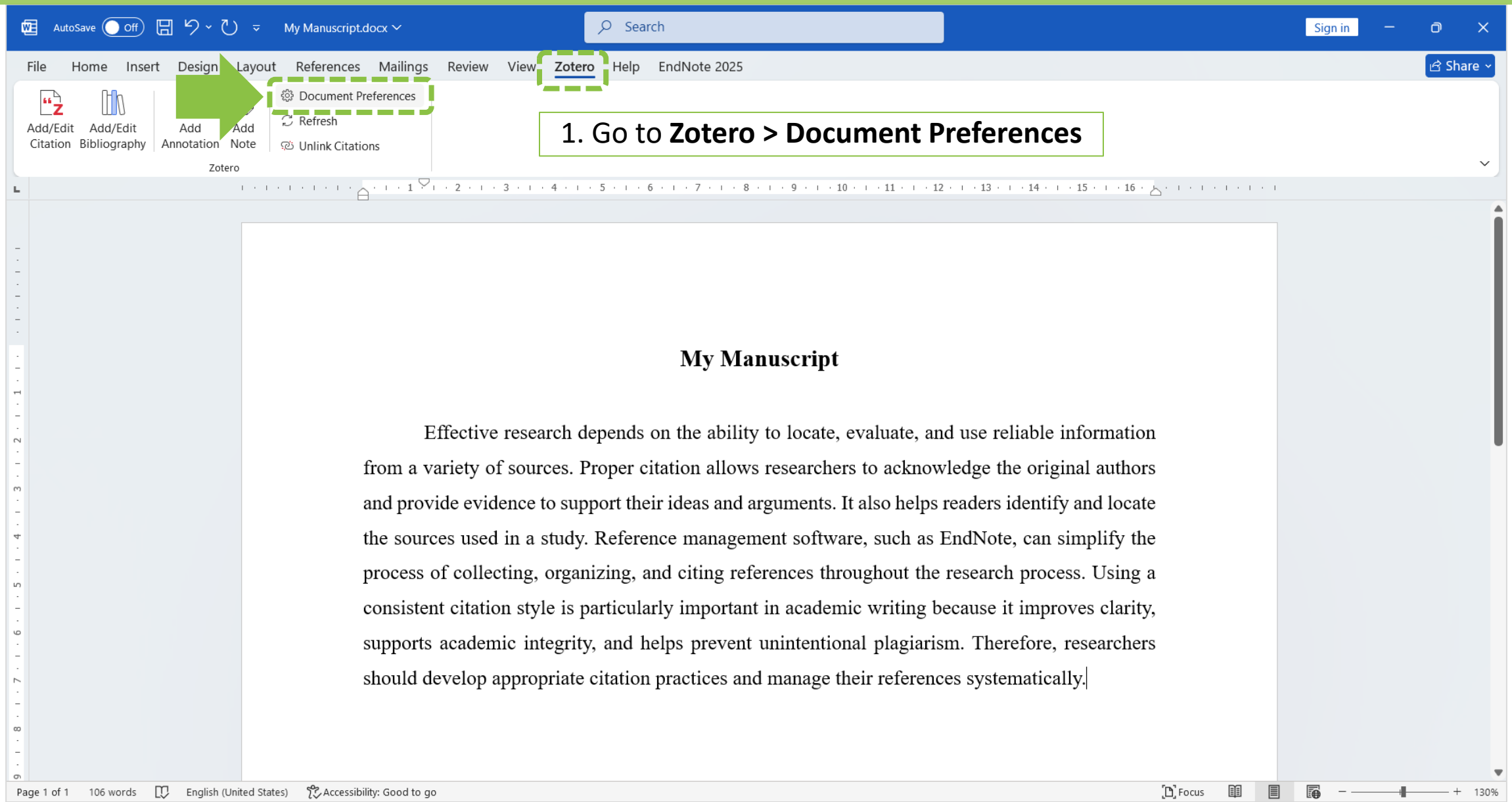
A pink box highlights the 'Attachment' icon (a paperclip) in the top right corner of the application window. A pink arrow points from this icon to the 'Attachment' icon in the right sidebar of the PDF viewer. The PDF viewer displays a document titled 'COVID-19 infection: Emergence, transmission, and characteristics of human coronaviruses' by Muhammad Adnan Shereen et al. The document includes a graphical abstract, article info, and an abstract.

5. Click the **Attachment** icon to display the PDF file

Zotero with MS Word

- **Selecting a Citation Style**
- **Adding an In-Text Citation**
- **Adding a Bibliography**

Selecting a Citation Style 1



The screenshot shows the Microsoft Word interface with the Zotero ribbon selected. A green arrow points to the 'Document Preferences' option in the Zotero ribbon. A text box with the instruction '1. Go to Zotero > Document Preferences' is overlaid on the ribbon. The document content is titled 'My Manuscript' and contains a paragraph about research and citation.

AutoSave Off My Manuscript.docx Search Sign in Share

File Home Insert Design Layout References Mailings Review View Zotero Help EndNote 2025

Add/Edit Citation Add/Edit Bibliography Add Annotation Add Note Document Preferences Refresh Unlink Citations

1. Go to Zotero > Document Preferences

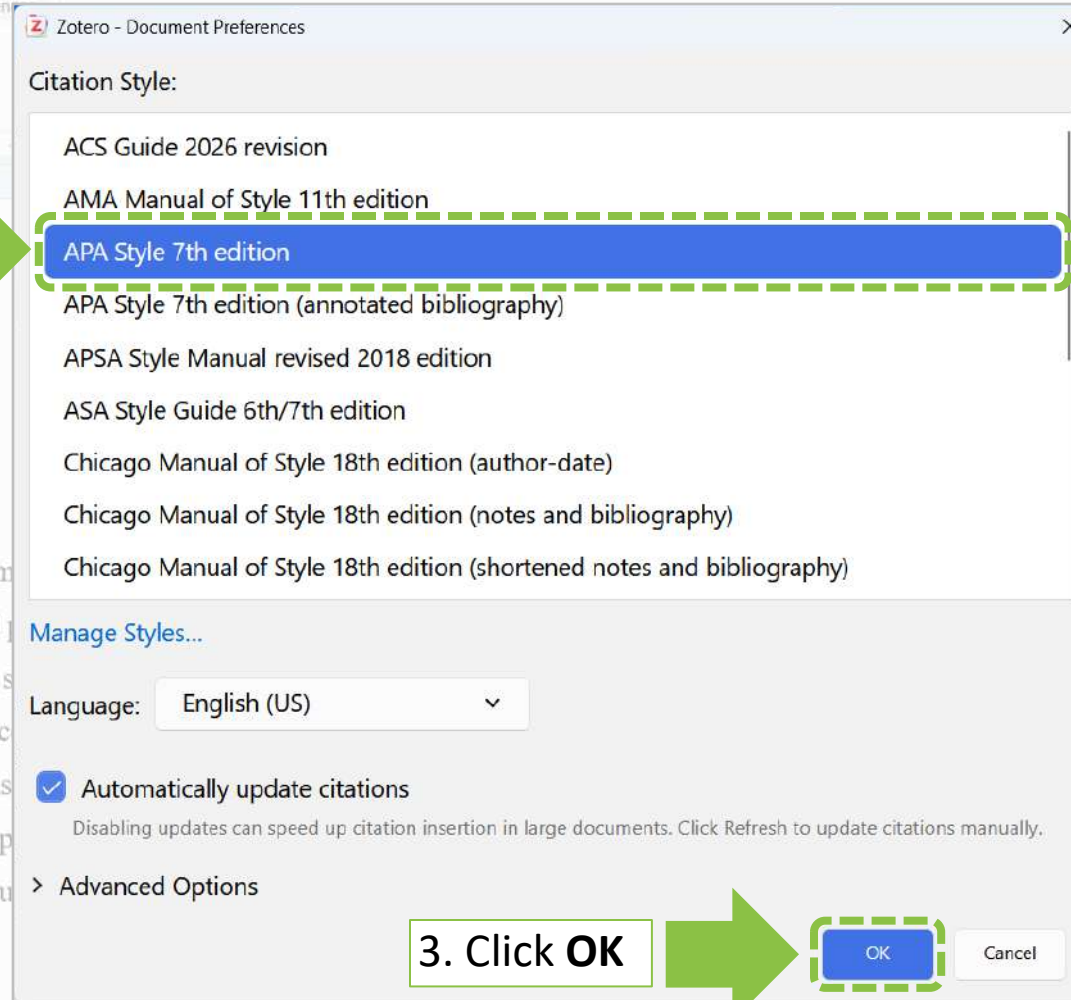
My Manuscript

Effective research depends on the ability to locate, evaluate, and use reliable information from a variety of sources. Proper citation allows researchers to acknowledge the original authors and provide evidence to support their ideas and arguments. It also helps readers identify and locate the sources used in a study. Reference management software, such as EndNote, can simplify the process of collecting, organizing, and citing references throughout the research process. Using a consistent citation style is particularly important in academic writing because it improves clarity, supports academic integrity, and helps prevent unintentional plagiarism. Therefore, researchers should develop appropriate citation practices and manage their references systematically.

Page 1 of 1 106 words English (United States) Accessibility: Good to go Focus 130%

Selecting a Citation Style 2

2. Select your preferred citation style



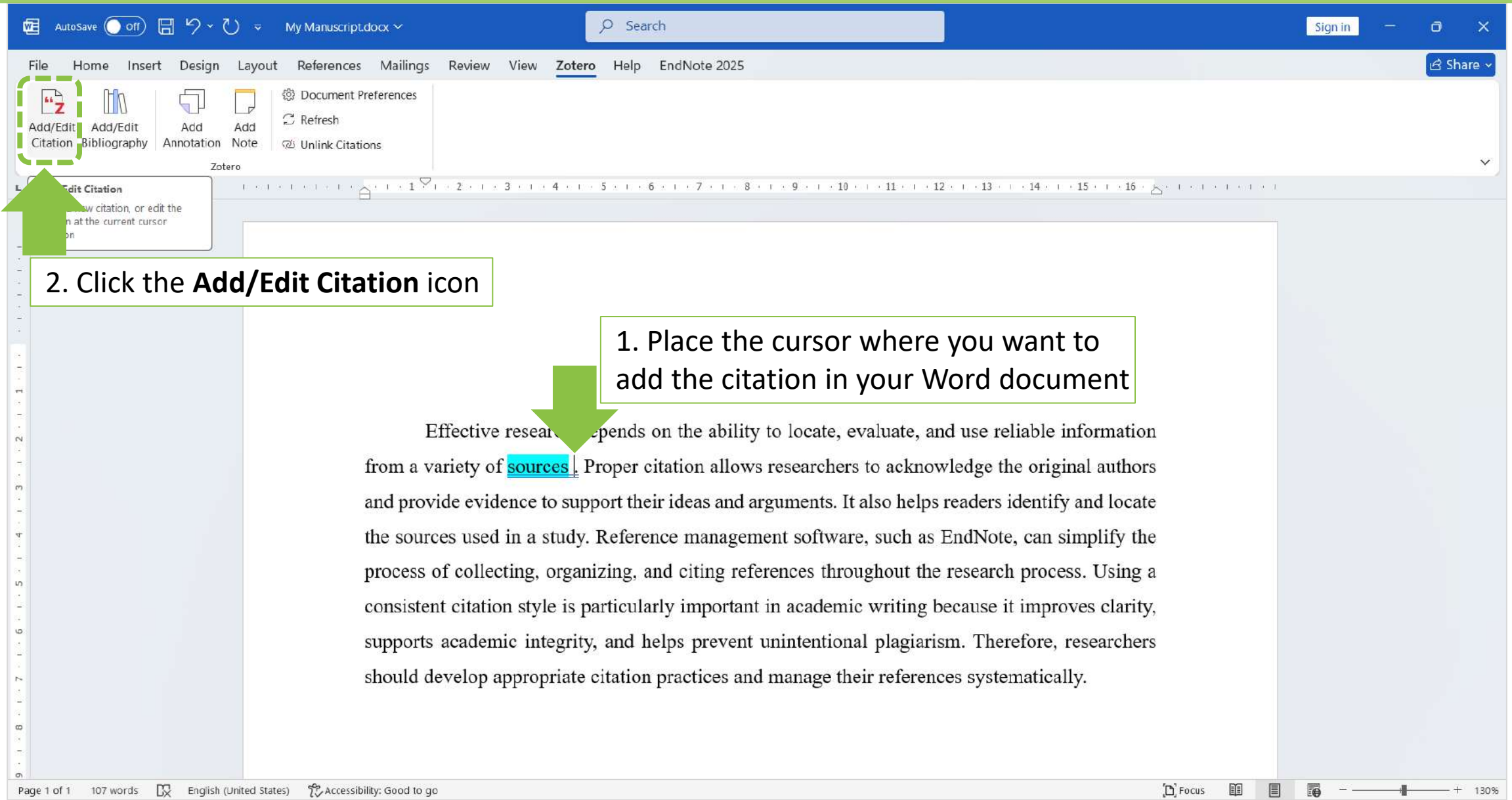
3. Click OK



Cancel

Adding an In-Text Citation

1



The screenshot shows the Microsoft Word interface with the Zotero ribbon active. The 'Add/Edit Citation' icon is highlighted with a green dashed box and a green arrow. The document text reads: 'Effective research depends on the ability to locate, evaluate, and use reliable information from a variety of **sources**. Proper citation allows researchers to acknowledge the original authors and provide evidence to support their ideas and arguments. It also helps readers identify and locate the sources used in a study. Reference management software, such as EndNote, can simplify the process of collecting, organizing, and citing references throughout the research process. Using a consistent citation style is particularly important in academic writing because it improves clarity, supports academic integrity, and helps prevent unintentional plagiarism. Therefore, researchers should develop appropriate citation practices and manage their references systematically.'

2. Click the **Add/Edit Citation** icon

1. Place the cursor where you want to add the citation in your Word document

Page 1 of 1 107 words English (United States) Accessibility: Good to go

Adding an In-Text Citation 2

4. Click the ✓ icon to complete your selection

Title	Creator	Date
COVID-19 infection: Emergence, transmission, and characteristics of human c...	Shereen et al.	07/2020
Human neuroanatomy	Erzurumlu et al.	2024
In vitro neurons learn and exhibit sentience when embodied in a simulated g...	Kagan et al.	12/2022
N-Glycoengineering of insect cells for tri-antennary N-glycan biosynthesis	Kajiura et al.	2026-03-16

3. Select the desired citation to add it to the empty box above

(Shereen et al., 2020)

Adding an In-Text Citation

3

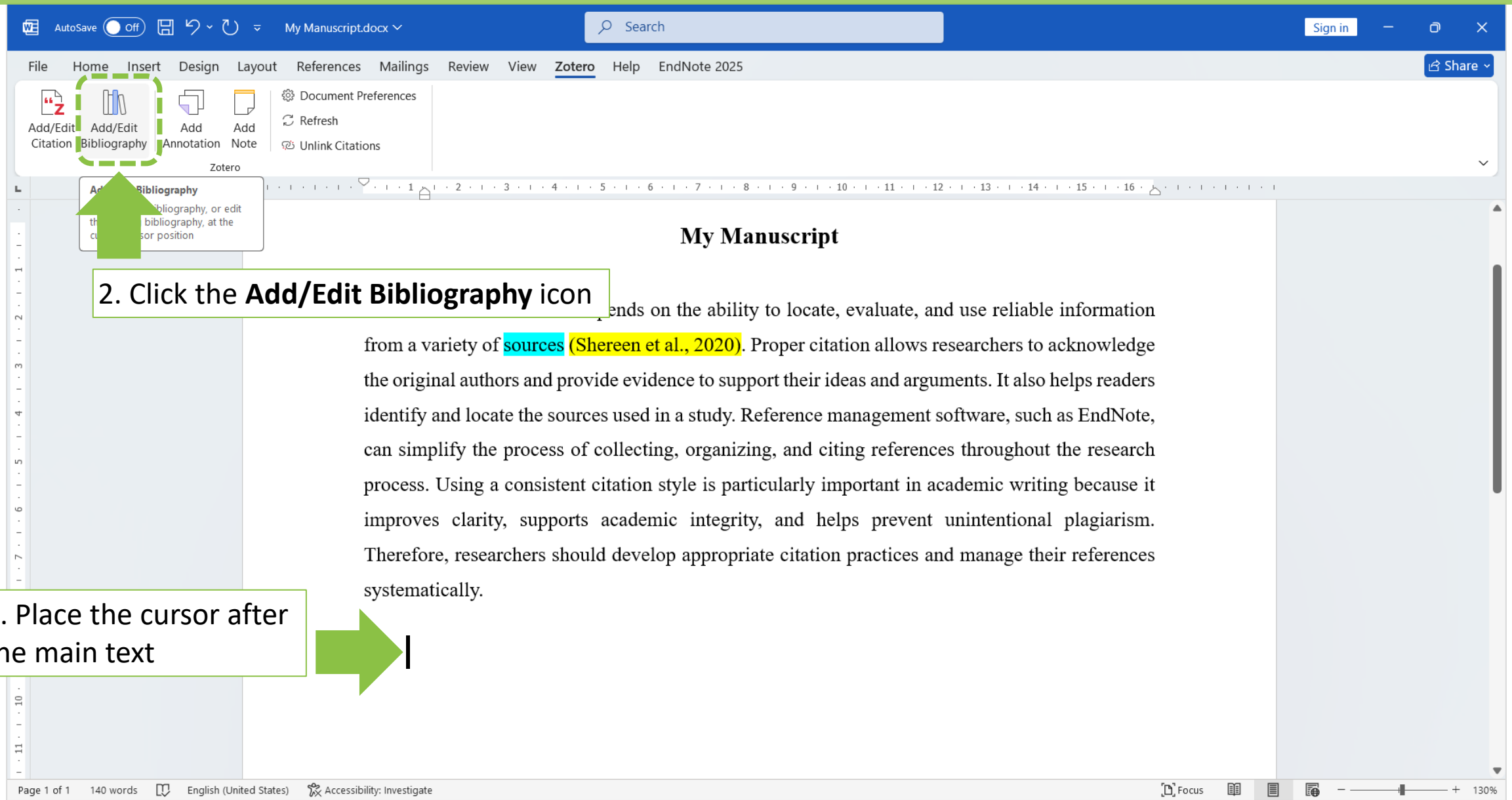
The screenshot shows the Microsoft Word interface with the Zotero ribbon tab selected. The ribbon includes options for adding and editing citations, annotations, and notes. The document text reads: "Effective research depends on the ability to locate, evaluate, and use reliable information from a variety of sources (Shereen et al., 2020). Proper citation allows researchers to acknowledge the original authors and provide evidence to support their ideas and arguments. It also helps readers identify and locate the sources used in a study. Reference management software, such as EndNote, can simplify the process of collecting, organizing, and citing references throughout the research process. Using a consistent citation style is particularly important in academic writing because it improves clarity, supports academic integrity, and helps prevent unintentional plagiarism. Therefore, researchers should develop appropriate citation practices and manage their references systematically." A green arrow points from a text box to the citation in the text.

5. The in-text citation will be displayed

Effective research depends on the ability to locate, evaluate, and use reliable information from a variety of sources (Shereen et al., 2020). Proper citation allows researchers to acknowledge the original authors and provide evidence to support their ideas and arguments. It also helps readers identify and locate the sources used in a study. Reference management software, such as EndNote, can simplify the process of collecting, organizing, and citing references throughout the research process. Using a consistent citation style is particularly important in academic writing because it improves clarity, supports academic integrity, and helps prevent unintentional plagiarism. Therefore, researchers should develop appropriate citation practices and manage their references systematically.

Page 1 of 1 110 words English (United States) Accessibility: Good to go

Adding a Bibliography 1



The screenshot shows the Microsoft Word interface with the Zotero ribbon selected. The 'Add/Edit Bibliography' icon is highlighted with a green dashed box. A green arrow points from the text '2. Click the Add/Edit Bibliography icon' to this icon. Another green arrow points from the text '1. Place the cursor after the main text' to the end of the main text paragraph.

AutoSave Off My Manuscript.docx Search Sign in Share

File Home Insert Design Layout References Mailings Review View **Zotero** Help EndNote 2025

Add/Edit Citation Add/Edit Bibliography Add Annotation Add Note Document Preferences Refresh Unlink Citations

My Manuscript

ends on the ability to locate, evaluate, and use reliable information from a variety of sources (Shereen et al., 2020). Proper citation allows researchers to acknowledge the original authors and provide evidence to support their ideas and arguments. It also helps readers identify and locate the sources used in a study. Reference management software, such as EndNote, can simplify the process of collecting, organizing, and citing references throughout the research process. Using a consistent citation style is particularly important in academic writing because it improves clarity, supports academic integrity, and helps prevent unintentional plagiarism. Therefore, researchers should develop appropriate citation practices and manage their references systematically.

Page 1 of 1 140 words English (United States) Accessibility: Investigate Focus 130%

2. Click the **Add/Edit Bibliography** icon

1. Place the cursor after the main text

Adding a Bibliography 2

The screenshot shows the Microsoft Word interface with the Zotero ribbon active. The ribbon includes options for adding citations, editing bibliographies, and managing annotations. The main document area displays a manuscript titled "My Manuscript" with a paragraph of text. A callout box points to the citation in the text.

File Home Insert Design Layout References Mailings Review View **Zotero** Help EndNote 2025

AutoSave Off My Manuscript.docx • Saved to this PC Search Sign in Share

Add/Edit Citation Add/Edit Bibliography Add Annotation Add Note Document Preferences Refresh Unlink Citations

My Manuscript

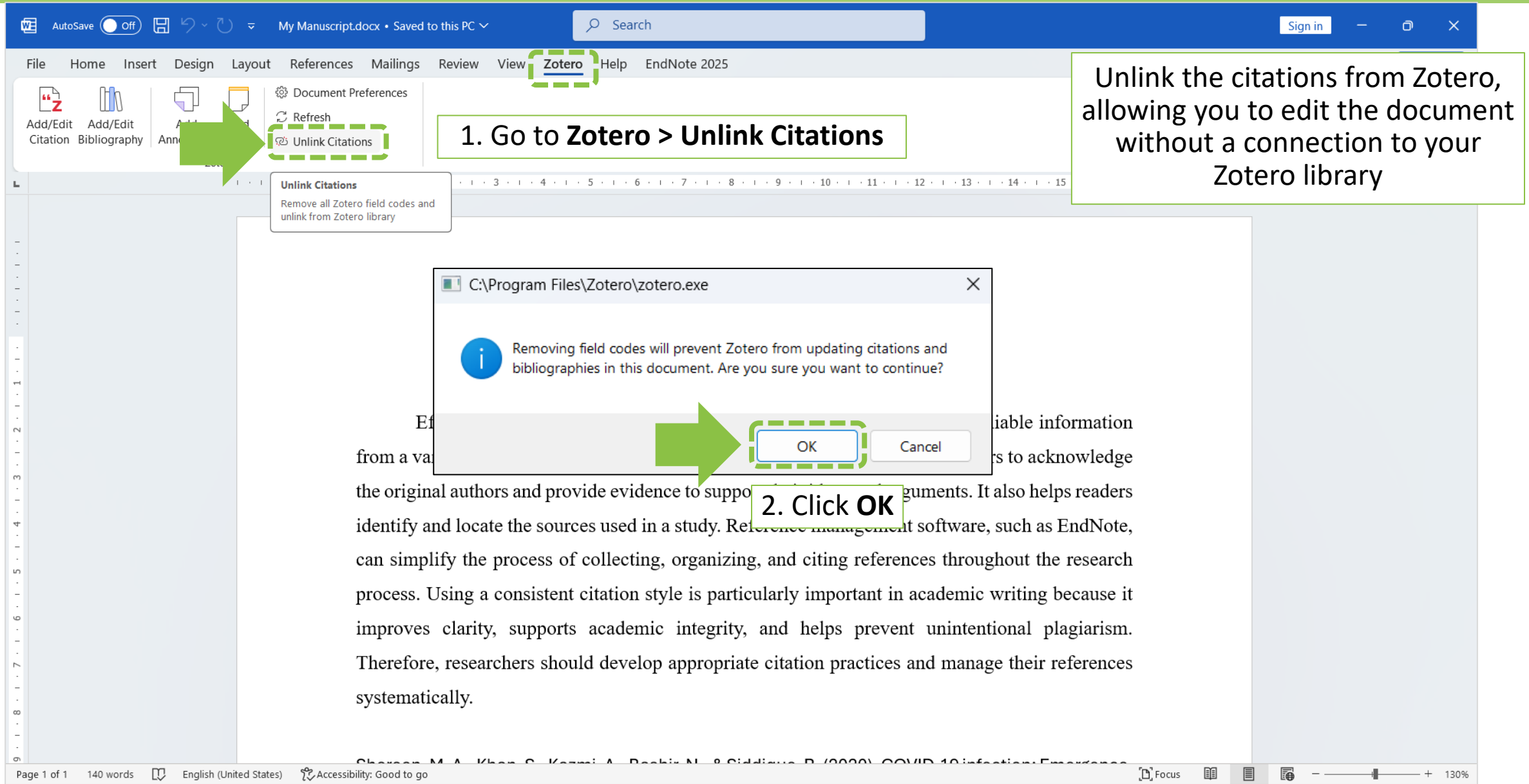
Effective research depends on the ability to locate, evaluate, and use reliable information from a variety of sources (Shereen et al., 2020). Proper citation allows researchers to acknowledge the original authors and provide evidence to support their ideas and arguments. It also helps readers identify and locate the sources used in a study. Reference management software, such as EndNote, can simplify the process of collecting, organizing, and citing references throughout the research process. Using a consistent citation style is particularly important in academic writing because it improves clarity, supports academic integrity, and helps prevent unintentional plagiarism. Therefore, researchers should develop appropriate citation practices and manage their references systematically.

3. The bibliography will appear in your document

Shereen, M. A., Khan, S., Kazmi, A., Bashir, N., & Siddique, R. (2020). COVID-19 infection: Emergence, transmission, and characteristics of human coronaviruses. *Journal of Advanced Research*, 24, 91–98. <https://doi.org/10.1016/j.jare.2020.03.005>

Page 1 of 1 140 words English (United States) Accessibility: Good to go Focus 130%

Unlink Citations from Zotero Library



The screenshot shows the EndNote 2025 application window. The 'Zotero' menu is highlighted in the top ribbon. A green arrow points to the 'Unlink Citations' option in the Zotero menu. A text box explains that this action allows editing the document without a connection to the Zotero library. Below, a dialog box from 'C:\Program Files\Zotero\zotero.exe' asks for confirmation to remove field codes. A green arrow points to the 'OK' button in the dialog. A second text box instructs to click 'OK'.

1. Go to **Zotero > Unlink Citations**

Unlink the citations from Zotero, allowing you to edit the document without a connection to your Zotero library

Unlink Citations
Remove all Zotero field codes and unlink from Zotero library

C:\Program Files\Zotero\zotero.exe

Removing field codes will prevent Zotero from updating citations and bibliographies in this document. Are you sure you want to continue?

OK Cancel

2. Click **OK**

Page 1 of 1 140 words English (United States) Accessibility: Good to go

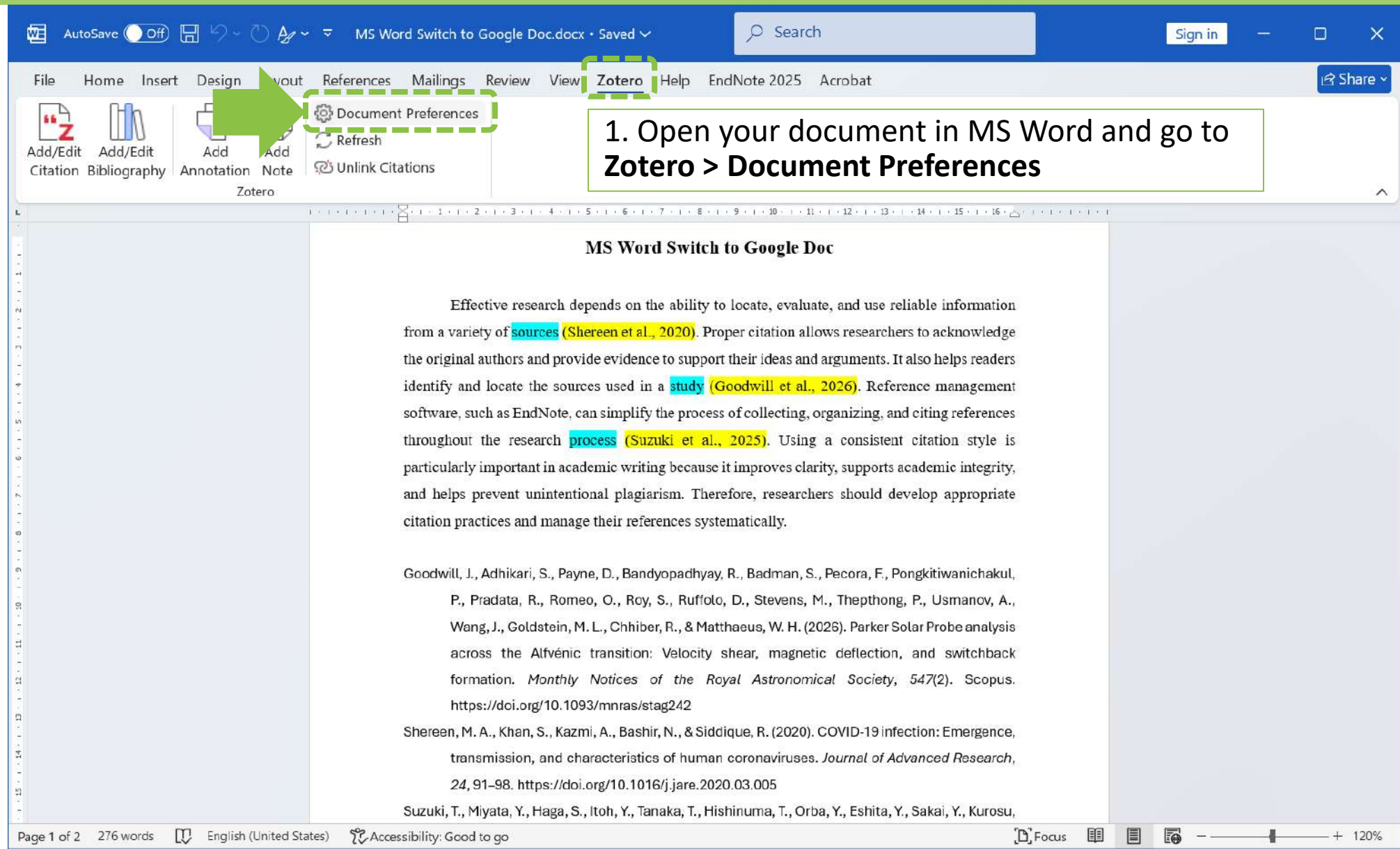
Switching from MS Word to Google Docs

1



Switching from MS Word to Google Docs

2



The screenshot shows the Microsoft Word ribbon with the 'Zotero' tab selected. A green arrow points to the 'Document Preferences' option in the Zotero ribbon. A text box overlay contains the instruction: '1. Open your document in MS Word and go to Zotero > Document Preferences'. The document content is titled 'MS Word Switch to Google Doc' and contains a paragraph about research and citations, followed by a list of references.

1. Open your document in MS Word and go to Zotero > Document Preferences

MS Word Switch to Google Doc

Effective research depends on the ability to locate, evaluate, and use reliable information from a variety of sources (Shereen et al., 2020). Proper citation allows researchers to acknowledge the original authors and provide evidence to support their ideas and arguments. It also helps readers identify and locate the sources used in a study (Goodwill et al., 2026). Reference management software, such as EndNote, can simplify the process of collecting, organizing, and citing references throughout the research process (Suzuki et al., 2025). Using a consistent citation style is particularly important in academic writing because it improves clarity, supports academic integrity, and helps prevent unintentional plagiarism. Therefore, researchers should develop appropriate citation practices and manage their references systematically.

Goodwill, J., Adhikari, S., Payne, D., Bandyopadhyay, R., Badman, S., Pecora, F., Pongkitiwanichakul, P., Pradata, R., Romeo, O., Roy, S., Ruffolo, D., Stevens, M., Thepthong, P., Usmanov, A., Wang, J., Goldstein, M. L., Chhiber, R., & Matthaeus, W. H. (2026). Parker Solar Probe analysis across the Alfvénic transition: Velocity shear, magnetic deflection, and switchback formation. *Monthly Notices of the Royal Astronomical Society*, 547(2). Scopus. <https://doi.org/10.1093/mnras/stag242>

Shereen, M. A., Khan, S., Kazmi, A., Bashir, N., & Siddique, R. (2020). COVID-19 infection: Emergence, transmission, and characteristics of human coronaviruses. *Journal of Advanced Research*, 24, 91-98. <https://doi.org/10.1016/j.jare.2020.03.005>

Suzuki, T., Miyata, Y., Haga, S., Itoh, Y., Tanaka, T., Hishinuma, T., Orba, Y., Eshita, Y., Sakai, Y., Kurosu,

Page 1 of 2 276 words English (United States) Accessibility: Good to go Focus 120%

Switching from MS Word to Google Docs

3

The screenshot shows the Microsoft Word interface with the Zotero Document Preferences dialog box open. The 'Citation Style' list has 'APA Style 7th edition' selected. The 'Language' is set to 'English (US)'. The 'Automatically update citations' checkbox is checked. A green arrow points to the 'Switch to a Different Word Processor...' button. Below this button is a text box with the instruction '2. Click **Switch to a Different Word Processor**'. The 'Prepare Citations for Transfer' dialog box is also open, showing a warning message and a green arrow pointing to the 'Continue' button. Below the 'Continue' button is a text box with the instruction '3. Click **Continue**'.

MS Word Switch to Google Doc.docx • Saved

File Home Insert Design Layout References Mailings Review View Zotero Help EndNote 2025 Acrobat

Zotero - Document Preferences

Citation Style:

- ACS Guide 2026 revision
- AMA Manual of Style 11th edition
- APA Style 7th edition
- APSA Style Manual revised 2018 edition
- ASA Style Guide 6th/7th edition
- Chicago Manual of Style 18th edition (author-date)
- Chicago Manual of Style 18th edition (notes and bibliography)
- Chicago Manual of Style 18th edition (shortened notes and bibliography)
- Cite Them Right 12th edition (author-date/Harvard)

Manage Styles...

Language: English (US)

☒ Automatically update citations

Disabling updates can speed up citation insertion in large documents. Click Refresh to update citations manually.

Switch to a Different Word Processor...

2. Click **Switch to a Different Word Processor**

OK Cancel

Prepare Citations for Transfer

Zotero will convert citations in the document to a format that can be safely transferred to another supported word processor.

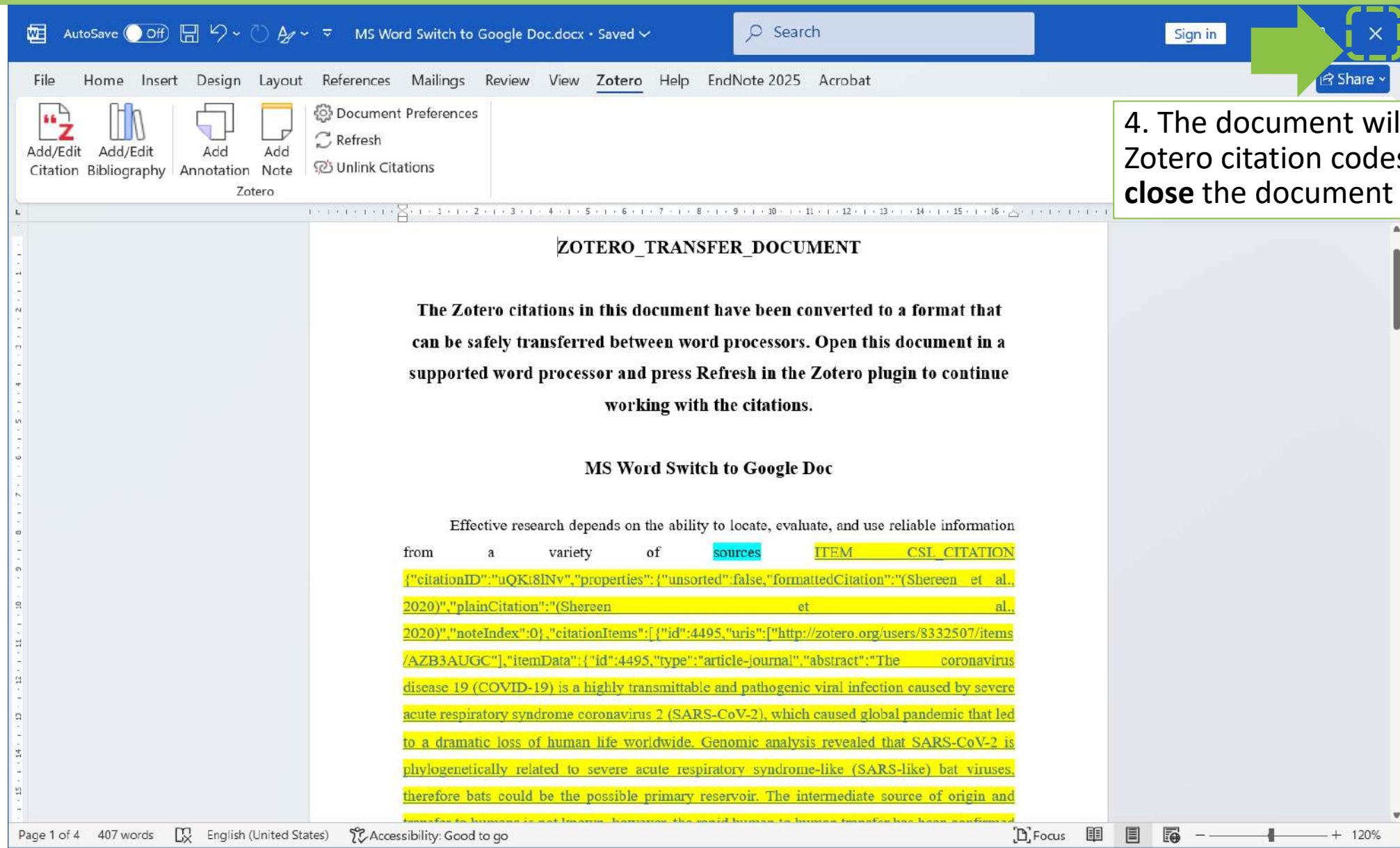
You should make a backup of the document before proceeding.

Continue More Information Cancel

3. Click **Continue**

Switching from MS Word to Google Docs

4



The screenshot shows the Microsoft Word interface with the Zotero plugin installed. The title bar indicates the document is 'MS Word Switch to Google Doc.docx'. The ribbon includes tabs for File, Home, Insert, Design, Layout, References, Mailings, Review, View, Zotero, Help, EndNote 2025, and Acrobat. The Zotero tab is active, showing options like 'Add/Edit Citation', 'Add/Edit Bibliography', 'Add Annotation', 'Add Note', 'Document Preferences', 'Refresh', and 'Unlink Citations'. A green arrow points from the 'Share' button in the top right corner to a text box on the right. The document content includes a title 'ZOTERO_TRANSFER_DOCUMENT', a paragraph about transferring citations, and a section titled 'MS Word Switch to Google Doc' followed by a paragraph of text with a Zotero citation code.

AutoSave Off MS Word Switch to Google Doc.docx · Saved

Search Sign in Share

File Home Insert Design Layout References Mailings Review View Zotero Help EndNote 2025 Acrobat

Add/Edit Citation Add/Edit Bibliography Add Annotation Add Note Document Preferences Refresh Unlink Citations Zotero

ZOTERO_TRANSFER_DOCUMENT

The Zotero citations in this document have been converted to a format that can be safely transferred between word processors. Open this document in a supported word processor and press Refresh in the Zotero plugin to continue working with the citations.

MS Word Switch to Google Doc

Effective research depends on the ability to locate, evaluate, and use reliable information from a variety of sources

ITEM CSL_CITATION

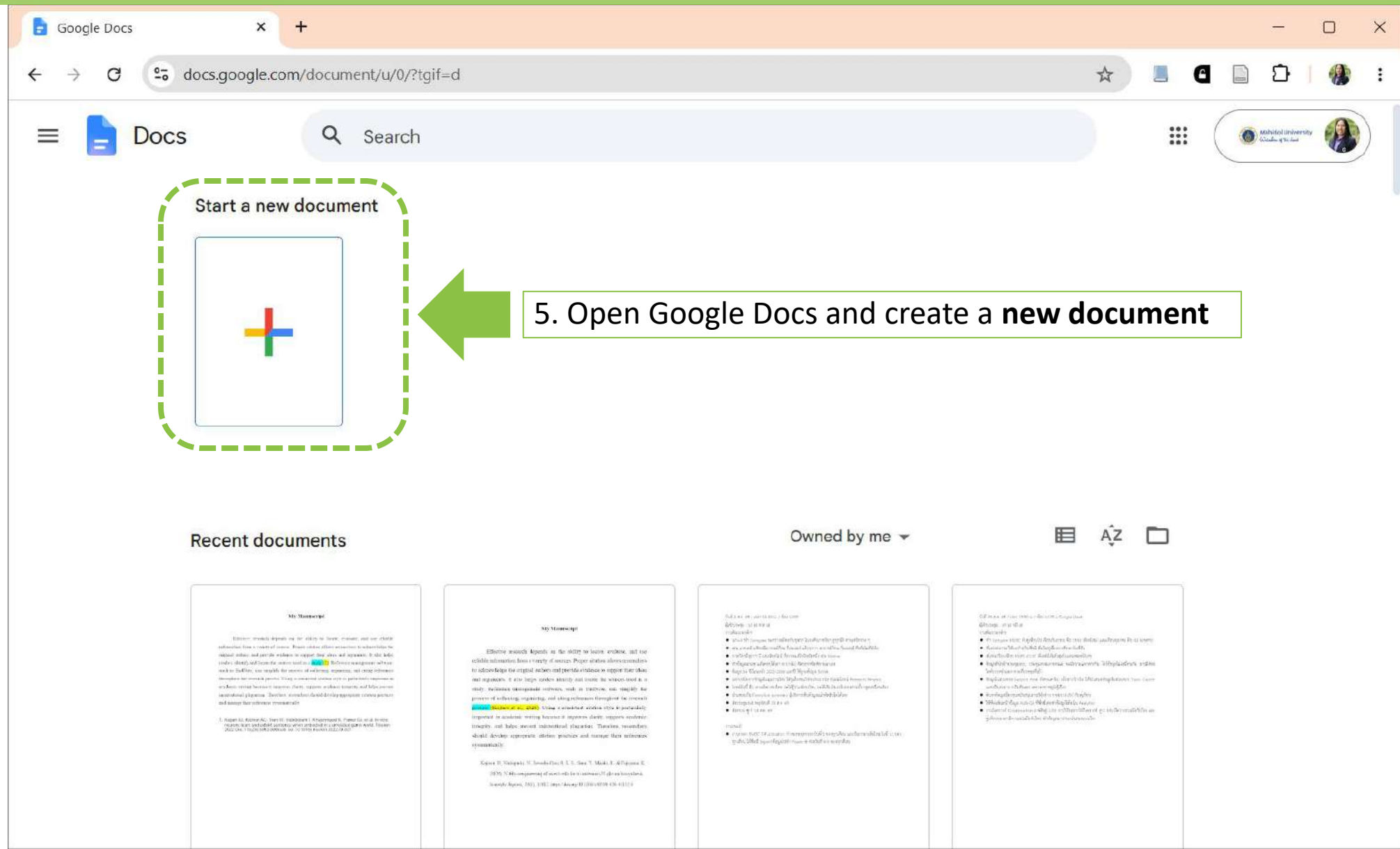
["citationID": "uQKt8INv", "properties": {"unsorted": false, "formattedCitation": "(Shereen et al., 2020)", "plainCitation": "(Shereen et al., 2020)", "noteIndex": 0}, "citationItems": [{"id": 4495, "uris": ["http://zotero.org/users/8332507/items/AZB3AUGC"], "itemData": {"id": 4495, "type": "article-journal", "abstract": "The coronavirus disease 19 (COVID-19) is a highly transmittable and pathogenic viral infection caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), which caused global pandemic that led to a dramatic loss of human life worldwide. Genomic analysis revealed that SARS-CoV-2 is phylogenetically related to severe acute respiratory syndrome-like (SARS-like) bat viruses, therefore bats could be the possible primary reservoir. The intermediate source of origin and transfer to humans is not known, however, the rapid human-to-human transfers have confirmed

Page 1 of 4 407 words English (United States) Accessibility: Good to go Focus 120%

4. The document will display the Zotero citation codes. **Save and close** the document

Switching from MS Word to Google Docs

5



The screenshot shows the Google Docs web interface. At the top, there's a navigation bar with the Google Docs logo, a search bar, and a user profile. Below this, the main area features a large 'Start a new document' button, which is highlighted by a green dashed rectangular box. A green arrow points from a text box on the right towards this button. The text box contains the instruction: '5. Open Google Docs and create a **new document**'. Below the 'Start a new document' button, there's a section titled 'Recent documents' showing a list of previously opened documents. The interface is clean and modern, with a light blue and white color scheme.

Google Docs

docs.google.com/document/u/0/?tgif=d

Docs Search

Start a new document

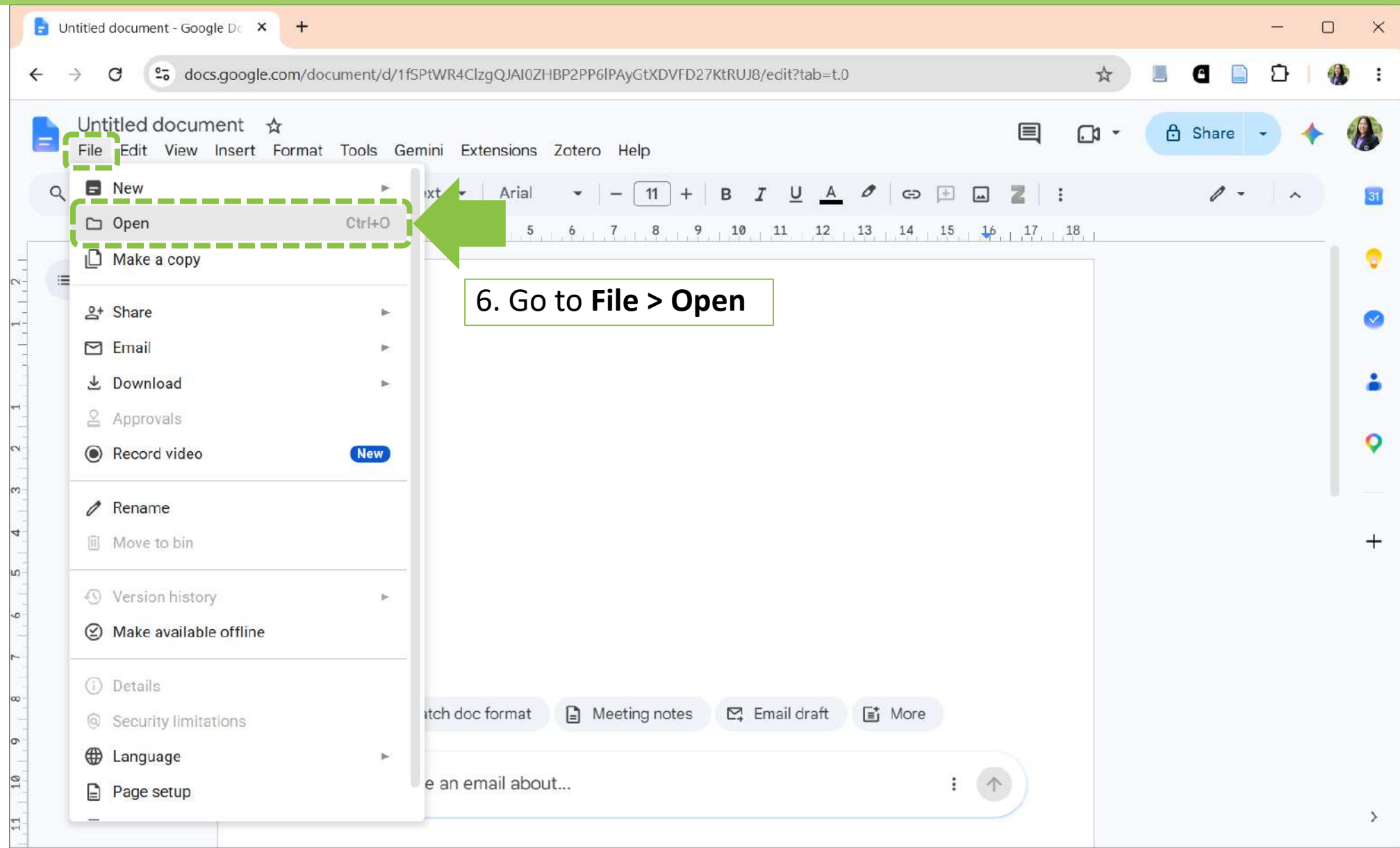
5. Open Google Docs and create a **new document**

Recent documents

Owned by me

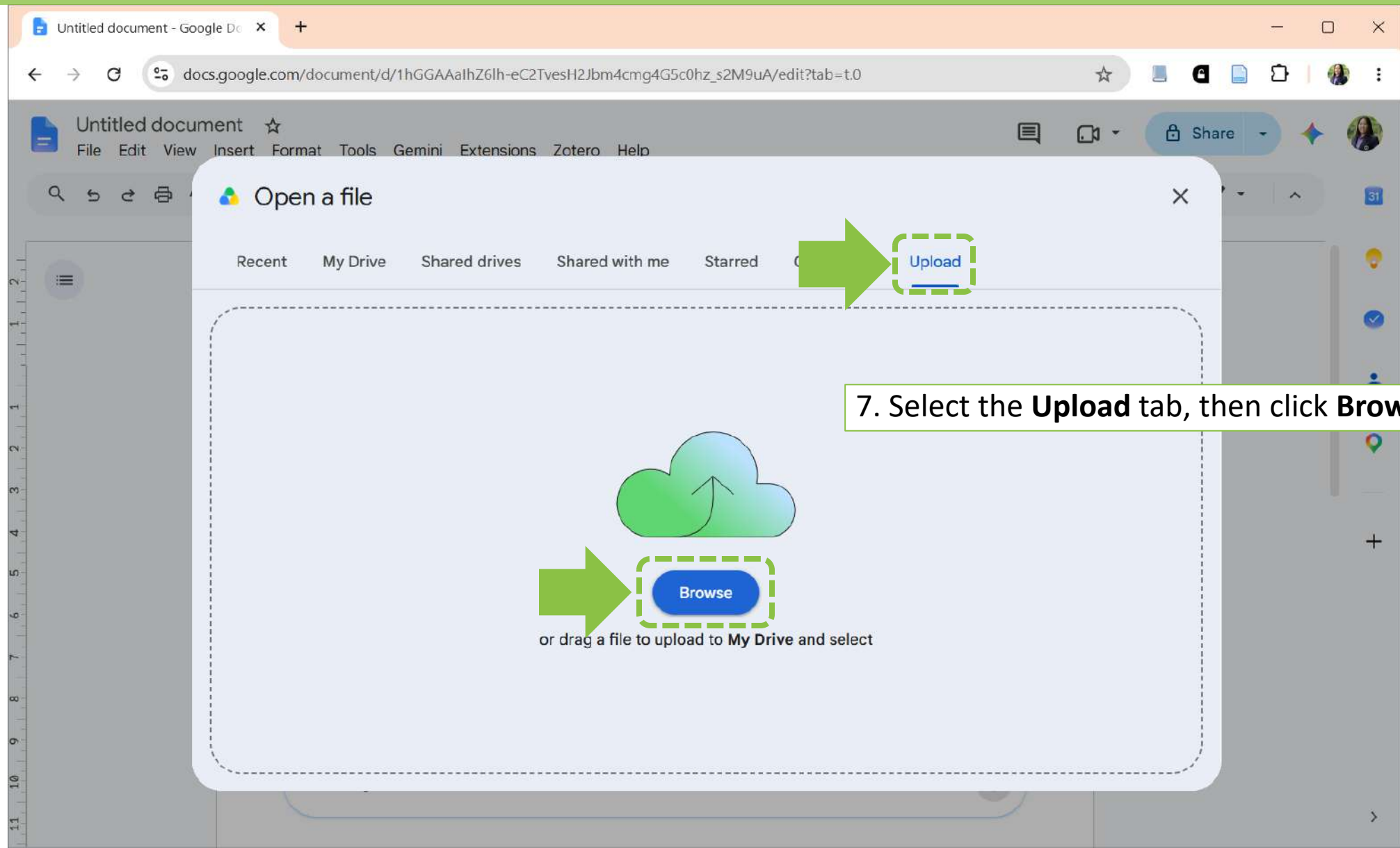
Switching from MS Word to Google Docs

6



Switching from MS Word to Google Docs

7



Switching from MS Word to Google Docs

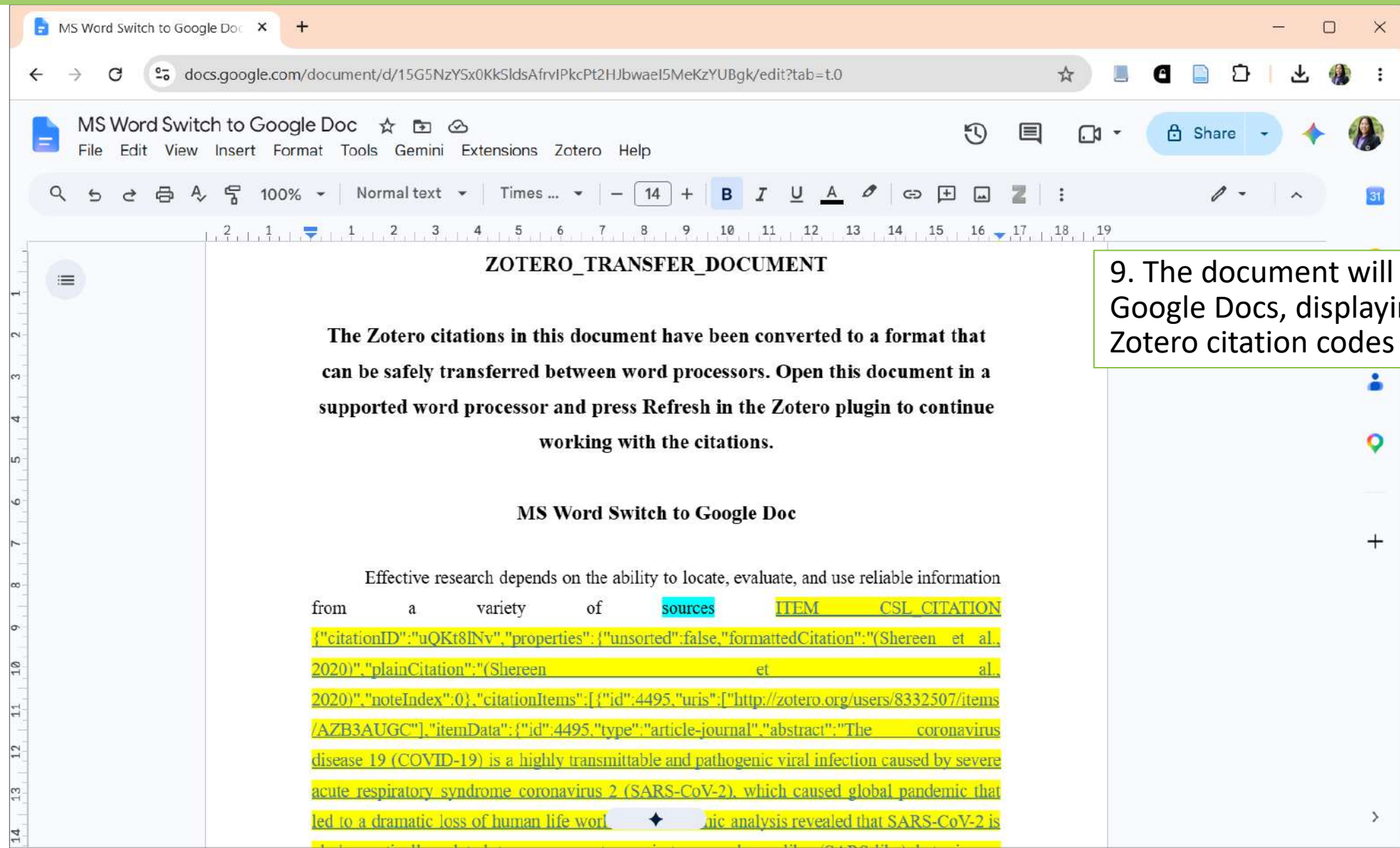
8

The screenshot shows a Google Docs browser window with an 'Untitled document' open. A 'Open a file' dialog is displayed in the foreground. The dialog has tabs for 'Shared drives', 'Shared with me', 'Starred', 'Computers', and 'Upload'. The 'Upload' tab is selected. A file upload progress bar is visible, showing a file named 'MS Word Switch to Google Doc.docx' with a size of 17.8K. The progress bar is partially filled. Below the progress bar, there is a 'Cancel' button. In the background, a Windows File Explorer window is open, showing the 'Desktop' folder. A file named 'MS Word Switch to Google Doc.docx' is selected. A green arrow points from the 'Open' button in the File Explorer to the 'Open' button in the Google Docs dialog.

8. Select the saved document from your local drive, click **Open**, and wait for the file to finish uploading

Switching from MS Word to Google Docs

9



MS Word Switch to Google Doc

docs.google.com/document/d/15G5NzYSx0Kk5ldsAfrvIPkcPt2HJbwaeI5MeKzYUBgk/edit?tab=t.0

MS Word Switch to Google Doc

File Edit View Insert Format Tools Gemini Extensions Zotero Help

100% Normal text Times ... 14 B I U A

ZOTERO_TRANSFER_DOCUMENT

The Zotero citations in this document have been converted to a format that can be safely transferred between word processors. Open this document in a supported word processor and press Refresh in the Zotero plugin to continue working with the citations.

MS Word Switch to Google Doc

Effective research depends on the ability to locate, evaluate, and use reliable information from a variety of sources

ITEM CSL CITATION

["citationID": "uQKt8lNv", "properties": {"unsorted": false, "formattedCitation": "(Shereen et al., 2020)", "plainCitation": "(Shereen et al., 2020)", "noteIndex": 0}, "citationItems": [{"id": 4495, "uris": ["http://zotero.org/users/8332507/items/AZB3AUGC"], "itemData": {"id": 4495, "type": "article-journal", "abstract": "The coronavirus disease 19 (COVID-19) is a highly transmittable and pathogenic viral infection caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), which caused global pandemic that led to a dramatic loss of human life worl", "analysis": "nic analysis revealed that SARS-CoV-2 is"}]

9. The document will open in Google Docs, displaying the Zotero citation codes

Switching from MS Word to Google Docs

10

The screenshot shows the Google Docs interface with the Zotero extension menu open. The menu options are: Add/edit citation... (Ctrl+Alt+C), Add note..., Add/edit bibliography, Document preferences..., Refresh, Switch word processors..., and Unlink citations... The 'Refresh' option is highlighted with a green dashed box. A green arrow points from the text 'The Zotero citations in this document can be safely transferred to any supported word processor you are currently working with the citations.' to the 'Refresh' option. A callout box with the text '10. Go to Zotero > Refresh' points to the 'Refresh' option.

10. Go to Zotero > Refresh

Transferred Document

Would you like to restore the Zotero citations in this document for use in Google Docs?

Restore Citations More Information Cancel

11. Click Restore Citations

Switching from MS Word to Google Docs

11

The screenshot shows a Google Docs interface with a document titled "MS Word Switch to Google Doc". The document content is as follows:

Effective research depends on the ability to locate, evaluate, and use reliable information from a variety of **sources** (Shereen et al., 2020). Proper citation allows researchers to acknowledge the original authors and provide evidence to support their ideas and arguments. It also helps readers identify and locate the sources used in a **study** (Goodwill et al., 2026). Reference management software, such as EndNote, can simplify the process of collecting, organizing, and citing references throughout the research **process** (Suzuki et al., 2025). Using a consistent citation style is particularly important in academic writing because it improves clarity, supports academic integrity, and helps prevent unintentional plagiarism. Therefore, researchers should develop appropriate citation practices and manage their references systematically.

Goodwill, J., Adhikari, S., Payne, D., Bandyopadhyay, R., Badman, S., Pecora, F., Pongkitiwanichakul, P., Pradata, R., Romeo, O., Roy, S., Ruffolo, D., Stevens, M., Thepthong, P., Usmanov, A., Wang, J., Goldstein, M. L., Chhiber, R., & Matthaeus, W. H. (2026). Parker Solar Probe analysis across the Alfvénic transition: Velocity shear, magnetic deflection, and switchback formation. *Monthly Notices of the Royal Astronomical Society*, 547(2). Scopus. <https://doi.org/10.1093/mnras/stag242>

Shereen, M. A., Khan, S., Kazmi, A., Bashir, N., & Siddique, R. (2020). COVID-19 infection: Emergence, transmission, and characteristics of human coronaviruses. *Journal of Advanced Research*, 24, 91–98. <https://doi.org/10.1016/j.jare.2020.03.005>

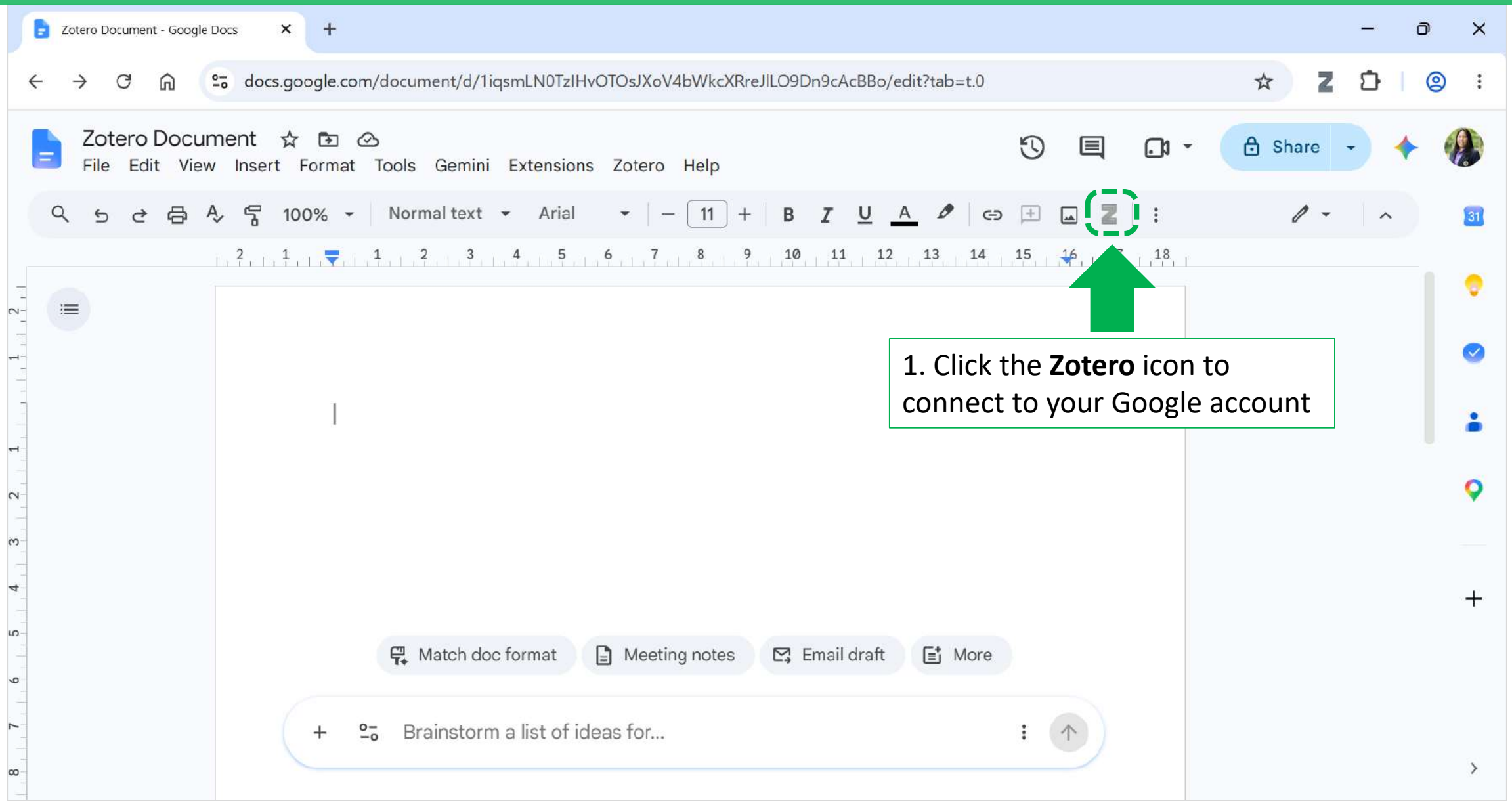
Suzuki, T., Miyata, Y., Haga, S., Itoh, Y., 1 ◆ , hinuma, T., Orba, Y., Eshita, Y., Sakai, Y., Kurosu, T., Tajima, S., Lim, C.-K., Saijo, M., Yamanaka, A., Phanitchat, T., Morales

12. Your Zotero document is now ready to use in Google Docs

Zotero with Google Docs

- Connecting Your Zotero Account
- Selecting a Citation Style
- Adding an In-Text Citation
- Adding a Bibliography
- Switching from Google Docs to MS Word

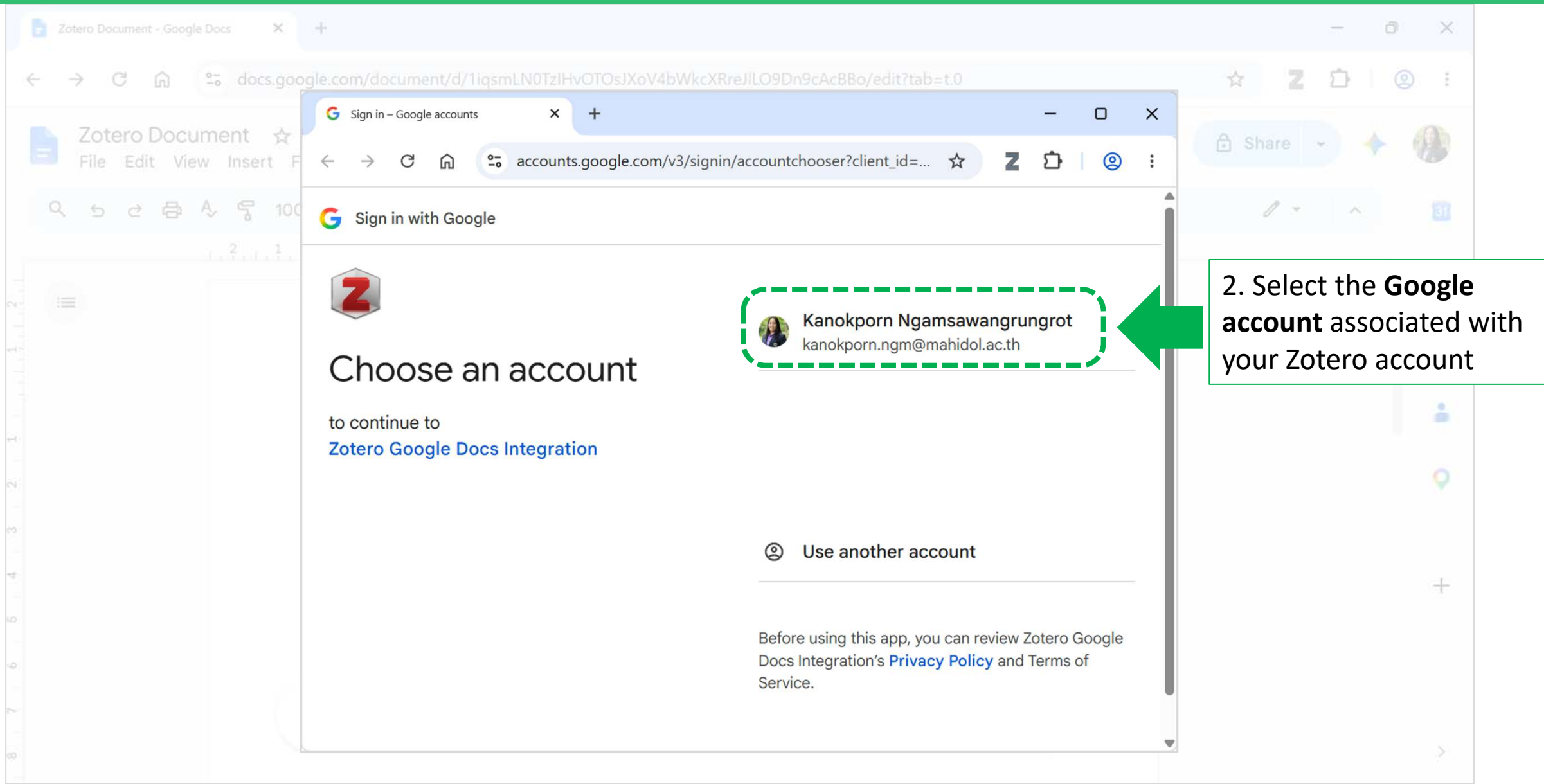
Connecting Your Zotero Account 1



The screenshot shows a Google Docs window titled "Zotero Document - Google Docs". The address bar displays the URL: docs.google.com/document/d/1iqsmLN0TzIHvOTOSjXoV4bWkcXRreJlLO9Dn9cAcBB0/edit?tab=t.0. The document title is "Zotero Document". The menu bar includes File, Edit, View, Insert, Format, Tools, Gemini, Extensions, Zotero, and Help. The toolbar contains various editing tools, and the Zotero icon (a stylized 'Z') is highlighted with a green dashed box and a green arrow. A text box with the instruction "1. Click the **Zotero** icon to connect to your Google account" points to the Zotero icon. The document content area is empty, and the bottom of the screen shows a sidebar with options like "Match doc format", "Meeting notes", "Email draft", and "More".

1. Click the **Zotero** icon to connect to your Google account

Connecting Your Zotero Account 2



The screenshot shows a web browser window with a Google account selection interface. The browser's address bar displays the URL `accounts.google.com/v3/signin/accountchooser?client_id=...`. The page features the Google logo and the text "Sign in with Google". Below this, the Zotero logo is visible, followed by the heading "Choose an account" and the subtext "to continue to Zotero Google Docs Integration". A list of accounts is presented, with the first account, "Kanokporn Ngamsawangrungrat" (email: `kanokporn.ngm@mahidol.ac.th`), highlighted by a green dashed border and a green arrow. Below the account list is a link for "Use another account". At the bottom, a disclaimer states: "Before using this app, you can review Zotero Google Docs Integration's [Privacy Policy](#) and Terms of Service."

2. Select the **Google account** associated with your Zotero account

Selecting a Citation Style

1

The screenshot shows a Google Docs interface with a Zotero extension. A green box highlights the text "1. Go to Zotero > Document Preferences..." in the address bar area. The Zotero menu is open, and the "Document preferences..." option is highlighted with a green dashed box. A green arrow points to this option. The document text visible in the background is:

Effective research depends on gathering and using reliable information from a variety of sources. Researchers must acknowledge the original authors and provide evidence to support their claims. It also helps readers identify and locate the sources used in the research. Software, such as EndNote, can simplify the process of collecting, organizing, and citing references throughout the research process. Using a consistent citation style is particularly important in academic writing because it improves clarity, supports academic integrity, and helps prevent unintentional plagiarism. Therefore, researchers should develop appropriate citation practices and manage their references systematically.

Selecting a Citation Style 2

2. Select your preferred citation style



Zotero - Document Preferences

Citation Style:

- Chicago Manual of Style 18th edition (notes and bibliography)
- Chicago Manual of Style 18th edition (shortened notes and bibliography)
- Cite Them Right 12th edition (author-date/Harvard)
- Elsevier (author-date/Harvard, with titles)
- IEEE Reference Guide version 11.29.2023
- MHRA Style Guide 4th edition (notes)
- MLA Handbook 9th edition (in-text citations)
- Nature
- NLM/Vancouver: Citing Medicine 2nd edition (citation-sequence)**

Manage Styles...

Language: English (US) ▼

☒ Automatically update citations
Disabling updates can speed up citation insertion in large documents. Click Refresh to update citations manually.

Switch to a Different Word Processor...

▼ Advanced Options

☒ Use MEDLINE journal abbreviations
The "Journal Abbr" field will be ignored.

3. Click OK

OK Cancel



Adding an In-Text Citation

1

2. Go to **Zotero** > **Add/edit citation...**

1. Place the cursor where you want to add the citation in Google Docs

Effective research depends on the ability to locate and synthesize information from a variety of sources. Proper citation practices help researchers credit original authors and provide evidence to support their claims and arguments. It also helps readers identify and locate the sources used in a study. Reference management software, such as EndNote, can simplify the process of collecting, organizing, and citing references throughout the research process. Using a consistent citation style is particularly important in academic writing because it improves clarity, supports academic integrity, and helps prevent unintentional plagiarism. Therefore, researchers should develop appropriate citation practices and manage their references systematically.

Adding an In-Text Citation 2

4. Click the ✓ icon to complete your selection

3. Select the desired citation to add it to the empty box above

Title	Creator	Date
COVID-19 infection: Emergence, transmission, and characteristics of human c...	Shereen et al.	07/2020
Human neuroanatomy	Erzurumlu et al.	2024
In vitro neurons learn and exhibit sentence when embodied in a simulated g...	Kagan et al.	12/2022
N-Glycoengineering of insect cells for tri-antennary N-glycan biosynthesis	Kajiura et al.	2026-03-16

(1)

and manage their references systematically.

Adding an In-Text Citation 3

The screenshot shows a Google Docs interface with a document titled "Zotero Document". The document content is as follows:

My Manuscript

Effective research depends on the ability to locate and synthesize information from a variety of sources. Proper citation is essential for crediting original authors and provide evidence to support their ideas and arguments. It also helps readers identify and locate the sources used in a study (1). Reference management software, such as EndNote, can simplify the process of collecting, organizing, and citing references throughout the research process. Using a consistent citation style is particularly important in academic writing because it improves clarity, supports academic integrity, and helps prevent unintentional plagiarism. Therefore, researchers should develop appropriate citation practices and manage their references systematically.

A green arrow points to the text "study (1)" in the paragraph. A green box highlights this text with the following text:

5. The in-text citation will appear in your document

Adding a Bibliography 1

1. Place the cursor after the main text

2. Go to Zotero > Add/edit bibliography

The screenshot shows a Google Docs interface with the Zotero extension installed. The document text reads: "Effective research depends on gathering and using reliable information from a variety of sources. Researchers should acknowledge the original authors and provide evidence to support their claims. Readers identify and locate the sources. Tools such as EndNote, can simplify the process. Throughout the research process. Using Zotero, a reference management software, helps researchers cite references throughout the research process. Using Zotero is an important part of academic writing because it improves the accuracy of citations and helps prevent unintentional plagiarism. Therefore, researchers should develop appropriate citation practices and manage their references systematically." The cursor is positioned at the end of the text. The Zotero menu is open, showing options: "Add/edit citation...", "Add annotation...", "Add note...", "Add/edit bibliography", "Document preferences...", "Refresh", "Switch word processors...", and "Unlink citations...". The "Add/edit bibliography" option is highlighted with a green dashed box. A green arrow points from the instruction box to the cursor position, and another green arrow points from the instruction box to the "Add/edit bibliography" option in the menu.

Adding a Bibliography 2

The screenshot shows a Google Docs interface with a document titled "Zotero Document". The document content is a paragraph about research and citation. A green arrow points from a text box on the left to a bibliography entry in a dashed green box at the bottom.

Effective research depends on the ability to locate, evaluate, and use reliable information from a variety of sources. Proper citation allows researchers to acknowledge the original authors and provide evidence to support their ideas and arguments. It also helps readers identify and locate the sources used in a study (1). Reference management software, such as EndNote, can simplify the process of collecting, organizing, and citing references throughout the research process. Using a consistent citation style is particularly important in academic writing because it improves clarity, supports academic integrity, and helps prevent unintentional plagiarism. Therefore, researchers should develop appropriate citation practices and manage their references systematically.

3. The bibliography will appear in your document

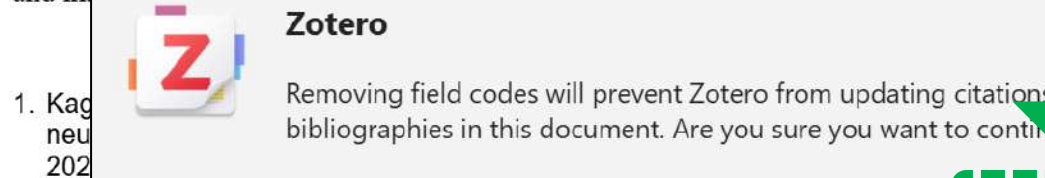
1. Kagan BJ, Kitchen AC, Tran NT, Habibollahi F, Khajehnejad M, Parker BJ, et al. In vitro neurons learn and exhibit sentence when embodied in a simulated game-world. *Neuron*. 2022 Dec;110(23):3952-3969.e8. doi:10.1016/j.neuron.2022.09.001

Unlink Citations from Zotero Library

1. Go to **Zotero** > **Unlink Citations...**

Unlink the citations from Zotero, allowing you to edit the document without a connection to your Zotero library

Unlink citations...



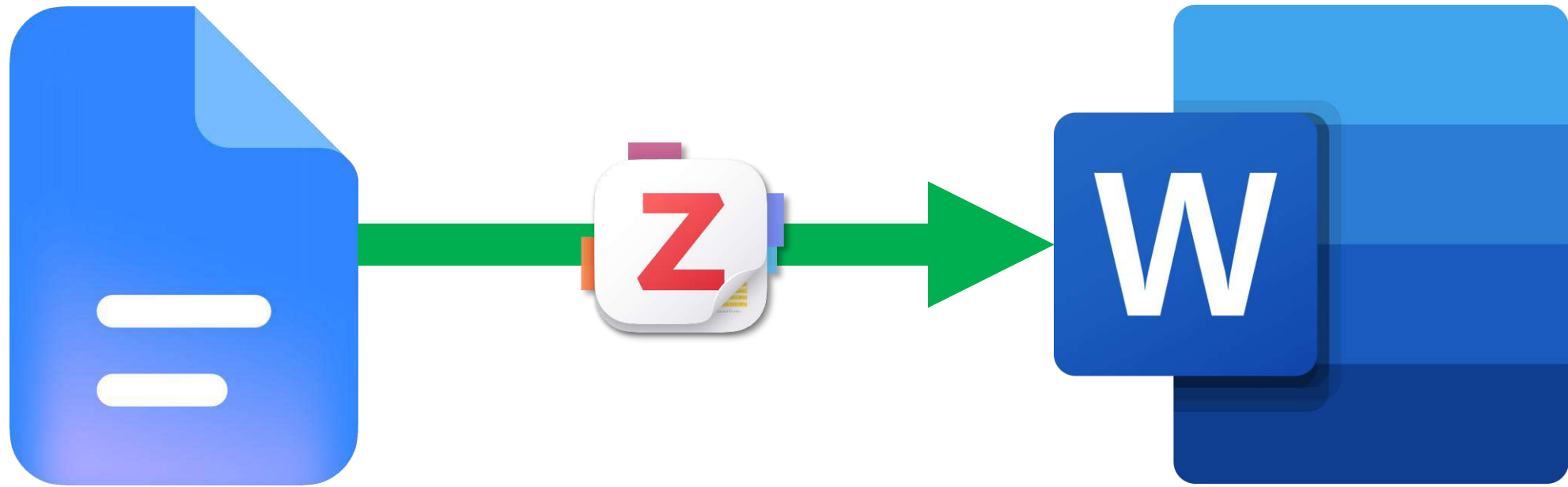
Cancel

OK

2. Click **OK**

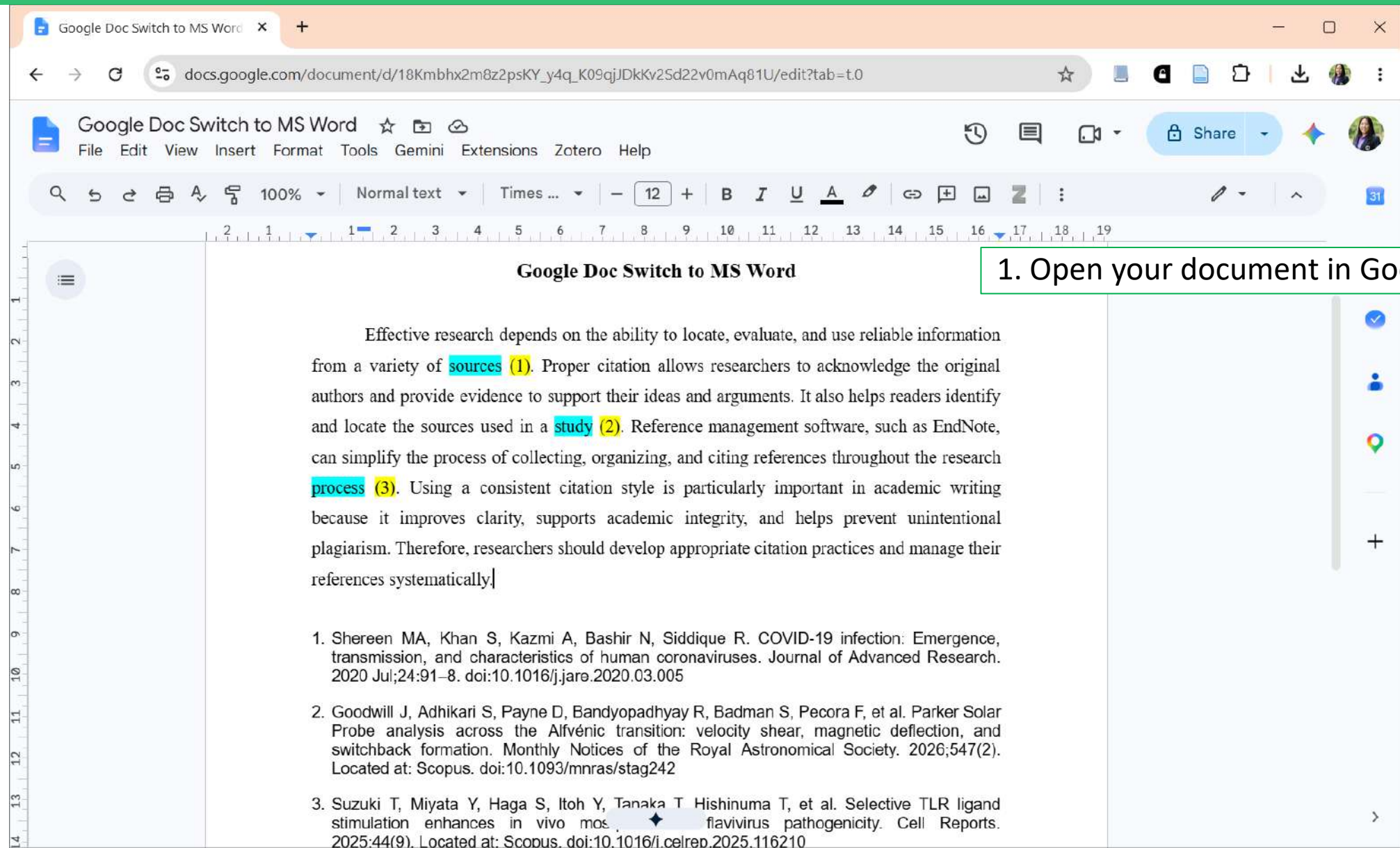
Switching from Google Docs to MS Word

1



Switching from Google Docs to MS Word

2



The screenshot shows a Google Docs interface in a web browser. The document title is "Google Doc Switch to MS Word". The document content includes a paragraph about research and a list of three references. The first reference is highlighted with a yellow background. The second reference is highlighted with a blue background. The third reference is highlighted with a blue background. The document is displayed in a standard Google Docs layout with a sidebar on the left and a top toolbar.

Google Doc Switch to MS Word

Effective research depends on the ability to locate, evaluate, and use reliable information from a variety of **sources** (1). Proper citation allows researchers to acknowledge the original authors and provide evidence to support their ideas and arguments. It also helps readers identify and locate the sources used in a **study** (2). Reference management software, such as EndNote, can simplify the process of collecting, organizing, and citing references throughout the research **process** (3). Using a consistent citation style is particularly important in academic writing because it improves clarity, supports academic integrity, and helps prevent unintentional plagiarism. Therefore, researchers should develop appropriate citation practices and manage their references systematically.

1. Shereen MA, Khan S, Kazmi A, Bashir N, Siddique R. COVID-19 infection: Emergence, transmission, and characteristics of human coronaviruses. Journal of Advanced Research. 2020 Jul;24:91–8. doi:10.1016/j.jare.2020.03.005
2. Goodwill J, Adhikari S, Payne D, Bandyopadhyay R, Badman S, Pecora F, et al. Parker Solar Probe analysis across the Alfvénic transition: velocity shear, magnetic deflection, and switchback formation. Monthly Notices of the Royal Astronomical Society. 2026;547(2). Located at: Scopus. doi:10.1093/mnras/stag242
3. Suzuki T, Miyata Y, Haga S, Itoh Y, Tanaka T, Hishinuma T, et al. Selective TLR ligand stimulation enhances in vivo mos. **flavivirus** pathogenicity. Cell Reports. 2025;44(9). Located at: Scopus. doi:10.1016/i.celrep.2025.116210

1. Open your document in Google Docs

Switching from Google Docs to MS Word

3

The screenshot shows a Google Docs document titled "Google Doc Switch to MS Word". The Zotero extension menu is open, showing options like "Add/edit citation...", "Add note...", "Add/edit bibliography", "Document preferences...", "Refresh", "Switch word processors...", and "Unlink citations...". A green arrow points to the "Switch word processors..." option. A text box on the right says "2. Go to Zotero > Switch Word Processor...". Below the menu, a dialog box titled "Prepare Citations for Transfer" is open. It contains a question mark icon and the text: "Zotero will convert citations in the document to a format that can be safely transferred to another supported word processor. You should make a backup of the document before proceeding." A green arrow points to the "Continue" button. A text box on the right says "3. Click Continue".

Google Doc Switch to MS Word

File Edit View Insert Format Tools Gemini Extensions Zotero Help

100% Normal text Times

Effective research depends on reliable information from a variety of sources. Authors should provide evidence to support their claims and locate the sources used in a study (2). Reference management software, such as EndNote, can simplify the process of collecting, organizing, and citing references throughout the research process (3). Using a consistent citation style is particularly important in academic writing.

2. Go to Zotero > Switch Word Processor...

Prepare Citations for Transfer

Zotero will convert citations in the document to a format that can be safely transferred to another supported word processor.

You should make a backup of the document before proceeding.

Continue More Information Cancel

3. Click Continue

Switching from Google Docs to MS Word

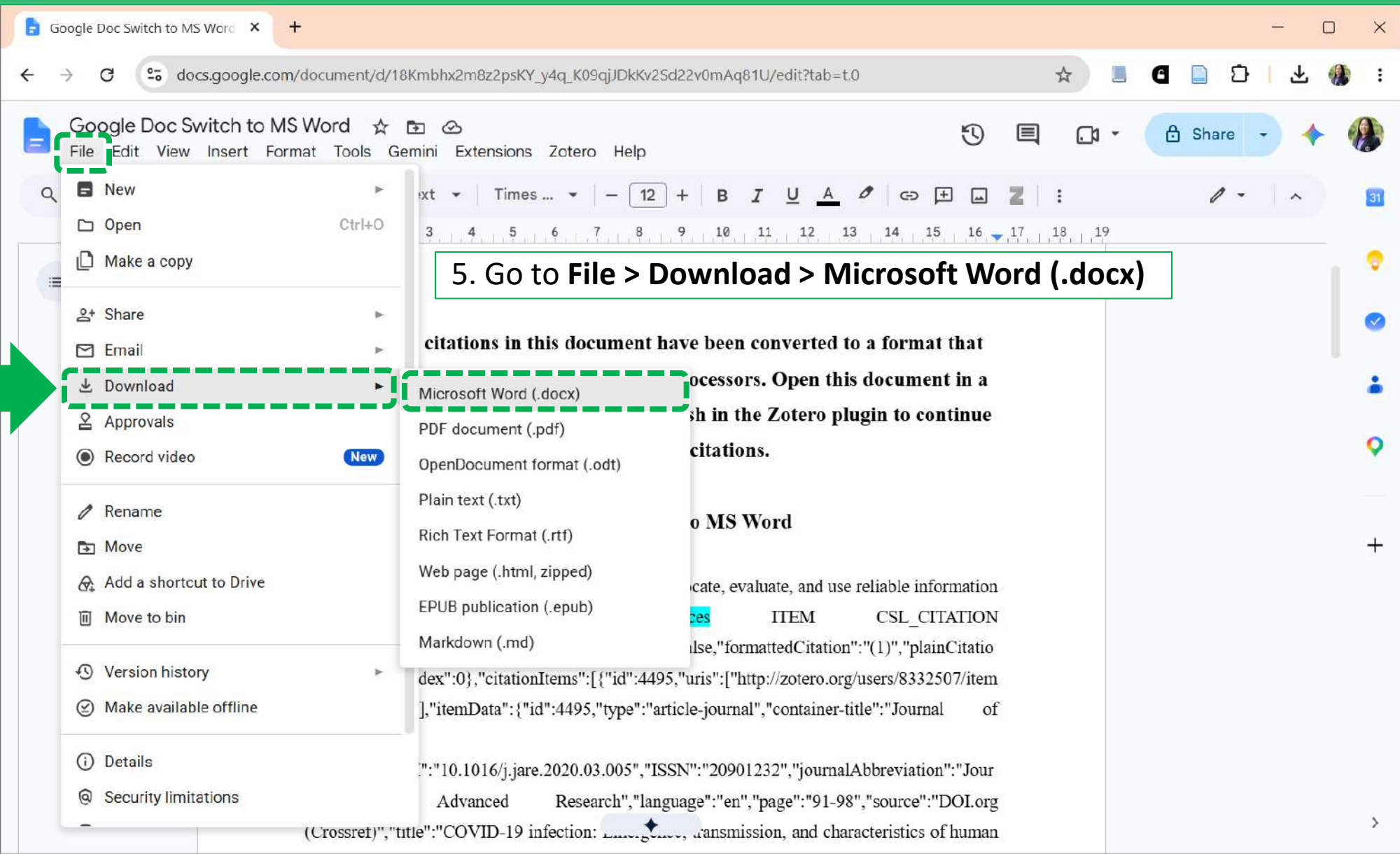
4

The screenshot shows a Google Docs interface with a document titled "Google Doc Switch to MS Word". The document content includes the heading "ZOTERO_TRANSFER_DOCUMENT" and a paragraph stating: "The Zotero citations in this document have been converted to a format that can be safely transferred between word processors. Open this document in a supported word processor and press Refresh in the Zotero plugin to continue working with the citations." Below this is a sub-heading "Google Doc Switch to MS Word" followed by a paragraph of text. The text contains a Zotero citation code: `{ "citationID": "uQKt8lNv", "properties": { "unsorted": false, "formattedCitation": "(1)", "plainCitation": "(1)", "noteIndex": 0 }, "citationItems": [{ "id": 4495, "uris": ["http://zotero.org/users/8332507/items/AZB3AUGC"], "itemData": { "id": 4495, "type": "article-journal", "container-title": "Journal of Advanced Research", "DOI": "10.1016/j.jare.2020.03.005", "ISSN": "20901232", "journalAbbreviation": "Journal of Advanced Research", "language": "en", "page": "91-98", "source": "DOI.org (Crossref)", "title": "COVID-19 infection: Emergence, transmission, and characteristics of human" } }] }`. The word "sources" is highlighted in blue. The document is displayed in a browser window with the URL `docs.google.com/document/d/18Kmbhx2m8z2psKY_y4q_K09qjJDkKv2Sd22v0mAq81U/edit?tab=t.0`.

4. The document will display the Zotero citation codes

Switching from Google Docs to MS Word

5



The screenshot shows the Google Docs interface for a document titled "Google Doc Switch to MS Word". The "File" menu is open, and the "Download" option is highlighted with a green dashed box and a large green arrow pointing to it. The "Download" submenu is also open, showing various file formats. The "Microsoft Word (.docx)" option is highlighted with a green dashed box. A text box with the instruction "5. Go to File > Download > Microsoft Word (.docx)" is overlaid on the image.

5. Go to File > Download > Microsoft Word (.docx)

File Edit View Insert Format Tools Gemini Extensions Zotero Help

New Open Make a copy Share Email Download Approvals Record video Rename Move Add a shortcut to Drive Move to bin Version history Make available offline Details Security limitations

Microsoft Word (.docx) PDF document (.pdf) OpenDocument format (.odt) Plain text (.txt) Rich Text Format (.rtf) Web page (.html, zipped) EPUB publication (.epub) Markdown (.md)

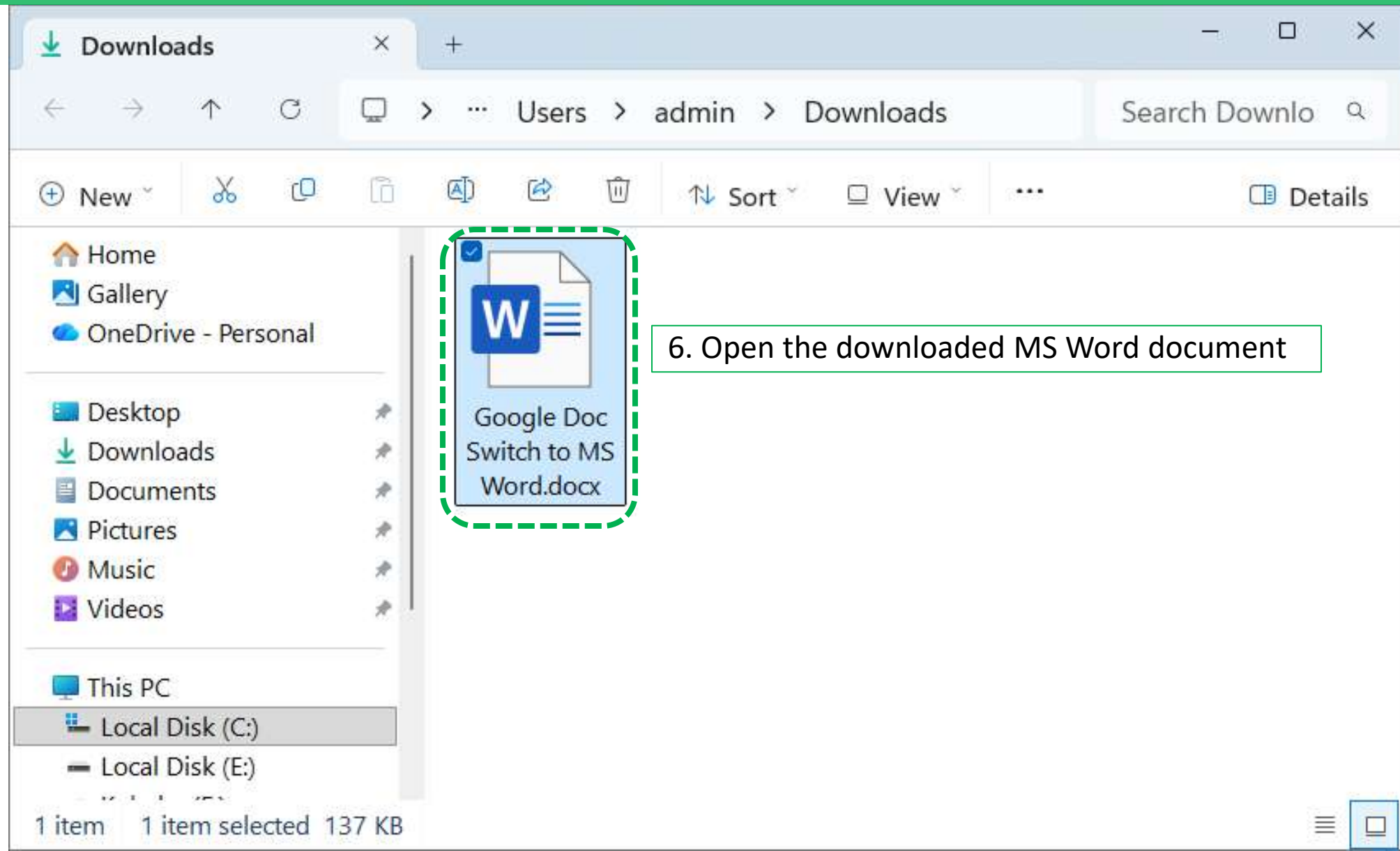
citations in this document have been converted to a format that processors. Open this document in a sh in the Zotero plugin to continue citations.

to MS Word

ocate, evaluate, and use reliable information ces ITEM CSL_CITATION else,"formattedCitation": "(1)", "plainCitation": "0", "citationItems": [{"id": "4495", "uris": ["http://zotero.org/users/8332507/item"], "itemData": {"id": "4495", "type": "article-journal", "container-title": "Journal of", "": "10.1016/j.jare.2020.03.005", "ISSN": "20901232", "journalAbbreviation": "Jour", "Advanced Research", "language": "en", "page": "91-98", "source": "DOI.org (Crossref)", "title": "COVID-19 infection: Emergence, transmission, and characteristics of human

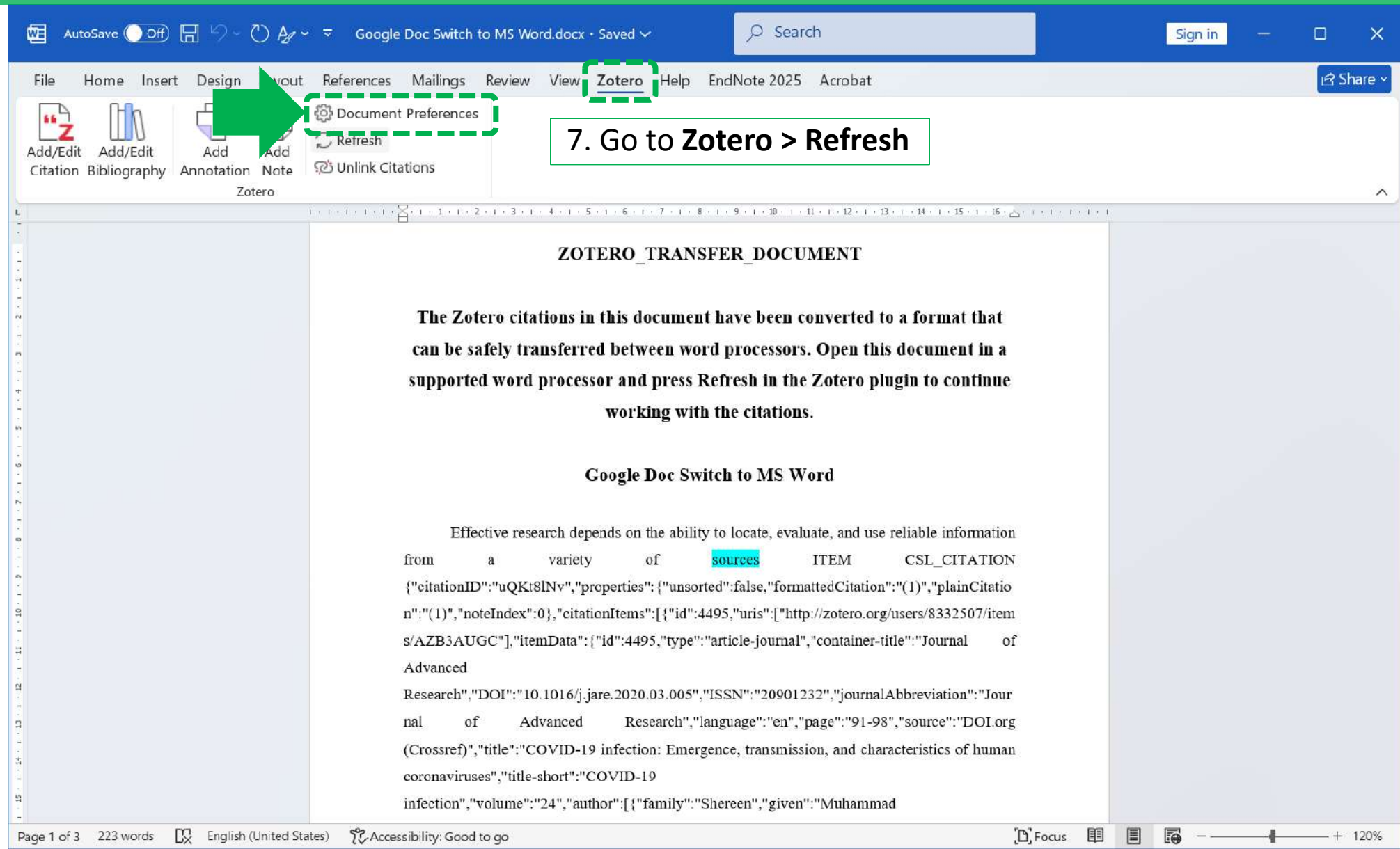
Switching from Google Docs to MS Word

6



Switching from Google Docs to MS Word

7



The screenshot shows the Microsoft Word interface with the Zotero tab selected. A green arrow points to the 'Document Preferences' option in the Zotero ribbon. A green dashed box highlights the 'Document Preferences' and 'Refresh' options. A green box with the text '7. Go to Zotero > Refresh' is overlaid on the ribbon. The main document content is titled 'ZOTERO_TRANSFER_DOCUMENT' and contains instructions for transferring citations. The document also includes a section titled 'Google Doc Switch to MS Word' and a paragraph of text about research and citations.

File Home Insert Design Layout References Mailings Review View Zotero Help EndNote 2025 Acrobat

Add/Edit Citation Bibliography Add Annotation Note Zotero

Document Preferences Refresh Unlink Citations

7. Go to Zotero > Refresh

ZOTERO_TRANSFER_DOCUMENT

The Zotero citations in this document have been converted to a format that can be safely transferred between word processors. Open this document in a supported word processor and press Refresh in the Zotero plugin to continue working with the citations.

Google Doc Switch to MS Word

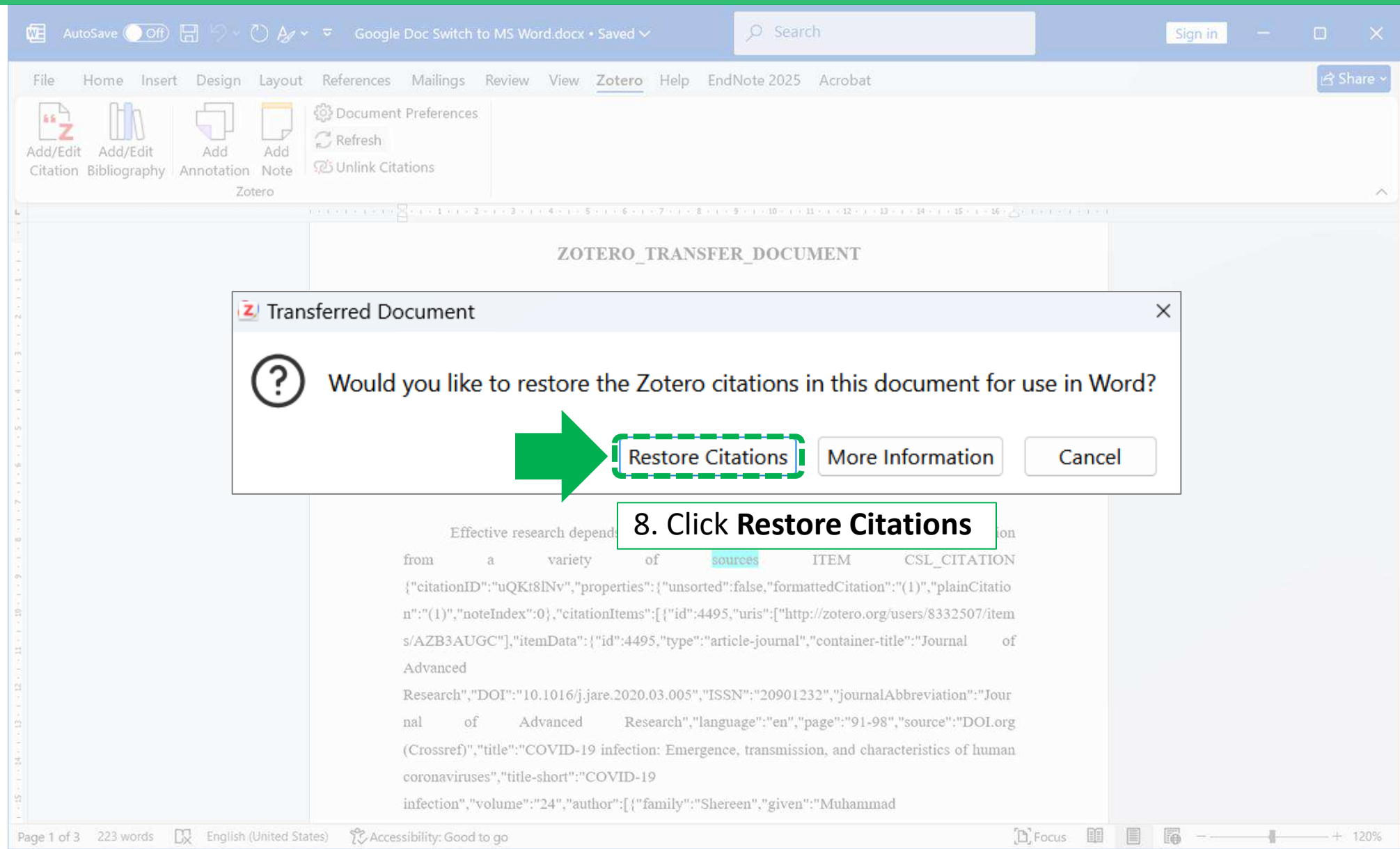
Effective research depends on the ability to locate, evaluate, and use reliable information from a variety of sources ITEM CSL_CITATION

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Page 1 of 3 223 words English (United States) Accessibility: Good to go Focus 120%

Switching from Google Docs to MS Word

8



The screenshot shows the Microsoft Word interface with the Zotero ribbon active. The ribbon includes options like 'Add/Edit Citation', 'Add/Edit Bibliography', 'Add Annotation', 'Add Note', 'Document Preferences', 'Refresh', and 'Unlink Citations'. A dialog box titled 'Transferred Document' is open, asking 'Would you like to restore the Zotero citations in this document for use in Word?'. A green arrow points to the 'Restore Citations' button, which is highlighted with a dashed green border. Below the dialog box, a text box contains the instruction '8. Click Restore Citations'. The background document text is partially visible, showing a citation for a journal article.

AutoSave Off Google Doc Switch to MS Word.docx • Saved Search Sign in

File Home Insert Design Layout References Mailings Review View **Zotero** Help EndNote 2025 Acrobat Share

Add/Edit Citation Add/Edit Bibliography Add Annotation Add Note Document Preferences Refresh Unlink Citations Zotero

ZOTERO_TRANSFER_DOCUMENT

Transferred Document X

? Would you like to restore the Zotero citations in this document for use in Word?

Restore Citations More Information Cancel

8. Click **Restore Citations**

Effective research depends on a variety of sources. ITEM CSL_CITATION

{ "citationID": "uQKt8INv", "properties": { "unsorted": false, "formattedCitation": "(1)", "plainCitation": "(1)", "noteIndex": 0 }, "citationItems": [{ "id": 4495, "uris": ["http://zotero.org/users/8332507/items/AZB3AUGC"], "itemData": { "id": 4495, "type": "article-journal", "container-title": "Journal of Advanced Research", "DOI": "10.1016/j.jare.2020.03.005", "ISSN": "20901232", "journalAbbreviation": "Journal of Advanced Research", "language": "en", "page": "91-98", "source": "DOI.org (Crossref)", "title": "COVID-19 infection: Emergence, transmission, and characteristics of human coronaviruses", "title-short": "COVID-19 infection", "volume": "24", "author": [{ "family": "Shereen", "given": "Muhammad"] }] }

Page 1 of 3 223 words English (United States) Accessibility: Good to go Focus 120%

Switching from Google Docs to MS Word

9

The screenshot displays the Microsoft Word application window. The title bar at the top shows 'Google Doc Switch to MS Word....'. The ribbon includes tabs for File, Home, Insert, Design, Layout, References, Mailings, Review, View, Zotero, Help, EndNote 2025, and Acrobat. The Home tab is active, showing options for Font (Times New Roman, size 12), Paragraph, and Styles (Normal, No Spacing, Heading 1). On the right side of the ribbon, there are buttons for 'Create PDF', 'Create PDF and Share link', 'Request Signatures', and 'Add-ins'. The document content is centered and titled 'Google Doc Switch to MS Word'. It contains a paragraph of text and a list of three references. A green-bordered box on the right side of the document contains the text: '9. Your Zotero document is now ready to use in MS Word'. The status bar at the bottom indicates 'Page 1 of 1', '215 words', 'English (United States)', and 'Accessibility: Good to go'.

AutoSave Off Google Doc Switch to MS Word.... Search Sign in

File Home Insert Design Layout References Mailings Review View Zotero Help EndNote 2025 Acrobat Share

Paste Times New Roman 12 A A Aa B I U ab x₂ x² A Paragraph Styles Editing Create PDF Create PDF and Share link Request Signatures Add-ins

Clipboard Font Paragraph Styles Add-ins

Google Doc Switch to MS Word

Effective research depends on the ability to locate, evaluate, and use reliable information from a variety of sources (1). Proper citation allows researchers to acknowledge the original authors and provide evidence to support their ideas and arguments. It also helps readers identify and locate the sources used in a study (2). Reference management software, such as EndNote, can simplify the process of collecting, organizing, and citing references throughout the research process (3). Using a consistent citation style is particularly important in academic writing because it improves clarity, supports academic integrity, and helps prevent unintentional plagiarism. Therefore, researchers should develop appropriate citation practices and manage their references systematically.

1. Shereen MA, Khan S, Kazmi A, Bashir N, Siddique R. COVID-19 infection: Emergence, transmission, and characteristics of human coronaviruses. Journal of Advanced Research. 2020 Jul;24:91–8. doi:10.1016/j.jare.2020.03.005
2. Goodwill J, Adhikari S, Payne D, Bandyopadhyay R, Badman S, Pecora F, et al. Parker Solar Probe analysis across the Alfvénic transition: velocity shear, magnetic deflection, and switchback formation. Monthly Notices of the Royal Astronomical Society. 2026;547(2). Located at: Scopus. doi:10.1093/mnras/stag242
3. Suzuki T, Miyata Y, Haga S, Itoh Y, Tanaka T, Hishinuma T, et al. Selective TLR ligand stimulation enhances in vivo mosquito-borne flavivirus pathogenicity. Cell Reports. 2025;44(9). Located at: Scopus. doi:10.1016/j.celrep.2025.116210

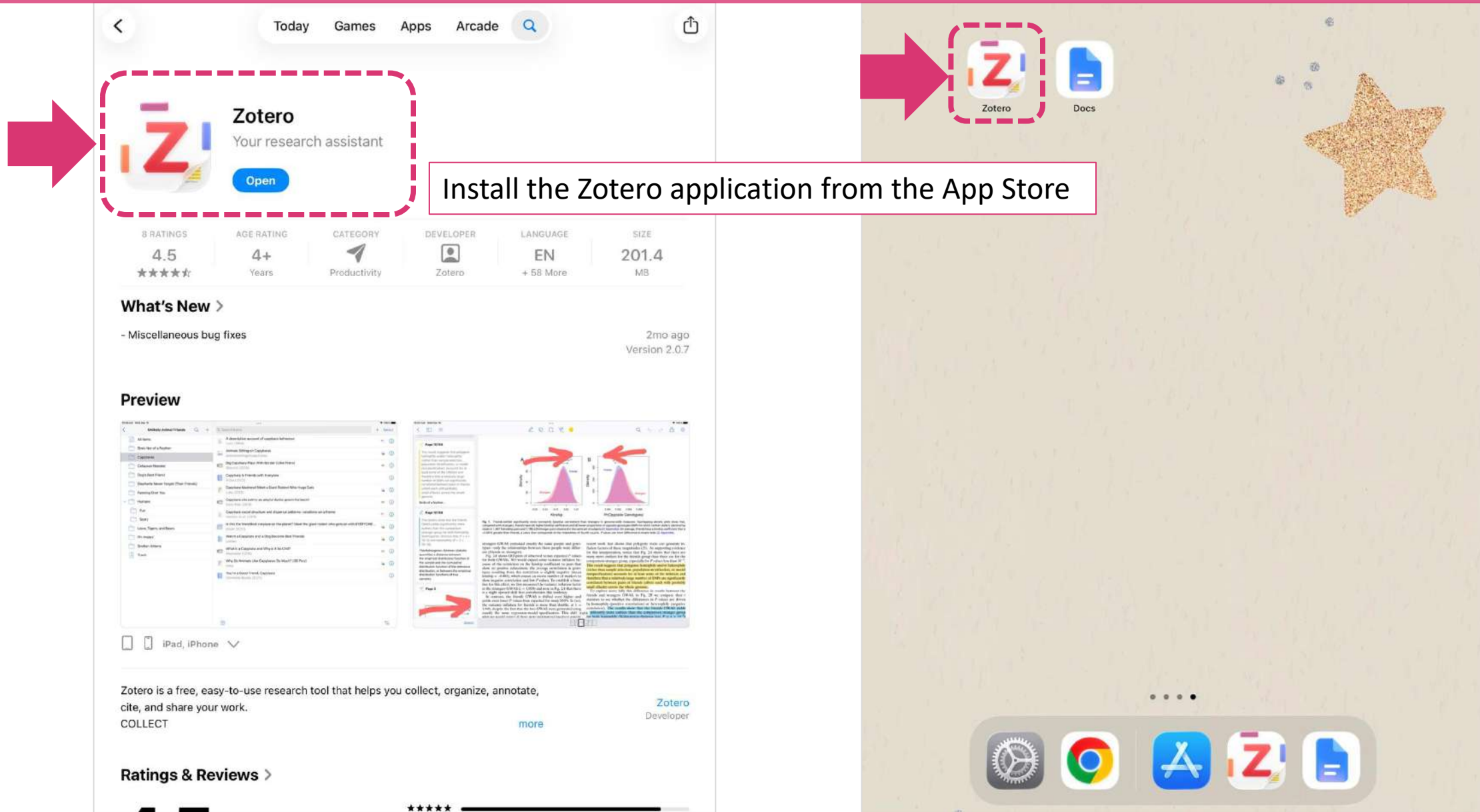
Page 1 of 1 215 words English (United States) Accessibility: Good to go Focus 120%

9. Your Zotero document is now ready to use in MS Word

Zotero on iPad

- **Installing the Zotero Application**
- **Connecting Your Zotero Account**
- **Selecting a Citation Style**
- **Adding an In-Text Citation**
- **Adding a Bibliography**

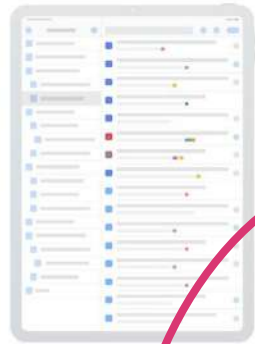
Installing the Zotero Application



Connecting Your Zotero Account

Zotero organizes research however you want. Sort your items into collections and tag them with keywords.

Tap **Sign In** and follow the instructions to connect your **Zotero account**



zotero.org

zotero

[Register for a free account](#) [Forgot your password?](#)

Login

Zotero for iOS Login
Sign in to connect Zotero for iOS to your account.

Username or Email
kanokporn.ngm@mahidol.ac.th

Password
●●●●●●●●

Success!

Log in to Zotero

zotero.org

zotero

An authentication code has been sent to *****om.ngm@*****l.ac.th.
Please allow a few minutes if it has not arrived.

2-Step Verification

Zotero for iOS Login
Complete verification to connect Zotero for iOS.

Multifactor Code
Enter the six digit code from the email

Verify Cancel

Having problems?

zotero.org

zotero

Authorize Application

Zotero for iOS is requesting access to your account kanokporn.ngm.

Requested Permissions

- Full access to your personal library
- Full access to all group libraries

Authorize Deny

Privacy Terms of Service

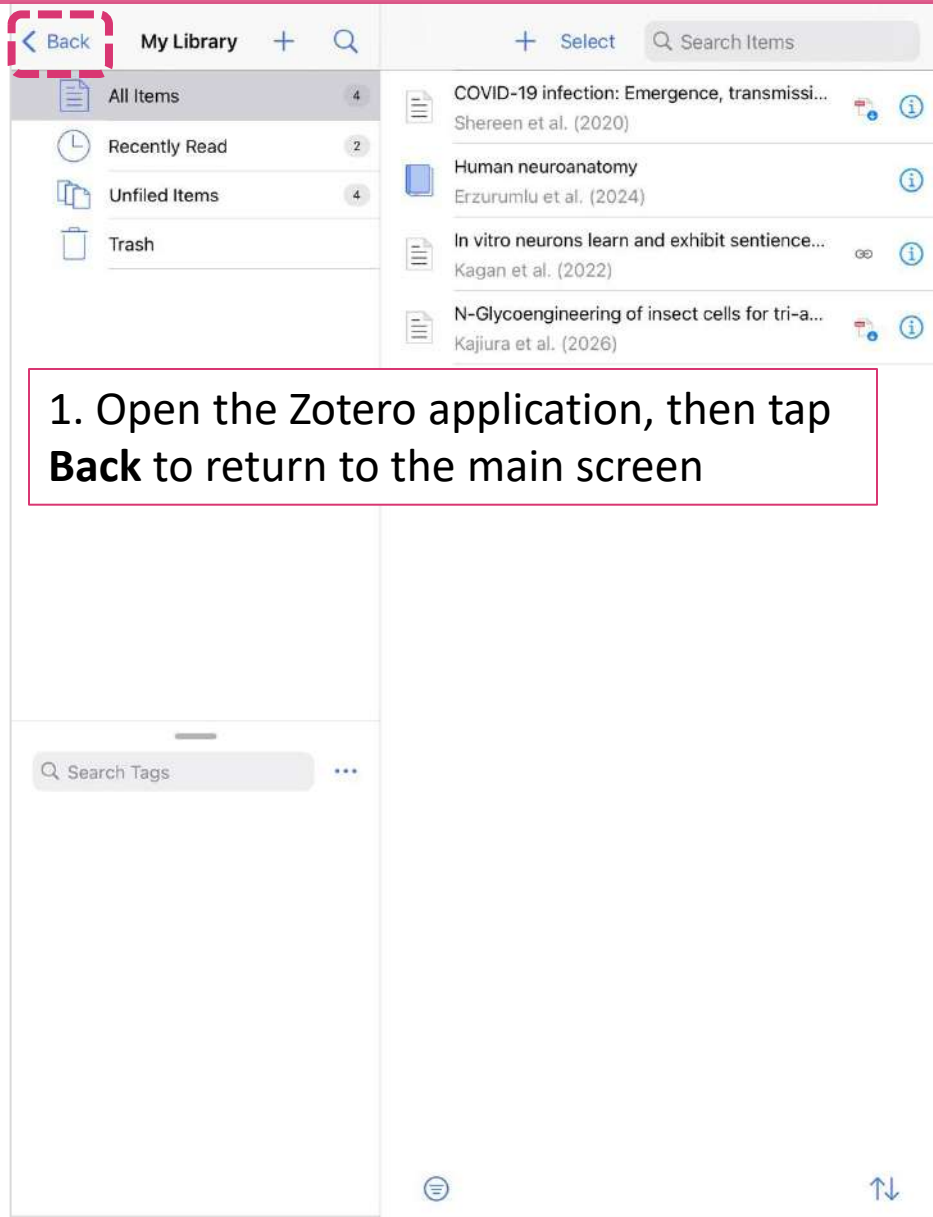
Zotero is a project of Digital Scholar, a nonprofit organization dedicated to the development of software and services for researchers and cultural institutions, and is developed by a global community.

Sign In

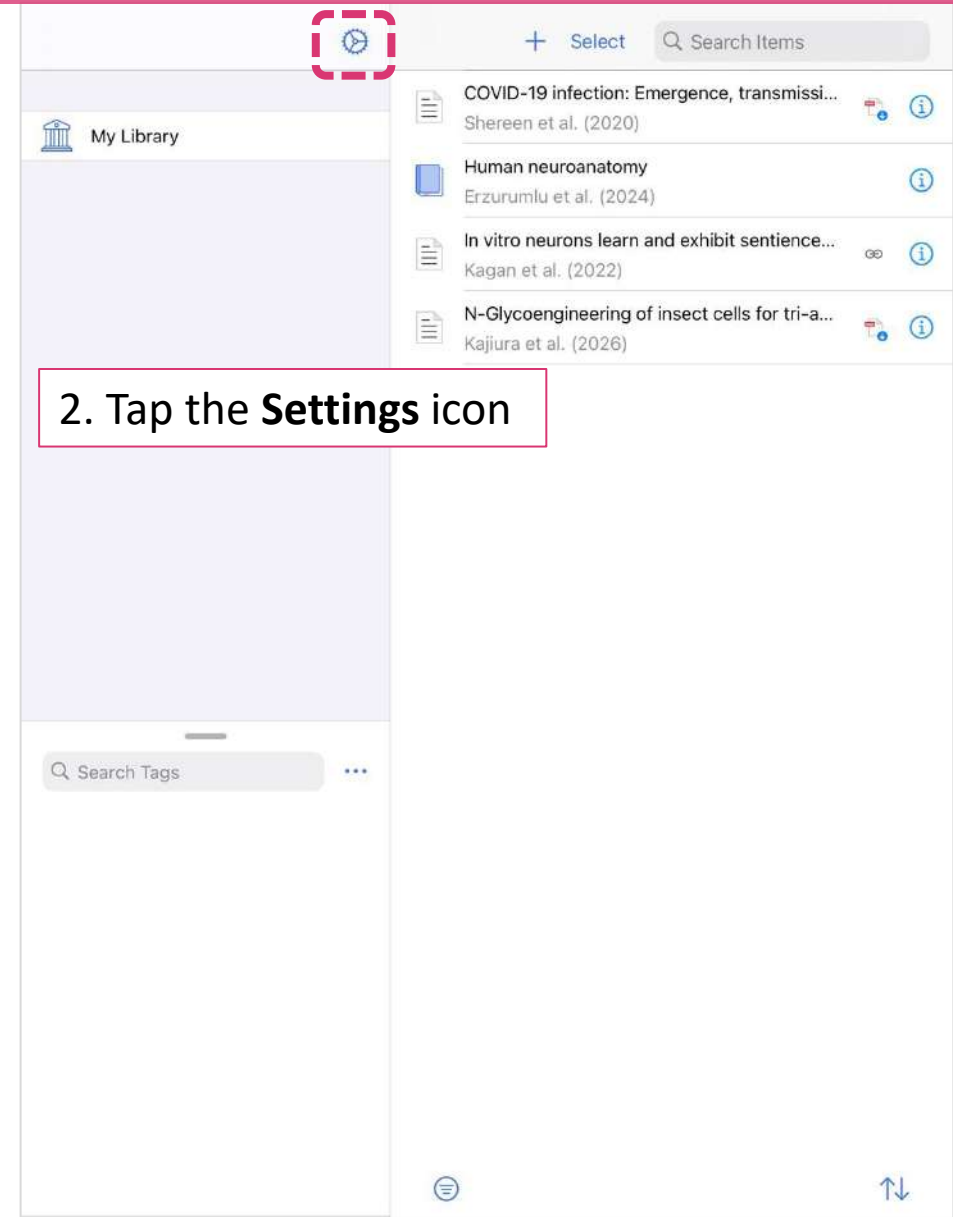
Sign Up

About Zotero

Selecting a Citation Style 1



1. Open the Zotero application, then tap **Back** to return to the main screen

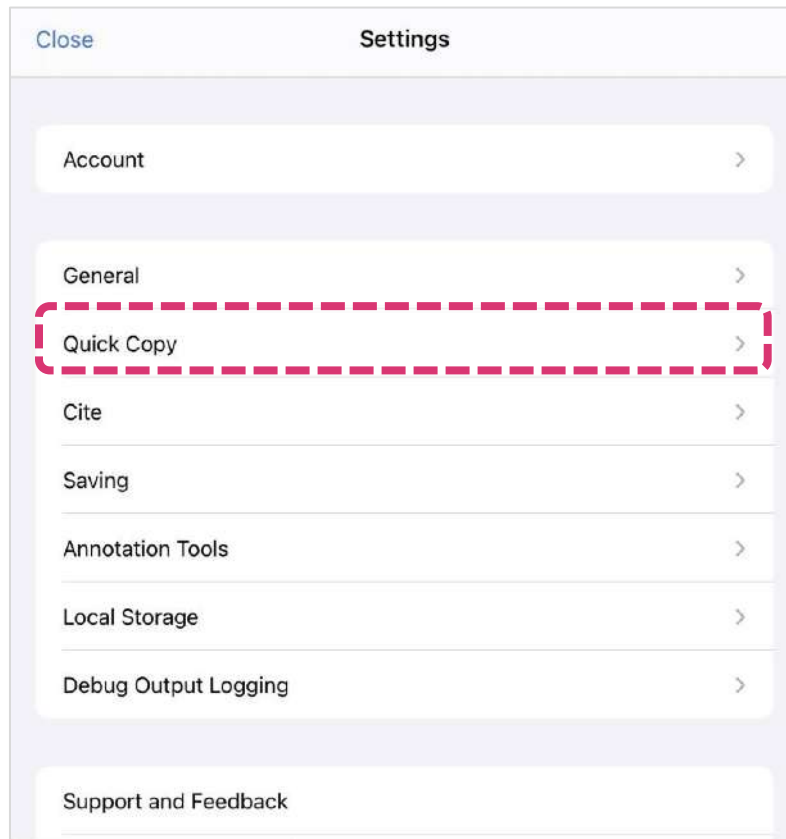


2. Tap the **Settings** icon

Selecting a Citation Style

2

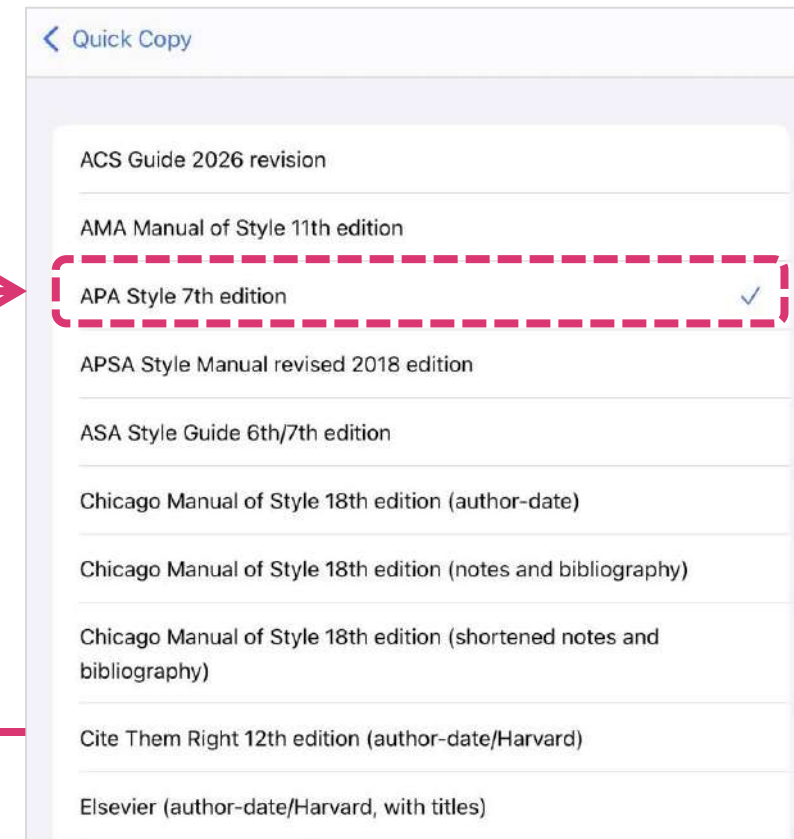
3. Tap the **Quick Copy** menu



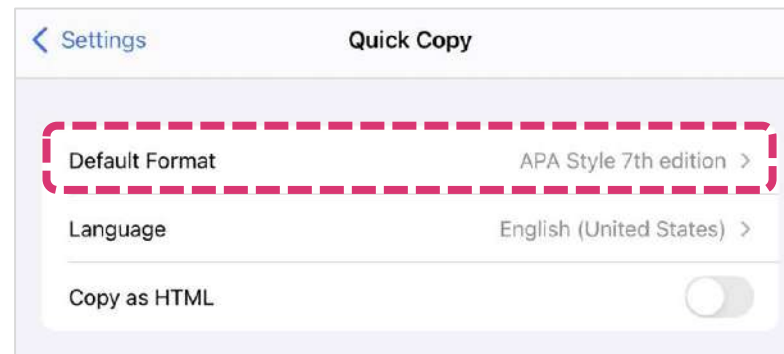
4. Tap the **Default Format** menu



5. Select your preferred citation style



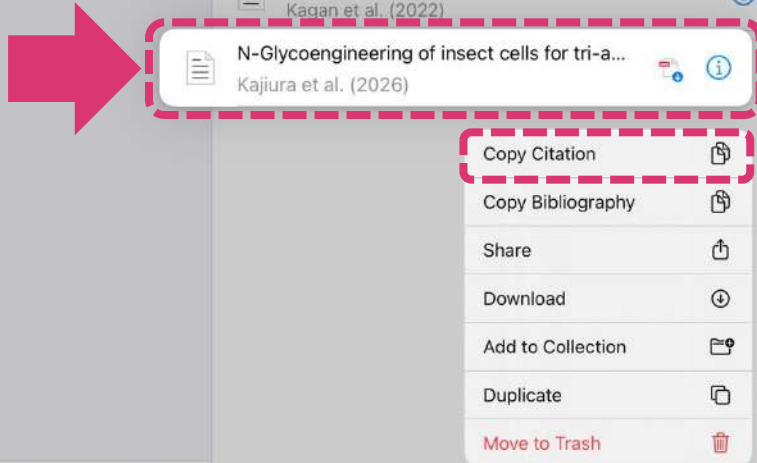
6. Selection is complete



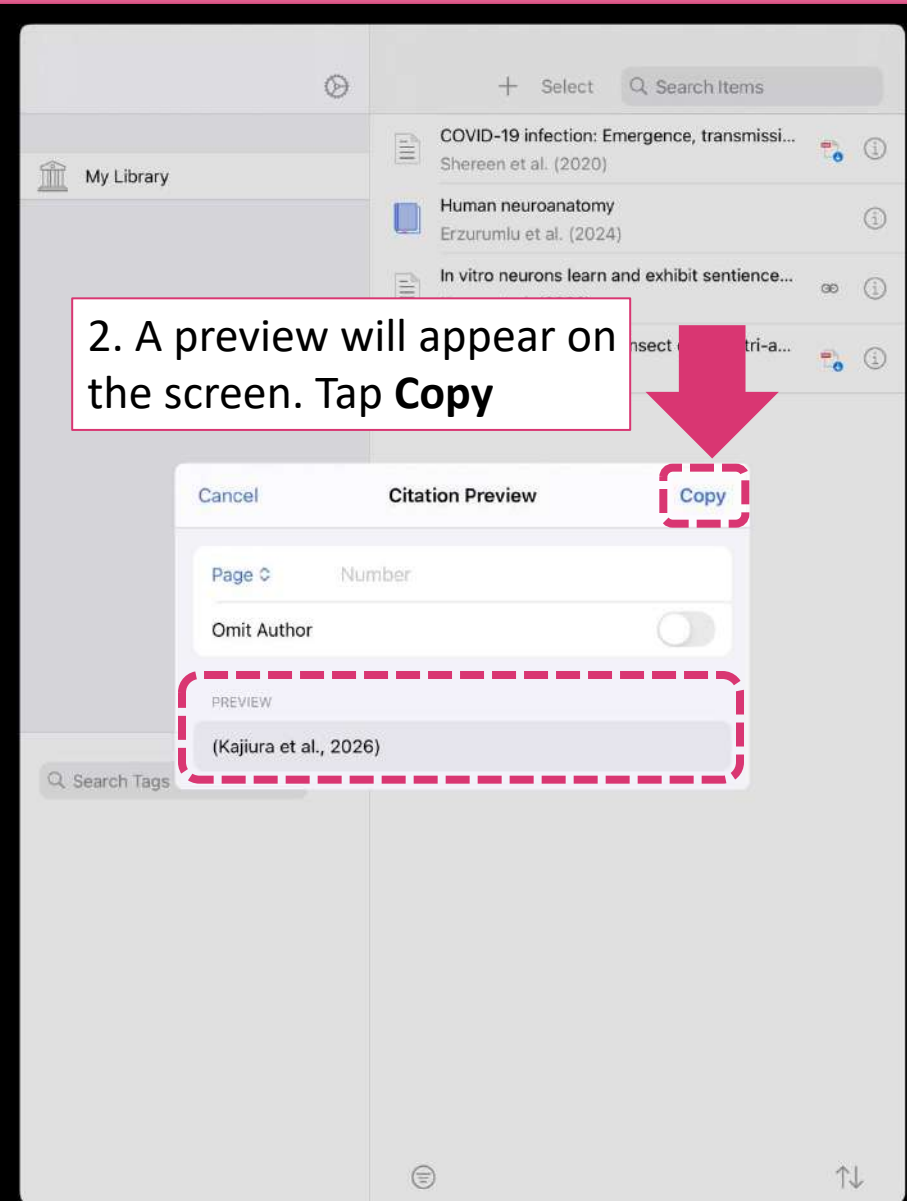
Adding an In-Text Citation

1

1. Press and hold the desired citation, then select **Copy Citation**

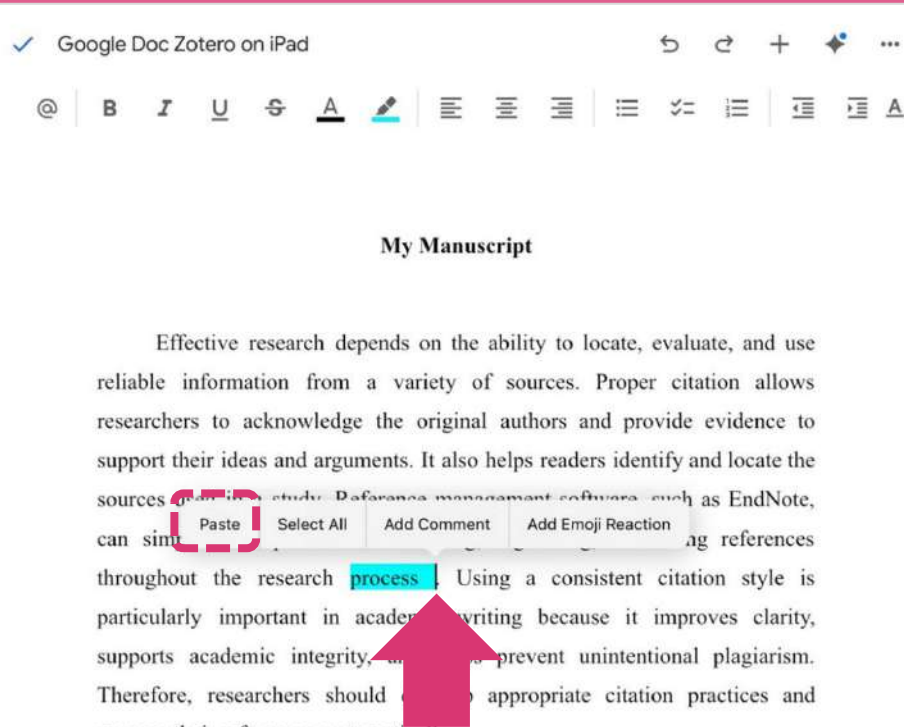


2. A preview will appear on the screen. Tap **Copy**

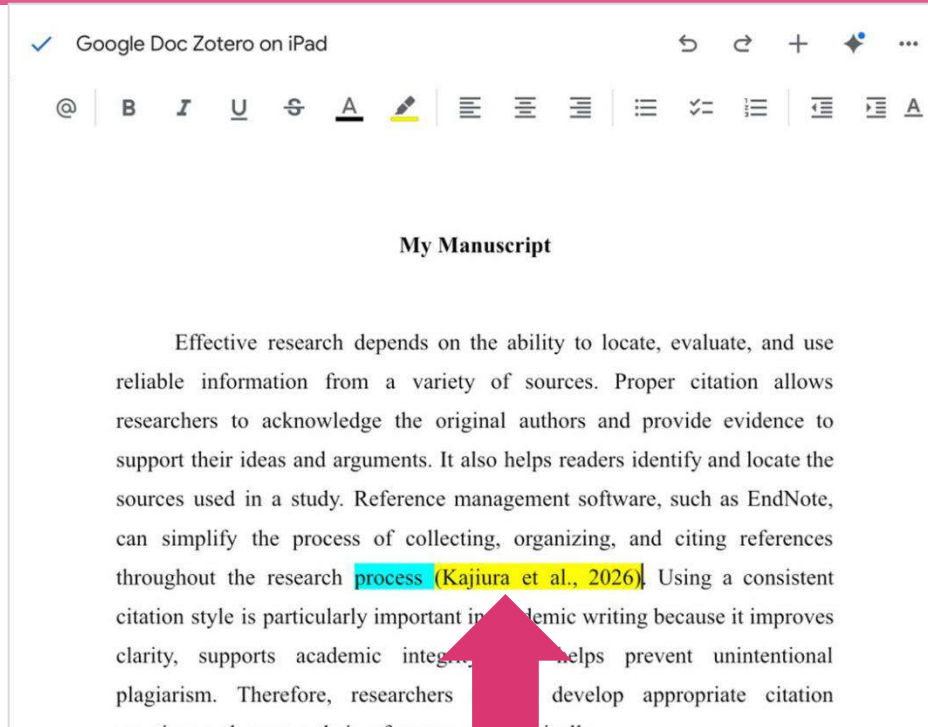


Adding an In-Text Citation

2



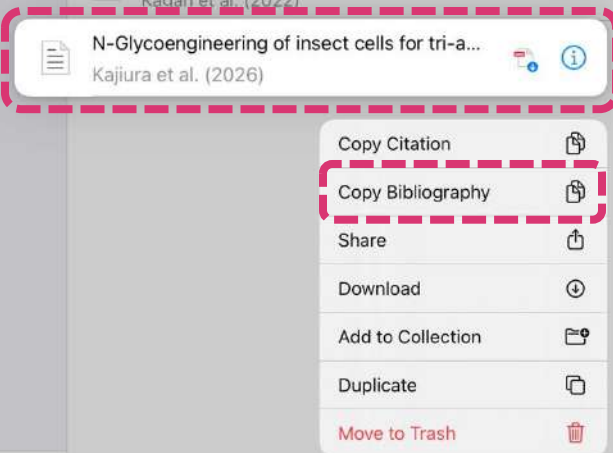
3. Open the Google Docs document, then **paste** the in-text citation after the desired sentence



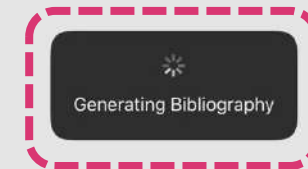
4. The in-text citation will appear in your document

Adding a Bibliography 1

1. Press and hold the desired reference, then select **Copy Bibliography**



2. The bibliography will be generated



Adding a Bibliography 2

Google Doc Zotero on iPad

My Manuscript

Effective research depends on the ability to locate, evaluate, and use reliable information from a variety of sources. Proper citation allows researchers to acknowledge the original authors and provide evidence to support their ideas and arguments. It also helps readers identify and locate the sources used in a study. Reference management software, such as EndNote, can simplify the process of collecting, organizing, and citing references throughout the research process (Kajiura et al., 2026). Using a consistent citation style is particularly important in academic writing because it improves clarity, supports academic integrity, and helps prevent unintentional plagiarism. Therefore, researchers should develop appropriate citation practices and manage their references systematically.

Paste Select All

3. Open the Google Docs document, then **paste** the bibliography after the main text

Google Doc Zotero on iPad

My Manuscript

Effective research depends on the ability to locate, evaluate, and use reliable information from a variety of sources. Proper citation allows researchers to acknowledge the original authors and provide evidence to support their ideas and arguments. It also helps readers identify and locate the sources used in a study. Reference management software, such as EndNote, can simplify the process of collecting, organizing, and citing references throughout the research process (Kajiura et al., 2026). Using a consistent citation style is particularly important in academic writing because it improves clarity, supports academic integrity, and helps prevent unintentional plagiarism. Therefore, researchers should develop appropriate citation practices and manage their references systematically.

Kajiura, H., Nishiguchi, N., Sawada-Choi, R. L. S., Sana, Y., Misaki, R., & Fujiyama, K. (2026). N-Glycoengineering of insect cells for tri-antennary N-glycan biosynthesis. *Scientific Reports*, 16(1), 15012.
<https://doi.org/10.1038/s41598-026-41152-8>

4. The bibliography will appear in your document