

Adapted from original document provided by Dr. Dale Brueggemann.

Getting Started

View 14-min. Zotero video here as an introduction:
<https://www.youtube.com/watch?v=mP5AzJHXfIA>

Getting a Copy

- Get the basic software free: <http://www.zotero.org/>
- Get the appropriate plug-in for your operating system, browser, and Word processor: https://www.zotero.org/support/word_processor_plugin_installation
- Get the Turabian style plug-in from the menu: <http://www.zotero.org/styles/>- or directly from <http://www.zotero.org/styles/turabian-fullnote-bibliography>.

Learning Zotero

- Get support videos and files from <https://www.zotero.org/support/>
- The following are especially helpful:
 - Quick Start: http://www.zotero.org/support/quick_start_guide
 - Using with Word: http://www.zotero.org/support/word_processor_integration
 - Tutorial Videos: http://www.zotero.org/support/screencast_tutorials


Using Zotero

Using Turabian Format

Set-Up

Follow these steps after you have installed everything: (1) Go to your Add-Ins menu to find the Zotero toolbar. (2) Click on the gear icon to set Zotero Doc prefs. (3) Pick Turabian Style (full note with bibliography). If you forget or pick the wrong choice, you can change it later.

Inserting Notes

Follow these steps to insert footnotes: (1) Go to the Zotero menu on MS Word's Add-Ins menu. (2) Pick the  icon to insert citation. (3) Find/create the source in the Zotero database. (4) Select it and click on it to insert the actual page(s) you're citing. (5) Press enter, and voila, you have the first footnote.¹ Thereafter, if you cite the same work, it will automatically use *ibid.* where it should,

¹ D. A. Carson, *New Testament Commentary Survey*, 6th ed. (Grand Rapids, MI: Baker Academic, 2007), 23.

or the shortened citation form where it should.² For example, if we cited something else before the next Carson citation,³ then came back to that work by Carson, it would supply the shortened form rather than *ibid.*⁴ If you find that something's wrong in the footnote and bibliography, you can edit the data in your database, refresh the file, and find it fixed in footnotes and bibliography (e.g., the Glasser title above).

Then, when we could automatically generate the bibliography as follows: (1) Make the header for the BIBLIOGRAPHY. (2) Place cursor in the line immediately following that header. (3) Go to the Zotero menu under MS Word Add-Ins menu. (3) Click on the Zotero Insert Bibliography icon (3rd from left). This would insert a bibliography of any works you have already cited, and thereafter, it would automatically update it when you add new citations. This would include alphabetizing by author's name and even using the three-em-dash rule for multiple works by a single author.⁵

Formatting Your Data

Be sure to pick the correct data type for entering your information into the Zotero database. Don't worry; if you get it wrong, you can change and edit anything you need to later without losing your work or ruining your footnote.⁶ In fact, it's often when you see a footnote or bibliography item that you realize that you need to fix the data type.

- *Book titles*: Pick Book for data type. Make sure you have the full author's name, any edition information, city, publisher, and date.⁷
- *Journal articles*: Pick Journal Article for data type. Make sure you get the following information into your data: article's author, the article title, the journal's title, the volume and issue numbers, and the page range for the whole article (e.g., 114-31).⁸
- *Book section*: Pick Book Section for data type if you're citing a separately authored chapter in a book, or a *signed* article in a lexicon, dictionary, or encyclopedia.⁹ Make sure you get the

² *Ibid.*, 25.

³ Arthur F. Glasser, *Announcing the Kingdom: The Story of God's Mission in the Bible* (Grand Rapids, MI: Baker Academic, 2003), sec. 89.

⁴ Carson, *NT Commentaries*, 145–57.

⁵ D. A. Carson, *Exegetical Fallacies*, 2nd ed. (Grand Rapids, MI: Baker Academic, 1996), chap. 2.

⁶ Bruce K. Waltke and Patrick K. O'Conner, *An Introduction to Biblical Hebrew Syntax* (Winona Lake, IN: Eisenbrauns, 1990), sec. 123b.

⁷ Bryan Chappell, *Christ-Centered Preaching: Redeeming the Expository Sermon*, 2nd ed. (Grand Rapids, MI: Baker Academic, 2005), 23–24.

⁸ David L. Baker, "Ten Commandments, Two Tablets: The Shape of the Decalogue," *Themelios* 30, no. 3 (Summer 2005): 18.

⁹ Dale A. Brueggemann, "Psalms: Titles," in *Dictionary of the Old Testament: Wisdom, Poetry, and Writings*, ed. Tremper Longman III and Peter Enns (Downers Grove, IL: IVP Academic, 2008), 618.

following information into your data: chapter or article's author (i.e., not the editors of the volume), article or chapter title, all the publication data you normally provide for any book, and the page range of the chapter or article.

- *Magazine*: Pick Magazine Article for data type if you're citing a magazine rather than a journal, for example, *Christianity Today*, *Time*, etc.
- *Ph.D dissertation, D.Min. project, or Masters thesis*: Pick Thesis as the data type for this and enter the appropriate label, author, and publication data.¹⁰
- *Newspaper*: Pick Newspaper Article for data type.¹¹
- *Unpublished sources*: Pick the appropriate data type from the More → drop-down list, such as a such as Presentation for a lecture¹² or conference paper,¹³ or the appropriate style as follows: email,¹⁴ TV broadcast,¹⁵ personal interview,¹⁶ blog posting,¹⁷ unsigned dictionary or encyclopedia article,¹⁸ letter,¹⁹ video recording,²⁰ instant message.²¹

¹⁰ Gary Allen, "Conflict Management Training for Local Church Leaders in the Illinois District of the Assemblies of God" (D.Min. proj., Springfield, MO: Assemblies of God Theological Seminary, 2001), 132.

¹¹ "Magazine Man Michael Finds Time for a Little Paperwork," *Mail on Sunday*, February 12, 2012.

¹² Billy Ray Do, "How to Teach Healing in Your Church without Killing It" (presented at the D.Min. Seminar, PT 432 Practical Theology, Assemblies of God Theological Seminary, Springfield, MO, May 25, 2011).

¹³ Ptah-Hotep Re, "Akkadian Coin Inscriptions and the Doctrine of the Holy Spirit" (presented at the Annual Society of Biblical Literature Meeting, Chicago, IL, November 21, 1989), 22–25.

¹⁴ Gordon Mi, "email about Akkadian Coins and Theological Studies", May 23, 2001.

¹⁵ Marietta Fa, "Jesus Had a Wife--Who Knew," *Fallacious Historical Discoveries* (Discovery, August 20, 2012).

¹⁶ What So, "Akkadian Coins," Telephone, October 1, 2012.

¹⁷ Dale A. Brueggemann, "Annunciation," *Dale A. Brueggemann*, December 22, 2011, accessed October 23, 2012, <http://dalebrueggemann.blogspot.com/2009/12/annunciation.html>.

¹⁸ "Serendipity," *Webster Collegiate Dictionary* (New York: Harper & Row, 2012).

¹⁹ Sarah Meenie, "Dear John", June 23, 2012, AG Archives, Personal Correspondence of Sarah Meenie.

²⁰ Theodosius Eenie, *String Theory Made Plain*, MP3, vol. 75, 125 vols., Discovery Channel: Science & Faith (New York: Public Radio International, 2010).

²¹ Difficult E. Meenie, "On How Hard String Theory Is to Understand," April 1, 2010.

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