Using IBGs Zotero-template in Word and Google Docs

1 Install Zotero, download and install IBGs style

A free version of Zotero can be found here: https://www.zotero.org/download/
In Zotero, go in under Zotero-Preferences-Cite and click on Styles followed by Get additional styles. Write Uppsala universitet, Institutionen för biologisk grundutbildning. Click on the link and choose Install. Then go to Preferences-General and click on Update now. This will add IBGs style. Under Preferences-Export choose IBGs style as default for output format. Also choose language.

2 Adding references in Zotero

Many articles can be found directly in UU:s library (http://www.ub.uu.se/). When you find an article you can click on More actions to the far right. There one can choose to export to Zotero. Save the file, transfer it from uploaded files to Zotero and double click on it to get it in the correct format.

3 Adding references to a Word document

To see Zotero in Word, first close Word and then go to Zotero and Tools-Add-ons. If you don't see Zotero Word for Mac Integration, Zotero Word for Windows Integration or Zotero LibreOffice Integration, install the one appropriate for you (https://www.zotero.org/support/word_processor_plugin_installation). If you see them, select the appropriate option and press Preferences/Options and Reinstall extension.

In Word, click on View-Toolbars and mark Zotero Bibliographic Management. To insert a reference, just click on Zotero insert citation, choose style, search for the article, and press Enter. To create a reference list, just choose Zotero insert bibliography.

4 Adding references in Google Docs

In order to insert a reference in the text, mark it in Zotero, press Win + Shift (PC) or cmd + Shift (Mac), and drag it to the document. In order to add a reference to the reference list, mark it and just drag it. In Google Docs, you can not create a reference list as in a Word document, but here you personally have to create the list by inserting references in alphabetical order.

Nor is there any link between the inserted references in the text and the ones in the reference list, so you have to keep track. The format will however be correct.