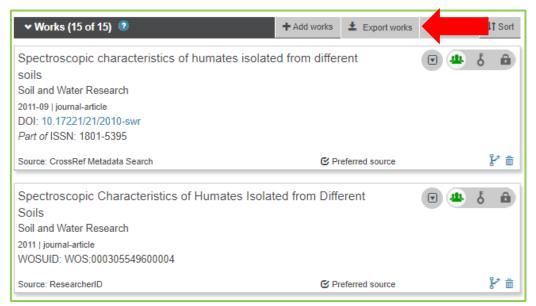
# ORCID

# Instructions for exporting publications from ORCID

1.1 Sign in to ORCID: <u>https://orcid.org/signin:</u> Works - Export works



#### Export do BibTeX:



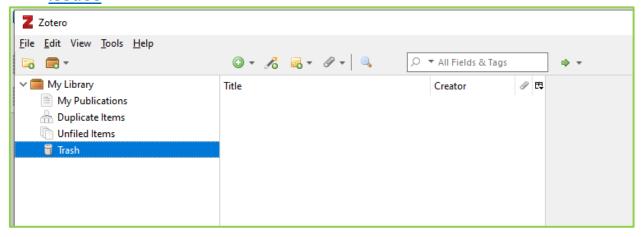
#### File: works.bib

## Conversion of the file from BibteX to Zotero citation manager

#### 2.1 Open citation manager Zotero

(installation from: https://www.zotero.org, Zotero 5.0 for Windows)

Detailed instructions: <u>https://www.zotero.org/download/</u> and <u>https://www.zotero.org/support/installation#troubleshooting\_installation\_</u> issues



#### 2.2 In bookmark "File" select "Import"

| Z<br>File | Zotero<br><u>E</u> dit View <u>T</u> ools <u>H</u> e | lp                     |   |     |    |       |           |        |  |       |
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|           | Import from Clipboard<br>Export Library              | Ctrl+Shift+Alt+        |   |     | w  | elcon | ne to Zot | tero!  |  |       |
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# 2.3 Confirm by selecting "Next"

# 2.4 Select file for importing in a BibTex format and click on Open button.

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| Rychlý přístup      | Import ZOTERO3                     | 17.12.2018 7:20  | Soubor PNG         | 58 kB       |             |   |
| 🔜 Plocha 🛛 🖈        | jf5040288_soubory                  | 11.12.2018 14:50 | Zástupce           | 1 kB        |             |   |
| 👆 Stažené soubory 🖈 | 📹 Jmenovky vyučujících II.         | 29.11.2018 10:58 | Dokument Micros    | 109 kB      |             |   |
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| obrázky na spořič o | LP_ORCID_works (2)                 | 13.12.2018 14:24 | Formát RTF         | 11 kB       |             |   |
|                     | MENDELEY                           | 11.12.2018 14:51 | Zástupce           | 1 kB        |             |   |
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|                     | pasivní do 11.12. 2018             | 12.12.2018 8:53  | Textový dokument   | 273 kB      |             |   |
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## 2.5 Select "Next"

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# 2.6 By selecting "Finish" Import is complete.

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### Creation of bibliography of publications from Zotero

3.1 Right-click on file with publications and select "Create Bibliography from Collection…"

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# 3.2 Select a citation style for your citation/bibliography format and choose either to create a list of Citations/Notes or *a* Bibliography.

(more <u>https://www.zotero.org/support/creating\_bibliographies</u>)

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| My Publications           | American Psychological Association 7th edition                         |
| 🐣 Duplicate Items         | American Sociological Association 6th edition                          |
| Dufiled Items             | Chicago Manual of Style 17th edition (author-date)                     |
| 🗒 Trash                   | Chicago Manual of Style 17th edition (full note)                       |
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# 3.3 If you cannot find required citation, select "Manage Styles..."

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| works  | American Political Science Association             |
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# 3.4 And select "Get additional styles..."

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| American     | Medical As    | sociation                            |                |                 |                    | 3/7/2019           | 9         |     |
| American     | Political Sci | ence Associa                         | tion           |                 |                    | 11/24/20           | 015       |     |
| American     | Psychologi    | cal Associatio                       | on 7th editior | n               |                    | 3/23/20            | 20        |     |
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| Chicago I    | Manual of St  | yle 17th editi                       | on (author-d   | ate)            |                    | 8/14/20            | 19        |     |
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| Elsevier -   | Harvard (wit  | th titles)                           |                |                 |                    | 1/22/20            | 19        |     |
| IEEE         |               |                                      |                |                 |                    | 3/28/20            | 20        |     |
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#### 3.5 The list of citation styles appears.

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#### 3.6 Select for example ISO 690 (numeric, brackets, Czech)



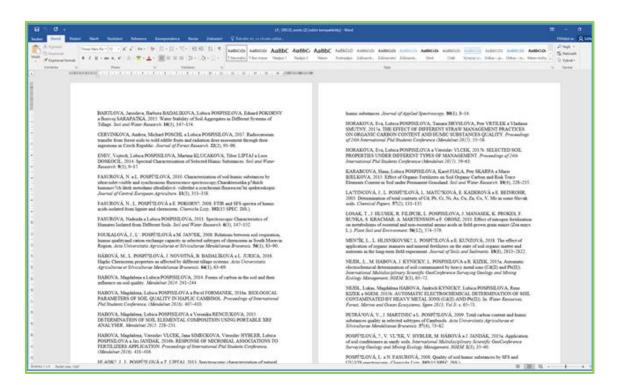
### 3.7 Selected citation style will be added.

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| Get additional styles                                      |                       |              |               |              | -           |             | +          |              |
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3.8 After selecting the citation style and the type of output, write the file name and select "Save".

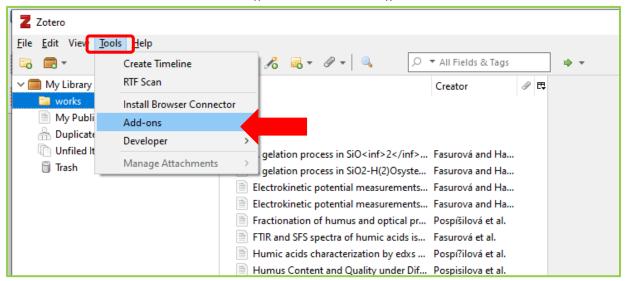
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| 🕂 Stažené soubory 🖈                | obrázky na spořič obrazovky            | 12.12.2018 9:55  | Složka souborů |          |             |
| 🚆 Dokumenty 🛛 🖈                    | Online požadavky 2018 - MVS pasivní    | 17.12.2018 6:43  | Složka souborů |          |             |
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#### 3.9 Created file with exported publications in Word:



### Inserting the plugin into MS Word

#### 4.1 In Zotero in bookmark "Tools" select "Add-ons".



#### 4.2 Select "Options" in Zotero Word for Windows Integration

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#### or in bookmark "Edit" select "Preferences".

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| v 🚍 My Li |  | Tit                        | tle               | Creator                   | 9 B              |                             |   |                 |
|           | Z Add-ons Mana<br>ile <u>E</u> dit           | er                         |                   |                           |                  |                             |   | ×               |
| 0         | <u>U</u> ndo<br><u>R</u> edo                 | Ctrl+Z<br>Ctrl+Shift+Z     |                   |                           |                  |                             |   | ☆ -             |
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|           | <u>D</u> elete<br>Select <u>A</u> ll         |                            | Zote              | ro Word for Windows       | Integration      | -                           |   | Disable         |
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# 4.3 In bookmark "Word Processors" select "Reinstall Microsoft Word Add-in" and confirm "OK".

| Zotero Preferences  | - 🗆 X                               | 🛿 💽 Zotero Preferences — 🗆 🗙                       |  |  |  |  |  |  |
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| General Sync Search Export Cite Advanced  |                                     | General Sync Search Export                         |  |  |  |  |  |  |
| Styles Word Processors  |                                     | Styles Word Processors                             |  |  |  |  |  |  |
| Style Manager   |                                     | Microsoft Word                                     |  |  |  |  |  |  |
| Title   | Updated                             | The Microsoft Word add-in is currently installed.  |  |  |  |  |  |  |
| American Chemical Society   | 3/10/2020                           | Reinstall Microsoft Word Add-in                    |  |  |  |  |  |  |
| American Medical Association  | 3/7/2019                            |  |  |  |  |  |  |  |
| American Political Science Association  | 11/24/2015                          | LibreOffice  |  |  |  |  |  |  |
| American Psychological Association 7th edition  | 3/23/2020                           | The LibreOffice add-in is not currently installed. |  |  |  |  |  |  |
| American Sociological Association 6th edition   | 2/19/2020                           | Install LibreOffice Add-in                         |  |  |  |  |  |  |
| Chicago Manual of Style 17th edition (author-date)  | 8/14/2019                           |  |  |  |  |  |  |  |
| Chicago Manual of Style 17th edition (full note)  | 1/13/2020                           | Use classic Add Citation dialog                    |  |  |  |  |  |  |
| Chicago Manual of Style 17th edition (note)   | 1/13/2020                           | 10 r   |  |  |  |  |  |  |
| Elsevier - Harvard (with titles)  | 1/22/2019                           |  |  |  |  |  |  |  |
| EEE IEEE  | 3/28/2020                           |  |  |  |  |  |  |  |
| ISO-690 (numeric, brackets, Czech)  | 12/5/2016 ¥                         |  |  |  |  |  |  |  |
| Get additional styles   | - +                                 |  |  |  |  |  |  |  |
| Citation Options  |                                     |  |  |  |  |  |  |  |
| Include URLs of paper articles in references  |                                     | Sec. 1   |  |  |  |  |  |  |
| When this option is disabled, Zotero includes URLs when citing journal, magazine, and new | spaper articles only if the article |  |  |  |  |  |  |  |
| does not have a page range specified.   |                                     |  |  |  |  |  |  |  |
| Tools   |                                     |  |  |  |  |  |  |  |
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| ОК  | Cancel <u>H</u> elp                 | ОК   |  |  |  |  |  |  |

4.4 After reopenening MS Word, there will be on the toolbar new icon Zotero with tools for inserting citations.

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| Add/Edit   |              | Refresh      |           |           |           |               |        |                   |        |
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