



Zotero for Group Projects

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Zotero's Group Library feature allows people to share publications with colleagues, collaborators and the public.

For review projects, it is a good idea to have a group for each review project. For example, if you plan to carry out two separate reviews, have two groups.

If you have never used Zotero before, please read our [Zotero User Guide](#) first.

Basic Set-up

1. In your online Zotero account go to Groups > Create a New Group.
2. Give it a name (a URL will be created for you).
3. Choose the type of membership you want (you can change this later if needed).
4. Choose who can read and edit items in the group.
5. Under Group Settings you can add a description and an image, if you want.
6. Under Members Settings you can invite new members into the group using Send More Invitations.
7. Final step: go to your desktop Zotero and sync. The new group should appear in the Group Libraries section.

Working with Search Results

You can add individual items and PDFs as normal. To import whole search results, you should export them in RIS format and then import them into Zotero.

Literature Review Projects

If you are working on a literature review or evidence synthesis project, you will need clear responsibilities about who adds search results and organises them. This is so you can keep track of which databases have produced which sets of results. You should also document all key steps and changes in a separate log file or note. This will help when you come to write up the methods section of your article later.

After major changes, make sure you press sync so everyone in the project can see the latest version of the library.

Importing Results

1. Start in your desktop Zotero. Make sure you are in the group library (click on the name)
2. Go to the database and export the research results. In most cases, this needs to be in RIS format.
3. A pop-up window will appear. Choose the 'Import into a new collection' option.
4. This will save the results in your group library as a collection. Give this collection a meaningful name with the date of search/export e.g. 'Scopus_Search_YYYYMMDD'.
5. Record how many items are in the new collection: click on the collection name and the panel on the right-hand side will give you a number.
6. Repeat for all the databases you are using.

Combining Results

1. In the group library, create a new collection called 'Combined_Results_YYYYMMDD'.
2. Go to the first collection with search results. Select all items [Ctrl + A]. Drag the items into the Combined Results collection.
3. Repeat for all the collections of search results you have.
4. Record the number of results in the combined group in your log file/notes.

De-Duplicating Results

1. In the group library, create a new collection called Deduplicated_Results_YYYYMMDD.
2. Go back to the Combined Results collection. Select all the items and move into Deduplicated_Results.
3. Go to the Duplicate Items area in Zotero to remove duplicates. Note: when you choose to merge items, this will remove references from the whole group and the number of items in the group will go down.
4. You can also remove duplicates manually. Go to your Deduplicated collection and sort the items by Title. If you see duplicate results, select them, and then right click and choose Merge Items.
5. When you have finished this process, record how many duplicates have been removed in your log file/notes.

Adding the Full Text

Zotero can help you add the full text of journal articles to the group library. It won't find everything, but it will speed up the process for you.

1. Make sure you have changed the options to include University of Leicester subscriptions. In the desktop version, go to Edit > Settings > General. Scroll down to Locate. Change Resolver to University of Leicester. In Base URL add: https://le.alma.exlibrisgroup.com/view/uresolver/44UOLE_INST/openurl.
2. In Deduplicated_Results, select all the items, right click and run Find Full Text. The bigger the set of results, the longer this will take, so be patient.

Exporting Your Results

1. If you are going to do title and abstract screening outside of Zotero, then select all the items in your Deduplicated_Results collection, right click and Export Items. Choose the right file format for the software you will be using.

Online Bibliographies

Zotero allows you to create online bibliographies or reading lists. This can be a quick way to create online resources for a public audience. You could also use this to crowd source publications.

Users can search, sort and browse the references and export citations if they wish. They can read any notes or tags that have been saved. In private or closed groups, attached files can be shared, but this is disabled in public open groups.

Some Examples

- [Doing Digital Humanities - A DARIAH Bibliography](#)
- [Early Modern Legal Records](#)
- [Trade Directories](#)

To use this feature, create your group library as described above. Go to Manage Library to change the settings. Change from Private to either Public Closed or Public Open. Under Library Reading select Anyone on the internet. Under Library Editing, you can control who can edit the group.

If you are making the group library discoverable on the internet, it is a good idea to clearly describe your group. Go to Group Setting > Group Information > Description.