Using and Installing Citation Style Language (CSL) Files

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Zotero

For this method, you will need to download the CSL files from *CourseSource*.

How to install new CSL files to Zotero (Windows 11):

1. Open the Zotero desktop application.
2. Navigate to "Edit" > "Settings" in the top bar.
3. Click on "Cite" in the left-side navigation panel.
4. Click on the "+" button and select the downloaded style.
5. Exit out of the window.

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Zotero

For this method, you will need to download the CSL files from *CourseSource*.

How to install new CSL files to Zotero (Windows 10):

1. Open the Zotero desktop application.
2. Navigate to "Edit" > "Preferences" in the top bar.
3. Click on "Cite" and make sure the "Styles" tab is selected.
4. Click on the "+" button and select the downloaded style.
5. Hit "OK".

How to install new CSL files to Zotero (macOS 14.2.1):

1. Open the Zotero desktop application.
2. Navigate to "Zotero" > "Settings…" in the menu bar at the top.
3. Click on "Cite" and make sure the "Styles" tab is selected.
4. Click on the "+" button and select the downloaded style.
5. Hit "Open". Exit out of the window.

How to start using the citation style in Word via Zotero (Windows & Mac):

1. Open Microsoft Word. Make sure the Zotero desktop application is running and the Word processor plugin is installed (it should be automatically installed with Zotero; Word will have to restart before the plugin can function).
2. In Word, select the "Zotero" tab in the top ribbon.
3. Click on "Document Preferences".
4. Scroll down to your preferred CourseSource style.
5. Ensure the "Use MEDLINE journal abbreviations" box is checked.
6. Hit "OK".

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Mendeley

For this method, you do not need to download the CSL files from *CourseSource*.

<u>How to install and use new CSL files in Word via Mendeley (Windows & Mac):</u>

1. Open Microsoft Word. Make sure the desktop Mendeley Reference Manager application and the Mendeley Cite add-in are installed.
   a. To install the add-in, open Mendeley Reference Manager, click on "Tools" > "Install Mendeley Cite for Microsoft Word" and follow the prompts. Note: the add-in only works in Word on iPad, Word 2016 or later, and Word on the web.
2. In Word, select the "References" tab in the top ribbon and click on Mendeley Cite at the far right.
3. After Mendeley Cite opens, navigate to "Citation Settings" and click on "Change citation style." Scroll down and select "Add a custom style."
4. Copy and paste the desired citation style into the field:
   a. **Lowercase:** https://csl.mendeley.com/styles/733786201/coursesource-lowercase
   b. **Capitalize-first:** https://csl.mendeley.com/styles/733786201/coursesource-capitalize-first
5. Click "Update citation style."

What is the difference between the two CSL files?

'lowercase' will lower the case of everything in the title (including proper nouns and abbreviations) except the first word. 'capitalize-first' will capitalize the first word in the title and retain any capitalizations in the article's title as imported into the citation manager.

**CourseSource* uses sentence case for citations: all words should be lowercase except proper nouns, abbreviations, and the first word after punctuation.

For example:

Imported title: Engaging Students in STEM Education
Desired title for reference list: Engaging students in STEM education
lowercase: Engaging students in stem education
capitalize-first: Engaging Students in STEM Education

For 'capitalize-first' to work, you will have to modify the title in your citation manager to:

Engaging students in STEM education

It's a "pick your poison" scenario. If you choose 'sentence-case', you will need to modify select titles after you unlink the Word document. If you choose 'capitalize-first', you will need to modify all titles in your citation manager *if they are imported in a style other than sentence case*. Install both CSL files, and see which one works better for your needs!