

*How to access and use the collaborative bibliography*

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## 1. Purpose of the Bibliography

The purpose of the GC-SARA interactive bibliography is to grow a collection of works that advance **de-colonial** theory and methods in the field of Study Abroad.

As a member, you will have access to the interactive bibliography, the ability to collaborate in groups with other members, contribute works, and give suggestions on how the bibliographies are structured.

## 2. Structure of Bibliography

The interactive bibliography has two parts.

The first is a short collection of works curated by members that is presented as an annotated bibliography on the [website](#).

The second is a large collection of works accessed through the reference manager [Zotero](#).

## 3. Accessing the Large Bibliography

The large bibliography is accessed through the reference manager Zotero.

There are **five steps** to follow to gain access and the ability to interact with the bibliography.

**Step 1:** register account on Zotero [here](#). Once registered, you will see under the tab “web library” your own personal Zotero library.

**Step 2:** To join the GC-SARA bibliography, email: [membership@gcsara.org](mailto:membership@gcsara.org) with the subject line: “New Member”. Within 24 hours you will receive an invite that can be accessed on Zotero.

**Step 3:** To view and accept the invite you must a) Log into Zotero account; b) click the “group” tab; c) click “accept” to join the GC-SARA interactive bibliography.

The **final two steps** are to **download the application** on your computer and **link the connector** to your browser.

The application allows you to access the interactive bibliography directly on your computer. The connector allows you to acquire outside works and save it to your personal Zotero library.

Click [here](#) to download Zotero application and link browser connector.

**Step 4:** Download application.

If you are not using a Mac, under “download” there is the option for other platforms such as Windows or Linux.



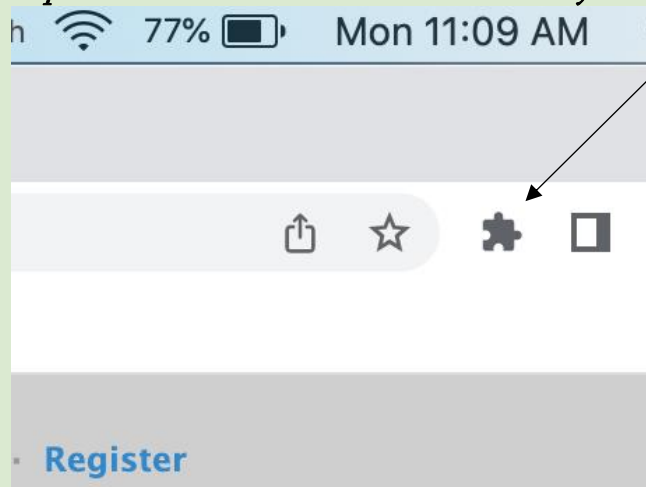
**Step 5:** Download Connector.

If you are not using Chrome, under “Install Chrome Connector” is the option to link with other browsers.

The **final two steps** are to **download the application** on your computer and **link the connector** to your browser.

***How to use the Connector:*** Click the connector icon when browsing an article and it will save the article to your personal Zotero library.

***Example of what the connector looks like on your browser***



***Example of what the Zotero application looks like on your computer***



## 4. Navigating Zotero

When you log into Zotero, click the “web library” tab to access both your personal library and the GC-SARA interactive bibliography.

To navigate Zotero, there are collections, sub collections and tags.

**Collections** are folders titled with a subject that contain works and/or other sub-collections.

**Sub-collections** are folders that contain works within a collection. For example, if there was a collection called “regions” there may contain a sub-collection called “southeast Asia”.

**Tags** are themes that are within the article. For example, if the theme “neoliberalism” appears in an article, the article could be given a tag “neoliberalism” as well as tagged with the other themes present in the article. Someone researching the theme “neoliberalism” can then search for the tag and find the relevant articles.

### Personal library

You can view the tags attached to the article here

The screenshot shows the Zotero web interface. On the left, there is a sidebar with a tree view of the library structure. The main area displays a list of items, with one item selected. On the right, a detailed view of the selected item is shown, including its metadata and a list of tags. Arrows point from labels at the bottom to specific parts of the interface: 'GC-SARA library' points to the sidebar, 'Tags' points to the tag list, 'Collections' points to the item list, 'Sub-Collections' points to the selected item, and 'Article info' points to the metadata panel.

Title	Creator	Date
Developing a framework for international s...	Fakunle	2021-09-01

Item Type	Journal Article
Title	Developing a framework for international students' rationales for studying abroad, beyond economic factors
Author	Fakunle, Omolabake
Publication	Policy Futures in Education
Volume	19
Issue	6
Pages	671-690
Date	September 1, 2021
Series	
Series Title	
Series Text	
Journal Aber	Policy Futures in Education
Language	en
DOI	10.1177/1478210320965066
ISSN	1478-2103
Short Title	
URL	https://doi.org/10.1177/147821032...
Accessed	9/18/2021, 1:47:36 PM
Archive	
Loc. in Archive	
Library Catalog	SAGE Journals
Call Number	
Rights	

GC-SARA library

Tags

Collections

Sub-Collections

Article info

## 5. Interacting with Bibliography

Interacting with either the short or large bibliography takes place either by email, or through the forum on the [website](#).

### **Short bibliography**

When suggesting works for the short bibliography, one must also include an annotation that explains *why* this work is important for the purpose of embedding de-colonial theory + methods into study abroad research.

By email, please include the subject line: “Short bibliography”. To email with a suggestion for the short bibliography click [here](#).

By Forum, please title post “Short bibliography”.

### **Large bibliography**

When suggesting works for the large bibliography, write the subject line as “Large bibliography” if the suggestion is made by email, and include any further comments regarding where it should be categorized below if so desired. To email with a suggestion for the large bibliography click [here](#).

If suggesting by Forum, please title post “Large bibliography”.

### **Structural/organizational recommendations**

When suggesting structural/organizational changes via email, please indicate in the subject line whether it is the large or short bibliography, followed by “structural recommendation”. In the body below write in detail your recommendation and why.