How do I edit an in-text citation using the Word plug in?

In order to add in-text citations into your word document you need to make sure that you have added the item to your Zotero Library.

To add a citation, select the ‘Add/Edit Citation’ option on the Zotero Toolbar in Word.

A Search screen will appear where you can search for the item you need.

Select the correct item and the result will be highlighted in grey.

Click on this and an edit box will appear:

Here you can:

- Add pages numbers for quotes:
  
  (Cohen, Manion, & Morrison, 2007, p. 89)

- Tick the box to suppress the Author (where you have already mentioned them in the sentence)
  
  Cohen states that... (2007, p. 89)
• Add a Prefix: e.g. when quoting from a secondary source so you would need to cite the item you are using and acknowledge the original source by using (as cited in....)

   (as cited in Bayat, 2015)

• Add a Suffix:

   (Babbie, 2014 is a good example of this type of method)