Fix the 5 most common citation errors

Try them in this order · one-page job aid · Research Tools Academy

Fix in order — the right order is: fix the item in Zotero, refresh, and only then touch the text.

#	Symptom	Cause	Fix
1	Text like `{ ADDIN ZOTERO_ITEM … }` instead of citations	Word is showing field codes	**Alt+F9** (Windows) / **Option-Fn-F9** (Mac); LibreOffice **Ctrl+F9**. Persistent: Word Options/Preferences → untick “field codes instead of values”.
2	Citation shows “Anonymous” or a wrong year	Item metadata incomplete in Zotero	Add the author/year to the *item in Zotero* → click *Refresh* in the document.
3	Citation won't update after you edited the item	Document out of sync — or the citation was edited as text	*Refresh*. Still stale: delete that citation and re-insert it from the Zotero tab.
4	Wrong style, or the program rejects the punctuation	Style set in Document Preferences isn't the required one	Zotero tab → *Document Preferences* → pick the required style. Everything reformats at once. Genuine style bugs → official forums.
5	Quote missing a page number, or “Smith (2024) says…” rendered wrong	Locator / omit-author not set at insert time	Click the citation bubble → *Page* field, or tick *Omit Author*.

Golden rule: never edit citation or bibliography text in the document. Fix the item in Zotero → Refresh. For last-mile tweaks on a final copy: back up the file, then *Unlink Citations*, then edit as plain text.

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