

BMIS 'RFMO Portal' Libraries in Zotero – how to join and use them

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1. Overview

The Bycatch Mitigation Information System (BMIS) uses [Zotero](https://www.zotero.org/), <https://www.zotero.org/>, free software to manage and share bycatch literature. Zotero has a 'Groups' facility which allows BMIS administrators to collaborate with others, inviting them (by email) to join a group library and share documents.

Five separate Tuna RFMO group libraries have been created, as follows:

BMIS portal – CCSBT
 BMIS portal – IATTC
 BMIS portal – ICCAT
 BMIS portal – IOTC
 BMIS portal – WCPFC

Any item loaded into a BMIS RFMO portal library is confidential. Each group has been designated 'Private', using Zotero security settings. ONLY invited group members and the BMIS administrator can add, delete, modify or read items in the library.

2. Installing Zotero & joining a group

- i. The first thing to do is download and install Zotero and Zotero browser connectors (i.e., add-ons or extensions for Chrome, Firefox, Safari etc). Download the software here: <https://www.zotero.org/download/>
- ii. Documentation/ support in Zotero is good. The following link explains how to install Zotero and gives an overview of Zotero features and capabilities: https://www.zotero.org/support/quick_start_guide
- iii. **Register** with Zotero to create your own **Zotero account**. You can do this by going directly to the following page <https://www.zotero.org/user/register> . An account will allow you to sync and access your library from anywhere and back up all your files. You will need your **email address**, a **username** and **password**. You will be asked to verify your email address (expect an email from Zotero).
- iv. Once verified you should land on a screen as follows, explaining that you need to open the Zotero application and set up syncing. Alternatively, log into your Zotero account via your browser <https://www.zotero.org/user/login/>

Email Validation

Success! You registered your Zotero account!

Set up Zotero syncing

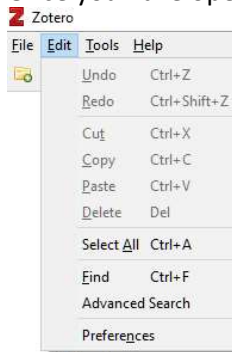
You can now set up Zotero syncing to sync your data across multiple computers, access your library online, or collaborate in group libraries. Follow these three steps to get started.

1. Open Zotero

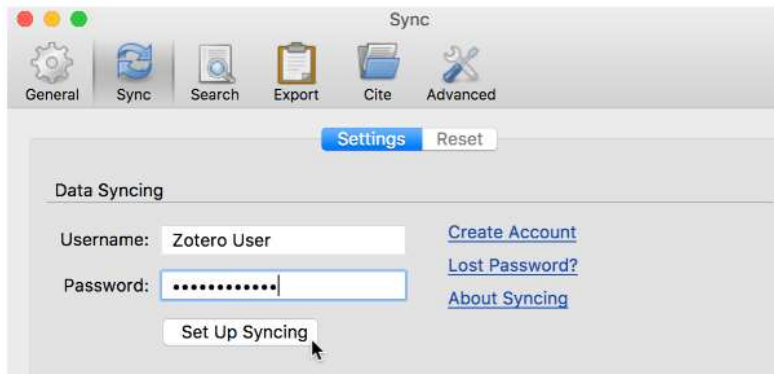
Open the Zotero application from your dock, launcher, or filesystem.



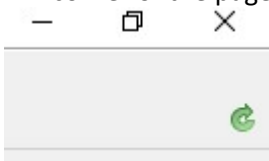
- v. Once you have opened the Zotero app, look in the toolbar for Edit/Preferences/Syncing



Enter your username and password into the Sync preferences and click "Set Up Syncing". Zotero will now automatically sync your data as you make changes.



- vi. Ensure that syncing is working by clicking on the small green sync arrow in the top right hand corner of the page (it should whirr around).



- vii. Next - remaining logged into your Zotero account in your browser and with the app open - **open the email inviting you to join the BMIS Zotero group library**. Click on the link in the email. You will be taken to a BMIS Group library page and asked to click a button to join the group. The page will resemble the following:

[Home](#) > [Groups](#) > Tuna Fisheries Bycatch Mitigation & Management

Note that this group invitation is associated with a different Zotero account. Please be sure you are logged into the account you wish to be a member of this group.

Tuna Fisheries Bycatch Mitigation & Management

Recently Added Items

Library will be viewable after joining this group.

This reference collection is concerned with the mitigation and management of bycatch in oceanic tuna and billfish fisheries. Bycatch species of special interest include seabirds, marine turtles, sharks and marine mammals. Bycatch of juvenile tunas may be added as a topic in future.

Owner: [Oceanic Fisheries SPC](#)
Registered: 2012-06-07
Type: Private
Membership: Invitation
Library Access: None

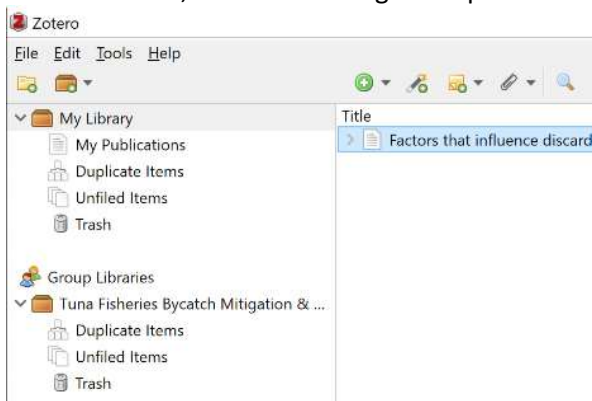
You have been invited to join this group.

[Join](#) [Ignore](#)

[Members \(6\)](#)



- viii. Return to the Zotero app and sync by clicking the green sync arrow. Wait for it to finish syncing and updating your new group membership details.
- ix. The group to which you have been invited should appear on the left hand side of your Zotero app screen, under a heading "Group Libraries".



3. Adding items to the Library

The following page describes ways to add items (e.g., conference/meeting papers, books, journal articles, web pages, etc.) as items in Zotero:

https://www.zotero.org/support/getting_stuff_into_your_library

Information on how to add files (such as PDFs or images) is found here:

https://www.zotero.org/support/attaching_files

4. Meta-data: adding bibliographic data and tags

Meta-data should be added for each document or 'item'. This includes bibliographic data and 'tags' (keywords). The bibliographic data required will depend on the item type (e.g., whether a journal article, meeting paper or website). An item can be assigned as many tags as is needed. Read "Collections & Tags" for more detail:

https://www.zotero.org/support/collections_and_tags#tags

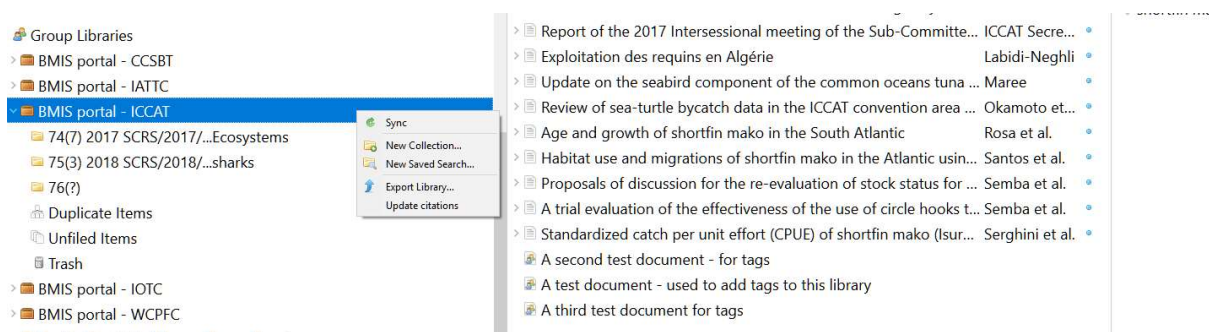
A list of predefined tags has been added to each RFMO library. These tags relate directly to the 'mission' or scope of the BMIS, i.e., bycatch mitigation and management in oceanic tuna and billfish fisheries. Literature that appears on the BMIS website contains information about one or more of three areas of interest within

this scope: mitigation techniques (tag = MT), management (tag = MC) and population-level assessment (tag = PLA). This group of 3 is an administrative division of the literature devised to help site visitors search (using filters) the rapidly growing pool of bycatch management information. The full list of tags can be found in **Section 8**, below.

Regarding meeting papers, RFMOs may wish to request that contributing authors supply meta-data and tags when submitting their papers. **Section 8** explains what metadata authors should supply (some meta-data may be able to be supplied embedded in the PDF) and a list of the tags they should use to categorise their documents. Also listed is additional data that 'RFMO officers' collating the meeting papers might need to add.

Examples of meeting documents

Existing RFMO items in the BMIS are included as 'how to' examples in each BMIS RFMO portal library. They sit in 'collections' (sub-folders) under the main library. See the image below. Note that items that appear in a collection automatically appear in the main library, but not vice-versa.



5. How documents become visible on the BMIS website

Items added to RFMO portal libraries are not automatically visible on the BMIS website. The BMIS administrator must first review, then manually copy items to the BMIS Library. Items will only be copied to the BMIS library (and made visible on the website) if permission to do so has been given to the Pacific Community's Principal Fisheries Scientist (Fisheries and Ecosystem Monitoring and Analysis; currently Neville Smith nevilles@spc.int).

During an initial trial period, the BMIS administrator will review the tags that each RFMO has added to an item, to ensure consistency with how tags have been applied to other items in the BMIS. The RFMO will be informed if any tags are changed and why. Suggestions for new tags or revision of existing tags are welcomed.

6. Promotion of RFMO literature

The BMIS website uses Twitter to promote site content. It also uses Bycatch Bytes, a short story format on the Home page (a few paragraphs and a picture, providing an avenue for more in-depth bycatch features).

Both Twitter and Bycatch Bytes provide opportunities to promote t-RFMO bycatch management. For example, tweets about upcoming meetings or the availability of new meeting documents (via the BMIS reference 'Collections' feature – there are collections for each RFMO, which can be further filtered by year, species group, mitigation technique etc.), new regulations or the publication of staff research in journals. Email the BMIS coordinator on info@bmis-bycatch.org if you wish to use these promotion options.

Additionally, in the references section of the BMIS website, a '**Collections**' filter allows site visitors to easily find RFMO publications.

Examples of BMIS tweets:

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	BMIS @BMIS_bycatch · Nov 29	#FAD mgt @wcpfc see the regulations bmis-bycatch.org/index.php/regu... twitter.com/ISSF/status/10...		482	3	0.6%
View Tweet activity						
	BMIS @BMIS_bycatch · Oct 17	new #marinemammal species identification cards published by IOTC / FAO in @BMIS_bycatch bmis-bycatch.org/references/kt7... and via IOTC website iotc.org/news/cetacean-... pic.twitter.com/b8io1WFJrk		584	7	1.2%
View Tweet activity						

Collections allow site visitors to search for RFMO publications:

Search References

References (scientific and technical literature) in the BMIS overview bycatch mitigation and management in oceanic tuna and billfish fisheries (longline and purse seine). The bycatch species of interest include seabirds, sea turtles, sharks and rays, and marine mammals. Published and 'grey literature' in many formats are covered, including journal articles, meeting papers, infographics, [illustrated handling & identification guides](#), factsheets, videos, books, brochures, etc.

If **Pdfs** are '**Open Access**', you can find them in the BMIS - otherwise use the [Google Scholar](#) link provided. Click on '**Read More**' for details.

[READ MORE »](#)

Species Group	- Any -	<input type="checkbox"/> Mitigation Technique
Fishing Gear	- Any -	<input type="checkbox"/> Management Categories
Year	From <input type="text"/> - To <input type="text"/>	<input type="checkbox"/> Population-Level Assessments
Collection	- Any -	
Keywords	<input type="text"/> - Any - Guides - Species ID Guides - Safe Handling & Release Videos - Safe Handling & Release Videos - Mitigation Techniques ACAP CCSBT IATTC ICCAT IOTC WCPFC	
<input type="button" value="Search"/>		

7. Application versus Browser view

It is possible to work with your library in a tab on your web browser, but it is easier and quicker to add files and edit metadata in the downloaded application, see images below. For example, auto-suggest (which reduces the need to retype data such as meeting names or location) is not available in the online version.

Browser view:

The screenshot shows the Zotero web interface. At the top, it says 'Welcome, Oceanic Fisheries SPC' with links for 'Settings', 'Inbox', 'Download', and 'Log Out'. There is an 'Upgrade Storage' button. The navigation menu includes 'Home', 'My Library', 'Groups', 'People', 'Documentation', 'Forums', and 'Get Involved'. A search bar is present with the text 'Search Title, Creator, Year'. Below the navigation, the breadcrumb path is 'Home > People > Oceanic Fisheries SPC > Library'. The main content area shows a list of items in a table format:

Title	Creator	Item Type	Date Modified
Lasers, Escape Windows and Air Cannons Among Innovative Ideas...	3BL Media	Web Page	3/24/2017 1:02 PM
Quantifying the balance between bycatch and predator or comp...	Aalto and Baskett	Journal Article	3/12/2019 8:44 AM
Movements and environmental preferences of the shortfin mako...	Abascal et al.	Journal Article	3/31/2017 11:46 AM
Modeling swordfish daytime vertical habitat in the North Pac...	Abecassis et al.	Journal Article	4/30/2018 5:18 PM
A Model of Loggerhead Sea Turtle (Caretta caretta) Habitat	Abecassis et al.	Journal Article	7/20/2017 7:15 PM

Application view:

The screenshot shows the Zotero desktop application. The window title is 'Zotero'. The menu bar includes 'File', 'Edit', 'Tools', and 'Help'. The left sidebar shows a tree view of libraries, with 'My Library' selected. The main pane displays a list of items in a table format:

Title	Creator
Lasers, Escape Windows and Air Cannons Among Innovative Ide...	3BL Media
Quantifying the balance between bycatch and predator or com...	Aalto and B...
Movements and environmental preferences of the shortfin mak...	Abascal et al.
Modeling swordfish daytime vertical habitat in the North Pacifi...	Abecassis et...
A Model of Loggerhead Sea Turtle (Caretta caretta) Habitat and...	Abecassis et...
Non-Detriment Finding (NDF) of Sri Lanka for Silky sharks; Carc...	Abernethy
Update on the seabird component of the Common Oceans Tun...	Abraham et ...
Update on the seabird component of the Common Oceans (AB...	Abraham et ...
Summary of the capture of seabirds, marine mammals, and turtl...	Abraham an...
Paper prepared for the 12th Meeting of the Ecologically Related...	Abraham et ...
Assessment of the risk of southern hemisphere surface longline ...	Abraham et ...
Assessment of the risk of southern hemisphere surface longline ...	Abraham et ...
Why we should help people understand our scientific literature	Abrams
Report of the First Meeting of the Seabird Bycatch Working Gro...	ACAP
Seabird Bycatch Mitigation: Minimum Standards for Pelagic Lon...	ACAP

Further information

You are welcome to contact the BMIS coordinator at info@bmis-bycatch.org for further assistance.

8. Metadata and tags for authors of RFMO meeting papers

Authors should supply the following metadata: title, author(s), abstract, document code e.g. CCSBT-ERS/1703/21, WCPFC-SC14-2018/EB-WP-14, and tags (**Table 1 below**). For RFMO officers adding metadata: use the 'Info' tab (**see Image 1**) to add the meeting name/date/place and URL where items (documents) can be accessed. 'Item Type' is 'conference paper' for all RFMOs except ICCAT, which is 'journal article'. **Images 2&3** illustrate how multiple tags can be applied to unique items.

Table 1 BMIS tags. Click on the links provided in each category to find descriptions for, e.g., circle hooks, data harmonization or abundance indices. All are available via <https://www.bmis-bycatch.org/>

At least one mitigation technique, management category, or population level assessment category.			One or more	One or more	
MT – MITIGATION TECHNIQUES https://www.bmis-bycatch.org/index.php/mitigation-techniques	MC – MANAGEMENT https://www.bmis-bycatch.org/management/categories	PLA – POPULATION LEVEL ASSESSMENT https://www.bmis-bycatch.org/index.php/population-level-assessments	SPECIES GROUP	Fishing Gear	RFMO
ALDFG - management of abandoned, lost, discarded fishing gear	bycatch threats & interaction rates	PLA - abundance indices	seabirds	GN	CCSBT
artificial bait	compliance	PLA - demographic analysis	sea turtles	LL	IATTC
auditory deterrents and attractors	data harmonization	PLA - productivity susceptibility analysis	sharks and rays	PL	ICCAT
backdown & Medina panel	E-monitoring	PLA - risk analysis open category	marine mammals	PS	IOTC
bait caster	Economic & / or social analysis	PLA - stock assessments			WCPFC
bait size and condition	fisheries management performance		all bycatch species*		
branchline (snood) hauler	implementation & evaluation of mitigation techniques				
brickle curtain	international & national management schemes				
chemical deterrents or attractants	policy development & knowledge exchange				
circle hooks	post-release mortality				
corrodible hooks	review and planning				
decoys	shark finning restrictions				
deep / shallow setting	species identification				
depredation mitigation device	tagging studies				
double-weight branchlines					
dyed bait					

FAD design and management					
fish not squid bait					
gear configuration - other					
hook pod					
hook shielding devices					
light cues - attractors & deterrents					
line shooter					
line weighting and bait sink rate					
magnetic, rare earth metals, electrical deterrents					
management of offal discharge					
monofilament / wire leaders					
night / day setting					
safe handling and release					
seabird saver					
side-setting					
sliding leads / Lumo leads					
smart tuna hook					
soak duration					
spatial and temporal measures					
stealth fishing gear					
streamer (tori) lines					
underwater setting techniques					
water cannon/ fire hose					
vessel-specific management					
weak hook					

- Use this for 'MC' items where content refers to bycatch in general rather than focusing on a species group(s)

Image 1 - Adding metadata in Zotero. In the right-hand column, the tab 'Info' is highlighted/selected, and all the metadata fields are visible. At the bottom of the left-hand column is a list of existing tags.

The screenshot shows the Zotero application interface. On the left, there is a tree view of libraries and collections. The 'BMIS portal - CCSBT' library is expanded, showing a '2017' collection which is further expanded to show '12th Meeting ERSWG'. The central pane displays a list of items with the following columns: Title, Creator, and a status icon. The selected item is 'Minimising Unwanted Shark Interactions and Mortalities in CCS...' by 'Clarke'. The right-hand pane shows the 'Info' tab selected, displaying the following metadata fields:

- Item Type: Conference Paper
- Title: Minimising Unwanted Shark Interactions and Mortalities in CCSBT Longline Fisheries
- Author: Clarke, Shelley
- (...) Abstract: This paper provides a brief overview of techniques an...
- Date: 21-24 March 2017
- Proceedings Title: CCSBT - 12th Meeting of the Ecologically Related Species Working Group
- Conference Name:
- Place: Wellington, New Zealand
- Publisher: CCSBT-ERS/1703/21
- Volume:
- Pages:
- Series:
- Language:
- DOI:
- ISBN:
- Short Title:
- URL: https://www.ccsbt.org/en/system/files/ERSWG12_21_...
- Accessed:
- Archive:
- Loc. in Archive:
- Library Catalog:
- Call Number:
- Rights:
- Extra:
- Date Added: 12/02/2019, 5:37:49 PM
- Modified: 25/03/2019, 1:39:39 PM

At the bottom of the left-hand column, there is a list of existing tags:

- artificial bait
- CCSBT
- chemical deterrents or attract...
- circle hooks
- deep / shallow setting
- fish not squid bait
- LL
- magnetic, rare earth metals, e...
- monofilament / wire leaders
- MT

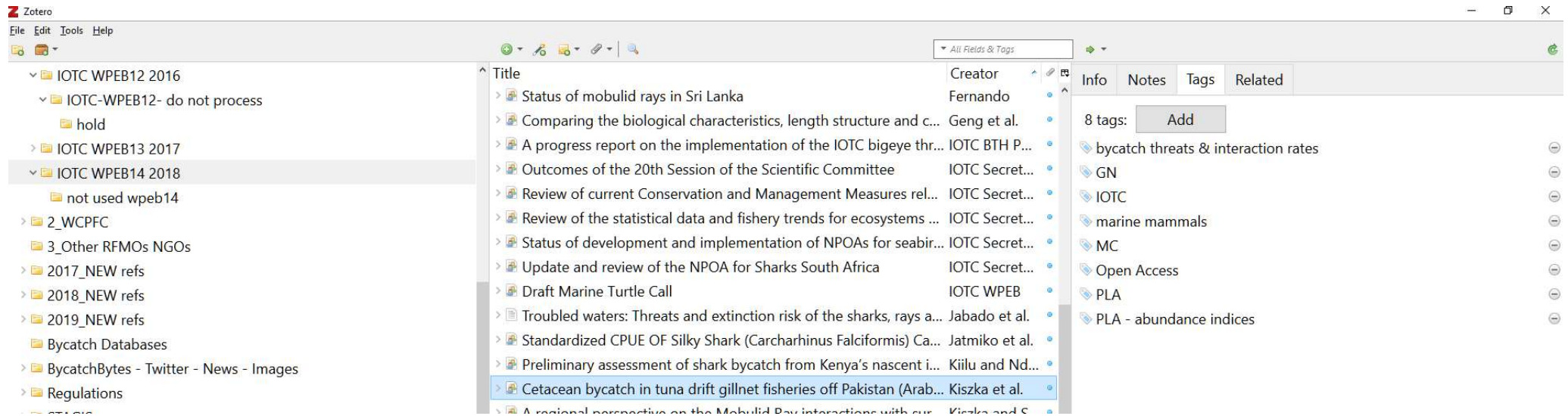
Images 2 & 3 – Examples of an item tagged to multiple categories. Note that **ocean region, FAO species codes**, e.g., POR, FAL, and **species scientific & common names** can be added, if applicable.

The screenshot displays a metadata management interface. On the left, a list of items is shown with columns for Title and Creator. The item "Spatio-temporal interactions between whale sharks, cetaceans a..." by Escalle is selected. On the right, a detailed view of the item's tags is shown under the "Tags" tab. The tags include "Atlantic Ocean", "FAD design and management", "fisheries management performance", "Indian ocean", "marine mammals", "MC", "MT", "Open Access", "PS", "sharks and rays", "spatial and temporal measures", and "whale shark". Each tag has a minus sign icon to its right, indicating it can be removed. An "Add" button is visible above the tag list.

Title	Creator
Seabird Bycatch ID Guide - English, French, Chinese, Portuguese...	ACAP Secret...
Current global risks to marine mammals: Taking stock of the thr...	Avila et al.
Movements of Olive Ridley Turtles (<i>Lepidochelys olivacea</i>) in th...	Behera et al.
Dusky sharks (<i>Carcharhinus obscurus</i>) undertake large-scale mi...	Braccini et al.
Distribution patterns and population structure of the blue shark...	Coelho Rui ...
Report of the Workshop on WCPFC Bycatch Mitigation Problem...	Common O...
The environmental niche of the global high seas pelagic longlin...	Crespo et al.
Conservation of Pacific Sea Turtles	Dutton et al.
Spatio-temporal interactions between whale sharks, cetaceans a...	Escalle
Report of the Expert Workshop on Means and Methods for Red...	FAO
Collecting data on board French tropical tuna purse seiners with...	Goujon et al.
Multinational Tagging Efforts Illustrate Regional Scale of Distrib...	Hart et al.
A dynamic ocean management tool to reduce bycatch and sup...	Hazen et al.
Movements and habitat use of juvenile silky sharks in the Pacific...	Hutchinson ...
Review of methods used to reduce risks of cetacean bycatch an...	Leaper and ...
Quantifying the effects of fisheries on threatened species: the i...	Lewison Re...

Info	Notes	Tags	Related
12 tags: <input type="button" value="Add"/>			
Atlantic Ocean			
FAD design and management			
fisheries management performance			
Indian ocean			
marine mammals			
MC			
MT			
Open Access			
PS			
sharks and rays			
spatial and temporal measures			
whale shark			

Image 3



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