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Week 1

Week 2

Getting started in Oxford Libraries

An introduction to Oxford Libraries including guidance on which libraries to use; finding and using books, journals and other materials in print and online; and making the most of Library services. This workshop will help you settle into searching for literature at Oxford with confidence.

Objectives - By the end of the session you will be able to

- Find out which libraries are most relevant to your topic and study requirements
- Use SOLO to find printed and online books, journals and other materials
- Use Databases A-Z
- Use LibGuides to find key resources for your subject
- Access help and advice from the libraries on searching, current awareness, reference management, open access, research data management and more.

Dates and booking

Tuesday 22 October 09.30-12.30 Social Science Library, Information Skills Training Room

>Book a place: <https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=104399>

Getting information to come to you

An introduction to using alerts to keep up to date with new research. Participants will have the opportunity to set up email alerts to receive notifications about new journal articles and other publications, conference papers and blog posts in their field of research.

Objectives - By the end of the session you will be able to:

- Use email alerts to receive notifications about new publications in your field
- Use JournalTOCS to receive tables of contents for new issues of your favourite journals
- Set up alerts on your favourite databases for new content in your field
- Set up alerts in JiscMail to receive communication from and to communicate with staff and researchers in your field
- Use news services to receive updates in your subject area
- Learn how to manage your alerts

Dates and booking

Thursday 24 October 10.00-11.30 Social Science Library, Information Skills Training Room

>Book a place: <https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=104411>

RefWorks for Sciences and Social Sciences

RefWorks is an online tool which allows you to manage your references, insert them into your work as in text citations or footnotes and automatically generate bibliographies. This introduction to RefWorks is open to all, but the section on importing references will focus on Science and Social Science examples.

Objectives:

- Understand the pros and cons of RefWorks
- Create a RefWorks account
- Add references to RefWorks from a range of sources
- Add in text citations and /or footnotes to your papers
- Create bibliographies
- Get help with RefWorks

Dates and booking

Friday 25 October 09.15-12.15 IT Services, 13 Banbury Road, Isis Room

>Book a place: <https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=103589>

Referencing: Zotero

Zotero is a reference management tool that helps you build libraries of references and add citations and bibliographies to word processed documents using your chosen citation style. This introduction covers the main features of Zotero.

Objectives:

- Install Zotero and related plug ins on your computer
- Understand how to synchronise Zotero across several computers
- Add, edit and organise references using Zotero
- Add in text citations and /or footnotes to your papers
- Create bibliographies

Dates and booking

Friday 25 October 14.00-17.00 IT Services, 13 Banbury Road, Windrush Room

>Book a place: <https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=104476>

Week 3

Managing research data and Data Management Planning (DMPs)

Good research data management is a vital component of academic practice. Part of this is the principle that the data used to develop the arguments and outcomes of your research should be effectively stored and managed during a project, preserved for the future and - where possible - shared with other academics. This session introduces the University's research data policy and outlines the practical impact this will have on your work. The services available at Oxford to assist you will be outlined. This session is not only essential during your current studies but will be invaluable if you plan to continue in research as a career.

Objectives:

- Understand common dangers and pitfalls of digital data
- Understand key principles of RDM and organising your data effectively
- Produce a data management plan
- Understand institutional, funder and publisher requirements
- Understand issues around preserving data and cybersecurity
- Be aware of ORA-Data, Github and other preservation services
- Share thoughts and insights about the potential of data management in your own field
- Access Oxford based tools for research data management

Dates and booking

Tuesday 29 October 10.00-12.00 Social Science Library, Information Skills Training Room

>Book a place: <https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=104612>

Finding stuff - scholarly literature for your research

A practical introduction to searching for scholarly materials to support your research, covering a range of tools for finding monographs, journal articles, conference papers, theses and more.

Subjects to be covered include:

- Run effective literature searches
- Find monographs and other scholarly items in Oxford Libraries using SOLO
- Search for journal articles using subject databases and scholarly search engines
- Search for theses and dissertations from around the World using Proquest and eTHos
- Search for theses from Oxford University using SOLO and ORA
- Search for conference papers using Proquest, OCLC and other databases

Dates and booking

Tuesday 29 October 14.00-17.00 Radcliffe Science Library, Training Room

>Book a place: <https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=104613>

Week 4

Referencing: Choosing and Using Software

Formatting your in text citations, footnotes and bibliography correctly for your thesis or publication is a chore. Reference management software makes it easier and saves you time. This introductory session gives an overview of how reference management works, explores the pros and cons of a wide range of software packages and gives you the opportunity to try out four different packages (RefWorks, EndNote, Zotero and Mendeley) so that you can work out which one is best for you.

Objectives

- Understand how reference management software works and what it does
- Understand the pros and cons of a range of reference management packages
- Add, edit and organise references using a number of different tools
- Add citations to documents and create bibliographies using a number of different tools
- Make an informed decision about which reference management package works best for you

Dates and booking

Monday 4 November 09.15-12.15

IT Services, 13 Banbury Road, Evenlode Room

>Book a place: <https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=103594>**Data sources for research - discovery, access & use**

Modern researchers need to have an up-to-date understanding of working with research data. This relates equally to the material they create themselves and that obtained from other sources. Academic institutions, funding bodies and even publishers are now expecting competence in these issues. This workshop will provide a grounding in the different ways quantitative and qualitative data is being made available to benefit researchers. By the end of the session you will also have some insight into how your own future work could add to the process and become part of the research discourse.

The course aims to provide an overview of macro and micro data sources available at the University of Oxford, including national data archives, subscription services, business data, and offers some pointers for further searching.

Objectives:

- Develop an overview of the landscape of data sources for health researchers, social scientists and most other researchers
- Receive advice on how to obtain macro and micro data via specific sources
- Review qualitative and quantitative data resources
- Be introduced to additional data services such as the Inter-University Consortium for Political and Social Research (ICPSR), Eurostat, Researchfish and the Oxford Poverty & Human Development Initiative's online interactive databank and global Multidimensional Poverty Index
- Explore specialist sources for business and economic data subscribed to by Oxford University
- Consider the value of resources for informing research design and methodological innovation
- Consider the importance of data management and cybersecurity

This workshop will be most beneficial to those researchers planning to use secondary data sources (quantitative, qualitative and mixed) as part of their research or who wish to learn more about the potential of open data platforms and data archives.

Dates and booking

Tuesday 5 November 10.00-12.00

Social Science Library, Information Skills Training Room

>Book a place: <https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=105090>

Finding stuff - scholarly literature for your research

A practical introduction to searching for scholarly materials to support your research, covering a range of tools for finding monographs, journal articles, conference papers, theses and more.

Subjects to be covered include:

- Run effective literature searches
- Find monographs and other scholarly items in Oxford Libraries using SOLO
- Search for journal articles using subject databases and scholarly search engines
- Search for theses and dissertations from around the World using Proquest and eTHos
- Search for theses from Oxford University using SOLO and ORA
- Search for conference papers using Proquest, OCLC and other databases

Dates and booking

Thursday 7 November 09.30-12.30

Social Science Library, Information Skills Training Room

>Book a place: <https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=104616>

Google for Academic Research

Google is often dismissed as being irrelevant to the academic literature search. However, changes to the nature of the dissemination of scholarly research and official information in recent years mean that a wealth of relevant information can be accessed via standard Internet search engines such as Google. Too often however such information is lost amongst thousands of irrelevant, spurious and misleading results.

Based on an understanding of how the Google search engine works this practical workshop will show you the basic techniques to quickly filter your results for high quality academic material.

A couple of other search engines will be considered briefly, including DuckDuckGo which has become a popular alternative to Google in the light of concerns about the privacy costs of a 'free' search within search engines such as Google or Bing.

Objectives. By the end of the session you will:

- Be able to find high quality academic material using Google
- Understand how Google works
- Use alternative search engines including DuckDuckGo.

Dates and booking

Thursday 7 November 14.00-16.00

Radcliffe Science Library, Training Room

>Book a place: <https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=105094>

Week 5

Introducing MANTRA for Research Data Management

MANTRA is an acclaimed online independent learning course which provides guidelines for good practice in research data management. This workshop will discuss research data management as an integral part of the research process; give an introduction to MANTRA; and then give an actual opportunity to begin the online course with the assistance of library staff.

Objectives:

- Receive a guided introduction to key issues in research data management
- Gain an understanding of the structure of MANTRA
- Use MANTRA to further your research data management practice during the session and after

This will be particularly useful for DPhil students and early career researchers who are starting a research project.

Dates and booking

Tuesday 12 November 10.00-11.30

Social Science Library, Information Skills Training Room

>Book a place: <https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=105096>

Referencing: Choosing and Using Software

Formatting your in text citations, footnotes and bibliography correctly for your thesis or publication is a chore. Reference management software makes it easier and saves you time. This introductory session gives an overview of how reference management works, explores the pros and cons of a wide range of software packages and gives you the opportunity to try out four different packages (RefWorks, EndNote, Zotero and Mendeley) so that you can work out which one is best for you.

Objectives

- Understand how reference management software works and what it does
- Understand the pros and cons of a range of reference management packages
- Add, edit and organise references using a number of different tools
- Add citations to documents and create bibliographies using a number of different tools
- Make an informed decision about which reference management package works best for you

Dates and booking

Friday 15 November 09.15-12.15

IT Services, 13 Banbury Road, Evenlode Room

>Book a place: <https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=103694>

Week 6

Working with sensitive research data in the Social Sciences and Humanities

A workshop outlining some of the key principles to bear in mind when working with sensitive or restricted research, whether collected yourself or obtained from a third party source such as a data archive. Issues of confidentiality, informed consent, cybersecurity and data management will be covered. Examples of scenarios or concerns drawn from the research of participants are particularly welcome. The role of support services at Oxford will also be outlined and in particular the role of the Bodleian Data Librarian who will lead the session. Follow up consultations with the Data librarian or other subject consultants are also offered.

Objectives - by the end of the session you will:

- Understand key best practice principles when working with sensitive or restricted research data
- Understand issues around creating original data in the Social Sciences and Humanities
- Develop a better understanding of informed consent agreements
- Maximise the usage potential of data during and after a project
- Consider the strengths and weaknesses of anonymization, data blurring and similar techniques
- Understand key strategies for protecting data including encryption, embargoes, future vetting and access restrictions
- Better understand the obligation put on researchers by legislation and research partners

Dates and booking

Monday 18 November 09.30-12.00

Social Science Library, Information Skills Training Room

>Book a place: <https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=105110>

Week 7

Preparing for your literature review in the Social Sciences

Get ready to undertake your literature review using your own research questions to build a successful search and apply it to a range of library resources.

Objectives - By the end of the session you will be able to:

- Build a successful search strategy
- Use a range of bibliographic databases and search tools in the Social Sciences
- Work effectively with large result sets
- Source highly cited papers relevant to your research
- Set up alerts for newly-published papers on your topic

Dates and booking

Tuesday 26 November 09.30-12.00

Social Science Library, Information Skills Training Room

>Book a place: <https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=105125>

Getting started in Oxford Libraries

An introduction to Oxford Libraries including guidance on which libraries to use; finding and using books, journals and other materials in print and online; and making the most of Library services. This workshop will help you settle into searching for literature at Oxford with confidence.

Objectives - By the end of the session you will be able to

- Find out which libraries are most relevant to your topic and study requirements
- Use SOLO to find printed and online books, journals and other materials
- Use Databases A-Z
- Use LibGuides to find key resources for your subject
- Access help and advice from the libraries on searching, current awareness, reference management, open access, research data management and more.

Dates and booking

Tuesday 26 November 14.00-17.00 Social Science Library, Information Skills Training Room

>Book a place: <https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=105128>

UK Parliamentary and Government materials - an introduction

Of vital help to all history, politics and social science students is this general overview of the main sources for finding and accessing historical (pre-1800 and post-1800) UK parliamentary material. We look at sources for parliamentary and government publications both in print and in electronic format.

Subjects to be covered include:

- Parliamentary papers
- Parliamentary proceedings and parliamentary debates
- Legislation
- Government and departmental papers

Useful for History, Politics and other Social Science students, in particular anyone just starting their Postgraduate studies or new to using these materials

Dates and booking

Wednesday 27 November 10.00-11.30 Bodleian Law Library, IT Training Room

>Book a place: <https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=105127>

Research metrics and citation analysis tools

During this introduction to citation tracking and bibliometrics we will examine a range of tools for finding journal metrics, article metrics and author metrics, in the context of moves towards responsible metrics in measuring the impact of publications and researchers.

Subjects to be covered include:

- Understanding the main issues involved in using citation analysis to measure impact
- Using Journal Citation Reports and CiteScore Journal Metrics to find journal impact factors
- Using Web of Science, Scopus and Google Scholar to track and count citations to papers and individual researchers
- Calculating your own h-index
- Measuring impact using altmetrics
- Creating a researcher profile and using ORCID IDs to identify your work

Intended Audience: Researchers, Academics, Research Support Staff and Research Postgraduates in Sciences and Social Sciences.

Dates and booking

Thursday 28 November 14.00-15.30

Radcliffe Science Library, Training Room

>Book a place: <https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=105131>

Referencing: Mendeley

Mendeley is a reference management tool that helps you build libraries of references and then add citations and bibliographies to word processed documents. This session gives an overview of Mendeley and is run in two parts. Part 1 covers the basics of using Mendeley for reference management and part 2 covers more advanced functionality. Please attend parts 1 and/or 2 as appropriate.

Objectives

- Create a Mendeley account and install Mendeley Desktop
- Add, edit and organise references using Mendeley
- Create bibliographies with Mendeley
- Manage PDF documents with Mendeley
- Use the Mendeley 'Papers' database
- Collaborate with colleagues and use social networking features in Mendeley

Dates and booking

Friday 29 November 09.15-12.15

IT Services, 13 Banbury Road, Isis Room

>Book a place: <https://libguides.bodleian.ox.ac.uk/workshops/Mendeley>