

## Workshops for doctoral students & research staff HT 2021

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### Week 5

#### Referencing: RefWorks

Monday 15 February 10.00-11.30

RefWorks is a web based reference management tool for Windows and Macs which helps you to collect and manage references and insert them into your Word document as in-text citations or

footnotes and generate bibliographies. This online introduction to RefWorks is open to all University of Oxford students and staff.

You will be asked ahead of the session to sign up to RefWorks. Instructions for how to do this will be shared with you upon booking. You will not be given dedicated exercises to complete during the session, but having RefWorks installed allows you to follow along while the instructors are present (if you wish) and gives you time to troubleshoot any issues that may arise during installation of the software.

We also invite you to send any questions you have in advance to [usedred@bodleian.ox.ac.uk](mailto:usedred@bodleian.ox.ac.uk) for the instructors to cover in the session. There will also be opportunities to ask questions in the class.

Objectives:

- Understand RefWorks and what it can do for you
- Add references to RefWorks from a range of sources
- Manage your references
- Add in text citations and /or footnotes to your papers
- Create bibliographies
- Get help with RefWorks

Book here:

<https://cosy.ox.ac.uk/accessplan/clientinput/shoppingbasket3/basket/wizard/editbasket.aspx?courseid=153027>

Audience

DPhil student

Research Staff

You can find a **live recording** of this workshop

at <https://canvas.ox.ac.uk/courses/81840/pages/reference-management>. Single Sign On is required to view the live recording.

Referencing: Endnote (Introduction to)

Tuesday 16 February 10.00-12.00

EndNote 20 is a desktop-based reference management tool for Windows and Mac users, which helps you build libraries of references and insert them into your Word document as in-text citations or footnotes and automatically generate bibliographies. This introduction to EndNote is open to all University of Oxford students, researchers and staff and teaches you how to use the software so that you can effectively manage your references.

Ahead of the session, you will be asked to watch a 5 minute video, which introduces you to EndNote and provides you with instructions on how to download and install EndNote 20, which we ask you to complete before the live session. You will not be given dedicated exercises to complete during the session, but having EndNote 20 installed allows you to follow along while the instructors present (if you wish) and gives you time to troubleshoot any issues that may arise during installation of the software. The link to the video will be emailed upon booking.

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

- Understand EndNote and what it can do for you
- Add references to EndNote from a range of sources
- Manage your references in an Endnote library
- Add in text citations and /or footnotes to your essays and papers
- Create bibliographies

Book here:

<https://cosy.ox.ac.uk/accessplan/clientinput/shoppingbasket3/basket/wizard/editbasket.aspx?courseid=154183>

Audience

DPhil student

Research Staff

## Week 6

Working with sensitive research data in the Social Sciences and Humanities

Monday 22 February 14.00-16.00

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

Book here:

<https://cosy.ox.ac.uk/accessplan/clientinput/shoppingbasket3/basket/wizard/editbasket.aspx?courseid=153103>

Audience

DPhil student

Research Staff

## Finding stuff - scholarly literature for your research

Tuesday 23 February 10.00-12.00

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

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

- Run effective literature searches
- Find books 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 the University of Oxford and around the world
- Search for conference papers

Book here:

<https://cosy.ox.ac.uk/accessplan/clientinput/shoppingbasket3/basket/wizard/editbasket.aspx?courseid=155023>

Audience

DPhil student

## Referencing: Endnote (Introduction to)

Thursday 25 February 14.00-16.00

EndNote 20 is a desktop-based reference management tool for Windows and Mac users, which helps you build libraries of references and insert them into your Word document as in-text citations or footnotes and automatically generate bibliographies. This introduction to EndNote is open to all University of Oxford students, researchers and staff and teaches you how to use the software so that you can effectively manage your references.

Ahead of the session, you will be asked to watch a 5 minute video, which introduces you to EndNote and provides you with instructions on how to download and install EndNote 20, which we ask you to complete before the live session. You will not be given dedicated exercises to complete during the session, but having EndNote 20 installed allows you to follow along while the instructors present (if you wish) and gives you time to troubleshoot any issues that may arise during installation of the software. The link to the video will be emailed upon booking.

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

- Understand EndNote and what it can do for you
- Add references to EndNote from a range of sources
- Manage your references in an Endnote library
- Add in text citations and /or footnotes to your essays and papers
- Create bibliographies

Book here:

<https://cosy.ox.ac.uk/accessplan/clientinput/shoppingbasket3/basket/wizard/editbasket.aspx?courseid=154186>

Audience

DPhil student

Research Staff

## Week 7

Referencing: RefWorks

Tuesday 2 March 14.00-15.30

RefWorks is a web based reference management tool for Windows and Macs which helps you to collect and manage references and insert them into your Word document as in-text citations or footnotes and generate bibliographies. This online introduction to RefWorks is open to all University of Oxford students and staff.

You will be asked ahead of the session to sign up to RefWorks. Instructions for how to do this will be shared with you upon booking. You will not be given dedicated exercises to complete during the session, but having RefWorks installed allows you to follow along while the instructors are present (if you wish) and gives you time to troubleshoot any issues that may arise during installation of the software.

We also invite you to send any questions you have in advance to [used@bodleian.ox.ac.uk](mailto:used@bodleian.ox.ac.uk) for the instructors to cover in the session. There will also be opportunities to ask questions in the class.

Objectives:

- Understand RefWorks and what it can do for you
- Add references to RefWorks from a range of sources
- Manage your references
- Add in text citations and /or footnotes to your papers
- Create bibliographies
- Get help with RefWorks

Book here:

<https://cosy.ox.ac.uk/accessplan/clientinput/shoppingbasket3/basket/wizard/editbasket.aspx?courseid=153068>

Audience

DPhil student

Research Staff

You can find a **live recording** of this workshop

at <https://canvas.ox.ac.uk/courses/81840/pages/reference-management>. Single Sign On is required to view the live recording.

## Finding stuff - scholarly literature for your research

Wednesday 3 March 14.30-16.30

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

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

- Run effective literature searches
- Find books 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 the University of Oxford and around the world
- Search for conference papers

Book here:

<https://cosy.ox.ac.uk/accessplan/clientinput/shoppingbasket3/basket/wizard/editbasket.aspx?courseid=155028>

Audience

DPhil student

Research staff

## Preparing for your literature review in the Social Sciences

Thursday 4 March 10.00-11.30

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

Book here:

<https://cosy.ox.ac.uk/accessplan/clientinput/shoppingbasket3/basket/wizard/editbasket.aspx?courseid=153219>

Audience

DPhil student

Research staff

A series of **pre-recorded videos** adapted from this workshop can be found at <https://libguides.bodleian.ox.ac.uk/workshops/literaturereview>.

You can find a **live recording** of this workshop on Canvas

at <https://canvas.ox.ac.uk/courses/81840/pages/searching-and-finding-scholarly-materials>. Single Sign On is required to view the live recording.

## Week 8

### Your thesis, copyright & ORA

Tuesday 9 March 10.00-11.00

Oxford DPhil students are required to deposit a copy of their thesis in the Oxford University Research Archive (ORA). This session will focus on the relevant rights and permissions and other issues that DPhil students need to take into account when preparing their thesis for upload to ORA. It will also cover how to actually deposit one's thesis in ORA, and how to access help with this process.

Topics include:

- How to deposit your thesis in ORA
- Observing relevant rights and permissions
- Accessing help with depositing your thesis in ORA

Book here:

<https://cosy.ox.ac.uk/accessplan/clientinput/shoppingbasket3/basket/wizard/editbasket.aspx?courseid=155836>

Audience

DPhil student

## Referencing: Zotero

Wednesday 10 March 10.00-11.00

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 online introduction covers the main features of Zotero.

The session will take place live via Microsoft Teams and will require some pre-session work registering for and installing the Zotero software. Instructions will be provided upon booking.

We also invite you to send in advance any questions you have about using Zotero to [used@bodleian.ox.ac.uk](mailto:used@bodleian.ox.ac.uk). There will also be plenty of opportunity to ask questions in the class.

Objectives:

- Add, edit and organise references using Zotero
- Add in text citations and/or footnotes to your papers
- Create bibliographies

Book here:

<https://cosy.ox.ac.uk/accessplan/clientinput/shoppingbasket3/basket/wizard/editbasket.aspx?courseid=155840>

Audience

DPhil student

Research staff

You can find a **live recording** of this workshop at <https://canvas.ox.ac.uk/courses/81840/pages/reference-management>. Single Sign On is required to view the live recording.

UK Parliamentary and Government materials - an introduction

One to one sessions are available for:

Finding and accessing historical pre-1800 and post-1800 to present day UK parliamentary and government material. Print and digital sources will be covered. We will also cover relevant archival material if relevant. This will be of vital help to history, politics and social sciences students using this material, to include:

Parliamentary papers

Parliamentary proceedings and parliamentary debates

Legislation

Government and departmental papers

You are welcome to book a one hour session with the Official Papers staff. The session will be delivered via Teams.

Dates and booking: 21 January ; 28 January ; 11 February ; 18 February

Each day at: 10.00-11.00 ; 12.00-13.00 ; 14.00-15.00

> View available slots and book a one-hour session: <https://skills.it.ox.ac.uk/whatson#/course/ISKILLHAEy>

Before your session could you please email the Official Papers team [official.papers@bodleian.ox.ac.uk](mailto:official.papers@bodleian.ox.ac.uk) with details of the area of your research so we can tailor the session to your needs.

If you would like to contact the Official Papers team before booking you are more than welcome to do so.

Audience

DPhil student

Research Staff