Postgraduate and Researchers Training Sessions
Descriptions and Outcomes

Library induction to resources, services and training opportunities available to postgraduate students and academic staff

Participants will learn:

- to navigate the Library website effectively
- to find their way around in the JS Gericke Library
- how to find information with the Library’s search engine, SUNSearch
- where to find and how to use interdisciplinary academic databases such as Ebscohost as well as electronic journals and e-books
- what the library hours, terms for access and membership privileges entail
- where to find conducive spaces to work and study
- where to check out or renew books and find books that are not in the library
- where/how to reach their faculty librarians as well as other tools for assistance
- essential research skills such as: avoiding plagiarism, complying with copyright, referencing techniques and using RefWorks as a reference manager

Note: This is a basic orientation for new postgraduate students and new researchers

How to Book: Consult the library training calendar at http://sun.ac.za.libcal.com

Are you using Google/Google Scholar optimally?

Learn to find appropriate academic information sources by using the Google and Google Scholar optimally. This hands-on session follows on the introductory Library induction to resources, services and training opportunities available to postgraduate students and academic staff and provides practical tips and tools to better equip you for the research phase during which you will gather information from literature.

Outcomes: Attendees will learn the most effective ways to search for all kinds of resources in Google, Google Scholar and Google Books. They will also learn how to evaluate sources found on the web.


Improving your literature search strategy

Learn to improve your literature search strategy to get the best possible results when searching for information in databases.

This hands-on session follows on the introductory Library induction to resources, services and training opportunities available to postgraduate students and academic staff and provides practical tips and tools to better equip you for the research phase during which you will gather information from literature.
**Target audience:** New postgraduate students and new researchers.

**Outcomes:** Ability to construct effective search strategies for finding information in databases, based on the principle of analysing the research topic and employing related terms and concepts in different ways.

**How to Book:** Consult the library training calendar at [http://sun.ac.za.libcal.com](http://sun.ac.za.libcal.com)

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**Refworks: reference management for beginners**

**Important notice:** Please register for a free account on Refworks before you register for this class!

**To set up your individual account:**
Go to [http://www.refworks.com/refworks](http://www.refworks.com/refworks)
Choose Sign up for an Individual Account under New to RefWorks?
Enter the appropriate information and click Register
Once you have registered, a confirmation will be sent to your e-mail address.

Are you struggling to keep track of your references? *Refworks* is a software tool, available to all Stellenbosch University students and staff free of charge, that allows you to create a bibliography as you move along with your research.

Refworks automatically captures relevant referencing information in all electronic sources you consult and inserts references to those sources into your text in the referencing style of your choice. For non-electronic sources, it does the same once you have entered the details of a particular source into a template.

*Refworks* will also create a complete bibliography in the referencing style of your choice with the click of a button, saving literally hours in the process of ensuring that the style and content of each reference is accurate.

This hands-on session follows on the introductory *Find books or articles using SUNSearch (Library search engine)* and *Improving your literature search strategy*, providing essential skills for organising your references while you create your research document.

**Target audience:** New postgraduate students and new researchers

**Outcomes:** You will be able to effectively use *Refworks* to create in-text referencing and a bibliography in the style of your choice.

**How to Book:** Consult the library training calendar at [http://sun.ac.za.libcal.com](http://sun.ac.za.libcal.com).

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**Refworks: reference management for advanced users**

**Important notice:** It is not recommended to register for the advance Reference management workshop if you just started out on Refworks! Please do not register for both Refworks beginners and advance on one day.

Do you have a *Refworks* account and know how to compile a bibliography? Then you are ready for the next step – learn about handling various different material types as well as working in off-line mode. *Refworks* is a software tool, available to all Stellenbosch University students free of charge that allows you to create a bibliography as you move along with your research.
It automatically captures relevant referencing information in all electronic sources you consult and inserts references to those sources into your text in the referencing style of your choice. This hands-on session follows on Refworks: reference management for beginners and provides advanced skills for organising your references while you create your research document.

Outcomes: Participants who are already familiar with Refworks will learn additional features such as how to deal with a greater variety of material types as well as working in off-line mode.


New! E-books workshop

Get to know the Library’s e-book collection and learn how to use e-books optimally.

Outcomes: Participants will learn

- how and where to find the Library’s e-books;
- how to print and download from an e-book;
- how to create your personal bookshelf within an e-book collection; and
- how to cite an e-book.

How to Book: Consult the library training calendar at http://sun.ac.za.libcal.com

Choose the right research method for your project using SAGE Research Methods Online (SRMO)

Learn how to find information on research methods and how SRMO’s method map can help you find the research methods best suited to your research project.

SAGE Research Methods Online (SRMO) is a research tool supported by a newly devised taxonomy that creates links between research terminology and content. The database includes content from more than 600 books, including the complete Quantitative Applications in the Social Sciences (“Little Green Books” series) from SAGE, therefore providing a comprehensive picture of research methods (quantitative, qualitative and mixed methods) across the social and behavioural sciences.

Outcomes:

- Ability to navigate SMRO to find information on research methods
- Use SRMO’s method map to find research methods best suited to a particular research project

Copyright issues in theses and dissertation writing

This presentation provides an overview of the copyright issues which students typically encounter while working on their theses or dissertations. The following important aspects are addressed:

- What is copyright?
- Ownership of copyright
- Fair use
- Inclusion of third party content viz. previously published graphs, tables, photos, images, etc. in a thesis or dissertation
- Obtaining copyright permission
Copyright perspectives and implications when publishing your thesis or dissertation

**Outcomes:** Ability to comply with copyright requirement while writing your thesis or dissertation.

**How to Book:** Consult the library training calendar at [http://sun.ac.za.libcal.com](http://sun.ac.za.libcal.com)

### Creating alerts to stay up to date in your discipline

If you want to keep current on the latest news and research and would like to be more efficient by having that information come to you instead of having to browse through different websites, come and learn how to set up alerts for Google, Google Scholar, e-journals, publishers’ databases and websites.

**Outcomes:**

Ability to set up alerts for topics of interest in Google, Google Scholar, EBSCOhost and ScienceDirect as well as to aggregate news feeds from all over using Google Reader so that it can be read in one place.

**How to Book:** Consult the library training calendar at [http://sun.ac.za.libcal.com](http://sun.ac.za.libcal.com)

### How can Open Access increase the citation rate of my publications?

Do you wonder what Open Access is and how you as a researcher can benefit from it? Come and learn more about the philosophy of Open Access and how you can increase citations to your publications. Other aspects of Open Access which will be addressed include: SUNScholar (the University’s digital research repository); Open Access journals in which you can publish; funding opportunities; and Open Access repositories.

**Outcomes:** Participants will learn about:

- The philosophy and benefits of Open Access publishing
- SUNScholar (Stellenbosch University’s digital research repository)
- Finding Open Access journals in which to publish
- Open Access publishing procedures
- Open Access Fund
- How Open Access publishing can increase the citation rate of publications

**How to Book:** Consult the library training calendar at [http://sun.ac.za.libcal.com](http://sun.ac.za.libcal.com).

### Finding government statistics

This workshop focuses on the database Statistics SA which is available by means of the Library website. The session includes a demonstration on how to access publications on the database, do cross-tabulation and access time series data with variables over time. The aim is to encourage students and researchers to optimise open data sources and methodologies for research projects.

**Outcomes:** Ability to navigate the database Statistics SA and to find statistical information published by the South African government

**How to Book:** Consult the library training calendar at [http://sun.ac.za.libcal.com](http://sun.ac.za.libcal.com).
### Finding full-text easily

Increasingly, information resources such as books, journals and theses are made available in full-text. This workshop demonstrates how full-text material can be found easily via the Library’s website.

**Outcomes:** Participants will be able to:

- Find and use e-books available on the library catalogue or website
- Find full-text articles in specific library databases and via Google Scholar
- Find full-text articles via the Library’s search engine, SUNSearch
- Find e-theses using SUNScholar, the University’s digital research repository
- Browse online journals

**How to Book:** Consult the library training calendar at [http://sun.ac.za.libcal.com](http://sun.ac.za.libcal.com).

### Making important decisions about publishing your research

This hands-on session covers important factors to help you decide where to publish your research. Making the right choices can increase readership and citations, diminish publication lag and ensure that your publication is eligible for government subsidy.

Six aspects related to article publishing are covered:

- Article types and features of a good journal
- The South African research outputs accreditation system
- Citation indicators currently used to evaluate journal performance.
- “Open Access” and hybrid options for publication
- Unique author identification; co-authorship and the order of names

**Outcomes:** Ability to make informed decisions about where to publish research by considering the difference between traditional and open access publishing and consulting accredited lists, impact factor and other indicators.

Employ good practice in terms of standardised author name and preservation of research output.

- Ability to recognise the features of a good journal
- Understand DHET’s Research Outputs Accreditation System including lists of accredited journals: ISI Citation Indexes, IBSS, DoE list of approved journals, European Reference Index for the Humanities
- Use citation indicators to determine the relative impact of journals (Impact factor and Journal Citation Reports (JCR), SJR, SNIP, Scopus Journal Analyser)
- Understand the benefits of OA, where to find OA journals, and where to find funding for OA publishing
- Making your research available in the Institutional Repository
- Register a unique author ID using ResearcherID

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### An overview and comparison of free reference managers

Managing your references is a daunting task. This workshop will introduce you to a range of free
software tools, such as Mendeley, Zotero and CiteULike, with which references can be managed. Offering various services, including reference management, organising and annotation of PDF documents and collaboration, Mendeley forms the heart of the workshop. A quick look and comparison with Zotero and CiteULike will also be provided.

**Outcomes**

- Ability to use Mendeley for various research-related activities (reference management, organising PDF documents and collaboration)
- Awareness of other free reference management software such as Zotero and CiteULike

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<th>Storing and sharing large files</th>
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<td>If you regularly need to share large files with collaborators or with a supervisor, this presentation will introduce you to applications which allow you to share or send files that are too large to send via e-mail. While focusing on Dropbox, reference is also made to similar applications (Google Drive and Skydrive) and aspects such as privacy, multiple files, file format support, and more are included.</td>
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<td><strong>Target audience:</strong> Postgraduate students and researchers.</td>
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<td><strong>Outcomes:</strong></td>
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<td>Ability to store, organise and send large files using Dropbox and similar applications and services which facilitate the storing, organising and sending of files which are too large for sending via e-mail.</td>
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<td>Are you ready to submit your thesis or dissertation to the Library’s digital research repository? This library training opportunity for postgraduate students or staff writing academic articles is designed to provide practical guidance to those ready to submit their thesis/dissertation/article into SUNScholar.</td>
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<td><strong>Outcomes:</strong> This session will provide you with the necessary guidelines on:</td>
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<td>• Preparing your thesis/dissertation/article for fast and effective submission</td>
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<td>• The process and procedures involved in submission.</td>
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<td><strong>THOMSON REUTERS - Citation analysis and journal impact factor</strong></td>
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<td>The aim of this workshop is to involve academics and broaden their knowledge on how to do a</td>
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citation analysis in ISI Web of Science in order to evaluate their research output and also monitor their fields of scientific enquiry. Academics will also learn, amongst other things, how to identify the most appropriate journal to publish a paper in.

**Outcomes:**

- Learn the *Web of Science*’s powerful citation search capabilities.
- Learn how to create the citation reports and to keep up to date with citation behaviour.
- Learn how to effectively manage your search results.
- See what the new Web of Knowledge platform will look like and how the added features and enhancements will support your research.
- Learn about the new tools and metrics that have been added to JCR.
- Learn more about the impact factor, how it’s calculated and how to find and rank a category of journals.
- Learn how JCR helps to measure research influence and impact at journal and category levels and see the relationship between citing and cited journals.
- Learn how to find the hottest journals in a subject category using the immediacy index.
- Learn how to identify a right journal for your paper.

**How to Book**

Consult the library training calendar at [http://sun.ac.za.libcal.com](http://sun.ac.za.libcal.com).

### SCOPUS - citation analysis and journals performance indicators workshop

What is the true value of performance indicators and Bibliometrics? How can it affect your career, collaboration, funding and the number of citations to your work? Join this workshop to interact with colleagues, ask questions and learn to evaluate your research output and also monitor your fields of scientific interest. Academics will also learn, amongst other things, how to identify the most appropriate journal to publish a paper in.

**Outcomes:**

Learn Scopus's powerful citation search capabilities.

- Learn how to create the citation reports and to keep up to date with citation behaviour.
- Learn more **journals performance indicators**, how it is calculated and how to find and rank a category of journals.
- Measure team and individual performance with Scival Strata

**How to Book**

Consult the library training calendar at