Induction for postgraduates and researchers
Part II

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Agenda

This guide follows on *Induction for postgraduates and researchers Part I*

The objectives of the session are:

- To provide an overview of the support the library offers in terms of research
- To inform you about specific aspects related to publishing articles
  - Where to publish?
  - Tools to measure the impact of your research
  - Specific services such as ResearcherID
  - Open Access Publishing
  - Research Performance Management tools

Outcomes:

- Knowledge about essential research skills such as: avoiding plagiarism, complying with copyright, referencing techniques and using RefWorks as a reference manager
- Knowledge about the difference between traditional and Open Access publishing options; journal ranking and accreditation; Open Access publishing funds; unique author identification; the University’s digital research repository (SUNScholar); the University’s journal publishing platform (SUNJournals); and SUNConferences.
- Knowledge about available citation metrics and how to calculate your h-index.

It is important to note that the guide can only provide an overview of the scope of services.

For in depth information on any of the aspects covered, a consultation can be arranged with the appropriate specialist in the Library.
Research life cycle

- This guide has been structured to follow the phases of the research life cycle
- The specific model is based on one developed by John Unsworth in 2000
- The model consists of five phases (main phases in the life of a research project) and has been adapted to reflect which library resources, services and facilities are available in each phase of research
- Phases 1 and 2 are covered in *Induction for postgraduates and researchers Part 1*
- Phases 3 to 5 will be addressed in this session.

1. **Discover** refers to getting an overview of the resources, training opportunities, materials and forms of assistance the Library offers to support your research project
2. **Gather** refers to resources, skills and strategies the Library provides for you to find information sources
3. **Create** includes ways the Library supports annotation, “writing up”; working collaboratively; and compliance issues (copyright, avoiding plagiarism, etc)
4. **Share** refers mainly to publishing; identifying suitable journals in which to publish; choosing between Open Access and commercial publishers; and preserving your research in the institutional repository
5. **Measure** refers to determining the value or impact of your research contribution
Create

If you follow the On Track Planner this phase correlates with Step 3.

Create refers to the phase of research which requires annotation, collaboration, “writing up” and compliance issues.

Library support comes in the form of providing assistance with, amongst others, referencing, bibliographic management, plagiarism, copyright and collaborating.

Referencing techniques

The following sources are made available by the Library (and elsewhere) to provide guidance on the correct use of referencing techniques.

Web page: “How do I cite books and journal articles?”

The “How do I cite books and journal articles” web page on the Library website addresses aspects such as: Why do I need to cite? When do I need to provide references? How do I need to provide references? etc. Find the link at Library > How do I?

E-book: Make sense of Referencing

The Harvard, APA and Vancouver methods and the footnote system is addressed in Make sense of referencing-an e-book published by the Stellenbosch University Language Centre which is available on the Library website. Find the link at Library > Search > E-books.

Other resources on referencing techniques

Faculties or departments often provide their own style guides.

Printed reference guides are available in the reference areas of the Research and Learning Commons’ in the JS Gericke Library.

Training opportunities

The Language Centre presents workshops on referencing throughout the year.

For general information on training opportunities also consult the Skills Training Programme of the Postgraduate and International Office and the Workshop web page of the Research Commons.
Reference management

As soon as you have more than a handful of references, it is important to have an effective filing system to manage your references. Establish this at the start of the research project and it will save a lot of time in the future.

There are a number of different products you may choose to use, however Stellenbosch University subscribes to RefWorks so all students and researchers may use it free of charge.

What is RefWorks?

RefWorks is an electronic bibliographic reference tool, which enables you to organise references in a personal database to share with other colleagues if required, and to compile bibliographies.

Similar products are: EndNote, Reference Manager, Zotero, and Mendeley.

Where do I get access to Refworks?

You can access RefWorks from a number of places:

- Library homepage > Search > E-databases > RefWorks
- Library homepage > “How do I?” > “manage my references?”
- The Indago website
- From off-campus: RefWorks supports remote access for all SU students, staff and alumni. When you log into RefWorks from a non-authorised IP address, you will need to enter Stellenbosch University’s Group Code. To obtain this code, please e-mail or phone +27 21 808 4884 with your name and student / staff number.

How does RefWorks work?

In order to use Refworks, you need to create an account which gives you access to a (your own, personal) database in which you can store and organise your references.

Write-N-Cite then enables you to insert references into your MS Word document from your RefWorks database.

RefShare allows you to make your references public and share it with colleagues.

RefGrab-It works with your browser to capture bibliographic information from web pages giving you the option to import that data into your RefWorks account.

Detailed guides and tutorials are provided on the Library website dedicated to RefWorks.

Training opportunities

RefWorks training opportunities are announced on the Library’s training calendar and postgraduate training schedule. The training is usually offered a few times a year and divided into two sessions of two hours each:

- Bibliographic reference management with RefWorks for (1) beginners (2) Advanced RefWorks users: 31 October 2012
Plagiarism

The Stellenbosch University policy on academic integrity defines plagiarism as “the theft and use of the ideas, material and other intellectual property of others that are passed off as one’s own.”

Many students plagiarise unintentionally, misunderstanding the requirements of creating original work that is also based on previous work. It is of the utmost importance to be aware of the pitfalls of using another writer’s work.

Library website

Information on plagiarism is provided on the Library website. Follow the path: Library homepage > How do I? > Avoid plagiarism.

This web page includes the University policy on academic integrity (20 Nov 2010).

This web page also provides information on Turnitin.

What is Turnitin?

Turnitin is the leading academic plagiarism detector, used by teachers and students to avoid plagiarism and ensure academic integrity.

To learn how to use Turnitin consult the Turnitin Guidelines and “tips” (on Webstudies) as well as the video tutorial on the Library website.

Useful reading

The following useful sources are available in the Library catalogue

- Doing honest work in college: how to prepare citations, avoid plagiarism, and achieve real academic success / Charles Lipson (Research Commons RCOM 808.027 LIP)
- Plagiarism, the Internet and student learning: improving academic integrity / Wendy Sutherland-Smith (JS Gercke Library Lower Level (808 SUT))
- Plagiarism / Heidi Watkins (Online)

Training opportunities

Avoiding Plagiarism workshops are presented by Dr Horn (Stellenbosch University’s Research and Integrity officer) and Ronel Steyn (Postgraduate and International Office) throughout the year. Check the Postgraduate and International Office skills/events website for dates.
Copyright

Copyright is an important issue for researchers for a number of reasons. Issues typically encountered are:

- The implications of depositing an electronic copy of your publication or thesis to an academic repository
- Including or inserting previously published parts (such as chapters, addenda), graphs, tables, photos, images and text into your publication or thesis.

It is also important for authors to make sure that they understand their rights in terms of reposting their own work, use it in other publications or in classes, and generally take control of their own publications. Such issues are:

- Who owns copyright
- Implications of transferring copyright to publishers
- Making materials freely available (Open Access)
- Retaining ownership of your copyright
- Using another author’s addenda
- Self-archiving
- Copyright in research data

Library website

Information on copyright is provided on the Library website. Follow the path: Library homepage. How do I. > Comply with copyright.

Where can I get help?

Contact the SU Copyright Administrator, Ms Carol Kat (tel.: 021 808 2992 or e-mail: carolk@sun.ac.za).

Useful links

- Cape Higher Education Consortium (CHEC) Publishing Liaison Office
- InnovUS - the technology transfer company of Stellenbosch University
- Dramatic Artistic and Literary Rights Organisation (DALRO)
- Stellenbosch University policy on intellectual property
- WIPO World Intellectual Property Organization. 2010. Copyright and Related Rights

Training opportunities

A workshop on “Copyright issues in theses and dissertation writing” is presented regularly in the Library. Please check the Library Training Calendar for dates.
Collaborate

Collaboration is becoming increasingly important as the focus on interdisciplinary research increases worldwide. In many disciplines it has become a requirement for obtaining funding. It can also be an important factor to raise the profile of your research project/group. The Library provides a number of resources which can help you find potential collaborators:

**Research Performance Management Tools webpage (Click)**

- **SciVal Experts** - An application that creates profiles of researchers within an institution, showing their publications and citation patterns. Collaborators can be identified by areas of mutual interest – or with potential for future partnerships – inside and outside their institutions.
  

- **SciVal Spotlight** – An application which shows the University’s research strengths (competencies). The “Explore Collaboration” page in the application helps you to identify potential collaboration candidates. Questions addressed include:
  - With whom do we collaborate who does not contribute to our competencies?
  - With which are we not collaborating who could be very good partners?
  - Contact your faculty librarian or the Research Commons staff for assistance with SciVal Spotlight.

**ResearcherID**

ResearcherID is a global, multi-disciplinary scholarly research community, made available by Web of Science. The database registry can be searched to find collaborators, review publication lists and explore how research is used around the world. Access is provided on the Library website. Follow the path: Library homepage > Search > E-databases > Web of Science > MyResearcherID.

**Video-conferencing**

Collaboration is also encouraged by means of facilities such as seminar rooms for meetings and group discussion and a video-conferencing facility in the Research Commons.

**Join a networking site to find collaborators:**

- Academia.edu - http://www.academia.edu/
- ResearchGate - http://www.researchgate.net/
- LinkedIn – http://www.linkedin.com
Publication of your research is essential, whichever format you choose. If you do not publish your research outcomes no one will ever know of its existence. Producing publications is not easy and it is not in fact research, but it is essential to your research effort, as future grants, promotion, and other job opportunities will depend upon the substantial high-quality research outputs documented in your CV. Unless you have documentation of the acceptance of your research outputs by your peers, then you will be unable to prove to potential grant funders, promotion panels, NRF rating committees just how good your research output is, or indeed, even if you have been productive at all. (Johnson, A. 2011. Charting a course for a successful research career. Elsevier)

Getting started

A few matters to consider before submitting your work for publication:

- Decide whether to publish a traditional or open access journal
- Use the agreed form of the institution’s name (Stellenbosch University) and your research group
- Discuss co-authoring and the order of names
- Read the author guidelines to make sure you comply with requirements for individual publications / where to find author guidelines
- Be aware of copyright issues, both as a producer (your rights) and a consumer of information (other’s rights)
- Consider the ethics of making multiple submissions

Traditional academic journals

Selecting a journal in which to publish is complex. There are many issues to consider such as discipline, themed issues, links to conferences, aim of the article, etc.

The two important factors to take into account when looking for a journal of good reputation and one that offers the best possibility for your research to be cited, are:

- Accreditation
- Journal ranking (indicators)

A Library guide on bibliometrics and citation analysis will help you choose an appropriate journal based on ranking. Follow the path: Library homepage > Search > Subject guides > Bibliometrics and citation analysis.
Lists of accredited journals

The following lists of journals are vital to help you identify accredited journals in which to publish. It is important to note that only articles published in these accredited journals will be considered for government subsidy and for NRF rating. This information can be found on the University’s Division for Research Development webpage.

- International Bibliography of the Social Sciences (IBSS)
- Journals appearing on the 3 indices of the ISI:
  - Science Citation Index
  - Social Sciences Citation Index
  - Arts and Humanities Citation Index
- List of approved South African journals as maintained by the DoE (.puff)

The world of journal ranking, impact factor and citation metrics is not well-developed in arts and humanities disciplines. This is mainly due to differing trends and practices in research and scholarly communication in the humanities compared with other subject areas (such as the much greater importance of monographs, for example). The European Reference Index for the Humanities (ERIH) is an attempt to produce a database of significant journals in the humanities.

Journal rankings

Journal rankings are used by Stellenbosch academics to evaluate the impact and quality of journals in a specific field.

- Impact Factor

The most common measurement used to determine the reputation of a journal is the impact factor which reflects the impact a journal has in relation to other journals in a specific field.

The Journal Impact Factor was first conceived in 1955 by Eugene Garfield, founder of the Institute for Scientific Information (ISI).

The calculation of the impact of a journal is based on the average number of times the articles of a journal is cited in a two year period.

Journal impact factors can be looked up in ISI Journal Citation Reports (JCR) via the Library website: Follow the path Library homepage > Search > E-databases > Journal Citation Reports.

- SCImago Journal Rank (SJR)

For a long time Journal Citation Reports were the only way to determine journals ranking. However, Scopus have developed similar indicators to rank journals based on citations.
SCImago Journal Rank (SJR) is a prestige metric. Calculations for this indicator are based on the principle that citations from high profile journals weigh more than journals with low impact.

To find this indicator, go to Library homepage > Search > E-databases > Scopus > Click on Sources in the top horizontal menu bar.

- Source Normalised Impact per Paper (SNIP)

The SNIP citation indicator is normalised according to the subject field. Citation counts in the Life Sciences tend to be higher than in the Arts and Humanities. SNIP “levels the playing field”.

To find this indicator, go to Library homepage > Search > E-databases > Scopus > Click on Sources in the top horizontal menu bar.

- Scopus Journal Analyser

You can use the Journal Analyser to compare up to 10 Scopus sources on a variety of parameters: SJR, SNIP, citations, documents, and percentage of documents not cited. Journal Analyser is located under Analytics and you will need to be logged into Scopus.

To find this application, go to Library homepage > Search > E-databases > Scopus > Click on Analytics in the top horizontal menu bar.

**Unique author name**

When you start publishing it is highly advisable to create a unique author name to ensure that you are able to track citations to your research as well as to ensure that your research can be found continuously.

Thomson Reuters’ Researcher ID allows you to create such a unique identifier which eliminates author misidentification and allows you to view an author’s citation metrics instantly. It also allows you to search the database’s registry to find collaborators, review publication lists and explore how research is used around the world.

To use ResearcherID you need to create an account in Web of Science (Library website > E-databases > Web of Science). After creating this general account, you also have to register with ResearcherID. In order to do this, you complete another form providing more information about your research profile including the different versions of your name (e.g. J. Smith, JCSmith, James Smith).

Once you have completed the registration, the system provides you with a unique ID which looks like this: F-4414-2012.

With registration completed, you can - manage your profile
- view your publications
- add publications to your list from Web of Science
- look at who is citing you
- look at your citation metrics (based on citations in Web of Science)

Training opportunities

The Library regularly presents workshops and presentations to enhance researchers’ author and bibliometric skills.

The next training event is scheduled for 30 October 14:00-16:00, Venue: E-classroom (JS Gericke Library): Learn how to manage your research results better and how to create and manage your researcherID profile on the new platform of the ISI Web of Knowledge

Choosing to publish open access

A complete overview of Open Access is provided on the Library website at http://library.sun.ac.za/English/services/az/oa/Pages/default.aspx.

What is Open Access?

Open Access (OA) is the practice of providing unrestricted access normally associated with publisher copyright agreements via the Internet to peer-reviewed scholarly journal articles, theses and dissertations, and scholarly monographs and chapters in books. Access is immediate, online and freely available to the end user.

In the Open Access environment, authors generally publish under the Creative Commons Attribution License which allows for free and immediate access to, and unrestricted re-use of, original works of all types. Under this license, authors make their scholarly content legally available for re-use, without permission or fees, and for virtually any purpose. Anyone may copy, distribute, or re-use these articles, with the condition that the author(s) and original source are properly cited.

What are the benefits of Open Access?

- Accelerated discovery. With Open Access, researchers can read and build on the findings of others without restriction.
- Public interest and enrichment. Much scientific and medical research is funded by public funds. Open Access allows taxpayers to benefit from the results of their investment.
- Improved education. Open Access means that educators and their students have unrestricted access to the latest research findings throughout the world.
- Data-mining and text-mining. Open Access provides freely available material with which data-mining and text-mining can take place in the semantic web, facilitating the generation of new knowledge from existing findings.
Where to publish

The Directory of Open Access Journals (DOAJ) is a database maintained by Lund University, which lists open access journal titles. This is the most comprehensive and trusted list of Open Access journal titles.

Where to find funding to publish in Open Access journals?

An Open Access Fund has been established to support Stellenbosch University (SU) researchers publishing in open access journals with funding. The fund allows for subsidising author fees for publishing in as BioMed Central (BMC) and Public Library of Science (PLoS), other open access journals. Subsidising of author fees for publishing in regular journals where an additional fee is required to allow open access to an author’s published article is also supported.

In order to apply for funding, the Open Access Fund Application Form must be completed.

For enquiries please contact: Ms Ilse de Lange, E-mail: idl@sun.ac.za, Tel.: +27 21 808 4874. Click here for the Open Access Fund Policy and Procedure.

Preserving and making your research available in the Institutional Repository

Preserving your research output is important to ensure that it is kept in tact and remains accessible.

At Stellenbosch University the institutional digital repository, SUNScholar, is primarily responsible for preservation of research output.

SUNScholar is an open access electronic archive for the collection, preservation and distribution of digital materials created by members of Stellenbosch University.

SUNScholar is built using open standards with open source software for the purposes of extremely long term digital preservation.

Since 2008 it is mandatory to submit completed theses and dissertations to SUNScholar. The University is currently creating similar policy for research articles and other academic research products.

Detailed guidance is provided about how to submit material on the SUNScholar webpage. Instructions are provided with regard to:

- Submission Procedure
- Prepare files for submission
- Register to become a submitter
- Apply for permission to submit to a particular collection
- Submit the item to the approved collection
- Wait for the review of the submission to be completed
Journal publishing

SUNJournals is a platform the Library provides to editors to publish online journals. More information is provided on the SUNJournal webpage.

Storing and sharing large files

Sharing your research might result in having to send large document files to colleagues, editors, supervisors, etc. The Library presents a workshop to introduce you to free and open applications which you will find helpful in this process.

Consult the Library’s training calendar for more information.
Measure

Measuring of research impact has become increasingly important for getting government funding for research, NRF rating, institutional ranking and the management of research output.

This has placed considerable emphasis on tracking citations of individual researcher’s published works as well as of the Institution’s as a whole.

Measuring your impact as an author (h-index)

The impact of your research is determined not so much by how much you publish but by how often you are cited. The measure used to determine this (the researcher’s impact as an author) is the H-index.

The h-index was first proposed in 2005 by JE Hirsh as a measure of the research impact of a scientist.

An author has an H-index of \( n \) if they have had \( n \) papers published, each of which has been cited more than \( n \) times. So to have an H-index of 20, 20 of your papers must have been cited at least 20 times.

The only databases which currently calculate H-index are Web of Knowledge and Scopus. Each gives a slightly different figure, as it depends on dates covered and journals indexed, but within the database, results will be relative.

The g-index: Proposed by Leo Egghe in 2006 to overcome a bias against highly cited papers inherent in the h-index. The g-index is the "highest number of papers of a scientist that received g or more citations, on average".

The m-index is defined as \( h/n \), where \( n \) is the number of years since the first published paper of the scientist. It is more relevant to an earlier career researcher than the h-index.

Using Web of Knowledge to find your h-index

- Log on to the Web of Knowledge and select Web of Science from the tabs at the top.
- Click on Author Finder.
- Enter the author’s surname and first initial into the search boxes and click on Search by Name.
- Select all the Distinct Author Sets which relate to your chosen author, by ticking the box(es).
- Click on View records at the top or bottom of the list
- Click on Create Citation report at the top right of the results list.
- The H-index is displayed on the right hand side, with publications and citation information below. On the left, you will see graphical displays of publications and citations.
Using Scopus to find your h-index

- Enter Scopus (Follow the path: Library homepage > Search > E-databases > Scopus
- Click on the Author Search tab at the top of the screen.
- Enter the author name as indicated.
- Select the author profile(s) you are looking for and click on View Citation Overview.
- The H-Index is displayed on the right. Note it is based on citations from 1995-.

Measuring the institution’s impact

Measuring, evaluating, managing and showcasing research within the institution has become an important function at most universities. Stellenbosch University in particular strives to ensure the highest quality and quantity in research output.

The University endeavours to share research, promote research collaboration, showcase its expertise and allocate research resources wisely.

A variety of tools assist SU Senior Management, Faculty Management and Research Administrators with managing research performance and showcasing its expertise.

SciVal Spotlight

SciVal Spotlight shows an institution’s research strengths, where University management needs to allocate research resources and where performance is located within the context of other national and international higher education institutions.

SciVal Spotlight provides an integrated and interdisciplinary view of unique research strengths and vulnerabilities.

Senior university management, faculty management and research administrators are authorised to use SciVal Spotlight. Each faculty has been allocated a login code for SciVal Spotlight. You may contact your Faculty Librarian to identify the contact person for SciVal Spotlight with your faculty.

SciVal Strata

SciVal Strata is a research performance visualisation tool that allows one to measure and benchmark performance on an individual and team level, across a spectrum of benchmarks and performance.

Senior University Management, Faculty Management and Research Administrators are authorised to use SciVal Strata. Each faculty will be allocated a login code for SciVal Strata. You may contact your Faculty Librarian to obtain access to the codes for Strata.
SciVal Experts

SciVal Experts is an expertise profiling application that creates profiles of researchers within an institution, showing their citation patterns, making it easier to find experts and enabling collaboration within the institution or across organisations.
References:

1. Curtin University Library Research Support Libguide
   http://libguides.library.curtin.edu.au/


3. Newcastle University Library Research Impact Libguide
   http://libguides.ncl.ac.uk/impact


5. Van Wyk, E. 2012. Library Inducation Part Two

6. Stellenbosch University Library and Information Service Bibliometrics and Citation Analysis Libguide