Graduate Research Skills: Workbook

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Access to online resources provided by the Bodleian Libraries:

- SOLO http://solo.bodleian.ox.ac.uk
  Library catalogue – provides access to all print and electronic resources.

- Libguides http://ox.libguides.com/
  Contains subject guides, reference management information, guide to workshops we offer and more.

- Single Sign On http://www.oucs.ox.ac.uk/webauth/oxfordusername.xml
  Used to verify access to SOLO and electronic resources (when off campus)

Handouts: https://libguides.bodleian.ox.ac.uk/oxford-anthropology

Graduate research skills
Doing the literature review  Key questions and some answers...

1. Why is the literature review important?
   a. To provide a rationale for your research, to justify your research and its value, in light of what has gone before
   b. To understand your topic, how it has been researched before, and the issues involved (look at the journals in your area: the issues, the ‘discourse’ and genre, the methodologies used)
   c. To develop a conceptual framework for your own research
   d. To identify gaps in the literature
   e. To help focus your own research question
   f. To develop your own argument

2. Why be methodical?
   a. Gives a true, comprehensive and unbiased picture of previous research
   b. Provides a broad coverage of what IS there and identifies what ISN’T there - gaps
   c. Justifies what you want to include in your review – scope, coverage etc – and what you leave out
   d. Transparent and replicable – easy to find material again, can explain what you did to your supervisor/examiner
   e. Efficient use of time (not the same as time-saving!)
   f. Finds manageable and relevant results

3. How do you choose your search terms?
   a. Discussions with your supervisor
   b. Subject dictionaries/ thesauri
   c. Initial readings
   d. Subject databases – scope notes, thesauri
   e. Repeat/iterative searching – using subject headings, thesaurus terms
   f. Experimentation – keywords will evolve during review process

4. Where do you plan to search for the literature?
   a. Subject-specific databases
   b. interdisciplinary databases
   c. cross-searches of databases
   d. library catalogues
   e. references at the end of articles
   f. hand searches/online browsing of key titles
   g. citation indexes
   h. scholarly search engines, e.g. Google Scholar
   i. general search engines – limit to academic domains
   j. Current awareness databases (sign up for alerts)
Building a structured search

An example of one possible approach...

<table>
<thead>
<tr>
<th>Row 1</th>
<th>Concept 1: Visual</th>
<th>Concept 2: Nuer</th>
<th>Concept 3: Initiation Ceremonies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row 2</td>
<td>Visual; film; photography</td>
<td>Nuer; Sudan</td>
<td>Initiation; ceremony; culture; customs</td>
</tr>
<tr>
<td>Row 3</td>
<td>#1 = visual OR film OR photog*</td>
<td>#2 = Nuer OR Sudan* a</td>
<td>#3 = Init* or ceremon* OR cultur* OR custom*</td>
</tr>
<tr>
<td>Row 4</td>
<td>#1 AND #2 AND #3 (N.B. # means search number)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**AND** university and oxford

**OR** university or oxford

**NOT** university not oxford

**Truncation:** often represented by *
search on stem of a word and retrieve variant endings
eg postmodern* gives postmodern, postmodernism and postmodernist

**Wildcards:** used within words, to retrieve alternative spellings
In some databases, for example:
$ retrieves either 0 or 1 characters, eg colo$r will find color & colour
? retrieves a single letter, eg wom?n will find woman or women
Building a structured search – task

Write your research question (or if you don’t have one, a brief sentence about a research interest) in the top box.

**Row 1.** Identify the key concepts in the research question and write one in each concept box (you may have more, or less, than 3 concepts).

**Row 2.** In the column under each concept brainstorm alternative terms which might be useful (e.g. synonyms, alternative spellings, broader/narrower/related terms.)

**Row 3:** Decide on your search terms and note down truncation and Boolean operators as appropriate.

**Row 4:** Complete the search strategy by combining your search sets.

<table>
<thead>
<tr>
<th>Research Question:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Row 1</strong></td>
</tr>
<tr>
<td><strong>Row 2</strong></td>
</tr>
<tr>
<td><strong>Row 3</strong></td>
</tr>
<tr>
<td><strong>Row 4</strong></td>
</tr>
</tbody>
</table>
Doing a structured search of the literature – General tips

Searching databases will not locate all research reports, as some may not be referenced in databases, and others may be missed in the searches. It is important therefore to use a combination of the following approaches:

- electronic database searching – free text and subject / thesaurus searching
- hand searching / electronic browsing of key journal titles (if being very thorough)
- searching of specialist websites – e.g. government bodies/organisations
- citation searching – tracing references forwards as well as backwards
- asking personal contacts, authors and experts in the field (can find contact information through databases such as SCOPUS and ProQuest).
- using general search engines, such as ‘Google’ and ‘Google scholar’

Whatever your approach to searching, it is advisable to keep a 'search log' to record the detail of how searching was undertaken. For example, which journals, websites and databases were searched and how and when, along with the list of search terms used and the combinations in which they were applied to the databases.

General expectations regarding structured searching of literature

- A list of databases, other sources to be searched, and possible journals to be hand searched should be defined initially.
- A list of search terms and the way they will be combined (OR, AND) should be established before formal searching begins and added to during the search process.
- The actual terms used and their combinations for each database search should be recorded, along with the date upon which the search was run (databases get updated) and the host that provided access to the database (e.g. ProQuest, Ovid, ISI Web Of Science). Databases usually allow you to save a copy of the actual search run.
- Searching the literature should be an iterative process. You may need to re-run your searches several times, using new words found during previous searches.

Introductory reading

Oxford Bibliographies: Oxford Bibliographies offers exclusive, authoritative research guides across a variety of subject areas. Combining the best features of an annotated bibliography and a high-level encyclopedia, this cutting-edge resource directs researchers to the best available scholarship across a wide variety of subjects.
Search tools: Major Platforms for Anthropology databases include:

**Bibliographic Databases:**

**Major platforms:**

- **Proquest:** International Bibliography of the Social Sciences; Sociological Abstracts
- **EBSCOhost:** Anthropology Plus
- **Scopus:** Scopus is a bibliographic database for science, medicine and some social sciences
- **Web of Science:** ‘Core collection’ includes Science Citation Index and Social Science Citation Index
- **Ovid:** Global Health; MedLine; PsychInfo

**Specialist resources**

- **ABIA: index of South and Southeast Asian art and archaeology:** In-depth bibliography (1928-present) covering South and Southeast Asian art, architecture, archaeology, crafts, inscriptions, palaeography, coins and seals from the region.
- **Africa Bibliography:** The Africa Bibliography is an authoritative guide to works in African studies published under the auspices of the International African Institute annually since 1984.
- **Anthropology Online:** a wide range of written ethnographies, field notes, seminal texts, memoirs, and contemporary studies, covering human behaviour the world over
- **Art Stor:** Images and photographs from around the World, from many museum and private collections.
- **Bibliography of Asian Studies:** - all subjects (especially humanities and social sciences) pertaining to East, Southeast, and South Asia
- **Box of broadcasts:** Box of Broadcasts is an on demand TV and radio service for education. It allows staff and students at subscribing institutions to search an archive of over 2 million broadcasts, record programmes from over 65 free-to-air channels, and create their own playlists, clips and clip compilations. Content includes BBC One, BBC Two, BBC Four, ITV, Channel 4, Film4, 10 foreign language channels, BBC Shakespeare Archive content dating back to the 1950s, and more.
- **eHRAF World Cultures:** - Information on all aspects of cultural and social life.
- **Ethnographic Video Online:** contains over 600 hours of classic and contemporary documentaries
- **Informit Indigenous Collection:** - The primary focus is material from and about the Asia Pacific region. Full text available.

**Data and statistics**

- **Multi-regional -** ESDS International (World Bank / UN / IMF), OECD iLibrary, EMIS
- **Regional –** Indiastat, China Data Online, Latin American Public Opinion Project (LAPOP), Latinobarómetro (via ESDS), Russian State/CIS Statistical Publications

**Theses and dissertations:**

- **ProQuest Dissertations & Theses / Index to Theses / EThOS / ORA / SOLO**

**Conference proceedings & working papers:**

- **ZETOC** (conference proceedings, British Library) or OCLC databases
- Working papers generally available on institutional websites or subject based repositories such as SSRN.
Web of Science

The Web of Science Core Collections brings together 5 major “citation indexes” including:

- Science Citation Index
- Social Science Citation Index
- Arts & Humanities Citation Indexes
- Conference Proceedings Indexes
- Book Citation Indexes
- Emerging Sources Citation Index

Between them they bring together thousands of journals articles. In addition, Web of Science tracks citations to articles. You can therefore find out which articles and authors have been most heavily cited, and for an individual article you see how often its been cited, which papers have cited it and which papers it cites.

Connecting and choosing citation indexes

1. Connect to SOLO (http://solo.bodleian.ox.ac.uk), search for Web of Science Core Collections and click View Online.
2. You will be prompted to choose between “Link for Users in Oxford (University members login for remote access)” and “University members only (login required for remote access)”. If you are off campus it is important to choose “University members only (login required for remote access)”, you will then be able to log in using your Oxford Single sign on (SSO). If you are on campus, it doesn’t matter which option you choose.
3. Click (towards the bottom of the screen). This lists the various databases that you can search from Web of Science (e.g. Science Citation Index, Social Science Citation Index, Arts & Humanities Citation Index etc). You can search across them all, but unless your topic is very interdisciplinary if it often a good idea to limit your search to just one or two databases. By default all the databases are ticked, so untick any that you don’t want to include.
4. Look at the search terms that you came up with in the “Building a search” exercise earlier and work out how to use the terms you identified in Web of Science. Here is an example on the topic of the human rights of child asylum seekers. See the tips below for more information

<table>
<thead>
<tr>
<th>&quot;asylum seeker&quot; OR &quot;refugee&quot;</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>child* OR minor? OR infant* OR juvenile*</td>
<td>Topic</td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>&quot;human rights&quot;</td>
<td>Topic</td>
</tr>
</tbody>
</table>

- What key concepts did you identify in the “Building a search exercise”?
In Web of Science it is easiest to put each distinct concept on a separate line in the search form. e.g. In the example above the key concepts are asylum seekers, children and human rights so each term is entered on a separate line. Note – if there is only one line in the search form, click + Add Another Field to add more rows.

Graduate research skills
If you identified synonyms or alternatives words for your search terms enter these on the same line in the search form and add OR in between them e.g. asylum seekers OR refugees

To find alternative word endings use * e.g. child* finds child, children, childhood, child’s etc

To search for an exact phrase use “quotation marks”. This is suitable for words which have a particular meaning when they are used together e.g. “asylum seekers”, “Human Rights”

To replace a single letter or number use ? e.g. wom?n finds women and woman

Make sure all of the drop down menus are set to Topic and click Search

Working with your results

5. Take a look through your results and try out some of the following actions:
   - Use the options on the left to refine your results list (e.g. by subject)
   - Use the Sort by menu at the top of the screen to sort your results by Times cited (this will bring the articles which have been most heavily cited to the top of the list)
   - Choose some results by ticking the check boxes to the left and email them to yourself (or use the Save to drop down menu to export them to RefWorks or Endnote).

6. Click on one of items in your list to see:
   - An abstract
   - Times cited - A list of later items which have cited the article
   - Cited References (the article’s bibliography – with links to full text)
   - Related records (articles with at least one citation in common)
7. When viewing the article abstract it's also worth looking at the keywords section. This may help you to identify more search terms to use next time.

8. To find the full text of an article click (Note - if you are looking at the abstract you will need to click on Full text options in order to see the button).

You will see a pop up window (illustrated below) listing:

- Full text available via: provides links to database which have the full text of the article.
- Check SOLO: allows you to search for a printed copy of the article in Oxford Libraries.
Citation searching and bibliometrics—task

Citation searching allows you to find new and current research based on earlier research as well as giving you an idea of the impact of a particular paper. The following task uses Web of Science.

- From OxlIP+ search for Web of Science and select Social Sciences Citation Index (SSCI).

- Search Web of Science SSCI using your structured search from before – you can break down the search as you have done for the ProQuest database and then combine your various searches from the search history.
  - Sort your results by Relevance and pick a number of titles that have been highly cited – you can save them to a Marked List to export later.
  - Sort your results by Times Cited – highest to lowest and pick a number of titles that look relevant – these can also be saved to a Marked List.

- Click on the Times Cited number for a title you are interested in. You will see a list of articles that have cited that title – some of which may also be relevant to your research.

- Return to your search results and click on the title of an article that interests you and then on the first author. You could also perform an Author Search for a particular author.
  - Click on Create Citation Report and take a look at the author’s h-index. How influential is this author within their field of study?

- For any number of titles that interest you can set up an email or RSS alert to tell you when they have been cited by a new article.
  - Click on the title of any article that interests you, then select Create Citation Alert.
  - Type your email address and choose the format of the email you want and click Create Alert. (You will need to be signed into Web of Science to create an alert. If you don’t have an account you can set one up at the top of the page).

- At the top of the page, select Journal Citation Reports.
  - Click on Select Categories in the left-hand column and tick the subject categories to filter the list of journals.
Choose a year under **Select JCR Year** (2015 is the most recent completed year of published citation data).

Under **Select Edition**, select SSCI (Social Sciences Citation Index).

Adjust the other filters as you choose and click **Submit** at the bottom of the left-hand column. Note: Archaeology falls under Anthropology.

The resulting table will give you the ranked journals in your chosen area(s) by impact factor for the year selected.

By default, the list is sorted by **Impact Factor**. Click on **Full Journal Title** in the column headers to sort the list alphabetically.

Note a few of the journals on the list that look relevant - you might consider setting up an alert for those titles in a later in the **keeping up to date with journals** task.

The table shows various other impact measures (click on **Customise Indicators** to see more options) – it is worth exploring these, in particular the **Immediacy Index** if up to date, cutting edge research interests you.
Setting up a search alert in Proquest – task

Once you have found some useful search results, you can set up an alert that will notify you every time new material is added to the database which matches your search criteria.

- To do this on ProQuest, you first need to have a My Research account, so click on this icon in the top right of the screen.
- If you already have an account, sign in.
- If you don’t already have a Proquest My Research Account, scroll down to create one by clicking on
- Fill in the short online form and click to create an account.
- Then click on
- At the top right of the screen, return to your previous search, by clicking on the icon for recent searches:
- You will see a record of your recent search(es). Hover your mouse over Actions to the right of the search you would like to use for your alert.
- To set up an email alert, select the option “Create Alert”.
- Complete the four online steps to set up your alert. (Note: make sure you select Yes, to include details of the search you used to set up the alert. You may also want to change the default drop down option, to include older documents that are added to the database.)

You will now receive email alerts at the frequency you have chosen, listing all new material added to the database.

You can also choose to use feed readers, such as Feedly or InoReader to receive your alerts as RSS feeds rather than as emails.
Keeping up to date with journals - task

Information sources are increasingly varied and vast, and monitoring the latest developments is especially challenging for those engaged in interdisciplinary research. Developing a method for keeping up to date with new research is a key step in the research management process.

In this task, you will set up an email alert to get new research to come to you from selected academic journals. This task uses JournalTOCs, a freely-available journal current awareness service providing access to recent tables of contents from over 28,000 scholarly journals. Zetoc (http://zetoc.jisc.ac.uk/) is another commonly used email alert service.

Setting up JournalTOCs Email Alerts

- Go to JournalTOCs (http://www.journaltocs.ac.uk)
- If you want to set up email alerts sign up for a JournalTOCs account (centre screen). Registration is free.
- Search for a journal title of your choice.
- Your search results will appear beneath the search box (not in the centre of the screen). Click on a journal title to see the latest table of contents.
- Tick the check box next to the journal title
- Click on your JournalTOCs log in name (top right) and click Followed Journals
- Check that Email Alerts is On. You will now receive the table of contents for your chosen journal every time a new issue is published
- To determine how often you receive an email alert click on your log in name and choose Account Settings.
- If you have signed in to JournalTOCs be sure to Sign out at the end of your session and close your web browser using the x in the top right hand corner.

2. Other Types of Alerts

It is also possible to set up RSS feeds from many different sources including JournalTocs (by exporting your Followed Journals), SOLO, saved searches in databases, institutional websites, citation alerts for specific articles and so on. You can set up a feed whenever you see the RSS or logos.
Setting up RefWorks

Set up a Refworks account

a. Go to: https://refworks.proquest.com/ or search for Refworks Proquest.
b. Click on create account and enter your University email address and then click ‘check’ to start the process of setting up your account. NB you MUST use your University email address.
c. Refworks should recognise the address as belonging to Oxford. Now pick a password to continue the signing up process, and click ‘sign up’.
d. An activation email will be sent to your email account. You can then either click on the link or copy and paste the link into a browser to continue.
e. Once you click the activation link, you will be prompted to fill in some details for your account eg name, area of study, type of student.
f. You then have the option of watching a small slideshow with a very brief introduction to Refworks but you bypass this by clicking ‘Skip tutorial’.
g. You should now have your account set up.