Organizing Your Research and Using Citation Managers

Part 1: Organization
David Durden, Data Services Librarian, durden@umd.edu
Jordan Sly, Anthropology, Psychology, and Special Populations Librarian, jsly@umd.edu

Part 2: Break outs
Nedelina Tchangalova, Public Health Librarian, nedelina@umd.edu
Tahirah Akbar-Williams, Education and African American Studies Librarian, takbarwi@umd.edu
Sarah Over, Engineering Librarian, sover@umd.edu
Research Commons ➔ https://www.lib.umd.edu/rc
Workshop Outline

1. Discuss best practices for:
   - Workflow planning and management strategies for working with data
   - Note-taking & Filing
   - Storage
   - Citation Management

2. Identify & share ideas for managing your research and scholarship

3. Practice with some of these tools to see which may suit your workflow best
5 Tips for Staying Organized

#1 - Develop Note-Taking Flow
Digital vs. Handwritten; Date everything

#2 - Record Everything You Read
1-page summaries

#3 - Keep a Running Bibliography
By chapter? By topic? A page

#4 - Have a Filing System
Rename pdfs, Label folders, Archive materials

#5 - Set Aside a Designated Time for Organization
The four horsemen of procrastination...
Mindfulness

Apps to help center and focus your thoughts

Ways to train your brain to stop seeking seritonian from distraction

*helps with anxiety* --not better than medication

Can help with focus, or at least ways of getting back on task

Frees up time for more important things
#1 Develop Note-Taking Flow

**Handwritten**

*Bullet Journal.* Customizable organization system. It can be a to-do list, sketchbook, notebook, and diary, but most likely, it will be all of the above.

*Lab notebook.* Keep track of experiments or whatever. Table of contents, page numbers, date.

**Digital**

*Evernote.* Free, desktop app syncs to online app, can scan handwritten notes, and record. (turn on dual-factor authentication)

*Google Docs.* Free, automatically syncs to cloud, collaborative.

*OneNote.* Available through Terpware, multiple notebooks, versatile and searchable

Organize by topic.
Different notebooks for each topic.

Digital transfer.
Consider how or if you’ll convert.
Practicing what you preach: Jordan’s Workflow

Personal Organization:
● Pocket notes for “bus thoughts”
● Moleskin-type notebook for daily to-do list/ meetings, etc.
● Up-to-Date Calendar including project benchmarks, etc.

Apps:
● Evernote for travel and quick access notes
● OneNote for multiple notebooks to keep projects and summaries
● iPhone calendar (with multiple accounts)
● Pocket and Instapaper for remembering articles (Pocket for fun, Instapaper for work/school)
● Wunderlist for life stuff (shopping, home stuff) discontinued May 6, 2020, use Microsoft To Do
● Mendeley for bibliographic mgmt (app and desktop)
● Dropbox with Acrobat for storage (store locally, ex HD, plus cloud)
#2 Record Everything You Read
Newrozski observes white audience reception as well as white minstrel performers, the first chapter in my project focuses more closely on black abolitionism and its interaction with minstrel performance. More specifically, Douglass's travels abroad maintained different perceptions than they did in the U.S. I am interested in tracking the way his humor might have changed as he traveled in Europe (Great Britain). Similarly, William Wells Brown's performance at abolitionist lectures rather than his giving straight lectures speak to the parallel relationship between minstrelsy and abolition that Newrozski highlights. Instead of providing lectures, Brown's choice to perform a one-man-play is an interesting take on the conventions of blackface minstrelsy.

Questions:
- How does white reception affect Douglass and Brown? How do the conventions of abolition and minstrelsy affect Brown and Douglass? How do these conventions limit them and does humor specifically change this sense of limitation?
- More narrowly, how do Brown and Douglass's humor operate within the hierarchy of white abolitionism?
- How are they using humor differently than white minstrel performers?
- How does this connect to my other chapters?

1-2 page summary:
- quick overview with author's argument
- key terms
- my questions or author's questions
- my investment/free thoughts
- quotes with pgs. (optional)
Practicing what you preach: Jordan’s Workflow

Reading: read with an eye towards comps and discussions

Read → take some active notes in book/ article, etc. (not library book, of course) jotting only the absolute most important quotes, but focusing on getting through the reading

Reflect → spend time actively slotting this reading into the larger literature. How does this argument square with when it was written, or what does it contribute to a current conversation? What were the methods used? How valid are these methods? Do the methods support the conclusion, or is there some teleological gymnastics going on?

Summarize → my method of summarizing looks a lot like a review of the book. I try to situate “future me” with the basic argument of the book, where it fits into the literature, if known, a few notes about the scholar (including that thing they said at a conference that was definitely more of a comment than a question…)

Organize → I need to be able to find things when I’m being interrogated by my professors and be able to quickly scan my notes, so I try my best to keep ahead of these things by being organized and putting things (summaries, notes, bibliographic info, etc.) where they belong
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You are able to keep a large portion of files in the cloud for retrieval as opposed to locally.
#4 Have a Filing System

Rename your PDFs to include author(s) names and title, possibly even a note about the topic

- Atwood, Margaret - Time Capsule Found on a Dead Planet
- Barzilai, Shuli - Tell My Story Remembrance and Revenge in Oryx and Crake and YF
- Beckwith, Jonathan - The Politics of Genetic Engineering
- Bergthaller, Hannes - Housebreaking the Human Animal - Oryx and Crake and YF
- Bouson, Jane Brooks - It's Game Over Forever - Oryx and Crake
- Brennan, John - The Mechanical Chicken Psyche and Society in The Space Merchants
- Canavan, Gerry - Hope, But Not for Us - Oryx and Crake
- Case, Eleanor et al - Life After Man
- Charles, Dan - The System Supplying Our Chickens Pits Farm - The Salt _ NPR
- Cooke, Grayson - Technics and the Human at Zero-Hour - Oryx and Crake
- Dennis, Michael - Accounting for Research
- DiMarco, Danette - Paradice Lost, Paradise Regained - Oryx and Crake
- DiResta, Stephen - Second Only - The Torch of the Fireboats
Filing and Organization

Give your folders meaningful and consistent names

Keep projects separated
Make folder names descriptive
Make folder names descriptive
The Formation of a Persecuting Society


The crucial element of Moore’s work is that in the 12th and 13th C., Europe became, and remains, a persecuting society. As Moore explains early in the book, orthodoxy and heresy were existing concepts with a history of enforcement, but that mechanisms of secular and religious authority created a systematic and bureaucratic instrument of persecution. Importantly, Moore’s work sits aside other important work looking at other developments of the 12th C. Historians like Giles Constable, for example, have written about religious anxieties and the desire for religious purity in the Reformation of the Twelfth Century, Maitland has written about (as Correspondingly Moore) the local...
#3 Keep a Running Bibliography

Be sure to capture all the information about a source somewhere, in a bibliography, in your notes, or in the PDFs themselves.

Enter information right away

Chapter 4 Bibliography


Blown by the Spirit: Puritanism and the Emergence of an Antinomian Underground in Pre-Civil-War England and "Radical Puritanism, C. 1558-1660"


This book seeks to give an accounting of the pre-Civil War Stuart Puritans and, importantly, their Protestant and Antinomian counterparts. Crucial to this dense study is the idea of competing orthodoxy. As Puritans embraced severe and law-bidden Calvinism, increasing numbers of faithful dismissed what they saw as a faith through works in a different form. They Puritans, in other words, were not radical enough in their understanding of faithful justification. Antinomian groups tended to fall into two categories being either "impatience" or "perfectionism" in their religious orientation. "Impatience" groups saw the faithful as perfect in God's eye through the sacrifice of Christ. This forgave all sins. Conversely, perfectionism groups strove to rectify through faith their position with God and seek extreme interpretations of scripture to justify beliefs. Como's book is perhaps overly long, however, and many of this most salient points are lost due to the scope of the book. The most interesting chapters come directly at the end with the chapter "Forging Heresy: Manastreenn Puritan and Laudians on Antinomianism." In this chapter we most clearly see the comparative and competitive aspects of the Antinomians as they react to the associate Puritans and the establishment Laudians (CDE). The response by the established groups followed the familiar methods to attempt to discredit the nascent group beliefs:

1. Through scriptural defense/justification by defending traditional interpretation and dissimilating innovative readings by the Antinomian groups.
2. They attempted to link the Antinomian beliefs to older heretic groups in history.
3. They attempted to undermine the Antinomian groups' legitimacy by attacking their leadership and authority.
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Scanning Books and Articles

Include relevant bibliographic information (title page, copyright info) in addition to scanned pages.
Scanning Books and Articles

● For chapters, it is a good idea to make a little note that references the book it’s coming from. This way, the first page of the scan can be the chapter, not the title page.

● This is especially helpful if you are scanning multiple chapters from a single volume.

● Black and white scan settings help with storage and being able to highlight and select text.
Scanning Articles - Library Resources

Scan & Deliver

The Libraries will now deliver articles electronically to your desktop!

The Scan & Deliver service delivers digital copies of journal articles and book chapters to you within three business days of your request (provided they are available in print at the UMD Libraries' shelves.) In the event that an article or chapter you request is not available on campus, Scan & Deliver will automatically refer the request to Interlibrary Loan. This service is free of charge and available to UMD Faculty, Staff, Undergraduate, and Graduate Students.

To make a request, use the Scan & Deliver request form within your ILL Services account. You may request one article per journal issue or one chapter per book. Complete the form and submit the request. That's all there is to it! You will be notified via email when the article is available.

Last update: Dec 04, 2017
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docdel@umd.edu
phone: 301-405-9178 / fax: 301-314-2407
hours: Monday - Friday 9am - 6pm

Scan & Deliver
https://www.lib.umd.edu/access(scan-deliver)

ILL
Request by DOI
Chapter Requests
Emailed chapters

Books and other physical media picked up at the main library desk and requestable to other branches
Cloud Storage Options

- Google Drive (personal and institutional accounts)
- Box (UMD account)
- Dropbox Basic (personal account)
- OneDrive (Microsoft)
- iCloud (Apple)

Note: Most cloud storage services like Dropbox and OneDrive save on both your computer and the cloud. The emphasis is to back-up and make your content available across different devices (Dave will elaborate).

Note: To store ONLY on the cloud, Dropbox offers two tiers of “selective syncing” 1) files synced to cloud, but only available through website and 2) (pro) files displayed in system filing (Mac OS, Windows, etc.), but stored on the cloud and not locally

Note: OneDrive allows this “selective syncing” without a pro account
And now for something completely different
The Data Problem

“... for every yearly increase in article age, the odds of the data set being extant decreased by 17%.”

Vines et al. 2014, http://dx.doi.org/10.1016/j.cub.2013.11.014
The Other Data Problem

“Piled Higher and Deeper” by Jorge Cham, http://www.phdcomics.com
What Qualifies as ‘Research Data’?

“Data that are used a primary sources to support technical or scientific inquiry, research, scholarship, or artistic activity, and that are used as evidence in the research process and/or commonly accepted in the research community as necessary to validate research findings and results.

“All other digital and non-digital content have the potential of becoming research data. Research data may be experimental data, observational data, operational data, third party data, public sector data, monitoring data, processed data, or repurposed data.”

http://dictionary.casrai.org/Research_data
What is Data Management?

The process of documenting, organizing, and maintaining the processes used in the information (or data) lifecycle.

- Storage and backup procedures
- Version control
- Scripts and code documentation
- Provenance and citation information
- Quality assurance procedures
- Licensing agreements, security protocols
Motivations for Data Management

- Funding requirements (Money)
- Ethics and transparency
- Reproducibility and accountability
- Re-use and sharing
- Good organizational practice
- For the public good!
Data Management Approaches

Type 1 - Administrative (policy)
- Data Use Agreements
- Data Management Plans
- Data Safety and Monitoring Plans

Type 2 - Applied (procedural)
- Workflows
- Documentation
- Data Management Plans
The Research Data Lifecycle

Plan → Collect → Describe → Preserve → Discover → Integrate → Analyze → Plan

https://www.dataone.org/data-life-cycle
Data Management Plans

- Typically 1-2 page documents outlining collection, storage, security, and sharing procedures
- Answers data procedure and policy related questions:
  - Who (has access, are the population, manages the data)
  - What (are the formats, what will be shared)
  - Where (are the data stored, are the data collected)
  - When (will data be shared, was data collected)
  - Why (purpose of data collection, explanation of sharing policies)
  - How (was data collected, how will the data be shared)
Data Security, Storage, and Backup

- The level of redundancy in your storage media should reflect the value of your data

- The cloud is just someone else’s computer and someone else’s rules

- Other than your Intellectual Property, what security protocols should you use?
Tips for File Naming and Organization

- Use CamelCase or pot_hole_case
- Avoid special characters (\/:*?"<>@$.,@%!~^)
- Avoid localized date conventions; or document what you’re using

➔ File names should always be descriptive or use a well documenting naming convention!
➔ Organize files logically and consistently as you create them.
Backing Up Work

The 3-2-1 rule:

- At least 3 different copies
- On 2 different formats
- With 1 copy off-site (or not on your computer)
Resources

Evernote:

- https://evernote.com/
- https://blog.evernote.com/
- https://www.noraconrad.com/blog/evernote
- 

Microsoft Onenote:

- https://www.onenote.com/?public=1&wdoriginauthor=ondcauth2&wdorigin=ondc

Bullet Journaling:

http://bulletjournal.com/show-tell-sandy/

Lab Notebooks:

- https://colinpurrington.com/tips/lab-notebooks

DMPTool:

- https://dmptool.org
Overview of Citation Managers

Things to consider:
- Learning curve
- Software strengths
- Software limitations
- Working in a group/team
- Number of references
Questions?

If you have more questions, please feel free contact us at our Research Commons email address: lib-rc@umd.edu.

Visit the Research Commons site for information on upcoming workshops: https://www.lib.umd.edu/rc/common-quandaries

A recording of a previous version of this workshop is available at: https://www.lib.umd.edu/rc/video-resources#orgresearch

Thank you for coming!