# Library workshops for the Social Sciences, Michaelmas Term 2022

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Preparing for your literature review in the Social Sciences
This session gives you the skills you need to undertake your literature review using your own research questions to build a successful search and apply it to a range of library resources. It concentrates on examples in the social sciences.

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

- Understand the literature review process
- Be able to plan an effective and structured search on your dissertation or thesis topic
- Know where to look for different types of information
- Have considered different methods of searching
- Know where to come for future help

> View the series of videos adapted from the workshop:
https://www.bodleian.ox.ac.uk/ask/workshops/searching-and-finding-scholarly-materials-training-handouts

Finding stuff: scholarly literature for your research
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:

- Learn how to choose the best tools for the job (SOLO, Databases A-Z, etc)
- Creating an effective search query by developing effective search strategies
- Making the most of your results

> View the series of videos adapted from the workshop:
https://www.bodleian.ox.ac.uk/ask/workshops/searching-and-finding-scholarly-materials-training-handouts

Keeping up to date with research
An online introduction to using alerts to keep up to date with new research and save you time. A combination of presenter-led instruction and the opportunity for participants to set up email alerts to receive notifications for publications in their field of research.

By the end of the session you will:

- Understand how email alerts can help you and how to manage your alerts
  - How to utilise the following key platforms: Solo ; Bibliographic databases ; Newspapers ; Journal alerts ; JiscMail

> View the series of videos adapted from the workshop:
https://www.bodleian.ox.ac.uk/ask/workshops/searching-and-finding-scholarly-materials-training-handouts
Google for Academic research

Google is often dismissed as being irrelevant to the academic literature search. However, changes to the nature of the dissemination of scholarly research and official information in recent years mean that a wealth of relevant information can be accessed via standard Internet search engines such as Google. Too often however such information is lost amongst thousands of irrelevant, spurious and misleading results. Based on an understanding of how the Google search engine works this session aims to show you some techniques to quickly filter your results for high quality academically relevant material.

A couple of other search engines will be considered briefly, including DuckDuckGo which has become a popular alternative to Google in the light of concerns about the privacy costs of using search engines such as Google or Bing.

> View the series of videos adapted from the workshop: https://www.bodleian.ox.ac.uk/ask/workshops/searching-and-finding-scholarly-materials-training-handouts

Week 1

Archives and modern papers for Social Sciences and History
Tuesday 11\textsuperscript{th} October 14:30 – 16:00

The Bodleian Libraries Weston Library has a wealth of resources covering almost all aspects of modern British society and culture. This session will introduce key finding aids and get you started with the research skills needed to make the most of these resources.

No computer is needed or provided for this workshop. You can bring your own device for note-taking.

Subjects to be covered include:

- Identifying relevant material in Oxford and elsewhere
- Considerations when working with archival material
- Types of archives and modern papers
- How to find out more

Book here: https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=226021&waitinglist=1

The workshop presentation slides are available to view at any time.
Week 2

Data sources for research – discovery, access and use

Friday 21st October 10.00 – 12.00

Modern researchers need to have an up-to-date understanding of working with research data. This relates equally to the material they create themselves and that obtained from other sources. Academic institutions, funding bodies and even publishers are now expecting competence in these issues. This workshop will provide a grounding in the different ways quantitative and qualitative data is being made available to benefit researchers.

Bring your own device (BYOD friendly). A computer and software are provided, however, if you prefer, you can bring your own laptop (read our laptop guidance first).

Objectives:

- Overview of the landscape of data sources for health researchers, social scientists and most other researchers
- How to obtain macro and micro data via specific sources
- Qualitative and quantitative data resources
- Additional data services such as the Inter-University Consortium for Political and Social Research (ICPSR), Eurostat, Researchfish and the Oxford Poverty & Human Development Initiative’s online interactive databank and global Multidimensional Poverty Index; plus specialist sources for business and economic data subscribed to by Oxford University
- The value of resources for informing research design and methodological innovation
- The importance of data management and cybersecurity

By the end of the session you will also have some insight into how your own future work could add to the process and become part of the research discourse. The course aims to provide an overview of macro and micro data sources available at the University of Oxford, including national data archives, subscription services, business data, and offers some pointers for further searching.

Book here: 
https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=240628

Audience:
DPhil students and research staff (particularly in Social Sciences).

Accompanying presentation slides and tasksheet, and a live recording of this workshop are available to view on our website at any time. (Single Sign On is required to view the live recording).
Week 3

Scholarly literature for your research
Tuesday 25th October 14.00 – 17.00

A practical 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. The workshop is classroom-based. Please note, we also run this workshop online.

Bring Your Own Device (BYOD) friendly. A computer and software are provided, however, if you prefer, you can bring your own laptop (read our guidance first). Basic familiarity with the internet and Windows applications is required.

Objectives:

- Run effective literature searches
- Find books and other scholarly items in Oxford Libraries
- Search for journal articles
- 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/course/coursebooker.aspx?coursedateid=243304

Audience:
Postgraduate students, researchers and academics.

Presentation slides, handouts and a live recording of this workshop are available to view at any time. (You will need your Single Sign On to view the live recording).

Getting started in Oxford Libraries
Wednesday 26th October 10.00 – 12.00

An introduction to getting started in Oxford libraries. This workshop will feature demonstrations and hands on activities on how to use SOLO, the University’s resource discovery tool. We will search for a range of material and show you how to get hold of what you want to read. There will be regular breaks for questions. Please note, we also run this workshop online.

Bring Your Own Device (BYOD) friendly. A computer and software are provided, however, if you prefer, you can bring your own laptop (read our guidance first).

Objectives:

- Which Oxford Libraries you can use, and which meet your needs
- How to search SOLO to find printed and online books, journals and other materials
- How to place holds on books that are out, make stack requests and renew books online
- How to use the Scan & Deliver service

Book here: https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=245081

Presentation slides and a live recording of this workshop are available to view at any time. A series of pre-recorded videos adapted from this workshop are also available (Single Sign On required).
Referencing: choosing and using software for referencing  
Friday 28th October 09.30 – 12.30

Formatting your in text citations, footnotes and bibliography correctly for your thesis or publication is a chore. Reference management software makes it easier and saves you time. This introductory session gives an overview of how reference management works, explores the advantages and disadvantages of a range of software packages and gives you the opportunity to try out three different packages (RefWorks, EndNote and Zotero) so that you can work out which one is best for you. This workshop is classroom-based.

Bring Your Own Device (BYOD) friendly. A computer and software are provided, however, if you prefer, you can bring your own laptop (read our guidance first) with the correct software installed. Basic familiarity with the internet and Windows applications is required.

Objectives:

- Understand how reference management works
- Understand the advantages and disadvantages of a range of reference management packages
- Add, edit and organise references using a number of different tools
- Add references to documents and create bibliographies using a number of different tools
- Make an informed decision about which reference management package works best for you

Book here:  
https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=227873

Presentation slides and a live recording of this workshop are available to view at any time.
Week 4
Referencing: Endnote (Introduction to)
Wednesday 2nd November 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 online 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/course/coursebooker.aspx?coursedateid=227782

presentation slides, handouts and a live recording of this workshop are available to view at any time. (You will need your Single Sign On to view the live recording).

Archives and Modern papers for Social Sciences and History
Wednesday 2nd November 11.00 – 12.30

The Bodleian Libraries Weston Library has a wealth of resources covering almost all aspects of modern British society and culture. This session will introduce key finding aids and get you started with the research skills needed to make the most of these resources.

Objectives:
- Identifying relevant material in Oxford and elsewhere
- Considerations when working with archival material
- Types of archives and modern papers
- How to find out more

Book here:
https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=246149

presentation slides, handouts and a live recording of this workshop are available to view at any time. (You will need your Single Sign On to view the live recording).
Referencing: choosing and using software for referencing
Friday 4th November 09.30 – 12.30

Formatting your in text citations, footnotes and bibliography correctly for your thesis or publication is a chore. Reference management software makes it easier and saves you time. This introductory session gives an overview of how reference management works, explores the advantages and disadvantages of a range of software packages and gives you the opportunity to try out three different packages (RefWorks, EndNote and Zotero) so that you can work out which one is best for you. This workshop is classroom-based.

Bring Your Own Device (BYOD) friendly. A computer and software are provided, however, if you prefer, you can bring your own laptop (read our guidance first) with the correct software installed. Basic familiarity with the internet and Windows applications is required.

Objectives:

- Understand how reference management works
- Understand the advantages and disadvantages of a range of reference management packages
- Add, edit and organise references using a number of different tools
- Add references to documents and create bibliographies using a number of different tools
- Make an informed decision about which reference management package works best for you

Book here: [https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=227876](https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=227876)

Audience:
Postgraduate students, researchers and university staff.

Presentation slides and a live recording of this workshop are available to view at any time.
Week 5

Keeping up to date with research
Tuesday 8th November 10.00 – 11:30

An online introduction to using alerts to keep up to date with new research and save you time. A combination of presenter-led instruction and the opportunity for participants to set up email alerts to receive notifications for publications in their field of research.

You will need to provide your own computer ideally with the Microsoft Teams desktop app installed, otherwise join with a browser (must be Chrome or Edge). Guidance notes for using Teams will be emailed to you when you book. You will need a speaker and microphone for listening and speaking. You need to be online with a reliable internet connection.

The workshop will cover:

- How email alerts can help you
- Setting up alerts on your favourite databases and other platforms for new content in your field
- Managing your alerts

Book here:  
https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=227796

Presentation slides, handouts and a live recording of this workshop are available to view at any time. (You will need your Single Sign On to view the live recording).

Referencing: RefWorks
Friday 11th November 09:30-12:30

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.

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/course/coursebooker.aspx?coursedateid=228039

Presentation slides, handouts and a live recording of this workshop are available to view at any time. (You will need your Single Sign On to view the live recording).
Week 6

Open Access: your thesis, copyright and ORA
Wednesday 16th November 11.00 – 12.00

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

Objectives:

- What ORA is and what you need to deposit
- 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/course/coursebooker.aspx?coursedateid=227819

Audience:
All doctoral research students

presentation slides, handouts and a live recording of this workshop are available to view at any time. (You will need your Single Sign On to view the live recording).

Referencing: Zotero
Friday 18th November 09.30 - 12.30

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.

You will need to provide your own computer ideally with the Microsoft Teams desktop app installed, otherwise join with a browser (must be Chrome or Edge). Guidance notes for using Teams will be emailed to you when you book. You will need a microphone with speakers or headset. You need to be online with a reliable internet connection.

Ahead of the session, you will be sent instructions on how to register for and install the Zotero

Objectives:

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

Book here: https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=228096

presentation slides, handouts and a live recording of this workshop are available to view at any time. (You will need your Single Sign On to view the live recording)
Week 7
Referencing: RefWorks
Wednesday 23rd November 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.

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/course/coursebooker.aspx?coursedateid=227823

Audience:
Oxford students, researchers and other staff plus Oxford alumni.

presentation slides, handouts and a live recording of this workshop are available to view at any time. (You will need your Single Sign On to view the live recording)

Week 8
Referencing: Zotero
Monday 28th November 14.00 - 15.00

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.

You will need to provide your own computer ideally with the Microsoft Teams desktop app installed, otherwise join with a browser (must be Chrome or Edge). Guidance notes for using Teams will be emailed to you when you book. You will need a microphone with speakers or headset. You need to be online with a reliable internet connection.

Ahead of the session, you will be sent instructions on how to register for and install the Zotero software, which we ask you to complete before the live session. You will not be given dedicated exercises to complete during the session, but having Zotero 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.

Objectives:
- Add references to Zotero
- Edit and organise your references in Zotero
- Add in-text citations and/or footnotes to your papers
- Create bibliographies

Book here: https://cosy.ox.ac.uk/accessplan/clientinput/course/coursebooker.aspx?coursedateid=227831

Audience:
Students, researchers and staff needing to manage references and create bibliographies.

presentation slides, handouts and a live recording of this workshop are available to view at any time. (You will need your Single Sign On to view the live recording)

Scholarly literature for your research
Tuesday 29th November 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. Please note, we also run this workshop face-to-face.

Once you have booked a place, you will be emailed a link to a 10 minute introductory video to watch before the live session. The live session will be interactive via Microsoft Teams, and led by three trainers. To join the online Teams session, you will need to provide your own computer with a browser (must be Chrome or Edge) or the Microsoft Teams desktop app installed. Information on setting up and using Teams will be emailed to you when you book. You will need a speaker and microphone for listening and speaking. You need to be online with a reliable internet connection.

Objectives:
- Run effective literature searches
- Find books and other scholarly items in Oxford Libraries
- Search for journal articles
- 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/course/coursebooker.aspx?coursedateid=243327

Audience:
Postgraduate students, researchers and academics.

presentation slides, handouts and a live recording of this workshop are available to view at any time. (You will need your Single Sign On to view the live recording).