

## ESSENTIAL DOCUMENTATION TOOLS FOR RESEARCH

### PRACTICAL GUIDE FOR YOUNG ICMAB RESEARCHERS

ICMAB's Communication & Outreach and Library & Documentation services offer from **January to May 2018 a course of 15 hours (divided in 5 modules of 3 hours each) on documentation and writing tools necessary for research: "Essential documentation tools for research - Practical guide for young ICMAB researchers"**.

The course is specially designed for the **PhD and master students** of the center, but is open to all the research staff, in general. We kindly ask the supervisors to encourage their students to join the course!

The main objectives of the course are to offer **practical, organized and systematized information**, in the digital environment, of **documentation issues** in the specific field of ICMAB and the CSIC; and of **writing and structuring research results** in articles, theses, oral presentations and posters.

The course consists of **five modules** that can also be **attended separately**. Each of the five modules will be developed **in two 90-minute sessions on two consecutive Thursdays**; the first session of theoretical content and the second of more practical exercises, if possible.

The total duration of the course is **15 hours**. A **CERTIFICATE OF ATTENDANCE**, total or by modules, will be issued at the end of the course, **for those attending 80 %** of the total duration of the modules inscribed to.

The modules are the following:

- **M1 SEARCHING:** Searching documents, patents and reference managers.
- **M2. GATHERING:** Methods for obtaining documents.
- **M3. WRITING:** Guidelines for the writing of scientific articles and thesis.
- **M4. PUBLISHING:** Choice of journals to publish, open access, publication and analysis guidelines, and production presentation.
- **M5. PRESENTING:** Effective presentation and dissemination of research results in oral presentations or posters.

The registration of the course is done by sending an email to Anna May ([amay@icmab.es](mailto:amay@icmab.es)) indicating the desired modules; **before January 12, 2018** at 3 pm (for M1) and **up to a week before each module**, for the following ones (in the first email you can already say the total modules you would like to attend). Each module will accept a maximum of 25 students.

The course calendar is the following:

MODULE	TOPIC	DATES	SCHEDULE	INSTRUCTOR
M1	SEARCHING	Thursday, 18 Jan 2018 Thursday, 25 Jan 2018	12:00 – 1:30 pm	Alejandro Santos
M2	GATHERING	Thursday, 15 Feb 2018 Thursday, 22 Feb 2018	12:00 – 1:30 pm	Alejandro Santos
M3	WRITING	Thursday, 15 Mar 2018 Thursday, 22 Mar 2018	12:00 – 1:30 pm	Anna May
M4	PUBLISHING	Thursday, 19 Apr 2018 Thursday, 26 Apr 2018	12:00 – 1:30 pm	Alejandro Santos
M5	PRESENTING	Thursday, 17 May 2018 Thursday, 24 May 2018	12:00 – 1:30 pm	Anna May

## **MODULE 1: SEARCHING**

Do you go crazy looking for a specific article? Do you want to know how many times your research topic is published elsewhere? And how can you keep and use all the literature references without losing them? This module will be perfect for you. We will review the available resources in the CSIC environment to search for different types of documents, including papers, books and patents, by subject or specific references. We will also learn to use large databases platforms such as Web of Science and Scopus, but also other resources such as SciFinder, the virtual library of the CSIC, and the institutional repository, Digital CSIC. Last but not least, we will learn how to use the two reference managers available at the Institute, Mendeley and End-Note.

## **MODULE 2: GATHERING**

Do you know you can access the journal articles from home? In this module we will learn the off-campus connection systems for accessing resources and obtaining documentation. Other resources for obtaining articles and monographs, in electronic versions or on paper, within the scope of ICMAB, CSIC or external libraries will also be shown, including legal and illegal resources, according to copyright rules. We will also discuss the methods of requesting articles and books from the libraries, free or paying, and their cost.

## **MODULE 3: WRITING**

You need to start to write an article or your thesis and you do not know how to begin? In this module you will learn the essential tools to put in words your research results: the importance of writing clearly and where to start, the structure to follow in each case and the scientific language to use. You will also learn how to write an effective cover letter for the article submission process, and the main ethical and intellectual property issues on writing.

## **MODULE 4: PUBLISHING**

What is the Journal Impact Factor? Do you have to publish in Open Access? How can you measure your research production? These are some questions that we will answer in this module. You will learn what the Impact Factor is, according to the Journal Citation Report and what the Scimago Journal Ranking is; we will explain why to publish or not in Open Access, and the types of journals there are. We will also look at the criteria for authors' identification and affiliation of the center, and to the unique researcher identifiers such as Researcher ID, ORCID or Scopus ID. And we will learn the main parameters for the analysis of the authors' publications, including the h-index.

## **MODULE 5: PRESENTING**

Have you ever been to a conference and fallen asleep in some presentations, but paid complete attention to others? What is the difference? In this module you will learn how to prepare and deliver effective presentations and handle questions. You will also learn how to introduce yourself to others and the basic tools for an effective poster presentation with an elevator pitch session.

***If you are a PhD or a master student, don't miss it! We are waiting for you!***

Anna May - Communication & Outreach

Alejandro Santos - Library & Documentation