



DISCOVER, ACCESS AND USE INFORMATION EFFECTIVELY FOR YOUR RESEARCH AND ACADEMIC SUCCESS!

SESSION 1. Defining the object of information queries. Managing search tools and strategies.

- A. Defining the object of information queries
- 1. Cornell's 7 steps
- 2. You need information on a specific subject
 - identify and develop your topic or research question
 - types of information (primary and secondary sources)
- 3. Where to find it resources
 - print materials (catalogues)
 - non book materials (catalogues)
 - online materials (databases open access vs. Subscriptions)
 - importance of good research skills
- 4. Evaluate your results
 - reliability (author, publisher, date of publication, peer-reviewed)
- 5. Ethics and responsibility
 - · copyright and plagiarism
- B. Managing search tools and strategies
- 1. Resource overview
- 2. What is a database?
- 3. Specific resources
- 4. Search strategies
- 5. Search techniques
- 6. Create a search expression
- 7. Google vs. Subscription databases
- 8. Search/Teach Exercise





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SESSION 2. Evaluating information sources

- 1. Information Literacy (IL)
 - Concept and definitions
- 2. Why evaluate information sources?
 - Traditional and non-traditional information sources
- 3. Evaluating popular and scholarly information sources
 - Books, journals, newspapers and magazines
- 4. Evaluating web information sources
 - Criteria and evaluation "levels"
 - Institutional indicators and rankings
 - Classical and generic criteria for the evaluation of information sources
 - Evaluating websites
 - Problems in applying "classical" quality evaluation criteria to web information sources

Exercises

5. Final hints

SESSION 3. Plagiarism, citation and referencing

A. Plagiarism and citation

- Preparing a research project...
- 2. What is plagiarism?
 - Why is it a problem?
 - Different forms of plagiarism
- 3. How to detect plagiarism?
- 4. Strategies to avoid plagiarism
 - How to identify your sources
 - When do you need to quote?





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Session 3. Plagiarism, citation and referencing

B. Referencing

- 1. Bibliographic styles and standards
- 2. To manage bibliography automatically
 - Bibliographic management softwares

Exercices

- Mendeley
- Quiz





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Session 4. Bibliometrics and scientific publishing

- 1. Bibliometrics
 - Definitions
 - Context
 - How it can be used
- 2. Assessment of Individuals
 - 1. Databases

EXERCISE 1 (10 min)

2. Metrics and tools for individuals

EXERCISE 2 (20 min)

- 3. Scientific publishing/ publishing strategies
 - Metrics and tools for journals
 - Limitations
 - o Other uses
- 4. Publishing strategies
 - Why publish in a journal?
 - The review process
 - Tools for authors
 - Ethics and copyright
 - Open access
 - Visibility and researcher profiles

EXERCISE 3 (10 min)

Altmetrics





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1. SEMINAR



Sean Story

"The Road to Information Literacy"

Sean Story has a BA in English Literature from Nebraska Wesleyan and his Masters in Library and Information Science from the University of Missouri at Columbia.

Sean has worked in both academic and public libraries and currently heads the Nova School of Business and Economics Library at Universidade Nova de Lisboa.

- 2. Multiple-choice test
- 3. Information Literacy Course Evaluation Questionnaire