Resources for SEERC PhD Students in Research Track 2

Information & Communication Technologies

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General Advice

General

- Doing your research project: a guide for first-time researchers in education and social science, Judith Bell (1993), Open University Press, 1993 Library and Information Centre Call Number: LB928 BEL2
- Notes On The PhD Degree by Douglas Comer
- Graduate School in Your Future, Dianne O’Leary, University of Maryland
- What Every New Grad Student Should Know.
- How to succeed in graduate school advice for students and supervisors by Marie desJardins
- How to be terrible graduate student by Graeme Hirst, University of Toronto
- Writing and Presenting Your Thesis or Dissertation, by S. J. Levine
- Graduate Student Resources on the web - a great site

Part-Timers


Long-Distance

Finding and Dealing with a Supervisor

- Finding and Dealing with a Supervisor, Dianne O'Leary, University of Maryland
- Choosing a research advisor, Udaya Shankar
- Suggestions on Choosing a Dissertation Advisor, University of Pittsburgh

Finding a Topic

- Finding a Topic, Prof. Stephen J. Schnably, University of Miami
- Finding a Topic and Beginning Research, Dianne O'Leary, University of Maryland

Research Proposals

Preparing a proposal

- Preparing a Research Proposal, an EXCELLENT guide by S. J. Levine Michigan State University
- Guide for Proposal Writing from the National Science Foundation
- Resources for Proposal Writers, Wisconsin University

Evaluating proposals

Preparing proposals for scholarships/grants

- Grant proposals: Writing is just part of the process By Stephen Wilbers
- Writing a Successful Grant Proposal
- Grantwriting Resources, a comprehensive list of online resources on grants and proposal, maintained by Deborah Kluge

Literature Search / Review

Library and internet searches

- Seven Steps to Effective Library Research, Cornell Library
- Search the Web with Copernic
- How to Critically Analyze Information Sources - Cornell

Reading and taking notes

- Close Reading Literature, University of Texas
- How to Read a Research Paper by Spencer Rugaber
- How to Get the Most out of Reading
- Speed Reading
- Critical reading University of Toronto
- Identifying the Argument of an Essay
- Taking Notes from Research Reading
- Note-taking Formats, York University

Quoting, paraphrasing, summarizing

- Quoting, Paraphrasing, and Summarizing, Purdue University
- When to paraphrase? when to quote?, Arizona State
- How to paraphrase without plagiarising University of Richmond
- How to document your quotations, paraphrases, and summaries
• **Tips for Summarizing Research Articles**

**Writing literature reviews**

• [How to structure the literature review section](#), Wisconsin University
• [Writing Literature Reviews in Psychology](#), University of Washington
• [Writing Literature Reviews](#), Toronto University

**Software to manage literature and bibliographies**

• [Bibliographic Software, Nature](#), 07/10/97, Vol. 388 Issue 6638, p208, 2p
• [Evaluation of Reference Management Software](#) by Maggie Shapland, University of Bristol
• [Papyrus](#)
• [EndNote by Research Soft](#), free trial version
• [ProCite](#), free trial version
• [Reference Manager](#), free trial version
• [Biblicoscape](#)

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**Writing Up**

**General advice**


• *Writing and Presenting Your Thesis or Dissertation*, by S. J. Levine Michigan State University, EXCELLENT GUIDE

• *Dissertation Advice* by Olin Shivers, MIT

• *Advice on Academic Writing*, University of Toronto

• *Resources for Dissertators*, Wisconsin-Madison University

• *Tips On Writing A Ph.D Thesis*, by Joe Wolfe

• *Notes on Writing Papers and Theses* by Ken Lertzman

• *How To Write A Dissertation*

**Thesis structure**

• *How to Organize your Thesis*, by John W. Chinneck.

• *Thoughts on the Structure of Dissertations* by Spencer Rugaber

**The writing process**

• *The Writing Process*, Cleveland State University

• *The Writing Process*, sites compiled by Seu LeBeau

• *The Nuts and Bolts of College Writing*, Michael Harvey

• *Finding Your Focus: The Writing Process* (powerpoint presentation)

• *Garbl's Writing Process Links*

**Scientific writing**


**Composition and argumentation**

• A Handbook of Rhetorical Devices, Robert Harris
• Persuasive Logical Writing
• Organizing Your Argument (powerpoint presentation)
• Understanding Writing: The Rhetorical Situation (powerpoint presentation)
• Logical fallacies, St. Cloud State
• Dealing with an argument’s weaknesses Washington College

Writing up qualitative research


Plagiarism

• Avoiding Plagiarism, the Writing Place at Northwestern.
• Avoiding Plagiarism, University Wisconsin
• Acceptable and unacceptable uses of sources University of Indiana
• Acceptable and unacceptable paraphrases University of Wisconsin

Style

• *The elements of style*, Strunk W. & White E. B. 1979, New York MacMillan
• *The King’s English* by H. W. Fowler
• *Ten points on clear, concise sentences* University of Wisconsin
• *Revising prose - 18 good hints to make your writing clearer*

**Writer’s block**

• *Overcoming Writer’s Block*, Purdue

**Editing and Proofreading**

• *Proofreading* Purdue
• *Top Ten Writing Conventions* Western Washington University
• *Proofreading for commas* Purdue
• *Garbl's Editorial Style Manual*
• *Internet Resources for Copyeditors*
• *THE SLOT A Spot for Copy Editors*
• *Manuscript editing*, professional service
• *Professional Thesis Consultants*, Editorial consultants etc., Association for Support of Graduate Students
• *Professional copy-editing and proof-reading services*

**Online guides to grammar and English usage**

• *Purdue Online Writing Lab Web Handouts*
• *The Nuts and Bolts of College Writing*, Michael Harvey, VERY GOOD
• *Advice on Academic Writing*, University of Toronto
• *Guide to grammar and writing*
• *On-line English Grammar*
• *Grammar and Style Notes* by Jack Lynch, University of Pennsylvania
• *The Writing Center at Rensselaer Polytechnic Institute*
• *Inkspot Writing Resource, Writers’ Community*
• *Garbl's Writing Resources*, EXCELLENT site. It focuses on creativity, the writing process, English grammar, style and usage, active writing, etc.
• *ProfNet*

**Online dictionaries, thesauri and encyclopedias**

• *Yourdictionary.com*, GREAT SITE, dictionaries for 230+ languages, grammars, thesaurus and much more
• *Merriam-Webster’s Dictionary*
• *Research-It! - Your one-stop reference desk*
General online advice

- Writing Center Handouts, Princeton University
- Dead Thesis Society. *It is a student-organized thesis support group for those who have stalled with their thesis, due to a lack of motivation or to frustration with small amounts of progress being made.*
- PhinisheD. *A discussion and support group for people who cannot seem to finish their theses*
- APA Publication Manual Crib Sheet by Russ Dewey Georgia Southern University

Citing and Referencing

General guides

- Quoting, Paraphrasing, and Summarizing, Purdue University
- APA Reference guidelines
- Guides to Citation Styles, a good list of links
- Citation Guides, Concordia University
- Citations Styles, Plagiarism & Style Manuals, U C Berkeley
- How to organise bibliographical references

Referencing styles
- Harvard Referencing
- APA Referencing, Purdue
- Vancouver Referencing (used mostly in medical research)
- IEEE Referencing Style

Referencing and citing electronic and internet sources

- Electronic Reference Formats Recommended by the APA
- The Columbia Guide to Online Style
- Citation Style Guides for Internet and Electronic Sources, University of Alberta

Completion Problems

Time management/ procrastination

- How to Get Control of Your Time and Your Life, by Alan Lakein. Signet Books. ISBN 0451167724
• *The Now Habit: A Strategic Program for Overcoming Procrastination and Enjoying Guilt-Free Play* by Neil Fiore

• *Beat Procrastination and Finish that Ph.D THE ALL-BUT-DISSERTATION SURVIVAL GUIDE*

• Procrastination Research Group

**Writer's block**

• *Overcoming Writer's Block*, Purdue

• Writersblock

**Time management**

• *Time Management*, by Randy Pausch

**Multiple priorities**

• *Managing Multiple Priorities* by Donald E. Wetmore

• *Achieving ambitions with Goal Setting*

**Burnout**


• *How to cope with "burnout"*, Andreas Gehmeyr

• *A Tale of Graduate School Burnout*

**Stress**

• *Stress Management Skills*
Perfectionism

- **Perfectionism**, by Carole C. Peters
- **Perfectionism is Too Much!**, by Rhoberta Shaler
- **Are you a Perfectionist? a self-test**
- **Perfectionism and its Relation to Procrastination**
- Never Good Enough; Freeing Yourself from the Chains of Perfectionism. Monica R Basco. 1999 Free Press

General online advice

- **All-But-Dissertation Survival Guide** is a free monthly e-mail newsletter service devoted to practical strategies for the successful completion of a doctoral dissertation.
- **Dead Thesis Society.** It is a student-organized thesis support group for those who have stalled with their thesis, due to a lack of motivation or to frustration with small amounts of progress being made.
- **PhinisheD.** A discussion and support group for people who cannot seem to finish their theses

Writing, Publishing and Reviewing Research Papers

General advice

- Disseminating research, changing practice edited by Earl V. Dunn [Morriston Library Call Number: WA120 DIS
- **Publishing in scholarly journals: Part II--Is it an attitude or technique? It's a technique.** Smaby, Marlowe H.; Crews, Judith; Downing, Trae Counselor Education and supervision. 1999 Jun; Vol 38(4): 227-236. ISSN: 0011-0035
• **Writing Research Papers**, Purdue
• **Notes on Writing Papers** by Ken Lertzman, Simon Fraser University
• **Robert Sternberg gives 21 tips for writing journal articles**, Yale

**Where to publish - Journals**

• **Calls For Papers**
• **A list of business and marketing related journals**
• **Management Research**, Joel West, UCI
• **Journal Quality List, sorted by subject**, (pdf file) by Anne-Wil Harzing at Bradford Management Centre
• **Journal of International Business Studies**, John Cantwell
• **Information Systems Journal Ranking**, Mississippi State University
• **Scholarly Electronic Journals - Trends and Academic Attitudes: A Research Proposal**, Philip McEldowney, M. Shontz & K. Wright
• **Electronic Journals: Promises and Challenges for Academic Libraries**, Heting Chu

**How to write research papers (general advice)**

• Writing research papers : A complete guide,1999. James D. Lester LIC l Call Number: Z253 LES8
• **Writing a paper**, by Tutis Vilis, University of Western Ontario
• **Writing research: The analysis of a very complex task**. Hayes, John R. In Klahr, David (Ed); Kotovsky, Kenneth (Ed); et-al.(1989). Complex information


- **Notes on Structuring a Scientific Paper**

- "**How To Have Your Abstract Rejected,**" by van Leunen and Lipton

- **Also check the writing up section**

**Writing methodological articles**


**Writing review articles**

- **Writing a review article for Psychological Bulletin.** Bem, Daryl J. Psychological Bulletin. 1995 Sep; Vol 118(2): 172-177 Main Library: BF1.P67


**Writing conceptual articles**

- **Trade secrets for crafting a conceptual article.** Salomone, Paul R. Journal of Counseling and Development. 1993 Sep-Oct; Vol 72(1): 73-76

**Writing qualitative research articles**


**Reporting group research**


**Revising and refereeing research papers**

- **Revising a research manuscript.** Donna K. Nagata and Steven J. Trierweiler. 1996. In Leong, Frederick T. L. Austin, James T. (Eds); et al. *The psychology*
Getting acceptances

- How to get research published in journals, Abby Day. 1992. Education Library
- We need research on what constitutes good journal papers--and good editing--not guesswork on how to improve manuscripts. Crandall, Rick. American Psychologist. 1987 Apr; Vol 42(4): 407-408.Library and Information Centre BF1.A52

Dealing with journal editors and reviewers


• Reviewer and editor decision making in the journal review process. Gilliland, Stephen W.; Cortina, Jose M. Personnel Psychology. 1997 Sum; Vol 50(2): 427-452. Library and Information Centre BF1.P27


Oral Presentations - Conferences, Posters, Talks

Oral presentation and talks

• Developing an Effective Oral Presentation
• Presentation Planning - Draw a Logic Tree
• Oral Presentation Advice, Mark D. Hill
• How to Give a Bad Talk, David Patterson
• Dealing with Presentation Disasters
• Seated Presentations - Don’t be a Sitting Duck
• How to Present a Paper by Ashwin Ram
• How to Give a Good Research Talk by Simon Peyton Jones et al.
• **How to Present a Paper: A Speaker's Guide for Students** by Ian Parberry

• **The American Communication Association**

• **Allyn & Bacon Public Speaking Website**


• **How to Be an Effective Speaker.** Stuart, C. Chicago, NTC Publishing Group, 1989


**Anxiety and fear**

• **How To Conquer Public Speaking Fear**

**Slides/overheads**


**Posters**

• **Creating an Effective Poster Presentation**


**Attending conferences**

• **Attending professional meetings successfully: A guide**, Fischer BA and Zigmond MZ.

• **Conference Etiquette**, by Mark D. Hill and David A. Wood

**Research Ethics**

**General**


• *Ethics in Research*, William M.K. Trochim

• *On Being A Scientist; Responsible Conduct in Research* - National Academy of Sciences

• *Guidelines for research ethics in the social sciences*, The Research Council of Norway

• *Science Ethics* - Essay by Henry H. Bauer.

• *Moral Reasoning in Scientific Research* by Bebeau et al

• *Ethics in Science, Virginia Tech*

• *Ethics Update*, edited by Lawrence M. Hinman

• *Conduct and Misconduct in Science*, *by David Goodstein*

• *Preparing Future Faculty*

• *Misconduct in Science: Do Scientists Need A Professional Code of Ethics?*

• *Bad Science*

• *Integrity of Research Policy* National Science Foundation


• *Kennedy Institute of Ethics*

• *OnLine Ethics.org*

• *Office of Research Integrity*

• *Ethical and Legal Aspects of Human Subjects Research in Cyberspace.*

• *Center for the Advancement of Applied Ethics, Carnegie Mellon University*

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**Data collection ethics**

- Code of standards and ethics for survey research, Council of American Survey Research Organizations
- ICC/ESOMAR International Code of Marketing and Social Research Practice

**Codes**

- Code Of Ethical Conduct, The Academy Of Management
- American Marketing Association Code of Ethics
- The Chartered Institute of Marketing Code of Professional Standards

**Career Advice for Graduates**

**General**

- How to Have a Bad Career in Research / Academia (pdf file) (slides) (audio) by Dave Patterson, Berkeley
- The Assistant Professor’s Guide to the Galaxy by George Bekey

**Job Hunting**

• **Knock ’Em Dead: The Ultimate Job Seeker’s Handbook.** Yate, M. Holbrook, MA: Adams Media Corp.,
• **Cover Letters That Knock ’Em Dead.** Yate, M. Holbrook, MA: Adams Media Corp., 1995
• **Interview preparation guide**, By Trina Sego and Jef I. Richards
• **The B&B Primer on First Job Haggling**
• **Jobs.net**, Career Centre advice

**Teaching**

• **Teaching Tips, Links and Resources**, University of Kansas
• **Learning How to Teach: How to Do It and Why You Want to** by Douglas Curran Everett.
• **Short Bibliography on College Teaching from Stanford**
• The importance of teaching, by Richard Feynman
• Charting Your Course: How to Prepare to Teach More Effectively. Pregent, R. Madison, WI: Magna Publications, 1994

Networking

• Networking on the Network, by Phil Agre, UCLA