



UNIVERSITÉ  
DE GENÈVE

BIBLIOTHÈQUE

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## PhD Library Camp

From research to publication

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## LEARNING OUTCOMES

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By the end of this workshop, you will be able to:

-  Select efficient methods and tools for finding information in your subject area
-  Obtain information using appropriate methods
-  Define and apply criteria for evaluating information
-  Record, organize and share information with the reference management software EndNote
-  Conform with conventions and etiquette related to the use of information (copyright law and plagiarism)

# PART I

## SEARCH AND EVALUATE


### WHERE TO FIND PERTINENT TOOLS FOR FINDING INFORMATION

The **Uni Arve Library website** is the main portal to access tools useful for finding information in your subject area. Librarians and academics selected licensed and free resources for each research area in sciences:

[www.unige.ch/biblio/sciences](http://www.unige.ch/biblio/sciences)

The screenshot displays the Uni Arve Library website. On the left is a vertical navigation menu with categories like 'WELCOME', 'NEWS', 'ABOUT', 'SERVICES', and various scientific fields. The main content area features a search bar with the text 'Chercher dans Explore Genève' and a 'Quick search of documents' section. Below this, there's a section titled 'All about the 7 libraries of the Uni Arve site' listing various disciplines. Further down, a section titled 'Most useful databases, ebooks, reviews, books in YOUR domain' shows a grid of subject-specific resource cards for Astronomy, Biology, Chemistry, Computer science, Mathematics, and Physics. On the right side, there are sections for 'News', '1 click access' with buttons for opening hours, renewing books, and document orders, and a 'Patron folder' with a login form for card number and password.

On the subject pages of the library website, you will find different types of resources. Information you obtain varies from one tool to another. Be aware of these differences when you are performing researches.

Resource type	What you can find	Examples
<b>Bibliographic database</b>	Bibliographic references of scientific publications (journal articles, conference proceedings, etc.) related to a subject area; research with keywords <b>Watch out:</b> only link to full-text!	Web of Science PubMed SciFinder
<b>Editor's database</b>	Bibliographic references AND full-text articles published in all journals of a specific editor	ScienceDirect (Elsevier) Springer Link
<b>Subject-oriented open repository</b>	Bibliographic references AND full-text of scientific publications (journal articles, conference proceedings, etc.) related to a subject area <b>Specificities:</b> publication submitted by the authors themselves, sometimes before or after the official publication in a journal → <b>free access</b>	ArXiv BioArXiv
<b>Institutional open repository</b>	Bibliographic references AND full-text of scientific publications (journal articles, conference proceedings, etc.) of authors of one institution <b>Specificities:</b> publication submitted by the authors themselves, sometimes before or after the official publication in a journal → <b>free access</b>	Archive ouverte UNIGE CERN Document Server
<b>Discovery tool</b>	Meta-tools to perform a search in all types of resources described above in one time	RERO Explore Genève 
<b>Library catalog</b>	References and localization of printed books or journals available in a library or in a libraries' network <b>Watch out:</b> no articles' references!	Catalogue du réseau des bibliothèques genevoises
<b>A-Z list of electronic journals</b>	List of electronic journals licensed by an institution (e.g. UNIGE); used to access full-text of an article when you have a complete reference <b>Watch out:</b> search for a journal title!	Liste A-Z des revues électroniques de l'UNIGE

Using the library website, identify relevant resources you could use to find information for your doctoral thesis:

SEARCH TOOLS AND RESOURCES FOR MY PHD			
Search Tool	What can I find?	Advantages	Limitations




Several of these resources are licensed by the UNIGE, so you have to be on the UNIGE computer network to access them:

- ✓ computers **in your lab** or **in the library**
- ✓ connection to the **wireless network** "unige" (wifi)

If you are outside the University, you have to install a software called **VPN** (Virtual Private Network), so you can access UNIGE electronic resources as if you were in UNIGE premises.

To install VPN on your private computer:

1. Go to: <http://etugdl.unige.ch>
2. Log in with your UNIGE account
3. Look for the VPN Client software corresponding to your operating system
4. Click on the button "Charger" (on the right) to download the software and follow the installation instruction for your operating system by clicking on the  on the left

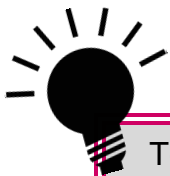
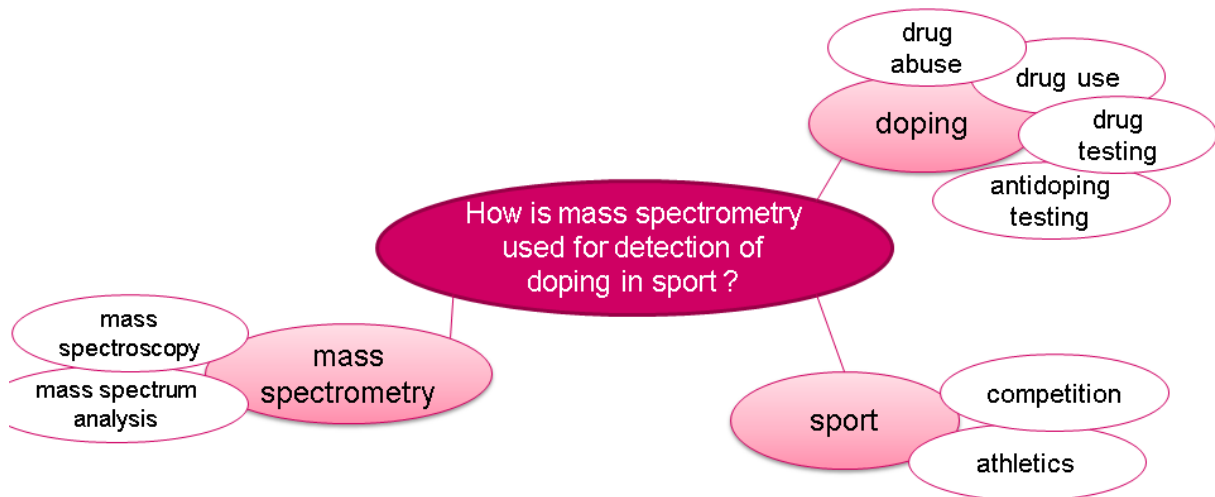
## HOW TO PREPARE YOUR RESEARCH TO GET BEST RESULTS

Before going on a database and perform a research, it is important to prepare your topic in order to avoid:

- 💡 Wasting time
- 💡 Finding information not relevant for your needs
- 💡 Getting lost in a huge mass of information

To find relevant information on your topic, you must translate your research question into **keywords** that you will then use when searching various databases.

Example of research topic translated into keywords presented with a mindmap:



To find relevant keywords and their synonyms (sometimes antonyms), use these tools:

- ✓ dictionaries and encyclopedias (general and scientific)
- ✓ thesaurus of databases (e.g. MeSH in PubMed)
- ✓ keywords present in documents you have already found

Another way to gather keywords is to build a table with all your keywords:

My Search Topic

How is mass spectrometry used for detection of doping in sport?

Key concepts

{ mass spectrometry OR mass spectroscopy OR mass spectrum analysis }

AND

{ doping OR drug abuse OR drug use OR drug testing OR antidoping testing }

AND

{ sport OR competition OR athletics }

Try to fill in the following table with keywords for your doctoral thesis:

My Search Topic

--

Key concepts

{ OR OR OR OR }

AND

{ OR OR OR OR }

AND

{ OR OR OR OR }

## SEARCH TIPS TO GET GOOD RESULTS IN BIBLIOGRAPHIC DATABASES

- Always **keep note of all steps** in your research (see p.9 for a sample table).
- Use boolean operators **AND, OR, NOT** to join search topics in databases interfaces (except in SciFinder, the database for chemistry!).
- Is it possible to search for **controlled index terms** in the database you are using? In PubMed for instance, you can look for concepts in the MeSH thesaurus.
- Do you already have a **relevant reference** on your subject? If it is the case, you can try to use the related references search option of the databases (e.g. “get cited references” or “get citing references”).
- Choose an appropriate **sort order** of the reference (if available): **by date** to find the most recent publications or **by times cited** for the most popular ones

### If you have TOO MANY results:

- Could you use the **filtering options** of databases interfaces to restrict the **timespan** of your search? Maybe you want only publications of the last 10 or 5 years.
- Which **languages** can you read? Some databases allow you to choose only publications in English or in French for instance.
- Are you looking for a specific **document type**? “Reviews” or “General Reviews” are state of the art articles convenient to begin reading on a topic which is new to you.

### If you have TOO FEW results:

- Check your **spelling**!
- Maybe are your search terms too specific? Try to use **more general search terms**.
- Think of **synonyms**.
- Use the **truncation**, usually with the sign \*, to search all terms with the same basis: scien\* → sciencece, scientific, scientist...
- Is the **database** you are looking in really relevant for your subject?

#### Always remember:

A single database is not sufficient to perform an exhaustive search.  
Bibliographic search is an iterative process.



Sample table to save your searches:

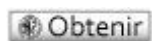
<b>DATABASE USED:</b>	
> Date of research:	
> Search query: (+ search mode if relevant)	
> Limitations:	
> Nb of results:	
> Relevant references found:	
> Search query: (+ search mode if relevant)	
> Limitations:	
> Nb of results:	
> Relevant references found:	

## HOW TO OBTAIN THE FULL-TEXT

### 1. How complete is your reference?

#### A. Your reference is **not complete**:

Use a bibliographic database, like Web of Science, Google Scholar, PubMed, SciFinder, etc. to retrieve the complete reference.



This button allows you to access full text from UNIGE.

#### B. Your reference is **complete**:

Use directly the discovery tool RERO Explore Genève: [explore.rero.ch/ge](http://explore.rero.ch/ge). In this database, it is possible to look for the title of the article for online publications.



#### C. You have the **DOI (Digital Object Identifier)**:

Go to [doi.org](http://doi.org) and enter your DOI in the search box:

##### Resolve a DOI Name

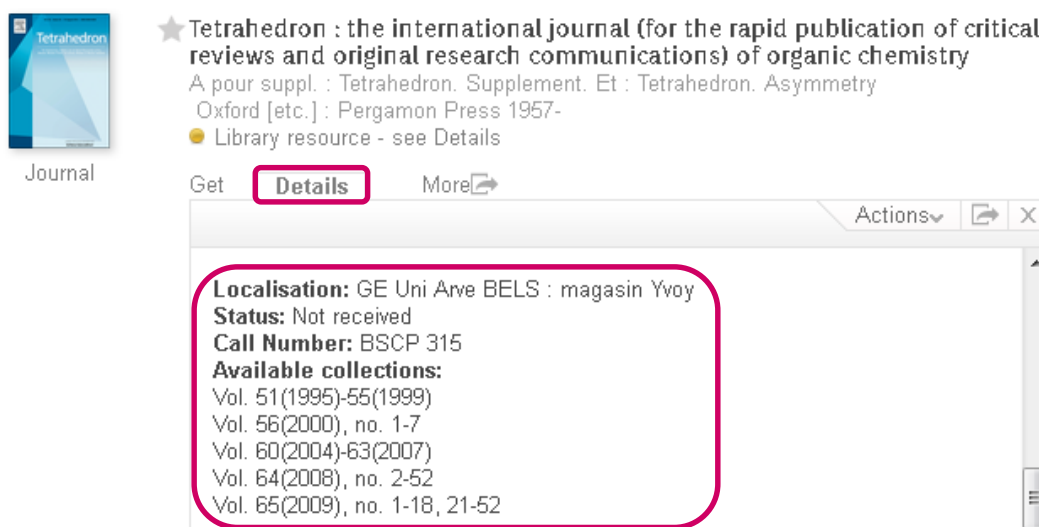
Type or paste a DOI name, e.g., 10.1000/xyz123, into the text box below. (Be sure to enter all of the characters before and after the slash. Do not include extra characters, or sentence punctuation marks.)

SUBMIT

## 2. You don't have access to your article online

- A. Check if we have access to the printed form at the library using RERO Explore Genève. Go to the “**Advanced search**”, choose “**Journal title**” in the dropdown menu and enter the title of the journal you are looking for.

In the list, click on the “**Details**” panel of the title of interest to check its location and availability:



The screenshot shows the RERO Explore Genève search results for the journal "Tetrahedron". The journal title is highlighted in a pink box. Below the title, the "Details" tab is selected and highlighted in a pink box. The details panel, also highlighted in a pink box, contains the following information:

- Localisation:** GE Uni Arve BELS : magasin Yvoy
- Status:** Not received
- Call Number:** BSCP 315
- Available collections:**
  - Vol. 51(1995)-55(1999)
  - Vol. 56(2000), no. 1-7
  - Vol. 60(2004)-63(2007)
  - Vol. 64(2008), no. 2-52
  - Vol. 65(2009), no. 1-18, 21-52

- B. If you can't find either online or printed version of the journal, use our **Document Order Service**:  
[www.medecine.unige.ch/organisation/bfm/openillink](http://www.medecine.unige.ch/organisation/bfm/openillink).

The service is **free** for the UNIGE community if the document is available in a Swiss library.

- C. Otherwise, try your luck with **Google Scholar** ([scholar.google.com](http://scholar.google.com)). It can give you access to uploaded publications (sometimes illegally) on institutions' repositories or other document servers like ResearchGate:

The channels model of nuclear matrix structure  
SV Razin, Il Gromova - **Bioessays**, 1995 - Wiley Online Library  
Abstract The specificity of eukaryotic DNA organization into loops fixed to the nuclear matrix/chromosomal scaffold has been studied for more than fifteen years. The results and conclusions of different authors remain, however, controversial. Recently, we have ...  
Cited by 85 Related articles All 7 versions Cite Save More

[researchgate.net](http://researchgate.net) [PDF]

- D. As a last resort, try to contact the corresponding author to ask for a copy of the paper.

## HOW TO KEEP UP-TO-DATE ABOUT NEW PUBLICATIONS

There are different ways of tracking new information on sources of interest (e.g. journal titles or results of a database research) without visiting them on regular basis:

- ✓ Creating **email** alerts
- ✓ Subscribing to **RSS** feeds
- ✓ Using **social media** (e.g. Twitter)

In order to avoid submerging you email box with a lot messages, we advise you to use a **RSS reader** (or RSS aggregator) and subscribe to RSS feeds when possible.

Example of an online and free RSS aggregator:



With an RSS aggregator, you will be able to subscribe to news from websites like:



Unfortunately, it is not possible in all sources: it depends of website functionalities offered by the editors.

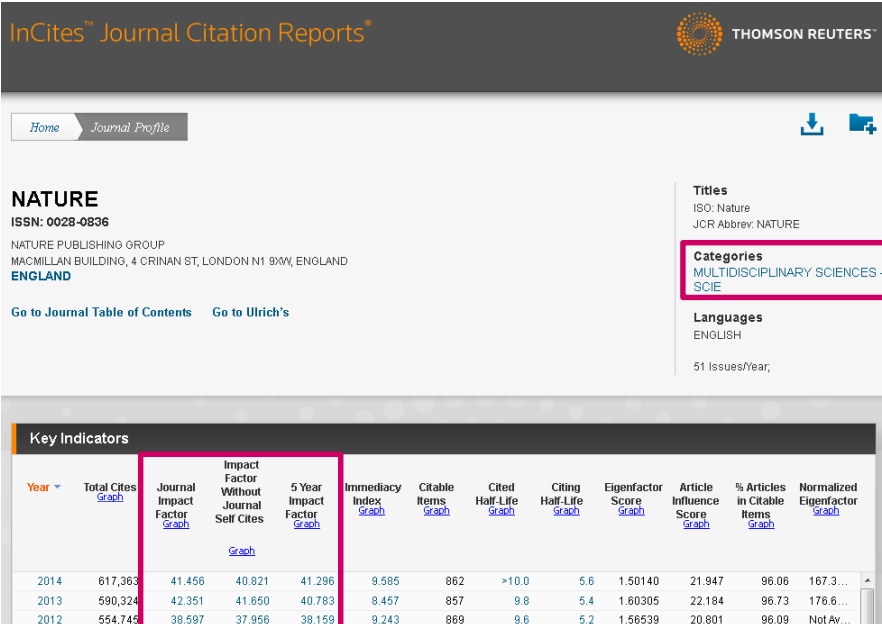
Visit the most relevant databases, journal or website in your field and check whether you can subscribe to RSS feeds:

SOURCES I COULD SUSCRIBE TO	
Source	RSS ?

## HOW TO EVALUATE A PUBLICATION

Write down criteria that can be used to define a "good" publication:

The **Journal Citation Report** (accessible from the Web of Science database), is frequently used by scientists to assess the value of journals and choose the best one to publish in:



**InCites™ Journal Citation Reports™** THOMSON REUTERS™

Home Journal Profile

**NATURE**  
ISSN: 0028-0836  
NATURE PUBLISHING GROUP  
MACMILLAN BUILDING, 4 CRINAN ST, LONDON N1 9XX, ENGLAND  
ENGLAND

Go to Journal Table of Contents Go to Ulrich's

**Titles**  
ISO: Nature  
JCR Abbrev: NATURE

**Categories**  
MULTIDISCIPLINARY SCIENCES - SCIE

**Languages**  
ENGLISH  
51 Issues/Year;

**Key Indicators**

Year	Total Cites	Journal Impact Factor	Impact Factor Without Journal Self Cites	5 Year Impact Factor	Immediacy Index	Citable Items	Cited Half-Life	Citing Half-Life	Eigenfactor Score	Article Influence Score	% Articles in Citable Items	Normalized Eigenfactor
2014	617,363	41.456	40.821	41.296	9.585	862	>10.0	5.6	1.50140	21.947	96.06	167.3...
2013	590,324	42.351	41.650	40.783	8.457	857	9.8	5.4	1.60305	22.184	96.73	176.6...
2012	554,745	38.597	37.956	38.159	9.243	869	9.6	5.2	1.56539	20.801	96.09	Not Av...

The **Impact Factor** of journals is calculated by this formula:

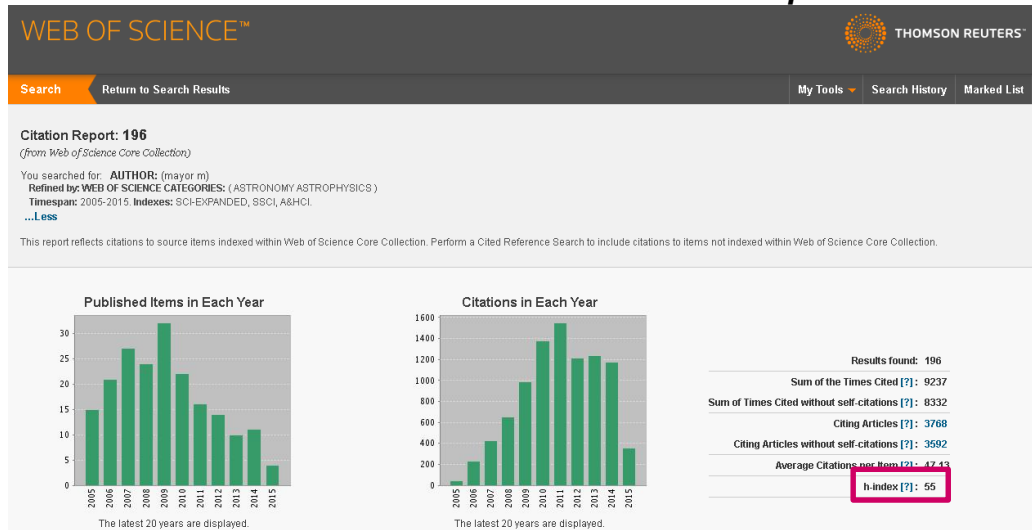
$$\text{IF 2014 of Nature} = \frac{\sum \text{of citations in 2014 of articles published in 2012+2013 by Nature}}{\sum \text{of article published in 2012+2013 by Nature}}$$

Which are the highly ranked journals in your discipline and their impact factors?

Another tool that is frequently used to evaluate research is the assessment of scientists' "performance". This performance is commonly evaluated with an indicator called **h-index** and calculated as follows:

*A scientist with an h-index of  $x$  has published  $x$  papers each of which has been cited in other papers at least  $x$  times.*

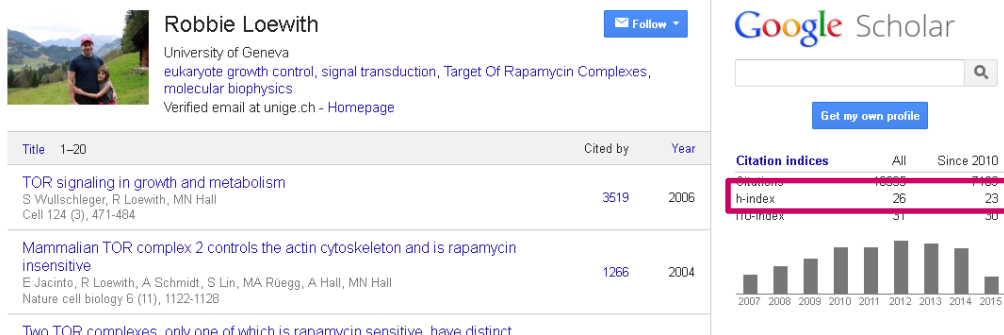
Within **Web of Science**, you can obtain a citation overview from a search result and get the h-index of an author with the link "**Create Citation Report**".



What is your PhD director's h-index within Web of Science?

Look at your neighbor's and make hypothesis to state why it is higher/lower:

A scientist can create a personal profile in **Google Scholar**. If he made it, you can consult his h-index, based on publications referenced by the scientist as his own and citations of these publications within the Google Scholar database:



*"Everything that can be counted does not necessarily count; everything that counts cannot necessarily be counted."*

Albert Einstein

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## PART II

### ORGANIZE, USE AND PUBLISH

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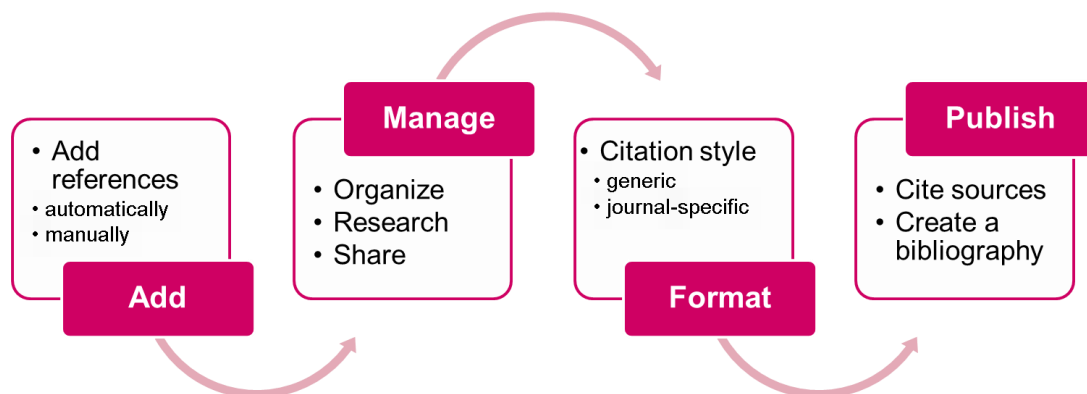
#### HOW TO MANAGE YOUR REFERENCES WITH ENDNOTE

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# ENDNOTE®

EndNote is a software which allows you to manage your bibliographic references in a database and to generate bibliographies in a word processor. You can search, integrate, organize, sort, format and export references.

If you use this kind of software when you begin a project, you can centralize, share and reuse your documents in different forms.



EndNote is a **charged** software you have to install on your desktop (Windows or MacOS). UNIGE collaborators download EndNote for free from <https://gdl.unige.ch>. EndNote is already installed on each PC of the library. The current EndNote version is **X7.4**.

Other reference management softwares exist, such as: Zotero, Mendeley, BibTex...

Comparative table: <https://mediatum.ub.tum.de/doc/1274008/1274008.pdf>

## Create an EndNote library

Open EndNote and go to the menu *File* → *New...*

**WATCH OUT:** An EndNote library is made up of 2 elements: a main file **.enl** and a folder **.data** with the same name containing the associated data. Always keep these elements **together** in the same folder!



**It's your turn!**

Open EndNote and create a new library.

## EndNote interface

EndNote offers 3 display modes (top left). Choose the appropriate mode to work efficiently:

« **Local Library** » mode to work on your references (sort, publish, etc.)

« **Online Search** » mode to search in external databases

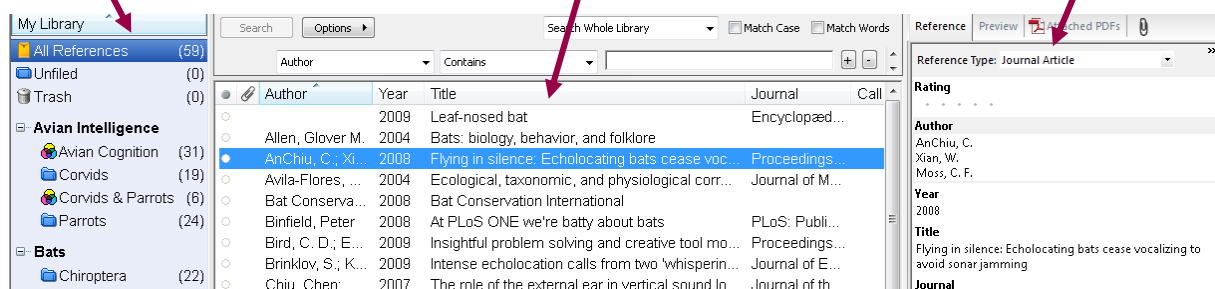
« **Integrated** », hybrid mode (by default)

In each mode, EndNote interface is made up of 3 columns:

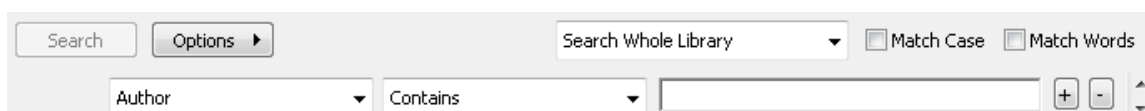
List of collections (groups) and/or external databases

List of references in the selected collection

Detail of the selected reference



In the center column, the top panel allows you to launch researches in your own collections or in external databases:





## Add references into EndNote

You have several ways to add references into EndNote:

- **Manual entry:** allows you to create a reference by hand with the *New Reference* button. At first, you have to choose a document type (book, article, etc.).



### It's your turn!

Add in your library a new reference with the author *Triscone, Jean-Marc*. Why is this author certainly displayed in red?

- **Manual entry with a DOI (Digital Object Identifier):** proceed as above to create a new *Journal Article* reference. Inside the reference, input only the DOI of the publication, then save with *Ctrl + S*. Afterwards, use the *Find Reference Updates* button to complete the reference from this DOI.

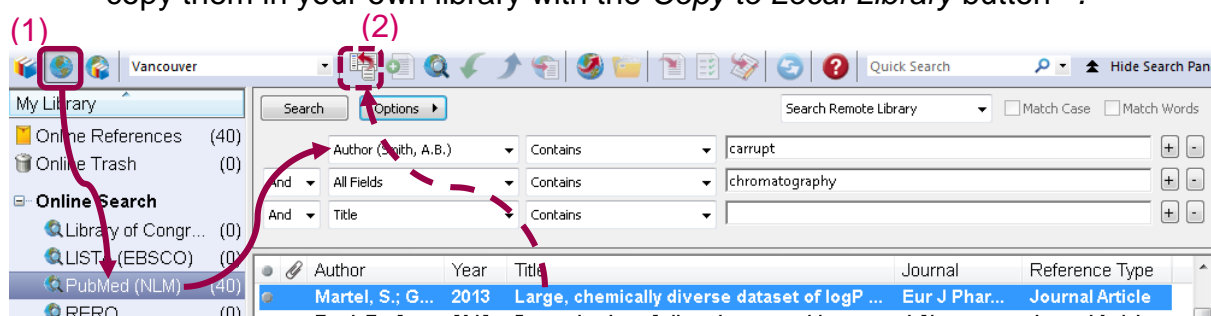


### It's your turn!

Add in your library the reference with the following DOI: 10.1007/bf02467187

- **Online search in EndNote:** allows you to search databases (Web of Science, PubMed, etc.) directly from EndNote and to easily add references in your own library. A lot of connection files are available by default (*Edit* → *Connection Files* → *Open Connection Manager*) and you can add others with the *Get More on the Web* button.

Procedure: Switch on *Online Search* mode<sup>(1)</sup> and choose your database (e.g. PubMed). Use the search panel in the center column to perform your searches. Results are displayed below: select the references you wish and copy them in your own library with the *Copy to Local Library* button<sup>(2)</sup>.



### It's your turn!

In *Online Search* mode, select the *Web of Science Core Collection* database. Perform a search and add the first 20 references to your library.

- **Export from a database** (Web of Science, PubMed, Google Scholar, SciFinder...): once you performed your search on the database, use the “Send to/Export” options and choose the “Citation Manager (RIS)” or “EndNote” format. This will directly export the file to your EndNote library.

### It's your turn!

Go on your most used database and perform a search. Export the first 10 references in your EndNote library.

Go on *Google Scholar*. On the homepage of the search engine, go to the settings, under *Bibliography manager* and choose to display the links to import references into EndNote. Search for an article of your choice and import the reference into EndNote.

- **PDF import:** if you have already downloaded a PDF file of an article on your computer, you can import it into your EndNote library. EndNote will automatically retrieve metadata (authors, title, journal, etc.) from the publication.

Procedure: *File* → *Import* → *File...* → Choose your file and select “PDF” in the *Import Option* dropdown menu.

**Be careful:** this technique might not always work! Always check carefully that metadata are correctly imported.

### It's your turn!

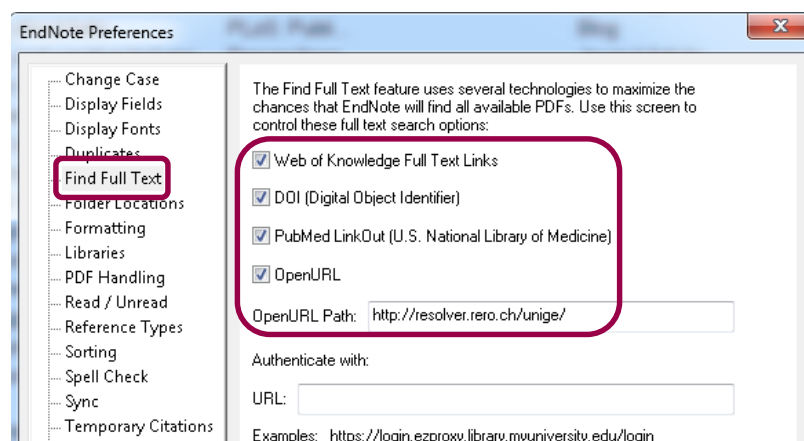
Try to import the PDF of an article into EndNote and check its metadata (authors, title, etc.).

## Get the full text of publications



EndNote allows you to collect full text (PDF) of articles and to join it to a reference with the *Find Full Text* button

The 1<sup>st</sup> time, check in EndNote preferences if the settings are well defined (*Edit* → *Preferences...* → *Find Full Text*) and add the UNIGE *OpenURL Path*: <http://resolver.rero.ch/unige/>.



## Manage your references

### It's your turn!

How do you organize your references into your reference manager? Can you easily retrieve publications for your current project? Discuss with your neighbor.

EndNote offers you many ways to search, arrange and sort your references:

- **Groups:** by default, all references are stored in *All References*. References not assigned to a specific group are under *Unfiled*. Groups are arranged in *Group Sets*.



To create a group or a group set, right click in the left column → *Create Group* (or *Group Set*) → give it a name. To classify references into a group, use the drag and drop method. A reference can simultaneously be classified in several groups.

- **Smart Groups:** the smart groups are created from a research in your library. The group will be automatically updated if new references added in your library match the search criteria of the smart group.



To create a smart group, right-click in the left column → *Create Smart Group* → give it a name and enter the search criteria.

- **Create from Groups:** this option allow you to create new groups from the combination of existing groups using the operators AND, OR and NOT.

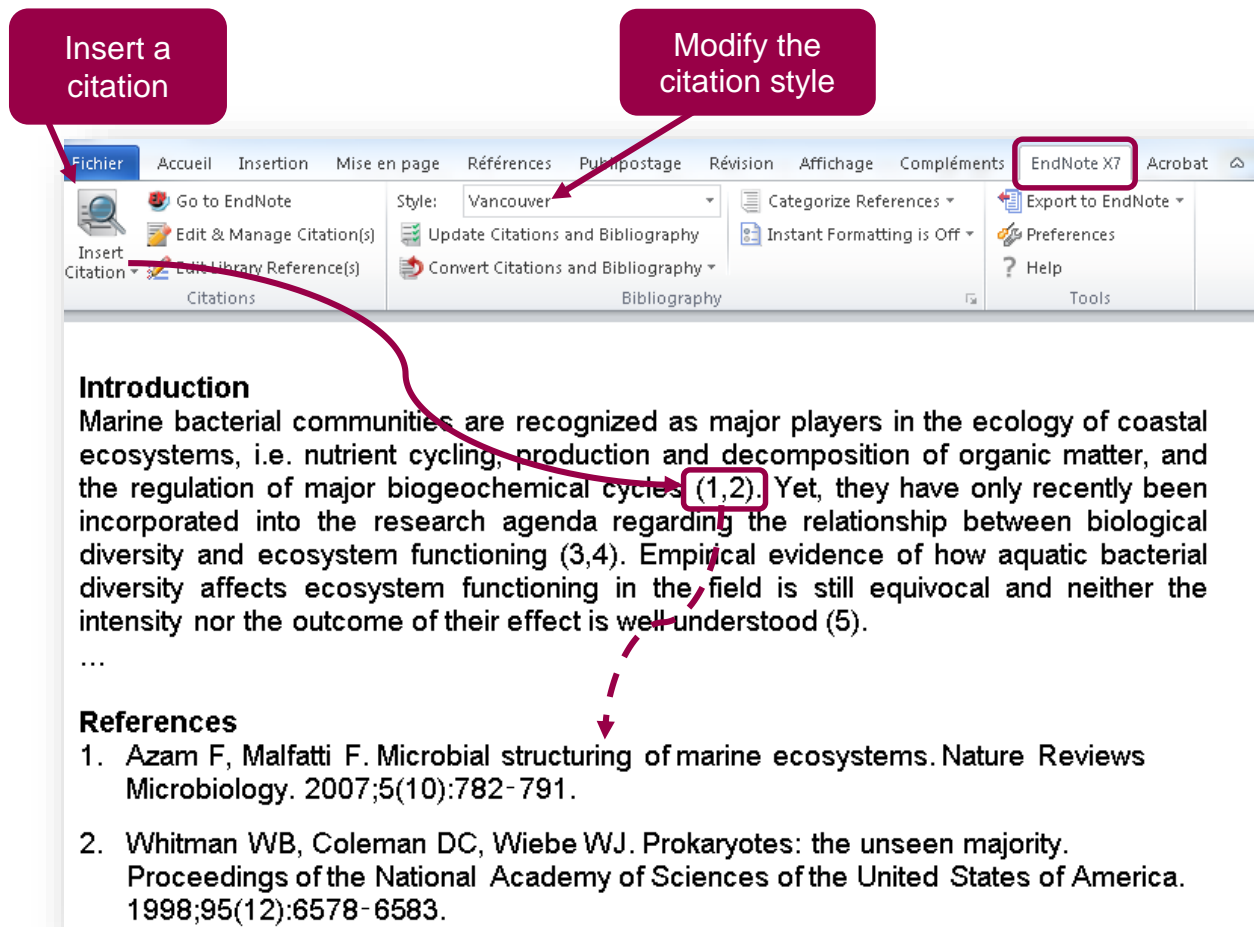


- **Detect duplicates:** the *Find Duplicates* option (*References* → *Find Duplicates*) allows you to delete references imported twice. Check which is the more complete reference before deleting the duplicate.

## Create bibliographies in your Word documents

You have 2 ways to create bibliographies with EndNote:

- In EndNote, choose an *Output Style* in the dropdown menu (e.g. *Numbered*), select your references, and then right click → **Copy Formatted**. Paste the reference list in a Word document with the shortcut **CTRL + V**.
- With **Cite While You Write** plugin (CWYW), installed in Word at the same time you installed EndNote, you can add references in your text as you are writing a report/article. The full reference list will be automatically added at the end of your text. To do this, open a Word document and use the EndNote X7 ribbon:



About 500 styles are available in EndNote under *Edit* → *Output Styles* → *Open Style Manager*. You can modify a style for your specific needs or import others from EndNote website (about 5000 styles).

### It's your turn!

1. Open a Word document. Write some words, then add a reference from your EndNote library. Add more text and more references to other publications.
2. Try different citation styles and notice the changes.

## Collaborate with EndNote Online (also EndNote Basic)

EndNote Online is a web software available **from any web browser** (e.g. Mozilla Firefox or Internet Explorer). This service is **free** with an email account @etu.unige.ch or @unige.ch.

EndNote Online offers collaboration and synchronization options not available in EndNote X7.4 alone.

Open a web browser and access EndNote Online on:

<http://my.endnote.com>

If it is your 1<sup>st</sup> visit, a registration is necessary (link *create an account*).

Once you have got an EndNote account, you can:

- **Synchronize your EndNote Desktop library with your account on EndNote Online**

Procedure: In EndNote Desktop, go to *Edit* → *Preferences...* → *Sync*. Click on *Enable Sync* and give your EndNote Online login/password. After this manipulation, all your references are copied on EndNote Online and synchronized in real time.

- **Share you whole library with your colleagues**





Procedure: Use the *Share Library* button in EndNote Desktop

- **Create a references group shared with your colleagues**

Procedure: Connect to EndNote Online; in the tab *Organize* → *Manage My Groups*, the *Share* column allows you to share existing groups.

Manage My Groups

My Groups↑	Number of References	Share			
Doping in sports	6	<input type="checkbox"/>	Manage Sharing	Rename	Delete
 Plagiarism	10	<input checked="" type="checkbox"/>	Manage Sharing	Rename	Delete
 Reference management	4	<input checked="" type="checkbox"/>	Manage Sharing	Rename	Delete
New group					

BE CAREFUL: groups shared with you by other users are not displayed in your EndNote Desktop. You have to connect to EndNote Online to access them (category *Groups Shared by Others*). Moreover, attachments (e.g. PDF) can't be shared.

### It's your turn!

Create an EndNote Online account and synchronize your EndNote Desktop library.

## COLLABORATION TOOLS

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What collaboration tools do you know?

COLLABORATION TOOLS	PURPOSE

## UNIGE GUIDELINES ON PLAGIARISM AND INTEGRITY

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At the University of Geneva, two guidelines specify the rights and duties of students and researchers when conducting research or writing papers:

- 📌 *Directive on student plagiarism*, adopted in 2011,  
<https://memento.unige.ch/doc/0008/files/directive-on-student-plagiarism-1.pdf>
- 📌 *Integrity in scientific research*, adopted in 2006,  
[www.unige.ch/recherche/files/1314/1381/9049/UNIGEGuidelinesIntegrity.pdf](http://www.unige.ch/recherche/files/1314/1381/9049/UNIGEGuidelinesIntegrity.pdf)

Concerning the plagiarism, all UNIGE doctoral theses are checked by a **similarity detection software**: in order to avoid problems, reference all your sources carefully in the text using EndNote or another reference management software!

## HOW TO REUSE AND REFERENCE PROPERLY

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In order to avoid plagiarism, you simply have to:

1. Put the quotations between **quotation marks** and reproduce with exactitude original author's words.
2. Give the **source** directly after each quotation or paraphrase using either a **number** or the **author-date** mention: that refers to a full reference at the end of your document.
3. Write the **list of all full references** cited in your text at the end of your document. They must be sorted by numerical or by alphabetical order depending on the in-text citation format you used. Rely on publisher's guidelines for the writing of references and insert as much information as necessary to retrieve easily the original publications.

For text-based quotations or paraphrases, following these advices is sufficient. But, if you wish to reuse previously published **images or figures**:

- ❏ If it's for use inside the University of Geneva and will not be published in a journal or publicly available on the web:  
**you don't have to request any author's permission** regarding the exception to author's rights for educational purposes in the Swiss Copyright legislation.
- ❏ If it's for the publication in a journal or on the web:  
**you have to contact the journal or publisher** of the source material or consult the "permissions" information that can be found on many of their web sites in order to request the permission of reuse;  
  
Tip: asking for permission is not necessary if the original image or figure is published under a *Creative Commons* licence.

In all cases, you have to provide proper attribution to the source material like for text citations.

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1. I cite to acknowledge someone else's work
2. I cite to put my work in perspective
3. I cite to re-use existing work in my own
4. I cite to help the reader to discover a new source of information or to check it
5. **I only cite references that I read and understand**
6. I insert in reference as much as information publisher style guidelines allows
7. I should avoid citing references to please the boss/reviewer/publisher

\* Source: HENKEL Thomas and VULLIQUOD Sylvie, Information Literacy for your PhD: successfully search, use and manage scientific publications, 5 November 2015. <https://oer.informationskompetenz.ch/objects/LOR:3> [Accessed 7 January 2016]



<https://archive-ouverte.unige.ch>

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### General purpose

Graduate information literacy module. Available from:  
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### Evaluate

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### Organize

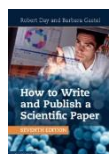
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### Use and publish

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