Evaluation Criteria of the Portfolio

1.   Completeness (3 Points)
   a) Is the portfolio a single Word document or PDF and includes all the required sections? Have the references been transmitted from the reference manager as XML file to the lecturers?(1 Point)
   b) Is there a title page with all the required information available? (1 Point)
   c) Is there a clear table of contents with page numbers? (1 Point)

2.   Presentation (2 Points)
   a) Is the portfolio layout clear and easy to read (Arial 10 pt, line spacing in paragraphs 1.5, spacing between paragraphs 12 pt)? (1 Point)
   b) Is the portfolio orthographically and grammatically correct? (1 Point)

3.   Topic (3 Points)
   a) Is the topic described on ½ an A4 page? (1 Point)
   b) Is the topic clearly defined and can be seen to follow the purpose of the research literature? Has the time required and the amount of expected literature been assessed? (2 Points)

4.   Determine Appropriate Search Terms and Resources (8 Points)
   a) Were the relevant terms found? (2 Points)
   b) Are the resources of the terms stated? (2 Points)
   c) Is there a list of information resources sorted by relevance? (2 Points)
   d) Are the reasons for the selection and the relevance of the information stated and traceable? (2 points)

5.   Search in Specific Sources of Information(51 Points)

5.a) Library Catalogues (8 Points)
   a) If the search was conducted in swissbib, were the different search techniques (search operators, filters, etc.) effectively applied? (3 Points)
   b) Is a copy or a screenshot of the search history available? (1 Point)
   c) Has the term "meta-catalogue" been defined and the sources, that swissbib use, stated? (2 Points)
   d) Is comment on the search options (not on the content) in swissbib compared to the bibliographic databases studied in class made? Are the listed weaknesses and strengths validly justified? (2 Points)

5.b) Bibliographic Databases (21 Points)
   a) Are the screenshots of the search histories included and are the search strategies in the three selected databases (see instructions) justified? Are the reasons understandable and logical? (each 3 points / total 9 points)
   b) Are the search strategies in the course of the research process critically evaluated and adjusted accordingly? (each 3 points / total 9 points)
   c) Is the effectiveness of the research evaluated and comments on recall and precision of the research made? (each 1 point / total 3 points)

5.c) Google Scholar (8 Points)
   a) Is the research in Google Scholar documented with the defined search terms? (1 Point)
   b) Is there a comparison between the search options in Google Scholar and the elected three bibliographic databases documented (3 Points)
   c) Are the statements about the quality and quantity of the hits valid? (2 Points)
   d) Is there an opinion given on whether Google Scholar could fill gaps in bibliographic databases? (2 Points)

5.d) (Electronic) Journals (6 Points)

   a) Have three journals, relevant to the topic, been chosen and described with the relevance justified? Is it documented, whether the relevant results found from the search in the bibliographic databases were found in the defined journals? (each 1 point, total 3 points)
   b) Is it mentioned whether the search in the selected journals has resulted in additional relevant articles? (each 1 point, total 3 points)

5.e) Subject portals, Websites (8 Points)

   a) Do the two subject portals / websites chosen relate to the chosen topic? (each 1 Point, total 2 Points)
   b) Does the evaluation of the two subject portals / websites include and adequately describe the following criteria: scope, relevance / actuality, author, structure, target group, content depth and breadth? (each 3 points / total 6 points)

6. Reference Management (with Mendeley), Citation und Plagiarism (9 Points)

   a) Are 30 topic specific references included in the bibliography and is the style specified? Are the references imported from the databases checked and corrected? (2 Points)
   b) Are all required publication types (books, journal articles and web pages) included in the bibliography? (1 point)
   c) Are the PDFs of the bibliography available with the two styles required for the following journals *Nature* and *PLOS ONE*? (each 1 point, total 2 points)
   d) Have the references been exported from the reference management software? Are the references made available as XML file to the lecturers? (2 points)
   e) Has a critical position on plagiarism been made? (2 Points)

7. Bibliometrics (12 Points)

   a) Have five journals been chosen from the bibliography? Is the ISI Journal Impact Factor 2011 of the journals given? Is a statement made on the ranking of journals within the relevant subject field? (3 points)
   b) Is a leading scientist in the field of the chosen topic, indicating the institution in which she/he works, listed? Is the number of scientific publications indexed in Web of Science and Scopus indicated? (2 points)
   c) Is the statement about the reputation of the journals in which she/he has published, logical? (1 point)
   d) Is a statement made about how often her/his articles have been cited (with and without self-citations) in Web of Science and Scopus? (2 points)
   e) Is her/his Hirsch number (h-Index) determined in Web of Science and Scopus? Are the figures placed in relation to her/his field of expertise? (2 points)
   f) Is a critical position taken on the bibliometric indicators as impact factor, number of citations and h-index, which are often used in the natural sciences? (2 points)

8. Open Access (12 Points)

   a) Are the following points indicated for each of the five journals: journal publishing house, access (subject to license/open access), embargo periods? (each 1 point, total 5 points)
   b) Is there information about whether the authors may enter their papers, after publication in the journal, in a university repository? Is it indicated whether it may be entered, when and in what form? (each 1 point, total 5 points)
   c) Are alternative journals with Open Access for the chosen topic given? (1 point)
   d) Are the sources used to answer a) to c) given and is the choice of the information sources purposeful? (1 point)

Maximum Points: 100

Mark Key:										
Points:										
100-94	93-86	85-77	76-69	68-60	59-51	50-42	41-33	32-24	23-15	**14-0**
Mark:										
6	**5.5**	**5**	**4.5**	**4**	**3.5**	**3**	**2.5**	**2**	**1.5**	**1**