Music Postgraduates

Advanced Information Research Skills

www.rhul.ac.uk/library
Contents

1. Planning your literature search
2. Developing a search strategy
3. Citing and referencing
4. Off-campus access
5. Using other libraries & Inter Library Loans
6. Ethical dimensions of research
7. Further help

Appendix I – using LibrarySearch
1. Planning Your Literature Search

Once you have decided on your dissertation topic you will need to carry out a literature search. A literature search is a detailed and organised step by step search for all the material available on a topic. Effective literature searching requires a strategic approach.

1.1 Identifying Keywords

Before you begin searching, think about the words you need to use in your search. Spending five minutes at the start and being systematic and organized will save you having to re-run searches with words you have forgotten to use.

Step 1: Write our your search as a sentence or question

Here is an example topic written out as a sentence:

_Dreamscapes and the nocturnal in the music of Benjamin Britten_

Step 2: Identify the important words/concepts

Translate your sentence into keywords. As databases will search for exactly what you type in, you need to consider the following:

- **synonyms** - these are different words with the same meaning e.g. _nocturnal_ and _night-time_ - not all words have these but if they do they should be included in your list of keywords
- **acronyms** - this is where your keywords can be condensed into a set of capital letters e.g. _LSO_ is _London Symphony Orchestra_ - use both the full term and the acronym when searching
- **alternative spellings** - remember to try UK and US spellings, e.g. _theatre_ and _theater_
- **alternative and related terms**, e.g. _music, works, compositions_
- **international terms**, e.g. _film_ and _motion picture_
- **former terms** (including non-pc versions), e.g. _burden_ and _drone_, or _madness_ and _mental illness_
- **changes of place name**, e.g. Germany and West Germany / East Germany
- **broader and narrower terms** - you must be sure your results will be pitched at the right level and **broader terms** can help find **more results**, but the results can be **too general**; **narrow terms** help you **reduce the number of results**, but the results may be **too specific**.

Additionally, many databases provide a **thesaurus** of keywords, which is used to classify the work held in the database. Use this helpful tool if possible, as it provides consistency when searching. If you don’t do this you might not find the most relevant articles.
You can improve your chances of finding the information you need if you think about the best keywords and search terms to use before starting your search.

The following example shows how our sentence has been broken down into keywords and grouped by concept. It shows how they relate to one another.

<table>
<thead>
<tr>
<th>Concept 1</th>
<th>AND</th>
<th>Concept 2</th>
<th>AND</th>
<th>Concept 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>dreamscapes</td>
<td></td>
<td>nocturnal</td>
<td></td>
<td>music of Benjamin Britten</td>
</tr>
<tr>
<td>dreamlike</td>
<td></td>
<td>night-time</td>
<td></td>
<td>works of</td>
</tr>
<tr>
<td>surreal</td>
<td></td>
<td>night-loving</td>
<td></td>
<td>compositions of</td>
</tr>
<tr>
<td>fantasy</td>
<td></td>
<td>after dark</td>
<td></td>
<td>specific works</td>
</tr>
</tbody>
</table>

If you have difficulties clarifying the concepts which make up your research question or if you are not sure about which keywords work together consider drawing a mind map before organizing your lists of keywords.

Step 3: Think about ways you could limit your search

You might find too many references on your topic, so think about ways you could limit your search.

Most databases will also allow you to limit your search in these ways:

- **date** – do you only want items published before or after a certain date?
- **language** – do you only want references in English or do you read other languages?
- **geography** – do you want information about a specific place or published in a particular country?
- **type of publication** – do you only want references to scholarly journal articles or would you also like to find books, newspaper articles or theses, for example. This will influence your choice of database to search as many databases only give information about one type of publication.
Exercise 1: Think about your own dissertation topic and plan your search

Topic

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Keywords and concepts

<table>
<thead>
<tr>
<th>Concept 1</th>
<th>Concept 2</th>
<th>Concept 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AND</td>
<td>AND</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Can I set limits?

Dates

Language

Type of publication
2. Developing a Search Strategy

2.1 Identifying suitable resources

Once you have identified your keywords you then need to identify which tools and online resources would be best suited for your research and where to find these resources. The Library homepage http://www.rhul.ac.uk/library provides a good starting point for using all types of Library resources, as it provides a link to LibrarySearch, e-journals, databases and other online resources.

You should also use the Library Subject Guides as these provide information about subject specific library services and links to resources relevant to your area of research. To find the Subject Guide for your department / subject go to the Library homepage www.rhul.ac.uk/library then click on ‘Subject Guides’ on the left hand menu and select your department, or go direct to: http://libguides.rhul.ac.uk
All of our online resources (with the exception of the USC Shoah Archive) can be accessed on-campus (for full details on how to access these resources off-campus, see section 5). If you need to access Senate House's e-resources, you need your Senate House library card, on which is printed the number you need to use (in conjunction with your name printed on the card) to access Senate House e-resources remotely. If you don't have a Senate House library card, you can register remotely and you will be sent a number to use in conjunction with the name with which you registered.

Don’t forget: Useful databases for research in Music include databases of music performances, images, video clips, TV and radio, listings information, filmographic data, etc.

2.1.2 LibrarySearch

The library now has a single-search box which you can use to search all its collections. By searching this box, you will be able to search the library’s collection of books, e-books, e-journals and all of the online databases accessible via Royal Holloway. Look out for the full text icon which will let you know if you can access the full text version online via Royal Holloway. This is most useful for looking for secondary sources, and will search such databases as JSTOR and Project Muse.

You will often get a large number of results in these searches, but the menus on the left hand side will let you refine your results. For example the first option you have on the left hand side is to choose to limit the search to full text online access. You can also use the Content type, Subject terms, Publication date and Language boxes to refine this further. This tends to be a better starting point than a general search engine, as you are narrowing your search to academic resources. See appendix II below for more on how to use LibrarySearch.

Once you have identified your keywords you need to identify which tools and online resources would be best suited for your research and where to find these resources. The Library homepage http://www.rhul.ac.uk/library provides a good starting point for using all types of Library resources, as it provides a link to the library catalogue, e-journals, databases and other online resources.

Exercise 2: Spend 2-3 minutes noting down which resources or types of resources you think you would use to carry out your research
2.2 Developing your search

Once you have identified your resources you then need to develop a search strategy. This section describes some important methods you can use to search efficiently and effectively. Guidance is provided on:

- using symbols to search for alternative word endings and spellings
- combining your concepts in a search statement
- searching for phrases
- performing more specific searches

2.2.1 How to widen your search and ensure you don’t miss relevant records

Most databases will just search for exactly what you type in. Truncation and wildcard symbols enable you to overcome this limitation. These search techniques retrieve information on similar words by replacing part of the word with a symbol usually a * or ?.

- In truncation the end of the word is replaced. For example music\* will also retrieve musical, musicology, musicologist and so on.

- In wildcard searching, single letters from inside the word are replaced with a symbol. For example wom?n will retrieve the terms woman and women.

<table>
<thead>
<tr>
<th>Search term</th>
<th>Results in LibrarySearch</th>
</tr>
</thead>
<tbody>
<tr>
<td>heretic</td>
<td>19,700+</td>
</tr>
<tr>
<td>heretic*</td>
<td>20,900+</td>
</tr>
<tr>
<td>woman</td>
<td>2.1M+</td>
</tr>
<tr>
<td>wom?n</td>
<td>2.2M+</td>
</tr>
</tbody>
</table>

Please note! Different databases use different symbols, so use the help option to check what is used.
2.2.2 How to combine your search words and include synonyms

Search operators (sometimes referred to as Boolean operators) allow you to join terms together, widen a search or exclude terms from your search results. This means you can be more precise in locating your information.

NB – a small number of specialist search tools do not use this type of searching.

**AND** - narrows your search by **combining** words. The results found must contain all the words which you have joined by using AND.

**OR** - broadens your search to include resources which contain any or all of the terms connected by OR.

**NOT** - narrows your search by **excluding** a term. Beware! By using this operator you might exclude relevant records because you will lose those records which include both words.

**Please note!** Check the online help screens for details of the search operators recognised by the database you are searching; some use symbols instead of words, e.g. + or &.

<table>
<thead>
<tr>
<th>Search term</th>
<th>Results in LibrarySearch</th>
</tr>
</thead>
<tbody>
<tr>
<td>nocturnal</td>
<td>12,700+</td>
</tr>
<tr>
<td>nocturnal AND Britten</td>
<td>47</td>
</tr>
<tr>
<td>nocturnal OR night-time</td>
<td>34,900+</td>
</tr>
<tr>
<td>nocturnal NOT science</td>
<td>9,800+</td>
</tr>
</tbody>
</table>

2.2.3 How to make your search more specific

Phrase searching is a technique that narrows your search down by searching for an exact phrase or sentence. It is particularly useful when searching for a title or a quotation. Usually speech marks (quotation marks) are used to connect the words together.

For example “politics of remembering” will find results which contain that exact phrase (ie with the words appearing next to each other). Some search tools may use (brackets) or 'single quote marks' rather than speech marks so check the online help.

<table>
<thead>
<tr>
<th>Search term</th>
<th>Results in LibrarySearch</th>
</tr>
</thead>
<tbody>
<tr>
<td>free jazz</td>
<td>12,300+</td>
</tr>
<tr>
<td>“free jazz”</td>
<td>1,200+</td>
</tr>
</tbody>
</table>
2.2.4 How to combine multiple search words

On most databases you can type in a search statement, this involves combining your search words using search operators. When creating a search statement you must use brackets to ensure correct processing of the search.

- Words representing the same concept should be bracketed and linked with ‘OR’ e.g. (women OR gender)
- Groups of bracketed terms can be linked with ‘AND’ or ‘NOT’.

For example:

*Topic: Dreamscapes and the nocturnal in the music of Benjamin Britten?*

(dreamscape OR fantasy) AND (nocturnal OR night-time) AND Britten

2.2.5 Focusing a search by date, language or document type

There are many ways to focus your search and all search tools offer different ways of doing this. Check the help facilities if the options are not immediately obvious. Some of the ways of limiting your search are as follows:

- **Date** – select the most recent research or research from specific period
- **Language** – some eresources will offer results in languages other than English
- **Place** – are you looking at research carried out in or based on a specific location
- **Publication type** – online / print; peer-reviewed journal articles / pre-print open access articles; review articles / book reviews; books / book chapters; newspapers; primary sources etc.

View this presentation to find out more about the kinds of information available: [http://prezi.com/knt2-f-3vfgn/information-sources/](http://prezi.com/knt2-f-3vfgn/information-sources/)

- **Age groups** – are there specific characteristics of the demographic that you are researching?

2.3 “Cited reference” / “cited by” / “times cited” search

When you find a useful article or book, looking at its bibliography will give you information about other, older, books and articles on your research topic. Some databases also allow you to search for literature which has cited the article or book you have found. This can give you useful leads on more recent research on the same topic. There is no standard name for this type of search; depending on which database you are searching it may be referred to as “Cited reference” or “cited by” or “times cited”.
Exercise 3: Go to your subject pages and select a database or use LibrarySearch and try out a few searches using your keywords and some of the search techniques above.

2.4 Saving your search results

You usually have the option to select specific records to keep by marking or tagging them. LibrarySearch & most eresources will offer the following methods of saving your search results:

- **Email** records to yourself

- **Save** records to your PC or memory stick. Create your own account within certain databases to save your searches to re-run later or set up alerts

- **Print** out

- **Export** to bibliographic management software such as RefWorks or Endnote

- **RSS feeds** allow you to have journal tables of contents sent to a personal webpage or RSS reader (RSS feeds can be more convenient than e-mail alerts, such as those from Zetoc, as they often contain direct links to the full text of some articles)

- You can use alerting services such as Zetoc Alerts to receive regular e-mails to update you on new publications. [http://zetoc.mimas.ac.uk/](http://zetoc.mimas.ac.uk/)

3. Citing and Referencing

When researching your subject it is vital that you maintain an accurate record from the start of any sources you may have consulted and cited in your work. This ensures ethical use of the work in:

- Acknowledging the original author
- Enabling the item to be traced by others
- Providing evidence of the scope and depth of your research.
You research supervisor or departmental handbook can offer guidance on what citation style is required for the piece of work you are doing. Internet materials need to be referenced just the same as printed sources.

The Library Subject Guides provide information on the referencing styles used by your Department plus books and online resources that can help you with referencing:

http://libguides.rhul.ac.uk/home

3.1 Managing your references using RefWorks

RefWorks is an online bibliographic management program which enables you to capture, save and organise references into your own personal database. As a member of RHUL you can access it via the Library’s e-resources A-Z list. It enables you to:

- Capture and save references generated from online databases
- Automatically generate a bibliography in your document
- Insert citations directly into your research (i.e. word document)
- Format your references in a wide range of citation styles

RefWorks includes a comprehensive set of online self-help tutorials, or you may wish to sign up for the one of the RefWorks sessions that the Library regularly runs. http://libguides.rhul.ac.uk/training

4. Off Campus Access

Royal Holloway Virtual Private Network Service (Campus Anywhere)

The only way to access all of our electronic resources off-campus is to use the Virtual Private Network (VPN) service, also known as ‘CampusAnywhere’. The Campus Anywhere Service (Virtual Private Network / VPN) creates a connection between your computer / laptop at home and the College network. Whenever you use the Campus Anywhere connection, your computer is given the appearance of being part of the Royal Holloway Campus network. Using this connection, you can access the library’s electronic journals and databases as well as other College services, such as your Y-Drive, the College Intranet and other restricted websites.

For details on how to set up the Campus Anywhere service, go to the Computer Centre homepage at: https://www.royalholloway.ac.uk/it/home.aspx and follow the link: CampusAnywhere (VPN)

If you have any difficulties with the setting-up CampusAnywhere, please phone the IT Service Desk who can help: 01784 414321. Alternatively, you can see the laptop support service, located in Bedford Library (room 2-01)
5. Using Other Libraries

As a Royal Holloway student you are entitled to access other university libraries in the UK. We always recommend checking the relevant online catalogue before you visit and contacting the Library beforehand if you want to access a specific item.

Senate House Library

Senate House Library, the central University of London Library, is an important resource that enables Royal Holloway students and staff to be members and apply for a library card. As a member of Senate House Library you will be able to borrow material from the library and access electronic resources including e-journals and databases. Further information about membership can be found on their web site: http://senatehouselibrary.ac.uk/membership/

**SHL eresources:** if you only want to access their electronic resources you can do this by registering online at:

https://www.royalholloway.ac.uk/library/usingourlibraries/otherlibraries/senatehouselibrary.aspx

You can find out more about Senate House Library services for Royal Holloway students via the History Library Subject Guide.

British Film Institute Library

The British Film Institute Library is the UK’s largest film and television library. It is for reference use only, i.e. you may not borrow materials from this library.

For more information see: http://www.bfi.org.uk/education-research/bfi-reuben-library

**Location:** BFI Southbank, Belvedere Road, South Bank, London SE1 8XT

The BFI website also provides good source guides, which can be downloaded free of charge: http://www.bfi.org.uk/education-research/bfi-reuben-library/research-resources/16-source-guides

M25 Group of libraries

The M25 group of libraries (http://www.search25.ac.uk/) includes most of the universities in the London area. Many of these will admit you, although use will generally be **REFERENCE ONLY**.

Libraries which are part of the University of London will generally admit you if you show your valid RHUL College Card. Other libraries may require a **SCONUL Access card** or other documentation. You can get the **SCONUL Access card** from the Founder’s or Bedford Library Helpdesk.
British Library

The British Library at St Pancras is the national library holding all books published in the UK. It also has a wide range of journals and online resources. All students are eligible for a reader’s pass. To apply for a pass to the British Library Reading Rooms, you must make your first visit during the opening hours of the Reader Admissions office.

For more information about applying for a British Library reader’s pass check: http://www.bl.uk/

Location: British Library, St Pancras, 96 Euston Road, London, NW1 2DB

Other libraries - The SCONUL Access Scheme

This is the first port of call if you need to use another university library and Royal Holloway participates in this scheme. You will be able to gain reference access to most of the libraries participating in the scheme, and part-time students and postgraduates can also gain borrowing rights to a number of the participating libraries. Further information about the scheme and a link to make your online application can be found at

https://www.royalholloway.ac.uk/library/usingourlibraries/otherlibraries/sconulaccess.aspx

5.3 Inter-Library Loans

One alternative resource if the library does not have what you are looking for is the Inter-library Loan service. This service is available to members of College, though students are required to obtain permission from their tutor/supervisor. Our main supplier is the British Library Document Supply Centre; if it is unable to supply, we then apply to other libraries. For more information on how to apply for an ILL, please go to:

https://www.royalholloway.ac.uk/library/usingourlibraries/interlibraryloans.aspx

6 Ethical dimensions of research

6.1 Copyright

Copyright affects everyone who is reproducing material from published or unpublished material for any reason. You therefore need to be aware of the limits on what you can photocopy, scan, include in your research, and print out from PC etc. The Library has produced some basic guidance on copyright, available at:

https://www.royalholloway.ac.uk/library/teachingsupport/copyrightadvice.aspx
6.2 Plagiarism

The College has policies and procedures in place for addressing issues of plagiarism. More information is available at:

http://www.rhul.ac.uk/forstudents/studyresources/home.aspx

If you have questions about referencing, citing and bibliographies or you have any concerns about avoiding plagiarism, there are a number of handbooks and guides available from the library. These are listed under Citing and Referencing section of the Library Subject Guides:

http://libguides.rhul.ac.uk/home

The library also offers free training sessions on referencing, citing and bibliographies, which you can sign up for.

7. Further help

If you would like more help or guidance on any of the topics explored in this course at any time during your research, please contact the Library Information Consultant for Music:

Russell Burke, Russell.Burke@rhul.ac.uk

or email: library@rhul.ac.uk

Further information can also be found on the Library website:

http://rhul.ac.uk/library/

And for information relating to Library Services for History, see the History Subject Guide:

http://libguides.rhul.ac.uk/Music
Appendix I: Library Search Tutorials

Finding items on your reading list using LibrarySearch

LibrarySearch is available online and can be accessed from anywhere with an internet connection. You can access it from the library home page: http://www.royalholloway.ac.uk/library

2.1 Searching for a book

Scan this code to watch a video tutorial on searching for a book! Or go to this URL: http://youtu.be/9xDpxO92bx8

2.2 Searching for an e-book

Electronic books (e-books) are digital versions of printed books, which can be accessed online. The library has a growing e-book collection which includes popular course reading and reference works such as dictionaries and encyclopedias.

Scan this code to watch a video tutorial on searching for an e-book! Or go to this URL: http://youtu.be/z9qkSkPoUSg
2.3 Searching for a journal

To find journals you have three options:

**Option 1 - E-journals A-Z** links to an alphabetical list of electronic journal titles (this won’t include journals held in print)

Scan this code to watch a video tutorial on using the E-journals A-Z!
Or go to this URL: [http://youtu.be/CX6RIA-lTrs](http://youtu.be/CX6RIA-lTrs)

**Option 2 - Journal Title search**: search for a journal by title in the main search box. On the LibrarySearch screen click the **Journals by Title** tab to only see Journals.

Scan this code to watch a video tutorial on using searching LibrarySearch by Journal Title!!
Or go to this URL: [http://youtu.be/cXG2q3rojpc](http://youtu.be/cXG2q3rojpc)

**Please note**: **Not all links will provide the full text of a specific article**. Your options will vary depending upon our subscription.

**Option 3 – Article Title Search**: search for a journal article by its title in the main search box.


- Click **All** to view all kinds of items.
- Use the limiters to **Show Only Peer-reviews Journals**
- Look for **Full Text Available**
- Click **View Online** and follow the link to the journal article page
Appendix II: Library Search Results Page

1. **Narrow your search.** Use the search tabs to search either **All** collections (online, print, from databases, held in the library), **Books, Music and Film** collections (print, CD, or DVD only), or **Journals by Title** (print and online).

2. **Show only.** Limit your results to **Peer-reviewed Journals** in print or online, or articles with **Full Text Online**.

3. **Resource Type.** Limit your results by the type of item e.g. books, journals, dissertations, exam papers

4. **Subject.** Refine your search by subject terms.

5. **Date.** Select a date range to narrow to items published within that range.

6. **Sort your results by relevance**, newest or oldest publication date first, author, or title.

7. **Actions.** Save, email or export your results to reference manager software

8. **View Online.** Check for availability of full text.

9. **Details.** Shows further information on the item.

10. **Save to e-shelf.** Just click the star, which will save the result to your e-shelf (access top right of screen).
11. Check whether the book is in stock by looking under **Locations**

**Advanced Search**

Use the advanced search to:

- Find journal articles by a specific author
- Search for journal or newspaper articles within a specific publication
- Find an article using incomplete information (e.g. you may not know the article's title but just know the author and the publication).
- Search for words just within the title of a journal article
- Specify the exact publication dates.
Appendix III – other useful information for postgraduate researchers

1. E-journals

RHUL has access to thousands of e-journals which cover a wide variety of subject areas.

Accessing individual E-journals

Individual e-journals can be accessed through LibrarySearch by searching as for print journals. This requires selecting the Journals by Title option and entering the journal title, which will bring back a list of search results. To access the journal, please click View Online.

![LibrarySearch interface showing Journals by Title option]

This will open a pop-up window, providing you with information about which volumes of the journal are available and with one or more link(s) you to the online journal.

Note: Not all View Online links will provide the full text of a specific article. The menu may provide links to the abstract, journal issue, or holdings in other libraries, depending on availability:

2. Theses

At Postgraduate level it may prove useful to search for other theses, for information or to ensure that you are not duplicating past work. All Royal Holloway PhD theses are on LibrarySearch but these are not kept on the open shelves, and need to be requested from the Depository Library using the online request form via the Library homepage. They are delivered to Founder’s Library, and may not be borrowed but will be kept there for as long as you need them.

Since October 2010, newly submitted theses have also been supplied in electronic form, and deposited on Pure, please refer to the e-Thesis submission page for more information. Older theses may also have been digitised and added to Ethos. Royal Holloway electronic theses can be searched via Pure [https://pure.royalholloway.ac.uk/portal/en/publications/search.html](https://pure.royalholloway.ac.uk/portal/en/publications/search.html) and or via Ethos.
Index to Theses

Senate House Library subscribes to the Index to Theses database which gives details of all theses accepted for higher degrees (MPhil and PhD) in Britain and Ireland. Please sign up with Senate House library to use this database. You can access the database via the E-resources A-Z list.

EThOS

Most British PhD theses are no longer supplied on Inter-Library Loan, as they are now available through the British Library's EThOS (Electronic Theses Online System). EThOS can be accessed at: http://ethos.bl.uk.

If the thesis is not already available for download, you may order it to be digitised. Please contact library@rhul.ac.uk for more information.

Proquest Dissertations and Theses

A large collection of international theses are indexed in Proquest's Dissertations and Theses database. Royal Holloway Library Service has subscribed to this, and it can be accessed via the E-resources A-Z list. It will display both citations and abstracts, and full texts of theses for download.

Canadian theses

Many Canadian theses and dissertations are available online for free download at http://www.collectionscanada.gc.ca/thesescanada/index-e.html This service also provides details of Canadian authored theses, including theses submitted to U.S. universities.

DART - European theses

Many European theses and dissertations can be found and accessed via the DART website: http://www.dart-europe.eu/

Open Access Theses and Dissertations

A resource for finding open access graduate theses and dissertations published around the world http://oatd.org/

Shodhganga

Many Indian theses and dissertations can be found and accessed via the Shodhganga website: http://shodhganga.inflibnet.ac.in/

NB. Databases may use slightly different operators or symbols, so do check the 'Help' pages for more information on using these techniques.
3. Managing your bibliography – RefWorks or EndNote?

<table>
<thead>
<tr>
<th></th>
<th>EndNote</th>
<th>RefWorks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td>EndNote is installed on public PCs in College, and can be installed on</td>
<td>RefWorks is a web service which is not installed, but will work on any</td>
</tr>
<tr>
<td></td>
<td>any College owned PC or Mac.</td>
<td>machine with an internet connection and an up to date web browser.</td>
</tr>
<tr>
<td>Home use</td>
<td>You have to purchase a copy of EndNote to use it on a privately owned</td>
<td>There is no charge for RHUL members to use RefWorks on any machine, and</td>
</tr>
<tr>
<td></td>
<td>PC or Mac, but a large discount is available to RHUL members.</td>
<td>alumni can continue to have a free account.</td>
</tr>
<tr>
<td>Use with databases</td>
<td>Results from all of our databases can be imported into EndNote</td>
<td>Results from all of our databases can be imported into RefWorks</td>
</tr>
<tr>
<td>Organising references</td>
<td>EndNote can have any number of Groups</td>
<td>RefWorks can have any number of folders</td>
</tr>
<tr>
<td>Citation formats</td>
<td>EndNote can format references in over 4,500 recognised styles</td>
<td>RefWorks can format references in over 500 recognised styles</td>
</tr>
<tr>
<td>Citing references</td>
<td>EndNote can control the numbering and formatting of citations in a long</td>
<td>RefWorks can insert citations into a document and format them, while</td>
</tr>
<tr>
<td></td>
<td>document</td>
<td>you are connected to the internet.</td>
</tr>
</tbody>
</table>

To access information both RefWorks, EndNote, and a range of other reference managers, please look at the referencing subject guide: [http://libguides.rhul.ac.uk/referencing](http://libguides.rhul.ac.uk/referencing)

4. Open Access

The Research Support team in the Library provides support on research information including copyright, Open Access publishing, developing your research information profile and useful services. The team can also provide advice for meeting research funders requirements regarding Open Access.

The team works with the Information Consultants to provide support throughout the research information cycle, from researching bids through to searching and accessing information for articles, books and other outputs through to submission of the PhD thesis and future career plans.

“Open Access literature is digital, online, free of charge, and free of most copyright and licensing restrictions. What makes it possible is the internet and the consent of the author or copyright-holder.” (Suber, 2004) OA brings about increased discoverability and accessibility to research and offers the researcher more control about how they make their work public.

Open Access (OA) can be delivered in two ways, via OA publishing in journals and via deposit of the article in to an OA repository. Articles can be made OA via deposit into Pure, the College’s research information system. It is essential to check the publisher’s policy on OA and this information is usually displayed within Pure. Sherpa Romeo at [www.sherpa.ac.uk/romeo](http://www.sherpa.ac.uk/romeo) provides policies from about 1000 publishers. Records and articles on Pure are made OA via the College website and can be found via search engines.

Royal Holloway has an OA policy which requires researchers to submit a version of their research into Pure. OA is now a requirement for articles accepted after the 1st April 2016 for the HEFCE REF exercise in 2020 and for Research Council UK funded research.
5. Research Data Management

Research data management means the active planning, care and storage of any data generated during the course of your research. Research data can be anything which you collect, observe or create during the research process, this can be imagery, drawings, spreadsheets etc., anything which is not a published output which is produced during research.

What RDM means to postgraduate researchers

Data Management Plan – what data are you going to create and how are you going to store it. Data Management Plans are useful because they help you to:

- Store you data so you can find it again easily
- Be consistent in your storage, file naming etc.
- Make sure data is stored in secure locations so it will not be lost
- Make sure data is stored in suitable file formats
- Make sure your data can be reused, potentially increasing the impact of your research

You may already have a data management plan in place, due to a funder requirement or through your supervisor or from a wider project. If not, you can use the DMPOne tool (https://dmponline.dcc.ac.uk) to create one for yourself.

As you go through your research, don’t forget to implement your data management plan and keep it up to date as your research develops – keep up good habits! Try not to let it slip as it’s much harder to sort it out when you have generated a backlog of data.

Publishing data

As a condition of your funding, some of you may have to make your data publicly available. You have to make sure that this data is suitable to be made available, therefore does not contain personal information or does not breach any other confidentiality requirements. In the future the College will have an RDM system where you can upload your data but in the meantime you can upload your data to an external repository such as Figshare, then you can add a dataset to your outputs in Pure and provide a link to your data there.

Please contact rdm@royalholloway.ac.uk if you have any questions about managing your research data or look at our website for more details https://www.royalholloway.ac.uk/research/researchdatamanagement/rdm.aspx.