

# UNABRIDGED 2019 PROGRAM

## DAY 1: GETTING READY TO RESEARCH

*Day 1 is all about getting organized as a researcher: understanding your own goals and motivations, your habits and workflows, as well as anticipating your challenges and frustrations.*

### 1.1 Reflect

*An opportunity to reflect on yourself as a researcher and develop an apprenticeship mindset. You will identify personal goals for the Unabridged program, reflect on your current research strengths, areas for future growth, and ways to stay on track in your research.*

### 1.2 Frame Your Question

*This session will help you find your way to a research question if you don't have one yet, fine-tune your question if you have one already, and begin thinking explicitly about the different rhetorical roles sources can play in your project.*

### 1.3 Know Your Field

*By the end of this session you will have developed strategies for seeking out major works and scholars in a particular discipline or sub-discipline.*

### 1.4 Keep Track

*This session is a chance for you to hear some general tips about staying organized and on task, and more importantly to take time to reflect on the strategies, workflows, and notemaking formats that are most intellectually productive for the way your own mind works.*

### 1.5 Zotero Lab

*Learn to use Zotero (a citation & research management tool) to import and organize references and to create in-text citations, footnotes, and bibliographies. You will also start thinking about how to use Zotero's organizational features for your own research.*

## DAY 2: DISCOVERING DATABASES

*Day 2 is all about mapping the world of electronic search interfaces, which are your primary pathway into research. You will learn to think about the entire ecosystem of databases that you need to navigate as a researcher: how to find them and how to get the most out of them.*

## 2.1 What Is a Database?

*In this session you will review a framework for understanding and contextualizing what you already know about databases, how they're created, and how you can (and can't) navigate them.*

## 2.2 The Research Ecosystem

*In this session you'll explore how various kinds of databases fit together into a larger ecosystem that includes academic institutions, the publishing industry, the corporate world, governmental organizations, and more. You'll learn why you should be wary of Academia.edu and ResearchGate, and you'll cement your understanding of the hybrid catalog-article index that more and more libraries are adopting.*

## 2.3 Find Your Database

*By the end of this session you will have confirmed that you know the most important databases in your field, and have had the opportunity to find a new database to explore.*

## 2.4 Improve Your Search

*You will practice developing your search strategy based on the information you learned while getting to know your database. You'll take time to consider what's most useful to you in determining quality and relevance, and practice turning the database's features to your advantage. You'll also confirm your knowledge of controlled vocabularies and locate the thesaurus in your chosen database.*

# DAY 3: FROM SEARCHING TO FINDING

*Day 3 is all about expert-level searching and sleuthing. You will develop your ability to construct complex search queries, take advantage of the specific features of the databases most relevant to your work, and track down hard-to-find sources and elusive information.*

## 3.1 Advanced Search

*By the end of this session you will have the tools necessary to construct complex search queries that zero in on exactly what you're looking for. You will learn to identify searchable concepts and understand the difference between search terms and search operators, and you will know how to identify and take full advantage of specialized search operators, such as Booleans, proximity operators, truncation, wildcards, phrase searching, and more.*

### 3.2 Dig into Your Discipline

*In this session, you will practice applying the advanced search principles you learned in 3.1 to the specific context of one or two databases that are central to your discipline. With the help of a subject expert, you will learn some of the quirks of specialized databases and troubleshoot your particular search needs.*

### 3.3 Find Your Materials

*Confirm your mastery of the suite of services for obtaining materials through the library, including materials not owned by Harvard or immediately accessible through HOLLIS. You will be better prepared to locate materials you hear or read about, no matter how cryptic or inaccurate the reference.*

### 3.4 Specialized Reference Sources

*You will gain a sense of the huge variety of extremely specialized reference sources to be found in academic libraries, and submit a request for librarians' advice on identifying the encyclopedias, handbooks, and dictionaries relevant to your current needs.*

## **DAY 4: USING ALL THE EVIDENCE**

*Day 4 is all about assembling your research materials. You will be thinking about what kinds of materials you need, where to find them, and how to fit them together into your project.*

### 4.1 Locate Collections

*Archival collections can be a little tricky to find. In this session, you will learn about the network of databases (catalogs, directories, etc) that you need to use, and you will practice developing a good research strategy for finding archival materials---in the United States or internationally---relevant to a specific topic or question.*

### 4.2 Plan Your Trip

*Traveling for research---whether to a reading room on campus or a remote fieldsite halfway around the world---is a complicated and multi-step process. Time spent planning significantly increases your on-site productivity. This session gives you a chance to make sure you're aware of the different steps you should take to prepare for a research trip, and get advice from our panel of experts.*

### 4.3 Researcher Keynote

*An opportunity to focus on the real lived experience of research. You will hear an accomplished scholar discuss a current or recent project from the standpoint of their research process—how they find their materials, how their project evolves over time,*

*what their notes look like, which tricks and shortcuts have proven most useful, and what have been the challenges, dead ends, and strokes of luck.*

#### 4.4 Research Hacks

*In this session, you'll learn from each about different tools and methods that you've been testing to improve your research workflow. Come prepared to share!*

### **DAY 5: PUBLISHING AND PROCESSING**

*Today is all about sharing your research with the world. You'll think about technologies you can use to analyze and present your findings, come up with a publication plan, and take ownership of your intellectual property.*

#### 5.1 Media & Technology Lightning Round

*In this session, you will get a quick overview of a range of different media and tools that you could use in your research, plus lots of helpful information about where to learn more.*

#### 5.2 Where to Publish

*By the end of this session you will have a deeper understanding of both the traditional and open-access peer-reviewed journal publishing process and evaluating journals for quality and reputation.*

#### 5.3 Own Your Rights

*Your goal for this session is to prepare for publication by understanding the copyright environment, including the language of publishers' contracts, and how you can advocate for your rights as an author.*

#### 5.4 Your Online Presence

*Explore the different ways of presenting yourself and your work to the scholarly community and to the greater public. Introduce the concepts of self-branding and increase awareness of your scholarly presence.*

### **DAY A (BONUS SESSION): EXPLORING ARCHIVES & SPECIAL COLLECTIONS**

*This bonus session is all about getting comfortable exploring the kinds of primary source material you can discover in archives and special collections, such as manuscripts, rare books, photographs, and personal papers.*

### A.1 Handle with Care

*Learn to safely handle rare books, archival boxes and folders, and standard folder contents (sheets of paper, photographs, etc.). Understand how to approach library or reading room staff for assistance, and that handling procedures may not be intuitive.*

### A.2 Explore a Box

*Working from a randomly assigned box of materials with no context provided, you will begin to explore the generative possibilities of working in the archive. Together with your group you will examine archival evidence, considering content as well as material forms, and begin to imagine how you might incorporate these kinds of materials in your research.*

### A.3 Read a Finding Aid

*An opportunity to understand the various ways archival materials may be described for researchers, and how best to take advantage of them. By the end of this session you will be able to identify various types of descriptive aids for archival materials and understand what information is commonly found in finding aids.*