

Graduate Certificate in Research - XGR501: Checklist of Information Skills 2024

Candidate Name:

ID:

Date:

			Y	N	N/A
<p>I have created (or updated existing) ORCID for my researcher identity. For steps on creating an ORCID see: http://utas.libguides.com/ManageID/ORCID and http://orcid.org/ My ORCID url is:</p>					
I know how to:					
Find Information for Research	Identify Information Sources	Identify relevant subscribed library databases			
		Identify and locate books, journals and other items in UTAS Libraries			
		Find existing literature reviews of a research topic			
		Find theses. See http://utas.libguides.com/theses			
		Recommend new resources for the Library			
	Develop Search Strategies in Bibliographic Databases	Identify key words and alternative terms for searching			
		Use controlled vocabulary terms within databases, as appropriate			
		Use operators (e.g. AND, OR, *) to narrow or broaden search results			
		Refine search results using additional criteria, e.g. filters or limits			
		Add relevant results to a list, to save, print, email or export			
		Access, use and save search history			
		Set up alerts for new content within databases			
	Find Fulltext	Access fulltext publications, on campus and off campus			
		Register for, request and access items via Document Delivery. See: http://www.utas.edu.au/library/research/document-delivery			
Manage Information	Manage References	Create and organise a database of references, e.g. using <i>EndNote</i> or similar tools			
		Change reference styles as appropriate			
		Insert references effectively into <i>Word</i> (or similar)			
	Manage Research Data	Prepare and maintain a research data management plan. See: https://utas.libguides.com/ResearchData/management			
	Copyright	Adhere to copyright limitations on my own and others' work See: https://www.utas.edu.au/copyright			
Publish for Impact	Publish	Choose appropriate journals for submitting papers			
		Find the list of journals covered by 'Read & Publish Agreements' See: https://utas.libguides.com/ReadandPublish			
		Identify Open Access (OA) options, and deposit my publications in OA repositories. See: https://utas.libguides.com/OpenAccess			
		Adhere to UTAS Open Access Policy, and funder OA mandates, e.g. NHMRC, ARC. See: https://utas.libguides.com/OpenAccess/Qanda			
	Share Research Data	Share descriptions of my research data in a metadata repository. See: https://utas.libguides.com/ResearchData/publishing			
	Manage Researcher Identity	Manage my name and identity as a researcher, and create an ORCID. See: http://utas.libguides.com/ManageID			
	Evaluate Research Impact	Find and interpret indicators of research impact. See: http://utas.libguides.com/research_impact			
		Access citation data when available, e.g. in <i>Scopus</i> , <i>Web of Science</i>			

Candidate Signature:

Learning and Research Librarian Signature:

Date: