Candidate Name: ID: Date:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Y** | **N** | **N/A** |
| ***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:*** |  |  |  |
| ***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*](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*](http://www.utas.edu.au/library/research/document-delivery) |  |  |  |
| ***Manage Information*** | ***Manage References*** | Create and organise a database of references, e.g. using *EndNote* or similar tools |  |  |  |
| Change reference styles as appropriate |  |  |  |
| Insert references effectively into *Word* (or similar) |  |  |  |
| ***Manage Research Data*** | Prepare and maintain a research data management plan. See:[*https://utas.libguides.com/ResearchData/management*](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*](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*](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*](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*](http://utas.libguides.com/ManageID) |  |  |  |
| ***Evaluate Research Impact*** | Find and interpret indicators of research impact. See: [*http://utas.libguides.com/research\_impact*](http://utas.libguides.com/research_impact) |  |  |  |
| Access citation data when available, e.g. in *Scopus, Web of Science* |  |  |  |