

Jolene's Not-So-Secret Scholarly Project Hints

In general

- x You will likely underestimate the time it takes to complete your scholarly project. To counteract this, give yourself a personal deadline of having the project complete by the end of summer semester.
- x Your scholarly project is a big project. Consider breaking it into more manageable sections, then set deadlines for each section, such as complete methodology section; submit draft of project to advisor; submit IRB application; complete subsection A; complete discussion; proofread paper; submit another draft to advisor; revise project; etc. until give presentation; submit final draft of project; graduate!
- x Searching for articles is the easy part. Reading them, thinking about the information in them, and integrating their ideas with your ideas is the hard part, so allow yourself plenty of time for that.
- x Take advantage of free time whenever you can during your clinical rotations to work on your project – some offer more free time than others, so take advantage of it.
- x Back up both your project and your EndNote library early and often, and make sure you save the backup copy on another disk (network drive, flash drive, external hard drive, Dropbox, etc.).
- x Don't procrastinate. We love you a lot and love having you here with us, but we also want you to graduate on time. - If you find yourself procrastinating, it's better to admit that to your advisor sooner rather than later, so you can get back on track.

Keeping organized

- x Keep a research journal: databases you searched and the keywords/subject headings you used; search terms that might be helpful for future searches; ideas and questions that come up for you as you search for and read articles [There is another handout available on using a research journal.]
- x What criteria are you going to use when deciding which articles you are going to use for your project? Only articles available in English? Only research on adults?
What are your exclusion criteria? Research conducted outside of the United States? Research on patients on a combination of medications? Note: Excluding articles that are not available online or not available from the UT Libraries are **NOT** acceptable exclusion criteria.
If you are doing a clinical review article, you will need to report the databases, search terms, and inclusion/exclusion criteria in the methodology section of your paper.
- x Decide how you want to keep your articles organized: A three-ring binder with print copies of the articles? PDFs on a drive or in the cloud? Something else? If you will be using EndNote for this (which I recommend), store your PDFs together in the EndNote directory,

then link the EndNote record to its PDF. If you have any book chapters, you can use the photocopiers on campus to create a PDF copies.

Searching for articles

- x At the minimum, search PubMed, Web of Science (Science Citation Index/Social Science Citation Index), Embase, and Google/Google Scholar. Other databases might be relevant based on your topic: CINAHL (nursing and allied health index), the psychology databases, Sportdiscus (sports med), the education databases, ProQuest Dissertations and Theses (formerly known as Dissertation Abstracts, et c.). Ask a librarian for help choosing and searching these databases.

- x Do both quick searches and subject heading (tag) searches, if available. To do subject heading searches:
 - o PubMed: use the MeSH database to search subject headings (you can also select MeSH from the dropdown menu by the quick search field). Do not search from the advanced search page.
 - o Embase: Under the Browse menu, select Emtree .
 - o Web of Science: WoS doesn't have subject headings, but it does have broad subject hedges that you can use to narrow your searches to a particular discipline. These hedges are in the left-hand column of the search results page.
 - o CINAHL: click Suggest subject headings

- x Google Scholar hints: If you are logged into Google Scholar, check your Settings:
 - Search results >> Bibliography manager >> Show links to import citations into EndNote (review these imports carefully; sometimes they are sloppy)
 - Library Links >> Search for and add: University of Toledo – Find It @ Utoledo ; and OhioLINK – Find it with OhioLINK . These will add full-text links to the results of your Google Scholar search.

- x Take advantage of database accounts to save references (we can export these into EndNote) and/or search strategies (so you can run them again in August to make sure no important studies have been published that need to be addressed in your project). Alerts are saved search strategies that run automatically every so often and email you the references it finds.
 - o PubMed (MyNCBI): Save references in Collections ; save searches/alerts
 - o Web of Science: save groups of marked references as lists (but once a list is created, you can't add more citations to it); save searches/alerts
 - o Embase: Save references in Saved Clipboards ; searches/alerts
 - o Google Scholar: Save references in My Library
 - o CINAHL and other EBSCO databases: Save references in Folders ; save searches/alerts

A note about articles that you find in a Google search: sometimes you will find the full-text of a preprint of an article (the approved manuscript that hasn't been formally published yet). Preprints are great to read, but check with your advisor to see if it is okay for you to cite the preprint or if you need to wait for the officially published article.

EndNote

In EndNote training, we took a quick peek at the Libraries' EndNote LibGuide (<http://libguides.utoledo.edu/endnote>); it contains a wealth of information about using EndNote, including information on entering references manually and on getting references from databases into EndNote.

Setting up EndNote

- x Download EndNote from <https://myutaccount.utoledo.edu/>
- x In EndNote, under Help >> Check for Updates... You may need to run this a couple of times, so that you have the most recent version of the software
- x When you create a new library, the first thing to do is to download the updated list of medical journal abbreviations from Tools >> Lists >> Journals . Click on Lists , make sure Journals is selected, then click on Import List . EN should take you to a directory of term lists. Select Medical and click OK . This will import many thousands of journal titles with abbreviations. (This will allow EndNote to use full journal titles for APA format. Note that there may be some journal abbreviations you will need to correct manually in EndNote.)

Finding DOIs

- x DOI = digital object identifier. APA 6 requires that the DOI be included in article citations when there is one. DOIs usually start with the number 10 and contain a prefix and a suffix separated by a slash. Not all articles have DOIs assigned.
- x Some databases (such as PubMed) include the DOI in the export. Check the records imported into EndNote to make sure that it is only the DOI in the DOI field (sometimes other numbers are imported there too).
- x An article's DOI can sometimes be found on the front page of an article.
- x It can also be found on the journal's website, in the article information. Some journal publishers are assigning DOIs retrospectively, so older articles may have them at the publisher's site, but not in databases or on the articles themselves.

Entering website information in EndNote

- x Reference >> New Reference . Change reference type to Web site . Information needed: Author (if it is an organization, add a comma to the end of the name), Year of last

update, Title of page/report in sentence case, Last Update Date (if there is one), and URL

EndNote as a catalog of your references and PDF files

- x Link PDF files to the reference in EndNote for easy organization; this is much easier than shuffling paper copies of articles.
- x With EndNote, you can highlight relevant sections of text (in native PDF documents) and add use digital sticky notes to annotate the PDFs

What to do three months before your project is due

- x Search the literature again to make sure that there are no new major studies on your topic that you need to address in your project. (If you saved your search strategies in your database accounts, this will be an easy process.)
- x If you find one or more that either support or refutes the conclusion of your paper, check with your advisor about how to handle the information. You may end up adding a new section to the end of your project talking about the new research. You will also want to make sure that the new research is reflected in your presentation, so that you are giving your colleagues the most current information.
- x If you used any articles that were released by a journal as epubs, go back to the journal website to see if the articles have been officially published. If so, update EndNote with the year of publication, volume, issue, and page numbers.

Finishing up when your advisor says the project is DONE

- x Dedication or acknowledgement: who goes where? Personal thanks go in the dedication (significant others, family, classmates, faculty, High Power, etc.); if you are thanking folks for their support of you while you were in PA school, put that in the dedication.

Anyone who helped you with your project should be named in the acknowledgments: your advisor, other subject experts, statisticians, librarians, writing tutors, classmates who proofread the project for you, etc. Make sure to include everyone's credentials (degrees, etc.) and specifically how they helped you on the project. You will also acknowledge these folks very briefly in your presentation.

- x Break the link between EndNote and your finished project: In Word from the EndNote menu: Convert citations and bibliography >> Convert to plain text. This might goof up the wacky Roman/Arabic numeral combination page numbering that is required for the project. If you aren't able to get them fixed, let me know.

