RESEARCH AND POSTGRADUATE SUPPORT
RESEARCH CAPACITY BUILDING 2012: WORKSHOP SCHEDULE:
Updated September 2012

Time: Friday, 9 a.m. – 12 noon
Venue: Currently the JB Patel Library Research Commons is being used as the venue.

JANUARY

27 JANUARY 27
1. Introductory workshop
This session will look at "The knowledge cycle", showing the interweaving of reading, writing and investigation skills involved in the research process.

The Programme for 2012 will be explained in terms of how it supports the processes involved in the knowledge cycle in a structured, scaffolded series of hands-on workshops.

FEBRUARY

FEBRUARY 3
2. The research process
An overview will be given of the research process, as well as support materials and resources. A hands-on introduction to online resources will be given, and delegates will be invited to join an online support forum.

FEBRUARY 10
3. The supervision process
An overview will be given of the supervision process, as well as support materials and resources. Support includes the option of joining an online forum.

FEBRUARY 17
4. Mobilising reading resources
This session will give hands-on advice on using mobile and other electronic devices to tackle research reading, including use of tablets (iPad 2 and Kindle) and EndNote.

FEBRUARY 24
5. Research reading skills Part 1: Finding and organising sources
This workshop will focus on how to find and organise literature and other sources: how to skim/scan/use keywords to search electronically, and how to hunt down a citation or reference to its original source. Various ways of organising sources will be demonstrated.

MARCH

MARCH 2
6. EndNote Part 1
This is a hands-on introductory workshop on using EndNote, and saving and sharing EndNote libraries.

1

MARCH 9

7. Research reading skills Part 2: Understanding scholarly texts

Research writing involves more than assembling a bundle of scholarly sources. Unless an attempt has been made to understand the meaning and significance of what you have read, you will not be able to use your literature and other sources effectively. This workshop will offer practical advice on selecting suitable sources, contextualising them in terms of their - and your own - orientation, and understanding their meaning.

MARCH 16

8. EndNote Part 2

This workshop will involve more advanced EndNote use, including the following:

- Editing (i.e. Changing) templates
- Managing text
- Printing bibliographies
- Converting EndNote references into plain text

Delegates are advised to have copies of the latest DUT EndNote version installed on their own office or home computers before the workshop, so that the various skills learned can be applied immediately afterwards. Bringing a laptop with EndNote installed to the workshop is recommended.

MARCH 23

9. Using citation and referencing conventions

This workshop will build on the technical skills learned in using EndNote (or already known from manual processing of references) and skills learned in previous sessions to deal with citation and referencing conventions, including the following:

- When to cite/not cite
- How to handle incomplete citations
- Formatting long citations
- Overuse of verbatim citation
- Multiple authors and use of *et al.*
- Inclusion of researcher publications and artefacts

APRIL

APRIL 13

10. Editing and proof-reading

This workshop deals with what editing and proofreading does/does not entail. It looks at the supervisor's role in editing and proofreading, and gives an editing and proof-reading checklist. Various typing and language conventions will be discussed, including the following:

- Use of past and other tenses
- How much explaining is needed
- Pompous or bombastic language
- Commonly misused terms
- Judicious honesty
- Use of "I" and passive voice
- Conventions of direct and indirect speech
- Verbatim and long citations
- When the page number of a source must be given
- Sweeping claims ("proves") vs. hedging ("suggests")

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MAY

MAY 11
11. Plagiarism
This workshop deals with the following:
- What is/isn't plagiarism
- Why students plagiarise
- How students plagiarise
- How to prevent/spot plagiarism
- Using Google
- Using Turnitin
- Plagiarism as a teaching opportunity

MAY 18
12. Writing a literature review
This session will deal with the practical aspects of writing a literature review, including the following:
- Identifying the purpose of a literature review
- Forging an argument from what you have read
- How the review process, reading and writing intertwine
- Keeping on track
- Name dropping
- Citing to write and writing to cite - how to weave in what you read
- Use of direct citations – the "patchwork effect"
- "Endgame" – literature search at the end of the review (where you find the literature you wish you had found at the beginning of your project.)

MAY 25
13. Carrying out empirical work Part 1: Paradigms
An overview will be given of different research paradigms, and the different demands/criteria for various orientations.

JUNE

JUNE 1
14. Carrying out empirical work Part 2: Methodology
The advantages/disadvantages of using quantitative and qualitative methodology will be covered, as well as the benefits of using a combination of quantitative and qualitative data, particularly in social science research.

JUNE 8
15. Processing data
Methods of analysing data will be covered, including use of the following:
- NVIVO
- Statistical analyses

JUNE 15
16. Presenting data
Methods of presenting data will be covered, including use of the following:
- bullets
- tables
- graphs

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- figures
- appendices

This session will include where to position the data presented: what to select for the chapters and what to put in Appendices. Various options for graphics and their advantages/disadvantages will be discussed, as well as "quick fix" screen dump options.

JULY

JULY 20
17. Writing a thesis Part 1 (applies to dissertations as well)
This workshop will look at the thesis writing process, ways of stimulating creativity on getting initial drafts down, and some traditional (and alternative) ways of structuring a thesis.

JULY 27
18. Writing a thesis Part 2 (applies to dissertations as well)
Structuring a thesis is crucial to how clearly it communicates and therefore to its eventual success. This workshop will look at structural issues and problems which arise as the thesis content is generated, including the issue of decimal numbering (or not).

AUGUST

AUGUST 3
19. Writing a thesis Part 3 (applies to dissertations as well)
This will look at the "endgame" of writing a thesis, where it is crucial to tie up all the loose ends, finalise the reading, and ensure that the examination copy is printed on time and formatted correctly.

AUGUST 31
20. Writing a journal article/conference paper
This workshop will look at targeting various journals, and drafting, structuring and polishing a research article. It will also look at how a thesis can provide the content for more than one journal article.

OCTOBER

OCTOBER 5
21. Writing a book
Various options for book content will be reviewed, including dissertations, combining a series of papers or articles, and using personal professional experience or know-how. This workshop will look at the options for self publication and using commercial publishers, as well as peer reviewing, layout and typesetting.

OCTOBER 12
22. eLearning and research
Online sites (courses, blogs, Facebook and Linkedin), as well as mobile devices (phones, tablets) all have a part to play in research. These options will be explored in a hands-on workshop run in a computer lab.

OCTOBER 19
23. Vox Proxy
A hands-on lab workshop will be held on how to use Vox Proxy for conference and other presentations. DUT has a 10-seat training license for Vox Poxy, which uses animated speaking characters as part of a PowerPoint presentation. Completed Vox Proxy presentations can be saved on CD and run on computers which do not have Vox Proxy software.

NOVEMBER

NOVEMBER 2
24. Preparing a research proposal
This workshop will deal with preparing a research proposal.

NOVEMBER 9
25. Writing up a research proposal
This workshop will deal with writing up a research proposal.

NOVEMBER 16
26. Typing, language and style in research writing
While most students use word processor to type dissertations and research articles, very few know typing conventions or how to use the word processor options available. On the other hand, following conventions slavishly can lead to some undesirable results, as will be demonstrated.]

NOVEMBER 23
27. Layout and graphics in research writing
While this was covered to some extent in workshop 16., Presenting data, this workshop will look at layout and graphics as applied to research writing.

NOVEMBER 30
28. Year-end Function and Feedback session

N.B. This is the weekly workshop schedule, and does not include all workshops/research presentations for 2012. The dates given are provisional, and may be adjusted in the course of the year.

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