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**Information Literacy and Reference Management Training for THRiVE Network**

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**Date:** 15- 17 June 2022

**Please register here to get the Zoom link for the workshop:**

<https://us02web.zoom.us/meeting/register/tZYrdOygqTksG9Mx0s8f5VbjLHCnQzrgsBpn>

**About this workshop**

Information Literacy forms the basis for lifelong learning and is a necessary skill for all scholars and researchers.

Information Literacy is knowing when and why you need information, where to find it, and how to evaluate, and use and communicate it in an ethical manner. Reference management tools help scholars to collect, organize, and insert citations and bibliographic references into essays, research papers, dissertations, and theses. Information literacy enables scholars and researchers to undertake their research in a more efficient, effective, and ethical manner.

This workshop is designed to provide students and researchers with intellectual, critical, and logical skills to quickly access relevant information, evaluate the information and effectively and efficiently use the information. The workshop includes hands-on activities in developing search strategies and using reference management tools.

**Duration:** 3 days

**Trainer**

* Ms Mary Ngure, Coordinator - Information Resource Centre, *icipe* [mngure@icipe.org](mailto:rskilton@icipe.org)

**Sessions and learning outcomes**

1. **Introduction to Information Literacy**

This session will focus on four areas to equip participants with skills for life-long learning to become more self-directed, and assume greater control over their own learning:

1. How to locate, evaluate, use and manage information effectively with emphasis on   
   e-resources
2. Using search strategies
3. Using search engines
4. Evaluating information critically

In the workshop, participants will learn to:

* Develop an effective search strategy to access needed information
* Evaluate reliability, relevance, authority, and accuracy of information

1. **Publishing in Credible Open Access Journals and Identifying Predatory Journals**

This session will focus on Open Access (OA publishing model) that provides free online access to research publications. Participants will learn to:

1. Identify Credible Open access journals
2. Use journal selection tools to identify journals to publish in
3. Identify predatory journals
4. **Maintaining an online scholarly presence**

At this session, participants will learn about the different online platforms for creating online presence. This allows scholars and researchers to increase the visibility of their publications and to network, finding potential collaborators and readers.

Participants will learn to create their accounts on:

1. **Google Scholar**
2. **Academia.edu**
3. **Linkedln**
4. **ORCID**
5. **Research Gate**
6. **Reference Management and citation tools / Plagiarism Detection**

**At this session, participants will learn about the** standalone or web-based software that enable a researcher to efficiently store lists of references and full-text articles, format citations to any citation style and create bibliographies. Correct citing and referencing helps avoid plagiarism.

In the workshop, participants will learn:

1. **What is plagiarism and how to avoid it**
2. **How to generate plagiarism reports using Turnitin**
3. **Use of different reference management and citation tools to cite while you write and create** bibliographies with a practical on Mendeley referencing software

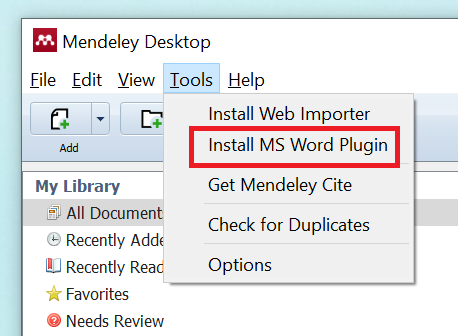
Participants are encouraged to download and install [Mendeley](https://www.mendeley.com) referencing tool in their devices prior to the workshop.

**Programme**

| **Time (EAT)** | **Activity** | **Trainer/Facilitator** |
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| **Day 1: Wednesday 15th June 2022** | | |
| 09:45 -10:00 | Login and connection check | ICT Team |
| 10:00 -10:10 | Opening Remarks | TBA |
| 10:10 -12:00 | Pre-Training Quiz / Self-Assessment  Introduction to Information Literacy | Ms Mary Ngure, Coordinator -Information Resource Centre, *icipe* |
| 12:00 -14:00 | Break |  |
| 14:00-15:50 | Publishing in Credible Open Access Journals and Identifying Predatory Journals | Ms Mary Ngure |
| 15:50 -16:00 | Wrap up session |
| **Day 2: Thursday 16th June 2022** | | |
| 09:45 -10:00 | Login and connection check | ICT Team |
| 10:00 -12:00 | Maintaining an Online Scholarly Presence | Ms Mary Ngure |
| 12:00 -12:15 | General discussion |
| **Day 3: Friday 17th June 2022** | | |
| 09:45 -10:00 | Login and connection check | ICT Team |
| 10:00 -12:00 | Reference Management and Citation Tools / Plagiarism Detection / Mendeley practical | Ms Mary Ngure |
| 12:00 - 12:15 | Post Training Quiz / Workshop evaluation  Closing Remarks | Ms Mary Ngure  TBA |

**Pre-workshop activities**

Please install Mendeley on your computer before the workshop:

1. Download Mendeley and install on your computer (Windows, macOS or Linux): <https://www.mendeley.com/downloads> OR Legacy version <https://www.mendeley.com/reference-management/mendeley-desktop>
2. Install Mendeley citation plugin  
   To be able to cite as you write, generate citations and bibliographies and change your citation style, install the citation plug-in. From the Mendeley desktop version installed in step a) above; click on ***Tools*** > ***Install MS Word Plugin***
3. Install Web Importer add-on  
   To import papers, web pages and other documents directly into your reference library from search engines and academic databases, download and install Web importer: <https://www.mendeley.com/reference-management/web-importer>

**Background reading / viewing**

* 1. Google Scholar Search Tips: <https://scholar.google.com/intl/en/scholar/help.html#searching>

Google Scholar library: <https://scholar.google.com/intl/en/scholar/help.html#library>

* 1. Google Scholar Email alerts: <https://scholar.google.com/intl/en/scholar/help.html#alerts>

“Critically Evaluating Websites” VCU Libraries (6 min)  
 <https://www.youtube.com/watch?v=xBnlIA4x1Xk>

“Plagiarism: Avoid it at all costs!” University College Dublin <https://www.ucd.ie/library/elearning/plagiarism/story_html5.html>

“Understanding and Avoiding Plagiarism: Types of Plagiarism” University of Guelph (3 min)

<https://youtu.be/GW3BzAG8aaY>

“Understanding and Avoiding Plagiarism: From Passage to Paraphrase”, University of Guelph (2 min) <https://youtu.be/auUHRv1vIgw>

“4 Ways to Check Your Paper for Plagiarism”, University of Guelph (2 min)

<https://youtu.be/jmmF0IyDJkc>

“Easy Referencing and Citation: How to use Mendeley Desktop, Web Importer and MS Word Plugin” (10 min) <https://www.youtube.com/watch?v=H4osP8Gp3Kk>

“Mendeley: How to Create a Bibliography from a Folder”, University of Guelph (2 min)  
<https://youtu.be/bxTTz4WIdUI>

“Mendeley: How to use the Citation Plugin in Word”, University of Guelph (2 min)  
<https://youtu.be/t6c78uqn6EI>

“Mendeley: How to Share References with Your Group”, University of Guelph (2 min) <https://youtu.be/yYGCKbJlNmo>

“Mendeley: How to Add References from an Online Database” University of Guelph (3 min)  
<http://y2u.be/aNaKFLvKrh0>