Lesson Plan

Kirstin Duffin
Eastern Illinois University

Graduate student seminar

Topic: Managing references with citation management software

Objectives:
- LO1: The student will be able to identify an appropriate citation management tool for their personal research use.
- LO2: The student will be able to add sources to a citation management tool.
- LO3: The student will be able to insert in-text citations and a works cited section into a word processing document.

Materials:
- Computer lab with access to the internet.

Activities:
(10 minutes) <u>Choose a citation management tool</u>
- The librarian will present two citation management freeware tools.
- Students will choose a tool, create an account, and download the desktop application.

(10 minutes) <u>Add sources to the tool</u>
- With librarian guidance, students will:
    - search for books or articles on a research topic of their choosing, using either the library catalog, an article database, or Google Scholar, and
    - import at least one citation using one of the methods demonstrated by the librarian (e.g., add a PDF document, use the web importer tool, etc.).

(10 minutes) <u>Insert citations into a word document</u>
- With librarian guidance, students will:
    - install the citation management tool's Microsoft Word plugin,
    - insert an in-text citation,
    - insert a works cited list, and
    - change the citation style to one used by their discipline.

Assessment:
- LO1: The librarian will present software options and engage with each student to ensure they have created an account with one tool of the student's selection.
- LO2: The librarian will engage with each student to ensure they have added one or two sources to their reference management library.
- LO3: The librarian will engage with each student to ensure they have added citations formatted for both in-text use and a works cited list using word processing software. The librarian will ensure students understand how to select an appropriate citation style within the citation management application.

ACRL Information Literacy Framework:
Primary knowledge practices and dispositions addressed in this lesson are indicated by asterisk (*).

- Information has Value
  - *Knowledge Practice 1: give credit to the original ideas of others through proper attribution and citation
  - *Disposition 1: respect the original ideas of others
  - Disposition 2: value the skills, time, and effort needed to produce knowledge
  - Disposition 3: see themselves as contributors to the information marketplace rather than only consumers of it
- Research as Inquiry
  - *Knowledge Practice 6: organize information in meaningful ways
  - *Disposition 7: seek appropriate help when needed
  - Disposition 8: follow ethical and legal guidelines in gathering and using information
- Scholarship as Conversation
  - *Knowledge Practice 1: cite the contributing work of others in their own information production
  - Disposition 1: recognize they are often entering into an ongoing scholarly conversation and not a finished conversation
  - Disposition 2: seek out conversations taking place in their research area
  - Disposition 3: see themselves as contributors to scholarship rather than only consumers of it
  - Disposition 4: recognize that scholarly conversations take place in various venues