CIVICA

THE EUROPEAN UNIVERSITY OF
SOCIAL SCIENCES

<u>Information Literacy Workshops (online)</u>
April – June 2025

Hertie School: 9 April, 7 May, and 11 June. 14:00 – 15:00 CET. Introduction to Citavi.
Sessions are held on Teams. Externals can register via email: library@hertie-school.org.
This session is designed as an introduction to the reference management program Citavi.
The version used in the session is Citavi 7, which has new features including an AI tool.
(Open to all students)

Hertie School: 9 April, 30 April, and 6 June. 14:00 – 15:00 CET. Introduction to Zotero.
Sessions are held on Teams. Externals can register via email: library@hertie-school.org.
This session is an introduction to the reference management program Zotero.
 The session focuses on:
 • Managing references and documents in Zotero
 • Adding citations and a reference list to a document
(Open to all students)

European University Institute: 14 May. 14:00 – 15.30 CET. How to prepare a Data Management Plan. To register, please send an email to heclib@eui.eu. In this session, you will be introduced to the best practices of preparing a Data Management Plan (DMP). A DMP is a formal document that outlines how data will be handled during and after a research project.

 DMPs are updated as the research progresses, which usually includes the following information:
 * How data is collected and generated
 * How data is used, elaborated, and organised
 * How data and data subjects are protected
 * How data, code, and ancillary elements are described and documented
 * How data is stored and secured during the project, and how long it will be retained
 * How dataset authorship and credit are assigned
 * How data is preserved
 * How, whether, and under what terms, research data outputs can be shared
 DMPs are documents normally required by research funders and learning how to prepare them is important not only if you are (or plan to be) involved in funded research but also to making sure that data are properly managed and curated, prepared for possible sharing and reuse, and in ensuring transparency and reproducibility of research.
(Advanced but open to all)