A. Syllabus for faculty third-cycle course: Kickstart to Academic Life - Information Management and Publication Process for Social Scientists, 7.5 higher education credits
Third cycle
(Title in Swedish: Snabbstart till det akademiska livet - Informationshantering och publiceringsprocesser för samhällsvetare, 7,5 hp)
The course was adopted and the syllabus approved by the Board of the Faculty of Social Sciences, Lund University, 15 April 2011.
This syllabus is valid from 15 April 2011.

B. Course Details
The aim of this course is to provide doctoral students with generic knowledge (that is, knowledge that is not discipline specific) about how to conduct one's PhD studies when it comes to the two key domains of information management and publication processes.

The course is not a course in methodology or theory of science. It is, instead, a course in the practicalities of research that lie outside scientific methods but nevertheless structure the work of producing a PhD thesis.

The course is offered by the Faculty of Social Sciences as an interdisciplinary third-cycle course for the social sciences. The language of instruction is English or Swedish, depending on the student group.

C. Learning Outcomes
On completion of the course, the student shall be able to
• identify the advantages and disadvantages of writing a monograph or a compilation thesis
• identify the key traits of the various parts in a monograph and in a research article, as well as of the summary of a compilation thesis (the so-called kappa)
• design and manage the process of publishing an article in a peer-reviewed journal, including how to identify the outlet for their research and how to conduct a dialogue with editors and referees
• assess whether or not there is a need to submit one's project to a formal ethical review
• demonstrate a clear understanding of the rules of scientific referencing
• assess the quality of an author’s scientific referencing practice
• communicate research results to an academic as well as a non-academic audience, orally as well as in written form
• understand how bibliometric and similar research evaluation tools function
• design and conduct professional information searches in conjunction with a research project.
• use reference management software
• identify the various career paths which exist within the university, and the portfolio of skills that they require.
• understand key factors behind the development of good relations between supervisors and PhD students.

D. Course Content
The course combines an introduction to the process of managing one’s need of information as a PhD student, and an introduction to the process of managing the publication of one’s results.

Concerning the process of information management, the course introduces the PhD student to structured information searches combined with the use of reference management software (e.g. Endnote). It also introduces evaluations and bibliometric tools, describing the rationale and roles of these tools in the publication process.

Concerning the process of publishing one’s results, the course introduces the PhD student to the textual character of monographs and peer-reviewed articles, features the differences between monographs and compilation theses, and provides grounds to design a publication strategy adapted to any of these. It also provides a theoretical and practical introduction to the ethical and stylistic rules of referencing. The course also introduces the specificities of academic rhetoric in speech and in writing.

The course further introduces PhD students to the academic funding system and teaches them to assess if a project should be subjected to a formal ethical review or not, and to plan their future career.

E. Teaching and Assessment
The course is given in the form of lectures and workshops. Lectures present key generic knowledge for the PhD research
process and methodology, with a special focus on the social sciences. The workshops offer opportunities for the students to discuss course issues with senior researchers. Students are expected to have read and reflected upon relevant course literature prior to lectures, and to come prepared to participate actively in workshops.

Students will be assessed on the basis of a) their completion of workshop-related assignments and b) a 1500 words publication-ready book review of a book.

Assignments and essays may be written in Swedish or English, or possibly another language if an agreement is reached with the examiner.

F. Grades
The grades awarded in examinations are either Pass or Fail. To be awarded a Pass the student must fulfill the learning outcomes specified for the course and demonstrate, both through workshop assignments and the book review, an independent, reflective, well-informed and critical relationship to the issues presented in the course.

G. Admission Requirements
Applicants must be PhD students. In the event that the number of applicants exceeds the number of available places, PhD students from the Faculty of Social Sciences at Lund University are given priority.

H. Course Literature

Please see separate literature list