

Scholarly Research Tracker

Getting Started

Introduction & Overview

Scholarly Research Tracker (SRT) has been designed to work with your academic research projects/assignments, documents, and items of interest such as quotes or concepts. Basically SRT stores all of the documents you find in your literature reviews and allows you to create virtual note cards on ideas and quotes. SRT then gives you the ability to perform qualitative content analysis by sorting and codifying your resources: documents (themes) and virtual note cards (codes). Finally you can use SRT to retrieve the resources and build documents that can be used as a starting point for your rough draft. Additional features include listing out the journals you commonly use and lists of additional required research. SRT is easy to use. Enjoy.

Installation: Proceed to www.premierdatasoftware.com/SRT.htm Click the download now label and using Windows Explorer select “Run” to install SRT using the linked MSI file.

User Help

When SRT is open, push the key **F1** to view help on any active screen (Window). This will bring up a SRT Help screen. Most data entry and report screens have a Help screen option accessed by pushing the **F1** key.

Final Note: We suggest before you actually start using SRT, you examine each menu and its functionality. Also, we suggest you test SRT with your real document data. Do not make up things. We find people get sloppy when they are not using real data and the saying “Garbage in equals garbage out.” applies.

Plagiarism Warning: Do not get sloppy. It is unethical to use ideas or authored text without proper citations and quote marks, including one’s own words and ideas which have been **previously copyrighted** and **published**. If you merely change a few words, that is still plagiarism. Cut, copy, and pasting without proper citations can place you in jeopardy for loss of academic respect, potential loss of an earned degree or job, and exposure to copyright lawsuits. We suggest three types of citations: 1. Copy a few really powerful quotes and place them into your document to give credit to important prior work (indenting paragraphs or enclosing with quotation marks are mandatory with references). 2. Copy important power phrases and embed them within your sentences (use quotation marks around the copied text with proper references). 3. Paraphrase ideas you have read using your own words **DO NOT COPY ANY PART of ANY TEXT** but include references showing where you acquired your ideas or where you found support in the literature for your ideas. Any Documents you store are for your “fair use” only. You cannot share or distribute these documents without violating copyright laws.

SRT Basics (Steps for Minimum Usage Requirements)

1. SRM needs to have some initial configurations set. Use the menu **Control/System Configuration**. Find your current copy of Adobe Reader and Microsoft Word (or reader). Enter your organization (publisher, university, school, etc.) and your name as the primary author.
2. Using the menu **Maintenance/Add, Update, or Topics** record a list of topics that best describe your areas of research. Limit topics to 2-3 words each.
3. Using the menu **Maintenance/Add, Update, or Projects** record your projects (past and present) with the relevant information. Select the topics that best apply to each project. You may also write your **abstract** for the project and record your **keywords**.
4. Next, from your research (literature review probably at a library or on-line) create a document listing all of the APA citations by copying (ctrl C) and pasting (ctrl V). Also save the associated documents preferably in PDF formats to your portable media. If only using a computer with SRT installed directly paste your references and import the documents into the SRT database (See Step 5).
5. Using SRT you can import APA References, Abstracts, Keywords, and PDF documents into its database. Use **Maintenance/Add, Update, or Documents** select your project from the **blue drop down box**. Now, copy (ctrl C) and paste (ctrl V) each citation into SRT and push the Parse button to populate the document record fields. Correct any fields that were not populated correctly. Save the document information to the database (**Add Button**). After you have the citation entered and saved, push the **Add Document Button** to find and bring the PDF file into the database.
6. Repeat step 2, 3, 4, & 5 for each project you want to process.
7. For your current project return to the document screen and pull up a document and to review/read. Highlight and copy (ctrl C) any materials for quotes or concepts to be used in your project. Open up the **Maintenance/ Add, Update, or Delete Document Details** window. Paste (ctrl V) in the item of interest and code it with the left-side dropdown boxes below. Record the document **page number** from where the item of interest was retrieved. Use the right side drop down box only if you plan on using the quotes within a certain part of your document. Continue with this process until you feel you have everything you might need in your document. Use these same steps on all of the documents you retrieved for this project. You can put in text you typed in each section by NOT selecting a document and pasting your text in the detail screen and placing it in the appropriate section (right-side dropdown box).
8. Use the **Print/Print Missing Document Report** to identify any Records with no documents attached.



200 Shadow Lane. Phone: 217.528.9000
Shady Shores, TX 76208 800.720.DATA
www.premierdatasoftware.com Fax: 888.801.DATA

9. Using the **Print/Print Research Document Activity Report** to review your documents and details in several formats.
10. Finally, use **Maintenance/ Build Project Document**, to create a simple text file that can be loaded into a word processor for project completion. If you need to make changes you can repeat this step as often as you need. However, once you start in earnest with the word processing part of your project you have no reason to build a text file again.

After thoughts for those of us who like more.

The hardest part of using any software is correcting mistakes. Sometimes that is easy; sometime you may need our help. Also learn how to back up both your “ScholarlyResearchTracker.mdb” database and “ResearchDocuments” folder on a regular basis and you will be up and running.

As this product is constantly being improved, download the current version as they become available.

Gather up questions and don't be afraid to email Support: support@premierdatasoftware.com

How to use your SRT built document to produce "Your Document"

1. Using page-breaks create your Title and Abstract pages (if appropriate).
2. Create or modify the existing sections to meet your needs.
3. Write your Introduction using any of the quotes you find fitting.
4. Any quotes you do not use can be moved to end of your document. You may find a use for them later in another section.
5. Repeat this process for all of your sections.
6. By this time you may find "Unsupported Informational Holes" in your document. Manually, add any new research to SRT's database and manually paste required information into your word processing document.
7. Caution is the keyword with SRT quotes. The tendency is to over use them as they are. The best approach is to combine the quoted content into text using your own words with you understanding of the quotes and then give credit where credit is due. If you use their exact words make sure quotation marks are used with a page number(s) identified in the reference.
8. When you have completed the document match all quotes with the entries in your reference section and remove unused quotes and entries.
9. Reread your work several times and have a colleague read your document looking for errors and hard-to-understand language.