Step Up to Masters: Organising information (transcript)

https://www.youtube.com/watch?v=SaBSD6o9ms0

How have you organised your research?

Maxiely: In terms of organising, I think I mostly go about grouping on my topic like, for example, take my dissertation. It's one topic in a sense but then it can be broken down to 10 or 15 different topics, 10 or 15 different steps. So by going about organising my data I'll break down each different step when we do a particular topic, give it a name and I would approach every article that's related to this topic then I tick that off the list then I come down to the second topic, approach every article that's related to this topic and tick that off the list, so at the end of the day and by time I'm done with say 10 articles per topic, I've got a hundred references easily for a five thousand word assignment so that's very helpful in terms of organising my data and avoiding repeating any information because if I already tackled something in a first topic there will be less chance of me repeating this information unnecessarily further down in my research, unless it's mandatory.

Amy: So I used the office 365 software that the University provides, which basically just means that all of the assessments that I've done throughout the year, all of the good research that I've found, all the data that I've collected, it's all in the same place. It's all on the cloud which means I can access it anywhere from campus and also I love that it backs it up automatically and you've got version history as well so you don't have any of that worry of, you know, you've accidentally deleted something, or you've lost the USB. It's all just there and it's just one less thing to worry about.

Emily: So I tend to have a few books out at a time, but then I use my EndNote library quite a lot to store thing. I use EndNote online because I could access that on campus and off campus and save articles and stuff to that, which is really useful. It keeps everything in one place and if I need something for a new assignment that I've used in a previous assignment I know where to find it.

Radhika: I used to bookmark all the readings. I used to highlight some of the areas which I used to find important. Some information which was very useful I used to take a printout of those because here everything is eLearning, so we didn't have a printout, but I used to make sure that I took printouts of some of the important things which I need to revise before the exams. So in this way I was very organised during my exam time and it was not of much of a pressure.

Di: At first, of course, based on the topic, for example we learn risk management, and for risk management we need to separate the information, separate the whole knowledge into several parts. For example, how to identify it and maybe I need to find some information about identification and I will put them together, mark them using the Chinese name. If I can go through it quickly and put them together, this can help me to find the information I want the first time.

Hannah: So mostly I used the reading lists and then I started from the beginning to use the Mandalay program which helped me just organise all my subject and the literature and then when I was just

reading through the essays I would take notes in the program so I could always refer to my Mandalay and use it for referencing. So when I would write something I would put down the reference immediately behind what I've just written sometimes just use quotes – then later on refer back to and know, ok this is directly from the text I have to maybe look back into it, or see if it is actually supporting what I'm trying to say.