

# Gender Studies - Research Database Network User Manual

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## **Contents**

Record Types .....	3
Adding a New Paper .....	3
Removing a Paper .....	5
Searching for Papers .....	6
Refined Search .....	7
Adding a New Conference .....	8
Remove a Conference.....	9
View Conferences.....	11

## Record Types

The database stores two types of records, **Paper** and **Conference**. You can perform two types of direct operations to these records: you can 1) add a new record and 2) delete a record.

The **Paper** record stores the following information:

1. Title of the paper
2. URL where the paper is stored. This can be either:
  - a. A URL within the database i.e a file uploaded to the database.
  - b. An external URL leading the user to another website.
3. A list of Author names (preferably in the same order in which they are listed in the paper)
4. Date of publication of the paper
5. The category of the paper. This can be one of five:
  - a. Gender and Human Rights
  - b. Gendered Violence
  - c. Gender and Development
  - d. Gender Inequalities
  - e. Other
6. Optional: a set of search keywords (also called “search tags”).

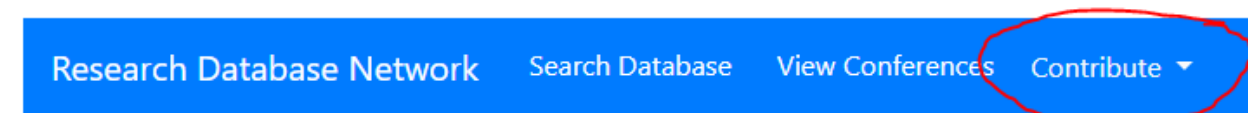
The **Conference** record stores the following information:

1. Title of the conference
2. The venue of the conference
3. The date on which the conference starts / started.
4. Optional: notes to provide details on the conference

## Adding a New Paper

A new paper can be added to the database by executing the following steps.

Step 1: Navigate to Menu - Contribute



Step 2: A submenu will open. In the submenu, navigate to “Add Paper”

A screenshot of the 'Research Database Network' website. The top navigation bar is blue with white text: 'Research Database Network', 'Search Database', 'View Conferences', and 'Contribute'. A dropdown menu is open under 'Contribute', showing four options: 'Add Paper' (circled in red), 'Add Conference', 'Remove Paper', and 'Remove Conference'. Below the navigation bar, there is a section titled 'Recent Publications' with a light blue header. The first publication listed is 'Computing Machinery and Intelligence' by 'Author(s): Alan Turing' with a reference ID 'Ref: c577h196c23f86dh31d5h0ch2defh6e521810228'.

Step 3: Fill out the form. If you are a research assistant for the Saida Waheed Gender Initiative, ask your employer to provide you with the username and password.

A screenshot of the 'Add Paper to Database' form. The form has a light blue header with the title 'Add Paper to Database'. Below the header, there are several sections: 'Your Credentials:' with fields for 'username' and 'password'; 'Paper Title:' with a text field containing 'A Treatise On Important Things'; 'Publication Date:' with a text field containing 'mm/dd/yyyy'; 'Full name of Author(s)' with a text field; 'Add Author' and 'Remove Author' buttons; 'File attachment method:' with radio buttons for 'Upload a file' and 'Add a URL'; 'Paper Category:' with a dropdown menu showing 'Gender and Human Rights'.

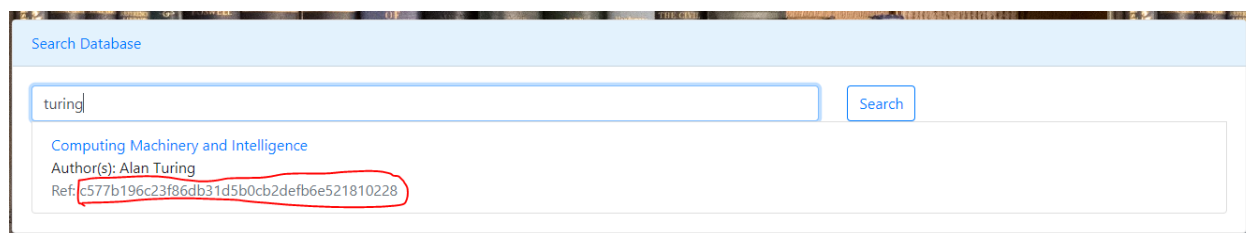
Step 4: Click “Submit”

A screenshot of the 'Add Paper to Database' form, showing the bottom section. It includes the 'Add Author' and 'Remove Author' buttons, the 'File attachment method:' section with radio buttons for 'Upload a file' and 'Add a URL', the 'Paper Category:' dropdown menu showing 'Gender and Human Rights', and a text field for 'Enter search keywords (separate by comma ','):'. At the bottom center, there is a blue 'Submit' button, which is circled in red.

### Removing a Paper

A paper can be removed from the database by executing the following steps:

Step 1: Find the reference number of the paper you want to delete. This can be found by searching for its title, author or search keywords.



Search Database

turingl Search

Computing Machinery and Intelligence  
Author(s): Alan Turing  
Ref: c577b196c23f86db31d5b0cb2defb6e521810228

Step 2: Copy this reference number.

Step 3: Navigate to Menu - Contribute



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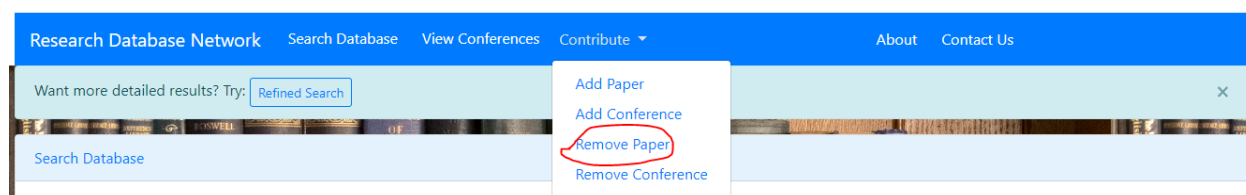
Research Database Network

Search Database

View Conferences

Contribute ▾

Step 4: Navigate to “Remove Paper”



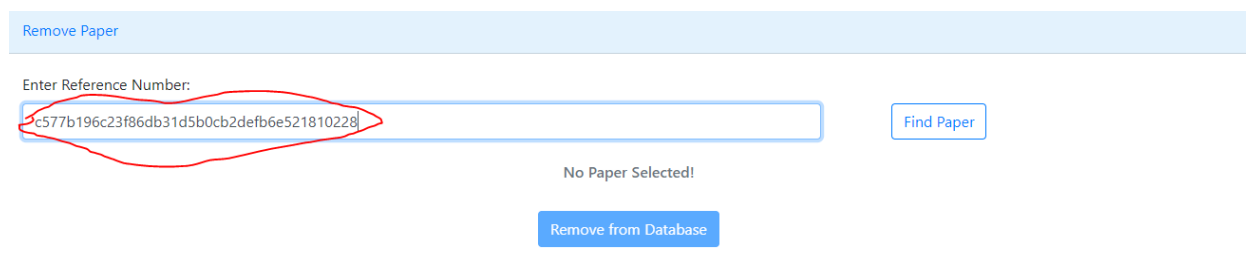
Research Database Network Search Database View Conferences Contribute ▾ About Contact Us

Want more detailed results? Try: Refined Search

Search Database

Add Paper  
Add Conference  
Remove Paper  
Remove Conference

Step 5: Paste the reference number of the paper you want to remove



Remove Paper

Enter Reference Number:

c577b196c23f86db31d5b0cb2defb6e521810228 Find Paper

No Paper Selected!

Remove from Database

Step 6: Click “Find Paper”

Remove Paper

Enter Reference Number:  

Find Paper

Computing Machinery and Intelligence

Author(s): Alan Turing

Ref: c577b196c23f86db31d5b0cb2defb6e521810228

Remove from Database

Step 7: If the (correct) paper is found, “Remove from Database” can be clicked to remove it.

Remove Paper

Enter Reference Number:  

Find Paper

Computing Machinery and Intelligence

Author(s): Alan Turing

Ref: c577b196c23f86db31d5b0cb2defb6e521810228

Remove from Database

### Searching for Papers


The database search engine indexes the following three sets of information:

1. Title of the paper
2. Author(s) of the paper
3. The search keywords entered when adding the paper to the database.

Any of these three (or a combination) can be used to search for papers in the database.

To search, execute the following steps.

Step 1: Navigate to Menu – Search Database:

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Research Database Network 

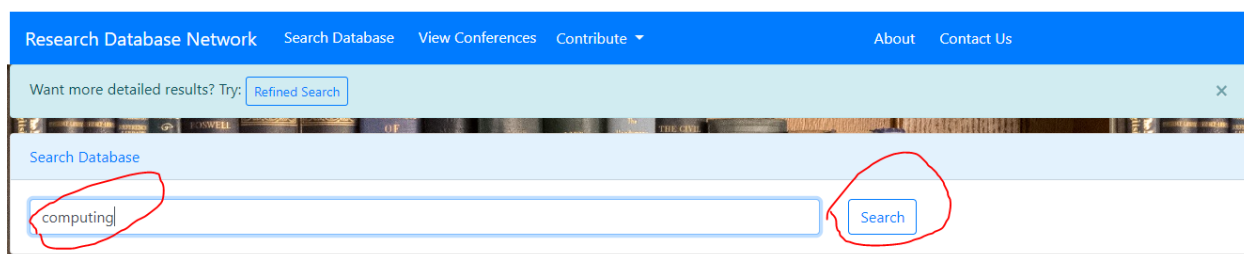
Search Database

 View Conferences Contribute ▾

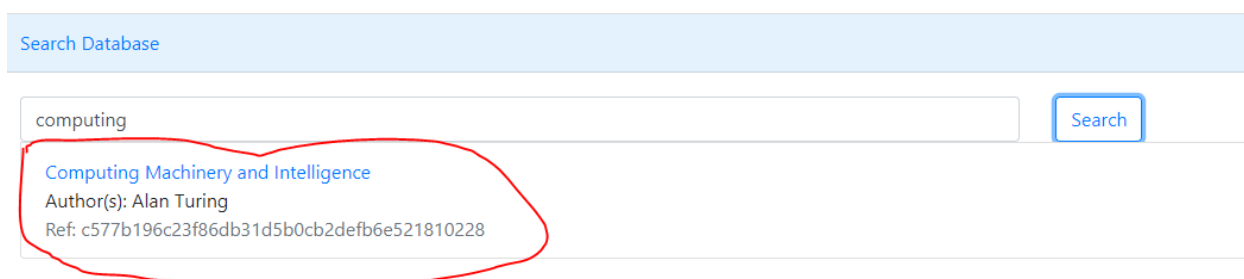
About Contact Us

Step 2: Enter search term and click “Search”

# Gender Studies – Research Database Network: User Manual



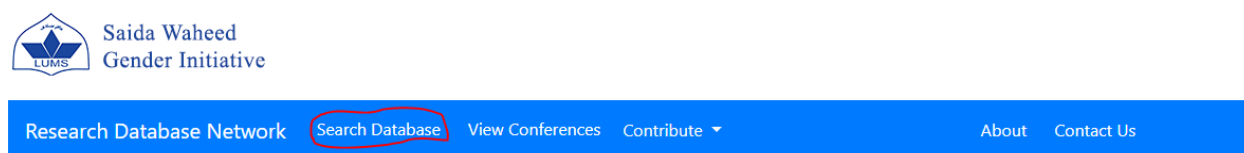
Step 3: The results will be loaded beneath the search widget.



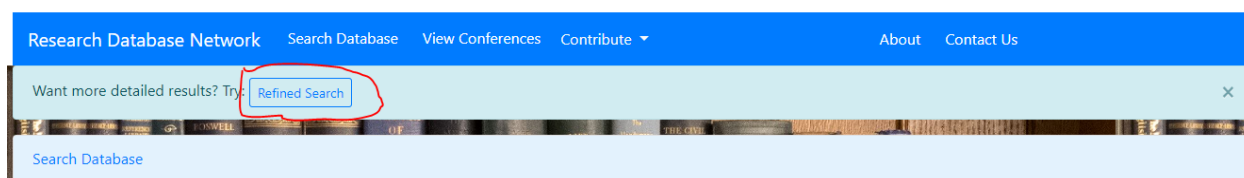
## Refined Search

A refined search filters the search results according to the category names included in the search. To conduct a refined search, execute the following steps:

Step 1: Navigate to Menu – Search Database:



Step 2: Click “Refined Search” on the Search Database page.



Step 3: Select the categories you want to include in your search and repeat the steps of the previous section to conduct the search.

### Adding a New Conference

A conference can be added to the database by executing the following steps:

Step 1: Navigate to Menu – Contribute



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Search Database

View Conferences

Contribute ▼

Step 2: Navigate to “Add Conference”



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Research Database Network

Search Database

View Conferences

Contribute ▼

Recent Publications

Computing Machinery and Intelligence

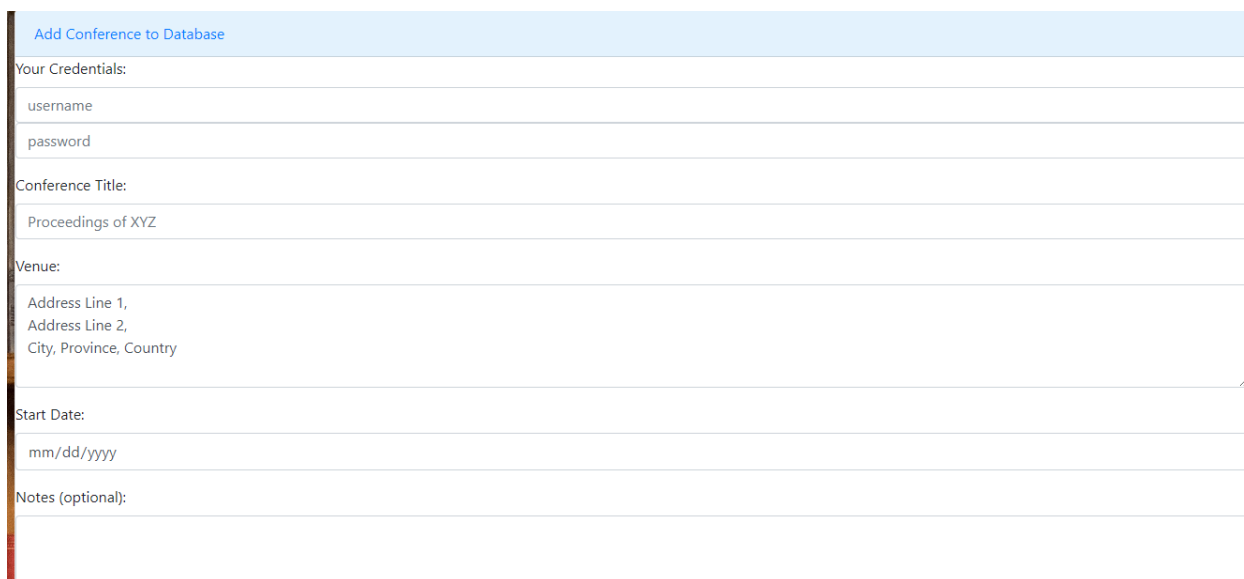
Add Paper

Add Conference

Remove Paper

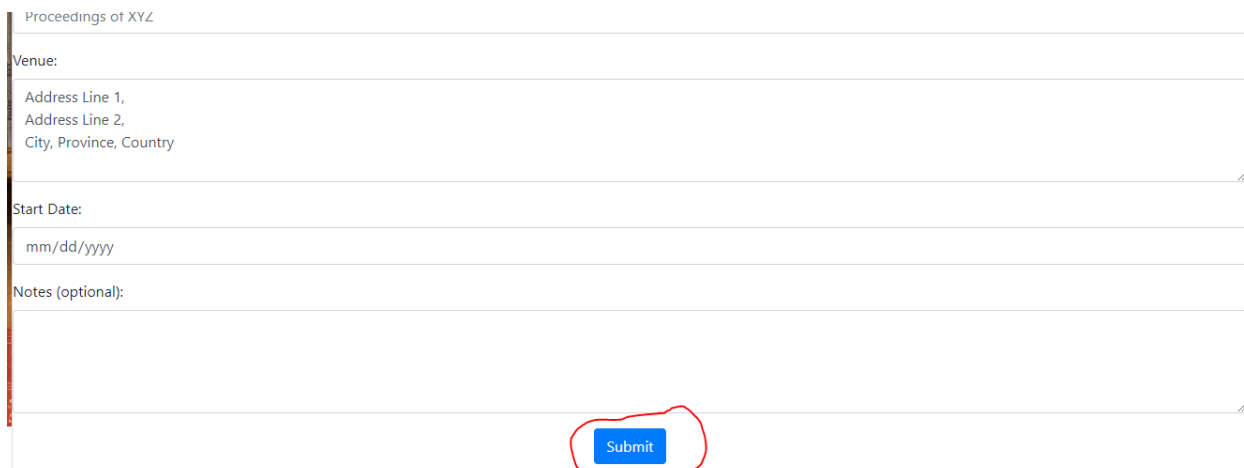


**Step 3: Fill out the form.** If you are a research assistant for the Saida Waheed Gender Initiative, ask your employer to provide you with the username and password.



The screenshot shows a web form titled "Add Conference to Database" in a light blue header. The form contains several input fields: "Your Credentials:" with sub-fields for "username" and "password"; "Conference Title:" with the text "Proceedings of XYZ"; "Venue:" with sub-fields for "Address Line 1," "Address Line 2," and "City, Province, Country"; "Start Date:" with the placeholder "mm/dd/yyyy"; and "Notes (optional):".

**Step 4: Click “Submit”**



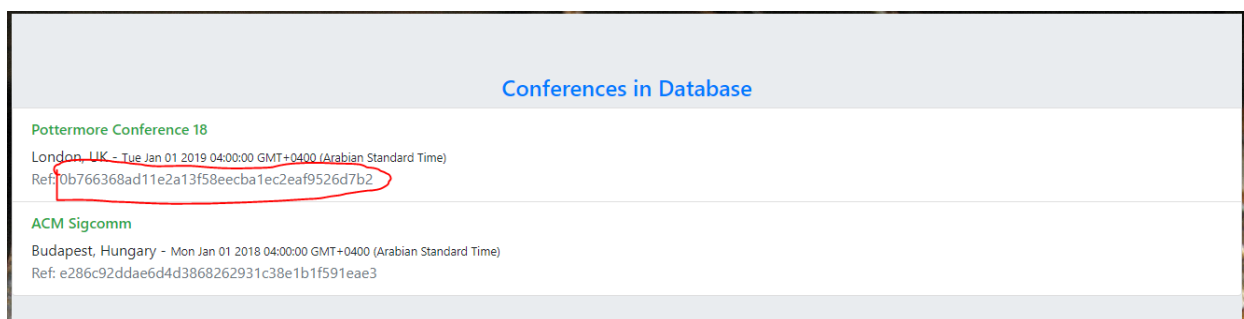
This screenshot shows the same form as above, but with the "Submit" button at the bottom center circled in red. The "Proceedings of XYZ" text is visible in the "Conference Title" field, and the "Venue" and "Start Date" fields are also visible.

### **Remove a Conference**

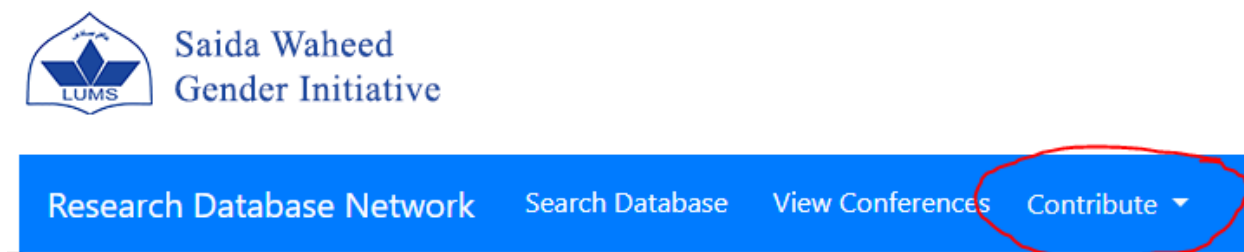
You can remove a conference record from the database by executing the following steps.

**Step 1:** Get the reference number of the conference record. This can be gotten from the “View Conferences” page.

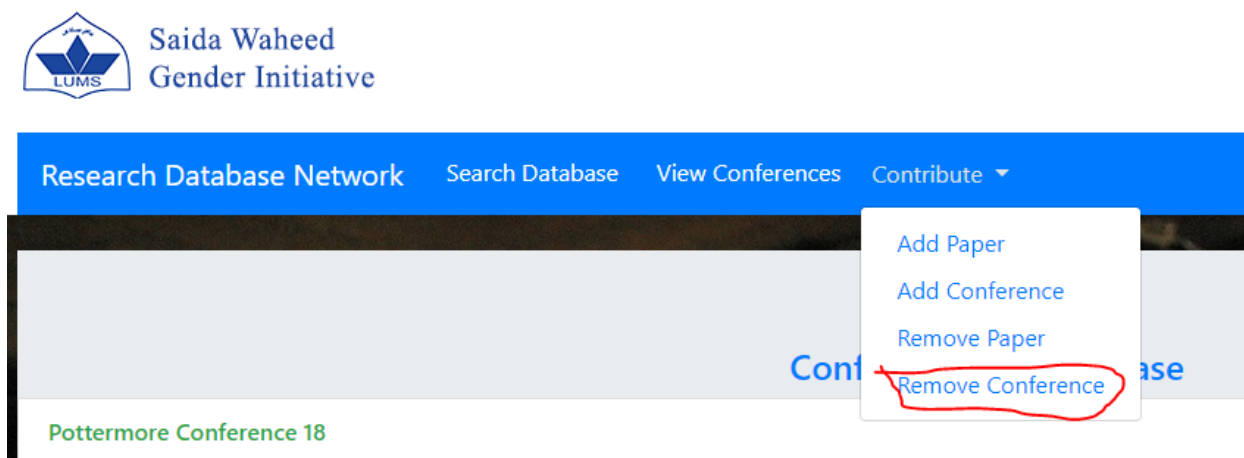
## Gender Studies – Research Database Network: User Manual



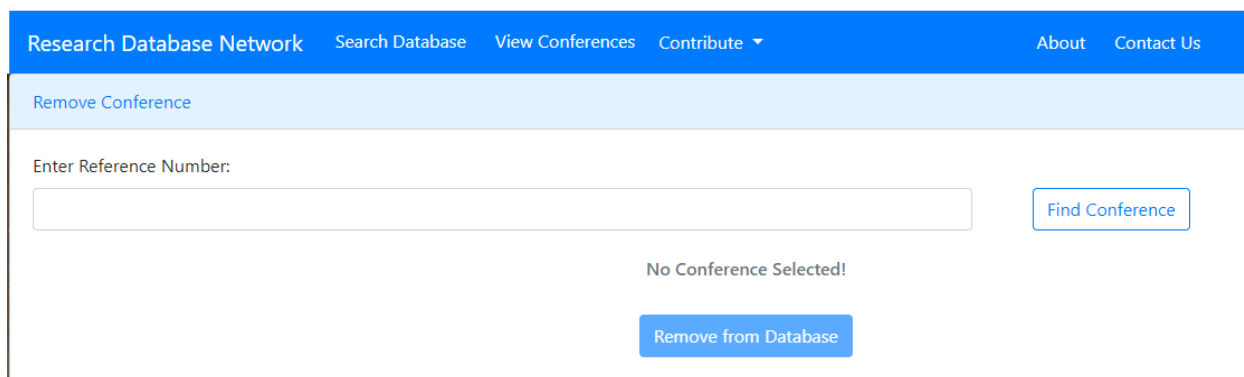
Step 2: Navigate to Menu – Contribute



Step 3: Navigate to “Remove Conference”



Step 4: Enter the reference number and follow the same procedure as the one used on the “Remove Paper” page.



Research Database Network Search Database View Conferences Contribute ▼ About Contact Us

Remove Conference

Enter Reference Number:

Find Conference

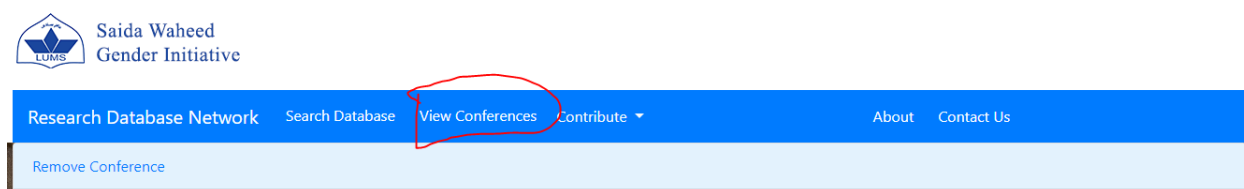
No Conference Selected!

Remove from Database

### View Conferences

To view all conferences added to the database, execute the following steps.

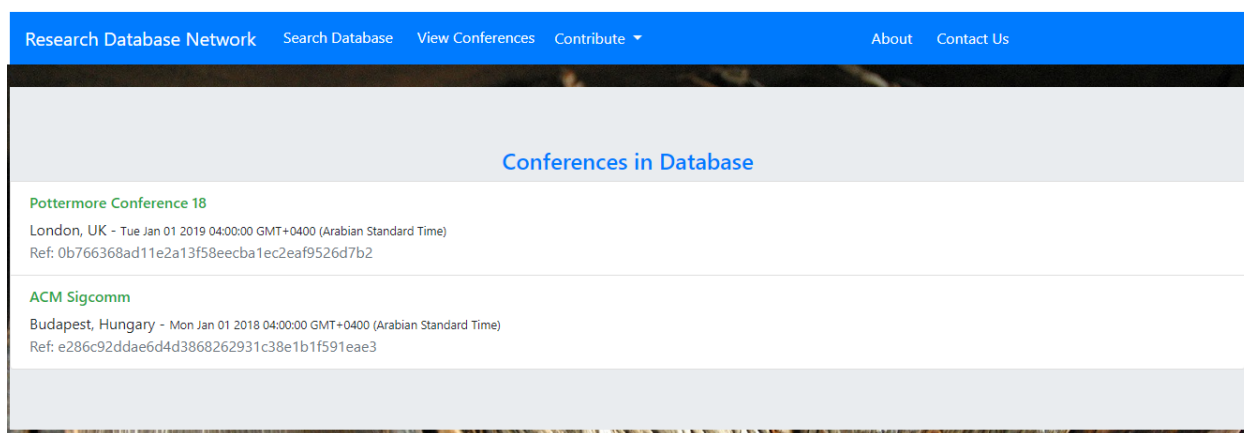
Step 1: Navigate to Menu – View Conferences



Step 2: The page lists all registered conferences.



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A screenshot of the Research Database Network website. The header is blue with white text for navigation: "Research Database Network", "Search Database", "View Conferences", "Contribute" (with a dropdown arrow), "About", and "Contact Us". Below the header is a grey banner with the text "Conferences in Database" in blue. The main content area lists two conferences: "Pottermore Conference 18" and "ACM Sigcomm". Each entry includes the location, date, time, and a reference ID.

Conference Name	Location	Date	Time	Reference ID
Pottermore Conference 18	London, UK	Tue Jan 01 2019	04:00:00 GMT+0400 (Arabian Standard Time)	Ref: 0b766368ad11e2a13f58eecba1ec2eaf9526d7b2
ACM Sigcomm	Budapest, Hungary	Mon Jan 01 2018	04:00:00 GMT+0400 (Arabian Standard Time)	Ref: e286c92ddae6d4d3868262931c38e1b1f591eae3