

PhD Productivity Tools Workshop

Graduate Students in Public Policy

Cornell University

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Introduction

- ▶ Enhance productivity and organization for Public Policy PhD students
- ▶ Introduce essential digital tools for project management, academic writing, and code documentation/sharing

Examples

" A good system shortens the end of the road to a goal" - Ralph Waldo Emerson

Overview of Tools

- ▶ **Project management and organization:** Notion, Click-up, Asana, Trello
- ▶ **Citation management:** Zotero, Mendely
- ▶ **Academic writing:** Overleaf/LaTeX, Scriver
- ▶ **Code sharing and version control:** Github

Notion for project management and organization

- ▶ **Purpose:** An all-in-one workspace with capability to organize projects, tasks, notes.
- ▶ **Centralized Dashboard** Create a dashboard to monitor research progress, tasks, and upcoming deadlines at a glance.
- ▶ **Task Management:** Easily create tasks and to-do lists for research, writing and experiments.
- ▶ **Goal Tracking** Monitor long-term goals like publishing papers, attending conferences and completing milestones.

Zotero for citation management

- ▶ **Purpose:** A powerful citation management tool to organize and manage references for academic research.
- ▶ **Simplified Reference Collection:** Seamlessly import references from websites, databases, and PDFs.
- ▶ **Streamlined Citations** Generate citations and bibliographies in various styles with ease.
- ▶ **Efficient Organization** Create folders and tags to categorize and locate references effortlessly.

Resources for Zotero

- ▶ Top 10 Zotero Extensions
- ▶ Plug-ins for Becoming a Zotero Wizard

Using Overleaf to produce publish-ready papers

- ▶ **Purpose:** A specialized, collaborative writing software for complex projects like academic research and writing.
- ▶ **Structured Writing** Organizing content into sections, subsections, figures, tables and equations for a structured manuscript.
- ▶ **Integration with Reference Managers:** Integrating citation management tools like BibTeX or Zotero to automatically generate accurate references and bibliographies.
- ▶ **Version Control** Tracking changes and collaborating with a version control system, ensuring a clear history of edits.

Best Practices for learning Overleaf

- ▶ Latex Best Practices
- ▶ Top 10 tips for writing a Thesis using Overleaf
- ▶ Overleaf for Scholarly Writing + Publication

Github for code sharing and version control

- ▶ **Purpose:** A web-based platform for version control, collaboration, and code sharing.
- ▶ **Facilitate version control:** Easily track changes, manage collaboration, and maintain code history.
- ▶ **Code Hosting and Sharing:** Able to use GitHub as a platform to host and share code with public and private audiences.
- ▶ **Project Boards:** Provides capabilities to visualize tasks, progress, and research priorities.

Resources for using Github

- ▶ How to set up Github for a Research Project
- ▶ Git for Economists
- ▶ Version Control: Git
- ▶ Collaborative project management with Git and Github

Tips for Chat GPT

ChatGPT is a LLM - Large Language Model, with the purpose of conducting natural language conversations (hence 'Chat'). GPT stands for Generative Pre-trained Transformer; a specific type of neural network for LLM developed by OpenAI.

1. **Use a Basic Prompt Structure:** Be specific in your request. For example: "Write an outline for an article about growing an audience on TikTok."
2. **Assign a Tone or Style:** Specify the tone or style for refined output. For example: "Explain fractional reserve banking in a friendly tone."
3. **Bring in Experts:** Assign specific roles like a lawyer or professor for domain-specific writing. For example: "Critique my writing as a creative writing professor."
4. **Iterate for Better Results:** Collaborate with ChatGPT and refine your prompts for improved output.
5. **Be Specific and Comprehensive:** Include topic, tone, audience, examples, and format in your instructions for the best results.

Other AI tools for PhD students

▶ **Typset.io:**

- ▶ Online platform for collaborative writing and formatting of academic papers.
- ▶ Features LaTeX editor, templates, and citation management tools.
- ▶ Simplifies the process of manuscript preparation and submission to journals.

▶ **Scite.ai:**

- ▶ AI-powered platform for literature search and citation analysis.
- ▶ Utilizes machine learning algorithms to evaluate the reliability and context of citations.
- ▶ Helps researchers identify trustworthy sources and avoid citing retracted or unreliable studies.

AI Tools for Research (cont'd)

▶ **Scholarcy:**

- ▶ AI-driven tool for summarizing and extracting key insights from academic papers.
- ▶ Automatically generates concise summaries, highlights, and key findings.
- ▶ Facilitates quick understanding of complex research articles and enhances literature review process.

▶ **Research Rabbit:**

- ▶ AI-powered research assistant that helps researchers discover relevant scholarly articles and papers.
- ▶ Provides personalized recommendations based on user preferences and interests.
- ▶ Assists in literature search, citation management, and staying updated with latest research trends.

The end!

"Sometimes, things may not go your way, but the effort should be there every single night."

- Michael Jordan