

# 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, Scrievner
- ▶ **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