

2009 LST Workshop-II
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How to Arrange Your Research Material

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Types of Research Material

- **unpublished material**
 - lecture notes
 - class handouts
 - paper
 - electronic files
 - fieldnotes
 - manuscripts
 - paper
 - electronic files
- **published material**
 - offprints / xeroxed articles
 - journals and books
 - downloaded electronic files / software programs

Tools

- **Manila folders (with folder labels)**
- **multi-pocket transparent folders**
- **dividing sheets**

Unpublished Material-1: Lecture Notes

- **notebook:** Put down the **date** and **page number** on the top of every page.
- **loose-leaf pages:**
 - Put down the **subject title**, **date**, and **page number** on the top of every page.
 - Keep all loose-leaf pages (related to a particular subject) in a **Manila folder**.
 - Use dividing sheets to separate lecture notes taken on different dates.
 - Label the Manila folder (e.g. *Blust: HL—Fall 2001*).
 - instructor's name (last name (+ initials of first name))
 - subject title
 - semester and year

Unpublished Material-2a: Paper Handouts

- Put down the **date** on **the first page** of every handout.
- Sort handouts according to **subject titles**.
- Keep all handouts (from a particular class) in a **multiple-pocket transparent folder**.
 - Be sure to arrange the handouts according to their dates in an ascending order.

Unpublished Material-2b: Handouts—Electronic Files

- Keep all electronic files related to a particular subject / course in the same folder.
- Create a folder for every subject / course (e.g. *Phil Lgs—Spring 2009*).
- Create subfolders (according to **topics**) under each subject folder.
 - *Phil Lgs—Spring 2009*
 - *Negrito lgs*
 - *Personal pronouns*
 - *Case marking*
 - *Verbal morphology*

Unpublished Material-3: Fieldnotes

- Always use a notebook with a binding (if possible, use a hardback notebook).
- If you use loose-leaf pages or notepads, be sure to put down the following information on the top of every page.
 - Language name
 - Name(s) of the language consultant(s)
 - Date and place
- Keep all loose-leaf pages/notepads in a **Manila folder** and label the folder (e.g. Tag—Jan.2009-Sept.2009)

Unpublished Material-4a: Manuscripts (Paper Format)

- Keep printouts of different versions of a paper in a **Manila folder**.
 - Be sure to put down the **date** on each version of a manuscript.
 - Separate different versions of a manuscript by dividing sheets.
 - Label the Manila folder (e.g. 2006-11ICAL-Gen.1s+Nom.2)
 - **Year**
 - **Abbreviations** of conference names
 - **Key words** of paper titles
- Keep all reference materials related to a particular conference paper / presentation in a multi-pocket transparent folder.

Unpublished Material-4b: Manuscripts (Electronic Format)-I

- Under “**My Documents**”, create a folder or folders named “**conferences**” and/or “**presentations**”.
- Organize conference papers and/or presentations according to **years** (that conferences are held or presentations are made).
 - Under the folder “conferences” and/or “presentations”, create subfolders named “**(year) 2006**”, “**(year) 2007**”, “**(year) 2008**”, “**(year) 2009**”, etc.

Unpublished Material-4b: Manuscripts (Electronic Format)-II

- Under each “year” folder, create subfolders for each conference and/or presentation with **abbreviations of conference names** (e.g. Under the folder “2009”, create folders named “11ICAL”, “SEALS19”, etc.).
- Keep **all** reference materials and/or information related to a particular conference paper or presentation in the same folder.
 - call for papers
 - abstract
 - sources of citations (electronic files of articles cited)
 - different versions of a manuscript, etc.

Unpublished Material-4b: Manuscripts (Electronic Format)-III

- Indicate different versions of a manuscript:
 - by **numerals** (e.g. Liao_11ICAL_1, Liao_11ICAL_2, etc.)
 - by **dates** (e.g. Liao_11ICAL_04222009, Liao_11ICAL_06212009, etc.)

Published Material-1a: Offprints / Xeroxed Articles

- Keep all articles written by the same author in a **Manila folder** and arrange the articles according to **years of publication** (in an **ascending** or a **descending** order).
- If a Manila folder is **not** big enough to keep all articles written by a particular author, then divide the articles into groups (based on **years of publication**) and put them in a number of folders (e.g. Blust, Robert (1971-1980); Blust, Robert (1980-1990); Blust, Robert (1991-2000); Blust, Robert (2001-2005), etc.)
- Label Manila folders with **authors’ names (last name, first name) (and years)** (e.g. Ho, Dah-an; Blust, Robert (1970-1980); Li, Paul J.K. (1990-2000); etc.).

Published Material-1b: Offprints / Xeroxed Articles

- Sort your Manila folders:
 - **subject areas** (e.g. syntax, phonology, historical linguistics, etc.)
 - **topics (in a subject area)** (e.g. ergativity, TAM, voice, etc.)
 - **geographical areas** where languages are spoken (e.g. Taiwan, Philippines, Borneo, Polynesia, etc.)
- Keep all Manila folders related to a particular subject area, a particular topic, or to languages from a particular geographical area) in the **same drawer / box**.
- Arrange Manila folders in each category according to **authors' last names** in an alphabetical order.
- In case two (or more) authors have an identical last name, arrange the folders according to **the first letters** of their first names.

Published Material-2: Journals and Books

- Arrange your collection of journals in an **ascending (chronological)** order.
- Arrange your collection of books according to:
 - **subject areas** (e.g. syntax, phonology, historical linguistics, etc.)
 - **topics** (in a particular subject area) (e.g. voice, case, etc.)
 - **geographical areas** where languages are spoken (e.g. Taiwan, Philippines, Borneo, Polynesia, etc.)
- Keep all books related to a particular subject area, a particular topic, or to languages from a particular geographical area on the **same shelf/shelves** of a bookcase.

Published Material-3a: Downloaded Software Programs

- Under "My Documents", create a folder named "downloaded software" and keep all (free) downloaded software programs in this folder.
- Create subdirectories for each software program.
 - **IPA fonts** (Charis SIL, Charis SIL Compact, Doulos SIL, Doulos SIL Compact, SIL IPA93, etc.)
 - **Toolbox**
 - **We say**
 - **Praat**
 - **WordCorr**, etc.

Published Material-3b: Downloaded Electronic Files

- Under "My Documents", create a folder named "downloaded articles" and keep all downloaded articles in this folder.
- Under the folder "downloaded articles", create subfolders according to one (or more) of the following sorting principles:
 - **subject areas** (e.g. syntax, phonology, etc.)
 - **topics** (e.g. lg and culture, AN ling, ergativity, etc.)
 - **contacts** (e.g. create folders named "Blust, Robert", "Ross, Malcolm", "Zorc, David", etc.)

Important Things to do before Moving-I

- Keep **lecture notes** and **class handouts** related to a particular class in the same box.
 - If possible, keep **all** lecture notes and class handouts in the same box.
 - Remember to put down "**lecture notes / class handouts**" on all sides of the box.
- Keep your **fieldnotes** and **manuscripts** in the same box.
 - Remember to put down "**fieldnotes / manuscripts**" on all sides of the box.

Important Things to do before Moving-II

- Before putting Manila folders into boxes, remember to sort your Manila folders according to one of the following sorting principles:
 - **subject areas** (e.g. syntax, phonology, historical linguistics, etc.)
 - **topics** (in a particular subject area) (e.g. voice, TAM, etc.)
 - **geographical areas** where languages are spoken (e.g. Taiwan, Philippines, Borneo, Polynesia, etc.)
- Arrange Manila folders in each category according to **authors' last names** in an ascending alphabetical order.
- In case two (or more) authors have an identical last name, arrange the folders according to **the first letters** of their first names.

Important Things to do before Moving-III

- Keep all Manila folders related to a particular subject area, a particular topic, or to languages from a particular geographical area in the **same box**.
- If more than one box is used, remember to indicate not only **subject areas, topics, or geographical areas**, but also **the name** appeared on the **last** folder (as well as that appeared on the first folder) on all sides of the box(es).
 - **Phil lgs-1: A ~ D [Dell]**
 - **Phil lgs-2: D [Donuhue] ~ H [Headland]**
 - **etc.**

Important Things to do before Moving-IV

- Arrange your collection of journals in an **ascending** (chronological) order.
 - Keep **all issues** of a particular journal in the **same** box (e.g. keep all issues of Oceanic Linguistics in the same box.)
 - Put down **journal titles** (e.g. “Oceanic Linguistics” (or “OL”), “Linguistic Typology” (or “LT”), etc.) on all sides of the box.

Important Things to do before Moving-V

- Arrange your collection of books according to:
 - **subject areas** (e.g. syntax, phonology, historical linguistics, etc.)
 - **topics** (in a particular subject area) (e.g. TAM, case, etc.)
 - **geographical areas** where languages are spoken (e.g. Taiwan, Philippines, Borneo, Polynesia, etc.)
- Keep all books related to a particular subject area, a particular topic, or to languages from a particular geographical area in the **same box**.

Important Things to do before Moving-VI

- If more than one box is used, remember to put down not only **subject areas, topics, or geographical areas**, but also **a number** on all four sides of the box(es) (e.g. Phil lgs 1, Phil lgs 2, etc.).
- Prepare **a packing list** with basic info about the content of each box. Save the packing list as a Rich Text Format file (.rtf) (or a Word Document file (.doc)).
 - Box 1: lecture notes/handouts
 - Box 2: books (AN Ling 1: OL Special Publications & PL)
 - Box 3: books (AN Ling 2: Phil lgs—dictionaries & grammars), etc.

Thank you!

Mahalo!

Maraming Salamat!