Meta-Theoretical Analysis of Literature on Social Representations

Basic Guidelines for European Ph.D. Research Trainees

Basic Guidelines for European Ph.D. Research Trainees for

Meta-Theoretical Analysis of the Literature on Social Representations

In accordance with the E.C.T.S. credit system that has been adopted by the European Ph.D., research trainees' activities related to the meta-theoretical analysis of literature on Social Representations consists in finding, analysing and entering data related to 30 papers.

> IMPORTANT: Before you can present your final report and short article and defend your thesis, you must have completed the Meta-theoretical Analyses Data Entry requirement. No European Ph.D. Research Trainee will be admitted to the Final Jury before having completed the data entry requirement for meta-theoretical analyses.

As underlined during the previous Winter Sessions (especially the one held in 2011) of the International Lab meeting dedicated to your training on the meta-theoretical analysis, it is very important to systematically follow all the detailed procedures for each of the 5 steps in order to avoid an endless flow of mistakes.

Training related to meta-theoretical analysis of the literature on Social Representations – briefly described on the European Ph.D. web site (http://www.europhd.eu/cgi-bin/WebObjects/europhd.woa/wa/biblio → Outline Research Programme) – is organised in five sequential steps:

Step 1 - Basic bibliography on Social Representations

- o submission of the completed response form in a timely manner to annamaria.derosa@uniroma1.it and in cc. to laura.dryjanska@uniroma1.it

Step 2 - Article/chapter detection

- o Submission of your proposals to the lab assistant for metanalysis (annamaria.derosa@uniroma1.it and in cc. to laura.dryjanska@uniroma1.it)

Step 3 - Special training sessions on meta-theoretical analysis

Step 4 - Analysis of the articles/chapters assigned in accordance with the Grid for Meta- Analysis of Social Representations Literature (de Rosa, 1994 [last revised version 5 – 11 – 2013]);

- o Submission of metanalysed articles to annamaria.derosa@uniroma1.it and in cc. to laura.dryjanska@uniroma1.it

Step 5 - Multiple Supervision of Meta-analyses Data Entry

These five steps can be placed on a continuum that runs from distance training sessions to face-to-face monitoring activities.

Step 1 - Basic Bibliography on Social Representations:
- Please read the document "Basic Bibliography on Social Representations" and submit the completed response form in a timely manner to annamaria.derosa@uniroma1.it, and in cc to laura.dryjanska@uniroma1.it. Be honest in your responses and:
    - highlight in red references that you have not yet read;
    - highlight in green references that you have actually already read (not just that the titles are familiar to you);
    - list further references (books, articles or chapters in books that you have already read and that are not already included in the document "Basic bibliography on Social Representations"
- Read the chapters and papers recommended in the document: "Basic bibliography on Social Representations": These are all essential references and a prerequisite for the conduct of any research inspired by the Social Representations Theory. You can download most of the articles and book chapters from the European Ph.D. website free of charge

Step 2 - Special training sessions on meta-theoretical analysis
- You must attend special training sessions on meta-theoretical analysis:
    - a special Winter Session of the International Lab Meeting dedicated to training on meta-theoretical analysis of Social Representations literature is organised each year in January via the European Ph.D. web-auditorium interactive videoconferencing system.
    - other individualised monitoring and tutoring sessions take place via face-to-face and distance training activities over the full period of your European Ph.D., before you will present your final version of your thesis.

Step 3 - Articles/chapters detection:
- Look for articles or chapters in publications related to the Social Representations Theory (as well as those close to the thematic view of your research topic) in all libraries you can access, also exploiting links with online scientific reviews and internet connections to look for on line papers. Please note that the criterion of "relevance" to the Social Representations Theory is not negotiable. It is not possible to apply the Grid for Meta-Theoretical Analysis of Social Representations Literature to an article unrelated to the Social Representations Theory. In order to verify this quickly, we suggest the following two criteria:
    - Look for references to Social Representations in the text (please be careful: "Social Representations", not just "representations");
    - Check in the bibliography if the author quotes literature on Social Representations.
- Submission of your proposals in a Word document by email, to be sent to annamaria.derosa@uniroma1.it and in cc laura.dryjanska@uniroma1.it (Including in the subject line "to the attention of the lab assistant for meta-theoretical analysis). In the message, list the bibliographic references, taking care to include all information and using the APA referencing system as found below:

Books with one author:
Author, A. A. (2005). Title of work. Location/City, State: Publisher.

Books with two authors:
Author, A. A., & Author, B. B. (2005). Title of work. Location/City, State: Publisher.

Books with more than two authors:

Author, A. A., Author, B. B., & Author, C. C. (2005). Title of work. Location/City, State: Publisher.

Journal articles:

Sawyer, S., & Tapia, A. (2005). The socio-technical nature of mobile computing work: Evidence from a study of policing in the United States. International Journal of Technology and Human Interaction, 1(3), 1-14.

Other printed publications:

Junho, S. (in press). Roadmap for e-commerce standardization in Korea. International Journal of IT Standards and Standardization Research.

Edited books:

Zhao, F. (Ed.). (2006). Maximize business profits through e-partnerships. Hershey, PA: IRM Press.

Chapters in an edited book:

Jaques, P. A., & Viccari, R. M. (2006). Considering students' emotions in computer-mediated learning environments. In Z. Ma (Ed.), Web-based intelligent e-learning systems: Technologies and applications (pp. 122-138). Hershey, PA: Information Science Publishing.

Report from a university:

Broadhurst, R. G., & Maller, R. A. (1991). Sex offending and recidivism (Tech. Rep. No. 3). Nedlands, Western Australia: University of Western Australia, Crime Research Centre.

Published proceedings:

Deci, E. L., & Ryan, R. M. (1991). A motivational approach to self: Integration in personality. In R. Dienstbier (Ed.), Nebraska Symposium on Motivation: Vol. 38. Perspectives on motivation (pp. 237-288). Lincoln: University of Nebraska Press.

Unpublished doctoral dissertation or master's thesis:

Wilfley, D. (1989). Interpersonal analyses of bulimia: Normal-weight and obese. Unpublished doctoral dissertation, University of Missouri, Columbia.

A presented paper:

Lanktree, C., & Briere, J. (1991, January). Early data on the Trauma Symptom Checklist for Children (TSC-C). Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA.

Web site:

Vanden Bos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. Journal of Bibliographic Research, 5, 117-123. Retrieved October 13, 2001, from http://jbr.org/articles.html

Bibliographic information you submit will be reviewed by the lab assistant for meta-theoretical analysis in order to check if the references you have submitted are already in the database. Every article/paper assigned to a research trainee to be analysed must not yet be in the database (not already meta-analysed or assigned to somebody else). If it is already present, you will be requested to submit a new proposed reference. To avoid wasting time on both sides, it is therefore important that you submit a broader list of references from the outset. Once references have been assigned to you, no one else can meta-analyse the same article/chapter. It will be your responsibility to conduct this analysis carefully, and to strictly follow the instructions you receive during training and individual monitoring sessions.

Please note that in total you will have to meta-analyse at least 30 articles before submitting your thesis. Therefore we strongly recommend that you immediately begin to concentrate on this task and to complete it no later than the first 2 years into your programme. Credits for this activity will be assigned only after validation of your work. This is accomplished by a double control filter conducted by the lab assistant and Prof. de Rosa, the originator and Director of the project on meta-theoretical analysis of the entire corpus of S.R. literature. Of course, you are always welcome and kindly invited to continue to contribute to the holdings of our SoReCom "A.S. de Rosa"@-library by providing additional new references inspired by the Social Representation Theory.

- As soon as you receive a confirmation email about the list of references you have been assigned, please:
  - o send us a complete digital version in a clearly readable PDF format (no cuts, dark spaces, etc.) and including the:
    - a) cover page of the book/review;
    - b) back cover page (where you usually find information concerning year of publication, publisher, location and ISBN/ISSN numbers);
    - c) complete index;
    - d) entire bibliography. Before sending the file, please check that the copy of the article/chapter is complete and that you have included all the elements listed above. Incomplete submissions will not be accepted;

  - o In order to proceed with the meta-theoretical analysis, two copies of each article/chapter are needed:
    - a) one work copy in Word Format to be used for the meta-theoretical analysis, highlighting in yellow the parts of the text (sentences, lines or words) that correspond to the categories identified on the Grid for Meta-Theoretical Analysis of Social Representations Literature (see related document).If you prefer to do this using a traditional paper/pencil method, you will need to print out a work-copy to mark the text (according to the instructions in point 4), and later be sent in a digital version to the European Ph.D. Research Centre and Multimedia Lab.
    - b) one original unedited copy.

Step 4 – Meta-theoretical Analysis
- In order to proceed with meta-theoretical analysis, first you will need to acquire a solid background on the Social Representations Theory. Therefore, you must first read most of the basic literature on Social Representations, and at least, all those related to the sections:
  - o CLASSICAL CONTRIBUTIONS
  - o INTRODUCTIVE BOOKS, CHAPTERS and ARTICLES
  - o META-THORETICAL CONTRIBUTIONS ON SOCIAL REPRESENTATIONS

  Once you have acquired this basic knowledge, you will be ready to start to analyse the articles/chapters assigned to you. You must carefully apply the Grid for Meta- Theoretical Analysis of Social Representations Literature, following the instructions

held at the European Ph.D. Multi Media Lab via the European Ph.D. web-Auditorium's interactive videoconferencing system.

Note: Start choosing articles in English for your first meta-theoretical analyses until the lab assistant Laura Dryjanska – in agreement with prof. de Rosa – will authorize you to proceed in another language.

- First, read the article/paper to be analysed carefully;
- Then, begin to analyse the digital version in Word, highlighting in yellow the part of the texts (sentences, lines or words) that correspond to the categories identified in the Grid for Meta-Theoretical Analysis of Social Representations Literature. When you mark the text, please write the related field number (corresponding to the categories or sub-categories included in the Grid) next to every sentence/line/word where you have detected information useful to fill in the grid. (For example: different references to the paradigmatic aspects of Social Representations, to other constructs, concepts, theories and approaches or to data collection tools in the case of empirical papers, etc.).
If you prefer, you can do this in two sequential steps:
  o First, by using a traditional paper/pencil method on a printed work-copy to mark the text.
  o Second, by transferring the detected information to the digital version of the article/chapter you were assigned, including the number of the categories identified on the basis of the Grid for Meta-Theoretical Analysis of Social Representations Literature, again, highlighting in yellow the part of the texts selected (sentences, lines or words).

Attentive critical reading and careful meta-theoretical analysis will make the supervision, monitoring and validation of your analysis go more quickly.

Step 5 – Multiple Supervision of the Meta-analyses Data Entry
- This last step is to check the completed grids on the articles/chapters you have analysed along with the European Ph.D. experts in the meta-theoretical analysis and to complete data entry into the on-line Social Representations meta-theoretical analysis database. During dedicated individual meetings with each research trainee and by means of individual exchanges via email or group training via the interactive web-Auditorium, the meta-theoretical analysis of all the 30 grids will be discussed, checked and evaluated in accordance with standard criteria of text analysis and interpretation. You will receive one credit for each article analysed only after the grids have been validated by the double quality control by the lab assistant and the European PhD co-ordinator.
- This multiple review method increases analysis reliability and, at the same time, guarantees procedural uniformity for all meta-theoretical activity.
- After the review and any eventual changes to the meta-theoretical analyses, each trainee will be allowed to insert their data into the meta-analysis database under the supervision of a Euro Ph.D. expert in meta-analysis research activity.