



Department of International History and Politics
Geneva Graduate Institute

Practical and Professional Resources for History PhDs

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1.0 General Resources

1.1 General Guides for Researching and Writing the PhD

- [Zachary M. Schrag, *The Princeton Guide to Historical Research*. Princeton University Press, 2021.](#) (covers research design, working with sources, project management, writing, and publishing, for both undergrad and graduate level history students)
- [Patrick Dunleavy, *Authoring a PhD: How to plan, draft, write and finish a doctoral thesis or dissertation*. Palgrave Macmillan, 2003.](#) (not history-specific but focused on the doctoral level, so gives a good sense of the process of writing a PhD)
- IHEID Library LibGuide on [Academic Writing](#): includes lists of books/resources available on note taking, style, literature reviews, research methodology, grant writing...etc.
- <https://thereader.mitpress.mit.edu/umberto-eco-how-to-write-a-thesis/> The classic, by Umberto Eco. Ancient (published in 1977: typewriters, file cards, etc.), yet still an enormously clever how-to book on developing a research question, organising an overall argument, and structuring the writing process.
- <https://thesiswhisperer.com/category/on-writing/> - The Thesis Whisperer is a great resource by an Australian researcher who provides a lot of advice for early career researchers (PhD students included). It's a vast blog with lots of coverage for other topics below as well so consider going through it beyond the posts on writing.
- [Research Office's PHD Support Page](#) - links and tools for topics ranging from grants to awards to publishing
- [Corfield, Penelope, and Tim Hitchcock. 2022. *Becoming a Historian: An Informal Guide*. University of London.](#)

1.2 Software for collecting sources, organising notes, taking pictures...etc

1.2.1 Collecting sources/organizing notes

- Endnote: <https://endnote.com/>
- Zotero: <https://www.zotero.org/>
- Mendeley: https://www.mendeley.com/?interaction_required=true
- Bookends: <https://www.sonnysoftware.com/bookends-for-mac>
- DEVONthink: <https://www.devontechnologies.com/apps/devonthink>
- Obsidian: <https://obsidian.md/> (Good note-taking app that is allegedly going to be kept perpetually free unlike most other programmes).
- The Graduate Institute Library also runs a number of workshops on data storage and management, listed [here](#)

1.2.2 Taking pictures in the archives

- Adobe Scan App: <https://www.adobe.com/acrobat/mobile/scanner-app.html>
- CamScanner: <https://www.camscanner.com/>

1.2.3 Backing up files

- Dropbox: <https://www.dropbox.com/?landing=dbv2>
- Crashplan: <https://www.crashplan.com/>
- Google Drive: <https://www.google.com/drive/>
- Leaf: <https://leaf.graduateinstitute.ch/ServicesPortal/#/cloudDrive/> - IHEID's own cloud storage system.

1.2.4 Writing

- Scrivener: <https://www.literatureandlatte.com/scrivener/overview>. Software developed for novelists, but highly flexible and suited to planning/outlining and writing texts of all kinds, especially long-form. Can also be used for note-taking and some research management.

1.3 Funding sources during the PhD (for research trips, conferences...etc)

- **IHP Department Funding:** the department has some funding available to PhD students for archive trips, conferences, and other research related expenses. Students can request up to 2000chf total over the course of their studies (*after* they have passed the MPT), generally 600-1000chf max per year (depending on the department's budget situation). To make a request, write a 1 page cover letter with details and budget, obtain approval from your supervisor, and then forward to the department head and coordinator.
- [Pierre du Bois Foundation research grants](#) (for research/conference travel) and [grants for organising workshops](#)
- [Research Office list of funding mechanisms](#) (see p1 for PhD scholarships and research grants)
- [SwissUniversities list of scholarships to study abroad](#)
- [travel grant of the Swiss Academy of Humanities and Social Sciences](#) - for attending conferences (apply at least 2 months in advance)
- Discipline or thematic-specific grant databases, ex: [Austrian Database for Scholarships and Research Grants – grants.at](#); [Funding Your Research | Doctoral School of Political Science, Public Policy and International Relations \(ceu.edu\)](#); [Funding Opportunities | VPR at JHU](#)
- Some archives (and many libraries) have their own research funds that you can apply to in order to facilitate your visit (for example, the Rockefeller Archive [research stipend](#) or Sophia Smith Collection [research grant](#)). Always check the website of an archive well in advance of your visit, as some have specific deadlines for grant applications. Likewise, many conferences have grants for graduate students (generally advertised with the call for papers).

1.4 Skills Development

- [CUSO](#) - Swiss network running a variety of programs for doctoral candidates in English and French - on presentation skills, writing, publishing...etc.

1.5 Writing tutors

- [The Profs](#) - includes tutors specifically focused on the doctoral level, several with degrees in related disciplines (anthropology, sociology, political science...etc)

2.0 Research

2.1 Archives Accessible Online

- Databases/archives available through IHEID library:
https://libguides.graduateinstitute.ch/az.php?_ga=2.233853150.195504359.1608188794-88166797.1603789008
- Institute of Historical Research's Guide to Open and Free Access materials for research:
<https://www.history.ac.uk/library/collections/online-resources/open-access-resources>

2.2 Archives located in Geneva

- IHEID Archival Collections: <https://graduateinstitute.ch/library/find-resource>
- League of Nations: <https://libraryresources.unog.ch/leagueofnationsarchives>
- UNOG archives: <https://www.unog.ch/library>
- WHO archives: <https://www.who.int/archives/en/>
- Red Cross Archives (ICRC): <https://www.icrc.org/en/archives>
- Red Cross Archives (IFRC): <https://ifrc.soutron.net/public/catalogue/en-GB/Search/SimpleSearch>
- Archives online: <https://www.archives-online.org/Search> meta search engine for a fairly large collection of Swiss archives
- Non-exhaustive list of archives in Geneva and Vaud, plus some online collections, assembled for the MA 'Doing History' Course: [Archives and Databases](#)

2.4 Practical Guides for Archival Research

- [Historical Research in Archives: A Practical Guide](#) (American Historical Association)) (advice on preparation, scoping the archives, technology, note-taking, building relationships with archivists)
- [Going to the Archives: General Tips](#) (short Google doc with general tips - feel free to add advice as you go!)

2.5 Oral History Resources

- [Robert Perks and Alistair Thomson \(eds.\), *The Oral History Reader* \(3rd edition, Routledge 2015\)](#) - good anthology with excerpts from key texts on oral history

- [Charlton, et al. eds. *Handbook of Oral History*, AltaMira Press 2006](#) - also good overview of the field/key debates
- [Oral History Association: Principles and Best Practices](#) - covers practical questions of ethics, planning, archiving...etc

3.0 Conferences, networks, publishing, teaching

3.1 Conferences

- [Guide to Academic Conferences](#) (types of conferences, why to go, advice on submitting and funding)
- [10 tips for academic presentations](#)
- [Another 10 tips for academic presentations](#)
- [H-Announce](#)- good place to find listings of upcoming conferences/calls for papers

3.4 Academic Networks

- [H-Commons List of Networks](#) - by theme/region: good to join all that are relevant to your research in order to get emails with updates on new publications, conferences, jobs...etc. related to the field
- [AHA List of Affiliated Associations](#) - fairly comprehensive list of professional associations covering different themes/regions
- <https://www.chstm.org/> collection of history of science associations and resources

3.5 Publishing

- [Publishing Your Work](#) (Royal Historical Society) - basics on formats/approaches/processes for publishing
- [William Germano, *Getting It Published: A Serious Guide for Scholars and Anyone Else Serious About Serious Books*, Third Edition \(Chicago, IL: University of Chicago Press, 2016\).](#) (Great resource for academic publishing but also writing in general).
- When attending conferences, you should also consider going to sessions about publishing as they are often a wealth of information and also provide a good opportunity to network with publishers.

3.6 Teaching

- John C. Bean, [Engaging Ideas: The Professor's Guide to Integrating Writing, Critical Thinking, and Active Learning in the Classroom, 2nd Edition](#) - good overview of the basics of pedagogy, how to design assignments, and principles for evaluation

- Bell hooks, *Teaching to Transgress* and *Teaching Critical Thinking* - discussion on embracing/developing your own style of teaching, dealing with inequality in the classroom
- Catherine J. Denial, *A Pedagogy of Kindness* - articulates a teaching philosophy based on compassion and engagement to get the best out of students.

4.0 After the PhD: post-docs and jobs within and beyond academia

4.1 Resources for the Academic Job Search

- [Vick et al, The Academic Job Search Handbook \(University of Pennsylvania Press, 2016\)](#) - covers the structure and process of academic job search, advice for preparing materials
- Kelsky, Karen. 2015. *The Professor is in: The Essential Guide to Turning Your Ph. D. Into a Job*. Crown - as above, though also with sections on non-academic job seeking after a PhD
- [Formo and Reed, Job Search in Academe \(Routledge 2011\)](#) - advice on job searching, particularly strong in how to create a research/teaching philosophy
- [Research Office list of funding mechanisms](#): (p2-3 for post-doctoral fellowships, mostly Switzerland/Europe based...etc)
- [H-Net Job Guide](#) - includes ads for post-docs, tenure-track, and some non-university positions; mostly United States but also other countries
- [Jobs.ac.uk](#) - university jobs in the UK (including post-docs, tenure track, managerial, student support...etc)
- [HigherEd Jobs](#) - can search by country/theme
- <https://www.hsozkult.de/> - an often-used website for academics in the social sciences and humanities in Germany. Includes job announcements.
- <https://www.infoclio.ch/> - The Swiss Portal for the Historical Sciences. Includes job announcements.
- Remember to sign up also to the jobs guide/alerts from the specialty societies that you join (e.g. [Urban History Association](#)).
- Admittedly can be very hit-or-miss but consider also activating job alerts for specific universities that you are interested in working at.

4.3 Resources for jobs beyond academia

- Susan Basalla and Maggie Debelius, [So What Are You Going to Do with That? Finding Careers Outside Academia](#) (3rd ed., 2014) - advice from two humanities PhDs on how to prepare for, identify, and pursue careers beyond academia
- [Perspectives: Career Paths](#) - articles following historians who pursued non-academic careers
- [Beyond Academia](#) - student-run organisation featuring workshops/conferences on non-academic jobs

- <https://www.historians.org/community-careers/professional-career-resources/>
- link *AHA Career Contacts* “arranges informational interviews between current PhD and history PhDs who have built careers beyond the professoriate.”