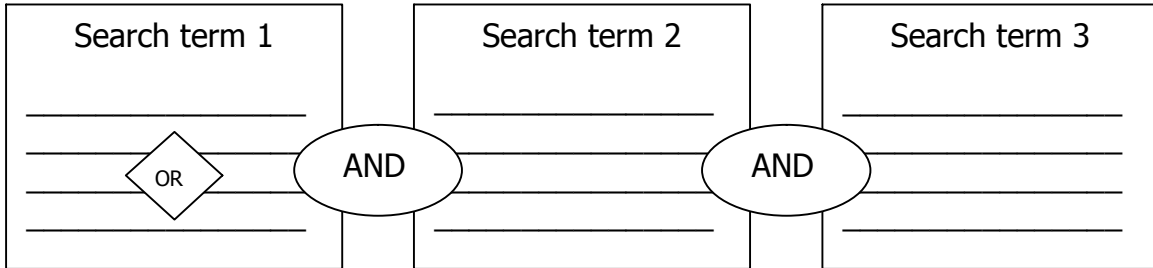


# Research Worksheet

Assignment, topic, thesis, or question – in your own words:

Search strategy:



Connect terms in the same box with "OR" and surround them with parentheses. Use "AND" to connect the words surrounded with parentheses, e.g., Shakespeare AND (Iago or Falstaff). Surround phrases with quotation marks, e.g., "renaissance literature".

Materials and resources used:

Catalog: \_\_\_\_\_

Databases: \_\_\_\_\_

Print indexes: \_\_\_\_\_

Subject resources: \_\_\_\_\_

Specific reference works:

Print: \_\_\_\_\_

Electronic: \_\_\_\_\_

Style manual for bibliography or in-text citations: \_\_\_\_\_

Internet search engines:

Google \_\_\_ Yahoo \_\_\_ Ixquick \_\_\_ Dogpile \_\_\_ Other \_\_\_\_\_

QandA NJ (24/7 chat reference service): \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# Tips for Keyword Searching

## **Find the word stem (truncation):**

Use **?** at the end of a word to allow for different word endings.

Example: entering **urban?** will retrieve records with urbanism, urbanization, etc.

Note: The **?** works in our library catalog. Some databases will use another symbol, such as **\*** or **\$**.

## **Use quotation marks for phrases:**

Any time you want to find two words together in the same order, use full quotation marks to group them. Example: **"united states"**

## **Boolean operators:**

Use **AND** when you want both terms to appear in the record. Using **AND** makes your search more specific and will return a smaller and more precise set of results.

Use **OR** when you want either term to appear in the record. Using **OR** makes your search less specific and will return more results. This works best when a concept can be expressed using several different words, as in **urban OR city**.

## **Parentheses:**

Use parentheses to construct complex searches, such as when you would like to join a search for two concepts that can be expressed using several different words.

Example: **(city OR cities OR urban?) AND (poverty OR poor)**.