1. My topic is:

________________________________________________________________________________

________________________________________________________________________________

2. The main concepts of the topic are:

_________________________ AND ________________________ AND ________________

3. Other Keywords I could use to search for these concepts are:

_________________________

_________________________

_________________________

OR

OR

OR

NOTE: Subject encyclopaedias, dictionaries etc. will help you find similar words to use.

4. Truncation, wildcards and phrase searching I could use are:
(See Truncation and Wildcards at the end of this document)

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

5. My search strategy is:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________
6. After using this strategy to search a database, I modified it in the following ways:

**Narrowed** the search by

- Date Limit

- Adding a new concept

- Limited one concept to a title search

OR

**Broadened** the search by

- Removing one concept

- Adding an alternative term

As well as

Substituted the database’s subject title/descriptor for one or more of my keywords

7. Record the following particularly if found in electronic format:

**Name of database &/or URL:**

**Date retrieved:**

8. Other databases to search are:

**My final search strategy was:**
**Truncation and wildcards**

**Truncation** symbols search for variations of a word, e.g. `manag*` searches for manage, manager, management, managing etc. **Wildcard** symbols are used in place of a letter or a string of letters, e.g. search for both British and American spellings of organise by typing `organi?e`. Different databases treat truncation and wildcard symbols in different ways. See below for some common examples of truncation and wildcard symbols.

<table>
<thead>
<tr>
<th>Database</th>
<th>Truncation Symbol</th>
<th>Wildcard Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>ProQuest</td>
<td>*</td>
<td>? replaces a single character</td>
</tr>
<tr>
<td></td>
<td>Example: test* finds test, tests, tester, etc.</td>
<td>Example: wom?n finds woman and women. Searching for: t?re will find tire, tyre, tore, etc.</td>
</tr>
<tr>
<td>EBSCO (MEDLINE, CINAHL &amp; PsyInfo)</td>
<td>*</td>
<td>? replaces a single character</td>
</tr>
<tr>
<td></td>
<td>Example, comput* will find computer or computing.</td>
<td>Example: ne?t finds neat, nest or next. EBSCOhost does not find net because the wildcard replaces a single character.</td>
</tr>
<tr>
<td></td>
<td></td>
<td># use in places where an alternate spelling may contain an extra character.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Example: colo#r will find color or colour. N.B. plurals and possessives of that term are not searched when using #</td>
</tr>
<tr>
<td>Informit (Health &amp; Society, Health Sciences)</td>
<td>*</td>
<td>? replaces a single character</td>
</tr>
<tr>
<td></td>
<td>Example: test* finds test, tests, tester, etc.</td>
<td>Example: a?t finds act, ant, apt, art, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* use in places where alternate spelling may contain extra character(s)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Example: colo*rful finds colourful or colourful</td>
</tr>
</tbody>
</table>