

CREATE A KEYWORD SEARCH - WORKSHEET

STEP 1 Write your research question/topic in the space provided below.

Research Question/Topic: _____

Example: what is the role of Buddhist monks in Sri Lanka?

STEP 2 Circle/underline the main concepts or keywords in the topic you wrote above.

Example: buddhist and monks and sri lanka

STEP 3 For each concept, try to think of synonyms, related terms, and different forms of the same word and write them in the white spaces below. These are the keywords you will use to do a database search. By using synonyms, you will broaden your search and get more results.

Example:

Concept 1		Concept 2		Concept 3
<i>buddhist</i>	AND	<i>monks</i>	AND	<i>sri lanka</i>
OR		OR		OR
		<i>monasticism</i>		

List your keywords and synonyms here (you may need more or fewer spaces):

Concept 1		Concept 2		Concept 3
	AND		AND	
OR		OR		OR
OR		OR		OR

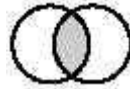
NOTES:

STEP 4 Read the following tips about keyword searching to learn how you will use your keywords—and the connectors “and” and “or”—to search a computer database.

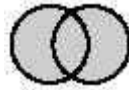
WHAT YOU NEED TO KNOW ABOUT KEYWORD SEARCHING:

When keyword searching in just about any database, you should be able to do the following:

- Use the "**and**" connector to combine terms--narrow your search and focus on your specific topic by combining two or more terms that must *all* appear in the same record. *Example: cats **and** dogs*



- Use the "**or**" connector to broaden your search by stringing synonyms or alternative forms of words together. Retrieves records containing *either or both* terms. *Example: cats **or** felines*



- Combine “and” and “or” statements in one search. Search terms and connectors within parentheses or separate search boxes are processed separately as a unit and then combined with the remaining search strategy.

*Example: (cats or felines) **and** (dogs or canines)*

Example: cats or felines

and

dogs or canines

- Use truncation or wildcard. A truncation symbol or wildcard is a character that is usually placed at the end of a word or root word. This character tells the computer to retrieve all different word endings. Be aware that truncation symbols vary widely from database to database.

In most databases, use the asterisk (*) to indicate truncation.

Example: universit retrieves university, universities*

Sample search:

buddhis*

and

monk* *or* monast*

and

sri lanka