

RESEARCH WORKSHEET

Write down a topic or subject of your interest.



Divide them into concepts.

Concept 1

Concept 2

Concept 3

When starting your search for information, think of the following:

1. **Unique words, distinctive names, abbreviations, or acronyms** related to your topic or subject.
2. **Organizations, societies, or groups** that might have information on your subject via their pages.
(search a phrase in “quotes”, e.g. “University of Maryland”, “American Library Association”).
3. **Synonyms or equivalent terms.**
4. **Variations of spelling** and include them in brackets using the Boolean operator OR
e.g. (behavior OR behaviour, cataloging OR cataloguing, run off OR runoff, neoclassical OR neo-classical)
5. Possible **endings**. Use truncation *
(e.g. **soci*** finds *social, socially, socialist, society*)
6. **Broader terms** by using the subject categories.



- Make any combinations of the words in this worksheet when searching within the database using Boolean operators AND, NOT, OR.
- Don't mix up the words identified in each of your groups of concepts.