Keyword worksheet

1. Your Research Topic: What are the key words or phrases in your research topic?

Write your topic here: _______________________________________________________________

Circle the important words and cross out the other words

Example: Should Wikipedia be used as a source of information?

Circle important words or phrases that best describe your topic
Avoid using vague or non-descriptive words like the, it, in, used, at, etc.

Place your circled words in the box on the back using the model below.

2. Transform the keywords into a search statement

<table>
<thead>
<tr>
<th>Concept 1</th>
<th>Concept 2</th>
<th>Concept 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>wikipedia</td>
<td>source</td>
<td>information</td>
</tr>
<tr>
<td>AND</td>
<td>OR citations OR references</td>
<td>AND</td>
</tr>
<tr>
<td>OR</td>
<td></td>
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</tbody>
</table>

AND focuses your search by requiring all words be present in the information retrieved

OR broadens your search by requiring either word be present

⇒ Use Truncation to include variations of your search terms:

E. g. Use teen* to retrieve the terms: teen, teens, teenager, teenagers, teen-agers, etc.

⇒ Some databases use wildcards: colo?r to get items using color OR colour
3. **Use your words in a one box or multi box search. Test and refine as needed.**

For books: use the Catalog search box

ONE box searching: Type AND between your search words in one long string

For journals, go to Articles, Databases, Indexes and select **Academic Search Premier**

THREE box searching: Place each keyword or phrase in a box. AND is automatically placed in between the boxes

Adapted from *Krafting keywords from topics* by Justine Martin in *The library instruction cookbook* (Chicago: Association of College and Research Libraries, 2009)