

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

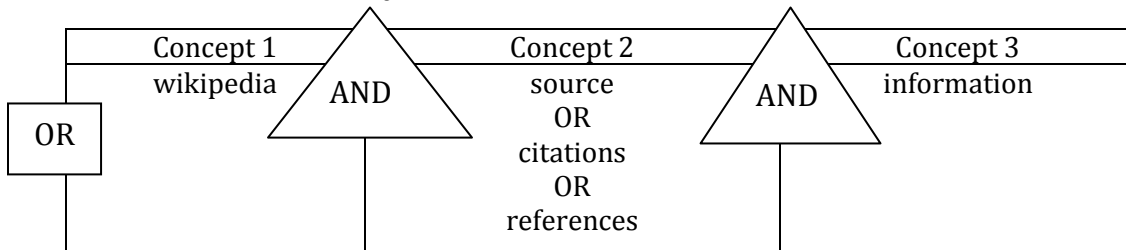
Example: Should Wikipedia be used as a source of information?

Circle important words or phrases that best describe your topic

Avoid using vague or non-descriptive words like the, it, in, used, at, etc.

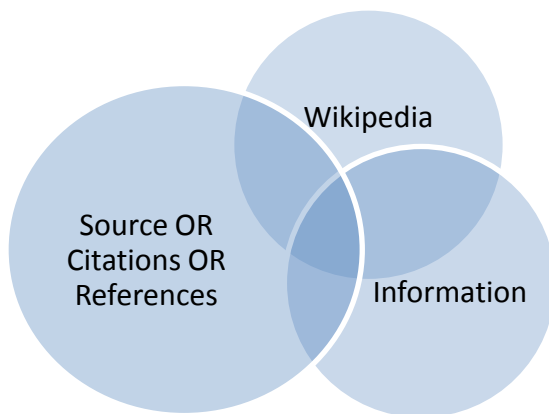
Place **your** circled words in the box on the back using the model below.

2. Transform the keywords into a search statement



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

OR broadens your search by requiring either word be present

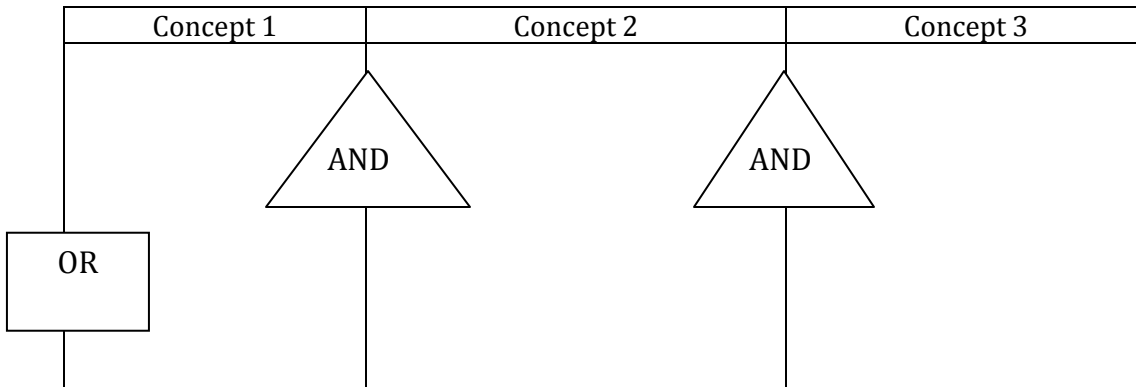


⇒ Use **Truncation** to include variations of your search terms:

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

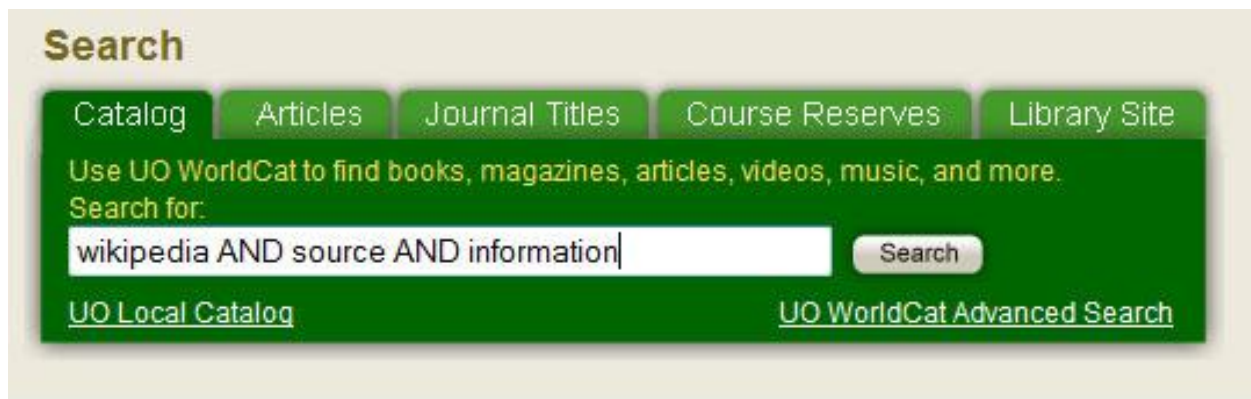
Your Topic



3. Use your words in a one box or multi box search. Test and refine as needed.

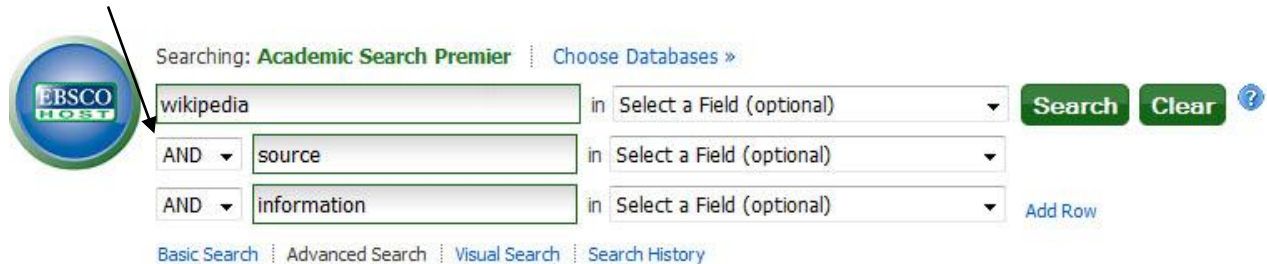
For books: use the Catalog search box

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)