**Literature Search: Action Plan**

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| headshot of a searcher**Purpose and Plan**Be clear about the purpose of your search; what information do you need? | large question mark**Question**Identify your question clearly; break it down into smaller parts or consider using PICO. | Double quotes for your search terms**Keywords**Choose keywords, phrases, synonyms and thesaurus terms |
| **Combine**overlapping circles forming a venn diagramCombine search terms: use Boolean operators AND, OR and NOT | **Filter**funnel filtering resultsFilter results to focus your search: by date, geography, source type, patient characteristics | **Resources**folders representing different resource typesSelect the most appropriate type of resource to search |
| **Evaluate**checklist and tickEvaluate all results: use the CRAAP checklist and critically appraise any research papers | **References**pile of documents needing referencesCollect your references: use reference manager tools | **Refine** **and** **Repeat**arrows in a circleAnalyse results: refine and repeat your search if necessary |

Learn more from our etutorials on our website <https://www.keele.ac.uk/healthlibrary/training/informationskillsetutorials/>

Or contact your library training team

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|  | Your Action |
| What is the purpose of your search? |  |
| What is your question? |  |
| What are your keywords? |  |
| How will you combine them? |  |
| What filters will you use? |  |
| Which resources will you search? |  |
| How have you evaluated your results? |  |
| Where will you save your references? |  |
| Do you need to refine and repeat? |  |