

Assignment Part 1: Journal Entry 1 (of two)

Task 1:

The literature search

Develop a targeted strategy to find key publications quickly and efficiently and then expand from there, prioritizing and **keeping records** as you go.

Information sources: libraries, databases, online search engines ... and people

Main sources of information are **academic libraries** and **online sources**

Most efficient way to being a literature search is **online search engines**

Searching on keywords

Identify **key words** and **phrases** that can be used as search terms (incl. concepts, geographical areas and so on)

If you want two words to be treated separately **add in joining word in the search box**

Set **yourself a rough time limit**, after review where it's enough

An **initial search to find one or two recent reviews** should take less than an hour

Information management: keeping records of what searches you have done

Series of successive steps at more and more specific level

Each stage informs the next, its essential to keep a record of where you have searched, what search terms you have used and what you have found

Records will save time and stop you from repeating searches

References details can be initially cut and paste into a word or excel document to create a list

You can organize by subtopics so that you can find the references on each subtopic easily

When downloading full text of articles, it is useful to store them **separate folders according to subtopics**

Starting reading

Start reading and find out what other people have done and said (start with a recent review)

Read it right through and make notes summarizing key concepts, arguments, and examples

Working from electronic source, **it will be useful to copy and paste key sections into your notes**

Read through your notes when finished

Note down the full bibliographic details of the source