**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***