Hints for a successful information retrieval

• Choose search terms with care (This is very important!)

• Consider the terminology and the interrelationships between terms in your field.

• You may even draw a chart of the concepts and key words that you can think of (a concept chart)

• Thesauruses and dictionaries help you to find suitable terms

• Can you think of other words with the same meaning (synonyms)?

• You’ll find links to different thesauruses, and help on how to combine your search terms in the different content boxes in this Libguide.

• Every database contains an online help that you can consult to check how to truncate or do a phrase search in this very database.

• You can leave out a part of the end of the search word, this is called truncating

Example: market* (will give the result on market and marketing)

• With a phrase search the search engine will look for exactly the character string in the search phrase, in the same order. The phrase should usually be entered in quotation marks.

• Begin your search with one search term. Then combine with another. If you have forgotten how to combine your search terms with AND/OR/NOT watch the youtube video in this Libguide