

Grad501

A quick guide for defining effective keywords in literature search

(with examples for topic- or title-search in ISI WebOfScience)

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- **Formulate your topic into a research question**

Guides for effective time management for graduate students

- **Break down your research question into key concepts.**

Guides effective time management graduate students

- **Determine the synonyms and/or related terms and/or abbreviations and/or formulas for the key concepts.**

Guides = *guides OR guidelines OR hints OR OR tricks OR methods OR ways OR advices*

Effective = *effective OR efficient OR fruitful OR productive OR ...*

Time management = *time management OR time-management*

Graduate = *grad OR master OR phd*

Student = *student OR learner*

- **Look for the possibility of phrase searching with quotation marks**

“time management” OR “time-management” OR “managing the time” (see the better solution below)

“graduate student” OR “phd student” OR “master student” (see the better solution below)*

- **Look for the possibility of using NEAR/x operator:**

- *Time NEAR/1 management*

(This will be equal to: time management OR time-management OR management of time)

- *(graduate OR masters OR phd) NEAR/1 (students OR learners)*

- **Look for the possibility of using “NOT”**

NOT “high school” NOT undergraduate

- **Look for the possibility of hyphenation**

time-management - but we solved this by using NEAR

- **Join the key concepts with AND or NEAR/x and synonyms of key concepts with OR in a parentheses. Use nested parentheses if necessary. Join the excluded concepts with NOT.**

*(guides OR guidelines OR hints OR OR tricks OR methods OR ways OR advices)
 AND (effective OR efficient OR fruitful OR productive)
 AND (time NEAR/1 management)
 AND ((graduat OR master OR phd) NEAR/1 (students OR learners))
 NOT "high school"
 NOT undergraduate*

- **Check for the presence reserved words like *the, in, on, and, with, of,* etc., in your keywords except for phrase searching. Eliminate if any.**

~~The guides for an~~ effective time.....

- **Check for the spelling mistakes / syntax errors (*like missing parentheses etc.,*) in the keywords you typed (doing a trial search will help)**

*(guides OR guidelines OR hints OR OR tricks OR methods OR ways OR advices)
 AND (effective OR efficient OR fruitful OR productive)
 AND (time NEAR/1 management)
 AND ((graduat OR master OR phd) NEAR/1 (students OR learners))
 NOT "high school"
 NOT undergraduate*

- **Truncate your keywords with wild cards, especially with***

(guide OR guidelines OR hint* OR trick* OR method* OR way* OR advice*)
 AND (effective* OR efficien* OR fruitful* OR productive*)
 AND (time NEAR/1 manag*)
 AND ((graduat* OR master* OR phd) NEAR/1 (student* OR learner))
 NOT "high school"
 NOT undergraduate*

*(guides OR guidelines OR hints OR OR tricks OR methods OR ways OR advices)
AND (effective OR efficient OR fruitful OR productive)
AND (time NEAR/1 management)
AND ((graduat OR master OR phd) NEAR/1 (students OR learners))
NOT "high school"
NOT undergraduate*

- **Do your search.**
- **Select a representative article, and examine its abstract and keywords section for the possibility of additional keywords.**