

SEARCH PLAN: How to Structure your Information Research

1. • LIMIT YOUR SUBJECT PERSPECTIVE(S): point of view of the author (research domains)

- ☐ Historian ☐ Philosopher ☐ Theology specialist ☐ Sociologist/Anthropologist/Paleontologist
- ☐ Psychologist/Psychiatrist ☐ Pedagogue (Education) ☐ Educational specialist ☐ Criminologist
- ☐ Doctor ☐ Nurse ☐ Pharmacist ☐ Social Worker ☐ Sexologist ☐ Police Officer
- ☐ Community Organizations (raising awareness, intervention, mobilisation and activism)
- ☐ Politician ☐ Military ☐ Lawyer ☐ Economist ☐ Engineer ☐ Urbanist ☐ Architect
- ☐ Administrator/Management ☐ Human Resources ☐ Businessperson ☐ Manufacturer/Producer
- ☐ Mathematician /Statistician ☐ IT worker ☐ Astronaut ☐ Physicist
- ☐ Chemist ☐ Biologist ☐ Geologist ☐ Geographer ☐ Ecologist ☐ Botanist ☐ Agronomist
- ☐ Librarian/Archivist/Museology specialist ☐ Cultural Facilitator ☐ Athlete / Sports person
- ☐ Linguist (languages and translation) ☐ Writer ☐ Artist/Photographer/Musician
- ☐ Journalist ☐ PR officer / Press Attaché ☐ Scientific popularization / Communicator

2. • FIND A TOPIC YOU'LL BE EXCITED ABOUT FOR A FEW WEEKS:

- What is the subject that is the most relevant or pressing in your field right now?
- What are the burning questions that are represented in the media and are making a lot of noise?
- What “false information” or sticky stereotypes are still current information in your field?
- Which subjects are considered agreed upon (or not!) by “all” the professionals in your field?
- What is the most up to date information that we know about your subject and else do we want to know?

3. • DEFINE A SEARCH QUESTION: the « post-it » you stick on your computer screen to keep focus!

Narrow your topic and adapt if needed with the information you find. Answer if these are relevant:

Who? _____

Ex : elderly, young offenders, single mothers, immigrants, addicts, children or teenagers, women

What? _____

Ex : ecoanxiety, tax evasion, positive sexuality, feminism, physical disabilities, infections, apartments

When? _____

Ex : present time, projection in the future, specific historical period (indian/savage to native/indigenous)

Where? _____

Ex : everywhere in the world, Canada-USA comparative, in Quebec, East of Quebec, particular city/village



4. IDENTIFY CONCEPTS: find the **keywords** that will be used in information systems (library catalog, databases, web search engines...)

*Exclude all relation terms (cause and effect, relations, comparatives, exploratory...)

1 st concept	2 nd concept	3 ^d concept	4 th concept

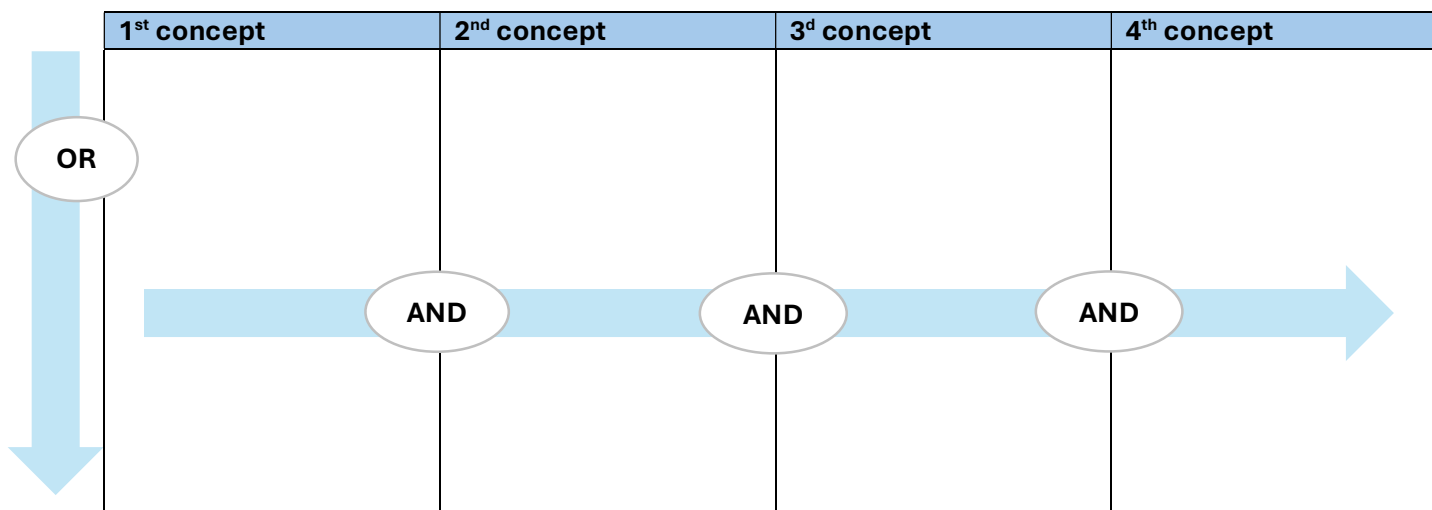
Attention! The more you are going to add keywords to combine together, the less results you will obtain very quickly as they must all be there to be included in the results. We recommend you start with 1 or 2.

5. FIND SYNONYMS FOR EACH CONCEPT: along the way, reading through the information you will find, you will discover new **terms** to collect (synonyms and antonyms) when they are relevant to your research question. This is useful because when you get stuck, you can search again with these keywords.

*To get familiarized : dictionary(general/specialized), encyclopedia(Wikipedia/Britannica), thesaurus

*Check for the evolution of **trendy keywords** and concepts used in different times (**old sayings to new**)

Add **translations in your languages (to find all available documentation)



Tip :

Truncation* to include variants (nouns, verbs, adjectives...) **feminis*** = feminist, feminism

"Exact Expression" to find exactly these keywords together in this exact order

6. COMBINE THE CONCEPTS IN THE INFORMATION SYSTEMS:

- **synonyms** are combined with **OR operator**: one or the other, I want them both in my results!
- **different concepts** are combined with **AND operator**: they need to be all present in the notice to be relevant to me. If only one of the keywords is present, I'm not interested.

7. IN CASE OF DIFFICULTIES, when the keywords are too **specific**, adapt by trying a more **generic** term that might include information on your subject in the table of contents or the index.

1 st concept	2 nd concept	3 ^d concept	4 th concept

8. IF YOU WISH TO GO FURTHER...

Required Steps :

- I am now familiar with my topic and have defined my research question.
- I have collected keywords, synonyms and antonyms, plus some generic terms.
- I have tested my keywords in the information systems at my disposal using search strategies.

Now, here are more questions to discover new information sources:

1. In which cegeps or universities is the field of knowledge studied? (who is offering the program)

☐ Visit their web site: section “Research” and discover the researchers by fields

☐ Find the names of the Research Chairs, Institutes or research groups and their affiliations

☐ Search through their publications (they can also be in the institutional deposit)

☐ Visit the library web site to check for libguides by subjects and/or disciplines to find:

- specialized databases: _____

- specialized scientific journal titles: _____

- name of the librarians that can help: _____

2. Is this profession part of an order or professional association?

☐ Visit the web site and look for the section “News,” “Publications” or “Conference”

☐ Look for other members and their specializations:

3. Search for other experts and/or research chairs linked to your subject:

☐ Government (ministry) ☐ International Organizations ☐ Community Organizations

☐ Sectoral Labour committees ☐ Work Groups ☐ Research focused businesses

4. With your keywords, find more information sources that will complement each other to answer all points you wish to make in your research paper. If needed, adapt your research question.

☐ Books ☐ Articles ☐ Press ☐ Congress Proceedings ☐ Thesis ☐ Statistics ☐ Patents

Reports : ☐ Annual ☐ Strategic plan ☐ Research ☐ Scientific ☐ Technic ☐ Study
