Self evaluation criteria for an optimized search strategy

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| --- | --- | --- | --- |
|  | Criteria | Y or N | Comments |
| 1 | The information need I chose for my strategy is expressed in a single sentence. |  |  |
| 2 | Each of my concepts is expressed in a word or a short phrase (ex.: cloud computing). |  |  |
| 3 | I used various types of documents (dictionaries, encyclopedias, known articles ...) to find keywords for each of my concepts. |  |  |
| 4 | Each of my keywords is used in only one single concept. |  |  |
| 5 | All keywords or phrases in a concept are synonyms or quasi-synonyms. |  |  |
| 6 | I used truncations (\*) appropriately. Ex.: robot\*, ~~car\*.~~ |  |  |
| 7 | I used Boolean operators and parentheses appropriately.Ex.: (keyword1\* OR keyword2\* OR … ) AND (keyword5\* OR …) |  |  |
| 8 | I used exact expressions (""), when necessary. |  |  |
| 9 | I performed the search in one database at a time.Ex.: Compendex **or** Inspec |  |  |
| 10 | I limited my search to years that are relevant to my subject. |  |  |
| 11 | I used the appropriate field codes. (Ex.: in Compendex and Inspec -> wn KY).  |  |  |
| 12 | I limited the results to languages I understand. |  |  |
| 13 | I obtained \_\_\_\_\_\_\_\_\_ results.I checked if the number of results is enough/realistic to sort and consult. |  |  |
| 14 | I analyzed the results (I read the titles and the detailed references, if necessary) and modified my strategy according to my observations.  |  |  |
| 15 | The articles I already know about (and which are included in the database I used) appear in my results. |  |  |

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