Tips and tricks of the trade – sharing and remembering (nearly) everything about systematic review searching

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Outline of session

Some quick tips

What do we need to know and remember?

AUHE Info Specialists Wiki

Setting up your wiki

Some key features of a Systematic Review Search

Transparent, fully reported search methods

Use several databases / sources to limit bias

Manage large downloads of records

Transparent search methods
Saving searches

Keep a table listing details of EVERY search you do

Save every search strategy IMMEDIATELY

Report your database name, host and coverage dates CLEARLY

Database and Dates covered	Date searched	Concept search strategy	Hits	Notes
Cochrane Database of Systematic Reviews : Issue 7 of 12, July 2018	03-07-18	S Asia + NCD + CMD	36	Same search as Q5
Global Health 1910 to 2018 Week 25	03-07-18	Same as Medline	121	
Ovid MEDLINE(R) <1946 to June Week 4 2018>	03-07-18	S Asia + NCD + (CMD Prevalence/Obs Studies OR CMD Systematic Reviews)	608	
Ovid MEDLINE(R) In-Process & Other Non-Indexed Citations <July 02, 2018>	03-07-18	Same as Medline	119	
PsycINFO 1806 to June Week 4 2018	03-07-18	Same as Medline	414	
World Bank Group Research and publications http://www.worldbank.org/en/research (accessed *13-09-2018*)	13-09-2018	NCDs and CMDs	34	Records in Excel not EndNote. Checked duplicates against EndNote – none found.
IndMED (ICMR-NIC) 1985 - present	02-10-18	NCDs and CMDs and Prevalence studies	244	
PakMediNet (PakCyber) Inception - present	13-09-18	NCDs and CMDs and Prevalence studies	128	Records not added to EndNote.

☆ Database names for search documentation

Please add any database names/dates you are using and update these if they change.

ACM Digital Library (full text) 1947 to present
Note: you can also search *The ACM Guide to Computing Literature* bibliography (citation-only) which is more comprehensive
https://www.trentu.ca/library/help/databases/acm
ACM Digital Library full text collection (Association for Computing Machinery Guide to Computing Literature) – advanced search mode

BRAC Research & Publication http://research.brac.net/new/publications all available dates (accessed *access date*)

CEA Registry (Tufts Medical Center) all available dates

Ebsco

- Art Full Text (H.W. Wilson) (EBSCOhost) 1984 to present
- British Education Index (EBSCOhost) 1986- present
- Business Source Premier (EBSCOhost) 1886 to present
- CINAHL (EBSCOhost) 1981- present
- Child Development and Adolescent Studies (EBSCOhost) 1927 to present
- Criminal Justice Abstracts (EBSCOhost) 1830 - present
- Communication and Mass Media Complete (EBSCOhost) 1900 to present
- EconLit (EBSCOhost) 1886 - present

Use several databases / sources to limit bias

Database	Count ▼
ProQuest Dissertations & Theses A&I	135
ProQuest Dissertations & Theses A&I: Social Sciences	94
Sociological Abstracts	60
ProQuest Dissertations & Theses A&I: Health & Medicine	54
ProQuest Dissertations & Theses A&I: Science & Technology	50
Applied Social Sciences Index & Abstracts (ASSIA)	46

If the list of academic databases and grey literature is long, **prioritise** them.

Use published **guidance for sources** for your topic

Remember good sources from your previous reviews

Do a **test search** in a group of databases. Which ones look to have the most relevant studies?

- E.g. ("green care" or "care farm*") in Title field of ProQuest databases.
- Compare numbers found in ASSIA, Sociological Abstracts, ProQuest Dissertations and Theses

☆ Philosophy and Ethics resources

last edited by 👤 Judy Wright 5 months, 1 week ago   ⊙ Page histo

Mertz M, Strech D, Kahrass H. What methods do reviews of normative ethics literature use for search, selection, analysis, and synthesis? In-depth results from a systematic review of reviews. Systematic reviews. 2017 Dec;6(1):261.
https://systematicreviewsjournal.biomedcentral.com/articles/10.1186/s13643-017-0661-x

Philpapers https://philpapers.org/
Philpapers is a freely available, comprehensive index of the research literature in philosophy
PhilPapers uses advanced trawling techniques and large-scale crowd-sourcing to monitor all sources of research content in philosophy, including journals, books, personal pages, and open access archives. Our index currently includes 2,398,894 research books and articles. Over 5,000 individuals have contributed content to our index.

Search tips:
Various basic and advanced search options in dropdown list by search entry box.
Truncation and operators search help:https://philpapers.org/help/search.html

Download tips - EndNote export works if you put the exact number of search results found into the number of records you want to download. e.g. instead of it saying export up to 500 records, change the '500' to 45 (if your search found 45 records)

EthicsWeb http://www.ethicsweb.eu/node/247   BUT not updated since 2011
The following databases are accessible via the **ETHICSWEB database search interface**:
- BELIT - Bioethics Literature Database
- Bibliography of Bioethics in Lithuania
- Biomedicina Slovenica
- CDE - Centre de documentation en éthique du CCNE
- EEL - Ethics Education Library
- ENDEBIT - European Database on Literature of Ethics in Biotechnology
- ETHMED - Ethics in Medicine

Manage large downloads of records

Download and save files of records from databases/sources rather than importing them directly into a reference manager

Name your saved files with the database and number of records found e.g. **AKI Medline 935.ris** – so you remember which database it is and how many records should be imported

Explore and learn your reference management software – push it to its limits

☆ EndNote and Reference Management Software

EndNote software is available for installation via the ITShop - https://store.leeds.ac.uk/product-catalogue/the-it-shop

Finding a random set of citations in EndNote - link to 'Expert Searching' blog and instructions

Getting Records from PDFs into EndNote via Mendeley

Reference Management Software Tools

Sending EndNote Libraries

Duplicate checking

EndNote - adding new filters or styles

EndNote Record Numbering for organising reviewer screening

Sharing EndNote Library (X7)

Exporting from EndNote to Excel - creating your own output style

Export Endnote to Excel.docx (troubleshooting when records don't load correctly into Excel)

Endnote Capture Reference tool (instructions for adding the "Capture reference" button to your browser. This works well for books and refs from journals that don't already have a ris download feature. You can also download a webpage ref but the record will need some manual editing). I recommend running a reference update as the records are not the best quality but can be better than Google Scholar and refs from the smaller publishers
From this link you can drag the capture button onto your browser toolbar

NB: The ENDNOTE FAQ doc also has solutions for queries encountered during training sessions. The latest Endnote documents can be found here:
N:\Faculty-of-Medicine-and-Health\LIHS\LIHS-VOL1\HealthEconomics\INFORMATION SPECIALISTS\Endnote Documents

Tip of the iceberg

**Professional knowledge
 of search methods**

Frequently used
e.g. Truncation symbols
Age search filters

**Institutional knowledge
for delivering search service**

Frequently used
e.g. Sharing files
In-house templates

Rarely used
e.g. Subject specific
sources
Exporting records from
rarely used sources

Rarely used
e.g. Home access to Uni
software
Process for ordering inter-
library loans

Knowledge is gained from?

Reading

- Search methods studies, publications
- Guidance e.g. Cochrane Handbook
- Web-based guides

Training courses

Sharing and reflecting on practices with colleagues

- In the office
- Mailing lists, twitter, LIS-Medical, ExpertSearcher…

Solving a problem yourself (learn by mistakes)

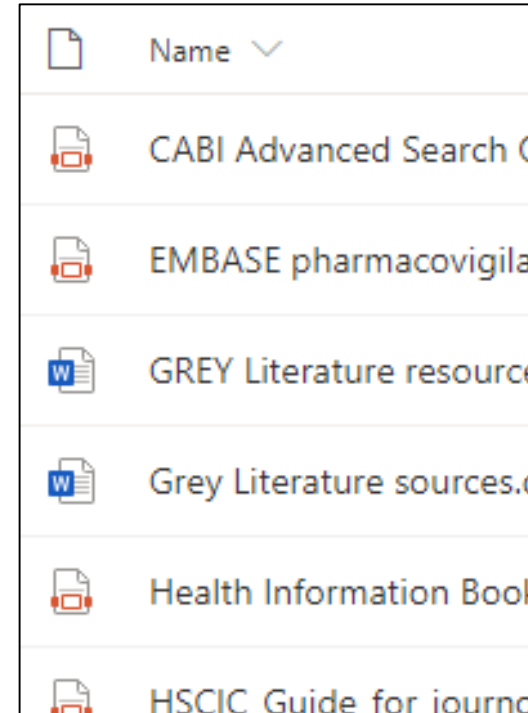# Where to access and how to manage Systematic Review search knowledge?

Intranet

Shared Folder

Web Bookmarks

HTAi Vortal

My Folder

Add Bookmark
Add to Reading List
Add to Home Screen
Mail Link to this Page
Tweet
Print
Cancel

Name

CABI Advanced Search

EMBASE pharmacovigila

GREY Literature resource

Grey Literature sources.d

Health Information Book

HSCIC Guide for journo

In our heads

EndNote™

AUHE Info Specialists Wiki

126 pages, 6 years old.

Practical tips for search methods for a range of review types.

Signposts to external, guides, webpages and links to 'internal' documents and instructions.

Thanks to Thomas Veale for getting us started.

Thanks to Kirstine McDermid, Rocio Rodriguez-Lopez, Donna Irving, Naila Dracup, and Natalie King for contributions over the years.

A "work in progress" wiki

Reflections on team use - but everyone is a bit different!

Used a few times a day to at least twice a week

Update content every 2 weeks to every 2 months

Navigate via search tool bar

Useful for double-checking e.g. wildcard symbols

Useful when learning a new method e.g. Rayyan

Heavily used:

Database full names, Truncation and wildcard symbols, Animal and Age-group searches

Positive feedback

V easy to add content to existing pages.

Good for everyday work.
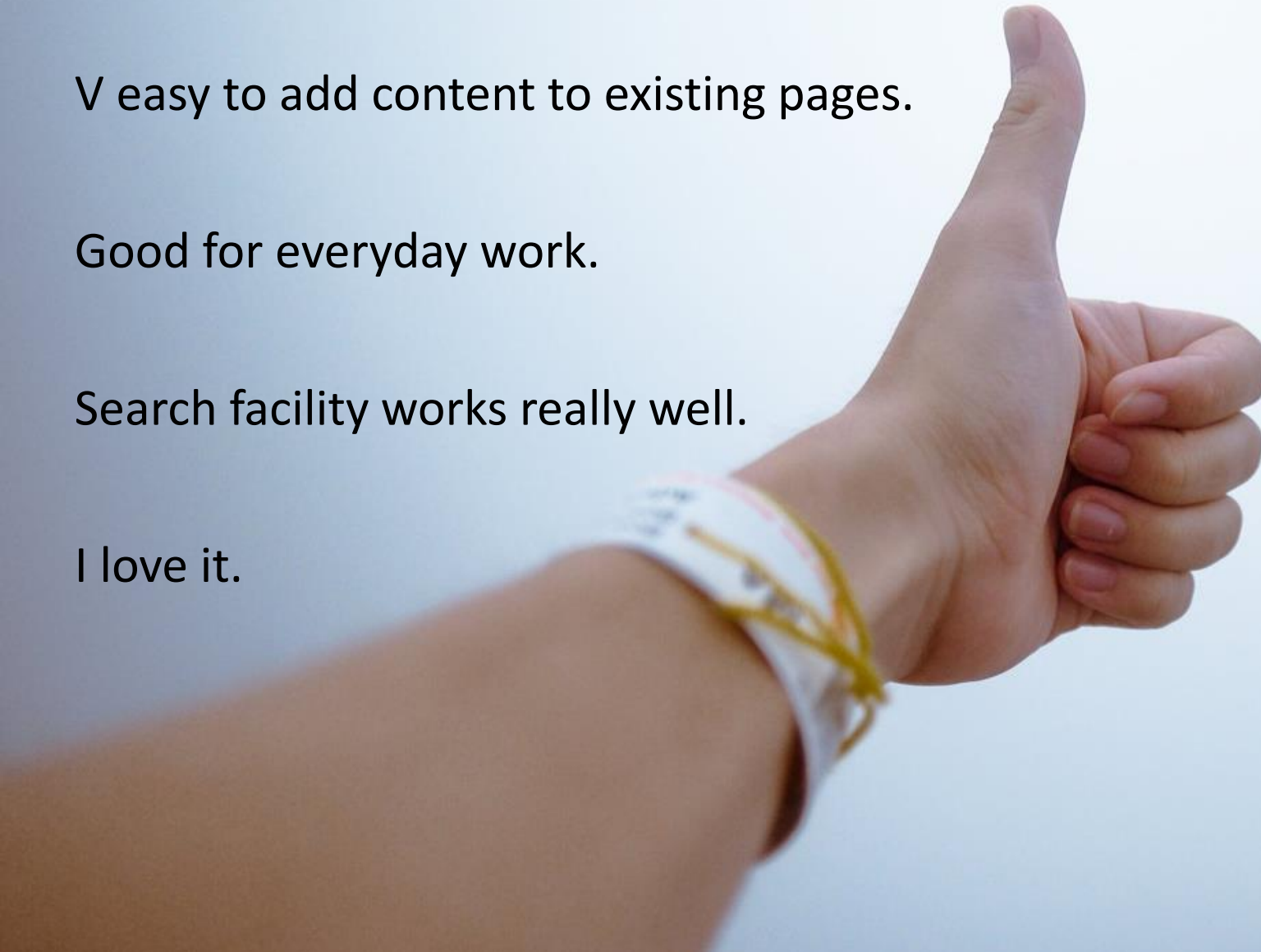
Search facility works really well.

I love it.

Easier than having instructions saved in Word documents.

User friendly and intuitive.

Quick practical tips – don't need to read a whole article to establish …"what you need to do right now".

Great for reminders of tasks (paperwork) you do often but not enough to be embedded in the memory.

Saved me a lot of time checking things.

Not so good

Visually not that attractive.

Emails all users every time a page is edited.

Creating and linking a new page is less intuitive.

Some content is old and outdated.

Fiddley to change page titles and keep links between pages.

Some content difficult to find if you don't search with the right words.

My PBworks   https://my.pbworks.com/

Features

- Free version or subscription

- Private or public content

- Automated notifications

- Editing – no coding required

- Accessible to people inside or outside of your organisation

- Recommend you do not add confidential / personal data

Free account includes:

- Up to 15 internal users

- Up to 5 external users

- Up to 5 wikis

- 50 MB of storage

- Free email customer support

Getting your team engaged

Plan structure and content of wiki together.

Provide editing training and support.

Stress the importance of getting the tips into the wiki, not making it look perfect or be 'complete'.

Encourage or task everyone to add specific content.

Move your time-saving tips out of buried folders and post-its and onto the wiki.

When discussing problems, send links to the relevant wiki page.

Get new staff involved – it's a useful training resource.

Wider sharing

Limited sharing possible with free PB Wiki.

Problem of irrelevant internal guides.

'Work in progress' feel encourages the team to quickly add information.

BUT the structure and some content could be shared.

Great publicly available websites with some practical systematic review search tips.

Search Guidance Portals and Wikis

last edited by 🔒 Judy Wright 0 minutes ago   ⓘ Page history

These are resources, blogs, wikis focused on systematic review searching guidance (not wider evidence synthesis, and not blogs mixed with news items and content not directly applicable to searching)

London, Kent, Surrey & Sussex Regional Searching Guidance on the KSS wiki

https://sites.google.com/site/healthliteraturesearchers/Home/search-guidance

HTAi Vortal SuRe Info

web resource that provides research-based information relating to the information retrieval aspects of producing systematic reviews and health technology assessments

Systematic Review Search Support Janneke Staaks

Janneke has developed this website and uses it for appointments with researchers and students - contains knowledge I share again and again

Expert Searching - Amanda Wanner

"Over the years, I've found some useful ways of efficiently navigating databases, search engines, and hard to search websites. My colleagues have shared some pretty cool tricks, too. I've created this website as a way for expert searchers to share expertise, pick up new tips, and generally share the love."

Final thoughts…

Keeping up to date and remembering search methods for all the databases, software and review types is difficult.

Knowledge fades but can spring back with a prompt.

Central resource helps you remember and whole team share their collective expertise.

Share how you can remove some boring or repetitive tasks.