State your topic or question:

______________________________

Identify main concepts:

Concept #1

Concept #2

Concept #3

Identify keywords to search:

Keywords for #1

OR

OR

OR

Keywords for #2

OR

OR

OR

Keywords for #3

OR

OR

OR

Tips:

- Use concrete nouns (person, place, thing).
  - person = aboriginal people
  - place = Canada
  - thing = land claims

- Avoid words like “effects”, “challenges”, “consequences”, “advantages”, “disadvantages”, “pros”, “cons”. For example, if your topic is “the effects of bullying on academic achievement” avoid using effects. Instead think about what the “effects” are on academic achievement, such as low grades, failure, poor attendance. Or limit your search to bullying and academic achievement.
**Appropriate tools for the job:**

Once you have determined the specific types of resources you need for the assignment, the next step is to choose the appropriate tools or databases to search. Review the following chart to help select possible search tools to use for each type of resource you need.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Search tools</th>
</tr>
</thead>
</table>
| Books                              | • Library catalogue  
                                           • Google Books   |
| Journal articles                   | • Articles database  
                                           • Google Scholar |
| Newspaper/magazine articles        | • Articles database  
                                           • Newspaper/magazine websites |
| Government documents               | • Library catalogue  
                                           • Government websites |
| Statistical data                   | • Statistics Canada  
                                           • NGO websites (e.g. UN, OECD, World Bank) |
| Maps and Geographic Information Systems (GIS) | • Library catalogue  
                                           • Google maps |
| Websites, blogs, podcasts etc.     | • Search engines                                      |
| Videos                             | • Library catalogue  
                                           • Search engines  
                                           • YouTube |

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