

**THE GALLUCCI-CIRIO LIBRARY: FORMING A SEARCH STRATEGY**

**Step 1. Summarize Your Topic:**

In one or two sentences, summarize your search topic. What do you want to find information on? Use your own words and try to be as specific as possible.

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**Step 2. Identify the Concepts:**

Once you have written down your topic, underline or circle the main concepts in the statement. Concepts are the different elements which make up search topics. Most searches can be broken down into two or three main concepts.

|            |  |
|------------|--|
| Concept 1: |  |
| Concept 2: |  |
| Concept 3: |  |

**Step 3. Select terms:**

Determine what synonyms exist for each concept. These can be words or phrases that might be used to express the same idea. Use a thesaurus if you need help. You can also try to look at the subject headings in databases for more ideas.

|            |          |            |          |            |
|------------|----------|------------|----------|------------|
| Concept #1 | ◇<br>AND | Concept #2 | ◇<br>AND | Concept #3 |
|            |          |            |          |            |

**Step 4. Combine the terms:**

Each concept is put in parenthesis ( ) and each term has the word **OR** between them. Between each set of parenthesis, put the word **AND**. This creates a logic that will help the computer complete your search.

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|---------------------------|
| Complete search strategy: |
|                           |

**Extra Tip:**

When you are in a database with multiple boxes, use each box as your set of parenthesis. Then make sure AND is selected between the boxes.