How to improve your searches

1. **Outline what you’re looking for**
   - **Subject**
   - **Keywords**
   - **Scope [dates and languages]**

2. **What and where**
   - **What to search for**
     - Articles, books, book chapters, proceedings, etc.
     - Laws or rulings
     - Statistics, images, data, etc.
     - News
     - One-print, post-prints, reports, theses, Ph.D. projects, research data, etc.
     - Parents
   - **Where to search**
     - [UO Library search engine](#)
     - Legal databases
     - Specialist databases
     - Press databases
     - Digital repositories
     - Parent databases

3. **Start searching**
   **Ways of optimizing your search results:**
   - **Boolean operators**
     - AND (Results will contain all of the search terms.)
     - OR (Each result will contain at least one of the search terms.)
     - NOT (NONE of the results will contain the second search term.)
     - For example: "Collegiate economy"
     - For example: "Womens" OR "Woman"
   - **Subjects**
     - Use the terms your database suggests.
     - You search for: Collaborative economy
     - Term suggested: Showing economy
   - **Truncation**
     - Use wildcards in place of one or more letters in a word. Different symbols are used depending on the database:
     - For example: "econom*
   - **Ways of optimizing your search results:**
     - By relevance
     - By date
     - By author/date/subject
     - Using other criteria: source, content, language, etc.

4. **Go through the results**
   - **Order them**
     - Relevant
     - Reliable
     - Precise
     - Available
     - By relevance
     - By date
     - By author/date/subject
   - **Filter them**
     - Relevant
     - Reliable
     - Precise
     - Available
     - By relevance
     - By date
     - By author/date/subject
   - **Assess them**
     - Relevant
     - Reliable
     - Precise
     - Available
     - By relevance
     - By date
     - By author/date/subject
   - **Make your selection**
     - Relevant
     - Reliable
     - Precise
     - Available
     - By relevance
     - By date
     - By author/date/subject
   - **If necessary, widen your search**
     - Adjust your search terms or try other sources
     - Save them
     - Articles, books, book chapters, proceedings, etc.
     - Laws or rulings
     - Statistics, images, data, etc.
     - News
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**Legal databases**
- **Specialist databases**
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**Digital repositories**
- **Pre-print, post-print, reports, theses, final projects, research data, etc.**