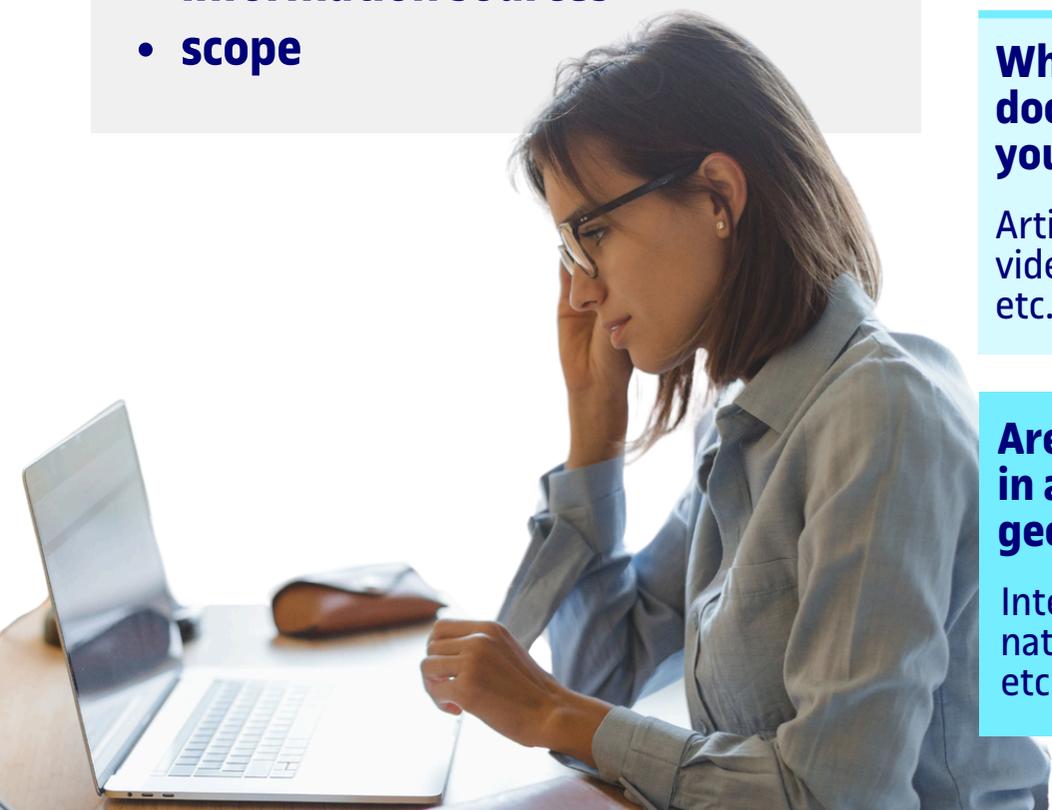


Eight things to ask yourself before you start searching

Before searching for information, think properly about what you need. These questions should help you define the:

- **search topic**
- **keywords**
- **information sources**
- **scope**



1 What's your search about?

Sum it up in just one sentence.



2 What are the keywords?

Define the main concepts and search synonyms.



3 What information do you need?

Academic (e.g. research papers) or general (e.g. outreach or news items).



4 How much detail do you want?

Exhaustive, specific, more general, etc.



5 What type of document do you want?

Articles, books, videos, legislation, etc.



6 What time period are you interested in?

The current moment, the last five years, etc.



7 Are you interested in a specific geographic area?

International, national, regional, etc.



8 Are you including a gender perspective?

Bear it in mind to define your search.

