Keyword Searching Worksheet

To find information using Franklin, the University of Pennsylvania catalog, and most of the library’s databases, you can conduct a keyword search for words that appear in the documents (full texts or abstracts) in the database. If you already have a specific topic in mind, follow the steps below to conduct a keyword search.

**Brainstorm for Keywords**

1. **Your topic:**
   
   Example: *How do memes reflect the angst of young people?*

2. **Identify the major concept terms that make up your research topic statement or question.**

   Example:
<table>
<thead>
<tr>
<th>Memes</th>
<th>angst</th>
<th>Young people</th>
</tr>
</thead>
</table>

3. **Think of synonyms and variations of your keywords to use when searching.**

   Example: (note: the “*” truncates the word: jok* searches for joke, jokes, joking, joker, etc.)

<table>
<thead>
<tr>
<th>buzzword</th>
<th>Anxi*</th>
<th>Youth*</th>
</tr>
</thead>
<tbody>
<tr>
<td>trend</td>
<td>Nervous*</td>
<td>Teen*</td>
</tr>
<tr>
<td>fad</td>
<td>Apprehens*</td>
<td>Adolescen*</td>
</tr>
<tr>
<td>Social media</td>
<td>Uneas*</td>
<td>High school</td>
</tr>
</tbody>
</table>

Now use the logical connectors and search operators explained on the opposite side of this page to create a keyword search that looks something like this:

```
______________ OR ______________ OR ______________
AND ______________ OR ______________ OR ______________
AND ______________ OR ______________ OR ______________
```
Advanced Search Options

**Truncation:** Truncation allows you to search words that begin with similar letters, but end differently. Most catalogs and databases use an asterisk (*) or a question mark (?) to represent remaining letters.

**Phrase Search:** It is possible to search adjacent words or phrases. In most databases, putting quotes around the words will retrieve search terms occurring next to each other in the order entered.

**Boolean Searching:** When using multiple terms you can use ‘and’ ‘or’ and ‘not’ to determine the means by which the terms are combined:

<table>
<thead>
<tr>
<th>Boolean operator</th>
<th>Examples</th>
<th>Retrieves...</th>
</tr>
</thead>
</table>
| AND              | Rodgers AND Hammerstein  
|                  | children AND poverty | Retrieves records containing both terms. |
| OR               | female OR 60s OR 1960s  
|                  | labor OR labour      | Retrieves records containing either one or both terms. |
| NOT              | caribbean NOT Cuba  | Excludes records containing the second term. |

**JSTOR**
Truncation: *
Phrase: “xxx”
Boolean: Adjacent words are automatically treated as though they are connected with “and.” Supports Or, Not.

**Ebsco Megafie**
Truncation: *
Phrase: “xxx”
Boolean: And, Or, Not

**Google Scholar**
Truncation: Words are automatically truncated.
Phrase: “xxx”
Boolean: Use “Advanced Scholar Search”

**Franklin**
-Franklin keyword search
Truncation?
Phrase: “xxx”
Boolean: Adjacent words are automatically treated as though they are connected with “and.”

-Franklin keyword expert search
Truncation: ?
Phrase: “xxx”
Boolean: And, Or, Not. Note: if you place two words together without using either quotation marks or a Boolean operator then you will get an error message.