1. Identify the search topic.

2. Identify appropriate information sources.

3. Select an appropriate research database.

4. Derive search words for each main concept of topic.

5. Consider variations in word endings.

6. Connect the search words into a single search statement.

7. Perform the search.

8. Evaluate results and modify search if needed.

9. Record results.

10. Retrieve and use information.

Once you have retrieved relevant search results for the topic, either print out or e-mail the citations or full-text articles.

If your retrieved results are citations (not full-text), check CHINOOK to see if the University Libraries owns copies of the sources listed in the citations.