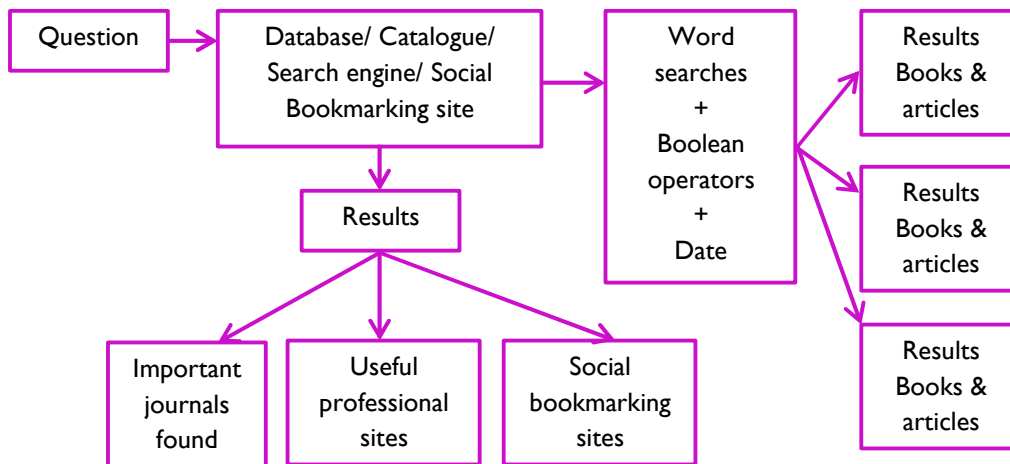


Managing your material

You will also find it valuable to record the details of each search, so that you can repeat them regularly on the same sources to see if new material has been published that might be useful for your review. In addition to the details of the reference, record the date of your search, the keywords you used, along with the 'Boolean operators', and any other information that might be helpful. Use the flowchart below or one like it of your own design to record the details each time you search.



Retrieval system

- 1 Notebook
- 2 Journal
- 3 Index card system
- 4 Slip notes
- 5 Project box

For more information, see *How to Write Your Literature Review*, Chapters 6 and 14.