

RESEARCH WORKSHEET

1.	Your Topic	<i>prevention of bullying in the workplace</i>			
2.	Search Limits	Languages: <i>English</i> Publication Dates: <i>2010 to the present</i> Document Types: <input type="radio"/> Books <input checked="" type="radio"/> Journal Articles - Peer reviewed only: Yes / No <input type="radio"/> Popular & Trade Magazine Articles <input type="radio"/> News Articles <input type="radio"/> Dissertations/Theses <input type="radio"/> Data/Statistics <input type="radio"/> Conference Proceedings <input type="radio"/> Other (specify):			
3.	Search Tools	Core Search Tools [in a field]: <ul style="list-style-type: none"> • Business Source Premier (BSP) • Business Premium Collection (BPC) • Web of Science - Core Collection (WOS) Secondary Search Tools [in other related fields]: <ul style="list-style-type: none"> • PsycINFO • Sociological Abstracts • Google Scholar 			
4.	Search Terms	Concept A	Concept B	Concept C	
	Break your topic down into individual concepts. For each concept develop a list of synonyms, keywords, subject headings and descriptors [†] Combine words describing the same or similar concept with OR. Combine different concepts with AND. ^{††} Use truncation or wildcard symbols to pick up word variations. ^{†††} Use quotes " " around words to find exact phrases.	<i>bully*</i>	<i>workplace</i>	<i>prevent*</i>	
OR		<i>mobbing</i>	<i>work</i>	<i>manag*</i>	
OR		<i>violence</i>	<i>office</i>	<i>stop*</i>	
OR		<i>harass*</i>	<i>job</i>	<i>solution*</i>	
OR		<i>aggress*</i>			
			AND	AND	
5.	Search Results	Date:	Search Tools:	# of Results:	Notes:
	Note your search statement here. <i>(bully* or mobbing or violence or harass* or aggress*) and (workplace or work or office or job) and (prevent* or manag* or stop* or solution*)</i>	<i>Aug21/18</i>	<i>BSP (SU Subject Terms) + most limits</i>	<i>220</i>	<i>No language limit, although most articles retrieved are in English.</i>
		<i>Aug21/18</i>	<i>BPC (All Subjects SU) + all limits</i>	<i>128</i>	<i>Emailed 10 articles to review.</i>
		<i>Aug22/18</i>	<i>WOS - Core Collection (Topic) + most limits</i>	<i>4,326</i>	<i>No peer-reviewed or journal limits, but most items in this database are both.</i>