Literature Review Work Plan

First Meeting Date:

Date for Delivery of Search Results (provided by librarian):

Date for report publication:

Contact Information
Team leader: Dept: Status:
Email: Phone: Room:

Librarian’s contact person on team (if different from team leader):
Email: Phone:

Librarian:
Email: Phone:

Systematic Review Topic:

Type of Project: □ Paper □ Thesis or Dissertation □ Grant □ Other

Research Objectives:
Statement of the primary objective, ideally in a single sentence. Example: To assess the effects of [intervention] for [health problem] in [population]. This might be followed by one or more secondary objectives.
Have you found Systematic Reviews (SR) on the topic? □ Yes □ No

Provide citations for the relevant SR or literature reviews (Please provide the article’s DOI or the PubMed ID(PMID); or: First Author, Article Title, Journal Title, Vol, Issue, Pages, Year.

1.

2.

3.

Comments:

Have you found any relevant primary studies (target articles) for your SR? □ Yes □ No

Provide citations for the relevant articles (Please provide the article’s DOI or the PubMed ID(PMID); or: First Author, Article Title, Journal Title, Vol, Issue, Pages, Year.

1.

2.

3.

Comments:
**Structured Question:** *Criteria for considering studies for this SR*

Identify your concepts and synonyms

<table>
<thead>
<tr>
<th>Major Concepts</th>
<th>1.</th>
<th>2.</th>
<th>3.</th>
<th>4.</th>
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<table>
<thead>
<tr>
<th>Concept 1 AND Concept 2 AND Concept 3 AND Concept 4</th>
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<tbody>
<tr>
<td>OR</td>
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</table>

**Type of Question**

- □ Therapy or Therapeutic Intervention or Prevention
- □ Diagnosis or Screening
- □ Etiology/Harm
- □ Prognosis

**Type of Study**

- □ Randomized Controlled Trials
- □ Systematic Review/Meta-Analysis
- □ Controlled Studies
- □ Cohort Studies
- □ Case Control Studies
- □ Case Series/Case Reports
- □ Randomized Controlled Trials
- □ Controlled Trials
- □ Prospective/Cohort/Longitudinal/Follow-up Studies
- □ Cross-Sectional (prevalence) studies
- □ Case Control Studies
- □ Case Series/Case Reports
- □ Randomized Controlled Trials
- □ Controlled Trials
- □ Cohort Studies
- □ Case Control Studies
- □ Case Series/Case Reports
- □ Cohort Studies
- □ Longitudinal Studies

*The type of question should dictate the type of study. Listed in this row are suggested best levels of evidence for each type of question.*

**Other types of studies to include:**

- □ Cost-Benefit Analysis
- □ Qualitative Research
- □ Other:
Inclusion/Exclusion Criteria

Apart from Journal Articles, which publications do you wish to include or exclude?

<table>
<thead>
<tr>
<th>Include</th>
<th>Exclude</th>
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<tbody>
<tr>
<td>Research in Progress</td>
<td>[ ]</td>
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<tr>
<td>Conference Proceedings/Abstracts</td>
<td>[ ]</td>
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<tr>
<td>Dissertations/Theses</td>
<td>[ ]</td>
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<tr>
<td>Books/Book Chapters</td>
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<td>Other:</td>
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</table>

Population

Age  [ ] all  [ ] under ______  [ ] over ______  [ ] between _____ to _____
Gender  [ ] male  [ ] female  [ ] both
Race/Ethnicity  [ ] all  [ ] other: ______
Humans/Animals  [ ] all  [ ] Human studies  [ ] Animal studies, but only if they include humans  [ ] Animal studies only  [ ] other: ______

Languages

It is advisable not to impose any language restrictions on the search.

[ ] All Languages  Restrict to:

Years

Date restrictions should be applied when appropriate. For example if a treatment was only available after a certain date.

Years  [ ] all  [ ] before ______  [ ] after ______  [ ] between _____ to _____

Additional Limits or Comments:
### Suggested Databases and Resources
(to be completed by the librarian)

#### Original Research Databases

**Medicine**
- Medline (OvidSP)
- PubMed (non Medline records only)
- Embase
- Cochrane Library/CENTRAL/DARE
- BIOSIS Previews
- LILACS (Latin America)
- SCIELO (Latin America)
- TRIP Database

**Nursing and Allied Health**
- CINAHL (EBSCOhost)
- OT Seeker
- PEDro
- RehabDATA
- CIRRIE
- Global Health
- AARP Ageline
- AMED (Allied and Complementary Medicine)
- SPORTDiscus
- Physical Education Index
- Food Science and Technology Abstracts

**Behavioural Sciences**
- PsycINFO (OvidSP)
- ERIC (Proquest)
- SpeechBITE
- PsycBITE
- Linguistic and Language Behavior Abstracts (LLBA)

#### Other Types

**Citation Indexes** (Use these databases to search for articles that cite or are cited by your eligible articles)
- Scopus (Elsevier)
- Web of Science (ISI)

**Research in Progress**
- ClinicalTrials.gov
- International Clinical Trials Registry Platform
- International Standard Randomised Controlled Trial Number Register

**Conference Proceedings**
- BIOSIS Previews
- Embase
- Web of Science

**Dissertations/Theses**
- Proquest Dissertations and Theses

**Grey Literature** (published outside the traditional publishing ecosystem and not widely disseminated)
- Grey Matters by CADTH (to identify sources)
- CADTH Custom Search for Canadian HTA sites
- Centre for Reviews and Dissemination
- National Guideline Clearinghouse
- CMA Infobase
- TRIP Database
- National Institute for Clinical Evidence
- NIH Health Technology Assessment Programme
- AHRQ – Technology Assessment + EPC Evidence Based Reports + Research Summaries, Reviews & Reports
- Australia and New Zealand Horizon Scanning Network – Technologies Assessed
- OpenGrey (EU)
- NTIS (US)
- Google Scholar

- Other
# Memorandum of Understanding

## SR mandatory steps:

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<tr>
<th>U of O librarian</th>
<th>The SR Team</th>
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<td><strong>Check for existing or ongoing SR on the same topic</strong></td>
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<td><strong>Design the systematic search strategy and have it peer reviewed</strong></td>
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<td><strong>Send a copy of the first 100 citations from Medline to SR team to determine what additional MeSH terms or text words are needed</strong></td>
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<td><strong>Run searches in appropriate bibliographic databases</strong></td>
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<td><strong>Search grey literature</strong></td>
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<td><strong>Search trial registers</strong></td>
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<td><strong>Create a library in a citation management tool with all retrieved publications and remove duplicates</strong></td>
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<td><strong>Record keeping of decisions and data (to compile the PRISMA flow chart)</strong></td>
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<td><strong>Compile the PRISMA flow diagram of the selection process</strong></td>
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<td><strong>Search reference lists of eligible studies</strong></td>
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<td><strong>Prior to the final write-up, re-run the Medline search strategy to retrieve newly published information</strong></td>
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<td><strong>Write the “sources and search methodology” section</strong></td>
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<td><strong>Final review of the article</strong></td>
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*If you would like the librarian to be responsible for these steps, please note that the U of O librarian will be co-author of the publication.*

## Additional services:

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<th>U of O librarian</th>
<th>The SR Team</th>
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<td><strong>Attend all team meetings (to offer training and contribute to workflow issues)</strong></td>
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<td><strong>Hand search select journals:</strong></td>
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<td><strong>Search conferences individually</strong></td>
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<td><strong>Contact experts for additional studies</strong></td>
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<td><strong>Provide training and technical support for citation management tool</strong></td>
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<td><strong>Advise on the screening process</strong></td>
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<td><strong>Participate in the screening process</strong></td>
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<td><strong>Help the team with issues regarding access to the literature</strong></td>
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<td><strong>Other:</strong></td>
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Note: Search updates will be considered a new search and a new contract must be completed.

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U of O librarian: ____________________________  The requester: ____________________________
Signature: ____________________________  Signature: ____________________________
Date: ____________________________  Date: ____________________________

_Last updated February 2015_