

Elements of the Search to be Reported/Documented & Methods for Recording Information	Internal Documentation	Final Report	Project Protocol	Report Abstract	Methods Section of Report	Appendix of Report	Qualitative Reviews
Information on the Searcher							
The name of the searcher/ an indication of who did the search (8, 9)	✓	✓					
The name of the person doing the recording of the search details (3)	✓	✓					
Qualifications of the searcher and past search experience (1, 21, 22)		✓					
Indication of any collaboration with an information professional (if search not done by an information specialist) (24)		✓					
The number of searchers (21)		✓					
Background Information about the Search							
An explanation on whether or not authors, references, and citations were systematically tracked and how this was done (e.g., manually or electronically) (25)		✓					✓
A description of when and how a decision to stop searching the literature was made (25)		✓					✓

Background of the problem and presentation of a focused research question (16)		✓					
A description of the search question using PICO (22)		✓	✓				
A description of the inclusion and exclusion criteria (1, 16, 18, 20, 25)		✓					✓
A description of the strategy for reviewing and selecting the literature that is found (16)		✓					
A description of the sampling strategy (1, 20, 22)		✓					✓
A statement on whether the search was pre-planned or iterative (15, 25)		✓					✓
A statement providing rationale for how the iterative searching was done (13, 25)		✓					✓
A search flow diagram describing the iterative process (13)		✓					✓
A description of the search “model” (22)		✓					
Rationale for the selection of data sources (15, 25)		✓	✓				✓
An explanation of how search barriers were overcome (25)		✓					✓
Identification of the software used to manage references (14)			✓				
Provisions for repeating searches (14)			✓				
Evidence of the effectiveness of the search strategy (1)		✓					
Statement on if the reported strategy is repeatable (1)		✓					

Information on the Bibliographic Databases Searched							
An identification of each database used (by name) (1, 3, 8-22, 24, 25) with additional information on: <ul style="list-style-type: none"> ○ The platform/provider (1, 3, 12, 14, 17, 20-22) ○ The dates of coverage (1, 3, 8-14, 18, 20-22) ○ The dates the database was last searched/end date of search (1, 3, 8-14, 16, 17, 19, 21, 22, 24) ○ Indication of types of databases used (medical/non-medical/interdisciplinary) (24) ○ Date/Update parameters of database (3) ○ Exported file name from database (3) ○ Any notes about the search and variations from other databases searched (3) 	✓	✓	✓	✓	✓		✓
A note on the use of database special features (ie. exploding(16))	✓	✓					
A description of any supplemental database searches with dates included (3)	✓	✓					
A description of any "Related" searches or "Similar Results" searches (in Pubmed for example) (3)	✓	✓					
A description of how queries are processed by various databases not just a description of the entered search terms (ie. Pubmed details info) (22)		✓					
Databases listed in a specific order (as per Cochrane specifications) (8, 9)		✓		✓			
See section 11.8 of Cochrane Handbook							

An identification of any search limits used (1, 8-11, 14, 15, 17, 20, 22, 24, 25) including: <ul style="list-style-type: none"> o Language restrictions (1, 8, 9, 14, 18, 19, 22, 24) o Publication status restrictions (1, 8, 9, 14, 19, 22) o Date restrictions (1, 14, 16, 17, 19, 22, 24) o Study design filters (1, 15, 16, 22, 24, 25) 	✓	✓	✓	✓	✓		✓
A justification for any date restrictions (time period) imposed on the search (20)		✓					✓
Information on Search Terms							
A description of the rationale and methods used to develop the search terms (10, 14, 21, 22, 25)		✓	✓				✓
Explanation of why some terms/concepts were excluded (25)		✓					✓
A description of how grounding concepts vs. keywords emerged (25)		✓					✓
A description of search approaches used other than electronic subject searches (20)		✓					✓
A description of the source used for search terms <i>ie. If part of strategy from a pre-existing search was used ,indicate the publication or source</i> (22)		✓					
Indication of which Boolean operators were used and how they were combined (1, 3, 12, 16, 18, 21, 24)		✓					✓
A brief summary of the search strategy (13, 19, 22)		✓		✓	✓		✓

A listing of which subject headings and free-text (keywords) terms were used (1, 8, 9, 12-14, 16, 18, 19, 24) <i>Not Full Copied Strategy</i>	✓	✓	✓		✓		✓
Inclusion of a sample search strategy (terms & syntax/operators) from one (or more databases)(20)		✓					✓
Inclusion of the full electronic search strategy for all databases (including search set numbers and results)(1, 3, 8-10, 14-17, 19, 21, 22)	✓	✓				✓	✓
If space is limited, information included on how to access the full search strategy(18)		✓			✓		
Copy and pasting of the database searches (NO rewriting strategies) to text format.(8, 9, 14, 17, 19, 22)	✓	✓				✓	
Information on Grey Literature and other Information Sources Searched/Consulted							
A description of any cited reference searching or citation chaining used(3, 13, 14, 21) ○ A record of the citation used for citation searching (seed article)(3)	✓	✓					✓
A description of own specialized register and how it was searched(8, 9)		✓		✓	✓		
Description of reference lists searched(3, 8, 9, 13-15, 19, 21, 22, 25) ○ Inclusion of a list of resulting references(22)	✓	✓		✓	✓		✓

<p>Identification of any journals that were hand searched(8, 9, 14, 15, 19-22) including a(n):</p> <ul style="list-style-type: none"> ○ Alphabetical list of titles(14, 21) ○ Statement on the earliest month and year searched, together with the latest month and year searched.(14) ○ Identification of missing journal volumes not searched.(14) 	✓	✓		✓	✓		✓
<p>A description of the grey/unpublished literature sources searched (1, 3, 8, 9, 12-16, 18, 19, 22, 23, 25) including:</p> <ul style="list-style-type: none"> ○ Website/organization names (3, 8, 9, 13-16, 23) ○ Registry names (16, 22) ○ Names of search engines used (13, 15, 16, 19, 22) ○ URLs (14, 23, 24) ○ Identification of the search method used (eg. browsed or scanned first 300 records in Google Scholar) (13, 14, 23) ○ Dates searched (14, 23) ○ Specific sections of sites/documents searched (14) ○ Search terms used (3, 13, 14, 16, 24) ○ Guidelines agencies searched (22) ○ Regulatory agencies searched (22) ○ Statistics sources searched (22) ○ How results were selected for screening (23) 	✓	✓	✓		✓		✓
<p>A description of why certain grey lit sources were searched and others not (rationale for sources) (25)</p>		✓					✓
<p>A description of any snowballing/pearl growing done in order to identify references (20, 25)</p>		✓					✓

A description of any conference proceedings searched including the proceedings title and/or conference name (3, 14, 19, 22)	✓	✓					
A record of any contact with study authors for more information or additional studies (3, 10-12, 14, 21)	✓	✓			✓		✓
A record of any contact with organizations or subject experts for more information (3, 8, 9, 13-15, 19, 22) <ul style="list-style-type: none"> ○ Indication of how experts were identified and selected (13) ○ Indication of contact with any manufacturers (22) ○ Indication of contact with patient groups (22) 	✓	✓		✓	✓		✓
A record of any contact with other information specialists (15)		✓					✓
Description of the collection of any primary data (18, 22)		✓					
Source and basis of cost data (18)		✓					
Description of current awareness searches (14)			✓				
Information on Search Results							
Total number of records found from all searches (3, 8-11, 13-15, 17, 19, 21-23)	✓	✓		✓	✓		✓
The number of records found by each database and information source (including grey lit) (1, 3, 8, 9, 13, 17, 19, 22)	✓	✓		✓	✓		✓

The number of unique records after removal of duplicates (3, 10, 21)		✓					
The number of included records after the initial screening (title and abstracts) (8, 9, 13)	✓	✓					✓
The number of records after the full text-screen (second screen) (13)	✓	✓					✓
The number of full-text records retrieved (8, 9)	✓						
The number of records from other search methods (non-database/search engine/grey lit sources) ie. pearling, or by chance (13)		✓					✓
The number of records contributing to the synthesis (3, 13)		✓					✓
List of included studies (18)		✓					
List of excluded studies (1, 18)		✓					
Inclusion of a search flow diagram such as a Prisma diagram (1, 8, 9, 11, 17, 25)	✓	✓					✓
A description of the types of studies found (eg. grounded theory) (20)		✓					✓
Methods and Procedures for Documenting and Reporting the Search							
Locally save or file print copies of any information found on the internet (8, 9, 19)	✓						
Create a record of decisions made during search strategy development and/or search notes (3, 14)	✓	✓					

Create and include a record of any changes/amendments made to the search (14)	✓	✓					
The search should be documented as it is executed (14, 17, 19)	✓						
Record the names of any export files (results files) (3)	✓						
Specific formatting of search tables (capitalization of operators, specific order for columns) (22) <i>See Niederstadt et al (22). for more details</i>		✓					
Inclusion of accompanying illustrations that outline search process (22) <ul style="list-style-type: none"> ○ Venn diagram that outlines search strategy (22) ○ Use of info crystals to describe the search (22) 		✓					
Information on Search Updates							
Date of update search (22)		✓					
Number of additional records (overall and by source) (22)		✓					
Reporting of any additional or changed query lines (if only a few) from the update search <ul style="list-style-type: none"> ○ If more than a few lines changed whole strategy reported again (22) 		✓					