Part 1: Plan (formulate question, develop search terms and inclusion/exclusion criteria, and create collection in Zotero)

- Try to formulate your question using PICOT. For instance, suppose you were researching the efficacy of yoga to reduce burnout in nurses. The PICOT question could be as follows: With nurses, is yoga, compared to no intervention, a proven way to reduce burnout? Then, break down your question into search concepts, again by using the PICOT structure.

(P)opulation: nurses
(I)ntervention: yoga
(C)omparison: no intervention
(O)utcome: reduced burnout
(T)ime: no time limitation

- Create a Concept Table for your key terms. Begin filling in any related terms in the column below the concept. Search for medical subject heading using the MeSH Browser and CINAHL subject headings using the CINAHL Subject Headings tab.

|----------------------------------|------------------------------|-------------------------------------------------------------|

- Develop your Inclusion/Exclusion criteria.

<table>
<thead>
<tr>
<th>Include</th>
<th>Exclude</th>
</tr>
</thead>
<tbody>
<tr>
<td>Articles published between 2009 and present</td>
<td>Non-English articles</td>
</tr>
<tr>
<td>Nurses in a hospital setting</td>
<td></td>
</tr>
<tr>
<td>Systematic reviews, RCTs, comparison studies</td>
<td></td>
</tr>
</tbody>
</table>
• Decide which databases to search. (Most common are PubMed, CINAHL, and Web of Science.)

• Create a Collection (folder) for your research in Zotero.

**Part 2: Discover (search databases and export citations to Zotero)**

• Search PubMed using your Concept Table as a guide.

• Use the Zotero Browser Connector to export all citations to Zotero.

• Search CINAHL (use Basic Search or CINAHL Subject Headings) using your Concept Table as a guide.

• Use the Zotero browser connector to export all citations to Zotero. To reduce exporting errors in CINAHL, limit page display to 10 citations per page.

• Search Web of Science database using your Concept Table as a guide. Change database selection from Core Collection to All Databases.
Use the Zotero browser connector to export all citations to Zotero.

Part 3: Analyze (remove duplicates and analyze citations using your inclusion/exclusion criteria)

- In Zotero, identify and merge Duplicate Items.

- Do a first pass review by looking at Title/Abstract and tag either Include or Exclude. (Color code tags – Exclude (red) and Include (green). If Exclude, note why in the note field.)
- Do a second pass review by looking at full-text of articles. Add additional Exclude tag for those being excluded with reason for exclusion in the note field.

- Highlight all included citations and attach available pdfs. Search and attach additional pdfs that didn’t attach. Order through interlibrary loan any articles that aren’t available at UVA.
• In Zotero, create a sub-collection for final set of articles.

• Create your bibliography and check for formatting errors. Make corrections in Zotero. In the example below, there are several titles that should be in sentence case. Right click on the title in Zotero edit mode and select Sentence Case.

Example


Part 4: Documentation (PRISMA Article Flow chart)

- Refer to the parent collection (Yoga) in Zotero to fill out your PRISMA Article Flow chart ([https://guides.hsl.virginia.edu/ld.php?content_id=49292401](https://guides.hsl.virginia.edu/ld.php?content_id=49292401)).

Part 5: Report (departmental report, scientific paper, poster, chapter, book)

- Use Zotero for in-text citations and bibliography. Zotero’s Microsoft Word Ad-in should be viewable in Word on the menu bar. If not, re-install through Zotero.
• Take advantage of the UVA Writing Center for assistance writing papers. The library offers assistance with poster creation.