Medical Library Research Support Services

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**UNIVERSITÄT
BERN**

Universitätsbibliothek Bern

Individual research consultation request form

Please send the completed form to support_med@ub.unibe.ch.

Contact information	
Surname, Name	
Member of the University of Bern	☐ Yes ☐ No
Email	
Phone (optional)	
Preferred way of one-on-one consultation	☐ On site at the library ☐ Online/Virtual consultation

Department		
Status (select all that apply)	☐ Human Medicine ☐ Dentistry Medicine ☐ Veterinary Medicine ☐ Biomedical engineering ☐ Biomedicine ☐ Bachelor student ☐ year 1 ☐ year 2 ☐ year 3 ☐ Master student ☐ year 4 ☐ year 5 ☐ year 6	☐ PhD student Name of graduate school: …………… …………………………………… ………. ☐ Medical Faculty Member ☐ Dentistry Faculty Member ☐ Veterinary Faculty Member ☐ Clinician: ☐ Inselspital staff: ☐ Other:
Did you already had a course in searching the medical literature?*	☐ Yes ☐ No	
Master / PhD Supervisor (if applicable)		
Time frame for working on the literature search	*From* *To*	

Type of services (select all that apply)	☐ Consultation and support for developing search strategies ☐ Feedback on framing of research question and advice to how translate into a search strategy customized for each database/source to search ☐ Feedback on initial search strategy ☐ Peer Review of search strategies ☐ Advice on relevant sources to search (medical databases, trial registries, grey literature) ☐ Advice on adaption of strategy for different databases ☐ Referral to relevant handbooks and guidance documents for conducting literature reviews ☐ Setting up search alerts for new publication ☐ Advice on reference management	
Purpose of project (select all that apply)	☐ Publication ☐ Summary Review ☐ Systematic Review ☐ Scoping Review ☐ Book chapter	☐ Thesis / Dissertation ☐ Guideline ☐ Grant application ☐ Other:

Objective of your study	*The objective of my study is….*	
Background *Describe the background of your study*		
Please provide your research question	*Your research question needs to be clear and focused.*	
Research question in PICO (if applicable)	Problem / Patient / Population	
	Intervention / Exposure/Phenomenon of interest	
	Comparison (if applicable)/Context	

	Outcome	
Core papers (minimum 5) *Provide a set of core papers if you have a research question. Core papers are key references that are very close and describe your field well. Write complete references and if possible PMIDs or DOIs*		
Study types *What study design would provide the best level of evidence for this question?*	☐ Quantitative ☐ Qualitative ☐ Mixed Methods Please specify if appropriate (ex. *i.e. randomized controlled trials, observational study. cross-sectional study, experimental study, qualitative study, cohort study,…*) ……………………… ………………………………………………………………………	
Have you developed a search strategy? *If yes, which one?*		

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Library assisted literature Search Request Form

Please send the completed form to support_med@ub.unibe.ch. After submission of the form, the medical library may contact the research team for any information that needs to be clarified. See policy section 2.
*Indicates required fields

Contact information		
Surname, name*		
Member of University of Bern*	☐ Yes ☐ No	
Department*		
Full address (street, place)*		
Email*		
Phone		
Other project team members (names and email addresses)		
Status (select all that apply)*	☐ Bachelor student ☐ Master student ☐ PhD student ☐ Medical Faculty Member ☐ Dentistry Faculty Member ☐ Veterinary Faculty Member	☐ Clinician: ☐ Inselspital staff: ☐ Other:
Purpose of search (select all that apply)*	☐ Publication ☐ Thesis / Dissertation ☐ Summary Review ☐ Clinical Trial	☐ Guideline ☐ Grant application ☐ Presentation ☐ ☐ Other:
Research question (1 – 2 sentence summary)*		

What type of research question [1]*	☐ Effectiveness (PICO) ☐ Experiential (Qualitative; PICo) ☐ Costs/Economic Evaluation (PICOC) ☐ Prevalence and / or Incidence (CoCoPop) ☐ Diagnostic Test Accuracy (PIRD) ☐ Etiology and / or Risk (PEO) ☐ Expert opinion / policy (PICo) ☐ Psychometric ☐ Prognostic (PFO) ☐ Methodology (SDMO)

Does a synthesis or protocol already exist for this topic?*	☐ Yes ☐ No ☐ Unsure	

Core papers (if available) *Provide a set of core papers to your topic question. Core papers are key references that are very close and describe your field well. Write complete references and if possible PMIDs or DOIs*	
If you are planning on submitting a manuscript for publication, which journals are you considering?	
Inclusion Criteria* *Criteria for studies that will be included in you study eg population (age group), publication type, study type, languages, publication dates*	
Exclusion Criteria* *Criteria for studies that will be not included in you study eg population (age group), publication type, study type,*	

languages, publication dates	
Coverage Dates*	☐ Within the last year ☐ Within the last 5 years ☐ Within the last 10 years ☐ All availabe
Any search terms that you feel may be useful, including synoyms, acronyms, generic/trade names for pharmaceuticals, etc*	
Preferred Citation Management software Preferred Export Formats *	☐ EndNote ☐ Mendeley ☐ Other:

1. Munn et al. BMC Medical Research Methodology (2018) 18:5

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Comprehensive Literature Search Request Form

Please send the completed form together with a final version of the protocol (example) to support_med@ub.unibe.ch. After submission of the form, the medical library may contact the research team for any information that needs to be clarified.
*Indicates required fields

Contact information	
Surname, name*	
Department*	
Full address (street, place)*	
Email*	
Phone	
Are you member of University of Bern	☐ Yes ☐ No
Other members of the project team (names and email addresses)	
Status (select all that apply)*	☐ Bachelor student ☐ Clinician ☐ Master student ☐ Inselspital staff ☐ PhD student ☐ Other: ☐ Medical Faculty Member ☐ Dentistry Faculty Member ☐ Veterinary Faculty Member
Purpose of project (select all that apply)*	☐ Publication ☐ Grant application ☐ Thesis / Dissertation ☐ Guideline development ☐ Other:

Synthesis type*	☐ Systematic review ☐ Narrative review ☐ Scoping review ☐ Other: ☐ Umbrella review

Have you conducted this type of knowledge synthesis before?	☐ Yes ☐ No
What is your approximate timeline/deadline for completion of the knowledge synthesis (including screening results, synthesizing data, and completing a manuscript/grant proposal,…)?*	dd.mm.yyyy
Research question (1 – 2 sentence summary)	
What type of research question [1]	☐ Effectiveness (PICO) ☐ Experiential (Qualitative; PICo) ☐ Costs/Economic Evaluation (PICOC) ☐ Prevalence and / or Incidence (CoCoPop) ☐ Diagnostic Test Accuracy (PIRD) ☐ Etiology and / or Risk (PEO) ☐ Expert opinion / policy (PICo) ☐ Psychometric ☐ Prognostic (PFO) ☐ Methodology (SDMO)
Does a synthesis or protocol already exists for this topic?*	☐ Yes ☐ No
Core papers (minimum 5) * *Provide a set of core papers to your topic question. Core papers are key references that are very close and describe your field well. Write complete references and if possible PMIDs or DOIs*	
If you are planning on submitting a manuscript for publication, which journals are you considering?	
Inclusion Criteria* *Criteria for studies that will be included in you study eg population (age group,…), publication type, study type,*	

languages, publication dates	
Exclusion Criteria* *Criteria for studies that will not be included in you study eg population (age group,…), publication type, study type, languages, publication dates*	
Any search terms that you feel may be useful, including synoyms, acronyms, generic/trade names for pharmaceuticals, etc	

Preferred Citation Management software*	☐ EndNote ☐ Mendeley	☐ Refworks ☐ Other:
Preferred databases*	☐ MEDLINE/PubMed **or** ☐ MEDLINE/Ovid ☐ Embase (via Ovid or Elsevier) ☐ Cochrane Library (incl. CENTRAL) ☐ CINAHL ☐ PsycINFO ☐ ERIC *(Education Resource Information Center)*	☐ LILACS ☐ ClinicalTrial.gov ☐ WHO ICTRP ☐ Web of Science ☐ Scopus ☐ Trip Database ☐ Other:
Grey literature searches has to be included	☐ Yes ☐ No	
Additional search methods (if applicable)	☐ Screening reference lists of relevant studies ☐ Hand-searching specific journals; please specify:	☐ Hand-searching specific conference proceedings; please specify:
Search update needed:	☐ Yes ☐ No	

1. Munn et al. BMC Medical Research Methodology (2018) 18:5

Medical Information Specialist Support
Please select the areas of support needed for your systematic review. Do not hesitate to contact the medical information specialist via support_med@ub.unibe.ch if you need help completing the table below.

	Areas of Support
☐	Inform researcher of systematic review standards
☐	Assist researcher with formulation the research question
☐	Suggest database(s) for the literature search
☐	Provide training in reference management software (EndNote, Mendeley, Refworks)
☐	Design a draft search strategy in one database (database: _)
☐	Revise the search strategy
☐	Peer-review of search strategy
☐	Delivery of final search strategy
☐	Searches carried out in agreed database
☐	Deliver citations in agreed reference management software
☐	Search grey literature
☐	Search reference lists of eligible studies
☐	Hand-searching (in agreed journals, conference proceedings)
☐	De-duplication of search results
☐	Inform researchers how to produce a flow diagram of studies retrieved, screened, assessed for eligibility and included in the review
☐	Provide a PRISMA flowchart template with initial search results
☐	Write the "Methods" section for publication
☐	Rerun search strategies prior to publication
☐	Final review and approval of article