Table 8: *Press 2015 Guideline* Recommendations For Librarian Practice

	Recommendation	Guidance
1	Translation of the research question: *Assess whether the research question has been correctly translated into search concepts.*	Ideally, the primary search strategy is submitted for peer review to ensure conceptual accuracy. The research question, typically formatted according to some variation of PICO and fine points of how the search was informed by the reference interview, should be submitted with the search strategy.
2	Boolean and proximity operators:* *Assess whether the elements addressing the search question have been correctly combined with Boolean and/or proximity operators.* *Note that proximity operators vary based on search service.	Review the search for any instances where mistakes occurred in Boolean operators; e.g., OR may have been unintentionally substituted for AND (or vice versa), or AND may have been used to link phrases or words (e.g., as a conjunction) rather than as a Boolean operator. Note that where NOT has been used, there is the possibility of unintentional exclusions, and another device (e.g., employing a subject heading, check tag, or limit) could produce an equivalent outcome. Ensure that the use of nesting within brackets is logical and has been applied, as needed. Also note whether the use of a proximity operator (adjacent, near, within) instead of AND could increase precision. If proximity operators are employed, consider whether or not the chosen width is too narrow to capture all anticipated instances of the search terms, which may vary depending on whether or not the database being searched recognizes stop words. Consider whether the width is too broad. If restrictions are included (e.g., human or elderly populations), ensure that the appropriate construction has been used.
3	Subject headings (database-specific): *Assess whether there is enough scope in the selection of subject headings to optimize recall.*	Examine the following elements of subject heading usage: missing or incorrect headings, relevance/irrelevance of terms, and correct use of explosion to include relevant narrower terms. Consider the use of floating subheadings which are in most instances preferable to using subheadings attached to specific subject headings (e.g., in MEDLINE, "Neck Pain/ and su.fs." rather than "Neck Pain/su"). Note that subject headings and subheadings are database-specific.
4	Text word search (free text): *Assess whether search terms without adequate subject heading coverage are well-represented by free text terms, and whether additional synonyms or antonyms (opposites) and related terms are needed.*	Free text terms are typically employed to cover missing database subject headings. Consider elements of free text usage such as too narrow or too broad, relevance of terms, and whether synonyms or antonyms have been included.

	Recommendation	Guidance
5	Spelling, syntax and line numbers: *Assess correct use of spelling, correct use of syntax and correct search implementation.*	Review the search strategy for misspelled words and for errors in system syntax that are not easily found by spell-checking. Check each line number and combinations of line numbers to ensure that the search logic was correctly implemented.
6	Limits and filters: *Assess whether the limits used (including filters) are appropriate and have* *been applied correctly.*	Review the search strategy to see if limits that are not relevant to the eligible study designs or to the clinical question have been applied, as these could potentially introduce epidemiological bias. Check that methodological search filters have been properly applied; e.g., that SRs of economic evaluations are not restricted to RCTs.

PICO = population/problem, intervention/exposure, comparison, outcome; RCT = randomized controlled trials.