Appendix B. Search checklist template

This form is to record where and how you searched. It is not for entering individual sources found. Transparent recordkeeping helps mitigate bias in any search strategy and ensures a comprehensive search across multiple sources. When conducting offline searches, such as visiting offices, libraries, or universities, the way you complete the table may vary slightly.

Date of search	**Name of database, search engine, repository, or physical office**	**URL of site, database, repository, or address of physical office visited**	**Filters***				**Search outcome** (nothing found; not relevant; results found; results may be of peripheral interest)
			Geographic coverage (if specific countries or regions were included/ excluded)	**Search terms** (key words or search strings used for searching)	**Date ranges** (if only looking for sources published in a certain timeframe)	**Other filters used (**e.g. type of source, language, or more)	
Example: *Jan/1/25*	GoogleScholar	https://scholar.google.com/	"Latin America and the Caribbean"	"non-formal education"	2015-2025	'Review articles' only	81 results, first 50 results screened, and 23 relevant results included

* Filters can help you focus your search to specific geographic areas, thematic topics, periods of time, document types, languages, and more. Online repositories may have different types of filters, as seen in the examples in Appendix C.