


# FROM RESEARCH TO ACTION (RTA) PROJECT: Using Knowledge to Accelerate Progress in the Elimination of Child Labour and Forced Labour

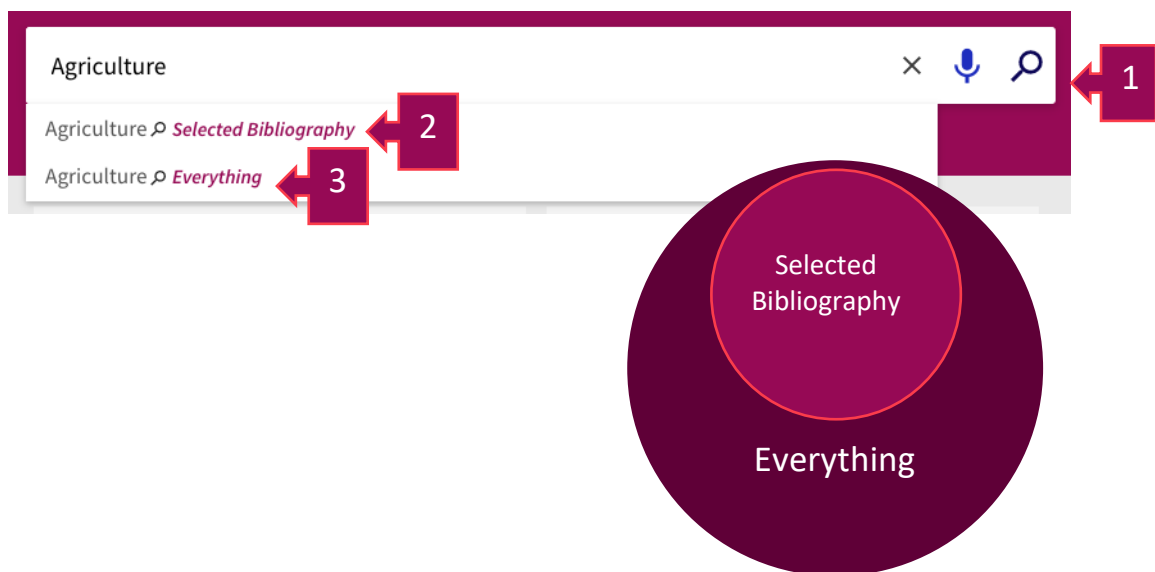
## How to use the Research to Action (RTA) Bibliography?

Welcome to the Guide to use the RTA Bibliography! We hope you will find all the instructions you would need to use the Bibliography here. If you have any further questions, please contact us at [rtaproject@ilo.org](mailto:rtaproject@ilo.org).<sup>1</sup>

### Basic Search

You can search very easily in the RTA Bibliography.

1. Just type one or more words that you are looking for and click the **Search**  icon. If you enter multiple words, the RTA Bibliography will return results that contain all the specified terms.
2. You can search within the **Selected Bibliography** on child labour, forced labour, and human trafficking or;
3. Select to search on **Everything**. The Everything option will bring you extra information resources indexed in the ILO library system.



<sup>1</sup> This Guide is jointly prepared by the ILO library and the RTA project team.

## Tips

- Searches are not case sensitive.
- To search for an exact phrase, type quotation marks around the phrase.



- You can do more than just a simple search by placing the following operators between words or phrases: **AND**, **OR**, and **NOT**.
- You can search for items that contain at least one of the words or phrases you type in the Search box. To do so, type **OR** between the words or phrases.



- You can exclude items that contain specific words or phrases. To do so, type **NOT** and then type the word or phrase to exclude.



- Enter an asterisk to perform a multiple character wildcard search. For example, type cultur\* to search for records that contain strings, such as culture, cultural, and culturally.
- To retrieve all results from the Selected Bibliography, use a question mark "?".

Here is a summary:

Character	Description	Example
" "	Exact phrase within the quotation marks.	<b>"export processing zones"</b>
AND	Search for all items.	<b>Contract AND agreement</b> finds both terms.
OR	Search for items that contain at least one of the words or phrases.	<b>Contract OR agreement</b> finds contract or agreement.
NOT	Excludes items after the word "NOT".	<b>Business NOT multinational</b> finds business, but not multinational.
*	Matches any character. You can use the asterisk (*) anywhere in a character string.	<b>Cultur*</b> finds culture, cultural, culturally.
?	Retrieve all results from the Selected Bibliography.	<b>?</b> returns to the RTA Bibliography.

## Advanced Search

Advanced search allows you to narrow your search.

1. **Scope** - On the top you will **find** the domains where you can select to perform the search, such as selected bibliography or everything.
2. **Field selector** – For each search line, this parameter allows you to narrow the search to all search fields or a particular field (such as title and author).

The screenshot shows the 'Search Criteria' interface. At the top, there are two radio buttons: 'Selected Bibliography' (selected) and 'Everything'. Below this is a 'Search filters' section. A dropdown menu is set to 'Any field', and another dropdown is set to 'contains'. The search term 'economy' is entered in the text box. To the right, a panel for 'Type of resource' is open, showing options like 'All items', 'Language', and 'Any language', along with date range selectors for 'From' and 'To'. At the bottom, there are buttons for '+ ADD A NEW LINE' and 'CLEAR'. A summary bar at the bottom left shows 'Any field contains economy', and a 'SEARCH' button is at the bottom right.

1. Find: Selected Bibliography (selected) / Everything

2. Search filters

3. Any field

4. contains

5. economy

6. AND Any field contains Enter a search term

+ ADD A NEW LINE CLEAR

Any field contains economy

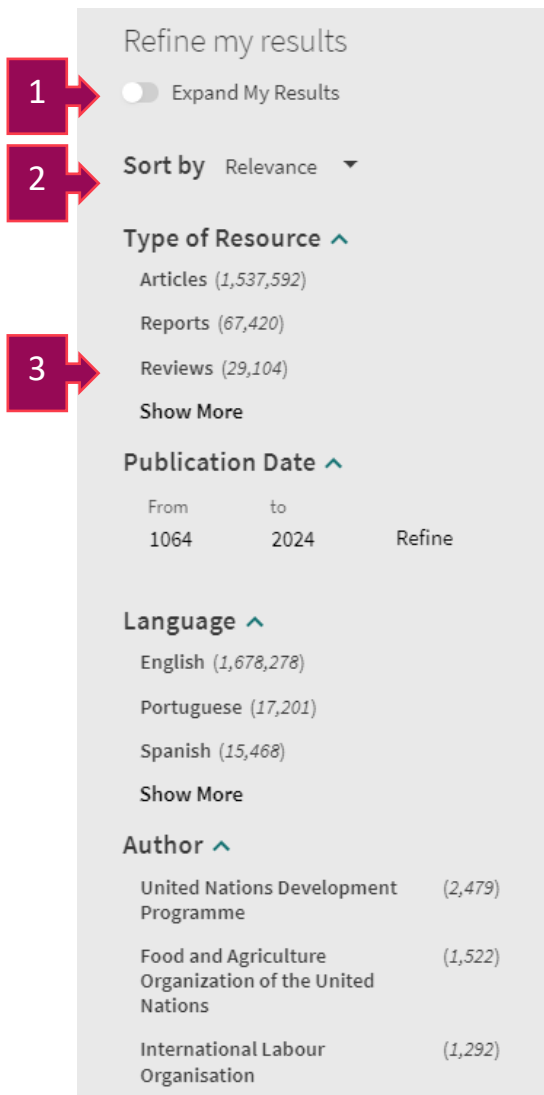
SEARCH

3. **Search type** – For each search line, this parameter indicates how your search terms are compared against the search field. The following values are valid:
  - contains – Returns results that contain all words in the phrase, but the words may be in a different order and may not be as close together.
  - is (exact) – Returns results that contain phrases that match the phrases specified in the query.
  - starts with – Returns results that contain words that start with the specified string.
4. **Search box** – For each search line, enter the search query text, which may include words, phrases, and operators (**AND**, **OR**, and **NOT**).
5. **Filters by type of resource** – Filters allow you to narrow your results to specific metadata (such as a material type, language, or date range). In the search results, you can include and exclude facets to filter your results further.
6. As with basic searches, you can include the following operators between words and phrases in each search line: **AND**, **OR**, and **NOT**.

# Expanding and Filtering Your Search Results

The RTA Bibliography will identify the documents belonging to the Selected Bibliography with this

 BIBLIOGRAPHY icon.



Refine my results

1  Expand My Results

2 **Sort by** Relevance ▾

**Type of Resource** ^

Articles (1,537,592)

Reports (67,420)

3 **Reviews** (29,104)

Show More

**Publication Date** ^

From to Refine

1064 2024

**Language** ^

English (1,678,278)

Portuguese (17,201)

Spanish (15,468)

Show More

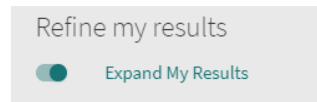
**Author** ^

United Nations Development Programme (2,479)

Food and Agriculture Organization of the United Nations (1,522)

International Labour Organisation (1,292)

1. When searching in Everything, you can further expand your results by sliding on the “**Expand My Results**” button on the top of the left-hand side menu.



Refine my results

Expand My Results

2. You can **sort** your results by relevance, date, title, or author.

3. Use the filters on the left-hand side menu to **refine** your results. To restrict results (e.g., type of resources) to a certain category, select the category.



**Type of Resource** ^

Journal Articles (562)

Books (195)

To **exclude** a category from the results, click on the crossed box to its right, or unclick the check mark.

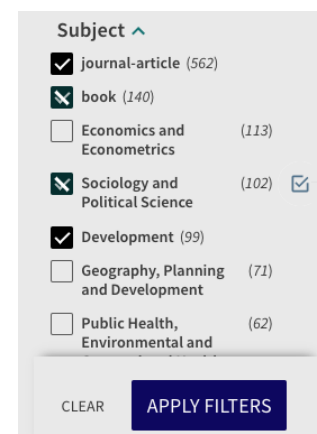


**Type of Resource** ^

Journal Articles (562) ✖

Books (195)

When you have included and excluded the categories of your interest, click **Apply Filters** at the bottom of the column.



**Subject** ^

journal-article (562)

book (140)

Economics and Econometrics (113)

Sociology and Political Science (102) ✖

Development (99)

Geography, Planning and Development (71)

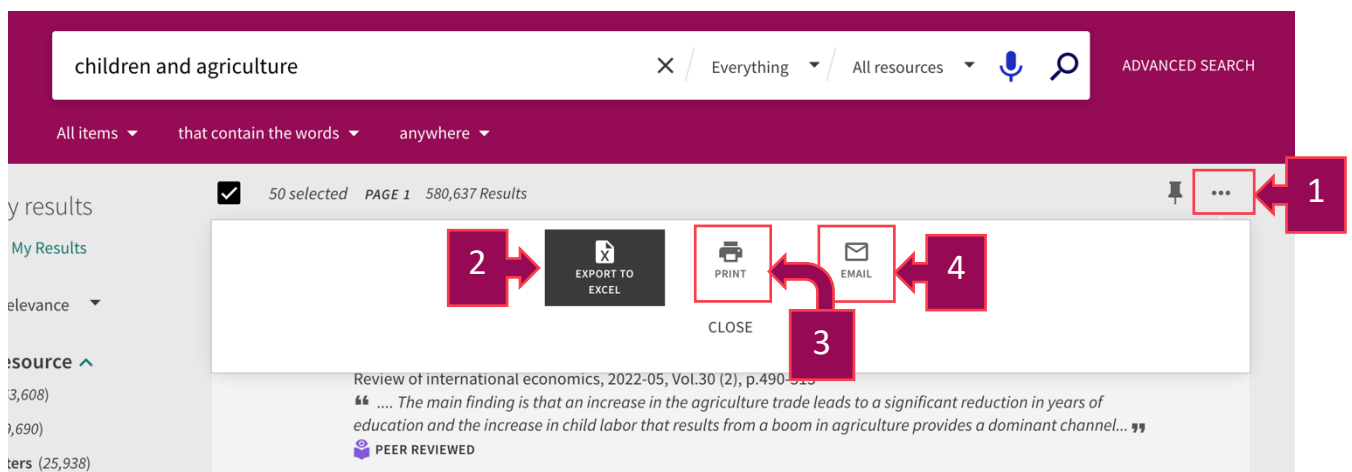
Public Health, Environmental and (62)

CLEAR **APPLY FILTERS**

## Exporting Your Search Results

Start by clicking on the records of your interest. The Tool also gives you the option to select the top 50 results.

1. **Click** on the **...** icon on the top right corner of the results list.
2. **Export to excel** – You can export the results to a downloadable file.
3. **Print** – This will create a file with all the metadata in the selected records.
4. **Email** – Write down the email address that will receive a list of their records and their metadata.



The screenshot shows a search interface with a search bar containing "children and agriculture". Below the search bar, there are filters for "All items", "that contain the words", and "anywhere". The search results are displayed in a table format. A dropdown menu is open, showing options for "EXPORT TO EXCEL", "PRINT", and "EMAIL". A "CLOSE" button is also visible. The interface includes a "50 selected" indicator and a "PAGE 1 580,637 Results" status. A "PEER REVIEWED" badge is present on the first result. Red arrows and numbers (1, 2, 3, 4) highlight the steps: 1 points to the menu icon, 2 points to the "EXPORT TO EXCEL" button, 3 points to the "PRINT" button, and 4 points to the "EMAIL" button.