

Systematic Review Service Charter

This service charter applies to current University of Auckland staff and enrolled postgraduate students*. Te Tumu Herenga, Libraries and Learning Services offers support to staff and postgraduate students within the parameters defined by this charter. This charter applies to systematic reviews and other rigorous review types such as rapid reviews, integrative reviews, scoping reviews, and others following distinct methodology and requiring comprehensive search strategies.

This charter operates within the broader [systematic review support](#) which includes the [Understanding Systematic Reviews workshop](#), [Searching Medline Effectively workshop](#), and the [Systematic Review Guide](#) on Canvas.

*Enrolled undergraduate students and those completing an honours degree are not eligible for support. Exemptions may be made on a case-by-case basis.

In scope:

- General guidance on the review process.
- Feedback on how you have translated your research question (and mnemonic framework) into a search strategy.
- Feedback on your specific search strategy, database selection and protocol.
- Advice on relevant search techniques that may improve your strategy.
- Advice on translating your search to other databases.
- Advice on locating existing systematic reviews.
- Assistance with saving a search and setting up alerts.
- Suggestions for further information or learning.

How to access support:

The hands-on support outlined in this section is available to all staff and postgraduate students, however priority of consultations may be given to equity groups and those intending to publish.

- If this is your first time conducting a systematic or similar review, we require that you first work through our online [Systematic Review Canvas Guide](#) and check your discipline-related [Subject Guides](#) before contacting us for support.
- The Systematic Review Canvas Guide covers the systematic review process and techniques for constructing a search strategy. The Subject Guides introduce you to the databases that are most relevant to your discipline.
- Requests for individualised support are received through [AskUs](#) - please note not all enquiries will lead to a one-on-one consultation. To pitch our advice at the right level, our Research Advisors need to be able to quickly assess your current knowledge and experience of searching and broadly understand your research topic. We also need to understand your specific search strategy challenges. We ask that you provide as much information about your review as possible and include documentation of your research question, current search strategy, and your database selections - a

template for documentation is available on our Systematic Review Canvas Guide. Support may initially be provided via email channels with the opportunity for up to two 45-minute consultations with a Research Adviser based on need and availability.

- If there is not enough information provided in a request, further completion of the Systematic Review Canvas Guide or attendance of one of the Systematic Review workshops may be suggested as initial support.

Support not in scope:

- Development of an appropriate research question.
- Designing a search strategy on your behalf.
- Searching databases, grey literature or hand searching on your behalf.
- Screening or reviewing of articles.
- Data extraction and analysis of results.
- Finding full text content (other than providing advice on interloans).
- Hands-on support or advice regarding reference management software.
- Use of systematic review software, e.g. Covidence.