Navigating Online Information:
Tips and Tricks for Parliamentary Research

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Google Search Tips

Tabs
Tabs can help you narrow your search results. For example, if you only wish to view news articles, select that option. You can also filter results by country, language, date (results from a specific period of time), etc.

Gradually add search terms
For more specific results, gradually refine the search to bring you fewer, more targeted terms. Start with something simple and then gradually make the search term more complex.

1.) Gender
2.) Gender mainstreaming
3.) Gender mainstreaming strategies
Use words that websites would use
People sometimes search for things using the same terminology or phrasing they would use when speaking. You can get more precise results by using language likely to be found on websites, which is often technical or formal.

“I have a flat tire” could be replaced by “repair a flat tire.”
“My head hurts” could be replaced by “headache relief.”

Google Operators

<table>
<thead>
<tr>
<th>Operator</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>“ ”</td>
<td>(Quotation Marks) Used to search for an exact phrase. Results will contain exactly what is in the quote marks.</td>
<td>“Bill 01 2015”</td>
</tr>
<tr>
<td>*</td>
<td>(Wildcard) The asterisk is used as a placeholder within a search term phrase.</td>
<td>“health * law”</td>
</tr>
<tr>
<td>OR</td>
<td>Used to search one word/phrase or another</td>
<td>“legislative openness” OR &quot;open parliament”</td>
</tr>
<tr>
<td>AND</td>
<td>Used to search two words/phrases (not one or the other but both)</td>
<td>&quot;ILO&quot; AND &quot;informal sector&quot;</td>
</tr>
<tr>
<td>Site:</td>
<td>Limits the search to a specific page</td>
<td>&quot;femicide&quot; site:unwomen.org</td>
</tr>
<tr>
<td>Filetype:</td>
<td>Limits the results to specific types of files, e.g., PDFs or Power Point Presentations (PPT)</td>
<td>&quot;legislative transparency&quot; filetype:pdf &quot;climate change&quot; AND &quot;policies&quot; filetype:ppt</td>
</tr>
<tr>
<td>#.#</td>
<td>(Range of numbers) Limits search results to a determined range, which can include years</td>
<td>“elections * Uruguay * 1980..2014”</td>
</tr>
</tbody>
</table>
Steering Clear of Filter Bubbles

Popular search engines like Google use algorithms to selectively guess what information a user wants to receive based on her/his past searches. This can result in “filter bubbles” that effectively isolate the user from websites that might present contrasting viewpoints.

Delete Cache and Disable Tracking Cookies
Deleting cached files and tracking cookies from your web browser is one way to avoid filter bubbles.

The below applies to the Chrome browser, however the steps will be similar for all browsers.

1. On your computer, open Chrome
2. At the top right, click “More”
3. Click “More tools” and then “Clear browsing data”
4. In the box that appears, at the top, choose a time, (e.g., past hour or the past day). To delete everything, select “From the beginning of time”
5. Select the types of information you want to remove
6. Click “Clear browsing data”
Go Anonymous
DuckDuckGo ([https://duckduckgo.com/](https://duckduckgo.com/)) is an alternative Internet search engine that emphasizes protecting privacy and avoiding the filter bubble of personalized search results. It distinguishes itself from other search engines by not profiling users and by deliberately showing all users the same search results.

Note: Language preferences can be saved in “Settings.”

Managing Information Collected Online (Beyond Bookmarks)

Google Alerts
Google Alerts service ([https://www.google.com/alerts](https://www.google.com/alerts)) emails you when new results appear (web pages, newspaper articles, blogs, or scientific research) that match your selected search term(s).
Pocket Application
Pocket allows users to save articles and other content from the web for later – making it available on any device, even offline.

Install the desktop extension for one-click saving: https://chrome.google.com/webstore/detail/save-to-pocket/nilococcemoadcdkdjljlinkgdekeahmflj?hl=en

Instructions are available for getting started with Pocket, including how to add tags for organizing your saved content: https://help.getpocket.com/category/857-category

Google translate browser extension
Google’s free service instantly translates words, phrases, and web pages between English and over 100 other languages.

Install the desktop extension: https://chrome.google.com/webstore/detail/google-translate/aapbdpdomjkkakaonfhkkgfjilcleb?hl=en
If This Then That (IFTTT)
IFTTT is a web-based service (https://ifttt.com/) that creates chains of simple conditional statements, or “applets,” that can help automate tasks across your different applications and devices. For example, “if a new tweet from this geolocation is published, save it in a spreadsheet.” Other examples include: mute your phone during meetings, keep your Facebook and Twitter profile pictures in sync, back-up photos you’ve been tagged in, get a wake-up call with the day’s weather forecast, create reminders for starred emails, or get an email whenever the U.S. President signs a bill into law.
ADIS

ADIS (https://adis.oas.org) is the OAS’ open source information monitoring and analysis tool. It is a highly customizable web scraper, grabber, and categorization engine which produces meta-data rich feeds and databases.

Image Search Analysis

Reverse Google Image Search (https://images.google.com/) will help you find the original source of photographs, memes and profile pictures.

Drag an image into the Google Image search bar, and you will see other websites where that image is featured – which can help determine its source or veracity (e.g. in the case of fake news). For instance, sometimes photos taken years beforehand are misattributed to a breaking news story; Reverse Google Image Search provides a list of the previous webpages where the image has been posted (and likely, the publication date). Limited search results would indicate that the image has not been posted elsewhere online.
Disaggregated Databases

ECLAC’s Gender Equality Observatory for Latin America and the Caribbean
https://oig.cepal.org/en

Highlights
• Specific to the Latin America and Caribbean region
• Provides access to data, in addition to relevant legislation from across the region and research/resources to support policymaking on gender equality issues
• Country profiles make database easily accessible for users
  o Can view data available for each country and see what’s missing
  o Access information on a country’s political and electoral system

Note: There is limited data available for Caribbean countries for certain indicators.
**Indicators section**

Indicators are grouped into four categories of “Autonomies” and can be browsed by clicking on the “Indicators” button of the homepage toolbar. After selecting a specific indicator, you can view comparative data in different formats.

<table>
<thead>
<tr>
<th>Physical Autonomy</th>
<th>Autonomy in Decision-Making</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Femicide or feminicide</td>
<td>• Executive power: percentage of women in ministerial cabinet positions</td>
</tr>
<tr>
<td>• Women's deaths at the hands of their intimate partner or former partner</td>
<td>• Legislative power: percentage of women in the national legislative body</td>
</tr>
<tr>
<td>• Teenage maternity</td>
<td>• Judicial power: percentage of women judges in the highest court or Supreme Court</td>
</tr>
<tr>
<td>• Unmet demand for family planning</td>
<td>• Local power: percentage of elected mayors who are female</td>
</tr>
<tr>
<td>• Maternal mortality</td>
<td>• Local power: percentage of elected city council members who are female</td>
</tr>
<tr>
<td>• Indicator pages provide details about what is being measured, a brief analysis that summarizes findings and links to more technical information on CEPALSTAT</td>
<td>• Countries that have signed and ratified the Optional Protocol to the Convention on the Elimination of All Forms of Discrimination against Women</td>
</tr>
<tr>
<td></td>
<td>• Level within governmental hierarchy of national Machineries for the Advancement of Women</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Economic Autonomy</th>
<th>Interrelationship of the Autonomies (only available in Spanish)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• People without incomes of their own</td>
<td>• Explains how transformations must take place in the three spheres of autonomy, and the importance of considering their interrelations</td>
</tr>
<tr>
<td>• Total work time</td>
<td></td>
</tr>
<tr>
<td>• Distribution of total employed population by productivity level and sex</td>
<td></td>
</tr>
<tr>
<td>• Unpaid work time by own income and sex</td>
<td></td>
</tr>
<tr>
<td>• Feminity index of poor households</td>
<td></td>
</tr>
</tbody>
</table>
Regulations section

- Up-to-date compilation of legislation related to the areas below
- Available in the language of origin
- Can be sorted by country, chronological order, or by entering information in the search bar

Economic Autonomy

- Care related policies and laws
- Pension laws

Autonomy in decision-making

- Quota legislation

Physical Autonomy

- Violence laws
- Abortion laws

Interrelationship of the autonomousities

- Equality plans
- Migration laws
Countries section

- Compiles all indicators for which there is data available, per country, as well as the latest relevant regulations adopted
- “Statistical profile” includes the available historical data (based on the indicator categories mentioned above) in graph formats for downloading or printing
- “Political and electoral system” includes details on: the national parliament, municipal government, duration of terms, representation system, electoral constituency, and quota and parity laws

Jamaica

FEATURED INDICATOR

Autonomy in decision-making

LATEST REGULATIONS

- Act 19 - Trafficking in Persons (Prevention, Suppression and Punishment) (Amendment) Act
  - Amends the original Trafficking in Persons (Prevention, Suppression and Punishment) Act. Increased penalty from ten to twenty years to ensure that punishment for such an offence was commensurate with punishment for offences such as forcible sexual assault. The legislation was also amended to include an expanded definition of "exploitation" to include offences similar to human trafficking such as carnal abuse and rape; as well as, to include circumstances where a person is kept in debt bondage.
  - 31/08/2013 | Law / Policy
- The Evidence (Special Measures) Act
  - Allows victims of crimes such as sexual assault and abuse to give evidence without having to face the perpetrator in court.
  - 01/02/2012 | Law / Policy
- National Policy for Gender Equality
  - The National Policy for Gender Equality outlines Jamaica’s commitment towards gender equality. It encapsulates the
Other sections

Fair policies, dissemination resources, and reports and studies include additional material to support learning and policy-making on gender equality, based on experiences and research in the region.

ECLAC’s CEPALSTAT, Gender Statistics System
http://interwp.cepal.org/sisgen/ConsultaIntegrada.asp?idAplicacion=11&idioma=i

- Additional statistics and options for manipulating data, with a more technical interface and the option to export to an Excel spreadsheet
- Can complement the Gender Equality Observatory by allowing for further data manipulation (e.g. compare particular countries over a period of time)
CEPALSTAT Databases
Economic Commission for Latin America and the Caribbean

- Executive power: percentage of women in ministerial cabinet positions
- Number of women in the cabinet
- Proportion of seats held by women in national parliament
- Judicial power: percentage of women judges in the highest court or supreme court
- Local power: percentage of elected mayors who are female
- Local power: percentage of elected city council members who are female
- Violence against women
- Gender and poverty

Country

<table>
<thead>
<tr>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>1998</td>
</tr>
<tr>
<td>1999</td>
</tr>
<tr>
<td>2000</td>
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<tr>
<td>2001</td>
</tr>
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<td>2002</td>
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<td>2003</td>
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<tr>
<td>2004</td>
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<tr>
<td>2005</td>
</tr>
<tr>
<td>2006</td>
</tr>
<tr>
<td>2007</td>
</tr>
<tr>
<td>2008</td>
</tr>
</tbody>
</table>

Output by default: (design, dragging, disaggregations)

Vertical axis

Excel  HTML  Notes  Sources

Technical note: 

Years  Horizontal axis
World Bank’s Gender Databank
https://data.worldbank.org/topic/gender

Highlights

- Provides access to a larger bank of data sources (including the Caribbean region and Canada)
- Features gender-disaggregated data and other relevant information for policy work on socio-economic issues (e.g., public health expenditure as a % of GDP)
- Data is easy to manipulate and can be presented both on a graph and in a table
  - Easily adjust the time period, countries, and indicators you’re viewing
  - Compare to other countries / regional averages
Search Features

- Type what you’re looking for in the search bar or type #Gender to see featured gender indicators, or browse by country or from a list of indicators
  - From the indicator list, you can look at the complete list of indicators or a list with featured indicators
  - There is a specific section with gender indicators

- When you select an indicator, you can choose which countries to view by clicking on them in the list below the graph, or by typing the country name in the search bar at the top of the page (the default is the world average)
  - Can view one country or multiple, as well as aggregates that provide an average for a group of countries
  - The complete list of countries remains underneath the chart and table of selected countries and economies
- Data can be displayed as a line graph, bar graph, or a map
  - A table with data points is also included under the graph
- Can slide the time bar to change the period being looked at (the default is to show all years for which there is available data)
- “Also Show” provides helpful options for data comparison, including showing the data for other countries in the region, those with similar values to the selected country, the highest and lowest values, or other relevant indicators
  - E.g., with the “Employment in industry, female (% of female employment)” indicator, there are options to Also Show “female employment by sector”
- “Details” provides information on the metadata and the data source is also included under the title of the indicator
- Data can be download in multiple formats, and graphs can be shared on social media
- Related indicators appear in the side bar on the far right side
Gender Statistics Data Bank (visualization tool)

Note: Only available for navigation in English

- Edit the variables sidebar (screenshots below), or the add country/series/time options along the top of the webpage
  - Countries: can select individual countries to compare, look at aggregates to see regional averages, or compare countries to those group averages
  - Series: can sort variables alphabetically or by category (agency, economic and social context, economic opportunities, education, health, public life and decision making)
  - Time: year(s) you wish to include
Changing the orientation under “Layout” in the sidebar allows you to change how you compare data (easiest if in table mode, but keeps your selections when you switch to chart)
- Make “country” the page and “series” the row to compare multiple variables in that country over time
- Make “series” the page and “country” the row to compare how multiple countries have changed in one variable over time

Buttons along the top of the screen
- The circled “i” icon shows information on the metadata, including a definition for the indicator, how it was calculated, and the source of the data
- Display data in a table or chart using buttons at the top

Google Public Data Explorer
Google’s database (www.google.com/publicdata/directory) is another useful tool for data visualization and sharing. It compiles public data and forecasts from various international organizations and academic institutions.
Using Twitter for Online Research

Toolbar search filters

To filter within Twitter, click on these categories in the toolbar located at the top of your search results:

- Top: selected through an algorithm to display the most relevant tweets (based on popularity of a tweet, keywords it contains, etc.)
- Latest: most recently-posted tweets matching your query
- People: displays relevant accounts
- Photos
- Videos
- News: displays tweets linking to news articles
- Broadcasts: displays livestreams

“Search filters” allows you to customize the display of tweet results by:

- From everyone / from people you follow
- From anywhere / near you
- All languages / a particular language

For more information, including saving searches, and settings to hide sensitive content and blocked/muted accounts from search results, visit https://support.twitter.com/articles/131209#.
## Twitter operators

<table>
<thead>
<tr>
<th>Operator</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>@</td>
<td>Used to search for tweets which reference a particular account</td>
<td>@CIMOAS (English-language Twitter account of the Inter-American Commission of Women)</td>
</tr>
<tr>
<td>#hashtag</td>
<td>Used to search for specific hashtags</td>
<td>#PA14Col</td>
</tr>
<tr>
<td>:)</td>
<td>Returns tweets with a positive attitude</td>
<td>“tax reform” :)</td>
</tr>
<tr>
<td>:(</td>
<td>Returns tweets with a negative attitude</td>
<td>“tax reform” :(</td>
</tr>
<tr>
<td>?</td>
<td>Returns tweets which ask a question</td>
<td>referendum ?</td>
</tr>
<tr>
<td>near:</td>
<td>Finds tweets posted close to a particular location</td>
<td>near:medellin</td>
</tr>
<tr>
<td>near: within:</td>
<td>Finds geo-tagged tweets posted within a particular distance from a particular location in kilometres (km) or miles (mi)</td>
<td>near:medellin within:10km</td>
</tr>
<tr>
<td>“quote marks”</td>
<td>Returns results including the exact combination of words between the quote marks</td>
<td>“Summit of the Americas”</td>
</tr>
<tr>
<td>AND</td>
<td>Used to search two words/phrases (not one or the other but both).</td>
<td>“ILO” AND “informal sector”</td>
</tr>
<tr>
<td>OR</td>
<td>Used to search for results that contain any of the specified words</td>
<td>“gender equality” OR “gender equity” OR “gender parity”</td>
</tr>
<tr>
<td>-</td>
<td>Excludes unwanted keywords</td>
<td>labour -party</td>
</tr>
</tbody>
</table>
Account Verification

The blue verified badge ✔️ on Twitter lets people know that an account of public interest is authentic.

The process is simple and instructions on verifying your account are available at: https://support.twitter.com/articles/20174631#.

Geo-location

You can choose to add your location to the tweets you send or to keep this information private. Learn more about these settings at: https://support.twitter.com/articles/78525#
Queryfeed searches social media networks including Twitter, Facebook, and Instagram for access to data that cannot be reached within Google or similar search engines. Results are given on RSS (Rich Site Summary), a web feed that presents online content in a standardized and computer-readable format. This allows you to access updates from different websites in a single news aggregator application such as Feedly.

Queryfeed
Read Twitter, Google Plus and Facebook on RSS

Classical Twitter Search
Searches tweets using official Twitter API.

Search term (see examples below)  Search
#hashtag, from:username, to:username, @username, love OR hate, more patterns...

How to compose a title  User Name + @username

Geographical restrictions  latitude,longitude, radius
Use geocode to strict tweets location.
Radius units must be specified as either "mi" (miles) or "km" (kilometers).
Example: 37.701567, -122.398720, 1km

☐ Omit direct messages (started with @someuser)
☐ Omit retweets (started with RT)
☐ Show images as attachments
Twitonomy

Twitonomy ([https://www.twitonomy.com/](https://www.twitonomy.com/)) is a Twitter analytics tool that compiles information to help you monitor, manage, track and optimize your activities on Twitter. For example, you can view graphs that help you determine what time of day you should tweet in order to reach the most followers.

Features include:

- Followers reports with insights on your followers’ influence, interests, and locations
- Track the daily growth of your followers, following & tweets counts
- Download tweets, mentions, RTs, favourites and reports to Excel & PDF documents
- Get search analytics on any #hashtag, @user or keyword
- Set custom date ranges to analyzes your mentions
Trendsmap

Trendsmap ([https://www.trendsmap.com/](https://www.trendsmap.com/)) merges location-based tweets with a map interface, allowing you to zoom, pan, and jump to locales to see what the trending topics are. Clicking on a trending topic pulls up an expanded menu that gives you additional information about the topic.