

Supplement File 1. Instructions to exercises.

First exercise - Scopus

Dear Dr. XXX,

As part of our selection protocol, we ask you to complete two exercises on how to conduct a literature search by use of Scopus. See here a Tutorial on how to use Scopus database: https://www.youtube.com/watch?v=3UqPmEw2H_U

The goals of the first exercise are:

- 1) To show that you can use the database features to modify the search
- 2) To learn how to correctly name and save all the collected files (example: AA_Step2Search_3-17-2021)
- 3) To organize the work and the folders in a way that it is easily understandable for other collaborators.

Please, follow the instructions:

1. Go on Scopus Database
2. Conduct an advanced search by using this keyword string: **TITLE-ABS (varicoc*)**
3. Sort the document by relevance
4. Use the filters to select only the original articles
5. Download the CSV file with all the results
6. Download the graph and the related CSV file related to the **number of documents published per year**
7. Download also the CSV file including only the first 200 records
8. Conduct a new search by including also **AND NOT TITLE (“review*” OR “meta-analysis”)** in the previous keyword string
9. Sort the documents by relevance
10. Download the CSV file including only the first 200 records
11. You have 2 CSV with the first 200 records, as obtained by both searches. Save them as an Excel file.
12. Compare both lists in excel and clearly highlight the articles which have been excluded in the second screening -> **Help:** use the Excel function for **searching for duplicates**
13. Save your output in a correct manner and email it to me.
14. The deadline to complete this work is no later than XXX.
15. Your work will be individually reviewed, evaluated and graded for quality (how accurate was your search), independence (did you correctly do all the things asked here and on your own or needed help from others) and timeliness (did you finish the work within the given time frame).
16. You will receive private feedback on your performance.

Please feel free to contact me for questions.

Thank you so much,

XXX

XXX

Online Research Coordinator

Global Andrology Forum

Second exercise - Scopus

Dear Dr. XXX,

You have done the exercise correctly! Congratulations!

Now we can move to the Exercise n. 2 of the Scopus Training.
Please follows the istructions reported below:

1. Use the following keyword string: TITLE-ABS (varicoc*) AND (LIMIT TO (DOCTYPE,"ar"))
2. Articles must be sorted by relevance
3. Download the first 200 articles
4. Save again the file as Excel (not CSV)
5. Create a new column named "Reasons for exclusion"
6. Manually screen articles one by one, to remove not relevant articles. These will be excluded if they are:
 - a. NOT original studies (reviews, meta-analysis, chapters, abstract, conference papers, *etc.*..)
 - b. Animal studies
 - c. Not relevant for the topic (varicocele)
7. Mark the excluded articles in RED in the Excel list and write the reason for exclusion.
8. Please, note that this exercise will require more time than the previous one.

Manage to start ASAP, to have as much time as it is possible to perform well.

The deadline for submission of the exercises is XXX.

Feel free to contact me if you have any question.

Best

XXX

XXX

Online Research Coordinator

Global Andrology Forum

Third exercise – Quality of evidence and data extraction

Dear Dr. XXX,

Thank you for having completed the exercise. You did it in the correct manner, and we can now move to the **quality of evidence (QoE) and data extraction training**.

You will be assigned two exercises. After that, if you perform satisfactorily, you will start with the real project!
Here is the first one.

I am sharing with you the instructions for the next stage of training, which includes the evaluation of quality of published evidence and data entry.

I have recorded a video tutorial explaining this process in detail. You could watch this short video by clicking here: zoom_0.mp4

We ask you to begin the QoE and data entry practice by completing an easy home assignment. This will help you become familiar with the process - this is the same that will be asked to you when you will join in the Global Vari-cocele Project.

This exercise includes:

- 1) Evaluation of **2 articles** by applying all four checklists
 - a. Cambridge checklist
 - b. Cochrane risk of bias for RCT
 - c. Consort guideline
 - d. JADAD
- 2) Data entry of **2 articles**
- 3) Use of Excel template (provided) to include your evaluation
- 4) Save Excel file with your name and date
- 5) Return the Excel file to Prof. Agarwal and me by email.
- 6) The deadline to complete this work is XXX

Your work will be reviewed, evaluated, and graded for accuracy, independence (did you correctly do all the things asked here and on your own or needed help from others) and timeliness (did you finish the work within the given time frame).

Please, let me know if you have any question,
Thank you!
XXX

XXX
Online Research Coordinator
Global Andrology Forum

Fourth exercise – Quality of evidence and data extraction

Dear Dr. XXX,

You have done great, and you are now ready to begin the last exercise. This is almost similar to the previous one and will assess your learning of the corrections of the previous exercise, and your capability to evaluate RCTs for QoE. Remember that the full procedure for QoE of RCTs is shown in the video sent in the previous exercise.

After this step, you will be ready to join the real Project!

In the attachment you please find the full text of two articles, as well as the paperwork needed for QoE for your guidance.

Please remember that the deadline to complete this task is XXX.

Please do not hesitate to contact me in case of any doubt.

Best regards,

XXX

XXX

Online Research Coordinator

Global Andrology Forum