

BOX 7.2

Reviewing drafts of the literature review—checklist

General structure

- Does the literature review include a title that is brief and descriptive of the content of the review?
- Is the literature review structured into three sections; the introduction, the main body of the text, and the conclusion?
- Is an abstract required as part of the review? If yes, is it included?

Content

Introduction

- Does the introduction establish clearly why it is important to review the topic?
- Does the introduction provide an overview of the key points in the main body of the literature?

Main body of the text

- Does the main body of the text accurately summarize the key facts and theories in the literature?
- Does the main body of the text identify and attempt to explain similarities and differences between various studies?
- Does the main body of the text identify emerging concepts in the field?
- Does the main body of the text identify any gaps in the literature?
- Is all the material used in the main body relevant to the topic under review?

Conclusion

- Does the conclusion summarize the key points covered in the main body of the text?
- Does the conclusion suggest wider implications of the work?
- Does the conclusion formulate questions that need further research?
- If the review is an introduction to and justification for engaging in primary research, are the key objectives of the study clearly articulated?

References

- Are your sources of information authoritative?
- Are your references relevant and up to date?
- Are all the sources you have used appropriately acknowledged in the text?
- Are all the sources cited in the text also listed in the reference list?
- Have you used a consistent style of referencing both in the text and in compiling the reference list?
- Does the format of the references conform to any guidelines provided?
- Have you obtained permission for any tables or figures you have reproduced

for publication purposes?

Organization and coherence of article

- Have you used appropriate sub-headings to structure the review?
- Do the paragraphs follow in a logical manner so that the line of reasoning is clear?
- Does each paragraph cover one topic only?
- Are appropriate transitions used to link each successive paragraph?
- Are there any unclear or long sentences that can be rewritten to improve clarity?
- Are there any places where you have repeated what you have said elsewhere and therefore the content needs deleting?
- If you have used illustrations, are they cited in the text?
- Does each illustration include a sequential number, a title, and a legend?
- If you have used any abbreviations, symbols, or units are they in the correct format and consistent in style?
- Have you defined abbreviations at first use?
- If the review is long, have you summarized key points at intermediate places in the text to help the reader follow your line of reasoning?
- Have you checked for mistakes in spelling, grammar, and punctuation?
- Have you checked the layout of the document (e.g. font and size, spacing, margin size) and the length to see that it conforms to any guidelines provided?