



## **LITERATURE REVIEW: CHECKLIST**

### **Introduction to the Review**

1. Is the area of interest explained? Does the author of the review explain their connection or experience with the area?
2. Is the purpose of the review made evident to the reader?
3. If terminology or concepts are being introduced as part of the review, are these defined or clarified?
4. Is the organization of the review made evident to the reader?
5. Is the method for selection of reviewed materials described?

### **Organization and Writing Qualities of the Review**

1. Are headings used to group the literature according to themes or issues?
2. If there are sections within the review, are these logically ordered and explained to the reader?
3. Does the author provide clearly articulated transitions between sections? (Is the storyline easy to follow?)
4. Is each item in the literature review cited appropriately?
6. How are quotes used? (If included, they should only be used when the author cannot paraphrase the message easily.)

### **Presentation of Studies Being Reviewed**

1. Does the presentation of the studies within sections include a storyline, that is, is the connection between each piece of literature made explicit for the reader?
2. When an item of literature is introduced, is it summarized for the reader in terms of what the authors did, when they did it, how they reached their conclusions, etc.?
3. Is the author critical about each piece of literature?
4. Read the lead sentence in 5 or 6 successive paragraphs. If this were all that was written would the storyline in this literature review still be evident (it should be!)?

### **Evidence of Analysis, Synthesis, Critique Taking Place within the Review**

1. Does the author go beyond summarizing the studies? Is there evidence of analysis and critique of individual studies?
2. Is there evidence of analysis and synthesis across the studies? Are the messages that emerge from the literature made evident? (This may involve comparing results, identifying differences among a number of studies).
3. Are the gaps, problems, or issues unresolved by the literature clearly identified?
4. Does the author provide evidence to support the arguments, analysis, and criticism being made? Is the evidence sufficient and convincing?
5. Is the author's voice separate and distinct from that of the authors they are summarizing, critiquing, and reviewing?

### **Conclusion to the Review:**

1. Does the author provide some summary and conclusion that pulls together their entire review?
2. Does the author identify the contribution made by their review efforts?
3. Does the author make suggestions for research that needs to be conducted.