

Checklist for writing a literature review

Planning and preparation

- ☐ Have you selected relevant keywords and search terms?
- ☐ Have you clearly defined your research question or objective?
- ☐ Have you reviewed any institutional or publication guidelines for literature reviews?
- ☐ Have you determined the scope of your literature review (e.g., period, specific themes)?

Searching and selecting sources

- ☐ Have you selected peer-reviewed and credible sources?
- ☐ Have you used multiple databases to find a diverse range of sources?
- ☐ Have you applied Boolean operators (AND, OR, NOT) to refine your searches?
- ☐ Have you ensured a mix of foundational and recent studies to cover new developments?

Organizing and analyzing sources

- ☐ Have you taken notes or created summaries for each source?
- ☐ Have you identified the main themes, debates, and research gaps?
- ☐ Have you grouped sources based on themes, methodologies, or theories?
- ☐ Have you ensured a balance of perspectives, including opposing viewpoints?

Writing the literature review

- ☐ **Introduction:** Does it clearly state the research question and purpose of the review?
- ☐ **Body:** Is the content organized logically (e.g., thematically, chronologically)?
- ☐ **Analysis:** Have you critically evaluated and compared the sources?
- ☐ **Conclusion:** Does it summarize key findings, highlight gaps, and link to your research?
- ☐ If AI tools were used, have you verified the accuracy of outputs and acknowledged AI used where required?

Final review

- ☐ Have you properly cited all sources to avoid plagiarism?
- ☐ Have you proofread for grammar, spelling, and formatting errors?
- ☐ Is the review coherent, well-structured, and free of unnecessary summaries?
- ☐ Does your review clearly establish how your research will contribute to the field?
- ☐ Have you double-checked compliance with your university's formatting and citation style requirements?