**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?