**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?