

Steps to writing a literature review assignment

Use this to guide you through the process of writing a literature review. Tick off each step as you complete it.

		Complete?
Step 1	<p>Read the instructions very carefully to ensure you understand task requirements. You should check, for example:</p> <ul style="list-style-type: none"> ✓ What is the aim of the literature review? ✓ What type of sources are you expected to include? For instance, should they all be peer-reviewed? When should they have been published? ✓ How many sources are you expected to include? ✓ Which referencing style should you use? 	
Step 2	Analyse the topic very carefully to ensure you understand the scope of the task.	
Step 3	Conduct research to find potentially useful texts. The subject guides in the library can help you get started.	
Step 4	Select appropriate sources. Visit the Library page on evaluating sources to help you.	
Step 5	Record the bibliographic details of the sources. Use the required reference style to do this. If you are not sure which style is needed, ask your lecturer.	
Step 6	Create a spreadsheet or matrix for your notes, so you can retrieve and compare your sources easily later.	
Step 7	Evaluate and critically read the sources you have found.	
Step 8	Make notes into your spreadsheet of the key points, the strengths, and the weaknesses of each source.	
Step 9	<p>Reflect on what you are learning from your reading. Ask yourself:</p> <ul style="list-style-type: none"> ✓ What are the similarities and differences between the sources? ✓ How does the research agree and disagree? ✓ What questions are still unanswered? 	
Step 10	Use your learning and your reflection to categorise your notes under headings and sub-headings. Create a visual organiser or written plan for your literature review.	
Step 11	Put the original sources away and use your plan and notes to write your first draft.	
Step 12	<ul style="list-style-type: none"> ✓ Edit and proofread your draft. ✓ Check your citations. ✓ Rewrite your review before submission. 	