**Structuring the Literature Review**

**Task 1: Essential Features**

Discuss these key elements of the Literature Review.

What issues do you have to remember for each one?

|  |  |  |
| --- | --- | --- |
| Formatting | Language | Coversheet |
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|  |  |  |
|  |  |  |

Arrange these into the correct categories.

|  |
| --- |
| *Assignment title (Project Report) Footer on every page (page numbers)*  *Group Word count (excluding cover page and reference list) Tutor name*  *Module code (PM600C) Spelling and grammar check completed*  *Header on every page (ID number, tutor name and module code)*  *Correct font and size used Language is formal and academic in tone*  *Signposting language used to create links between sentences and paragraphs*  *Project title (approx. 15 – 20 words) Student number* |

**Task 2: Structuring the Lit Review**

Read the guidelines below. Which of these provide **general advice** or **specific instructions** on the structure of the Lit Review?

|  |  |
| --- | --- |
| **General** | **Specific** |
|  |  |

*The first paragraph provides background information, outlines the structure of the literature review and provides an overview of the key aspects to be discussed*

*Clearly identifiable sub-sections (sub-headings or topic sentences used)*

*Critical evaluation of the literature by theme (including synthesis of sources to compare and contrast existing research findings)*

*Each paragraph refers to more than one source*

*A gap in the literature is identified*

*The final paragraph summarises/restates the main points and indicates how your research will contribute to existing knowledge*

*A comprehensive range of relevant literature has been used*

*Sources are up-to-date (where appropriate) and have sufficient academic weight*

*Accurate in-text citations with corresponding full references*

**Task 3: Research Questions & References**

Discuss these questions in pairs / groups.

* Why is it important to include your Research Questions in your Lit Review?
* Should you discuss your Research Question within the text of your Lit Review? Why? Why not?
* How many references should you provide?
* Should you provide references for *everything* you have read?
* How should you format your Reference List?