School of Management
30th Postgraduate Colloquium

Literature Review:
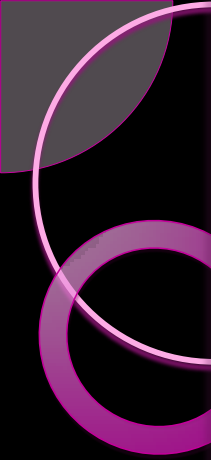## Dos and Don'ts

Speaker: Dr. Azura Abdullah Effendi

What is a literature review (LR)?

- A discussion on information in a particular subject area significant to your research

In what way is a LR different from an academic research paper?

	Academic research paper	**Literature review**
Focus	To develop a new argument	To discuss arguments and ideas of others
Function	To present a research work	To act as a foundation and support for a new insight you contribute

Why do we write literature reviews?

- To provide background information
- To establish importance
- To demonstrate familiarity
- To "carve out a space" for further research

Steps For Writing a Literature Review

- Planning
- Reading and Research
- Analyzing
- Drafting
- Revising

Planning

- Clarify purpose
- Find models
- Narrow your topic
- Consider whether your sources are current

Reading and Research

- Find a focus
- Construct a working thesis statement
- Consider organization

Organization

- Cover the basic categories:
  - Introduction
  - Body
  - Conclusion

- Organize the body
  - Chronological (by publication or by trend)
  - Thematic
  - Methodological

Organization, cont'd

- Additional sections may be necessary
  - State of the Art
  - History

  - *Methods and/or standards*
  - *Questions for further research*

Analyzing

- Summarize – recap
- Synthesize – rephrase and relate
- Compare
- Critique

Drafting

- Use evidence to back up interpretation
- Be selective
- Use quotes sparingly
- Keep your own voice
- Use caution when paraphrasing

Revising

- Spend time revising
  - Check to make sure your review meets its objective
  - Rewrite/rework the language to present information in a concise manner
  - Use terminology familiar to your audience
  - Use APA style to document your sources and format your review

Other issues

- Jargons/slangs
- Abbreviations
- Sentences
- Passive voice
- Punctuation and grammar
- Repeated ideas
- Bibliography
- Supervisor

Other issues, cont'd

- Tables and figures
- Headings
- Sources
- Research gaps
- Writing
- Language

Thank you & Best wishes!

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