

LITERATURE REVIEW (LR)

CHECKLIST

■ PURPOSE FOR WRITING

- LR evaluates the current state (context and scope) of the chosen public administration field and positions its topic in relation to that field.
- LR states claim(s)/argument (purpose) clearly and early in the review.

■ RESEARCH REVIEW

LR successfully identifies the most important and relevant studies for the public administration topic selected.

- Discusses key aspects of pertinent studies (e.g. premise, research question, methodology, conclusions).
- Analyzes and explains (synthesizes) relationships between studies.

■ ANALYSIS AND EVIDENCE

- LR demonstrates advanced understanding of topic and offers unique insights.
- LR provides evidence to support and justify proposed research question and study design.
- Sources are evaluated and assessed for strengths and weaknesses with particular attention to facts, opinions, inferences.

■ MULTIPLE PERSPECTIVES

- LR addresses the range of theoretical, conceptual and ideological approaches to the chosen public administration topic.
- LR identifies the contextual factors that account for those perspectives (For example: historical, ideological, cultural or economic.)

■ INFORMATION GATHERING

- A minimum of 20 *relevant* resources are cited.
- Sources are valid and *peer reviewed*. Sources are cited correctly using the most recent APA style guide.

■ ORGANIZATION/FLOW

- LR uses a logical organizational structure (e.g. chronological, spatial, narrative, cause-and-effect, or problem-solution).
- LR uses effective headers, transitions, and paragraph structure.
- LR is easy to read.

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- MECHANICS AND STRUCTURE
 - Proofread for GRAMMAR, SPELLING, PUNCTUATION
 - Paragraphs include:
 - Introductory Statements
 - Explanation/Details
 - Concluding Sentence
 - LR uses a narrative format and is 15-25 pages in length.
 - LR uses recognizable structures such as title, section headings, citations, and references and follows APA style.