

How to Write a Literature Review Planning Worksheet

Assignment and Scope

- Copy the exact prompt and task verb

- Record the required length, source types, and citation style

- Define the focused question or purpose

Research and Planning

- Define the scope

- Search and screen

- Build themes

- Synthesize and identify gaps

Evidence and Quality

- The scope is explicit

- Selection criteria are consistent

- Themes combine multiple studies

- Methods explain differences

- The gap is specific and supported

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Final Submission

- Verify every factual claim and citation

- Check links, headings, images, and PDF download

- Open the final uploaded file before submitting
