

Checklist for Writing a Review Article

Use this step-by-step checklist to guide you through the process of writing a professional and impactful review article.

1. Choosing the Right Topic

- Select a topic that aligns with your expertise or interest.
 - Ensure the topic is relevant, significant, and not overly saturated with existing reviews.
 - Verify the availability of sufficient literature for your review.
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2. Conducting a Comprehensive Literature Search

- Identify credible sources (e.g., PubMed, ScienceDirect, Scopus, Google Scholar).
 - Use Boolean operators (AND, OR, NOT) to refine search results.
 - Create a list of key terms, synonyms, and related phrases for better search results.
 - Save and organize references using tools like Mendeley, Zotero, or EndNote.
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3. Organizing the Literature

- Categorize research papers by themes, methodologies, or chronology.
 - Highlight key findings, gaps, and contradictions in the literature.
 - Use tools like Excel, Notion, or mind-mapping software for organization.
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4. Writing the Review Article

- Abstract:**
 - Summarize the review in 200–300 words.
 - Highlight the purpose, scope, and key findings of the review.
 - Introduction:**
 - Clearly define the scope and significance of the topic.
 - State the objectives and importance of the review.
 - Main Body:**
 - Present themes/topics logically, supported by literature.
 - Compare and contrast different studies.
 - Highlight gaps in existing research.
 - Conclusion:**
 - Summarize the key findings.
 - Suggest future research directions.
 - References:**
 - Follow the target journal's reference style (e.g., APA, Vancouver).
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5. Editing and Refining

- Proofread for grammar, spelling, and clarity using tools like Grammarly.
 - Check for plagiarism using Turnitin or similar tools.
 - Format the article as per the target journal's guidelines.
 - Seek peer feedback for additional improvement.
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6. Final Touches

- Ensure the article maintains a logical flow and coherence.
 - Verify that all cited works are accurately referenced.
 - Confirm that figures, tables, and graphs (if any) are clear and correctly labelled.
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Bonus Tip: Save and maintain a checklist like this for every review article you write to ensure consistency and quality!

