***Review of literature***

**1. Definition**

**2. Objectives**

**3. Significance**

**4. Needs and sources**

**5. Principles and procedures**

***1.***

 ***A literature review*** is an evaluative report of information found in the literature related to your selected area of study. The review should describe, summarize, evaluate and clarify this literature. It should give a theoretical base for the research and help you (the author) determine the nature of your research. Works which are irrelevant should be discarded and those which are peripheral should be looked at critically.

***2.***

***The objectives of the literature review*** include:

* Expand understanding of the management dilemma.
* Look for ways others have addressed and / or solved problems similar to the management dilemma.
* Gather background information on the topic to refine the research questions.
* Identify sources for and actual sample frames that might be used in sample design.

***3. The significance of literature review***:

* Facilitates in selecting a research problem-most simple method of formulating precisely the research problem
* Helps in two ways:surfaces researches already done in the same field and makes aware of the current research.
* Facilitates in formulating relevant hypotheses.
* Demarcates the boundaries of the research presently undertaken.
* Examines the procedures and instruments for employing in research.
* Assesses the theme in a better perspective in the light of several theories and models.
* Justifies the contribution of the theme to the existing body of knowledge.
* Avoids unnecessary repetition of research already undertaken.
* Helps in building the quality of research material.
* Develops the ability of the researcher to recognize and select the relevant materials used for research.
* Facilitates critical understanding of others research .
* Discovers inconsistencies, wrong designs and incorrect statistical conclusions.

***4. The needs of the review of literature***

* Define the problem or questions.
* Consult encyclopedia, dictionaries, hand books, text books to identify key terms or events relevant to the problem or questions.
* Apply these key terms or events in searching indexes, bibliographies and the web to identify specific secondary sources.
* Locate and review specific secondary sources for relevance.
* Evaluate the value of each source and its contents.
* Summarize the writers thought in your own words.
* Helps eliminating the danger of plagiarism and force the researcher to understand the information.
* In case of using a quotation, be careful to spell correctly.
* Distinguish a direct quotation and a summary made by you.
* Long quotations should be Photostatted and kept for final entry into the thesis.
* Helps saving time and eliminating unnecessary rewriting errors.

The sources include:

Five factors for evaluating the quality of information sources are:

* Purpose
* Scope
* Authority
* Audience
* Format

***5. Principles and procedures of review of literature***

* Start with the most recent works then earlier ones. Recent works lead to older ones by referring to them and not the opposite.
* Helps removing earlier misunderstandings and chances of accepting outdated theories.
* Start with the works of recognized writers dealing with the specific theme.
* Start with articles, dissertations as they are well documented and show other relevant sources.
* Start with the reading of an abstract or summary of a book or article to know its relevance to the present theme .
* Helps saving time and identifying relevant literature without much frustration.
* Go through the whole chapter or section before starting any notes.
* Helps linking the present theme with it and determines the kinds of notes to be made.
* Source and relevant page number should be clearly entered.
* Helps avoid confusion at a later stage.
* Summarize the writer s thought in your own words.
* Ensure that each source should be dealt with as accurately as possible