

Developing research skills

Presenter name

Time and date

Location

02

Literature review

Aims



To explore key aspects
of a literature review



To complete a literature
review



To gain knowledge
about referencing and
plagiarism

What is a literature review?

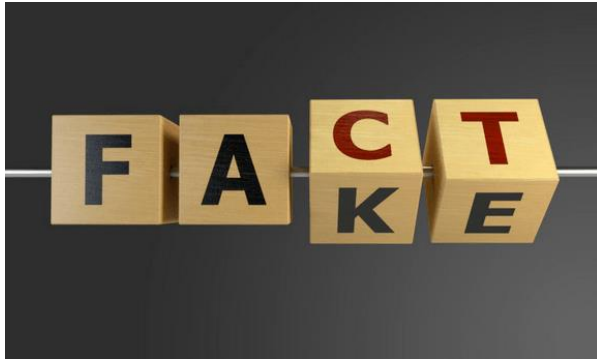
A literature review is a way of discovering information that has already been produced about a subject/topic.

Literature reviews are often used when carrying out a research project to discover findings from others who have completed similar research.



Valid sources

When searching for information use credible sources only.



Credible sources:

- articles from Google Scholar
- academic databases
- government or educational institution websites
- credible authors
- generally, published in last 10 years

Non-credible sources:

- anything that can be edited (eg Wikipedia, blog posts)
- outdated information
- anything written by someone without credentials or without citations

Referencing – depending on the awarding body

Harvard referencing is one way of evidencing the sources that have been used to carry out research or a literature review.

References must be completed using a specific format and the reference list must be in chronological order.

Harvard – example

Care Act 2014: supporting implementation - GOV.UK (www.gov.uk)

Department of Health and Social Care (2016). *Care Act 2014: supporting implementation*. [online] GOV.UK. Available at: <https://www.gov.uk/government/publications/care-act-statutory-guidance>.

APA referencing is similar to Harvard referencing. However, the format of the reference is slightly different.

The reference list should still be in chronological order.

APA – example

Care Act 2014: supporting implementation - GOV.UK (www.gov.uk)

Department of Health and Social Care. (2016, March 10). *Care Act 2014: supporting implementation*. GOV.UK. <https://www.gov.uk/government/publications/care-act-statutory-guidance>

Direct quotes



Direct quotes are used when you are using someone else's work in your own.



You **must** reference your sources of information.

Example – Harvard format direct quote:

“TV reflects the dumbing down of modern society”
(Greenslade, 2012).

Greenslade, R. The Guardian. (2012). *TV news “not dumbing down”, says study*. [online] Available at:
<https://www.theguardian.com/media/greenslade/2012/jan/12/tv-news-universityofwestminster>

[Accessed on: 5 Jun. 2022].

Find a relevant direct quote – standard operating procedure

What is a SOP?

A standard operating procedure (SOP) is simply a set of sequential steps or instructions that is designed to standardise the approach to a process or action so that everyone learns to do it the same way. SOPs can be used for everything we do in the workplace.

Some SOPs may contain just a few lines of instruction while others will be long and complex. They always aim to ensure that the process or activity is done correctly and consistently.

Task: Find a SOP for clinical laboratory safety and provide a direct quote from it.

Save this link as you will refer back to it as we go through this lesson.

Paraphrasing

Paraphrasing involves reading a literature extract and then rewriting it in your own words.

It is a requirement of academic studies because it demonstrates that you have gained knowledge from the sources you have used.

Task:

Paraphrase the direct quote that you sourced in the previous task.

Access the Health and Safety Executive (HSE) SOP: [clinical-laboratories.pdf](https://www.hse.gov.uk/pubns/clinical-laboratories.pdf) ([hse.gov.uk](https://www.hse.gov.uk)), pages 18–25.

Choose any three paragraphs between pages 18 and 25 and paraphrase them.

Harvard reference:

Health and Safety Executive HSE Books. (n.d.). [online] Available at: <https://www.hse.gov.uk/pubns/clinical-laboratories.pdf>. [Accessed 5 June 2022]

Plagiarism

What is plagiarism?

Plagiarism is using someone else's work, saying it is your own and taking credit for it.



Avoid plagiarism by:

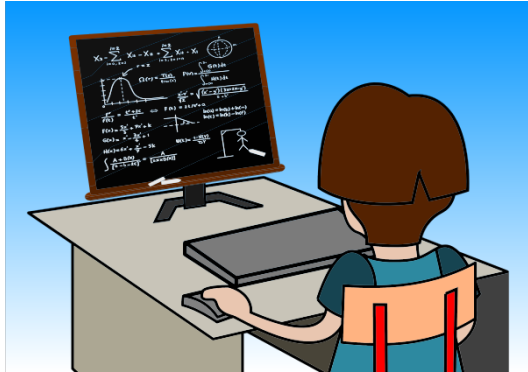
- using referencing to support work in the text (in-text citation)
- ensuring all work from other sources is referenced in the correct format in your reference list

Exception:

- if the work is being submitted as a direct quote and the source is referenced

Research activity

Research two forms of legislation in relation to research.



Present a document of your choice.

Explain:

- the key points of the legislation

Include:

- direct quotes
- paraphrasing

Challenge

- ☐ Access the World Health Organization (WHO) website.
- ☐ Chose a topic that interests you.



Write a report that includes a review of your findings. Include:

- direct quotes
- paraphrasing
- referencing

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