Contents

Preface	xiii
New to This Edition Audience	xiii xiii
Special Features and Text Organization	xiv
Acknowledgments	xvii
About the Authors	xix
Introduction: Doing and Producing a Literature Review	1
Getting Started	1
Key Vocabulary	1
Chapter Overview	2
The Purpose of a Literature Review	3
The Literature Review Defined	5
The Literature Review Process	5
Step 1. Select a Topic—Recognize and Define the Problem	6
Step 2. Develop the Tools for Argument—	
Create a Process for Solving the Problem	6
Step 3. Search the Literature—	
Collect and Organize the Information	7
Step 4. Survey the Literature—	
Discover the Evidence and Build Findings	7
Step 5. Critique the Literature—Draw Conclusions	7
Step 6. Write the Review—	
Communicate and Evaluate the Conclusions	7
Mindset: Personal Dispositions on Thinking, Doing,	
and Deciding	8
Intellectual Dispositions	9
Action Dispositions	10
Decision-Making Dispositions	10
Ethics	11
Reflective Oversight	12
Self-Regulation	12
Self-Assessment	12
Self-Correction	13
Plan Wisely Before You Begin	13
Tips	14

	Summary	15
	Checklist	15
	Reflective Oversight	15
1.	Step One: Select a Topic	17
	Key Vocabulary	18
	Chapter Overview	18
	Task 1. Identifying a Subject for Study	19
	Exercises	20
	Researcher Bias, Note Well	21
	Task 2. Translating the Personal Interest or Concern	
	Into a Research Query	22
	Activity 1. Focusing a Research Interest	22
	Activity 2. Limiting the Interest	23
	Activity 3. Selecting a Perspective	24
	Activity 4. Reflection: The Key to Interest Selection	
	and Developing the Research Query Statement	25
	Task 3. Link the Research Query to the Appropriate Discipline	27
	Rules for Library Use: A Primer	30
	Task 4. Write the Preliminary Research Topic Statement	32
	Tips	33
	Summary	34
	Checklist	34
	Reflective Oversight	35
2.	Step Two: Develop the Tools of Argumentation	37
	Key Vocabulary	38
	Chapter Overview	38
	Concept 1. Building the Case for a Literature Review	39
	Concept 2. Arguments—the Basics	40
	Concept 3. Evaluating the Basic Parts of an Argument	41
	Concept 4. Understanding Claims	43
	Claims	43
	Claim Acceptability	46
	Concept 5. Building Evidence	47
	Data Versus Evidence	47
	Data Quality	48
	Data Relevance	49
	Qualifying the Claim	49
	Concept 6. Warrant—Logically Connecting the	
	Evidence to the Claim	50
	Concept 7. Complex Claims	53
	Tips	55

	Summary Checklist Pollostive Oversight	56 56 57
	Reflective Oversight	57
3.	Step Three: Search the Literature	59
	Key Vocabulary	60
	Chapter Overview	60
	Task 1. Select the Literature to Review	61
	Task 2. Conduct a Literature Search	62
	Activity 1. Managing Your Data	63
	Activity 2. Scanning the Literature	65
	Activity 3. Skimming the Literature	71
	Activity 4. Mapping Your Materials	73
	Activity 5. Creating Subject Memoranda	77
	Task 3. Refine Your Topic	78 80
	Tips Summary	80 80
	Checklist	81
	Reflective Oversight	81
4.	Step Four: Survey the Literature	83
	Key Vocabulary	84
	Chapter Overview	84
	Task 1. Assemble the Collected Data	86
	Activity 1. Cataloging the Data	86
	Task 2. Organize the Information	88
	Activity 1. Arranging Information to Build Evidence Activity 2. Organizing the Information and	88
	Building Claims	94
	Task 3. Analyze the Patterns of the Data	96
	Complex Reasoning	96
	The Discovery Argument: Putting It All Together	98
	Building the Discovery Argument: An Example	99
	Activity 1. Mapping the Discovery Argument	101
	Activity 2. Analyzing the Argument	101
	Tips	103
	Summary	104
	Checklist	104
	Reflective Oversight	105
5.	Step Five: Critique the Literature	107
	Key Vocabulary	108
	Chapter Overview	108

What Is a Literature Critique?	109	
Concept 1. Making the Case for the Literature Review	109	
Concept 2. Descriptive Argument Patterns: Factual Rea	asoning 110	
Concept 3. Implicative Argument Patterns:	0	
Implicative Reasoning	112	
Concept 4. The Implicative Argument: Nine Basic Patte	erns 114	
Concept 5. Backing	120	
Doing a Critique of the Literature: Building the		
Advocacy Argument	120	
Task 1. Determining the Implicative Logic Pattern Infer	rred	
by the Topic of Study	121	
Task 2. Reframe Claims to Meet the Prerequisite		
Conditions Identified by the Selected Logic Type	122	
Task 3. Build the Advocacy Argument	123	
Building the Literature Review Case: An Example	e 123	
Concept 6. Fallacies	127	
Concept 7. The Case Is Everything	129	
Tips	130	
Summary	130	
Checklist	130	
Reflective Oversight	131	
6. Step Six: Write the Review	133	
•	104	
Key Vocabulary	134	
The Writing Process: Overview	135	
Task 1. Write to Understand	136	
Activity 1. Reviewing Notes and Memoranda	137	
Activity 2. Exploratory Writing	137	
Activity 3. Outlining	139	
Activity 4. Preliminary Drafting	148	
Task 2. Write to Be Understood	150	
Activity 1. Writing the First Draft	150	
Style Manuals	151	
Activity 2. Revise—Working With the Second	1 - 4	
and Third Drafts	154	
Activity 3. Completing the Final Draft	155	
Tips on Writing	155	
Last Words	156	
Glossary	157	
References and Further Reading		
Index		
macx		