Step 1: Imagine that you have just stepped into an elevator and you have two minutes before you reach your floor to tell someone else about your research. Try to summarize what you are researching in a few sentences:

Step 2: Now choose an article that you are reviewing as part of your research. Use the chart on the back of this page to make an outline of the information in the article by answering the questions in the chart below. Try to do this from memory without consulting the article so that you can practice paraphrasing and summarizing in your own words.
<table>
<thead>
<tr>
<th>Section</th>
<th>Questions Answered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>What are the authors investigating and why? What does prior research show (or not show)?</td>
</tr>
<tr>
<td>Methods</td>
<td>How did the authors conduct the study and why?</td>
</tr>
<tr>
<td>Results</td>
<td>What did the authors find? What specific information or examples should I cite in my review?</td>
</tr>
<tr>
<td>Discussion</td>
<td>What do the results mean? Why do they matter?</td>
</tr>
<tr>
<td>Conclusions</td>
<td>Where to from here? What next steps are needed to address this problem or what new possibilities does this research open up?</td>
</tr>
</tbody>
</table>
Step 3: After outlining the article, think about what parts were most important to your research. What do you want your reader to know about this article? How does your research question fit in with this work? Write a few sentences summarizing the importance of this article or research below. **Focus your readers’ attention on the specific problem or question the author(s) address, what they found, and why those findings matter.**

Step 4: Now try to evaluate the article for its usefulness. Do you have any questions about or do you see any limitations in the methodologies? Is there anything about the problem they are addressing that the authors overlooked? Do you see limitations in the results that the authors don’t address? Write a few sentences that describe how well this research has been conducted or how significant (or not significant) it is to your research or the broader field.
Step 5: Review what you’ve written in Steps 3 and 4, and think about using the following phrases to highlight specific points, comparisons, or results to expand your summary. Can you make any comparisons between this article and other articles in terms of research questions, methods, and results?

- **Phrases to show agreement, addition, similarity:** In the first place, In addition, Equally important, Moreover, Similarly, Furthermore, Another key point

- **Phrases to show contrast, limitation, opposition:** In contrast, Despite, Conversely, Unlike, Even though, On the other hand, Except, Unless

- **Phrases that introduce conditions or focus:** In order to, In the event that, For the purpose of, Provided that, When, Whenever, Under these circumstances, In that case

- **Phrases that show results, effects, or consequences:** As a result, Consequently, Therefore, Thus, For this reason, Given these points, Overall, In essence, Altogether, Surprisingly, Significantly

Rewrite a sentence or two from Steps 3 and 4, or create new sentences, below using one or more of these phrases:

1.

2.

Step 6: After you’ve decided what you want your readers to know about an article, you must cite specific ideas and information that come from these sources. Look through the article and what you have written above and identify specific examples, findings, claims, or key evidence that you have used or can use to enrich your summary or evaluation. Anything that is directly from a source (an example, data, a quote, an author’s idea, etc.), and that is not your own interpretation or evaluation, should be cited in the appropriate style (APA, IEEE, Chicago, etc.). Below are some common phrases that may help you incorporate specific and important examples or evidence from the article into your paragraphs above:

- For example, For instance, In particular, As an illustration, The most compelling evidence, Specifically, Surprisingly

Write a sentence or two below using these phrases:

1.

2.

Step 7: Put it all together! Take what you have written here and try to write one cohesive paragraph for your literature review that summarizes what this article is about and why it is important to the research you are conducting. We suggest typing this on the computer so you can add in your citations!