



MARCH 30 – APRIL 3, 2020

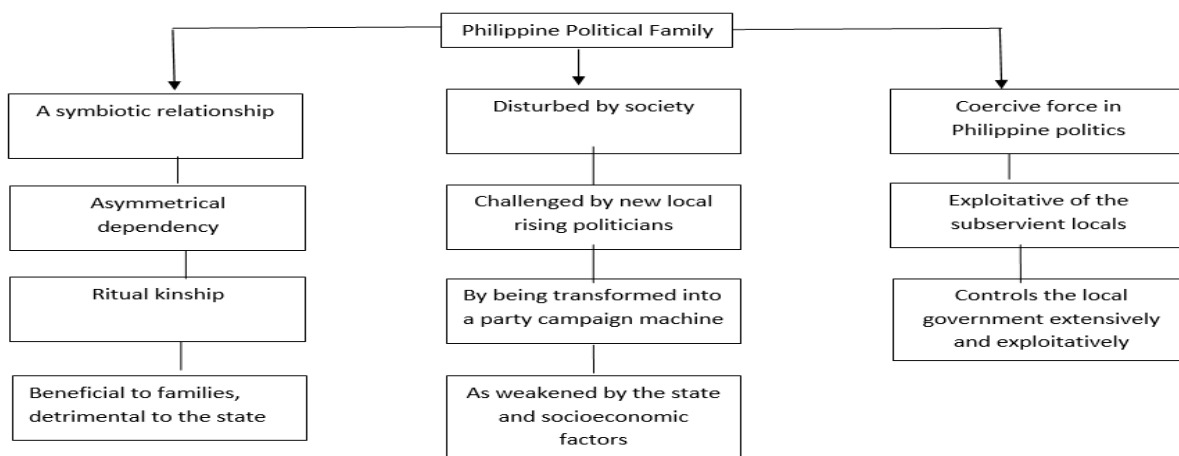
**TOPIC: LEARNING FROM OTHERS AND REVIEWING THE LITERATURE**

- Organizing the Review of Related Literature and Studies

**Organizing your Review of Related Literature with a Concept Map**

A concept map is essentially a visual representation of all the relevant literature you discovered about the topic and how they are related to one another. You may consider looking across the literature and see how closely they are interconnected in terms of findings, themes, and methodologies, among others.

Below is an example of a concept map of literature on Philippines political families from Rosuelo's thesis (2012):



The map shows broad concepts or categories that emerged from the literature search. It also shows the linkages among the key topics and categories. In this case, the broad categories are located at the top of each column.

**Developing an Outline for your Review of Related Literature**

A concept map will aid you in developing the outline of your review of related literature. The outline, on the other hand, will guide you in writing your literature review. It will allow you to organize your key learning from the literature review and show the links and relationship to your current study (Tardiff & Brizee, 2010).

Neil (2003) suggest the following guidelines in developing an effective outline:

- Try to identify the key broad categories that cut across the literature.
- Sort studies according to these broad categories.
- Determine how ideas are related to one another. Group similar ideas together.
- Avoid coming up with a long list of subtopics.
- You may encounter a particular topic that can be placed in two or more sections. Put it in both sections for now.
- Sometimes, it will be hard to determine where to put a particular topic. Set it aside first. Once you come up with your outline, determine to which section it could belong.
- If the idea is very important, consider using it in a different section of your study, such as in the presentation of your findings or even in the concluding chapter of your research.
- "Accept your outline as a working draft. Revise and edit it as you proceed."

**Practicing Intellectual Honesty**

"Giving respect" to existing literature does not only involve recognizing the existing knowledge and discoveries about a particular topic, but also distinguishing clearly where your original ideas begin and where others' works come in (Silverman, 2013, 345-346).

## What is plagiarism?

Babbie (2005, 459) describes that avoiding plagiarism is part of a researcher's "coming of age" as a scholar". Plagiarism involves passing off another's work, words, and/or ideas as your own, whether intentionally or accidentally. Some examples of plagiarism include the following (Babbie, 2005, 458; Plagiarism.org,2014,para.2):

- Not using quotation marks in citing another author's exact words
- Editing or paraphrasing a sentence and presenting it as your own
- Claiming an idea as your when it is in fact another author's
- Taking credit for other's work

## Strategies to Avoid Plagiarism

### 1. Paraphrasing

One of the most common strategies used to avoid plagiarism is paraphrasing or conveying another author's message using your own you own words (Vineski, 2016).

### Paraphrasing Techniques

Replace a word with a synonym.

- Paraphrasing can be longer or shorter than the original. Concentrate on the meaning not on the words.
- Verbs and adjectives have counterparts that are interchangeable with the author's original words.
- Not all synonyms have exact meanings (look at the thesaurus and double check with a dictionary)
- Avoid using abstract words – they come as weak words.
- Use of synonym is a problem in scientific writing because often there is only one word to describe a certain action or object. It is better to keep the important words and change the sentence structure.

### 2. Summarizing

Summarizing entails capturing the main ideas of the text, allowing you to have a "broad overview of the source material" (Driscoll & Brizze, 2013, para. 4). It involves determining the gist of a literature, focusing your attention to the main idea of the text and key concepts and words that support the main idea.

### 3. Synthesizing

It involves combining ideas from literature and prior knowledge and using these information to "form new idea, perspective, opinion, or insight" (The Ohio State University, 2016, para. 9). It involves interacting with the text and determining how they relate to your understanding of the concept.

Read some tips in synthesizing below:

- Consider identifying the key idea behind the text first.
- Determine how the literature is related to what you already know, including your past knowledge about the topic and the studies or reference materials you have read.
- Reflect on the key insights and realizations that you have gained from reading this source.

### 4. Using direct quotations

Guidelines in making direct quotations (Stolley, Brizee, & Paiz, 2013, para. 4):

- Indicate the name of the author, the year of the resource material, the page number or paragraph number, and if the source came from the internet, in the same lines as the direct quotation.
- Use quotation marks to indicate direct quotes from the literature. You can also put the text as a block quote, in accordance to the citation style you want to use.
- Use quotes purposefully. Use it for impact in your research paper.
- Adopt only the necessary text. If you want to highlight a phrase or a sentence, quote only these and not the whole paragraph.
- Use ellipsis points (...) to shorten a quote and to indicate that you have removed some words. Just ensure that the thought of the sentence essentially remains the same.

### 5. Using proper citation

Giving proper credit to the author of the idea or work you refer to in your research is a practice which you will learn while writing your paper. There are a few citation guides which you can see.

**PRACTICAL RESEARCH 1**  
**WEEK 4**  
**ACTIVITIES**

**Individual Activity**

**Direction: Follow the given instructions.**

- A. Go back to your own research and the existing literature you have gathered about your study. Identify broad key concepts across the literature and see how each piece of information fits together or related to one another. Come up with a concept map. Use short bond paper.
- B. With your concept map, come up with a topic outline of the literature you have reviewed.
- C. Put your concept map and outline in one whole sheet of pad paper.