This is a template for an honours SLR paper.

Guidelines for using the template:

1. Switch on the paragraph markers by clicking the  icon on the Standard toolbar in MS Word.
2. Do not delete any of the section breaks that appear in this document. These breaks have been inserted to ensure proper page numbering.
3. Delete the text in **blue** once you have read the instructions. The text in black should be retained and may be changed.
4. Remember to update the Table of Contents, List of Figures and List of Tables before you submit the final version.
5. Also see the section on technical care and the **Technical Care Check List** of this template.

Logo, company name

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**PROPOSED TITLE OF SYSTEMATIC LITERATURE REVIEW**

(Type the proposed title in capital letters. The title should be positioned in the middle of the page)

by

Name & Surname

Student Number

Submitted in partial fulfilment of the requirements for the degree

Hons B Com (Informatics) / Hons BIT (Information Systems) / Postgraduate diploma in Digital Innovation

(Omit the degree you are NOT enrolled for. The degree should be positioned in the middle of the page)

in the

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES / FACULTY OF ENGINEERING, BUILT ENVIRONMENT AND INFORMATION TECHNOLOGY

(Omit the Faculty your degree does NOT fall under. The Faculty should be positioned in the middle of the

at the

UNIVERSITY OF PRETORIA

Study leader:

(Title, initials and surname of study leader)

Date of submission

(Date of submission should be on last line of the page

**Declaration regarding Plagiarism**

The Department of Informatics emphasises integrity and ethical behaviour with regard to the preparation of all written assignments.

Although the lecturer will provide you with information regarding reference techniques, as well as ways to avoid plagiarism, you also have a responsibility to fulfil in this regard. Should you at any time feel unsure about the requirements, you must consult the lecturer concerned before submitting an assignment.

You are guilty of plagiarism when you extract information from a book, article, web page or any other information source without acknowledging the source and pretend that it is your own work. This doesn’t only apply to cases where you quote verbatim, but also when you present someone else’s work in a somewhat amended (paraphrased) format or when you use someone else’s arguments or ideas without the necessary acknowledgement. You are also guilty of plagiarism if you copy and paste information directly from an electronic source (e.g., a web site, e-mail message, electronic journal article, or CD ROM), even if you acknowledge the source.

You are not allowed to submit another student’s previous work as your own. You are furthermore not allowed to let anyone copy or use your work with the intention of presenting it as his/her own.

Students who are guilty of plagiarism will forfeit all credits for the work concerned. In addition, the matter will be referred to the Committee for Discipline (Students) for a ruling. Plagiarism is considered a serious violation of the University’s regulations and may lead to your suspension from the University. The University’s policy regarding plagiarism is available on the Internet at [*http://upetd.up.ac.za/authors/create/plagiarism/ students.htm*](http://upetd.up.ac.za/authors/create/plagiarism/%20students.htm)*.*

|  |  |
| --- | --- |
| I (full names & surname): |  |
| Student number: |  |

**Declare the following:**

1. I understand what plagiarism entails and am aware of the University’s policy in this regard.

2. I declare that this assignment is my own, original work. Where someone else’s work was used (whether from a printed source, the Internet or any other source) due acknowledgement was given and reference was made according to departmental requirements.

3. I did not copy and paste any information directly from an electronic source (e.g., a web page, electronic journal article or CD ROM) into this document.

4. I did not make use of another student’s previous work and submitted it as my own.

5. I did not allow and will not allow anyone to copy my work with the intention of presenting it as his/her own work.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature |  | Date |

Your research article should have the following basic format:

|  |  |
| --- | --- |
| Paper size | A4 |
| Font (body text) | Calibri, 12pt |
| Line spacing (body text) | 1½ spacing |
| Language setting | Use the English (UK) or English (South African) settings in MS Word. DO NOT use the English (US) setting. |
| Margins |  |
| * Left & right | 2 cm |
| * Top & bottom | 2.54 cm |
| Heading numbering and format | As shown in document |
| Paragraph formatting | Paragraphs should be **justified** (i.e., the text should be aligned evenly along both the left and right margins **to form a square box**). |
| Page numbers |  |
| * Front page | None |
| * Executive summary, Table of Contents, List of Figures, List of tables | Roman numerals, small caps (e.g., i, ii, iii) |
| * Body of proposal, List of References, Appendices | Arabic numerals starting at 1 (e.g., 1, 2, 3) |
| **See p. 14 for additional information on “Technical Requirements”.** | |

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**APPENDICES**

APPENDIX A: TOPIC 5

To update the Table of Contents:

1. Right-click somewhere in the Table of Contents.
2. Choose “Update field” from the pop-up menu.
3. The dialogue box shown below will appear. Choose the applicable option. Use “Update page numbers only” to update the page numbers and “Update entire table” to add new headings to the Table of Contents. Click “OK”.

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**LIST OF FIGURES**

**No table of figures entries found.**

This will update automatically when you add figures – you must use insert Figure with a caption in the body of your document to have it automatically reflected here.

The list of tables and figures should be placed on a separate page after the table of contents. If the list of tables and the list of figures are short, they may be placed together on one page.

To update the List of Figures/List of Tables:

1. Right-click somewhere in the List of Figures/List of Tables.
2. Choose “Update field” from the pop-up menu.

Graphical user interface, application

Description automatically generated

**LIST OF TABLES**

**No table of figures entries found.**

This will update automatically when you add tables – you must use insert Table with a caption in the body of your document to have it automatically reflected here.

**ADD YOUR TITLE HERE**

**ABSTRACT**

Add your abstract here

**Keywords:** List the keywords of your study here, separated by a ;

# INTRODUCTION

# background and significance

# REASON FOR THE STUdy

## Objective

## Research Question

# research method

## DATA SOURCES AND search terms

## selection criteria

### Inclusion criteria

### Exclusion criteria

## prisma flowchart

## Quality assessment

## data extraction

## data ANALYSIS

# FINDINGS

# Discussion

# CONCLUSION

# RECOMMENDED future research

# REFERENCES

The list of references at the end of your paper should include all the books, journal articles, e-mail messages, web pages and other information sources that you have physically consulted and that have been cited in the text. Make use of EndNote to manage your references. Please check that all in-text references are included in the “List of References” at the end of the document and *vice versa*.

Oates, B. J. (2006). *Researching Information Systems and Computing.* London: SAGE Publications Ltd.

|  |
| --- |
| **APPENDIX A: Your heading**  (Always include clear cross-references in the text to material contained in an appendix. Delete this appendix if it is not necessary. All pages of an appendix must be numbered.) |

**TECHNICAL REQUIREMENTS**

***(Erase this section once your paper is complete)***

**1 WORKING WITH HEADINGS**

**1.1 TO COPY A HEADING, SUB-HEADING OR SUB-SUBHEADING (to ensure the correct style – so that it is picked up to be included in your table of contents):**

1. Click in the margin directly to the left of the heading you wish to copy. The heading will be highlighted in black.
2. Click the right hand mouse button.
3. Choose “Copy” from the pop-up menu.
4. Move the cursor to where you want to paste the heading.
5. Click on the right mouse button. Choose “Paste” from the pop-up menu.
6. The heading will be pasted and the heading number should update automatically. The heading will also automatically be included in the table of contents once it is updated.
7. Change the heading text.
8. Note that the different types of headings must have the format shown in this document to be included in the table of contents.

**1.2 GENERAL “RULES” WHEN USING HEADINGS**

* Do not use more than 3 levels of headings. If you have to add further subsections in your assignment, rather use bullets (⦁).
* Avoid using a single sub-heading under a heading. The following heading structure is, for example, incorrect because only one sub-subheading is included under subheading 2.9:
  1. EXPERIMENTAL DESIGNS

2.9.1 Quasi-experimental designs

2.10 OBSERVATION RESEARCH

* Use normal sentence case in third level headings (see heading 2.9.1. above).
* All your headings should be numbered as is shown in this template.
* See pp. 29-30 of the document “*Guidelines on writing a first quantitative academic article*” for guidance on the wording of headings.
* There are no full stops at the end of headings.
* Never place a heading on its own (i.e., without text following after the heading) at the bottom of a page.
* If you decide to use bullets to list points, choose one type of bullet and use it consistently throughout your paper.

**2 PARAGRAPH ALIGNMENT**

Note that all your paragraphs should be justified on both the right and left side as this one is. To justify a paragraph:

1. Highlight the paragraph.
2. Choose “Format”, “Paragraph” from the top menu bar.
3. The “Paragraph” dialogue box will appear. Click the “Indents and Spacing” tab. Make sure that the option in the “Alignment” drop-down list is set to “**Justified**”. Press the “OK” button.

**3 TONE OF LANGUAGE**

Academic documents must be written in a formal, impersonal tone. Avoid personal ways of expressing yourself, such as “I think …”, “… in our opinion …” or “ … we ...”. Rather use non-personal expressions such as:

* It can therefore be concluded that …
* One may argue that …
* “Data will be collected through telephonic interviews”, instead of, “We will use telephonic interviews to collect data”.

**4 ABBREVIATIONS AND CONTRACTIONS**

No abbreviations or contractions are allowed in the text! Contractions refer to words such as *don’t*, *can’t*, *couldn’t, weren’t* and *didn’t*. The words *et cetera* or the abbreviation *etc.* may never be used in an academic document.

The only exceptions are:

* Long names – The long name of a company, organisation, programme or campaign must be written out in full the first time it is used with an appropriate and recognised abbreviation in brackets. The abbreviation may then be used in all subsequent cases. Be careful not to confuse the reader with such abbreviations. Example: Reconstruction and Development Programme (RDP).
* Abbreviations in tables and figures – Recognised abbreviations may be used in tables and figures to save space.
* Units of measure – Abbreviations may be used when referring to recognised units of measure (e.g., kg., m., and cm.).
* Homemade abbreviations such as “comm.” (for communication) or ads (for advertisements) may not be used.
* The ampersand (&) sign may not be used as an abbreviation for “and”. It may only be used in the case of in-text references stated in brackets and in the list of references.

**5 FOREIGN WORDS**

Foreign words should only be used when absolutely necessary and should be put in italics. Example: “The proposal *inter alia* stated the following …” Other examples of foreign words include *et al.*, *bona fide*, *vice versa*, and *ex post facto*.

**6 WORKING WITH TABLES**

* Tables are used to present information in a concise, easy-to-view manner.
* Tables should be integrated with the rest of the text. Always include a paragraph before a table to introduce and explain what the table is all about. Remember to include a specific reference to the relevant table in this paragraph (e.g., “The factors that may influence consumers’ risk perceptions are summarised in Table 1”). Where appropriate, also include a paragraph after the table in which you interpret the information contained in the table. The reader should never be left guessing about the content and meaning/interpretation of a table.
* A table should always have a concise, but descriptive caption that is placed **above** the table. To insert a table caption, choose “Insert Caption”, from the References menu bar in MSWord. The “Caption” dialogue box will appear.

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Description automatically generated

* Change the option in the “Label” drop-down list to “Table”.
* A table caption similar to the one below will appear in the “Caption” textbox:

**Table 1**

* You can now add a colon and text to the right of the caption by typing the required text after the caption number. For example:

**Table 1: Midyear population estimates per province for 2002**

* Click the OK button.
* A table should always have descriptive, but concise, row and column headings.
* **If you include a table containing information from another source or reproduce a table from another source, you have to place an in-text reference in the table caption e.g. Table 1: Midyear population estimates per province for 2002 (Statistics SA, 2021:112). This in-text reference should also include relevant page numbers. The full reference to the source should be included in the list of references at the end of your paper. To do this, click in the table heading and insert the reference from EndNote.**
* If you use percentages in a table you have to explain how these were calculated. In other words, are the percentages based on row totals, column totals or on the grand total?
* Tables should preferably be formatted as follows:
* Single line spacing

Table

Description automatically generated with low confidence

* Headings should be centred in the middle of the cell.

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Description automatically generated

* Set the header row(s) to repeat on each page (should the table span over multiple pages).

Graphical user interface

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* The table should now look more or less like Table 1 below. The first row will appear at the top of each page if the table breaks across pages.

**Table 1: Total midyear population estimates per province for 2002 (Statistics SA, 2021:112)**

| **Geographic area / province** | **Population estimate taking into account additional deaths due to HIV/AIDS** | **Population estimate without taking into account additional deaths due to HIV/AIDS** | **Implied additional deaths due to HIV AIDS** |
| --- | --- | --- | --- |
| Western Cape | 4 313 959 | 4 321 844 | 7 885 |
| Eastern Cape | 7 132 141 | 7 158 843 | 26 702 |
| Northern Cape | 888 390 | 890 864 | 2 474 |
| Free State | 2 859 081 | 2 878 993 | 19 913 |
| KwaZulu-Natal | 9 212 123 | 9 308 565 | 96 442 |
| North West | 3 659 902 | 3 686 053 | 26 151 |
| Gauteng | 8 106 190 | 8 170 386 | 64 196 |
| Mpumalanga | 3 156 272 | 3 181 041 | 24 769 |
| Limpopo | 5 843 851 | 5 857 622 | 13 772 |

**7 WORKING WITH FIGURES**

* Graphs, charts, maps, illustrations and other figures are used to visually present data or information. While it is true that “a picture is worth a thousand words”, figures should be used sparingly and should be well designed.
* Figures that are copied directly from journal articles often have a very poor resolution when printed. Rather redraw the figure and insert it into your document.
* Figures should also be integrated with the rest of the text. Always include a paragraph before a figure to introduce and explain what a particular figure is all about. Remember to include a specific reference to the relevant table in this paragraph (e.g., “Figure 1 illustrates the antecedents and consequences of customer co-production is a service context”). The reader should never be left guessing about the meaning/interpretation of a figure.
* A table should always have a concise, but descriptive caption that is placed **above** the table. To insert a figure caption, choose “Insert Caption”, from the References menu bar in MSWord. The “Caption” dialogue box will appear.

Graphical user interface, application

Description automatically generated

* Change the option in the “Label” drop-down list to “Figure”.
* A figure caption similar to the one below will appear in the “Caption” textbox:

**Figure 1**

* You can now add a colon and text to the right of the caption by typing the required text after the caption number. For example:

**Figure 1: Deaths related to HIV/AIDS – 1996-2000**

* Click the OK button.
* **If you include a figure based on information from another source or reproduce a figure from another source, you have to place an in-text reference in the figure caption e.g. Figure 1: Deaths related to HIV/AIDS – 1996-2000 (Du Toit, 2021:99). This in-text reference should also include relevant page numbers. The full reference to the source should be included in the list of references at the end of your paper. To do this, click in the figure heading and insert the reference from EndNote.**
* If you want to use a graph to display data graphically, remember to include:
* a legend describing the series included in the graph,
* x- and y-axis labels, and
* data values (where appropriate).

**Figure 2: Estimated additional deaths due to HIV/AIDS during 2002 (Du Toit, 2021:99)**



**8 THE USE OF NUMBERS IN THE TEXT**

When referring to a number, use words for:

* the numbers from zero to nine, and
* any number at the beginning of a sentence, e.g., “Twenty-two students departed on a trip to …” (Try not to start a sentence with a number).

Use numerals for:

* the number 10 and larger
* any number denoting the following:
  + a unit of time or measure (60 seconds, 22 kg, 16 m)
  + age (14 years old)
  + time and dates (16:45 or 2001-10-27)
  + percentages (75%)
  + currency ($10)
  + numbers indicating sample sizes, even if it is smaller than 10
  + percentiles and quartiles (33rd percentile)
  + mathematical calculations
  + ratios (1:10)
  + fractions or decimal figures (2.5)
  + a series of four or more numbers (1 597; 1 693; 98 768; 101 234)
  + numbers that are grouped together for the sake of comparison (464 against only 4).
  + Rephrase a sentence if numbers consist of a combination of words and figures.
  + Place a zero before the decimal comma if the number is smaller than one (e.g., 0.29 in stead of .29).
  + Commas are not used to divide large numbers into groups of three. The groups are divided by a space to the right and to the left of the decimal (e.g., 5 021 908.07).

**TECHNICAL CARE CHECKLIST**

***(Erase this section once your paper is complete)***

Please check that your assignment complies with the specific requirements outlined below. Students often lose unnecessary marks because of sloppy technical care. Ask yourself the following questions:

| **TECHNICAL CARE** | **✓ or 🗶** |
| --- | --- |
| **1. PRELIMINARIES** (Before the main body text starts on page 1) |  |
| Is the layout of and information supplied on the title page correct? |  |
| Is the Table of Contents complete and correct? |  |
| Is the List of Figures complete and correct? |  |
| Is the List of Tables complete and correct? |  |
| Do the wording of headings correspond a 100% with the wording in the Table of Contents? |  |
| Do the heading numbers in the text correspond a 100% with the numbers in the Table of Contents? |  |
| Do the figure/table captions listed in the List of Tables and List of Figures correspond a 100% with the captions used in the text? |  |
| Have all tables and figures been supplied with correct captions (situated above the table or figure)? |  |
| Have all tables and figures been supplied with correct source references where appropriate (as part of the table/figure caption)? |  |
| Have all tables and figures been numbered correctly? (Figures and tables are numbered independently starting from 1. Do not include section/chapter numbers in the numbering of tables/figures) |  |
| Are the preliminary pages (i.e., Table of Contents, List of Figures and List of Tables) numbered in Roman numerals: (i), (ii), (iii), (iv)? |  |

|  |  |
| --- | --- |
| **2. TEXT** |  |
| Are all pages in the body of the text numbered correctly with Arabic numerals (1, 2, 3, etc.)? |  |
| Have you used only one method of emphasising (italics, or bold or underlining) throughout the paper? |  |
| Is there a line open between all paragraphs? |  |
| Are the paragraphs in your paper not perhaps too long? Can you perhaps split long paragraphs to improve readability? |  |
| Have you used an impersonal, objective writing style (One symptom of a subjective writing style is that the researcher refers to him-/herself directly. References to "I", "we" and even “the researcher” should be avoided.) |  |

|  |  |
| --- | --- |
| **3. REFERENCING TECHNIQUES** |  |
| Are all information sources (books, journals, e-mail messages, web pages) that have been cited in the text, included in the List of References at the end of the paper and vice versa? |  |
| Is the list of references ordered alphabetically? (Entries in the list of references should not be numbered or bulleted) |  |
| Have you used the correct referencing method in the text, as well as in the list of references? |  |
| Have you correctly indicated the sources of all tables figures taken or adapted from the literature? |  |

|  |  |
| --- | --- |
| **4. APPENDICES** |  |
| Do all the appendices have appropriate descriptive titles? |  |
| Are the pages of all the appendices numbered up to the last page? |  |
| Have all the appendices been tagged/"flagged" for easy cross-referencing? |  |
| Are all the appendices included in the Table of Contents with their correct page numbers? |  |
| Have you included appropriate cross-references in the body text (e.g., see Appendix A) to the material included in the appendices? |  |

|  |  |
| --- | --- |
| **5. GENERAL TECHNICAL CARE** |  |
| Have you checked your paper for spelling and grammatical errors? |  |
| Have you used capital letters and abbreviations correctly? |  |
| Have you consistently rounded off all numeric values in the assignment to two (2) decimals? |  |
| Have you consistently “justified” the body text of the assignment (i.e., aligned the text evenly along both the left and right margins to form a square box)? |  |
| Are all headings numbered correctly? |  |
| First and second order headings should not be underlined. |  |
| There should be no full stops at the end of headings. |  |
| Have you used an A4 paper setting? |  |
| Have you consistently used 1½ line spacing in the body of the text? (You should use single line spacing in tables) |  |
| Is the font size of the body text correctly set at 12 pt? |  |
| Have you consistently used the same font type (i.e., Calibri or Arial)? |  |
| Are the left and right margins set to 2 cm? |  |