

1. Introduction (around 350 words, 10% of the total word count)

- Have you clearly introduced your research topic/question and its importance in the domain of applied management?
- Have you explained the key concepts in your research topic (e.g., using academic definitions from the literature to explain the key concepts)?
- Have you clearly stated the purpose of your literature review?
- Have you clearly introduced the structure of your literature review?

2. Selection and Analysis of Articles

- Have you introduced the keywords relating to your research topic for your literature search?
- Have you explained what databases you used for the search?
- Have you clearly explained how you selected 12 articles?
- Have you clearly explained how you analysed these articles (e.g., using the literature summary matrix to (...) and content analysis to (...))?

3. Literature Review

- Have you clearly structured your literature review part (e.g., logical and concise sub-headings)?
- Have you demonstrated how you compare and contrast the similarities and differences between the statements from the 12 articles you selected? Think about using topic sentences, connecting words/signposts, and concluding sentences to structure each of your paragraphs in order to show your critical analysis and arguments.
- Have you used in-text citations to refer to the statements from the literature? I would expect that each of your paragraphs should have at least 2-3 in-text citations.

4. Review of Methodology

- Have you included all of the research designs (i.e., qualitative research, quantitative research, and mixed-methods research). You should have three sub-headings here for these three research designs.
- Have you used tables to briefly show key information about the methods used in these articles? Ideally, the table should include the research method (e.g., survey, interview, etc.), sampling methods (e.g., snowball sampling method, convenience sampling method, random sampling method, etc.), participants (e.g., sample size, participants), data analysis methods (e.g., regression, content analysis, thematic analysis, etc.), and anything relevant to the research methods.

- Have you demonstrated how you compare and contrast the similarities and differences between the research methods used in these articles? You should also discuss the suitability of the methods used in these articles. For example, are these methods suitable to address the research questions/hypotheses? You may also mention the advantages and disadvantages of the research methods (e.g., research methods and sampling methods). Similarly, think about using topic sentences, connecting words/signposts, and concluding sentences to structure each of your paragraphs in order to show your critical analysis.
- Make sure you have used in-text citations to refer to the articles.

5. Gaps and Future Research

- Have you identified and discussed the aspects that have not been well covered or addressed in the articles you selected?
- Have you provided appropriate suggestions for future research based on the gaps you identified?

6. Conclusion (around 350 words, 10% of the total word count)

- Have you restated the purpose of this literature review?
- Have you clearly summarised the main points discussed in your literature review?
- Have you provided recommendations based on your literature review to organisations?
- Have you clearly identified and discussed the limitations of your literature review?

7. Reference List

- Have you checked each of your references by using the APA 7th guideline?