ESSENTIAL STUDY SKILLS
The Complete Guide to Success at University
Third Edition

Tom Burns London Metropolitan University and
Sandra Sinfield Coordinator for Learning Development

Excellent, clearly laid out guide to study skills that is invaluable to undergraduate students as they develop the essential skills they require to become effective learners

- Graham Grace-Gardener, Development and Society, Sheffield Hallam University

Are you looking to give your students a helping hand with their work? Packed with study tips and handy activities, this proven guide shows students step-by-step how to study effectively and make the best of their time - whatever level they’re at. Whether they are going to university straight from school, a mature student, or an overseas student studying in the UK for the first time, they’ll find out how to:

• sail through those tricky first weeks
• get the most out of lectures by understanding how they learn
• learn techniques for academic writing and research
• pass exams with flying colours
• stay cool and cope with stress.

Practical and interactive, this edition features six brand new chapters to arm students with even more essential skills including how to produce a dissertation, planning their career and focusing on building relationships with lecturers and other students to get ahead.

Also launched with this edition is an improved and expanded companion website www.sagepub.co.uk/burnsandsinfield3e. Don’t miss the extensive range of guidance and resources for both students and tutors, including:

• study skills packs on presentation skills, effective reporting, and essay planning, giving step-by-step advice on how to prepare for assignments
• printable handouts featuring activities, checklists and diagrams, for promoting class discussion and individual student study
• excerpts from student essays introducing students to real papers, helping them get to grips with academic writing
• journal articles (free to access) guide students through selected topics in more depth
• videos on how to make the most of the book, and how to take effective notes
• podcasts from the authors, giving a more detailed look at selected topics
• PowerPoints on a variety of topics, giving a more in-depth look at specific study skills
• additional web links to a variety of useful learning resources, providing advice on study skills techniques
• for instructors, there is also free access to selected chapters from Burns and Sinfield’s teaching book, Teaching, Learning and Study Skills.

CONTENTS
Part I: Overview / Part II: Study Techniques and Learning Effectively / Part III: Creative Strategies and Learning Effectively / Part IV: Communicating Effectively in Assignments / Part V: Emotional Dimension / Part VI: Reflective Learning

SAGE STUDY SKILLS SERIES

2012 • 472 pages
Cloth (978-1-4462-0324-8) • £56.00
Paper (978-1-4462-0325-5) • £14.99
HOW TO SUCCEED AT UNIVERSITY
An Essential Guide to Academic Skills and Personal Development

Second Edition

Bob Smale and Julie Fowlie both at University of Brighton

How to Succeed at University provides straightforward, practical advice for any students experiencing university life. Introducing the personal, academic and life skills your students need to succeed - both at university and in today's competitive job market – they will find help with managing their time and budget, guidance on improving their day-to-day research skills, and tips for exam preparation. They will also learn how to identify and develop key transferable skills that will stay with them throughout their professional lives.

Students can discover how to:
• improve their employability prospects and give themselves the advantage in the job market, a concern for many of your students
• benefit from other students’ experience, with top tips and insider advice on succeeding in their studies from peers who have already graduated
• explore the digital world of learning – from software packages, online research skills and data management, keeping them up to date with digital learning methods
• use what they learn right away, with handy downloadable checklists and worksheets to improve their academic work and save you time.

Pragmatic, up-front and sympathetic this is an essential companion for all undergraduate students, as well as anyone preparing for study at university.

SAGE STUDY SKILLS SERIES

May 2015 • 296 pages
Cloth (978-1-4462-9546-5) • £60.00
Paper (978-1-4462-9547-2) • £16.99

DEVELOPING TRANSFERABLE SKILLS
Enhancing Your Research and Employment Potential

Pam Denicolo University of Surrey and Julie Reeves University of Southampton

Provides a succinct guide for doctoral and early career researchers, as well as those training others, about the nature of transferable skills, why they are needed and how they can be acquired, evidenced and marketed.

SUCCESS IN RESEARCH

November 2013 • 184 pages
Cloth (978-1-4462-6033-3) • £60.00
Paper (978-1-4462-6034-0) • £18.99
THIS BOOK IS NOT REQUIRED

An Emotional and Intellectual Survival Manual for Students

Fifth Edition

Inge Bell, Bernard McGrane, John Gunderson both at Chapman University and Terri L Anderson University of California, Los Angeles

This edition of an underground classic marks out new territory in college participatory education. Its purpose remains the same: to encourage students to educate themselves by calling their attention to the college experience as a whole, the personal, social, intellectual and spiritual demands and opportunities presented by college life. In a personable and refreshingly straightforward style, the authors’ critical discussion of academic life distinguishes between learning the institutional rules of higher education and internalizing those rules, demystifies professors and teaching assistants by discussing their institutional roles and incentives, and invites students to take responsibility for - and make the most of - their educational experiences.

New to this edition:

• offers real-life student vignettes that address current issues facing college students
• encourages a participatory college education and personal reflection for students in many different disciplines
• includes three bonus appendices.

CONTENTS


January 2014 • 352 pages
Paper (978-1-4522-1718-5) • £44.99

STUDY SKILLS FOR STUDENTS WITH DYSLEXIA

Second Edition

Edited by Sandra Hargreaves Education Consultant

Full of advice on topics such as note taking, reading strategies and exam technique, this fully revised and updated new edition will motivate, inspire and guide dyslexic students through their university studies.

SAGE STUDY SKILLS SERIES

2012 • 192 pages
Cloth (978-1-4462-0286-9) • £60.00
Paper (978-1-4462-0287-6) • £19.99
STUDYING AND RESEARCHING WITH SOCIAL MEDIA

Megan Poore Crawford School of Public Policy, Australian National University

This practical book is a one-stop shop for anyone wanting – or needing – to integrate social media tools into their studies and research. Megan Poore shares the secrets of how to harness the power of social media tools to improve academic productivity and build digital literacy.

Exploring the benefits – and risks – of using these tools in academic contexts, the book provides best-practice advice on how to use these tools on the ground, including how to:

- write a good blog post
- contribute to a wiki
- maximise their grades when creating an audio-visual presentation
- find and share the latest research via Twitter
- keep safe online.

Featuring handy illustrations and exercises, as well as guidance on broader issues such as copyright, avoiding plagiarism, and cyberbullying, students and researchers alike will find out all they need to successfully use social media to support their study and research.

CONTENTS

Part I: Getting Started: The Essentials / Why Use Social Media in Your Studies and Research? / Social Media Basics / Part II: Core Social Media Formats / Blogs / Wikis / Social Networks / Audio-Visual Presentations / Part III: Social Media for Self-Directed Learning, Research, and Development / Building your Online Profile / Using Social Media for Search and Research / Productivity in Study and Research / Part IV: The Social and Legal Contexts of Using Social Media for Study and Research / Building Your Digital Literacy / Handling Yourself (and Others) Online / Legals and Practicalities of the Online Environment

SAGE STUDY SKILLS SERIES

April 2014 • 192 pages

Cloth (978-1-4462-6971-8) • £60.00
Paper (978-1-4462-6972-5) • £19.99
Megan is the PhD Academic and Research Skills Advisor at the Crawford School of Public Policy at the Australian National University. For over ten years she has worked as an academic, researcher, academic skills advisor, and an educational designer, giving her a unique understanding of the issues that confront both staff and students in the integration of social media into their every day study and research practices. Megan has won several awards – both nationally and internationally – for her SkillSoup podcasting project and is particularly known for her best practice approaches to risk management in the area of social media.

What inspired you to write the book?
I’ve worked with university staff and students for a long time now and I’ve accumulated a fair amount of knowledge and experience as regards what people do and don’t know (and how they do and don’t know it!). I’ve noticed that there are some pretty big gaps and confusions from both sides, particularly around pedagogy, assessment, digital literacy, ethics, and general legalities. So I figured it was time to share what I’ve learnt.

What’s your top tip on using social media for study?
Perhaps the one thing that comes out for students most often in the text is, ‘If you’re not sure, then ask!’ If your lecturer wants you to blog as part of the assessment for the class and you’re not sure about the task requirements, then ask. Although the book gives advice on what makes a good blog post or wiki page or whatever, only your lecturer can properly describe what they really want.

How can academics use this book in their research?
The idea has been to give academics something that goes beyond bullet points that outline the ‘Top 5 tips for using Twitter’ and that instead situates social media more conceptually in the whole research enterprise and how social media can be used in its service. This enterprise ranges across everything from finding and reviewing the literature, building research teams, gathering data and presenting and analysing it, to disseminating research findings and managing the whole process.

What do you think will be the biggest development in academic use of social media over the next 5 years?
I suppose it’s a hope more than a prediction, really. I hope that those who are a little sceptical or, even, ‘freaked out’ by some of this stuff might learn about the pedagogical and intellectual potential of social media in the academic environment - and then give some things a try.
STUDY SKILLS FOR CHINESE STUDENTS

Michael Courtney and Xiangping Du both at University of Hertfordshire

Leaving home to study in the UK for the first time can be a daunting experience for Chinese students. They will be entering a new country and education system with its own culture, customs and values, some of which will be totally different from those back home. They will need to acquaint themselves with these differences in order to achieve their goals while studying in the UK. They may also find it difficult to find this information and be feeling anxious about the move or struggling to fit into their new environment - which may affect their study.

This short, easy-to-read book is designed to be a companion throughout their university studies in the UK. It provides practical information as well as skills and strategies for success which are simple to understand and employ. The book:

• introduces Chinese students to many of the life skills needed to support their studies in the UK, such as food, socializing and local amenities and services
• contains useful information regarding UK assessment, lectures, seminars, campus life and the typical support available from faculty
• covers vital language and comprehension skills to help them communicate in their work and in the classroom with peers
• explains the main differences between Eastern and Western thinking and culture
• includes research skills and strategies for dissertations, essays and exams.

This essential guide will help Chinese students to flourish in their UK studies as well as enjoy themselves along the way.

CONTENTS
Introduction: Living and Studying in the UK / Developing Your Academic English Skills / Developing Your Academic Study Skills / Assignments, Assessment and Feedback / Research and Dissertations

SAGE STUDY SKILLS SERIES
November 2014 • 288 pages
Cloth (978-1-4462-9448-2) • £60.00
Paper (978-1-4462-9450-5) • £19.99

Request one of our new catalogues online at www.sagepub.co.uk or phone us on +44 (0)20 7324 8500
STUDY SKILLS FOR BUSINESS AND MANAGEMENT

How to Succeed at University and Beyond

Patrick Tissington *Birkbeck, University of London* and Christos Orthodoxou

This comprehensive study skills book provides all the tools and techniques needed to graduate with success. The book is written in an entertaining and non-patronising way and is filled with examples and case studies. With chapters on efficient and effective reading, working in groups, managing and writing essays, and succeeding in exams, this textbook is written specifically with business and management students’ needs in mind. Key features:

- written by an academic and a recent business and management graduate who are in touch with what it is like to study business and management today and the challenges that students face
- covers only the most effective study skills according to the book’s primary research
- contains a wealth of current examples from recent business and management graduates, highlighting examples of good practice as well as common pitfalls to avoid.

CONTENTS

Planning and Goal Setting / Mind Maps / Effective and Efficient Reading / Lectures and Lecturers / Fear and Stress / Making Time Work / Leading and Being Led / Working in Groups / Coursework / Essay Writing / Presentations / Succeeding in Exams / Business Communication / Securing your Career

**SAGE STUDY SKILLS SERIES**

December 2013 • 288 pages
Cloth (978-1-4462-6648-9) • £60.00
Paper (978-1-4462-6649-6) • £18.99

THE GOOD WRITING GUIDE FOR EDUCATION STUDENTS

Third Edition

Dominic Wyse *Institute of Education, University of London*

This one-of-a-kind writing skills book tailored for Education students uses real examples of students’ work to explain what tutors look for and how to get there.

**SAGE STUDY SKILLS SERIES**

2012 • 168 pages
Cloth (978-1-4462-0709-3) • £60.00
Paper (978-1-4462-0710-9) • £16.99
ACADEMIC WRITING AND GRAMMAR FOR STUDENTS

Alex Osmond Brunel University

This handy guide shows students how to use academic English grammar and punctuation. The author identifies common grammar mistakes and how to avoid them, making extensive use of examples and advice from tutors from a range of subjects. This valuable book enables readers to immediately improve their work at university.

Inside, there is advice on:

- common mistakes
- punctuation
- conciseness
- proofreading
- referencing.

The advice in the book has been tried and tested through workshops that the author runs with students. It will be useful to undergraduates on a wide range of courses, and will help promote independent learning as well as practical writing skills. It’s great for dipping in and out of, or reading the whole way through. Extra writing tips and suggestions for further reading are available on Alex’s Facebook page www.facebook.com/academicwritingandgrammarforstudents

CONTENTS

Introduction: The Aims of This Book and How to Use It / Basic Conventions of Academic Writing / Basic Grammatical Concepts / Putting Sentences Together / Putting Paragraphs Together / Critical Thinking and Referencing / Conciseness and Clarity / Common Mistakes and How to Deal with Them / Proofreading Effectively

SAGE STUDY SKILLS SERIES

2013 • 216 pages
Cloth (978-1-4462-1090-1) • £60.00
Paper (978-1-4462-1091-8) • £18.99

MASTERING ACADEMIC WRITING AT UNIVERSITY

Boba Samuels and Emmy Misser both at Wilfrid Laurier University

This new academic writing guide will coach undergraduate students through the trials and tribulations of transitioning to postgraduate studies.

September 2015 • 240 pages
Cloth (978-1-4462-9966-1) • £60.00
Paper (978-1-4462-9967-8) • £19.99
WRITING FOR ACADEMIC SUCCESS
Second Edition
Gail Craswell Australian National University, Canberra
and Megan Poore University of Canberra

Comprehensive clear and practical guidelines including online work for students who need help writing academically.

SAGE STUDY SKILLS SERIES

NEW!

WRITING FOR SCHOLARS
A Practical Guide to Making Sense & Being Heard
Second Edition
Lynn Nygaard

Academics are not just researchers, but writers too. Using her many years of practical experience gained as a teacher and editor, Lynn Nygaard guides students and early career researchers through the whole process of writing and presenting their research in order to help them make their voice heard within the academic community. Grounded in real world advice rather than abstract best practice, Nygaard demonstrates a number of approaches to writing in order to help students identify those most suited to their own project.

This updated new edition includes:
• more examples from across the social sciences
• a new chapter on presenting statistical data
• examples from around the world
• more material on e-publishing, open access and referencing software
• an annotated biography
• a comprehensive glossary.

From defining their audience, to forming their argument and structuring their work, this book enables students to communicate their research passionately and professionally.

April 2015 • 204 pages
Cloth (978-1-4462-8253-3) • £75.00
Paper (978-1-4462-8254-0) • £24.99
GOOD ESSAY WRITING
A Social Sciences Guide
Fourth Edition

Peter Redman and Wendy Maples both at The Open University

The bestselling essay guide, now updated to include a chapter on essay planning, a comparison of essay and exam writing, and the use of academic language.

PUBLISHED IN ASSOCIATION WITH THE OPEN UNIVERSITY
SAGE STUDY SKILLS SERIES

2011 • 184 pages
Cloth (978-0-85702-370-4) • £67.00
Paper (978-0-85702-371-1) • £14.99

INSPIRATIONAL WRITING FOR ACADEMIC PUBLICATION

Gillie Bolton Freelance Consultant and Stephen Rowland

Under increasing pressure to produce high quality publications, academics at all levels often struggle to translate great ideas into successful writing.

Using Gillie Bolton’s three ‘key phases’ (Write for Myself, Redraft for my Reader, Edit for Posterity) to make the writing process less daunting, this book offers upper level students and early career researchers support and advice on how to develop their own writing voice and use this to engage readers in their research.

‘Characters’ at different career stages help readers to identify their own writing level, while before and after examples of work from a range of disciplines clearly illustrate the key writing techniques.

Drawing on case studies, as well as their own extensive writing experience, the authors suggest strategies for dealing with common difficulties such as:
• time and energy management
• restoring flagging enthusiasm
• maintaining inspiration
• dealing with potential burnout and writer’s block.

Each chapter concludes with a set of constructive exercises which develop these critical skills and inspire students and researchers to improve and enjoy their own academic writing.

CONTENTS
Starting Out / How to Read this Book / Towards a Theory of Writing / Beginnings / Phase 1: Draft For Myself / Explore, Experiment, Find Out / Writer’s Block / Phase 2: Focused Redrafting / Redraft for my Reader / Engage Critically / Write with Authority / Where to Publish? / Coherence and Unity / Structure / Phase 3: Edit To Make Perfect / Edit for Posterity / Ready To Go

June 2014 • 184 pages
Cloth (978-1-4462-8236-6) • £60.00
Paper (978-1-4462-8237-3) • £19.99
CRITICAL READING AND WRITING FOR POSTGRADUATES

Second Edition

Mike Wallace and Alison Wray both at Cardiff University

Designed to build skills and confidence as the reader works through each chapter, the new edition has been updated and revised and has a wide-ranging set of extension material in website add-ons.

SAGE STUDY SKILLS SERIES

2011 • 264 pages
Cloth (978-1-84920-561-0) • £72.00
Paper (978-1-84920-562-7) • £22.99

WRITING SUCCESSFUL REPORTS AND DISSERTATIONS

Lucinda Becker Reading University

Are your students unsure what their report should look like? Are they worrying about starting on an extended piece of writing?

In this handy little book, they will find expert guidance to enable them to produce a successful report or dissertation. With a focus on developing an effective writing style and argument, this book shows students, step by step, how to plan and deliver a perfect piece of writing. Inside is advice on:

• what makes dissertations and reports distinctive
• organizing their time and materials
• finding the right planning method to use
• how to structure their writing successfully
• writing good sentences, paragraphs, sections and chapters.

Using the ‘six Ps’ - pondering, preparing, planning, pausing, producing and polishing - they'll learn how to produce a persuasive piece of writing, whatever they’re studying.

CONTENTS


SAGE STUDY SKILLS SERIES

October 2014 • 224 pages
Cloth (978-1-4462-9826-8) • £60.00
Paper (978-1-4462-9827-5) • £14.99
YOUR UNDERGRADUATE DISSERTATION
The Essential Guide for Success
Second Edition
Nicholas Walliman Oxford Brookes University

A useful and easy to access book, ideal for undergrads attempting their first major piece of research
- Professor Chris Frost, Journalism, Liverpool John Moores University

Give your students the confidence to write a successful dissertation, even if they haven’t ever written a formal report before. The Second Edition of this bestselling guide provides step-by-step advice on managing and developing an undergraduate project, including pointers on where to find subject specific advice. The author takes students through each stage of their dissertation, answering questions such as:

• how do I choose an appropriate topic for my dissertation?
• how do I write a research proposal?
• what is a literature review, how do I conduct it and how do I write it up?
• how can I ensure I am an ethical researcher?
• what methods of data collection are appropriate for my research question?
• once I have collected my data, what do I do?
• what is the best structure for my dissertation?
• interdisciplinary case studies and ‘real-life’ examples to illustrate key themes.

Full of examples from real student projects and illustrated with cartoons to make them smile along the way, this book tells students all they need to know to write a brilliant dissertation.

CONTENTS

SAGE STUDY SKILLS SERIES

HOW TO DESIGN, WRITE, AND PRESENT A SUCCESSFUL DISSERTATION PROPOSAL
Elizabeth A Wentz Arizona State University

Providing students with the specific set of skills needed to write a successful dissertation proposal, this book gives guidance for the whole process and includes skill-building activities within each chapter to help the student create each section of the proposal.

August 2013 • 304 pages
Cloth (978-1-4462-5318-2) • £60.00
Paper (978-1-4462-5319-9) • £16.99

December 2013 • 232 pages
Paper (978-1-4522-5788-4) • £22.99
THE ACTION RESEARCH DISSERTATION
A Guide for Students and Faculty
Second Edition
Kathryn Herr Montclair State University and
Gary L Anderson New York University

This Second Edition continues to provide readers with a roadmap that honours the complexity of action research. It shows that action research is appropriate not only for a dissertation, but also is a deeply rewarding experience for both the researcher and participants. The book helps students understand the ways action research dissertations are different from more traditional dissertations, and it prepares students and their committees for the unique dilemmas they may face, such as validity, positionality, design, write-up, ethics, and defence of the dissertation.

CONTENTS

July 2014 • 216 pages
Paper (978-1-4833-3310-6) • £22.99

DOING YOUR MASTERS DISSERTATION
Chris Hart Academic, Researcher and Writer

A practical and comprehensive guide to researching, preparing and writing a dissertation at Masters level.

SAGE STUDY SKILLS SERIES

2004 • 496 pages
Cloth (978-0-76194-216-0) • £80.00
Paper (978-0-76194-217-7) • £26.99

DOING YOUR MASTER’S DISSERTATION
From Start to Finish
Inger Furseth KIFO Centre for Church Research, Norway and Euris Larry Everett

With examples from real theses, useful action plans in each chapter and a range of practical tips that are often missed in other books, this is the ultimate step-by-step guide that will help students excel in their Masters dissertation.

SAGE STUDY SKILLS SERIES

2013 • 176 pages
Cloth (978-1-4462-6398-3) • £65.00
Paper (978-1-4462-6399-0) • £21.99
WRITING YOUR DOCTORAL DISSERTATION OR THESIS FASTER
A Proven Map to Success

E Alana James Walden University and Tracesea H Slater

Given that a thesis or dissertation is arguably the most important journey students will embark upon in their professional career, smart travellers will want this book close at hand.

This guide helps students determine their research topic, choose appropriate methods, turn a hypothesis into a study, complete a literature review, write and defend a proposal, collect and analyze data, write up the study, and ultimately defend their dissertation. Building on years of experience with their own doctoral students, the authors have developed an extremely comprehensive, yet easy-to-use tool, which includes unique features like encouraging student reflection, student stories, hints and tips, end-of-chapter checklists, and ideas for incorporating social media.

CONTENTS

January 2014 • 296 pages
Paper (978-1-4522-7415-7) • £25.99

WRITING THE WINNING THESIS OR DISSERTATION
A Step-by-Step Guide

Third Edition

Randy L Joyner Appalachian State University, North Carolina, William A Rouse and Allan A Glatthorn

This experience-based, practical book demystifies the process of writing a thesis or dissertation, helping students prepare their scholarly work and taking them through the process one step at a time.

2013 • 328 pages
Paper (978-1-4522-5878-2) • £24.99

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Third Edition

Paul Oliver

Based on his extensive experience as a successful thesis supervisor, Paul Oliver shows students how to turn their notes and data into a finished thesis or dissertation.

Fully up to date with current HEFCE/other EU requirements, the book sets out a template for students to follow, including planning and preparation, theoretical perspectives, publishing preliminary findings, and preparing for the viva.

This edition contains:
• examples of common mistakes and how you can avoid them
• research-focused content
• information on online work
• discussions of artefacts such as creative work
• a section on the relationship with your supervisor.

CONTENTS
Part I: The Process of Academic Writing / The Research Thesis / The Intellectual Content Of The Thesis / Organizing Your Work / The Role Of The Supervisor / Your Role As A Student / Grammar, Punctuation And Conventions Of Academic Writing / Layout Of The Thesis / Part II: Writing Your Thesis / The Preliminary Pages And The Introduction / The Literature Review / Methodology / The Data Analysis Chapters / The Conclusion / Completing The Thesis / Publishing Findings During Preparation Of The Thesis / The Oral Examination

SAGE STUDY SKILLS SERIES

HOW TO WRITE A MASTER’S THESIS

Second Edition

Yvonne N Bui University of San Francisco

Packed with tried and tested detailed explanations, examples and supplemental materials, this guide takes readers step-by-step through the thinking up and writing of their thesis and helps to demystify what can sometimes be an overwhelming and confusing process.

2013 • 336 pages

Paper (978-1-4522-0351-5) • £23.99
HOW TO READ JOURNAL ARTICLES IN THE SOCIAL SCIENCES
A Very Practical Guide for Students
Phillip Chong Ho Shon University of Ontario Institute of Technology
Reading is the first, key step of the writing process, often overlooked in study skills books. This is a practical, easy to follow guide that explains a tried and tested strategy for reading social science journal articles.

SAGE STUDY SKILLS SERIES
2012 • 120 pages
Cloth (978-1-4462-0931-8) • £61.00
Paper (978-1-4462-0932-5) • £17.99

WRITING YOUR JOURNAL ARTICLE IN TWELVE WEEKS
A Guide to Academic Publishing Success
Wendy Laura Belcher Princeton University
Wendy Laura Belcher’s Writing Your Journal Article in Twelve Weeks is a revolutionary approach to enabling academic authors to overcome their anxieties and produce the publications that are essential to succeeding in their fields. Each week, readers learn a particular feature of strong articles and work on revising theirs accordingly. At the end of twelve weeks, they send their article to a journal. This invaluable resource is the only guide that focuses specifically on publishing humanities and social science journal articles.

2009 • 376 pages
Paper (978-1-4129-5701-4) • £47.99

DOING YOUR LITERATURE REVIEW
Traditional and Systematic Techniques
Jill Jesson, Lydia Matheson and Fiona M Lacey all at Aston University
Guiding students through the process of writing both traditional and systematic literature reviews, this book tackles an area that is an integral part of doing research, yet is often overlooked by other methods texts.

2011 • 192 pages
Cloth (978-1-84860-153-6) • £69.00
Paper (978-1-84860-154-3) • £21.99
SEVEN STEPS TO A COMPREHENSIVE LITERATURE REVIEW

A Multimodal and Cultural Approach

Anthony Onwuegbuzie  
Sam Houston State University and Rebecca K Frels

This dynamic seven-step guide to doing literature reviews focuses on published and unpublished works and then extends the search to include multimodal texts and settings such as media, observations, documents, experts in the field and secondary data through the idea that culture plays a central role in knowledge interpretation.

The seven steps help demystify the literature review process and encourage readers to synthesize information thematically, rather than merely summarize the existing literature and findings. The book outlines the CORE of the literature review process – Critical thinking, Organization, Reflections and Evaluation – and provides a guide for reflexivity at the end of each of the seven steps. The literature review exemplar in the appendix serves as a helpful model for readers.

CONTENTS


April 2015 • 272 pages
Cloth (978-1-4462-4891-1) • £60.00
Paper (978-1-4462-4892-8) • £19.99

THE LITERATURE REVIEW

A Step-by-Step Guide for Students

Second Edition

Diana Ridley  
University of Sheffield

The Literature Review is a clearly written and easily accessible self-guided introduction packed with detailed examples. It’s especially useful for budding researchers unfamiliar with crafting literature reviews that support strong theory development and empirical testing

- Michael R Hyman, Distinguished Achievement Professor, New Mexico State University

The complete guide to doing a literature search and review also contains a wealth of features to calm students overwhelmed at the prospect of doing their dissertation or thesis.

SAGE STUDY SKILLS SERIES

2012 • 232 pages
Cloth (978-1-4462-0142-8) • £60.00
Paper (978-1-4462-0143-5) • £19.99

Available as an inspection copy
SYSTEMATIC APPROACHES TO A SUCCESSFUL LITERATURE REVIEW

Andrew Booth  
*University of Sheffield, Diana Papaioannou and Anthea Sutton*

A technologically up-to-date and accessible introductory guide to doing literature reviews in a systematic way.

2011 • 288 pages  
Cloth (978-0-85702-134-2) • £69.00  
Paper (978-0-85702-135-9) • £23.99

AN INTRODUCTION TO SYSTEMATIC REVIEWS

Edited by David Gough, Sandy Oliver and James Thomas all at University of London

As providing an evidence base for decision making is increasingly important, more researchers are carrying out systematic reviews of research in their disciplines. This book is an easy-to-understand guide to the process.

2012 • 304 pages  
Cloth (978-1-84920-180-3) • £83.00  
Paper (978-1-84920-181-0) • £26.99

DOING A SYSTEMATIC REVIEW

A Student’s Guide

Edited by Angela Boland, Gemma Cherry and Rumona Dickson all at University of Liverpool

My bookshelves are already laden with “How to do it” books on systematic reviews – very few of these are readable, informative and useful. But what do I do when I need to inform tomorrow’s supervision meeting? Quite simply – I reach for this book!

- Andrew Booth, Reader in Evidence Based Information Practice, School of Health and Related Research (ScHARR), University of Sheffield

November 2013 • 240 pages  
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