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Inquiries, Investigations, and Immersion
Quarter 1 – Module 3:
Reading on Related Studies

This Instructional material is collaboratively developed and reviewed by educators from public and private schools, colleges, and/or universities. We encourage teachers and other education stakeholders to email their feedback, comments and recommendations to the Department of Education at action@deped.gov.ph

We value your feedback and recommendations.

Department of Education ● Republic of the Philippines
**What I Need to Know**

Review of Related Literature has always been an important and critical part of a research paper. In this section, the different researches, articles, journals and all other publications related to the chosen research topic will be identified, located, summarized and analyzed.

At the end of this module you are expected to learn the following:

a. define and distinguish the definition, characteristics and mechanism of the review of related literature;

b. formulate review of related literature for their respective research studies;

and

c. Appreciate the importance of the review of related literatures in completing research studies.

**How to learn from this module?**

To achieve the objectives of this module, do the following:

- Take your time reading the lessons
- Follow the directions and/or instructions in the activity exercises diligently
- Answer all the given tests and exercises

**What I Know**

Write the letter of the correct answer on a separate sheet of paper.

1. It is a chapter of your research paper wherein it is focused on giving an overview of all the writings relative to your specific topics.
   A. Introduction    C. Methodology
   B. Review of Related Literatures  D. Results and Discussion

2. It is a source of your literatures that is categorized by printed publications or writings wherein a researcher reports the results of their own studies.
   A. Primary Source    C. Tertiary Source
   B. Secondary Source     D. General references

3. It is defined as a means of informing your readers that a certain information came from a specific source and you just borrowed it to widen the explanation of a certain situation or data of your research.
   A. Literatures    B. Review    C. Citations    D. Sources
4. It is a manner of citation that is commonly refers to all of the citations that an found in all of the chapters in the research paper.
   A. In-text citation  C. Bibliography
   B. Out-text citation  D. Referencing List

5. This guidelines in citation secures that all data and information, facts, ideas or principles from your sources are discussed or explained separately.
   A. By Topic  B. By author  C. Chronological  D. Bibliography

6. This is a citation style that uses author-date format only.
   A. APA  B. MLA  C. CMS  D. HARVARD

7. This is a citation style that uses notes and bibliography and author-date format.
   A. APA  B. MLA  C. CMS  D. HARVARD

8. This is defined of extraction of information and discussion from one or more relevant literatures.
   A. Synthesis  B. Summary  C. Conclusion  D. Explanation

9. It is the guideline that is used in making synthesis.
   A. Synthesis guide  C. Synthesis matrix
   B. Synthesis Chart  D. Synthesis graph

10. This is defined as the norms for conduct that distinguish between acceptable and unacceptable behaviors.
    A. Attitude  B. Ethics  C. Humor  D. Behavior

Key to answer on page ___

WH´S IN?

What is Research?

Research is a process of systematic inquiry that entails collection of data; documentation of critical information; and analysis and interpretation of that data/information, in accordance with suitable methodologies set by specific professional fields and academic disciplines.
LESSON 1. SELECTION OF RELATED LITERATURES

Review of Related Literatures, as stated in the Overview, is one of the major components of a research paper. It gives an overview of all the writings relative to a specific topic (Prieto, Naval & Carey, 2017). Therefore, selecting the right sources for the literature review is very important in producing a quality research paper.

After you have chosen your research topic and crafted your 1st Chapter (Introduction), the next step for the completion of your research paper is the writing of the Review of Related Literature. When writing your RRL, you must first consider the sources that you are going to use as bases for the contents of this chapter. RRL sources are commonly classified into two major types; namely:

a. Primary source - publications or writings wherein a researcher reports the results of their own studies. Example: Monthly, quarterly or annual journals.
b. Secondary source - publications or writings wherein a certain author describes the work of another author. Example: Textbooks, encyclopedias, yearbooks

As much possible, use the primary sources to avoid tampering and miscommunications on the data.

In identifying a possible source of your RRL, you can refer to the following characteristics below:
1. The sources that you should use must be new or recent as possible.
2. It must be unbiased and objective as possible.
3. It must be relevant to your topic.
4. It must be in adequate number, not too few nor too many.

Activity 1.1.

Directions: Visit your school library and look for writings or materials that are possible sources of your literatures for your chosen research topic. List as many sources as possible. Make an outline of your activity using the table below:

<table>
<thead>
<tr>
<th>Source</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example:</td>
<td></td>
</tr>
<tr>
<td>1. Textbook on Food Handling</td>
<td>Author: Jane C. dela Cruz</td>
</tr>
<tr>
<td></td>
<td>Date Published: 2010</td>
</tr>
<tr>
<td></td>
<td>Publisher: MCA Publishing House</td>
</tr>
<tr>
<td></td>
<td>Place of Publishing: Manila City, PHL</td>
</tr>
</tbody>
</table>
LESSON 2. CITATION OF RELATED LITERATURES

After identifying your research title, crafting your Introduction and finding your possible sources for your literatures, the next thing that must be truly considered by a researcher is the means of citing his/her used literatures. Proper citation of a source is important for you to avoid complications and problems on the authenticity of your data once your paper is already published.

Citation, in research, is defined as a means of informing your readers that a certain information came from a specific source and you just borrowed it to widen the explanation of a certain situation or data of your research. When citing literatures, you as the researcher, must see to it that information borrowed from other authors are properly cited. The means of proper citation is shown below.

Citing of sources comes in two (2) manners, namely: a) in-text citation and b) referencing list.

a. In-text citation refers to all of the citations that can be found in all of the chapters in your research paper. The commonly used information in this manner of citation are the following:
   i. Author's name
   ii. Date of the publication of the source
   iii. The page number where you found the information.

b. Referencing list refers to the bibliography and/or references of your research paper. This holds the summary of the information of all of your sources. Information needed in making the referencing list involves the following:
   i. Author's name
   ii. Date of the publication of the source.
   iii. The page number where you found the information.
   iv. Publisher
   v. Place of Publishing
   vi. Volume
   vii. Edition
   viii. Other relevant information

In the in text- citation of author(s) of the related literatures, three (3) guidelines should be considered, namely: a) by author or writer, b) by topic and c) chronological means of citation.
a. By author or writer
- In this method of citation, all your data and information, facts, ideas or principles from your sources are discussed or explained separately.
- Example:
  Cruz (2002) states that research is …
  Dela Torre (2005) described conduct of research as …
- In this example, it is evident that by using by author or writer method, the information coming from a specific author will be discussed separately from the others.

b. By topic
- This method of citation is used when a number of authors or sources gives the same information about a certain topic. The citation of the information will be granted to all of the authors.
- Example:
  Accordingly, research is … (Rio, 2000; Luna & Magsaysay, 2005).
- In this example, the authors (Rio, Luna and Magsaysay) shared the same information about research. When you are going to use this information, make sure to cite ALL of the authors that published this said information.

c. Chronological
- Citing literatures using the chronological method involves sequencing the information based on the year it was published.
- Example:
  Yu (2005) states that …
  Ang (2007) discussed all about …
  Chu (2010) deliberated regarding …
- In this example, the sources are arranged chronologically from the earliest to the latest.

In citing literatures, you as a researcher, must see to it that citations of your sources are done correctly. Citations styles are referred to as the format of the information needed during the citation. There are three (3) most common citation styles that are used to cite sources, namely: a) American Psychological Association (APA), b) Modern Language Association (MLA) and c) Chicago Manual of Style (CMS). These three citation styles will be thoroughly discussed on the proceeding discussions.

1. American Psychological Association (APA)
   This citation is commonly used when a researcher works in social science-related researches. APA follows an author-date format, wherein, the needed information for its in-text citation is the author's surname and the year of publishing. APA follows different formats for varying author and its number. Citing in APA format is shown in the next page.
I. APA Citation for works with one (1) author

In working with APA citation style for one author sources, you will need the author’s surname and the year of its publication.

Example:

By author:  Lee (2005) states that the earth is …
By topic:  The composition of earth is … (Lee, 2005).

II. APA Citation for works with two (2) authors

Citing sources with two authors using APA style still needs the authors’ surnames and the year of publication. The format varies whether you want to use a by author or by topic manner of citation.

Examples:

By author:  Kim and Lee (2009) states that …
By topic:  Accordingly, … (Kim & Lee, 2009)

In the by topic manner, the word “and” will be replaced by a symbol “&” which is known as the ampersand. The authors’ surname and the year of publishing is separated by comma (,).

III. APA Citation for works with three (3) to five (5) authors

The information needed in this number of authors are still the authors’ surname and the year of publication. The format varies on the manner of citation used and the frequency of its usage.

Examples:

By author:  Kim, Lee, Young and Yu (2015) discussed …
By topic:  Today’s generation … (Kim, Lee, Young & Yu, 2015).

In the by topic manner, the replacement of the word “and” to “&” is still applicable. Still, authors’ surname and the year of publication will be separated using a comma.

If you wish to use the same source for a multiple time, different format will be followed.

Examples:

By author:  Kim et al. (2015) discussed that …
By topic:  Today’s generation … (Kim et al., 2015).

In this format, the citation will be shortened by sustaining the first author and replacing the others by the word “et al.” which means “and others”. In “et al.”, the period will be placed only after the “al.”.

IV. APA Citation for works with six (6) to ten (10) authors

Citing literature with this number of authors follows the following format:

Examples:

By author:  Lee et al. (2015) discussed that …
By topic:  Today’s generation … (Lee et al., 2015).

This format will be used in all of the citations made.
V. APA Citation for works with associations, corporations, government agencies, etc. as the author

In this case, the associations, corporations, government agencies will serve as the author. The year of publication is still needed.

Examples:

By author: According to the Department of Education (2012) …

By topic: The education is … (Department of Education, 2012).

However, if the associations, corporations, government agencies have a well-known abbreviation, the abbreviations can be added in the first citation and will be used the proceeding citations to follow. Abbreviations shall be enclosed in a bracket [ ].

Examples:

First Citation: Department of Education [DepEd] (2012) …

Second Citation: DepEd (2012) discussed …

I. APA Citation for works with indirect sources

Indirect sources refer to sources that were mentioned in another source. In this case, the primary author is needed, the year it was published and its page number.

Example:

Brown discussed that … (as cited by Smith, 2002, p. 92).

The primary authors’ last name, year and page is separated by comma.

II. APA Citation for electronic sources

Electronic sources refer to materials that are in an electronic form, i.e. pdf files. For this type of source, the citation follows the author-date format, varying from its number of authors.

Examples:

By author: Perry (2006) states that the …

By topic: The … (Perry, 2006).

III. APA Citation for websites with author and year published

In citing literatures from this source, the author-date format is still used.

Examples:

By author: John (2010) states that the …

By topic: The … (John, 2010).
IV. APA Citation for websites without author but with the year published

In citing this source, the title will replace the author and will follow the author-date format. The title will be enclosed in quotation marks (").

Examples:
- By topic: It is said that … (“The Solar System”, 2012)

V. APA Citation for websites with author but without year published

To cite these sources, date will be abbreviated by “n.d.”, which means “no date”.

Examples:
- By author: Green (n.d.) stated that …
- By topic: Accordingly, … (Green, n.d.)

I. APA Citation for websites without author and year published

To cite these sources, use the title of the enclosed with quotation marks (") in lieu to the author, and write “n.d.” to specify no date.

Examples:
- By author: “The Hydrosphere” (n.d.) …
- By topic: Accordingly, … (“The Hydrosphere, n.d.)

2. Modern Language Association (MLA)

MLA is one commonly used citation styles in research papers which concerns in liberal arts and humanities. Unlike APA, MLA follows an author-page format, wherein authors’ surname and the page number where it could be found is needed. Format for the MLA style is shown below.

I. Citing Print Sources

In the MLA format, the page number is always enclosed in a parenthesis and can be found at the ending of each statement. The authors’ surname and the page number are NOT separated by a comma.

Examples:
- Grey stated that … (50).
- Accordingly, … (Grey 50).

3. Chicago Manual of Style (CMS)

CMA is a citation style that present two basic documentation systems: a) notes and bibliography and b) author-date. The use of the two documentation systems differ from the subject matter and the sources cited.

3.1. Notes and Bibliography System

This documentation system is preferred in researches concerning the field of humanities such as literature, arts and history. In this system, bibliographic information such as notes and bibliography are needed. Footnotes or end notes are placed in the bottom part of the paper and holds a complete information relative to the source.
I. CMS- Notes and Bibliography system citation for works with one author

Example:

In-text Citation:
Levi discussed that today’s tap water is not suitable for drinking anymore. ¹

End note:

In the example above, the information to be included in the in-text citation are the author and the number in the endnote that is categorized by the superscript. The end note follows the format: Author’s first name, author’s last name, *Title*, (Place of Publication, Publisher, year published) reference page.

I. CMS- Notes and Bibliography system citation for works with two authors

The format for this system is the same as those with one author.

Example:

In-text Citation:
Levi and Charles discussed that today’s tap water is not suitable for drinking anymore. ¹

End note:

II. CMS- Notes and Bibliography system citation for works with four or more authors

This system follows the same format as of the preceding two. Only one name of the author will be presented, followed by et al. to represent the remaining authors.

Example:

In-text Citation:
Levi et al. discussed that today’s tap water is not suitable for drinking anymore. ¹

End note:

3.2. Author-Date System

The CMS author-date system is commonly used when a researcher will pursue studies in line with physical, natural and social sciences. Unlike the notes and bibliography system, this system uses the author’s surname and date of publication. The complete information of the source will be given in the bibliography section.
I. CMS- Author-Date system citation for works with one author
Example:
In-text: It is stated that ... (Cruz 2003, 378).
This is the format for this system: (Author’s last name year, page).

II. CMS- Author-Date system citation for works with two authors
Example:
In-text: It is stated that ... (Cruz and Torres 2003, 378).
Format is the same as with the works with one author.

III. CMS- Author-Date system citation for works with four authors
Example:
In-text: It is stated that ... (Cruz et al. 2003, 378).
In this case, reflect only the first author and replace the remaining with et al.

Referencing list is the other means of citing literatures. Commonly, this list is noted in the references/bibliography section of the paper. Each citation style follows different format in making referencing list. The format of the citation styles as discussed by Torneo and Clamor-Torneo (2017) are as follows.

1. APA Citation Style
    When using the APA Citation style, referencing list is found at the end of the paper. It commonly contains all information of the literatures that are cited in the paper. When following the APA format, all references are listed alphabetically according to their surnames. Some reminders when using the APA format is given below:
    a. You should use a hanging indentation. All lines, except the first one, must be indented by 0.5 from the left.
    b. When writing the author’s name, surname must come first before the given name. Given name must be represented by initials. When there are two or more authors, ellipses must be used to separate them.
    c. The first word of the title must be capitalized. Other necessary publication information, major words and proper noun should follow the same format.
    Here are the guidelines of making a referencing list using the APA format from different sources.
    1.1. Books
    Format: Author’s last name, Author’s given name and middle name initials, (Year of publication). Title of work: Subtitle. Location: Publisher.
    Example: James, B.N. (2009). The history of the universe: Knowing the truth out of our existence. Los Angeles, California: LMS Publishing.
1.2. Journal Articles

1.3. Online news articles

1.4. Online lecture notes and presentation slides

2. MLA Citation Style
The MLA citation style commonly needs a Works Cited page on a different page at the end of the research. All cited literatures in the body of the research must be cited in the Works Cited. The list of the authors must be arranged alphabetically by its surnames. Here are some considerations that you must look into when using the MLA Citation Style.

a. Hanging indentation format must also be followed. Subsequent lines of each entry must be indented by 0.5 from the left.
b. In using the MLA format, the author’s last name will be followed by the author’s complete given name. If middle name is given, it should also be written after the given name. if the author has name suffixes, it should be written at the last part.
c. All words in the title must be capitalized. Prepositions or conjunctions are excluded by this rule, except if it is the first word of the title.

To understand more of the MLA Citation, here are format to be used:
2.1. Books
Format: Last name, First name. Title of Book. City of Publication: Publisher, Year of Publication. Medium of Publication.

2.2. Online Journal Articles
Format: Last name, First name. “Title of Article”. Title of Publication, volume and issue number, (year of publication). Date of access.
Note: 
I. If the journal is exclusively available online, write “n.pag.” to denote that there is not pagination of the publication.
II. If there is a print copy, provide the copy of page number and the medium of publication used.
Examples:

2.3. Online News Articles
Format: Last name, First name. “Title of the article”. Title of News Article. Date of Publication. Medium of publication. Date of access.

2.4. Online Lecture Notes and Presentation Slides
Format: Last name, First name. “Title of Presentation”. Date file was created. Medium

3. CMS Citation Style
In using the CMS Citation Style in making references, the sources will be arranged alphabetically, through the author’s last name. Referencing list in CMS is termed as “Bibliography”. Bibliography must include all the cited literatures in the research body. Here are some guidelines of making bibliography.
3.1. Books
Format: Last name, First name. Title of Book. City of Publication: Publisher, Year of Publication.

3.2. Online Journal Articles
Format: Last name, First name. “Title of the article”. Title of Publication, volume and issue number, (year of publication). Pages. Date when accessed. doi or url.

3.3. Online News Articles
Format: Last name, First name. “Title of the article”. Title of News Article, Date of publication. url. Date of access (if necessary)

3.4. Online Lecture Notes and Presentation Slides
Format: Last name. First name. “Title of Presentation”. Date of access or if available, date last modified. url.
Activity 2.1.
Directions: Determine whether the following is using APA, MLA or CMS Citation Styles. Write your answers on the space provided.

<table>
<thead>
<tr>
<th>Item</th>
<th>Citation Style Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The earth is ....... (Robinson, 2011)</td>
<td></td>
</tr>
<tr>
<td>2. Song et al. (2012) stated that ...</td>
<td></td>
</tr>
<tr>
<td>3. Lim described human beings as ..... (45).</td>
<td></td>
</tr>
<tr>
<td>5. Norman explained the meaning of .....</td>
<td></td>
</tr>
<tr>
<td>6. It is stated that … (White 2005, 357)</td>
<td></td>
</tr>
<tr>
<td>7. Chang (n.d.) stipulated that …</td>
<td></td>
</tr>
<tr>
<td>8. According to DepEd (2005), …</td>
<td></td>
</tr>
<tr>
<td>9. Gonzales explained that … (as cited by Brown, 2018, p. 92)</td>
<td></td>
</tr>
<tr>
<td>10. It was stated that … (dela Cruz, Medina, Gray and Yu, 2018).</td>
<td></td>
</tr>
</tbody>
</table>

Activity 2.2.
Directions: From your produced output in Activity 1.1, extract the information or details which are very relative to your research topic. Cite the literatures using the three commonly used citation styles. Present your activity using this table:

<table>
<thead>
<tr>
<th>Source Details</th>
<th>Relevant information from the source</th>
<th>In-text Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>APA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>
LESSON 3. SYNTHESIZING INFORMATION FROM RELEVANT LITERATURE

Now that you have already gathered your sources for your review of related literature, the next step to accomplish your Chapter II is to extract the important and relevant information that you can use to compose this chapter.

This lesson focuses on discussing the ways of how you are going to write your synthesis based on the related literatures that you have gathered for the activities in the 1st and 2nd lesson of this module. This lesson will teach you how to segregate relevant and non-relevant information, extract main ideas from your sources and know how to prepare a synthesis matrix.

Lesson 3.1. Definition and Types of Synthesis

Synthesis is defined as an extraction of information and discussion from one or more relevant literatures. When doing a synthesis, you need to extract the important information coming from all your sources. You have to find the similarities and differences from one source to the other and you must instill the importance of these information to your research study.

When doing your synthesis, you can present your information in two (2) means: a.) Explanatory or b) Argument synthesis. Explanatory synthesis deals with presenting the information through explanations and descriptions, and presents it in an objective manner. Argument synthesis, on the other hand, enables a researcher to present his/her in point of view from a certain topic in a logical manner. Information that is written using an argument synthesis commonly debatable.

Example:

Explanatory Synthesis:

According to the Divine Creation Theory, the world was made by the Almighty. All creatures made into life through his power. He crafted the universe in just 6 days. He made the human beings from sand and blessed it with life through his own breath.

Argument Synthesis:

The world is made through evolution and scientific reactions, wherein all living creatures undergone series of mutations and reactions to become what it is right now. This statement is supported by the Theory of Evolution by Natural Selection which is published by Charles Darwin.
Lesson 3.2. Categories of Sources

The sources for the data and information for the crafting of your Review of Related Literature is categorized into four (4).

1. Documents- these sources include those materials that are written or printed such as books, reports etc. This source can come in a published or non-published state.
2. Numerical records- This source is considered as a subcategory of documents. This source includes numerical data in printed form such as census reports, school budgets, etc.
3. Oral statements- Stories, myths, legends, songs and other form of oral data composes this type of source.
4. Relics- this source commonly composes information about the history.

Lesson 3.3. Writing a Synthesis

After defining what is synthesis, knowing its types and categories of its sources, you are now leading to making your own synthesis for your Review of Related Literature Chapter. To write your synthesis, Prieto et al. (2017) suggested ways that you must follow.

1. You must consider your purpose in writing.
2. You must select and read carefully your sources, according to your purpose.
3. Formulate a thesis. It is the main ideas that you want to present in your synthesis.
4. Decide how will you use your source materials and take down notes.
5. Develop an organizational plan according to your thesis.
6. Write the first draft of your synthesis, following your organizational plan.
7. Revise your synthesis.

When you are going to write your synthesis, you can use these following techniques as your guide.

1. Summary- the simplest way of organizing a synthesis. When using this technique, you are going to write the most relevant information and sources you gathered.
2. Example or illustration- it is a technique wherein you are going to synthesize information by giving examples and illustrations of your specific information.
3. Two (or more) Reasons- this technique basically includes presenting the thesis and supporting it with reasons why it is factual.
4. Comparison and Contrast- In using this technique, you are going to show the similarities and differences of two or more data.
Once all data and sources are already gathered, you are now ready to synthesize your information. To make this, a synthesis matrix is suggested. This matrix will guide you on how are you going to synthesize your data and information and will help you easily craft your Review of Related Literature. Below is an example of a synthesis matrix.

<table>
<thead>
<tr>
<th>Main Idea A</th>
<th>Source #1</th>
<th>Source #2</th>
<th>Source #3</th>
<th>Source #4</th>
<th>Source n</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Idea B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Idea n</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In using this synthesis matrix, you must understand the important terminologies. The Topic above refers to your respective research topic, and must be filled up before starting your synthesis. The Main Idea A, B, n refers to the possible sections of your RRL. You are going to write the things that can possibly affect your research. Example, if your topic would be focusing on the effectiveness of different teaching strategies towards the learning progress of students in VNHS, you can use teaching strategies as one of the main ideas. These main ideas can help you to find what are the needed and relevant information for your RRL. You can have as many main ideas as you can, provided that this is related to your research topic. The Sources nos. 1, 2, 3, 4, n, on the other hand, refers to the sources of your information. In this area, you need to take note of all the details of your sources to be used for your citation. It would be better to have many sources because it will give you a variety of information and can help you elaborate more of your main idea.

Now that you know the definition, types, categories of sources and techniques in writing a synthesis, you are now ready to make your own!
Activity 3.1.
Directions: Using the outputs from your preceding activities, make the synthesis of your research study using the matrix.
Topic: __________________________________________

<table>
<thead>
<tr>
<th>Main Idea A</th>
<th>Source #1</th>
<th>Source #2</th>
<th>Source #3</th>
<th>Source #4</th>
<th>Source n</th>
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WHAT’S NEW?

LESSON 4.
WRITING COHERENT REVIEW OF RELATED LITERATURES

The previous lessons of this module guided you on the preparation for crafting your RRL. These preceding lessons imparted knowledge on what is Review of Related Literature, how to select relevant literatures, how to make citations and how to synthesize information coming from a relevant source. At this moment, we are going to move forward to another lesson which focuses on writing coherent review of related literatures. In pursuing this lesson, you need to apply your learnings from the 1st activity of this module as we are now going to craft your Review of Related Literature.
Lesson 4.1. Review of Related Literature Structure

The review of related literature is commonly composed of three major sections: a) Introduction, b) Body and c) Conclusion.

The introduction of your RRL is commonly composed of a single paragraph wherein information about the general topic of your research is presented. It also provides the overall statement of knowledge about your research topic. This section gives an overview of the contents of your RRL highlighting the points (main idea) that can be seen in this chapter.

The second section of your RRL is the body. This section focuses on presenting all the relevant information that you have gathered. Presenting your relevant information must follow a logical manner, addressing the order of your objectives of the study. The contents of this section come from your synthesis matrix.

The last section of your RRL is the conclusion. As its name implies, the conclusion is a single paragraph that functions in providing a summary of the overall state of knowledge about your topic. This section must show how significant is your research study.

Always remember that when writing your Review of Related Literature, you must use the correct in-text citation.

Lesson 4.2. Guidelines in writing literature review

Prieto et al. (2017) crafted the following rules that you can use in order to produce a quality RRL.

Rule 1. Define the topic and the audience. When defining a topic, consider factors such as interest, importance and recency.
Rule 2. Search and re-search reference list.
Rule 3. Prepare a conceptual diagram of the need for the different types of literature review.
Rule 4. Take notes while reading.
Rule 5. Choose the type of review you wish to write.
Rule 6. Keep the review focused and make it of broad interest.
Rule 7. Be critical and consistent.
Rule 8. Find a logical structure.

In presenting your review of related literature, the following states are recommended to showcase coherency.

1. There appears to be strong evidence that …
2. The literature has shown …
3. The foregoing literatures have shown …
4. The data supporting the hypothesis are …
Another pointer in crafting a coherent review of related literature is to use an index card. Index card is one of the most handy and effective research tools that will help you in organizing your information for this chapter. Here's how to use your index cards.

1. Make a separate card for each source.
2. Give each source a racking number.
3. For a book, include the author, title, date and place of publication and publisher.
4. For a periodical, also include the page numbers of the article.
5. For a website, include the title, the sponsors and authors or editors, if known; the site and date when it was created or updated and the date when you access the site.

In using an index card, you must see to it that you have the following information:
1. Where you found the information
2. Topic
3. Paraphrased information found
4. Page you found the fact on

Below is an example of an index card:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Where you found the information?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Divine Creation Theory</td>
<td>Source #1</td>
</tr>
</tbody>
</table>

Divine Creation is one of the commonly used theory in explaining the origin of the world. According to this theory, the Universe as a whole was crafted by the Almighty.

Page 25

Paraphrased information found
Activity 4.1.
Directions: Make individual index cards following the format given above. Use a ½ size index card.

What’s New

LESSON 5.
USE OF ETHICAL STANDARDS IN CITING RELATED LITERATURES

Ethical standards have been a significant subject in the research field. Ethical standards help researchers in maintaining their integrity. In research, it is defined as a means of making rights decisions relating to the conduct of the study. Some researchers consciously or unconsciously break some ethical standards leading to some complications.

This lesson focuses on educating you, as a researcher of the different ethical standards that each researcher must consider before doing a research study.
Lesson 5.1. The Relationship of Ethics and Research

Ethics in research can be defined as the norms for conduct that distinguish between acceptable and unacceptable behaviors. It can also be defined as a process of applying moral standards and principles in any undertaking. In general, the ethics in research is used so that a researcher will be able to define right from wrong doings.

Ethics serves a very vital role in conducting a research study. It can keep the researcher from committing misconduct while seeking knowledge and truth, and respecting and protecting the rights of the respondents-humans and animals. Ethics also promotes essential values that helps researcher to have a common understanding and work on a topic harmoniously. Also, ethics binds different experts together in the spirit of important values such as accountability, cooperation, coordination, mutual respect and fairness, among others.

Ethics in research follows eight (8) principles. These principles must be taken seriously by each researcher to secure an ethical study.

1. Honesty- a researcher must secure honesty in producing his/her study. Transparency is the key in upholding honesty in research. Researchers must see to it that all borrowed intellectual property must be cited accurately.
2. Objectivity- Researchers must see to it that she/he is free from any form of bias in all aspects of his/her research paper.
3. Integrity- The researcher must secure that the study holds sincerity and consistency. The researchers must see to it that all of the parts promised and presented during the presentation of the proposal must be kept
4. Carefulness- The researcher must see to it that the conduct of the study must be free from any carelessness and errors of negligence. All-important data must be kept for future uses.
5. Openness- Researches must see to it that they are open-minded persons wherein they can accept suggestions from others and they can handle constructive criticism.
6. Respect for intellectual property- A good researcher must see to it that she/he practices respect for intellectual property. This principle can be executed upon proper citation off borrowed statements and giving due credit to the owner.
7. Trustworthiness- A researcher must secure that he/she is maintaining his/her trustworthiness. The researchers must see to it that any data or information in the research, especially those data from surveys and other data gathering procedures, must be used according to its proper and allotted usage only. The researchers must also keep the confidentiality of every data gathered and must protect its privacy.
8. Social and legal responsibility- A researcher must abide with the legalities, rules and regulations set by his/her partner institution or organization.
The need for ethics is very vital in research because of these reasons:

1. Norms promote the aims of research such as knowledge, truth and avoidance of error.

2. Norms promote the values that are essential to collaborative work such as trust, accountability, mutual respect and fairness. They also protect intellectual property interests and encourage confidentiality even in collaboration.

3. Norms ensure that researchers can be held accountable to the public. To a certain extent, they draw parameters within which what ideas to write and how they should be written.

4. Norms promote a variety of other important moral and social values. Ethical lapses in research can significantly harm human and animal subjects, students and the public.

5. Norms help build public support for research. This happens when individuals and organizations believe in the integrity and credibility of the researcher/s, they offer funding for the project.

For you to further understand the function of ethics in research, here are some terminologies that may aid you:

1. Ethical relativism- this refers to the view that values are relative in the sense that a person feels his/her value is better than any other person’s value.

2. Ethical principles- this term refers to values that are translated into rules or standard of conduct.

3. Ethical dilemma- this refers to situations where there is an evident conflict between values and principles and the choice of action needs to be decided.

Upon the absence of Ethics in conducting your research, you might be able to do some unethical deeds commonly known as a scientific misconduct. The following are the possible scientific misconducts that can be done in research:

1. Fabrication and falsification of data- also known as “cooking of data”. This scientific misconduct involves producing data without an actual experimentation or altering data in recording for the intention to fit them to what are expected.

2. Non-publication of data- In contrast with fabrication and falsification, non-publication of data involves choosing not to include data because they do not conform to the well-established body of knowledge or are unsupportive of the research hypothesis. Only the results that do not reject the hypothesis are reported and published.

3. Faulty data gathering procedures- It is referred to as a negligence or carelessness lead to errors in measurement or faulty research instruments. Error may also be caused by inappropriate application of treatment to the subjects and poor data recording.
4. **Plagiarism** - It is a fraudulent act that involves claiming another person’s ideas, work or publication. It is a form of intellectual property stealing and dishonesty that usually happens in scientific publications. There are four types of Plagiarism.

a. **Copy and Paste Plagiarism** - this type of plagiarism involves copying information word-by-word without giving due credit to the source. Copy and paste plagiarism can be avoided upon enclosing the borrowed words with quotation marks (") and properly citing the author.

b. **Mosaic Plagiarism** - this is defined by changing only some words in the copied information. The sentence structure is still maintained.

c. **Misattribution Plagiarism** - this type of plagiarism can be done if an author wrongly cited a specific information, maybe to the wrong authors or to the non-existing authors.

d. **Self-Plagiarism** - this type of plagiarism can be committed if an author republishes his/her own work. Self-plagiarism comes in two forms, duplication and replication. Duplication can be committed once a researcher copies submits his/her without proper citations. Replication, on the other hand, is a multiple case of duplication.
**Activity 5.1.**

Directions: Identify five (5) researchers in your local area, may it be a thesis writer, a research assistant, a teacher teaching research subject, etc. Interview the researchers regarding their experiences in applying ethical standards in research. Ask them about the challenges that they have experienced during the conduct of their own studies. Generalize the answer and make a conclusion. Follow the matrix below:

<table>
<thead>
<tr>
<th>Name of the Researcher with signatures</th>
<th>Occupation relevant to the research</th>
<th>What are the ethical challenges that they have experienced during the conduct of their studies?</th>
<th>How did they cope up with these challenges</th>
<th>Suggestions for future researchers</th>
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LESSON 6.
PRESENTING WRITTEN REVIEW OF RELATED LITERATURE

After learning about that the definition, types, sources, methods of citation and even ethics in the review of relate literature, it is now time for you to present your Chapter II. The composition of your Review of Related Literature must abide with the standards and guidelines set in the previous lessons. As a researcher, you must see to it that your review of related literature must be functional and holds a big significance in explaining the future results of your study.

Lesson 6.1. Literature Review Structure

The structure of your literature review greatly depends on the type of your research and your research area. In your structure, topic areas, controversial issues or questions with varying themes must be considered.

When combining information coming from different authors, linking words such as in addition, again, similarity and also are commonly used. In contrary, when contrasting two or more information, you must use phrases that highlights the contrast of these data. Critical notes must be observed to delivered a good argument synthesis.

As a researcher, you must also take note that your research paper must be presented in a formal and academic manner. Writing must be kept clear and concise. Objectivity must be observed and respect for other’s works should be exercised. The following are characteristics of a good literature review:

a. Focused- your RRL must be composed of information that are related to your research topic.
b. Concise- ideas must be presented economically.
c. Logical- the flow of ideas and information must be based on logic. It should be smooth-flowing.
d. Developed- your RRL must be composed of full and complete information.
e. Integrative- in instances of combining information, link between these ideas must be evident. The contribution of the reviewed materials on the topic must also be shown.
f. Current- researchers must only use the new and trendy information about a research topic.
Lesson 6.2. Critical Evaluation of the Literature

In evaluating your Review of Related Literature, you can use these following questions:

1. Have you organized your material according to issues?
2. Is there a logic to the way you organized your material?
3. Does the amount of detail included on an issue relate to its importance?
4. Have you been sufficiently critical of design and methodological issues?
5. Have you indicated when results were conflicting or inconclusive and discussed possible reasons?
6. Have you indicated the relevance of each reference to your research?

WHAT I HAVE LEARNED

1. Characteristics of sources for the literature review are: a) it should be new and recent, b) it should be unbiased and objective, c) it should be relevant to the topic and d) it must be in adequate number.
2. The two manners of citation: In-text citation and referencing list
3. In-text citation goes in three methods: a) by author, b) by topic and c) chronological
4. The three most commonly used citation styles are the American Psychological Association (APA), Modern Language Association (MLA) and Chicago Manual of Style (CMS) format.
5. In the in-text citation, American Psychological Association (APA) follows an author-date format. Modern Language Association (MLA) follows an author-page format. Chicago Manual of Style (CMS) follows two formats; a) notes and bibliography and b) author-date.
6. Synthesizing the information from relevant literatures follows two categories: Explanatory and Argument Synthesis.
7. Categories of sources for the synthesis are: a) documents, b) numerical records, c) oral statements and d) relics.
8. The crafting of a coherent literature review follows nine (9) rules.
9. Ethics and RRL are interconnected with each other.
10. There are eight (8) ethics principles that can be applied in RRL namely: a) Honesty, b) Objectivity, c) Integrity, d) Carefulness, e) Openness, f) Respect for intellectual property, g) Trustworthiness, h) Social and legal responsibilities.
11. There are four types of scientific misconducts in research: a) fabrication and falsification of data, b) non-publication of data, c) faulty data gathering procedures and d) Plagiarism (Copy and Paste Plagiarism, Mosaic Plagiarism, Misattribution Plagiarism and Self-Plagiarism).
12. Good literature reviews must abide with the mentioned characteristics: a) focused b) concise, c) logical, d) developed, e) integrative and f) current.
ASSESSMENT

Multiple Choice: Encircle the letter of the best answer.

1. It is a chapter of your research paper wherein it is focused on giving an overview of all the writings relative to your specific topics.
   A. Introduction     C. Methodology  
   B. Review of Related Literatures   D. Results and Discussion

2. It is a source of your literatures that is categorized by printed publications or writings wherein a researcher reports the results of their own studies.
   A. Primary Source     C. Tertiary Source  
   B. Secondary Source   D. General references

3. It is defined as a means of informing your readers that a certain information came from a specific source and you just borrowed it to widen the explanation of a certain situation or data of your research.
   A. Literatures     B. Review   C. Citations   D. Sources

4. It is a manner of citation that is commonly refers to all of the citations that are found in all of the chapters in the research paper.
   A. In-text citation     C. Bibliography  
   B. Out-text citation   D. Referencing List

5. This guidelines in citation secures that all data and information, facts, ideas or principles from your sources are discussed or explained separately.
   A. By Topic     B. By author   C. Chronological   D. Bibliography

6. This is a citation style that uses author-date format only.
   A. APA     B. MLA   C. CMS   D. HARVARD

7. This is a citation style that uses notes and bibliography and author-date format.
   A. APA     B. MLA   C. CMS   D. HARVARD

8. This is defined as extraction of information and discussion from one or more relevant literatures.
   A. Synthesis     B. Summary   C. Conclusion   D. Explanation

9. It is the guideline that is used in making synthesis.
   A. Synthesis guide     C. Synthesis matrix  
   B. Synthesis Chart   D. Synthesis graph

10. This is defined as the norms for conduct that distinguish between acceptable and unacceptable behaviors.
    A. Attitude     B. Ethics   C. Humor   D. Behavior
REFERENCES


**Answer Key (Pre- and Post- test)**

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**TOTAL POINTS**

29
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