

Introductory Guidelines for Research Projects

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LECTURER

Ana B. Fernández Guerra [ana.fernandez@uji.es]
Office: HC1346DD [Tel. 964 72 96 22]
Consulting hours: <http://www3.uji.es/~aferna/Tuts.htm>

AIMS

The main goal of this course is to introduce postgraduate students to the task of writing research projects, providing them with some guidelines and tips to develop the skills and strategies needed to plan, write and review a thesis or dissertation.

The contents of the course will give an overview of –and an insight into– the main issues and steps to take into consideration when starting a research project, the main sections that could be included, and some guidelines in writing academic English.

CONTENTS

I. BASIC STEPS WHEN WRITING RESEARCH PROJECTS

1. Getting started
2. Choosing a topic
3. Finding information and resources
4. Reviewing the literature
5. Doing an outline
6. Writing drafts
7. Avoiding plagiarism
8. Using other researchers' ideas
9. Managing your time
10. Adding the final touches

II. BASIC STRUCTURES IN RESEARCH PROJECTS

1. Structuring your written work
2. Writing the abstract
3. Writing the introduction
4. Providing a theoretical framework
5. Doing the research methodology
6. Analysing and discussing results
7. Writing the conclusion
8. Writing the acknowledgements
9. Compiling a list of references
10. Including appendices

III. BASIC GUIDELINES IN WRITING ACADEMIC ENGLISH

1. Using academic English
2. Focussing on complexity
3. Using formal language
4. Being objective and using impersonal language
5. Being critical and expressing opinion
6. Citing sources in the text
7. Hedging
8. Organising ideas in the text
9. Using punctuation marks appropriately
10. Revising everything

ASSESSMENT

Assessment of the course will be based on two distinctly separate parts: A final assignment will count 80% towards the final mark. Details on this final paper will be provided once lectures are finished.

The remaining 20% will be derived from students' attendance to lectures and participation in class (for in-class students), or from a short assignment (on-line students):

- Please note that attendance to at least 50% of the sessions is compulsory for in-class students.
- On-line students will have to hand in a summary of the contents dealt with in the on-site class sessions. More details will also be given shortly.

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