

Contents:

Part I

Writing Essays and Bachelor's Level

Dissertations 5

1. Academic Writing 5

- 1.1. Plagiarism 6
- 1.2. Academic essays 12
- 1.3. Dissertations 12
- 1.4. The topic: essays 13

2. Researching and writing your topic 25

- 2.1. Starting your research 25
- 2.2. Observations, interviews and questionnaires 27
- 2.3. Writing: Dissertation structure 28
- 2.4. Writing: Openings 30
- 2.5. Writing: Literature review 36
- 2.6. Writing: Body paragraphs 38
- 2.7. Writing: Transitions 45
- 2.8. Writing: Coherence & answering the question 51
- 2.9. Writing: Conclusions 53
- 2.10. Writing: Sentence structure 61
- 2.11. Writing: Sentence grammar 66
- 2.12. Writing: Punctuation 76
- 2.13. Writing: Style 82
- 2.14. Writing: Drafts, edits and proofreading 84
- 2.15. Self-assessment 89
- 2.16. Defending your thesis 91

Part II

Rules of Referencing.....93

1. Acknowledging your sources	94
1.1. General	94
1.2. Quotations	94
1.3. Footnotes.....	95
1.4. Bibliography	97
1.5. Style Guides	98
2. Chicago Style	113
3. American Psychological Association (APA) referencing style	125
4. Abbreviations used in academic writing.....	127
5. Bibliography.....	129