

# Table of contents

	<b>Acknowledgements</b>	<b>10</b>
	<b>Introduction</b>	<b>11</b>
	<b>About this book</b>	<b>11</b>
	<b>Central theme: research practice and the empirical cycle</b>	<b>11</b>
<b>Part 1</b>	<b>Orientation and reading</b>	<b>14</b>
	<b>1 Preparatory reading and searching</b>	<b>15</b>
	<b>Familiarizing yourself with a topic</b>	<b>15</b>
	Finding your bearings outside the university	16
	Finding your bearings at university	16
	Finding your bearings between university and society	17
	<b>An initial literature search</b>	<b>17</b>
	Concepts and theories	17
	Scholarly literature	19
	Grey literature	20
	Academic literature and 'ordinary' search engines	21
	Scholarly search engines	21
	Availability	21
	The library	22
	Digital search engines and databases	22
	Search methods	22
	Ordering your search results	24
	Continuous search	24
	<b>Exploratory reading</b>	<b>25</b>
	Speed reading	25
	<b>Sources</b>	<b>28</b>
	<b>Other useful sources</b>	<b>28</b>
	<b>2 Gathering and organizing key information</b>	<b>29</b>
	<b>Optimizing your study environment</b>	<b>29</b>
	<b>Learning objectives</b>	<b>30</b>
	<b>Reading strategies</b>	<b>31</b>
	Reading textbooks	31
	Reading academic articles and books	32
	Systematic reading	33
	<b>Organizing information</b>	<b>35</b>
	<b>Sources</b>	<b>37</b>
	<b>Other useful sources</b>	<b>37</b>

<b>3</b>	<b>Studying thoroughly and critically</b>	<b>38</b>
	<b>Sentence-level analysis</b>	<b>38</b>
	<b>Types of argumentation</b>	<b>40</b>
	Simple argumentation	40
	Plural argumentation	41
	Coordinating argumentation	42
	Subordinate argumentation	42
	Implicit motivation	44
	<b>Critically evaluating texts</b>	<b>45</b>
	<b>Sources</b>	<b>47</b>
	<b>Other useful sources</b>	<b>47</b>
<b>Part 2</b>	<b>Making your research measurable</b>	<b>48</b>
<b>4</b>	<b>From your topic to your question</b>	<b>49</b>
	<b>Theoretical framework</b>	<b>50</b>
	From theories to concepts and dimensions	50
	The theoretical framework and interdisciplinary research	52
	The problem statement	53
	<b>Sources</b>	<b>54</b>
<b>5</b>	<b>Formulating a good question</b>	<b>55</b>
	<b>Characteristics of a research question</b>	<b>55</b>
	<b>Types of questions</b>	<b>56</b>
	<b>Sources</b>	<b>58</b>
<b>6</b>	<b>A testable concept</b>	<b>59</b>
	<b>Why operationalize?</b>	<b>59</b>
	<b>From dimensions to indicators and variables</b>	<b>60</b>
	<b>Operationalization and validity</b>	<b>61</b>
	<b>Other forms of operationalization</b>	<b>62</b>
	<b>Sources</b>	<b>63</b>
<b>7</b>	<b>Making a research instrument</b>	<b>64</b>
	<b>Qualitative versus quantitative</b>	<b>64</b>
	<b>When qualitative and when quantitative?</b>	<b>65</b>
	Operationalization	67
	Structure of the instrument	68
	Determining your sample	68
	<b>Making a qualitative research instrument</b>	<b>69</b>
	Formulating interview questions	70
	From indicators to topic lists or questionnaires	70
	Order of the questionnaire	70
	Phrasing interview questions	71
	<b>Validity and reliability of your instrument</b>	<b>72</b>
	<b>Assessment by an ethics committee</b>	<b>73</b>
	<b>Sources</b>	<b>74</b>
	<b>Other useful sources</b>	<b>74</b>

<b>Part 3</b>	<b>Doing and writing up research</b>	<b>76</b>
<b>8</b>	<b>Research practice</b>	<b>77</b>
	<b>Research practice: quantitative research</b>	<b>77</b>
	Safeguarding the validity of quantitative research	77
	Keeping a log	79
	Organizing your data	80
	Getting familiar with your data	80
	<b>Research practice for qualitative research: conducting interviews</b>	<b>81</b>
	Before the interview	81
	During the interview	81
	After the interview	83
	Analysing the interview	84
	After coding	86
	<b>Sources</b>	<b>87</b>
	<b>Other useful sources</b>	<b>87</b>
<b>9</b>	<b>The structure of your article</b>	<b>88</b>
	<b>Argumentation structure</b>	<b>88</b>
	Objections	89
	Framing an argument: pitfalls	92
	<b>The structure of a scholarly article</b>	<b>93</b>
	The introduction	96
	The middle section	97
	The literature review	97
	The research article	98
	Methodology	98
	Results	99
	Presenting data	100
	Figures	100
	Table	101
	The discussion and the conclusion	101
	<b>Valorization</b>	<b>103</b>
	<b>Sources</b>	<b>103</b>
<b>10</b>	<b>Finishing your article: academic writing, titles, and abstracts</b>	<b>104</b>
	The title and the abstract	104
	Writing clearly	104
	Academic language use	106
	<b>Sources</b>	<b>108</b>
	<b>Other useful sources</b>	<b>108</b>

	<b>11 Citing sources and the bibliography</b>	<b>109</b>
	<b>Reference management software</b>	<b>110</b>
	<b>In-text citations</b>	<b>112</b>
	Quotes	112
	Paraphrasing	113
	<b>Citations in the bibliography</b>	<b>114</b>
	Journals	115
	Books	116
	Research reports	117
	Internet resources	117
	Personal communication and interviews	117
	<b>Sources</b>	<b>118</b>
	<b>Other useful sources</b>	<b>118</b>
<b>Part 4</b>	<b>Reflecting and communicating</b>	<b>120</b>
	<b>12 Preventing fraud and plagiarism</b>	<b>121</b>
	Plagiarism of written work	121
	Plagiarism of fellow students	121
	Working responsibly in a team	122
	Fraud: falsifying data	122
	<b>13 Collaboration, feedback, and peer review</b>	<b>124</b>
	<b>Collaborating: drawing up a team charter</b>	<b>124</b>
	Evaluating teamwork	127
	<b>Giving and receiving feedback</b>	<b>127</b>
	Feedback on behaviour	127
	Feedback on content	129
	<b>Peer review</b>	<b>130</b>
	Reflecting on assumptions	131
	<b>Sources</b>	<b>132</b>
	<b>Other useful sources</b>	<b>132</b>
	<b>14 Presenting</b>	<b>133</b>
	<b>Defining the theme of your presentation</b>	<b>133</b>
	<b>Structure and coherence</b>	<b>134</b>
	<b>Visual aids</b>	<b>135</b>
	Using figures, tables, images, or film clips	136
	<b>Presentation skills</b>	<b>138</b>
	<b>Practising your presentation</b>	<b>140</b>
	<b>Leading a discussion</b>	<b>140</b>
	Ask good questions	140
	Creating a safe atmosphere	142
	<b>Giving poster presentations</b>	<b>143</b>
	Points to bear in mind when designing a poster	143
	Your elevator pitch	144
	<b>Sources</b>	<b>145</b>
	<b>Other useful sources</b>	<b>145</b>

## Appendices

Appendix A	Sample literature review	146
Appendix B	Sample research article	158
Index		169