Table of Contents

Foreword	6
Chapter One: Patterns of Academic Reasoning	7
1.1. Structure of Reasoning	7
1.2. The Flow of an Argument	11
Chapter Two: Organising Academic Research	26
2.1. Possible Tasks for Working a Research Question	26
2.2. Suggestions for Research When Writing a Critical Essay	28
2.3. Research Methods: Qualitative and Quantitative Techniques	43
2.4. Study and Research Methodologies: An Outline	46
2.5. Library and Internet Research Resources	50
Chapter Three: Writing a research proposal	58
3.1. Towards a Dissertation Proposal	58
3.2. Constitutive Parts of an IBTS Doctoral Dissertation Proposal	61
3.3. Requirements for a Ph.D. Research Proposal	64
3.4. IBTS M-Level Dissertation Proposal Form	66
Chapter Four: Writing Research Papers	68
4.1. Suggestions for Writing Research Papers	68
4.2. Working with Texts, or Reading To Write	76
4.3. Writing for Academic Purposes	86
4.4. Suggestions for Writing a Book Review	90
4.5. The Literature Survey (Forschungsbericht)	91
Chapter Five: Style and presenting a research paper	93
5.1. IBTS Writing Style Guide: Bibliographies and Footnotes	93
5.2. Using the Styles Function in Longer Documents	104
5.3. Guidelines on Correcting English	108
Chapter Six: Marking and Examination	111
6.1. IBTS Marking Criteria for Master's Programmes	111
6.2. Guidance for Examining Doctoral Level (PhD, MPhil) Work	113
6.3. Questions to Use in Preparing for Viva Voce	115
Chapter Seven: Plagiarism and Avoiding Plagiarism	117
7.1. Plagiarism and Avoiding Plagiarism	117

120

127

7.2. Avoiding Plagiarism: Advice for Students

7.3. IBTS Policy Regarding Plagiarism and Legitimate Quotation