

ACADEMIC SKILLS REVIEW

Session IV

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Formal aspects of written texts



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Introduction

- To familiarize the targeted audience with the topic, its importance and research methods (sometimes as individual chapter)
- „**WHAT-WHY-HOW**“ structure
 - 1) Introduction to the issue
 - 2) narrowing the topic
 - 3) purpose statement
 - 4) aim of the work
 - 5) (review of previous work)
 - 6) clarifying the time frame and other characteristics
 - 7) (methods and sources)
 - 8) (risks)
 - 9) (division of the work)

Introduction II

- ...should catch reader's attention
- ...should address theory, methodology and the actual research process
- ...should be structured
- Its length should correspond with the body of the text
- ...may include expectations regarding outcomes
- ...may include concerns regarding possible risks

Conclusion

- Should reflect introduction and address all questions/hypotheses
- **No new information should be included in the conclusion**
 - the conclusion is used solely for the reflection
- Length should correspond with the body of the text
 - 1) Summary of the issue and conclusion which is then further elaborated
 - 2) Specific outcomes and how we reached them
 - 3) Answers the research questions/verifies the hypothesis
 - 4) Addresses risks and limits that occurred during the course of the research and how we addressed them

Abstract

- Traditionally used in English speaking countries
- Precedes longer academic text, informs about the content and examined issue
- Short & concentrated form (1 / 2 page)
- No citations/references
 - can be presented individually as a stand-alone text
- depersonalized
- Linear/non-linear
- Including/not - including results

Resumé / summary

- Originates in French tradition
- Similar to linear abstract including results
 - usually longer (1-1,5 pages)
- „mini version of the text“
- includes results
- linear

Annotation

- Used with longer works (books)
- Characteristics of the work (including genre, author's bio, targeted audience, etc.)
- Does not include information about results and/or main arguments and findings
- Used on book covers/bookmarks to attract and inform
 - 1) annotation in a scientific journal – information about a newly published book
 - 2) Publisher's annotation – highlighting features of the book, persuasive, very brief

Considering the content...



résumé/summary – abstract – annotation
always – sometimes - never

Keywords

- Words or **terms** (energy, energy security,...)
- Characterize the text/issue
- Used for searching and orientation
- Nouns, nouns + adjectives
- At least 3, max. 6 (usually)

Content

- Should address important parts of the text
- Enhances orientation in the text
- Usually up to 3 levels

Annexes

- Related to references & reliability
 - same rules as applied to the actual text
- **Research should be replicable!**
 - annexes include materials used during the research
 - Maps, figures, tables, charts, ...
- Statement of availability if annexes are not included **for a good reason** („Is available on demand...“)

Thank you for attention



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