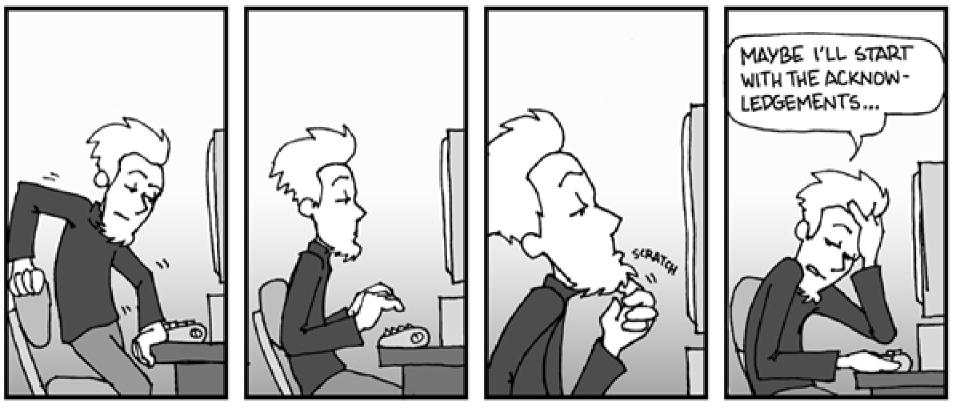
ACADEMIC SKILLS REVIEW

Session IV

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Formal aspects of written texts



JORGE CHAM OTHE STANFORD DAILY

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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) clarifiying 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
- 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
- Addresses risks and limits that occured during the course of the research and how we adressed 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
 - annotation in a scientific journal information about a newly published book
 - Publisher's annotation highlighting features of the book, persuasive, very brief

Considering the content...

resumé/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)



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



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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