

**FOCUS IN WRITING**

# DISSERTATION OUTLINE

- Title
- Dedication
- Acknowledgement
- Abstract
- List of Abbreviations
- List of Tables
- List of Figures
- Contents
- General Introduction
- Chapter One
- Chapter Two
- Chapter Three
- General Conclusion
- References
- Appendices

- **TITLE:** (no more than 15 words)
- ✓ Informs about the nature of study
- ✓ Indicates the dependent variable (Pb) plus the independent variable (solution)
- ✓ Indicates the case of study

### ➤ **DEDICATION**

- ✓ Dedicating your work to your family members and relatives.

E.g

to my family, to my loved ones, and friends

### ➤ **ACKNOWLEDGEMENTS**

- ✓ Showing gratitude to your supervisor, the board of examiners.
- ✓ Students who participated in your study.
- ✓ Colleagues and friends who contributed to your work.

## ➤ ABSTRACT

1. With no indentation and in just one page, you include:
2. The purpose of the study and the research problem you investigated.
3. The methodology followed
4. The sample (the exact number).
5. The results in brief.
6. Any limitations you faced.

P.S. 150 words max in abstract of dissertation.

250 words max in abstract of thesis.

No quoting.

- **List of Abbreviations and Acronyms**
- **List of Tables**
- **List of Figures**

**As seen previously.**



# ➤ CONTENTS

- Dedication.....page number.
- Acknowledgement.....p.n.
- Abstract .....p.n.
- List of Abbreviations .....p.n.
- List of Tables.....p.n.
- List of Figures .....p.n.
- Contents.....p.n.

## ➤ GENERAL INTRODUCTION

P.S. 7/8 pages

1. **Study Background**
2. **Statement of the Problem:** effective statement of the problem answers the question: why does the research need to be conducted?
3. **Research Questions:** the research question begins with a research problem; a research question clearly defines a significant area of interest (for the individual or a group) which requires investigation.
4. **Research Hypotheses:** assumptions about the tentative solution. They are based on personal experience and review of related literature.  
Two types of hypotheses; alternative and null.

## 5. Aims of the Study

- The aim should be clearly stated.
- Action-oriented words such as (to determine, to find out, to ascertain) can be used in formulating specific objectives.
- Objectives should be achievable, measurable and testable.

## 6. The Research Methodology; questions in this section relate to the following:

- What type of research is it?
- What method (s) will be used to collect and to analyze data? (quantitative, qualitative or both)
- Why is this method(s) the most appropriate for the planned research?
- What are the techniques to be followed for data collection ( questionnaires, measurement...) and data analysis (and why)?
- Are they feasible and will answer the overall research problem set out in the aim of this research?



**7. Population and Sampling Technique:** a researcher should address the following questions:

- Who are the research participants?
- What characteristics of the overall population do they represent?
- Which sampling method will be used?

**8. Significance of the Study;** This part contains three paragraphs based on three questions:

- Why is the research important?
- How is the research important?
- For whom the research is important?

**9. Structure of the Dissertation:** explain what will be included in the dissertation ( number of chapters and discussion about their content).

**10. Operational definitions**

# CHAPTER ONE

A. Introduction

B. Information in details about the dependent variable (problem).  
**e.g.** a skill (writing/Reading) to be enhanced; you choose only one variable.

C. Conclusion

P.S. 15 to 25 pages

# CHAPTER TWO

**A. Introduction**

**B. Information in details about the independent variable (solution, method.. etc); you choose only one variable)**

**C. Conclusion**

**P.S. 15 to 25 pages**

# CHAPTER THREE

## A. Introduction

## B. Experimental part; the practice itself (field of study)

- Data collection (tools & methods used)
- Data analysis
- Sample & population
- Results, suggestions, and pedagogical
- Recommendations

## C. Conclusion

**P.S. number of pages of chapter 3 = num. of pages of chapter 1 + num. of pages of chapter 2**

## ➤ GENERAL CONCLUSION

- ✓ Restate all what you have done in your dissertation: from the research problem to the solution plus the methodology, results... etc
- ✓ Makes recommendations for future work on the topic
- ✓ The conclusion should be concise and precise. Aims to leave the reader with a clear understanding of the main discovery and arguments that your research has advanced.

P.S. 4/5 pages

## ➤ APPENDICES

- ✓ Appendices serve as a space for materials that help clarify your research, but do not belong in the main text.

E.g.

Survey questionnaires that you have created.

Tables, figures, or instruments that do not belong in the main text.

## ➤ REFERENCES


- **References** is a list of all the ideas, texts, graphics and data used in your paper. It may include works cited in your paper or information you simply consulted.

**THE LIST COMES AT THE END OF THE DISSERTATION, IT LISTS EVERY SOURCE INDIVIDUALLY, AND IT IS ARRANGED ALPHABETICALLY.**




# Quoting, Paraphrasing, and Summarizing



- **Quote** the source by using its exact language; keep the text as it is .(see the APA 6<sup>th</sup> edition).
  - 1. Short quote: Less than 40 words. With quotation marks
  - 2. Longer quote: 40 words or more. Without quotation marks
  - **Paraphrase** the source by restating a short passage in your own words.(keep the main ideas+ short text)
  - **Summarize** the source by restating its ideas in fewer words than the original.(keep only the most important ideas+ long text)
- 

# WHEN TO QUOTE:

1. When a direct quote is more accurate and concise than a summary or a paraphrase.
  2. When what you're quoting is the text you're analyzing.
  3. When the author 's exact words and his/her authority would lend credence to your argument.
  4. When the author has used particularly effective language that is just too good to pass up (powerful words).
- 

# EXAMPLE OF QUOTING

## P.S. WE HAVE SEEN MANY EXERCISES IN THE MODULE OF ACADEMIC WRITING

### Original text:

"...there are two ways to become wealthy: to create wealth or to take wealth away from others. The former adds to society. The latter typically subtracts from it, for in the process of taking it away, wealth gets destroyed. A monopolist who overcharges for his product takes away money from those whom he is overcharging and at the same time destroys value. To get his monopoly price, he has to restrict production." Stiglitz, J.E. (2013). *The price of inequality*. London: Penguin.

### Quote

Of the two ways to become wealthy creating wealth adds to society; whereas, taking wealth away from others, "typically subtracts from it, for in the process of taking it away, wealth gets destroyed" (Stiglitz, 2013:40).




## DO NOT USE QUOTATIONS INCORRECTLY

- ✗ NEVER end a paragraph with a block quote
- ✗ NEVER let a quote stand alone; instead, join the quote to your text in a way that is grammatically correct, and explain its significance
- ✗ NEVER alter the text or punctuation of a direct quote.
- ✗ NEVER use a quote without acknowledging the source.

**P.S. USE DIRECT QUOTES SPARINGLY (MODERATE USE), BECAUSE THE ESSAY OR ARTICLE IS SUPPOSED TO BE YOUR ORIGINAL WORK.**

# WHEN TO PARAPHRASE:

1. To add details, clarity, and simplification.
  2. To change the organization of ideas for emphasis.
  3. To avoid overusing quotations.
  4. To report numerical data or statistics.
- 

# EXAMPLE OF PARAPHRASING

**P.S.** WE HAVE SEEN MANY EXERCISES IN MODULE OF ACADEMIC WRITING


## **Original text:**

"...there are two ways to become wealthy: to create wealth or to take wealth away from others. The former adds to society. The latter typically subtracts from it, for in the process of taking it away, wealth gets destroyed. A monopolist who overcharges for his product takes away money from those whom he is overcharging and at the same time destroys value. To get his monopoly price, he has to restrict production." Stiglitz, J.E. (2013). The price of inequality. London: Penguin.

## **Paraphrase**

Creating wealth adds to society, whereas taking away the wealth of others detracts from it and destroys wealth in the process. For example a monopolist overcharging for a product takes money away from the customer, but also destroys value because in order to get the monopoly price, production has to be restricted (Stiglitz, 2013).

# WHEN TO SUMMARIZE:

1. When the text is long.
  2. When the details in a source are distracting or confusing to readers (for example, if a source raises issues that might interest your readers but are not relevant to your argument).
  3. When you only need certain main points.
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# EXAMPLE OF SUMMARIZING

## Original text:

"...there are two ways to become wealthy: to create wealth or to take wealth away from others. The former adds to society. The latter typically subtracts from it, for in the process of taking it away, wealth gets destroyed. A monopolist who overcharges for his product takes away money from those whom he is overcharging and at the same time destroys value. To get his monopoly price, he has to restrict production."  
Stiglitz, J.E. (2013). The price of inequality. London: Penguin.

## Summary

Stiglitz (2013) suggests that creating wealth adds value to society, but that taking away the wealth of others detracts from it. He uses the example of a monopolist who overcharges for his product resulting in loss of wealth for the customer, but also loss of value as the monopolist has to restrict production in order to charge the higher price.



**FOCUS MORE ON THE QUALITY OF  
CONTENT RATHER THAN THE  
NUMBER OF PAGES.**

**“DO NOT PLAGIARIZE”**

# BASICS TO FOCUS ON WHILE WRITING

1. Do **not** use quoting, paraphrasing, and summarizing in the following cases in the dissertation:
  - ❖ Abstract + Introductions + conclusions
  - ❖ Results interpretations + synthesizing of findings (your own product)
  - ❖ Recommendations.
2. Use academic language(avoid contractions)+accurate grammar
3. Consistence is required:
  - ❖ Keep 1 edition of APA to follow on in the whole work; do not shift)
  - ❖ Do not shift between types of spelling English language (British & American ). **e.g.** recognize (**American En.**).recognise (**British En.**)

# BASICS TO FOCUS ON WHILE WRITING

- ❖ Consistency in tense use (as seen previously)
  - 4. Avoid some notions:
    - Wordiness: use clarity + say only what needs to be said
    - Redundancy: without repetition ideas
    - Pretendency: to show off by using very difficult vocabulary
    - Adjectives as much as possible: to avoid relativity => subjectivity
    - Literary vocabulary
  - 5. Keep balance between chapters in terms of pages + organization.
  - 6. The Mechanics of Style
    - ❑ Punctuation: (see the APA 6<sup>th</sup> edition)
    - ❑ Capitalizations: appropriate use.(see the APA 6<sup>th</sup> edition)...etc.
  - 7. How displaying Results: see courses of Dr Chelli “statistics”+APA6
- Each type of research has its types of tables, graphs, and formulas.

# REFERENCES LIST

Chelli, S.2020. Guidelines For Writing A Research Proposal. Retrieved from <http://salihachelli.id.st/guidelines-for-writing-a-research-proposal-a131878094>

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Research statistics. (2020). Retrieved from <http://elearning.univ-biskra.dz/moodle/course/view.php?id=3302>

# APPENDIX

Qualitative data

Category data

Graphical methods:  
Bar charts  
Pie-diagrams

Numerical methods:  
Mode  
Frequency counts

Score data

Quantitative data

Graphical methods:  
Histograms

Numerical methods:  
Mean  
Median  
Mode  
Range  
Frequencies  
Interquartile range  
Maximum value  
Minimum value  
Variance  
Standard deviation

Ways of summarising data