

## **Table of Contents**

Introduction to Academic Writing	11
Part One: Topic Selection – Getting Started	17
1.1 Brainstorming	17
1.2 Writing Initial Question	19
1.2.1 Example Using “Tourism”	21
1.3 Alternative for Generating Questions/Ideas	22
1.4 Initial Research	23
1.4.1 Documenting Your Initial Research Results	24
1.4.2 Sample of an Initial Research Document	27
1.5 Narrowing the Topic from Research	32
1.6 The Final Research Question	35
1.6.1 “So what?”	36
Part One Checklist:	39
Part Two: Research – Finding Information	41
2.1 Designing Your Research: Planning Subtopics	41
2.2 Gathering Information	46
2.3 Choosing Sources	46
2.3.1 Types of Source Information	46
2.3.2 Evaluating Sources	48
2.4 Finding Sources	53
2.4.1 Using Databases	53
2.4.2 “Tricks” for Keyword Searches	53
2.4.3 Today’s Library: New & Improved	56
2.4.4 Effective Internet Research	59
2.4.5 What about Other Sources?	62
2.5 The Research Process	63
2.5.1 Rapid Reading Techniques	64
2.5.2 Taking Notes	64
2.6 Keeping a Working Bibliography	66
2.6.1 ISO 690? APA? What language is that?	68
2.7 Formatting Sources for the Working Bibliography	68
2.7.1 General Instructions & Other Exceptions...	72
2.7.2 Electronic Sources	75

*Academic Writing for Slovak & Czech Learners*

2.7.3 Other Exceptions to the Basic Rules	76
2.8 Writing an Outline: Organizing Your Paper	80
Part Two Checklist:	83
Part Three: Writing Your Paper	85
3.1 The Writing Process	85
3.2 Writing Paragraphs	86
3.2.1 Topic Sentences	87
3.2.2 Supporting Information	88
3.2.3 Transition Words in Paragraphs	89
3.3 Linking Your Paper's Content	97
3.4 Citing Sources in the Text	100
3.4.1 To Plagiarize or Not to Plagiarize, ...?	103
3.4.2 "I changed one word—is it still plagiarism?"	105
3.4.3 In-text Citation	106
3.4.4 Signal Phrases with Reporting Verbs	114
3.4.5 Using Quotations	116
3.4.6 Quotes, Paraphrasing, Summarizing	118
3.4.7 Writing about Visuals	124
3.5 Writing Introductions and Conclusions	125
3.5.1 Introduction Basics	126
3.5.2 Planning the "Hook"	127
3.5.3 From "Hook" to Thesis Statement...	128
3.5.4 Writing a Thesis Statement	128
3.5.5 Writing your Conclusion	132
3.6 Putting It All Together	135
Part Three Checklist:	138
Part Four: Grrrr-ammarr!	139
4.1 Articles	139
4.2 Reporting Verbs	143
4.3 Faulty Parallel Structures	145
4.4 Passive Voice in Academic Writing	147
4.5 Tricky Punctuation – Comma	149
References	153
Appendixes A-F	157