

STRUCTURING AND VISUALIZING YOUR ACADEMIC TEXT

Structuring and visualizing your academic text – (bachelor) paper, master thesis – is important for its comprehensibility. Below are some general points of attention about the **global** structure of your text, followed by some specific **tips & tricks**.

Introduction

The **global structure** begins with the **Introduction**. In the introduction, you express the perspective of your text and begin to grab the reader's attention. As a result, you not only state what you are going to talk about (the content, your scope, the purpose of your research, your research questions, your research methodology, ...), your **arguments** for your choices, but you also state **which structure** you are going to use and what the reader can expect the following parts and chapters. You then also stick to this stated order.



- The middle part



This is the bulk of your text with chapters/sections/paragraphs that must be clearly written. Usually the 'middle' has a first part with the **exploration** of the existing work within your research domain and a second part with your **own empirical research**. Within each part there are chapters/sections/paragraphs. Each opening sentence is a link to the previous paragraph and the part after it flows seamlessly into this. Again, provide **arguments** for your choices and show **empathy with your reader**; leave **clues**, namely where he/she is in your text.

Conclusion

In a **conclusion**, you emphasize your thesis / perspective again and give a concise summary of the most important results. You do not state any new findings in your conclusion, but you do state **any shortcomings** in your research, which you can then immediately channel into **suggestions for future research**.



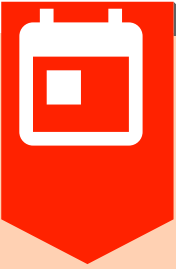
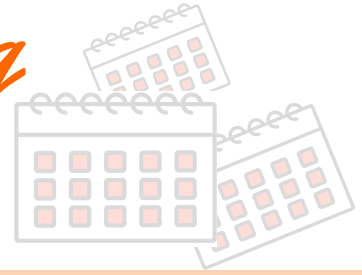
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TIPS & TRICKS



PAY ATTENTION TO:

- Sections and Paragraphs. The most important info is normally located at the beginning or at the end of a paragraph or a paragraph.
- Typographical signals. You can indicate important information by playing with fonts, line spacing and white space.
- Key words indicate the content of a text, words sufficient to evoke a lot of thoughts about the content of a text (for example, in a text about nitrogen and diesel fuel, words such as catalyst, environmental gain and CO2 emissions are keywords)
- Signalwords indicate the structure of a text -such as contrasts (but, nevertheless, nevertheless, on the one hand, on the other...), a chronology (first, later, afterwards...), a summary (also, moreover...) and the degree of something (very, mostly, mainly...) or refer to part of the text (for example, in summary, in short...)
- **Introductions and (preliminary) conclusions are usually written as separate paragraphs.** Provide new paragraphs for new topics, for examples or contrasts.



PRODUCE:

- **Classification-lay-out/building plan. Divide the available** information into topics and subtopics and then establish a sequence, which you then announce at the beginning of your chapter / paragraph
- A chronological order. Especially in your structure.
- Cause and effect. Explain this throughout your text.
- **Similarities and differences. Compare and contrast.**



BUILD:

- The division of your chapters in main topics (sections) and subtopics (paragraphs), think of smooth transitions and announce everything in advance.
- Your discussions (in case of clearance of theoretical concepts or research results) that you conduct with relevant authors in the field; announce the authors you use in your discussion and don't forget to give your own opinion at the beginning or at the end.