

GUIDELINES FOR WRITING AN ACADEMIC WORK AT A GRADUATE LEVEL

CENTRE DE FORMATION EN LANGUES DES AFFAIRES

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This guide will highlight the steps taken before, during, and after the writing process. In addition, various writing and linguistic components that make up a thesis will be described, followed by formatting requirements. Finally, important information on thesis submission and evaluation will be provided.

1. What to do before, during, and After the Writing Process

• Before You Begin...

Several things must be taken into consideration before you begin. First and foremost, familiarize yourself with **program requirements** as well as **those of the professor who will act as your advisor**. They may vary according to the domain or research type or purpose. Then take into consideration your advisor's expectations. Once of all this is done, **determine the aim** of your work; it can be fine-tuned later on and included in your thesis introduction.

In addition, you must think of your **work plan** and the **document** you will be handing in later. At this stage, you can start work on two types of outlines: a writing plan followed by a working outline.

*With a **writing plan** you can:*

- organize various levels of research around the initial problem, hypotheses and chosen approach (Beaud et Latouche, 1988)
- read and research material covering all aspects of the topic or theme
- process selected material and information.

*With a **working outline**, you can:*

- clarify the problem and the main question
- explore the main idea and the common thread of the work at hand (Leclerc, 1999)
- select the relevant topics and subtopics
- marshal the main ideas
- find the logical sequence in your ideas: introduction, body, conclusion.

• While You Are Writing...

With a working outline, you can begin writing by following the common thread of your work. As you advance, you will probably have to reevaluate your chain of thought and transform your working outline into a conclusive thesis statement. When you reach this stage, you will be thinking about how to organize your text, both in terms of ideas and paragraphs.

With a **detailed outline** you can:

- classify your main ideas
- organize and prioritize subtopics
- add titles to your sections and subsections
- establish some form of symmetry among the various parts of your work
- find a logical sequence to your arguments and give structure to the various steps in your argument, your reasoning (Beaud et Latouche, 1988);
- build a solid argument
- develop your line of reasoning
- show how the parts link together
- organize your text into paragraphs.

When **drafting a document** for your research project, you must take into consideration several textual and linguistic elements. These include determining the adequacy of the initial objectives; organizing your text; dividing your work into paragraphs; inserting reported speech; giving structure to sentences and vocabulary. Furthermore, regard must be had for those items not covered specifically in this guide but for which some tools have been suggested in Section 5.3: grammar, spelling, and punctuation among others. Equally important is the need to constantly enhance and harmonize text formatting and the bibliography.

- **Once You have Finished**

While it is paramount that **the draft be revised** in all the aspects mentioned above, it is impossible to go over everything all at once. Thus, when revising, you should focus on one or two elements of the text. First, try reading you draft aloud, and then use the edit command of software programs such as Scrivener.

2. Thesis: Basic Structure

All scientific texts contain several essential elements. Let us now examine in detail some of these elements that are common to theses as well as to extensive scientific studies.

2.1 Thesis Components: From the Introduction to the Conclusion

- **Introduction**

The introduction must spark your readers' interest and invite them to pursue further your document. In this part of the thesis, the researcher's job is to:

- write a preamble which gives the topic background along with general context
- summarize the problem which has emerged from the central question or the main element which guides the research work
- formulate a general hypothesis for the problem at hand (hypothesis may be validated or set aside in light of the research results)
- state the goals to be attained in the research

- ❑ emphasize the theoretical, practical or social pertinence of the work along with its originality
- ❑ state the main methodological choices made for this work
- ❑ divide the main section of the document as well as its general structure into chapters.

Generally speaking, the first elements in the introduction are sketched out at the start of the work, after students have developed a detailed plan. These elements are redrafted at the same time as the last parts of the thesis work are drafted. The final version of the introduction is drafted at the same time as the conclusion.

- **Body (Review of Literature and Problem, Theoretical or Conceptual Framework, Methodology, Results)**

With a survey of research, academics can elaborate both a problem which is connected to their own research work and their theoretical, conceptual or methodological framework.

In the chapter defining the problem, researchers do not just review the main articles, works or chapters that deal with their subject. In fact, in the **review of literature**¹, researchers must:

- ❑ describe the main elements of the subject at hand (this includes the people or institutions concerned with the problem, context or other factors)
- ❑ state the facts accepted by scholars who have already investigated the topic (basic concepts, factors, variables, and data, former approaches and results), all the while **keeping a critical eye**
- ❑ demonstrate the interconnectedness of certain research work and compare them: show their strengths and weaknesses, their results, their relative importance.

It is up to you how you will organize your review of literature (ex. logically, thematically or chronologically.) Whatever you choose, keep in mind the goals or the research question and remember that the format has to introduce the problem and the relevance of the actual work.

The chapter dealing with the **conceptual or theoretical framework** varies according to the field of study and the research undertaken: qualitative, quantitative, case study, to name a few. Generally, in this part of the thesis, research work also requires making critical choices such as:

- ❑ defining the terms and concepts that are relevant to the problem, goals, or research questions

¹ For additional information on review of literature, see <http://www.sass.uottawa.ca/writing/kit/grad-literature-review.pdf>.

- ❑ presenting and describing the main models and basic theoretical approaches that are appropriate for the subject as well as selecting the ones which can help better answer the central question of the research work
- ❑ presenting and explaining clearly the main results of the reference material
- ❑ showing how the theories, models, approaches, and concepts connect along with comparing them by referring to, among other things, the strengths and weaknesses of the results, and their relative importance. Where appropriate, this section can be supplemented with tables and diagrams
- ❑ setting up a conceptual or theoretical framework and, as needed, formulating a working hypothesis. "Research documents deal firstly with concepts and later with how they were selected and eventually fleshed out. Unless it is absolutely impossible, the two are never discussed together." (Loose Translation, Alain d'Astous, *Atelier de recherche en marketing*, unpublished)
- ❑ discussing methodological approach (ex. sample, data collection.)

The next two chapters deal with the **results** of the study along with their discussion and analysis. The researcher must take care to:

- ❑ set forth the main findings
- ❑ analyse and discuss the results in terms of the initial questions, or hypotheses.

Some Basic Rules Regarding Good Thesis Writing

- ❖ a good body consists of a solid and orderly framework with carefully checked data (ex. facts, observations, information)
- ❖ the data underpins reasoned analyses, methodic reasoning, and logical deductions
- ❖ Each part contributes in the creation of a solid whole and helps, to a certain degree, in the construction of a final conclusion
- ❖ A carefully constructed body must make the reader incline to reach a certain conclusion
- ❖ Any observation or information used in the body and in particular in the statement of facts must help build the reasoning as well as the defence
- ❖ While selecting the components to the work's body is important, it is even more critical to arrange them in an orderly fashion
- ❖ Writers should use a range of transition words, phrases, and strategies as these terms and techniques can mark off the various steps of reasoning as well as allow for the passage of one idea to another.

Marie-Éva de Villers, *Atelier de rédaction du mémoire de maîtrise*, unpublished (Loose Translation)

• **Conclusion**

In the conclusion, the researcher must typically:

- ❑ reiterate the problem or the central question
- ❑ summarize the themes featured in the thesis and briefly recap the defence and reasoning
- ❑ present the final results of the study and offer answers to the problems raised
- ❑ highlight the contribution made by this study from a theoretical and social point of view as well as its limits in terms of theory, empirical research, and methodology
- ❑ offer future leads of research.

To put it another way, conclusions reframe and restate theses within their proper context and at the same time open the door to other possibilities. It is with the conclusion that the thesis comes full circle: indeed, this last section offers a solution

2. The Text: from Sentences to Paragraphs

Writing a thesis does not consist solely in stringing sentences together. When composing, you must organize and sequence your sentences by following a certain logic. This will give your text a unified whole and be seen by your readers to be coherent should they be able to understand the author's thinking behind the textual organization.

3.1 Organizing Your Sentences into Paragraphs

Paragraphs are not only graphic markers that signal textual organization; they also highlight the fact that its sentences form a oneness of thought whose level of coherence may be judged by your readers. It is through **paragraph divisions** that we can generally see the organization of thoughts and the **text's framework**. Here is a definition of a paragraph worth pondering over:

“The purpose of paragraphing is to give the reader a rest. The writer is saying to him: ‘Have you got that? If so, I’ll go on to the next point.’ [...] The paragraph is essentially a unit of thought, not of length: it must be homogeneous in subject–matter and sequential in treatment.” (Fowler, 434-435)

It follows that a paragraph should consist of a complete thought and that paragraph divisions should be guided by the number of secondary ideas to develop. This means one new idea per paragraph. (Care should be made not to skip from one subject to the next or to indulge in unnecessary repetition.) With regard to length, there are no absolute rules. For example, a page with one and a half (1.5) spaces between lines generally contains two to four paragraphs. A paragraph is rarely made up of one sentence. This occurs especially when it introduces or briefly concludes the section of a text.

Example:

As success after success piles up, crowdfunding money-raising platforms have proven to be a great way to fund your next startup. Settle on one of the multiple approaches of crowdfunding, and your product or service just might be the next FORM1 or TikTok.

By definition, crowdfunding is simply the collective effort of individuals who network and pool their money, usually via the Internet, to support efforts initiated by other people or organizations.

Among the best-known crowdfunding platforms is Kickstarter.

Kickstarter founder Yancey Strickler has said, “Most ideas in the world are funded because they have the ability to make someone else’s [sic] money. That’s what investment is, what lending is. Ninety-nine percent of ideas have no ambition to create money whatsoever. The extent of the dream is, ‘I wanna [sic] make this.’”

So, if raising money isn’t your strength – and you don’t have access to a favorite uncle with oodles of cash to spare – you may just want to set your sights on becoming the next crowdfunding success story.

(Kevin Harrington, “Cashing in on Crowdfunding,” February 7, 2014. Retrieved February 16, 2014 from www.forbes.com)

1st paragraph: announces the key element of the text

2nd paragraph: defines the key element

3rd paragraph: gives an example of the key element

4th paragraph: contextualizes the key element

5th paragraph: concludes first section of text and transitions to next section

3.2 Cohesion between Sentences and Paragraphs

At the beginning of sentences or even paragraphs, there are often words that, along with what has been said in the preceding sentence, give the reader an idea of what is to come in a new sentence. This cohesiveness can be achieved through the use of demonstratives or pronouns (*this, that, he, she, it, they, the former, the latter, etc.*) Some other words, commonly referred to as **transitional markers**, are also found in a sentence in order to connect two shorter sentences or two parts of a sentence. These markers can take the form of conjunctions, prepositions or adverbs (*because, for, thus, etc.*) Cohesion markers can also introduce a part of a sentence which marks the progression or the underlying order in the organization of the text. Here, the marker and the element being introduced play the role of textual signposts.

Examples:

With hundreds of millions of Euros invested in its tech startups the city of Berlin is a hotspot for innovative entrepreneurs looking to create the next big thing. Among the savviest are **those** with their head around Germany’s preoccupation for privacy.

The country takes privacy very seriously, **as** FaceBook discovered when it clashed with German data protection authorities over its facial recognition feature, deemed a violation of privacy laws. Google, too, fell foul of Germany’s stance on privacy when public opposition to its Google Maps Street View feature forced it to abandon the German branch of the project.

However, post NSA and PRISM, **this stance** is serving the tech sector well, with investors showing a healthy interest in firms that are innovating in the online security and privacy arenas.

To understand Germany's attitude to privacy we need to delve into its history. The country pioneered data protection law, **but as** a symptom of its past, explains Berlin-based technology journalist David Meyer.

Alice Coleman, "German's Privacy Stance Boosts Berlin's Tech Startups." January 20, 2014. Retrieved February 16, 2014 from www.forbes.com.

For more information on how to use cohesion markers or **textual signposts**, visit the Perdue University Writing Lab (<https://owl.english.purdue.edu/owl/>) and type 'transitional markers'.² See also Appendix B of this document (Some Useful Words and Phrases for Marking Text Organization.)

Terminology can also bridge together two sentences or two parts of a sentence. For example, verbs and verbal expressions such *proves* or *can be explained by* express the idea that what follows is the result of what was stated beforehand whereas verbs and verbal expressions such as *originates(from)* or *is the result (of)* suggest a cause.

Example:

"The results of Hypothesis 2 **suggest** that a better trained work force [sic] may be important for recombined resources in order to create new capabilities and be able to compete at international standards. The improvement perceived by managers in their workforce after joining ProPymes has a positive effect on the IT. This finding **is consistent with** the theoretical development. Training aimed at achieving high standards provides the basis to develop competitiveness and deal with the complexity of a global economy."

(KEEN, Christian. (2013) "Tangible and Intangible Internationalisation of SMES: The Argentinian Case." in *International Journal of Entrepreneurship and Small Business*. 9.3. 414.)

Punctuation marks such as a colon or a semicolon may also be used to connect two sentences where a relation between the two can be easily understood by the reader. For example, a colon may serve to link up two sentences where there is a relationship of cause and effect or effect and cause (Ex.: *Maria is determined to improve her financial situation: she began looking for a job* or *Maria began looking for a job: she is determined to improve her financial situation.*)

4. Language Requirements

As is the case for all assignments at HEC Montréal, a part of your grade will be based on the quality of your academic writing. Thus, from a linguistic point of view,

² For another excellent site on cohesion markers, visit <http://cohesionmarkers.blogspot.ca/2010/04/towards-definition-of-cohesion-markers.html>.

there are aspects which must be taken into consideration when doing academic work.

4.1 Sentence Structure

Sentence length

Martin Cutts, in his *Oxford Guide To Plain English*, offers the following guideline: "Over the whole document, make the average sentence length 15-20 words." And what's the reason? He explains: "More people fear snakes than full stops, so they recoil when a long sentence comes hissing across the page."³

How To Avoid Using The Personal Pronouns 'I'

The convention in much academic writing is to write with minimal reference to yourself as an author. The reason for this lies in a tradition of needing to present your work "objectively," as the work of a dispassionate and disinterested (that is, **unbiased**) researcher. So, one of the features of academic writing is a general absence of the first person pronoun "I".⁴

□ Eliminate the Personal Language

Ex. *I think* Ned Kelly relied on his Irish heritage to gain local sympathy.
Ned Kelly relied on his Irish heritage to gain local sympathy.

We use the passive voice to make *our writing* sound objective.
The passive voice makes writing sound objective.

□ Do NOT Refer to What You Think; Refer Instead to What the Evidence Suggests.

AVOID USING PERSONAL JUDGEMENT WORDS

I think
I feel
I believe
I am convinced that
I disliked
I liked
I agree
I disagree
I am sure that
It is my belief that
I disliked

USE WORDS REFERRING TO THE EVIDENCE

From examining the findings,
In light of the evidence,
From previous research,
Considering the results,
According to the figures,
According to the diagram,
It is evident from the data that
The literature suggests that
Given this information
Some theorists argue that
According to the figures,

□ Use the Third Person of 'It' constructions

It could be argued that
It can be seen that

It could be suggested that
It appears that

³ Passage taken from Nirmaldasan, "The Average Sentence Length." Retrieved February 25, 2014 from <http://strainindex.wordpress.com/2008/07/28/the-average-sentence-length/>.

⁴ Passage taken from "Language and Learning online." Retrieved February 25, 2014 from <http://www.monash.edu.au/lls/llonline/writing/arts/sociology/2.3.1.xml>

It was found that
 It could be concluded that
 It tends to be
 It is doubtful that

It is generally agreed that
 It seems that
 It is widely accepted that
 It is evident from the data that

□ Use the Passive Voice

The passive voice should be used in academic writing when the 'doer' of the action in a sentence is unknown or irrelevant to the discussion. Passive sentence construction emphasises the events and processes the sentence is describing.

ACTIVE VOICE

We cut a segment of the apple and placed it in agar solution.

PASSIVE VOICE

A segment of apple *was cut* and placed in agar solution.⁵

4.2 Using Specialized Terms in Academic or LSP (Language-for-Specific-Purposes) Writing

Every field of study, profession or trade has its own **specialized vocabulary**, its own **technical terms**, which appear in academic writing alongside **words used specifically in research** and everyday language.

Ex.: "The competitive and uncertain environment of the 1990s requires an accelerated product development process with greatly improved coordination and integration among cross-functional teams (Dennison, Kahn and Hart, 1991) Their successful product development effort suggests that speed and variety in perspective and expertise are compatible. Although product development using cross-functional teams has been drawing much attention from academics as well as the corporate world, research into its organization and processes is still underdeveloped. This deficiency is significant because the traditional literature on decision making has assumed that speed and variety are, in reality, incompatible. This paper elaborates the process of cross-functional team efforts, based on interviews and observations over a two-year period. A model is developed and operationalized with 22 survey measures and tested with data from 183 individuals on 29 teams. Results show that product development using cross-functional teams is highly correlated with time compression, creativity, capability improvement, and overall effectiveness."

(Kaz Ichizo, "Speed and Innovation in Cross-functional Teams," in *Academic Writing for Graduate Students*, 215-216)

It is important to note that technical terms may **change in meaning** from one discipline to the next:

RETENTION [INSURANCE]: "The amount of risk not covered by an insurer or a reinsurer that an insured or an insurer or a reinsurer assumes for its own account." (*Termium Plus- TP*⁶)

⁵Examples taken from "How to Avoid Using Personal Language." Retrieved February 25, 2014 from <http://unilearning.uow.edu.au/academic/2div.html>

⁶ <http://www.btb.termiumplus.gc.ca/>

RETENTION [PROSTETIC DETINSTRY]: “The resistance to removal or displacement.” (TP)

RETENTION OF STAFF [HUMAN RESOURCES]: “An effort by a business to maintain a working environment which supports current staff in remaining with the company. Many employee retention policies are aimed at addressing the various needs of employees to enhance their job satisfaction and reduce the substantial costs involved in hiring and training new staff.” (Retrieved February 2, 2014 from <http://www.businessdictionary.com/>.)
SYN.: **RETENTION OF EMPLOYEES, PERSONNEL RETENTION** (TP)

4.3 Using software programs to draft and revise you thesis

It is paramount that you conform to the rules concerning grammar, spelling, and punctuation when writing your thesis. Care must also be taken with regard to vocabulary: it must be accurate and appropriate for the subject at hand. Pay particular attention to terminology⁷ as well as transitional words and phrases (ex.: *consequently, for example, however, nevertheless, on the other hand, etc.*)

⁷ Various dictionaries are available online at the website of the HEC library under the tab « Banques de données » (Database) [complete list](#), search by category: Dictionary/Encyclopedia.

APPENDIX A: Some Useful Words and Phrases for Marking Text Organization

The following words and phrases are some useful ways of introducing different sections of a thesis or of marking transitions between parts, paragraphs or ideas:

Writing Introductions

Establishing the importance of the topic for the world/society

It is becoming increasingly difficult to ignore the
 X is the leading cause of death in western industrialised countries.
 X is a common disorder characterised by
 X plays an important role in the maintenance of
 X is an important component in the climate system, and plays a key role in Y.
 In the new global economy, X has become a central issue for
 In the history of development economics, X has been thought of as a key factor in
 Xs are one of the most widely used groups of antibacterial agents and
 Xs are the most potent anti-inflammatory agents known.
 X is a major public health problem, and the cause of about 4% of the global burden of disease.

Establishing the importance of the topic for the discipline

X is an increasingly important area in applied linguistics.
 Investigating X is a continuing concern within
 Central to the entire discipline of X is the concept of
 X is at the heart of our understanding of
 X and Y have been an object of research since the 1960s
 One of the most significant current discussions in legal and moral philosophy is ...
 A key aspect of X is
 X is a major area of interest within in the field of

Establishing the importance of the topic (time frame given)

Recent developments in X have heightened the need for
 In recent years, there has been an increasing interest in
 Recent developments in the field of X have led to a renewed interest in
 Recently, researchers have shown an increased interest in
 The past decade has seen the rapid development of X in many
 The past thirty years have seen increasingly rapid advances in the field of
 Over the past century there has been a dramatic increase in
 One of the most important events of the 1970s was
 Traditionally, Xs have subscribed to the belief that
 X proved an important literary genre in the early Y community.
 The changes experienced by Xs over the past decade remain unprecedented.
 Xs are one of the most widely used groups of antibacterial agents and have been extensively used for decades to

Highlighting a problem in the field of study

However, these rapid changes are having a serious effect
 However, a major problem with this kind of application is
 Lack of X has existed as a health problem for many years.
 Despite its safety and efficacy, X suffers from several major drawbacks:
 However, research has consistently shown that first year students have not attained an adequate understanding of ...
 There is increasing concern that some Xs are being disadvantaged

Despite its long clinical success, X has a number of problems in use.
Questions have been raised about the safety of prolonged use of

Highlighting a controversy in the field of study

To date there has been little agreement on what
More recently, literature has emerged that offers contradictory findings about
One observer has already drawn attention to the paradox in
In many Xs a debate is taking place between Ys and Zs concerning
The controversy about scientific evidence for X has raged unabated for over a century.
Debate continues about the best strategies for the management of
This concept has recently been challenged by ... studies demonstrating
One of the most significant current discussions in legal and moral philosophy is
One observer has already drawn attention to the paradox in
In many Xs a debate is taking place between Ys and Zs concerning
The controversy about scientific evidence for X has raged unabated for over a century.
Questions have been raised about the safety of prolonged use of
The issue of X has been a controversial and much disputed subject within the field of
The issue has grown in importance in light of recent
One major theoretical issue that has dominated the field for many years concerns
One major issue in early X research concerned

Highlighting a knowledge gap in the field of study (for research)

So far, however, there has been little discussion about
However, far too little attention has been paid to
Most studies in X have only been carried out in a small number of areas.
The research to date has tended to focus on X rather than Y.
In addition, no research has been found that surveyed
So far this method has only been applied to
Several studies have produced estimates of X (Smith, 2002; Jones, 2003), but there is still insufficient data for
However, there have been no controlled studies which compare differences in
The experimental data are rather controversial, and there is no general agreement about
However, there is no reliable evidence that
X's analysis does not take account of nor does he examine
The existing literature on X in the post-war period is sparse.

Indicating the focus, aim, argument

This paper seeks to remedy these problems by analysing the literature of
This research seeks to address the following questions:
This essay critically examines/discusses/traces
This paper will review the research conducted on
This paper will focus on/examine/give an account of
The aim of this study is to determine/examine
The aim of this study was to evaluate and validate
The aim of the paper is to provide a conceptual theoretical framework based on....
The objectives of this research are to determine whether
The purpose of this paper is to review recent research into the
The central thesis of this paper is that
In this paper I argue that
In the pages that follow, it will be argued that
This paper attempts to show that
In this essay, I attempt to defend the view that
This account seeks to

Outline of structure

The main questions/issues addressed in this paper are: a), b and c).
This paper has been divided into four parts. The first part deals with
The essay has been organised in the following way.
This paper first gives a brief overview of the recent history of X.

This paper reviews the evidence for
 This paper begins by It will then go on to
 The first section of this paper will examine
 Finally,

Chapter 2 begins by laying out the theoretical dimensions of the research, and looks at how

 Chapter 3 describes the design, synthesis, characterization and evaluation of
 The last chapter of the thesis assesses the

Review Of Literature

General descriptions of the relevant literature

A considerable amount of literature has been published on X. These studies
 There is a large volume of published studies describing the role of
 The first serious discussions and analyses of X emerged during the 1970s with
 The generalizability of much published research on this issue is problematic.
 What we know about X is largely based upon empirical studies that investigate how
 During the past 30 years much more information has become available on
 In recent years, there has been an increasing amount of literature on
 A large and growing body of literature has investigated

General reference to previous research/scholarly activity (usually more than one author)

Many historians *have argued that* (e.g. Jones, 1987; Johnson, 1990; Smith, 1994).
 There is a consensus among social scientists that(e.g. Jones, 1987; Johnson, 1990; Smith, 1994).
 Numerous studies *have attempted to explain* (for example, Smith , 1996; Kelly, 1998; Johnson, 2002)
 Traditionally, *it has been argued that* (Smith, 1982; O'Brien, 1984)
 Recent evidence *suggests that* (Smith, 1996; Jones 1999; Johnson, 2001)
 Recently, in vitro studies *have shown that* T.thermophylus EFTu can (Patel et al., 1997; Jones et al., 1998).
 Surveys such as that conducted by Smith (1988) *have shown that*
 Several attempts *have been made to* (Smith, 1996; Jones 1999; Johnson, 2001)
 Several studies *have revealed that* it is not just X that acts on (Smith, 1996; Jones
 Several biographies of Harris *have been published*. Smith (2013) presents

Several studies investigating X *have been carried out on*
 Data from several sources *have identified* the increased morbidity and mortality associated with obesity
 Previous studies *have reported* (Smith, 1985; Jones, 1987; Johnson, 1992).
 Previous research *has indicated that* various X indicators have a positive impact on (Al-Masry, 2008)
 Previous research findings into X *have been* inconsistent and contradictory (Smith, 1996; Jones 1999,
 A number of studies *have found that* (Smith , 2003; Jones, 2004).
 A number of studies *have examined* X (e.g. Smith, 2003; Jones, 2005), but has investigated

 Twenty cohort study analyses have examined the relationship between
 At least 152 case-control studies worldwide have examined the relationship between.....
 Other studies have considered the relationship
 The relationship between X and Y *has been widely investigated* (Smith, 1985; Jones, 1987)
 The causes of X have been widely *investigated* (Jones, 1987; Johnson, 1990; Smith, 1994).
 The geology of X *has been addressed* in several small-scale investigations and Xs *have been identified* as major contributing factors for the decline of many species (1).
 X *has also been shown to* reverse the anti-inflammatory effects of glucocorticoids in murine-induced arthritis (11).
 It *has been suggested that* levels of X are independent of the size of the Y (Smith et al., 1995)

It has conclusively been shown that X and Y increase Z (Smith et al., 1999; Jones, 2001)
 It has been demonstrated that a high intake of X results in damage to (Smith, 1998;)

Reference to current state of knowledge

A relationship exists between an individual's working memory and their ability to (Jones et al., 1998).

GM varieties of maize are able to cross-pollinate with non-GM varieties (Smith, 1998; Jones, 1999).

There is an unambiguous relationship between spending on education and economic development (Rao, 1998).

X is one of the most intense reactions following CHD (Lane, 2003).

MIF has been found to oppose the anti-inflammatory actions of X on Y (Alourfi, 2004).

Reference to single investigations in the past: researcher(s) as sentence subject

Smith (1999)	<i>found</i> that as levels of literacy and education of the population rise <i>showed</i> that reducing X to 190oC decreased (see figure 2.) <i>demonstrated</i> that when the maximum temperature is exceeded
Jones et al. (2001)	<i>investigated</i> the differential impact of formal and non-formal education on <i>analysed</i> the data from 72 countries and concluded that <i>reviewed</i> the literature from the period and found little evidence for this claim. <i>interviewed</i> 250 undergraduate students using semi-structured questionnaires. <i>studied</i> the effects of Cytochrome P450 on unprotected nerve cells. <i>performed</i> a similar series of experiments in the 1960s to show that <i>carried out</i> a number of investigations into the <i>conducted</i> a series of trials <i>in which</i> he mixed X with different quantities of <i>measured</i> both components of the <i>labelled</i> these subsets as <i>examined</i> the flow of international students <i>identified</i> parents of disabled children as <i>used</i> a survey to assess the various

Reference to single investigations or publications in the past: time frame prominent

In 1975, Smith et al. *published* a paper *in which* they described

In 1990 Patel et al. *demonstrated* that replacement of H₂O with heavy water led to

Thirty years later, Smith (1974) *reported* three cases of Candida Albicans which

In the 1950s Gunnar Myrdal *pointed to* some of the ways in which (Myrdal, 1957)

In 1981, Smith and coworkers *demonstrated that* X induced in vitro resistance to

In 1990, El-Guerrouj et al. *reported* a new and convenient synthetic procedure to obtain.

In 1984 Jones et al. *made* several amino acid esters of X and evaluated them as water-soluble pro-drugs.

Reference to single publication: no time frame

Smith has written the most complete synthesis to date of

Reference to single investigations in the past: investigation prominent

Preliminary work on X *was undertaken* by Abdul Karim (1992).

The first systematic study of X *was reported* by Patel et al. in 1986.

The study of the structural behaviour of X *was first carried out* by Rao et al. (1986).....

Analysis of the genes involved in X *was first carried out* by Smith et al (1983).

A recent study by Smith and Jones (2012) *involved*

A longitudinal study of X by Smith (2012) *reports that*

A small scale study by Smith (2012) *reaches* different conclusions, finding no increase in
 Smith's cross-country analysis (2012) *showed* that
 Smith's comparative study (2012) *found* that
 Detailed examination of X by Smith and Patel (1961) *showed* that
 Brown's (1992) model of X *assumes* three main
 In another major study, Zhao (1974) *found* that just over half of the
 In a study which set out to determine X, Smith (2012) *found* that
 In a randomised controlled study of X, Smith (2012) *reported* that
 In an analysis of X, Smith et al. (2012) *found*
 In an investigation into X, Smith et al. (2012) *found*
 In a large longitudinal study, Smith et al. (2012) *investigated* the incidence of X in Y.
 In one well-known recent experiment, limits on X *were found* to be (Al-Masry, 2013)

Reference to single investigations in the past: research topic as main focus

Classical conditioning *was first demonstrated* experimentally by Pavlov (Smith, 2002). In his seminal study
 The electronic spectroscopy of X *was first studied* by Smith and Douglas 1 in 1970
 The acid-catalyzed condensation reaction between X and Y *was first reported* by Baeyer in 1872
 X *formed* the central focus of a study by Smith (2002) in which the author found
 X *was originally isolated* from Y in a soil sample from (Wang et al., 1952).
 The way in which the X gene is regulated *was studied* extensively by Ho and colleagues (Ho et al. 1995 and 1998).
 To determine the effects of X, Zhao et al (2005) *compared*
 To better understand the mechanisms of X and its effects, Al-Masry (2013) the data from

Reference to what other writers do in their text (author as subject)

Smith (2013) *identifies* poor food, bad housing, inadequate hygiene and large families as the major causes of
 Rao (2013) *lists* three reasons why the English language has become so dominant. These are:
 Smith (2013) *traces* the development of Japanese history and philosophy during the 19th century.
 Jones(2013) *provides* in-depth analysis of the work of Aristotle showing its relevance to contemporary times.
 Smith (2013) *draws our attention to* distinctive categories of motivational beliefs often observed in
 Perez (2013) *draws on* an extensive range of sources to assess
 Smith (2013) *defines* evidence based medicine as the conscious, explicit and judicious use of
 Rao (2013) *highlights* the need to break the link between economic growth and transport growth
 Smith (2013) *discusses* the challenges and strategies for facilitating and promoting
 Toh (2013) *mentions* the special situation of Singapore as an example of
 Smith (2013) *questions* whether mainstream schools are the best environment for
 Smith (2013) *considers* whether countries work well on cross-border issues such as
 Al-Masry (2013) *uses* examples of these various techniques as evidence that
 Drawing on an extensive range of sources, the authors *set out* the different ways in which
 By drawing on the concept of X, Smith has been able to *show* that
 In Chapter 2, Smith *provides* us with a number of important
 In the subsequent chapter, Smith *examines* the extent to which
 Some analysts (e.g. Carnoy, 2002) *have attempted to draw* fine distinctions between
 Other authors (see Harbison, 2003; Kaplan, 2004) *question* the usefulness of such an approach.

In her major study, In her seminal article,	Smith (2012) identifies five characteristics of
------------------------------------------------	-------------------------------------------------------

In her classic critique of, In her case study of, In her review of, In her analysis of, In her introduction to,'	
------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Reference to other writers' ideas or position (author as subject)

According to Smith (2003), preventative medicine is far more cost effective, and therefore better adapted to the developing world.

Smith (2013)	points out argues maintains claims concludes suggests	that	preventative medicine is far more cost effective, and therefore better adapted to the developing world
Smith (2013)	argues for offers proposes suggests		an explanatory theory for each type of irrational belief.

Synthesising sources

Almost every paper that has been written on X includes a section relating to
This view is supported by Jones (2000) who writes that
In the same vein, Smith (1994) in his book XYZ notes
Smith argues that her data support O'Brien's (1988) view that
Similarly, Nicoladis (2006) found that X
Al-Masry's (1986) work on X is complemented by Smith's (2009) study of
Conversely, Wang (2010) reported no significant difference in mortality between X and Y.
In contrast to Smith, Jones (2013) argues that
A broader perspective has been adopted by Smith (213) who argues that
Unlike Smith, Jones (2013) argues that
This relationship has been demonstrated in X (Brown, 1976) and in Y (Smith and Green, 1989).

Some ways of introducing quotations

In the final part of the Theses, Marx writes: "Philosophers have hitherto only interpreted the world in various ways; the point"
Sachs concludes: "The idea of development stands today like a ruin in the intellectual landscape..." (Sachs, 1992a: 156).
As Smith argues: "In the past, the purpose of education was to" (Smith, 2000:150).
As Carnoy (2004: 215) states: "there are many good reasons to be sceptical".
As Smith (2013) reminds us, "...."
Commenting on X, Smith (2003) argues: "...."

Summarising the review or parts of the review

The studies presented thus far provide evidence that
Together, these studies outline that
Collectively, these studies outline a critical role for...
In view of all that has been mentioned so far, one may suppose that
Together these studies provide important insights into the
The evidence presented in this section suggests that
Overall, these studies highlight the need for

Describing Data

Describing previously used methods

To date various methods have been developed and introduced to measure X:
 In most recent studies, X has been measured in four different ways.
 Traditionally, X has been assessed by measuring....
 This test is widely available, and has been used in many investigational studies.
 Recently, simpler and more rapid tests of X have been developed.
 Radiographic techniques are the main non-invasive method used to determine
 Different authors have measured X in a variety of ways.
 Previous studies have based their criteria for selection on
 A variety of methods are used to assess X. Each has its advantages and drawbacks.
 Data were gathered from multiple sources at various time points during

Giving reasons why a particular method was adopted or rejected

The semi-structured approach was chosen because
 Smith et al. (1994) identify several advantages of the case study,
 It was decided that the best method to adopt for this investigation was to
 A case study approach was used to allow a
 A case-study approach was chosen since
 The design of the questionnaires was based on
 The X method is one of the more practical ways of
 It was considered that quantitative measures would usefully supplement and extend the qualitative analysis.
 Many of the distributions were not normal so non-parametric signed rank tests were run.
 The X approach has a number of attractive features:
 The second advantage of using the multivariate method is
 One advantage of the X analysis is that it avoids
 The sensitivity of the X technique has been demonstrated in a report by Smith et al (2011).
 However, there are certain drawbacks associated with the use of
 The main disadvantage of the experimental method is that
 A major problem with the experimental method is that

Indicating a specific method

X was prepared according to the procedure used by Patel et al. (1957).
 The synthesis of X was done according to the procedure of Smith (1973).
 X was synthesised using the same method that was detailed for Y, using
 This compound was prepared by adapting the procedure used by Zhao et al. (1990).
 For this study, the X was used to explore the subsurface
 An alternative method for making scales homogenous is by using
 Samples were analysed for X as previously reported by Smith et al. (2012)

Describing the characteristics of the sample

The initial sample consisted of 200 students of whom 13 did not complete all of the interviews
 All studies described as using some sort of X procedure *were included* in the analysis.
 A systematic literature review was conducted of studies that
 All of the participants were aged between 18 and 19 at the beginning of the study....
 Two groups of subjects *were interviewed*, namely X and Y. The first group were
 A random sample of patients with was recruited from
 Forty-seven students studying X were recruited for this study.
 The students were divided into two groups based on their performance on
 The project used a convenience sample of 32 first year modern languages students.
 Just over half the sample (53%) was female, of whom 69% were
 Participants were recruited from 15 clinics across, covering urban and rural areas
 Eligibility criteria required individuals to have received
 Five individuals were excluded from the study on the basis of
 Eligible women who matched the selection criteria were identified by ...
 Semi structured interviews were conducted with 17 male offenders with a mean age of 38

years

A comparison group of 12 male subjects without any history of X was drawn from a pool of

...

Articles were searched from January 1965 until April 2010.

Publications were only included in the analysis if

Indicating reasons for sample characteristics

A small sample was chosen *because of* the expected difficulty of obtaining

The subjects were selected *on the basis of* a degree of homogeneity of their

Criteria for selecting the subjects were as follows:

Describing the process: infinitive of purpose

In order to identify the T10 and T11 spinous processes, the subjects were asked to

In order to understand how X regulates Y, a series of transfections was performed.

To enable the subjects to see the computer screen clearly, the laptop was configured with

....

To see if the two methods gave the same measurement, the data was plotted and

To control for bias, measurements were carried out by another person.

To rule out the possibility that X, the participants were

To measure X, a question asking was used.

To determine whether ..., KG-1 cells were incubated for

To establish whether,

To increase the reliability of measures, each X was tested twice with a 4-min break between

....

To compare the scores three weeks after initial screening, a global ANOVA F-test was used

The vials were capped with to prevent volatisation.

In an attempt to make each interviewee feel as comfortable as possible, the interviewer

Describing the process: other phrases expressing purpose

For the purpose of height measurement, subjects were asked to stand

For the purpose of analysis, 2 segments were extracted from each

For the estimation of protein concentration, 100 μ L of protein sample was mixed with

Describing the process: typical verbs (note use of passive form)

Data management and analysis *was performed* using SPSS 8.0 (1999).

Published studies *were identified* using a search strategy developed in

The experiments *were carried out* over the course of the growing period from

Injection solutions *were coded* by a colleague to reduce experimenter bias.

Drugs *were administered* by icv injection under brief CO₂ narcosis;

The mean score for the two trials *was subjected* to multivariate analysis of variance to determine

The subjects *were asked* to pay close attention to the characters whenever

Prompts *were used* as an aid to question two so that

The pilot interviews *were conducted* informally by the trained interviewer

Blood samples *were obtained* with consent, from 256 Caucasian male patients

Independent tests *were carried out* on the x and y scores for the four years from

This experiment *was repeated* under conditions in which the poor signal/noise ratio was improved.

Significance levels *were set* at the 1% level using the student t-test.

A total of 256 samples *were taken* from 52 boreholes (Figure 11).

The experiments *were run* using custom software written in....

Two sets of anonymized questionnaires *were completed* by

Article references *were searched* further for additional relevant publications.

The data were normalised using

Describing the process: sequence words/phrases

Prior to commencing the study, ethical clearance was sought from

Prior to undertaking the investigation, ethical clearance was obtained from

In the end, the EGO was selected as the measurement tool for the current study.

After "training", the subjects were told that the characters stood for X and that their task was to

After collection, the samples were shipped back to X in

After conformational analysis of X, it was necessary to

After obtaining written informed consent from the patients, a questionnaire regarding the

Once the Xs were located and marked, a thin clear plastic ruler

Once the positions had been decided upon, the Xs were removed from each Y and replaced by

Once the exposures were completed, the X was removed from the Y and placed in

On completion of X, the process of model specification and parameter estimation was carried out.

Following this, the samples were recovered and stored overnight at

Following correction for, X was reduced to

These ratings were *then* made for the ten stimuli to which the subject had been exposed ...

The analysis was checked when initially performed and *then* checked again at the end of ...

The subjects were *then* shown a film individually and were asked to ...

The soil was *then* weighed again, and this weight was recorded as

The results were corrected for the background readings and *then* averaged before being converted to.....

Finally, questions were asked as to the role of

Describing the process: adverbs of manner

The soil was then placed in a furnace and *gradually* heated up to

The vials were shaken *manually* to allow the soil to mix well with the water.

The medium was then *aseptically* transferred to a conical flask.

The resulting solution was *gently* mixed at room temperature for ten minutes and

A sample of the concentrate was then *carefully* injected into

The tubes were *accurately* reweighed to six decimal places using

Describing the process: passive verb + using for instruments

15 subjects were recruited *using* email advertisements requesting healthy students from

All the work on the computer was carried out *using* Quattro Pro for Windows and

Data were collected *using* two high spectral resolution spectroradiometers.

The data was recorded on a digital audio recorder and transcribed *using* a

Semi-automated genotyping was carried out *using* X software and

Statistical significance was *using* analysis of variance and t-tests as appropriate.

Comparisons between the two groups were made using unrelated *t*-tests.

Using the X-ray and looking at the actual X, it was possible to identify

Using an Anthos Microplate Reader, we were able to separate single cells into different

Describing the process: giving detailed information

Compounds 3 and 5 were dissolved in X at apparent pH 2.5 to give concentrations of 4mM
....

.... and the solutions were degraded at 55°C or 37°C for a total time of 42 hours.

At intervals of 0.5 min, 50 μ L of the X was aliquoted into 0.5mL of cooled boric acid buffer (pH 7.5) to

Indicating problems or limitations

In this investigation there are several sources for error. The main error is

Another major source of uncertainty is in the method used to calculate X..

It was not possible to investigate the significant relationships of X and Y *further* because the sample size was too small.

Further data collection is required to determine exactly how X affects Y.

Reporting Results

Reference to aim/method

To assess X, the Y questionnaire was used.

To distinguish between these two possibilities,

To compare the scores three weeks after initial screening, a global ANOVA F-test was used

In order to assess Z, repeated-measures ANOVAs were used.

Regression analysis was used to predict the

Changes in X and Y were compared using

The average scores of X and Y were compared in order to

Nine items on the questionnaire measured the extent to which

The correlation between X and Y was tested.

The first set of analyses examined the impact of

Simple statistical analysis was used to

A scatter diagram and a Pearson's product moment correlation were used to determine the relationship between

T-tests were used to analyse the relationship between

Comparisons between the two groups were made using unrelated t-tests.

Location and summary statements:

Table 1	shows	the experimental data on X.
Figure 1	compares	the results obtained from the preliminary analysis of X.
	presents	the intercorrelations among the nine measures of X.
	provides	the breakdown of X according to an overview of the summary statistics for
The results obtained from the preliminary analysis of X	are shown	in Table 1.
The results of the correlational analysis	can be compared are presented	in Figure 1.
The themes identified in these responses	are set out are summarised	
As shown in Figure 1, As can be seen from the table (above), It can be seen from the data in Table 1 that From the graph above we can see that		the X group reported significantly more Y than the other two groups.
The table below illustrates		some of the main characteristics of the ...
The pie chart above shows		the breakdown of

Highlighting significant data in a table/chart

It is apparent from this table that very few

This table is quite revealing in several ways. First, unlike the other tables

What is interesting in this data is that

In Fig.10 there is a clear trend of decreasing

As Table III shows, there is a significant difference ($t = -2.15$, $p = 0.03$) between the two groups.

The differences between X and Y are highlighted in Table 4

From the chart, it can be seen that by far the greatest demand is for

From the data in Figure 9, it is apparent that the length of time left between

From this data, we can see that Study 2 resulted in the lowest value of

Data from this table can be compared with the data in Table 4.6 which shows

Statements of result (positive)

Strong evidence of X was found when

This result is significant at the $p = 0.05$ level.

There was a significant positive correlation between

There was a significant difference between the two conditions

On average, Xs were shown to have

The mean score for X was

Interestingly, for those subjects with X,

A positive correlation was found between X and Y.

The results, as shown in Table 1, indicate that

A two-way ANOVA revealed that

Posthoc analysis revealed that during

Further analysis showed that

Further statistical tests revealed

Statements of result (negative)

There was no increase of X associated with

There were no significant differences between

No significant differences were found between

No increase in X was detected.

No difference greater than X was observed.

The Chi-square test did not show any significant differences between

None of these differences were statistically significant.

Overall, X did not affect males and females differently in these measure.

No significant reduction in X was found with Y compared with placebo.

A clear benefit of X in the prevention of Y could not be identified in this analysis.

Highlighting significant, interesting or surprising results

The most striking result to emerge from the data is that

Interestingly, this correlation is related to

The correlation between X and Y is interesting because

The more surprising correlation is with the

The single most striking observation to emerge from the data comparison was

Interestingly, the X was observed to

Interestingly, there were also differences in the ratios of

Reporting a reaction

When X cells were stimulated with Y, no significant difference in the number of Z was detected

However, stimulation of X cells with Y did not increase the

Following the addition of X, a significant increase ($P < 0.05$) in the Y was recorded.

Reporting results from questionnaires and interviews

The response rate was 60% at six months and 56% at 12 months.

Of the study population, 90 subjects completed and returned the questionnaire.

Of the initial cohort of 123 students, 66 were female and 57 male.

Thirty-two individuals returned the questionnaires.

By the end of the survey period, data had been collected from 64 individuals, 23 of whom were

This section of the questionnaire required respondents to give information on
 Respondents were asked to indicate whether
 Respondents were asked to suggest other reasons for
 There were 53 responses to the question: "....?"
 The total number of responses for this question was
 The overall response to this question was poor.
 In response to the question: "....?", a range of responses was elicited.
 In response to Question 1, most of those surveyed indicated that
 The overall response to this question was very positive.
 When the participants were asked, the majority commented that
 Other responses to this question included
 The majority of those who responded to this item felt that
 Of the 62 participants who responded to this question, 30 reported an increase in
 70% of those who were interviewed indicated that,
 Almost two-thirds of the participants (64%) said that,
 Just over half of those who answered this question reported that
 Over half of those surveyed reported that
 Approximately half of those surveyed did not comment on,
 Of the 148 patients who completed the questionnaire, just over half indicated that
 A small number of those interviewed suggested that,
 Only a small number of respondents indicated that
 Some participants expressed the belief that,
 One individual stated that "...." And another commented "...."
 A minority of participants (17%) indicated that
 One participant commented: ""
 Another interviewee alluded to the notion of

Transition statements

Turning now to the experimental evidence on,
 Comparing the two results, it can be seen that,
 A comparison of the two results reveals,
 If we now turn to,
 The next section of the survey was concerned with
 In the final part of the survey, respondents were asked

Summary and transition

Overall, these results indicate that
 These results suggest that
 Together these results provide important insights into
 Taken together, these results suggest that there is an association between
 In summary, these results show that
 The results in this Chapter indicate that, The next Chapter, therefore, moves on to discuss the

Discussing Findings

Background information (reference to literature or to research aim/question)

A strong relationship between X and Y has been reported in the literature.
 Prior studies that have noted the importance of
 In reviewing the literature, no data was found on the association between X and Y.
 As mentioned in the literature review,
 Very little was found in the literature on the question of
 This study set out with the aim of assessing the importance of X in
 The first question in this study sought to determine
 The third question in this research was
 It was hypothesized that participants with a history of
 The present study was designed to determine the effect of
 An initial objective of the project was to identify

Statements of result (usually with reference to results section)

The results of this study show/indicate that
 This experiment did not detect any evidence for
 On the question of X, this study found that
 The current study found that
 The most interesting finding was that
 Another important finding was that
 The results of this study did not show that .../did not show any significant increase in
 In the current study, comparing X with Y showed that the mean degree of
 In this study, Xs were found to cause
 X provided the largest set of significant clusters of
 It is interesting to note that in all seven cases of this study....

Unexpected outcome

Surprisingly, X was found to
 Surprisingly, no differences were found in
 One unanticipated finding was that
 It is somewhat surprising that no X was noted in this condition
 What is surprising is that
 Contrary to expectations, this study did not find a significant difference between
 However, the observed difference between X and Y in this study was not significant.
 However, the ANOVA (one way) showed that these results were not statistically significant.
 This finding was unexpected and suggests that

Reference to previous research (support)

The results of this study will now be compared to the findings of previous work.
 This study produced results which corroborate the findings of a great deal of the previous work in this field.
 The findings of the current study are consistent with those of Smith and Jones (2001) who found
 These results are consistent with those of other studies and suggest that
 This finding supports previous research into this brain area which links X and Y.
 This study confirms that X is associated with
 This finding corroborates the ideas of Smith and Jones (2008), who suggested that
 This finding is in agreement with Smith's (1999) findings which showed
 It is encouraging to compare this figure with that found by Jones (1993) who found that
 There are similarities between the attitudes expressed by X in this study and those described by (Smith, 1987, 1995) and Jones (1986)
 These findings further support the idea of
 Increased activation in the PCC in this study corroborates these earlier findings.
 The present findings seem to be consistent with other research which found
 This also accords with our earlier observations, which showed that
 This finding confirms the association between
 These results match those observed in earlier studies.
 These results agree with the findings of other studies, in which
 In accordance with the present results, previous studies have demonstrated that
 The findings observed in this study mirror those of the previous studies that have examined the effect of

Reference to previous research (contradict)

However, the findings of the current study do not support the previous research.
 This study has been unable to demonstrate that
 However, this result has not previously been described.
 In contrast to earlier findings, however, no evidence of X was detected.
 Although, these results differ from some published studies (Smith, 1992; Jones, 1996), they are consistent with those of

These results differ from X's 2003 estimate of Y, but they are broadly consistent with earlier

Explanations for results:

There are several possible explanations for this result.
 These differences can be explained in part by the proximity of X and Y.
 A possible explanation for this might be that
 Another possible explanation for this is that
 This result may be explained by the fact that .../ by a number of different factors.
 It is difficult to explain this result, but it might be related to
 It seems possible that these results are due to

The reason for this is not clear but it may have something to do with
 It may be that these students benefitted from
 This inconsistency/discrepancy may be due to
 This rather contradictory result may be due to
 These factors may explain the relatively good correlation between X and Y.
 There are, however, other possible explanations.
 The possible interference of X cannot be ruled out.
 The observed increase in X could be attributed to
 The observed correlation between X and Y might be explained in this way.
 Some authors ^{9,30} have speculated that
 Since this difference has not been found elsewhere it is probably not due to
 A possible explanation for some of our results may be the lack of adequate

Advising cautious interpretation

These data must be interpreted with caution because
 These results therefore need to be interpreted with caution.
 However, with a small sample size, caution must be applied, as the findings might not be transferable to
 These findings cannot be extrapolated to all patients.
 Although exclusion of X did not reduce the effect on X, these results should be interpreted with caution.
 However, with a small sample size, caution must be applied, as the findings might not be transferable to
 It is important to bear in mind the possible bias in these responses.

Suggesting general hypotheses

The value of X suggests that a weak link may exist between
 It is therefore likely that such connections exist between
 It can thus be suggested that
 It is possible to hypothesise that these conditions are less likely to occur in
 It is possible/likely/probable therefore that
 Hence, it could conceivably be hypothesised that
 These findings suggest that
 It may be the case therefore that these variations
 In general, therefore, it seems that
 It is possible, therefore, that
 Therefore, X could be a major factor, if not the only one, causing
 It can therefore be assumed that the
 This finding, while preliminary, suggests that

Noting implications

This finding has important implications for developing
 An implication of this is the possibility that
 One of the issues that emerges from these findings is
 Some of the issues emerging from this finding relate specifically to
 This combination of findings provides some support for the conceptual premise that
 These findings may help us to understand
 These results provide further support for the hypothesis that

Commenting on findings

However, these results were not very encouraging.
 These findings are rather disappointing.
 The test was successful as it was able to identify students who
 The present results are significant in at least major two respects.
 These findings will doubtless be much scrutinized, but there are some immediately dependable conclusions for
 The results of this study do not explain the occurrence of these adverse events.

Suggestions for future work

However, more research on this topic needs to be undertaken before the association between X and Y is more clearly understood.
 Further research should be done to investigate the

Research questions that could be asked include
 Future studies on the current topic are therefore recommended.
 A further study with more focus on X is therefore suggested.
 Further studies, which take these variables into account, will need to be undertaken.
 Further work is required to establish this.
 In future investigations it might be possible to use a different X in which
 This is an important issue for future research.
 Several questions remain unanswered at present.
 There is abundant room for further progress in determining

Writing Conclusions

Summarising the content

This paper has given an account of and the reasons for the widespread use of X
 This essay has argued that X is the best instrument to
 This assignment has explained the central importance of X in Y.
 This dissertation has investigated

Restatement of aims (research)

This study set out to determine
 The present study was designed to determine the effect of
 The main goal of the current study was to determine
 In this investigation, the aim was to assess
 The purpose of the current study was to determine
 This project was undertaken to design and evaluate
 Returning to the hypothesis/question posed at the beginning of this study, it is now possible to state that

Summarising the findings (research)

This study has shown that
 These findings suggest that in general
 One of the more significant findings to emerge from this study is that
 It was also shown that....
 This study has found that generally
 The following conclusions can be drawn from the present study
 The relevance of X is clearly supported by the current findings.
 This study/research has shown that
 The second major finding was that
 The results of this investigation show that
 The most obvious finding to emerge from this study is that
 X, Y and Z emerged as reliable predictors of
 Multiple regression analysis revealed that the

Suggesting implications

The evidence from this study suggests that
 The results of this study indicate that

The results of this research support the idea that
 In general, therefore, it seems that
 Taken together, these results suggest that
 An implication of this is the possibility that
 The findings of this study suggest that

Significance of the findings (research contribution)

This work contributes to existing knowledge X by providing
 This is the first study reporting an advantage in those who
 This is the largest study so far documenting a delayed onset of
 The X that we have identified therefore assists in our understanding of the role of
 These findings enhance our understanding of
 This research will serve as a base for future studies and
 The current findings add substantially to our understanding of
 The current findings add to a growing body of literature on
 The study has gone some way towards enhancing our understanding of
 The methods used for this X may be applied to other Xs elsewhere in the world.
 The present study, however, makes several noteworthy contributions to
 The empirical findings in this study provide a new understanding of
 The findings from this study make several contributions to the current literature. First, ...
 The present study provides additional evidence with respect to
 Taken together, these findings suggest a role for X in promoting Y.
 The present study confirms previous findings and contributes additional evidence that suggests
 This research has several practical applications. Firstly, it points to
 This study has demonstrated, for the first time, that

Significance of the findings with a qualification

Whilst this study did not confirm X, it did partially substantiate
 Despite its exploratory nature, this study offers some insight into
 Although the current study is based on a small sample of participants, the findings suggest that
 Notwithstanding these limitations, the study suggests that

Limitations of the current study (research)

Finally, a number of important limitations need to be considered. First,
 The generalizability of these results is subject to certain limitations. For instance,
 A number of caveats need to be noted regarding the present study.
 The most important limitation lies in the fact that
 The current investigation was limited by
 The current study was unable to analyse these variables.
 The current research was not specifically designed to evaluate factors related to
 The current study has only examined
 The project was limited in several ways. First, the project used a convenience sample that
 However, with a small sample size, caution must be applied, as the findings might not be transferable to
 The sample was nationally representative of X but would tend to miss people who were
 A limitation of this study is that the numbers of patients and controls were relatively small.
 Thirdly, the study did not evaluate the use of
 However, these findings are limited by the use of a cross sectional design.
 The findings in this report are subject to at least three limitations. First, these data apply only to
 An issue that was not addressed in this study was whether....
 One source of weakness in this study which could have affected the measurements of was that
 Several limitations to this pilot study need to be acknowledged. The sample size is
 The main weakness of this study was the paucity of

These results may not be applicable to
The study is limited by the lack of information on

Recommendations for further work (research)

This research has thrown up many questions in need of further investigation.
Further work needs to be done to establish whether
It is recommended that further research be undertaken in the following areas:
Further experimental investigations are needed to estimate
What is now needed is a cross-national study involving
More broadly, research is also needed to determine
It is suggested that the association of these factors is investigated in future studies.
Further research might explore/investigate
Further research in this field/regarding the role of X would be of great help in
Further investigation and experimentation into X is strongly recommended.
A number of possible future studies using the same experimental set up are apparent.
It would be interesting to assess the effects of
More information on X would help us to establish a greater degree of accuracy on this matter.
If the debate is to be moved forward, a better understanding of needs to be developed.
I suggest that before X is introduced, a study similar to this one should be carried out on
These findings provide the following insights for future research:
Considerably more work will need to be done to determine
Future trials should assess a full selective decontamination regimen including
More research is needed to better understand when implementation ends and
It would be interesting to compare experiences of individuals within the same ... group.
A further study could assess
A future study investigating X would be very interesting.
The issue of X is an intriguing one which could be usefully explored in further research.
Future research should therefore concentrate on the investigation of
More research is required on
Large randomised controlled trials could provide more definitive evidence.

Implications/recommendations for practice or policy

These findings suggest several courses of action for
An implication of these findings is that both X and Y should be taken into account when
The findings of this study have a number of important implications for future practice.
There is, therefore, a definite need for
There are a number of important changes which need to be made.
Another important practical implication is that
Moreover, more X should be made available to
Other types of X could include : a), b).
Unless governments adopt X, Y will not be attained.
This information can be used to develop targeted interventions aimed at
A reasonable approach to tackle this issue could be to
Taken together, these findings do not support strong recommendations to
A key policy priority should therefore be to plan for the long-term care of

Being Critical

Introducing questions, problems and limitations (theory)

One question that needs to be asked, however, is whether
A serious weakness with this argument, however, is that
One of the limitations with this explanation is that it does not explain why... .
One criticism of much of the literature on X is that
The key problem with this explanation is that
The existing accounts fail to resolve the contradiction between X and Y.
However, there is an inconsistency with this argument.

Smith's argument relies too heavily on qualitative analysis of
 It seems that Jones' understanding of the X framework is questionable.
 Smith's interpretation overlooks much of the historical research
 One major criticism of Smith's work is that
 Many writers have challenged Jones' claim on the grounds that
 X's analysis does not take account of nor does he examine

Introducing questions, problems and limitations (method/practice)

Another problem with this approach is that it fails to take X into account.
 Perhaps the most serious disadvantage of this method is that
 Difficulties arise, however, when an attempt is made to implement the policy.
 Nevertheless, the strategy has not escaped criticism from governments, agencies and academics.
 One major drawback of this approach is that
 The main limitation of biosynthetic incorporation, however, is
 However, this method of analysis has a number of limitations.
 However, approaches of this kind carry with them various well known limitations.
 All the studies reviewed so far, however, suffer from the fact that
 However, there are limits to how far the idea of/concept of X can be taken.
 However, such explanations tend to overlook the fact that
 However, one of the problems with the instrument the researchers used to measure X was

 Although this is the most comprehensive account of X produced so far, it does suffer from a number of flaws.
 Smith's study of X is considered to be the most important, but it does suffer from the fact that

However, all the previously mentioned methods suffer from some serious	limitations weaknesses disadvantages drawbacks.
------------------------------------------------------------------------	----------------------------------------------------------

Identifying a study's weakness

(However,)	<p>the main weakness of the study is the failure to address how the study fails to consider the differing categories of damage that the research does not take into account pre-existing such as the author offers no explanation for the distinction between X and Y. Smith makes no attempt to differentiate between various different types of X. Jones fails to fully acknowledge the significance of the paper would appear to be over ambitious in its claims. the author overlooks the fact that X contributes to Y. what Smith fails to do is to draw a distinction between another weakness is that we are given no explanation of how Smith fails to fully define what no attempt was made to quantify the association between X and Y.</p>
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Offering constructive suggestions

Smith's paper	would have been	more	useful	if he/she had	included
Her conclusions	might have been	much more	convincing	if the author had	considered
The study		far more	interesting		adopted
			persuasive		used

The findings			original		
--------------	--	--	----------	--	--

A more comprehensive study would include all the groups of

A better study would examine a large, randomly selected sample of societies with

A much more systematic approach would identify how X interacts with other variables that are believed to be linked to

Using evaluative adjectives to comment on research

In his/her In their In this		excellent comprehensive detailed useful thorough groundbreaking timely important impressive ----- limited small-scale exploratory	analysis (of X), examination (of X), study (of X), survey (of X), investigation (into Y),	Smith (2012) Jones et al. (2012)	found was/were able to show that concluded that
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Highlighting inadequacies of previous studies

Most studies in the field of X have only focussed on

Most studies in X have only been carried out in a small number of areas.

The generalizability of much published research on this issue is problematic.

The experimental data are rather controversial, and there is no general agreement about

Such expositions are unsatisfactory because they

However, few writers have been able to draw on any structured research into the opinions and attitudes of

The research to date has tended to focus on X rather than Y.

The existing accounts fail to resolve the contradiction between X and Y.

Researchers have not treated X in much detail.

Previous studies of X have not dealt with

However, these studies used non-validated methods to measure

Half of the studies evaluated failed to specify whether

However, much of the research up to now has been descriptive in nature

Although extensive research has been carried out on X, no single study exists which adequately covers

However, these results were based upon data from over 30 years ago and it is unclear if these differences still persist.

Introducing general criticism

Many analysts now argue that the strategy of X has not been successful. Jones (2003), for example, argues that

Non-government agencies are also very critical of the new policies.

The X theory has been vigorously challenged in recent years by a number of writers.

These claims have been strongly contested in recent years by a number of writers.

Smith's meta-analysis has been subjected to considerable criticism.

The most important of these criticisms is that Smith failed to note that

Critics have also argued that not only do social surveys provide an inaccurate measure of X,

but the....

Critics question the ability of poststructuralist theory to provide

More recent arguments against X have been summarised by Smith and Jones (1982):

Introducing the critical stance of particular writers

Jones (2003) is critical of the conclusions that Smith draws from his findings.

Jones (2003) has challenged some of Smith's conclusions, arguing that

The authors challenge the widely held view that

Jones (2003) has also questioned why

Jones (2003) is probably the best known critic of the X theory. He argues that

However, Jones (2003) points out that

The latter point has been devastatingly critiqued by Jones (2003), who argues that

Classifying And Listing

General Classifications

X may be divided into	three main	classes sub-groups categories	
X may be classified	on the basis of according to depending on in terms of	Y	into Xi and Xii

Bone is generally classified into two types: cortical bone, also known as, and cancellous bone or

There are two main types of memory: declarative and non-declarative memory. Declarative memory can be broken down into X and Y.

Aristotle's systematic treatises may be grouped in several divisions: logic, psychological works, physical

The works of Aristotle fall under three headings: (1) dialogues and,; (2) collections of facts and,; and (3) systematic works.

There are two basic approaches currently being adopted in research into X. One is the Y approach and the other is

Associative learning can be categorised into classical and operant conditioning. Classical conditioning was first

Generally, spectratyping provides two types of information: band intensity pattern and band number.

Specific Classifications:

In the U.S. system, X is graded		according to whether on the basis of in terms of	
Smith (1966)	divided classified grouped	Xs	into two broad types: Xi's and Xii's
Thomas and Nelson (1996) describe	four basic types of	validity: logical, content, criterion and construct.	

Smith and Jones (2003) argue that *there are two broad categories of Y, which are: a) and b)*

For Aristotle, motion *is of four kinds*: (1) motion which; (2) motion which; (3) motion which; and (4) motion which....

To better understand the mechanisms of X and its therapeutic implications, Smith et al.(2011) classified X into 3 distinct types using

Individuals were classified as belonging to upper or lower categories of

Introducing Lists:

The key aspects of management can be listed as follows: X, Y and Z.

During his tour of Britain, he visited the following industrial centres: Manchester, Leeds, Bristol, and Birmingham.

There are three reasons why the English language has become so dominant. These are:

There are two types of effect which result when a patient undergoes X. These are

Appetitive stimuli have three separable basic functions. Firstly, they Secondly, they

The disadvantages of the new approach can be discussed *under three headings, which are:*

....

This topic can best be treated under three headings: X, Y and Z.

This section has been included for several reasons: it is; it illustrates; and it describes....

The "Mass for Four Voices" *consists of five movements, which are:* the Kyrie, Gloria, Credo, Santos and Angus Dei.

The "Three Voices for Mass" *is divided into six sections. These are:* the Kyrie, Gloria,

Referring to other people's lists

Smith (2003) suggests three conditions for its acceptance. Firstly, X should be Secondly, it needs to be.... Thirdly,

Smith and Jones (1991) *list* X, Y and Z as the major causes of infant mortality.

Smith and Jones (2003) argue that *there are two broad categories of Y, which are:* a) and b)

For Aristotle, motion is of *four kinds*: (1) motion which; (2) motion which; (3) motion which; and (4) motion which....

Smith (2003) *lists* the main features of X *as follows*: it is X; it is Y; and it has Z.

Comparing And Contrasting

Introductory Sentences: Differences

X is different from Y in a number of respects.

There are a number of important differences between X and Y.

X differs from Y in a number of important ways.

Women and men *differ* not only in physical attributes but also *in the way* in which they

Smith (2003) found *distinct differences between X and Y.*

Jones (2013) found *dramatic differences* in the rate of decline of X between X and Y.

Areas where *significant differences* have been found include X and Y.

Their nervous systems are *significantly different* from those of X in several key features.

Introductory Sentences: Similarities

The mode of processing used by the right brain *is similar to that* used by the left brain.

The mode of processing used by the right brain *is comparable in* complexity to that used by the left brain.

The effects of nitrous dioxide on human health *are similar to those of* ground level ozone.

Both X and Y generally take place in a "safe environment".

There are a number of similarities between X and Y.

Numerous *studies have compared* the brain cells in man and animals and found that the cells *are essentially identical.*

Comparison within one sentence

In contrast to oral communities, it is very difficult to get away from calendar time in literate societies.

Compared with people in oral cultures, people in literate cultures organise their lives around clocks and calendars.

Oral societies tend to be more concerned with the present *whereas* literate societies have a very definite awareness of the past.

Oral societies tend to be more concerned with the present *while* literate societies have a very definite awareness of the past.

Women's brains process language simultaneously in the two sides of the brain, *while* men tend to process it in the left side only.

While women's brains process language simultaneously in the two sides of the brain, men tend to process it in the left side only.

Whereas Ghazali rejected non-Islamic philosophers, Aquinas incorporated ancient Greek thought into his own philosophical writings.

This interpretation *contrasts with that of* Smith and Jones (2004) who argue that

This interpretation *differs from that of* Smith and Jones (2004) who argue that

Comparison within one sentence (comparative forms)

Women are *faster/slower than* men at certain precision manual tasks, such as placing pegs in holes on a board.

Women tend to perform *better/worse than* men on tests of perceptual speed.

Further, men are *more/less* accurate in tests of target-directed motor skills.

The corpus callosum, a part of the brain connecting the two hemispheres, may be *more/less* extensive in women.

Women are *more/less likely than* men to suffer aphasia when the front part of the brain is damaged.

Adolescents are *less likely* to be put to sleep by alcohol *than* adults.

Women tend to have *greater/less* verbal fluency *than* men.

Men learned the route in *fewer trials* and made *fewer errors than* did women.

Indicating difference across two sentences

It is very difficult to get away from calendar time in literate societies. *By contrast/in contrast*, many people in oral communities have little idea of the calendar year of their birth.

It is very difficult to get away from calendar time in literate societies. *On the other hand*, many people in oral communities have little idea of the calendar year of their birth.

Indicating similarity across two sentences

Young children learning their first language need simplified input. *Similarly*, low level adult L2 learners need graded input supplied in most cases by a teacher.

Young children learning their first language need simplified input. *Likewise*, low level adult L2 learners need graded input supplied in most cases by a teacher.

Speech functions are *less likely* to be affected in women because the critical area is *less* often affected. A *similar* pattern emerges in studies of the control of hand movements.

Writing Definitions

Introductory phrases:

It is necessary here to clarify exactly what is meant by

This shows a need to be explicit about exactly what is meant by the word X.

X is a term frequently used in the literature, but to date there is no consensus about

Simple three-part definitions

A university is	an institution	where knowledge is "produced" and passed on to others.
Social Economics may be broadly defined as	the branch of economics	[which is] concerned with the measurement, causes and consequences of social problems.
Research may be defined as	a systematic process	which consists of three elements or components: (1) a question, problem, or hypothesis, (2) data, and (3) analysis and interpretation of data.
Braille is	a system	of touch reading and writing for blind people in which raised dots on paper represent the letters of the alphabet.

General meanings / application of meanings:

The term X refers to

The term X has come to be used to refer to

The term X is generally understood to mean

The term X has been applied to situations where students

The term X encompasses A), B), and C).

Defined as XYZ, obesity is now considered a worldwide epidemic and is associated with

In broad biological terms, X can be defined as any stimulus that is

The broad use of the term X is sometimes equated with

The term disease refers to a biological event characterised by

In the literature, the term tends to be used to refer to

X can be defined as It encompasses

The term X is a relatively new name for a Y, commonly referred to....

X can be loosely described as a correlation.

Whereas X refers to the operations of, Y refers to the

Indicating difficulties in defining a term:

In the field of language teaching, *various definitions of X* are found.

X is a commonly used notion in language learning and yet it is a concept *difficult to define precisely*.

A generally accepted definition of X is lacking.

Smith (2001) identified four abilities *that might be subsumed under the term X*: a)

The term X *embodies* a multitude of concepts which

Although differences of opinion still exist, there appears to be some agreement that X refers to

Unfortunately, X remains a poorly defined term.

Specifying terms that are used in an essay/thesis:

In this essay, *the term overseas student will be used in its broadest sense to refer to all students who*

Throughout this thesis, the term education *is used to refer to* informal systems as well as formal systems.

While a variety of definitions of the term X have been suggested, this paper will use the definition first suggested by Smith (1968) who saw it as

In this paper, *the term that will be used to describe* this phenomenon is X

In this dissertation the terms X and Y *are used interchangeably to mean*

Referring to people's definitions (author prominent):

One of the first people to define nursing was Florence Nightingale (1860), who wrote: "...."

Smith (1954) was apparently the first to use the term

Chomsky writes that a grammar is a 'device of some sort for producing the' (1957, p.11).

According to a definition provided by Smith (2001:23), fluency is 'the maximally
 The term "fluency" is used by Smith (2001) to refer to
 Smith (2001) uses the term 'fluency' to refer to
 For Smith (2001), fluency means/refers to
 Macro-stabilisation policy is defined by Smith (2003: 119) as "...."
 Aristotle defines the imagination as "the movement which results upon an actual sensation."
 The term "matter" is used by Aristotle in four overlapping senses. First, it is the underlying
 Secondly, it is the potential which
 Smith et al. (2002) have provided a new definition of health: "health is a state of being with
 physical, cultural, psychological"
 In 1987, sports psychologist John Smith popularized the term 'X' to describe
 This definition is close to those of Smith (2012) and Jones (2013) who define X as ...
 Smith, has shown that, as late as 1920, Jones was using the term 'X' to refer to particular
 theories of

Describing Cause And Effect

Verbs expressing causality

Lack of protein	<i>may cause can lead to can result in</i>	mental retardation.
Low levels of chlorine in the body	<i>can give rise to</i>	high blood pressure.
Much of the instability in X	<i>stems from</i>	the economic effects of the war.
Kwashiorkor is a disease Beri-beri is a disease Scurvy is a disease	<i>caused by resulting from stemming from</i>	insufficient protein. vitamin deficiency. lack of vitamin C.

Nouns expressing causality

The most likely *causes* of X are poor diet and lack of exercise.
 A *consequence* of vitamin A deficiency is blindness.
 X can have profound health *consequences* for older people.
 Physical activity is an important *factor* in maintaining fitness.
 Many other medications have an *influence* on cholesterol levels.
 Another *reason* why Xs are considered to be important is that

Prepositional phrases expressing causality

200,000 people per year become deaf	<i>owing to because of as a result of as a consequence of</i>	a lack of iodine.
----------------------------------------	-------------------------------------------------------------------------------	-------------------

Sentence connectors expressing causality

If undernourished and retarded children do survive to become adults, they have decreased learning ability.	<i>Therefore, Consequently, Because of this, As a result (of this),</i>	when they grow up, it will probably be difficult for them to find work.
------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	-------------------------------------------------------------------------

Adverbial phrases expressing causality

Malnutrition leads to illness and a reduced ability to work in adulthood, The warm air rises above the surface of the sea,	<i>thus/thereby</i>	perpetuating the poverty cycle. creating an area of low pressure.
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Other examples

X and Y are important *driving factors* of Z.

As a consequence of X , it appears that Y alone is not the *causative factor* of....

Extreme loneliness a *risk factor* for X.

X is almost as strong a *risk factor* for disability as Y.

X is generally seen as a *factor strongly related* to Y.

Due to X and Y, inflowing surface water becomes more dense as it

The mixing of X and Y *exerts a powerful effect upon* Z through

The study found that loneliness has *twice the impact on* early death as obesity does.

Loneliness can have profound health *consequences* for older people.

Possible cause and effect relationships (expressed tentatively)

This suggests a weak *link may exist* between X and Y.

The human papilloma virus *is linked to* most cervical cancer.

There is some evidence that X *may affect* Y.

The findings indicate that regular exercise *could improve* cognitive function in people at risk of

It is not yet clear whether X is *made worse* by Y.

In the literature, X *has been associated with* Y.

Stomach cancer in many cases *may be associated with* certain bacterial infections.

A high consumption of seafood *could be associated with* infertility.

Describing Trends And Traditions

Describing trends

The graph shows that there has been a Figure 2 reveals that there has been a	slight gradual slow steady marked steep sharp	increase rise decrease fall decline drop	in the number of divorces in England and Wales since 1981.
-------------------------------------------------------------------------------------	-----------------------------------------------------------------	---------------------------------------------------------	------------------------------------------------------------

Describing high and low points in figures

The number of live births outside marriage *reached a peak* during the second world war.

The *peak* age for committing a crime is 18.

Oil production *peaked* in 1985.

Gas production reached a (new) *low* in 1990.

Projecting trends

The number of Xs	is projected to	decline steadily	after 2020.
The amount of Y	is expected to	drop sharply	
The rate of Z	is likely to will probably	level off	

Describing Quantities

Describing ratios and proportions

The proportion of live births outside marriage reached *one in ten* in 1945.
The annual birth rate dropped from 44.4 to 38.6 per 1000 per annum.

Describing fractions

Of the 148 patients who completed the questionnaire, just over half indicated that
The response rate was 60% at six months and 56% at 12 months.
Over half of those surveyed indicated that
70% of those who were interviewed indicated that
Approximately half of those surveyed did not comment on
Nearly half of the respondents (48%) agreed that
Less than a third of those who responded (32%) indicated that
The number of first marriages in the United Kingdom fell *by nearly two-fifths*.

Describing percentages

13.1% of young men and 23.1% of young women who had married said that they
Returned surveys from 34 radiologists yielded a 34% response rate.
The response rate was 60% at six months and 56% at 12 months.
East Anglia had *the lowest proportion* of lone parents at only 14 per cent.
Since 1981, England has experienced an *89 % increase* in crime.
The mean income of *the bottom 20 percent* of U.S. families declined from \$10,716 in 1970 to
A study in Java found that of 2,558 abortions, 58% were in young women aged 15-24, of whom 62% were
He also noted that less than 10% of the articles included in his study cited
In 1960 *just over 5%* of live births in 1960 were outside marriage.

Describing averages

This figure can be seen as the average life expectancy at various ages.
The proposed model suggests a steep decline in mean life expectancy
Roman slaves probably had a lower than average life expectancy.
The average of 12 observations in the X, Y and Z is 19.2 mgs/m
The mean score for the two trials *was subjected* to multivariate analysis of variance to determine
The *mean income* of the bottom 20 percent of U.S. families declined from \$10,716 in 1970 to

Describing ranges

The evidence shows that life expectancy from birth *lies in the range of twenty to thirty years*.
Between 575 and 590 metres depth the sea floor is extremely flat, with an average slope of only 1 : 400
The mean income of the bottom 20 percent of U.S. families declined *from \$10,716 in 1970 to \$9,833 in 1990*.
The respondents had practiced for an average of 15 years (range 6 to 35 years)
The participants were aged 19 to 25 and were from both rural and urban backgrounds.
They calculated *ranges of journal use* from 10.7%–36.4% for the humanities, 25%–57% for

the

Rates of decline *ranged from* 2.71– 0.08 cm day⁻¹ (Table 11) with a mean of 0.97 cm day⁻¹. Estimates of X *range from* 200,000 to 700,000 and up to a million or more (Smith and Jones).

It has been estimated that 300,000 people suffer form

Giving Examples

Examples as the main information in a sentence

For example, the word doctor used to mean a learned man.

For example, Smith and Jones (2004) conducted a series of semi-structured interviews in

Young people begin smoking for a variety of reasons. They may, for example, be influenced by their peers, or

A classic / well-known example of this is

An example of this is the study carried out by Smith (2004) in which

This is exemplified in the work undertaken by

Another example of what is meant by X is

The effectiveness of the X technique has been exemplified in a report by Smith et al (2010) where

This distinction is further exemplified in studies using

This is certainly true in the case of

In a similar case in America, Smith (1992) identified

This can be seen in the case of the two London physics laboratories which

This is evident in the case of

The evidence of X can be clearly seen in the case of

X is a good illustration of

X illustrates this point this point clearly.

By way of illustration, Smith (2003) shows how the data for

This can be illustrated briefly by

These experiments illustrate that X and Y have distinct functions in

Examples as additional information in a sentence

Young people begin smoking for a variety of reasons, such as pressure from peers and the role model of parents.

Pavlov found that if some other stimulus, for example the ringing of a bell, preceded the food, the dog would start salivating.

In Paris, Gassendi kept in close contact with many other prominent scholars, such as Kepler, Galileo, Hobbes, and Descartes.

The prices of resources, such as copper, iron ore, oil, coal and aluminium, have declined in real terms over the past 20 years.

Many diseases can result at least in part from stress, including: arthritis, asthma, migraine, headaches and ulcers.

Reporting cases as support

Overall, these cases support the view that

Recent cases reported by Smith et al. (2013) also support the hypothesis that

This case study confirms the importance of

The evidence presented thus far supports the idea that

This has been seen in the case of

This case demonstrates how X used innovative marketing strategies in

This case has shown that

As this case very clearly demonstrates, it is important that

This case shows the importance of further investigation in patients with

This case demonstrates the need for better strategies for

The case reported here illustrates the

In support of X, Y has been shown to induce Y in several cases (Smith et al., 2001).

Recent cases reported by Smith et al. (2013) also support the hypothesis that

Writing About The Past

In phrases associated with the use of the simple past tense (specific times or periods of time in the past completed)

For centuries,	church authorities placed restrictions on academics.
In the second half of the 19th century,	
At the end of the nineteenth century,	

During the Nazi period,	restrictions were placed on German academics.
Between 1933 and 1945,	
From 1933 to 1945,	
In the 1930s and 1940s,	

Reference to single investigations or publications in the past: simple past tense used

The first systematic study of the X *was reported* by Patel et al. in 1986.
 Erythromycin *was originally isolated* from X in a soil sample from (Wang et al., 1952).
 In 1975, Smith et al. *published* a paper *in which* they described

In 1990 Patel et al. *demonstrated* that replacement of H₂O with heavy water led to
 Thirty years later, Smith (1974) *reported* three cases of Candida Albicans which
 In the 1950s Gunnar Myrdal *pointed to* some of the ways in which (Myrdal, 1957)
 In 1981, Smith and coworkers *demonstrated that* X induced in vitro resistance to
 In 1984 Jones et al. *made* several amino acid esters of X and evaluated them as water-soluble pro-drugs.
 An experimental demonstration of this effect *was first carried out* by
 The first experimental realisation of, by Smith et al. [12], used a
 Smith and Jones (1994) *were the first to* describe X, and reported that

Time phrases associated with the use of the present perfect tense (for situations/actions which began in the past and continue up to the present, or for which the period of time is unspecified):

Over the past few decades, the world *has seen* the stunning transformation of X, Y and Z.
Since 1965, these four economies *have doubled* their share of world production and trade.
Until recently, there has been little interest in X.
Recently, these questions *have been addressed* by researchers in many fields.
In recent years researchers *have investigated* a variety of approaches to X but
Up to now, the research has tended to focus on X rather than on Y.
To date, little evidence *has been found* associating X with Y.
So far, three factors *have been identified* as being potentially important: X, Y, and Z.

The present perfect tense may also be used to describe recent research or scholarly activity with focus on the area of enquiry - usually more than one study

There have been several investigations into the causes of illiteracy (Smith, 1985; Jones, 1987).
 The relationship between a diet high in fats and poor health *has been widely investigated* (Smith, 1985, Jones, 1987, Johnson, 1992).
 The new material *has been shown* to enhance cooling properties (Smith, 1985, Jones, 1987, Johnson, 1992).
 Invasive plants *have been identified* as major contributing factors for the decline of many

North American species (1).
A considerable amount of literature *has been published* on X.

Preview And Transition Statements

Previewing sections of text

This purpose of this chapter is to review the literature on X. It begins by
This introductory section provides a brief overview of It then goes on to
This part of the thesis discusses the findings which emerged from the statistical analysis presented in the previous chapter.
This chapter describes and discusses the methods used in this investigation. The first section The second part moves on to describe in greater detail the
The final chapter of this dissertation is divided into two parts. The first
This chapter is divided into four main sections, each of which presents the results relating to one of the research questions.
The structure and biological functions of Xs will be discussed in the forthcoming sections.

Introducing a new topic or aspect of a topic

As regards X,
With respect to X,
With regard to X,
Regarding X,
As far as X is concerned,
In terms of X,
In the case of X

Reintroducing a topic

As was pointed out in the introduction to this paper,
As was mentioned in the previous chapter,
As explained earlier,
As described on the previous page, ...
As discussed above,

Moving from one section to the next

So far this paper/chapter has focussed on X. The following section will discuss
Before proceeding to examine X, it will be necessary to

Before employing these theories to examine X, it is necessary to

Having defined what is meant by X, I will now move on to discuss

Having discussed how to construct X, the final section of this paper addresses ways of

This section has the causes of X and has argued that

The next part of this paper will

This chapter has demonstrated that

It is now necessary to explain the course of

Turning now to the experimental evidence on

This (chapter) follows on from the previous (chapter), which (examined/laid out/outlined) X.

Moving from one section to the next whilst indicating addition, contrast or opposition

In addition, it is important to ask

On the other hand, in spite of much new knowledge about the role of,

However, this system also has a number of serious drawbacks.

Despite this, little progress has been made in the

Previewing a following section

This raises questions about which will seek to answer in the next chapter.
The next chapter describes synthesis and evaluation of
The section that follows, it will be argued that
The following is a brief report on a
What follows is a description/outline/account of ...
The problem of X is discussed in the following section.
Transition statements for results and discussion
Turning now to the experimental evidence on

Comparing the two results, it can be seen that

A comparison of the two results reveals

As pointed out in the introduction to this paper,

From the previous discussion, it can be seen that

It is also worth noting that X is significantly more frequent in

The differences between X and Y are highlighted in Table 4

Summary and preview

This chapter has described the methods used in this investigation and it has

In this section, it has been explained thatThe chapter that follows moves on to consider the....

This chapter began by describing X and arguing that It went on to suggest that the

The next chapter describes the procedures and methods used in this investigation

These analytical procedures and the results obtained from them are described in the next chapter

A summary of the main findings and of the principal issues and suggestions which have arisen in this discussion are provided in the next chapter, which ...

In the next section I will present some of the findings of my empirical research on the impact of

Master Chart of Transition Signals

The following chart lists the transition signals used in this book :

Sentence connectors	Coordinating Conjunctions	Subordinating Conjunctions	Others
To list ideas in time order			
First, Second, First of all, Next, Meanwhile, After that, Finally, Now Soon Then		after as as soon as before since until when whenever while	At last, At 12:00 After a while Before beginning the lesson, In the morning, The next day, The first step... The second step... After five minutes,
To list ideas in logical division of ideas order			
First, Second, etc. First of all, Furthermore, Also, In addition, Moreover,	and		A second (reason, kind, advantage, etc.)... An additional (reason, kind, advantage, etc.)... The final (reason, kind, advantage, etc.)...
To add a similar idea			
Similarly, Likewise, Also, Furthermore, In addition, Moreover,	And (Paired conjunctions) both ... and not only ... but also		
To make a comparison			
Similarly, Likewise, Also, too	and ... (too) (Paired conjunctions) both.... and not only ... but also	(just) as	similar (to) equal (to) equally the same (as) (just) like
To add an opposite idea			
On the other hand, However,	but yet		

To make a contrast			
On the other hand, However, In contrast,	but yet	while whereas although though even though	different (from) differently unlike differ (from) (in)
To give an example			
For example, For instance,			such as... An example of...
To give a reason			
	for	because since as	because of (+ noun)
To give a result			
Therefore, Thus, Consequently, As a result,	so		
To add a conclusion			
All in all, For these reasons, In brief, In conclusion, Indeed, In short, In summary, To conclude, To summarize, To sum up,			It is clear that... These examples show that... You can see that... You can see from these examples that...

APPENDIX B: Check-list

A thesis generally consists of the following components (those in bold are mandatory):

- ❑ **a cover consisting of a black accopress binder⁸, with a label** bearing the title, program, and candidate's name
- ❑ **front flyleaf** (blank page not counted in the pagination)
- ❑ **title page** similar to the sample shown Appendix D and bearing the following information:
 - title
 - degree sought
 - month and year of submission
 - *copyright* statement, including the symbol ©
- ❑ an **AVIS DE CONFORMITÉ du C.E.R.**, (IRB Compliance Form) **where necessary** or a **DÉCLARATION DE L'ÉTUDIANTE, DE L'ÉTUDIANT – ÉTHIQUE EN RECHERCHE AUPRÈS DES ÊTRES HUMAINS** (Ethics Declaration Form for Research on Human Subjects.) Forms must be duly completed and signed.
- ❑ a **summary in French**, along with French **key words** (maximum 10)
- ❑ a summary in a language other than French, where necessary, along with key words
- ❑ **a table of contents**, which must refer to the corresponding pages in the thesis
- ❑ **a list of illustrations or tables** (the list must refer to the corresponding pages in the thesis)
- ❑ a list of abbreviations and acronyms, where necessary
- ❑ a preface (Prefaces are essential in an article-style thesis – see Appendix B)
- ❑ acknowledges
- ❑ **the body of the text:** the various chapters of the thesis, including the introduction, review of literature and conclusion
- ❑ an analytical index, where necessary
- ❑ appendices, where necessary
- ❑ a complete **bibliography**
- ❑ digital sources (film, CDs, etc.), as necessary (each document must carry a label)
- ❑ **a back flyleaf** (blank page not counted in the pagination)

Note	Thesis may be refused upon submission if it contains handwritten notes.
-------------	-------------------------------------------------------------------------

⁸ If no cover binder is available in black, then only a navy blue cover will be acceptable.

APPENDIX C: SAMPLE TITLE PAGE**HEC MONTREAL**Title of Thesis
By

First and Last Name of Student

Administrative Science
(Major)A Thesis Submitted
in Partial Fulfillment of Requirements
for a Master of Science
in AdministrationMonth and Year of Submission
@First and Last Name of Student, Year

APPENDIX D: Sample Table of Contents

Table of Contents

List of Abbreviations.....	X
List of Charts and Tables (optional).....	X
1. Introduction.....	X
1.1 Starting Point: Problem Diagnosis.....	X
1.2 Political and Scholarly Relevance of the Work.....	X
1.3 Central/Guiding Questions, Research Goals, Hypotheses.....	X
1.4 Method of Inquiry and Structure of the Work.....	X
1.5 Theories and Methods.....	X
1.6 Sources and Literature/State of Current Research.....	X
2. Chapter 1.....	X
2.1 Section 1, Chapter 1.....	X
2.2 Section 2, Chapter 1 (and so on).....	X
2.3 Summary.....	X
3. Chapter 2.....	X
3.1 Section 1, Chapter 2.....	X
3.2 Section 2, Chapter 2 (and so on).....	X
3.3 Summary.....	X
X. Conclusion: Empirical findings, theoretical insights, possibilities for reform.....	X
Bibliography of Sources and Literature.....	X
List of Interviewees (or similar) (optional).....	X
Personal Statement (academic CV).....	X
Written Honor Statement.....	X

SOURCE: Dr. Anna Kreikemeyer – Dr. Patricia Schneider, How do I Successfully Write a Masters Thesis. A Practical Guide for Peace and Conflict Researchers and Other Social Scientists. Retrieved February 26, 2014 from http://www.ifsh.de/pdf/studium/thesis-guide_01-02-2008.pdf.

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APPENDIX F: Plagiarism

The Good and Bad Way of Quoting a Text

1. Samples from a Text in English

Source Text	
<p>[...] The Craftsman is the preserver and the mentor. Since when have realism and conviction become outmoded, old-fashioned? He's the one who will give our young people, most of whom are budding Craftsmen, a chance to get started. He's the one who will accept them into the organization even if they are not "brilliant". He won't ask them if they are charismatic. He doesn't expect them to be. He will ask them what they <i>know</i> and whether they have the desire to <i>learn how to do</i>. He's the one who will mentor, empower and teach and train and invest in them. The Artist hasn't got the time. And the Technocrat hasn't got the inclination. [...] (p. 187)</p> <p>SOURCE: Patricia Pitcher (1995) <i>Artists, Craftsmen and Technocrats: The Dreams, Realities and Illusions of Leadership</i>. Toronto. Stoddart, 239.</p>	
Plagiarism	Correct Quotation
<p>The Craftsman is both a preserver and a mentor. He is where young people get their first start, even if they are not charming or brilliant. This person wants to find out <i>what</i> they know and <i>what</i> they want to do. He will be their mentor, empowerer, and trainer. He is not like an Artist or a Technocrat: the former cannot make time for the young apprentice; the latter just doesn't have the will.</p>	<p>This section deals with "Craftsmen" and the pivotal role they play in nurturing the upcoming generation of workers. Pitcher points out that Craftsmen give young people their first opportunity to ply their trade. (Pitcher, 187) They are not interested in the young protégés' charm or brilliance. Instead, they ascertain the depth of their knowledge and their willingness to learn. (187) In short, unlike the hurried Artist or the uninterested Technocrat, the Craftsman is "the one who will mentor, empower and teach and train and invest in [young workers]." (187)</p>
<p>FEATURES:</p> <ul style="list-style-type: none"> ▪ No reference made to author. ▪ Certain parts of the sentences have been copied. ▪ One part of the original text has been recasted. ▪ Author's ideas have been appropriated. 	<p>FEATURES:</p> <ul style="list-style-type: none"> ▪ Reference made to authors when their words and ideas are reported directly or indirectly. ▪ Quotation marks used to set off quoted text. ▪ Reference is made to the authors whenever their words are recasted or summarized. <p>Words or ideas introduced with verbs such as <i>describe, state, assert, contend, claim, allege, affirm, maintain, imply, etc.</i></p>

2. Samples from a Text in French

Source Text	
<p>« L'ensemble des pays occidentaux fait face à la problématique du maintien en emploi des travailleurs âgés de plus de 50 ans. Dès le milieu des années 1970 l'éviction des travailleurs âgés a été la stratégie privilégiée pour faciliter l'adaptation des entreprises à l'évolution économique puis au retour à une croissance faible. La généralisation des politiques de préretraite souvent financées par l'État a été la marque des années 1970-2000. Cependant ces mesures coûteuses pèsent sur le financement des retraites et sur les cotisations sociales des employeurs et des employés. Par ailleurs avec la prise de conscience de l'allongement de la vie, le fait de réduire l'espérance de vie au travail est apparu contradictoire. Dès la fin des années 1980, certains pays ont cherché à relever le taux d'activité des travailleurs âgés, mais à la fin des années 1990, ce taux d'activité se situait dans la majorité des pays sous les 50 %, même si l'Allemagne et la Suède connaissaient des résultats très élevés. » (21)</p> <p>Source: Serge Guérin, Jennifer Urasadettan and Ève Saint-Germes. « L'intégration professionnelle des travailleurs âgés : le cas d'Électricité Réseau Distribution. » in <i>Gestion</i>. 38.2. 2013. 20-29.</p>	
Plagiarism	Correct Quotation
<p>Most Western countries are facing the problem of keeping their old people in the workplace. Starting from the middle of the 1970s, the standard policy was to retire older workers in order to make way for economic change and a return to weak growth. (Guérin, Ursadettan, and Saint-Germes, 21) Fast-forward to the year 2000: the rising costs of pension plans and social programs, not to mention the increase in life expectancy, are now making this policy untenable. Since the 80s, countries have been encouraging their older workers to stay on. So far, results have been mixed...</p>	<p>According to the authors, Western countries must deal with the problem of aging workers. (Guérin, Ursadettan, and Saint-Germes, 21) In the 70s, the policy was to throw this category of worker out of the workplace in order to enhance "l'adaptation économique" (economic adjustment.) (Loose Translation, 21) The authors claim that in the millennium, this policy is proving to be too costly to maintain as governments can no longer finance old-age pension schemes. (21) Furthermore, with life expectancy...</p>
<p>FEATURES:</p> <ul style="list-style-type: none"> ▪ Acknowledgement of the original author's work is given only with reference to a part of the text. ▪ Literal translation without quotation marks and with no mention that it is the student's translation. <p>Author's ideas borrowed by student and passed off as his own.</p>	<p>FEATURES:</p> <ul style="list-style-type: none"> ▪ Credit given to authors whenever the words or ideas found in the text are reported directly or indirectly. ▪ Quotation marks which set off literal translation with a note stating that this is the student's translation (in other words a loose translation.) ▪ Quotation marks set off citation in original language. ▪ Paraphrasing or summarizing author's words with reference made to the author.

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