

Contents

Preface	xi
Introduction	xiii
1 Preliminaries	1
1.1 Who is this book for?	3
1.2 The Purpose of Universities	5
1.3 The Purpose of a Research Project	7
1.4 Skills you Acquire from a Research Project	9
1.4.1 Working Independently	9
1.4.2 Critical Thinking	9
1.4.3 Searching for Literature	10
1.4.4 Academic Writing	11
1.4.5 Presentation Skills	12
1.4.6 Creativity	13
1.4.7 Time Management	14
1.4.8 Statistics and Data Visualization . .	14
1.4.9 Understanding Social and Cultural Barriers	15
1.4.10 Freedom and Responsibility	15
1.5 Learn the Lessons as You go Along	17

2	Getting Started	19
2.1	Writing a research proposal	21
2.1.1	General outline	22
2.1.2	Tentative title	22
2.1.3	Introduction	22
2.1.4	Review of relevant literature	22
2.1.5	Methodology	23
2.1.6	Time plan	23
2.1.7	Presentation of the Research Proposal	24
2.2	Searching for articles	26
2.2.1	Types of Information Resources	27
2.2.2	The Library	31
2.3	Research Papers	37
2.4	Format of a Research Paper	38
2.5	How to read a journal paper	46
2.6	Managing references	49
2.6.1	Using Mendeley	50
2.7	Taking Notes from Papers	52
2.7.1	Printed Papers	52
2.7.2	Mendeley	52
2.7.3	MicroSoft OneNote	52
3	Basic Know-how	55
3.1	Research notebook	57
3.1.1	The Notebook	58
3.2	What should be recorded?	60
3.3	Collecting and Analysing data	65
3.3.1	Populations and Samples	66
3.3.2	Types of data	66
3.3.3	Hypothesis & descriptive statistics	67
3.3.4	Distribution of data	69
3.3.5	Inferential statistics	71

3.3.6	Testing a hypothesis	72
3.3.7	Parametric tests	73
3.3.8	Non-parametric tests	73
3.3.9	Tools for data analysis	74
3.4	Managing your time	75
3.4.1	Time management & Productivity .	75
3.4.2	Effective management of your time .	75
3.4.3	Improving Productivity	79
3.5	Using ChatGPT	83
3.5.1	Ethics of using ChatGPT	83
3.5.2	How to write prompts	84
3.5.3	Which one should I use?	87
4	Writing your Research	89
4.1	Writing Tools	92
4.1.1	Beginning to Write	92
4.2	Tips on Writing and Punctuation	95
4.2.1	Language	95
4.2.2	Punctuation	101
4.2.3	Online Resources	105
4.3	Writing the thesis	108
4.3.1	Structure of the thesis	109
4.4	Tables and Figures	119
4.4.1	Preparing Tables	120
4.4.2	Preparing Figures	124
4.4.3	Equations	128
4.5	References	129
5	Presenting your Research	131
5.1	Conferences and meetings	133
5.2	Preparing a poster	135
5.3	Defending your Thesis	138

Contents

5.3.1	Preparation for the Defence	140
5.3.2	Prepare for potential questions . . .	141
5.4	Preparing a research talk	143
5.4.1	What is the objective?	143
5.4.2	What makes a talk effective?	144
5.4.3	Preparation: Structure of Research talks	145
5.4.4	Practice	149
5.4.5	Perform	151
6	After Graduation	155
6.1	Writing Professional Emails	157
6.2	Preparing a CV or Résumé	161
6.2.1	Curriculum Vitae	161
6.2.2	Résumé	161
6.2.3	The Permission Paradox	162
6.2.4	Structure of CV	163
6.2.5	Structure of résumé	163
6.2.6	Tips	163
6.2.7	Writing a Cover letter	164
6.3	Applying for Graduate School	166
6.3.1	Planning Ahead	166
6.3.2	Scholarships and Fellowships	167
6.3.3	Types of Scholarships	168
6.3.4	Who Can Apply?	168
6.3.5	Application Requirements	169
6.3.6	Writing a Statement of Purpose (SOP)	170
6.4	Creating a Business Card	173
6.5	Using social media to promote your work	175
6.6	Networking and Making Connections	177
6.6.1	Overcoming the fear of networking	177
6.6.2	Making Meaningful Connections . .	178

6.6.3	Cultivating a Relationship Mindset .	178
6.6.4	Where to Network	179