

# Steps in Extensive Academic Writing Projects

## I. Orientation and Planning Stage

1. Searching for the thesis topic and first planning
2. Identifying topic: activating your own knowledge, questioning, further sources of information
3. Beginning with literature research
4. Narrowing the topic down
5. Deciding on type of project
6. Deciding on thesis question/methodology and topic approach
7. Exposé (Synopsis)

## II. Research and Processing of the Material

8. Systematic literature search: Collecting information of the cited works
9. Obtaining the literature from different libraries, book stores or archives (maybe interlending)
10. Collection and Selection of Sources and/or Data
11. Reading and excerption/evaluation of literature/sources accordingly to methodology and thesis question

## III. Structuring the Material

12. Structuring the Material: putting in order, clarifying, differentiating, substantiating/proving
13. Working on outline

-----„Mind switches“ / 2-3 weeks for „writing practice“-----

## IV. First Draft/ „Raw Version“

14. Shaping and formulating the first draft
15. Change of structure with retrospective effect

## V. Revision

16. Editing with focus on the central theme/recurrent theme: integrity, transitions, „pace of text“
17. Editing with focus on scientific standards: applied logic, Abstract concepts, reference (footnotes, etc.) style, Works cited
18. Editing with focus on linguistic aspects: sentence structure, expression, adjectives, metaphors

## VI. Correction

19. Proofreading (also by third parties!): Eliminating of grammatical and orthographical errors, Checking on footnotes, quotes,
20. Clean copy
21. Final correction

about  
same  
length

fluent  
changes,  
switching  
back to the  
other steps  
possible

shorter

nach: Otto Kruse, Keine Angst vor dem leeren Blatt, Frankfurt am Main 1998, S.188  
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