

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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