**English Department Guide**

**To Graduate Thesis in Methodology**

NOTE: This guide has been compiled to provide you with specific guidelines on writing your graduate thesis. It is recommended that you closely study the guidelines as you start working on your thesis.

**Writing Tips**

***Grading criteria:***

The text is organized in a logical manner. It flows naturally and is easy to follow. Transitions, summaries and conclusions exist as appropriate. The author demonstrates high quality writing skills and uses standard spelling, grammar, and punctuation.

* Keep in mind that paragraphs consist of a topic sentence and supporting sentences. For this reason, paragraphs cannot consist of one or two single sentences. Also, remember that in English, there is one idea per paragraph developed through examples etc. To learn more about paragraphs, go to https://owl.english.purdue.edu/owl/resource/606/1/
* Make sure to use transitions and linking words to make your text flow smoothly.
* Use transitions between paragraphs or headings if you need to start a new idea.
* Use a spell-check and a grammar-check.
* Make sure to follow the guidelines for formatting headings (http://writing.wisc.edu/Handbook/DocAPAHeadings.html)
* Remember that in English, you cannot have two main clauses separated with a comma. You need to have a semicolon or a conjunction.
* Do not use any extra spacing between paragraphs. Just indent the first word of a new paragraph.
* Use a thesaurus – a dictionary of synonyms to avoid informal language.
* Use plural forms of nouns such as teachers, students, children etc.
* Keep the same tense throughout the whole project. APA style requires authors to use the past tense or present perfect tense when using signal phrases to describe earlier research, for example, Jones (1998) **found** or Jones (1998) **has found.**
* Avoid long bulleted or numbered lists of items. Rather, put the items in a narrative form.
* When using abbreviations, use the whole name of the original expression the first time you use the expression. Put the abbreviation of the expression in parentheses and then use the abbreviation throughout the rest of the thesis, for example Content and Language Integrated Learning (CLIL).
* Note that the word “chapter” only refers to the main sections of the thesis. Do not refer to subchapters within your thesis.

**Referencing and Formatting Tips**

***Grading criteria:***

References are cited properly within the text and a complete reference list is provided.

The thesis meets the general requirements (formatting, chapters, length, division into sections, etc.).

**Referencing**

* Never have free standing quotations – quotations that aren’t introduced and linked to your own text. Use signal phrases to introduce them – more info available here” http://owl.english.purdue.edu/owl/resource/560/02/
* Do not use too many direct quotes in your writing. It is better to summarize or paraphrase the original text.
* Never copy anything unless you properly refer to the original source.
* You can have online sources, especially if your topic ranks among the more recent ones. However, you should carefully assess the credibility of the site.

**Formatting**

* Use 12point Time New Roman (including headings etc.) font.
* Use 1.5 line spacing.
* Your margins should be: top 2.5, bottom 2.5, right 2.5, left 3.0.
* Do not use any specific formatting of the text unless suggested by APA (e.g. titles of books).
* Make sure to properly label all figures, tables, and graphs.
* Make sure that your thesis is somewhere between 72 000 characters (40 pages) and 180 000 characters (100 pages). The preferred length is between 40 and 60 pages.

**Organization of the Thesis**

**Preliminary pages**

Czech title

English title

Zadání

Statement of originality (page i)

Acknowledements (page ii)

Abstract (page iii)

Table of Contents (page iv)

List of Tables (page v - if applicable)

List of Graphs(page vi - if applicable)

List of Figures (page vii - if applicable)

**Main part**

1. Introduction (pp 1-2)
2. Theoretical Background (pp 15-18)
3. Methods (pp 3-5)
4. Results and Commentaries (pp 11-14)
5. Implications (pp 3-4)
6. Conclusion (pp 1-2)

References

Appendices

Summary in Czech

**Abstract**

The abstract is an overview that provides the reader with the main points and results, though it is not merely a listing of what the thesis contains. It is a summary of the essence of a thesis. For this reason, it should be crafted to present the most complete and compelling information possible.

The abstract should include

* Why the work was done (the basic problem), the specific purpose or objective, and the scope of the work if that is relevant.
* How the work was done, the test methods or means of investigation
* What was found—the results, conclusions, and recommendations

The abstract should

* Not make references to material in the text
* Not lose the message by burying the methods, results, conclusions, and recommendations in a sea of words
* Not be written before the rest of the thesis

Therefore, a good abstract is

* Complete
* Concise
* Specific
* Self-sufficient

*Taken from http://owl.english.purdue.edu/owl/resource/726/07/*

***Example:***

Chvojková, Tereza. The University of West Bohemia. August, 2010. The Role of Culture in English Language Teaching. Supervisor: Mgr. Gabriela Klečková, Ph.D.

The thesis deals with the topic of culture in English language teaching and learning. In the background chapter, the reasons for inclusion of cultural topic into English classes are explained as well as the development of approaches towards culture in foreign language classes. The greatest importance is put on approaches to culture teaching which take into account the international statue of English as well as modern pedagogical findings. The theoretical part of the thesis deals also with the analysis of instructions concerning teaching of culture in the Czech National curriculum (Framework Education Programs) and the Common European Framework of Reference for Languages. The conducted research in grammar schools is described in the second part of the thesis. The research, realized by the means of questionnaires, explored students´ and teachers´ attitudes towards the role of culture. Based on the result of the research, it is concluded that the surveyed students and teachers understand the international statue of English but their attitudes towards culture in English language classes incline to the methods which prepare students for communication with native speakers of English.

**Introduction**

***Length***: 1-2 pages

***Grading criteria:***

Introduction is well written, brief, interesting, and compelling. It motivates the work and provides a clear statement of the problem. It places the problem in context. It presents and overview of the thesis.

***General information:***

This chapter includes some basic general information about the topic of your work, your explanation why you decided to research this topic, the research questions/hypothesis you address through your research. You also outline the content of the upcoming chapters here.

***Other info:***

* Pagination starts here. This page will have page number 1.
* This chapter is usually the last one to be written.

**Theoretical Background**

**Length**: 15-18 pages

***Grading criteria:***

Literature review is comprehensive and complete. It synthesizes a variety of sources and provides context for the research. It shows the author’s understanding of the most relevant literature on the subject matter.

The thesis shows critical and analytical thinking about the area of study and the author’s expertise in this area.

***General information:***

You start the chapter with a paragraph in which you preview the issues you will discuss in this chapter. Then you set the context for the topic being examined. Following this, you present and discuss what other educators/researchers have said about the topic with proper citations for all the ideas you have taken from other sources. Your theoretical part is a synthesis of other people’s ideas on the examined topic. In the last paragraph of the chapter, you briefly summarize the key concepts/ideas you covered in this chapter and preview the following chapter.

***Other info:***

* You should only include background information relevant to your research.
* The content of the chapter should be guided by these questions:
* Which areas should I identify and explore to set a theoretical foundation for my research?
* What topics do I need to review in order to theoretically frame my research?

**Methods**

**Length**: 2-5 pages

***Grading criteria:***

The methodology chapter provides clear and thorough description of the research methodology. It discusses why and what methods were chosen for research. The research methodology is appropriate for the identified research questions.

***General information:***

The purpose of this chapter is to provide a clear description of your research methods. You start the chapter with a very brief introduction including a preview of what this chapter will cover. Then you specify or restate your research hypothesis/question/s. Then you clearly describe how you did your research. You say when you did it, where you did it, who your subjects were (all relevant information in relation to your research questions), what research tools you used to gather your data and exactly how you carried out the research. At the end of the chapter, you briefly summarize what you did in this chapter and preview the following chapter.

***Other info:***

* You don’t include any research tools here (e.g. observation sheets, questionnaires). You include the research tools in appendices and you refer to them throughout the chapter. Any tools you have used in L1 need to be included in English along with the original version.
* It is important that you review the literature on the research tools being used (e.g. how to carry out observations, experiments, etc. effectively); however, you do not include the theoretical background information about the research tools in the thesis.

**Results and Commentaries**

**Length**: 11-14 pages

***Grading criteria:***

The results/data are analyzed and interpreted effectively. The chapters tie the theory with the findings. They address the applications and implications of the research. It discusses strengths, weaknesses, and limitations of the research.

***General information:***

Similarly to the previous chapters, you begin with an introduction with a preview of what you will do in this chapter. You should present your results in a logical manner and the order of findings should follow the order of the research tools presented in the previous chapter. You, with the help of your supervisor, decide on the best method of presenting the results in terms of logical organization and format (graphs, charts, tables). The results presented in graphs/tables/charts should be interpreted/restated in text. Then in the text you refer to the visual support of the presented data. You should clearly explain the results and highlight the most important findings. Your comments (commentary) must be clearly distinguished from the results. They either follow your partial findings or a set/cluster of findings. In your commentary you should discuss the results: what they seem to signify, if they confirmed your expectations or not, possible explanations, etc. At the end of this chapter you must summarize the results in terms of your research questions, giving your major findings. Then you should write what you did in this chapter and preview the following chapter.

**Implications**

**Length**: 3-4 pages

***Grading criteria:***

The results/data are analyzed and interpreted effectively. The chapters tie the theory with the findings. They address the applications and implications of the research. It discusses strengths, weaknesses, and limitations of the research.

***General information:***

After previewing what you will cover in this chapter, you provide advice for teachers based on the results of your research. This is called Implications for Teaching or Pedagogical Implications. You can explain how you think what you have found out is important for teachers and or/learners. There should be no information that hasn’t been previously discussed. The second part should be called Limitation of the Research. In this part you explain why this research cannot be generalized too much, and discuss any problems/weaknesses you discovered in the process of doing the research and analyzing the data. The third part is Suggestions for Further Research. In this section you make two kinds of suggestions: first - how this same study might productively be expanded or improved; second - you can suggest other research studies addressing related research questions that have come to mind either from your reading or from your own study. At the end, you briefly say what you have done in this chapter and preview the next.

**Conclusion**

**Length**: 1-2 pages

***General information:***

Here you summarize the main ideas of your project. You restate in 2-3 paragraphs what you have already said on the previous pages. Do not describe what appears in each section of your thesis, but provide the main ideas of your thesis.

**References**

Your references should be organized alphabetically. You don’t include print and electronic sources in different lists. You only list references that are included in the thesis. You should have the minimum of 10 references. Electronic media are allowed; however, you should review them using these questions:

* Is this source authoritative?
* Is the author an expert?
* Is the source current?
* Does the source support its information sufficiently? Are any references included?
* Is the author’s tone balanced?

Západočeská univerzita v Plzni

**Fakulta pedagogická**

Katedra anglického jazyka

**Diplomová práce**

**CELÝ NÁZEV PRÁCE**

**Jméno Příjmení**

**Plzeň 20XX**

University of West Bohemia

**Faculty of Education**

Department of English

**Thesis**

**TITLE**

**First name Last name**

**Plzeň 20XX**

Tato stránka bude ve svázané práci Váš původní formulář *Zadáni dipl. práce*

(k vyzvednutí u sekretářky KAN)

Prohlašuji, že jsem práci vypracoval/a samostatně s použitím uvedené literatury a zdrojů informací.

*V Plzni dne X. měsíc 20XX* …………………………….

Jméno Příjmení

ACKNOWLEDGMENTS

(This section doesn’t need to be included.)

ABSTRACT

Last name, First name. University of West Bohemia. month, 20XX. Title of the thesis. Supervisor: First name Last name.

Hfihfieuhfi

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