

Postgraduate School

BOOKS ON WRITING THESES & DISSERTATIONS AVAILABLE IN THE UFS LIBRARY

Compiled by R du Plessis

Abbott, A.D. 2014. *Digital paper: a manual for research and writing with library and internet materials*. Chicago, Ill. : The University of Chicago Press. **(808.02 ABB)**. This guidebook helps teach good habits for acquiring knowledge, the foundation of knowledge worth knowing. The author tells what every senior researcher knows: that research is not a mechanical, linear process, but a thoughtful and adventurous journey through a nonlinear world. He breaks library research down into seven basic tasks: design, search, scanning/browsing, reading, analyzing, filing, and writing. He moves the reader through the phases of research, from confusion to organization, from vague idea to polished result.

Allpress, B. (Ed). 2012. *Supervising practices for postgraduate research in art, architecture and design*. Rotterdam: Sense Publishers. **(378.242 SUP)**. The book focuses on practices of supervising candidates who are undertaking postgraduate research in art, architecture, design and creative writing. It addresses a decisive shift in the academy towards an emphasis on applied practice-led research undertaken through project-based investigations. This model articulates an effective means to conduct research on knowledge both embodied in, and discovered through creative and design practices. The authors are experienced supervisors of creative and practice-led research who have engaged in scholarly reflections on selective aspects of their supervisory practices with the aim of providing insight to others regarding what they do, and how and why they do it. The overall aim of this collection is to open up dialogue and debate around emerging modes of postgraduate research and supervisory practice in universities of the twenty-first century.

Biggam, J. 2011. *Succeeding with your master's dissertation: a step-by-step handbook*. 2nd ed. Maidenhead: McGraw-Hill/Open University Press. **(808.066**

BIG). Taking a step-by-step approach to the dissertation life cycle and highlighting examples of good and bad practice as well as the common mistakes students often make, the book provides guidance on how to gain marks, as well as how to avoid losing them. This edition offers additional advice on mind-mapping, note taking and speed reading techniques, as well as time management and how to make the most of your supervisor. There are also more information on research methods as well as a new chapter on systematic reviews.

Bitchener, J. 2010. *Writing an applied linguistics thesis or dissertation: a guide to presenting empirical research*. Basingstoke: Palgrave Macmillan.

(808.066378 BIT). Once the research is over, the question of exactly *how* to write each chapter of a thesis or dissertation remains. This guide introduces first-time thesis writers to the process of writing up empirical research. To help students understand what content and structure are appropriate for the different parts of a thesis the author presents a range of options, illustrating them with analyses of and commentary on sections from a real master's thesis in Applied Linguistics.

Bloomberg, L. D. & M. Volpe. 2012. *Completing your qualitative dissertation: a road map from beginning to end*. 2nd ed. Los Angeles, Calif. : SAGE. **(808.02**

BLO). The authors focus on finding and articulating a clear research problem, purpose, and questions; laying out a research design that will lead to gathering the right kind of data and support the right kind of analysis; and writing up and defending the study. To help, they provide working tools, an integrative summary discussion at the end of each chapter, comprehensive checklists, and an annotated bibliography in each chapter.

Bui, Y. 2014. *How to write a master's thesis*. 2nd ed. Los Angeles, Calif. : SAGE.

(808.066378 BUI). This is a step-by-step guidebook that demystifies a process that can often prove to be overwhelming and confusing to graduate students. The tone and format of this applied book is reader-friendly and includes practical suggestions that go beyond informing what "should" be done. It is chock full of detailed explanations, examples, and supplemental materials that have been used successfully in advising students in completing their master's theses.

Carter, S. & D. Laurs. (Eds). 2014. *Developing generic support for doctoral students: practice and pedagogy*. London: Routledge. **(378.2 DEV).** This multidisciplinary book looks at the practice and pedagogy of generic, across-campus support for doctoral students. With a global imperative for increased doctoral completions, universities around the world are providing more

generic support. Although generic doctoral support is expanding, it is a relatively new kind of teaching, practiced extensively only in the last decade and with its own ethical, practical and pedagogical complexities.

Cooksey, R.W. and G. McDonald. 2011. *Surviving and thriving in postgraduate business research*. Prahran: Tilde University Press. **(378.242 COO)**. This book focuses on the effective design and management of a postgraduate research project, from the inception and commencement of a relationship with supervisors through to the submission and examination of the dissertation, and can help to ensure the timely and successful completion of postgraduate dissertation study. As the book addresses the methodological choices available to students and the issues that can arise during the process, it will be particularly valuable to all research students – and to business research students in particular.

Horn, R. 2012. *Researching and writing dissertations: a complete guide for business and management studies*. 2nd ed. London: Chartered Institute of Personnel and Development. **(808.066658 HOR)**. A practical guide for students, focused on skills development, personal development, researching and writing dissertations.

Joyner, R.L., W.A. Rouse & A.A. Glatthorn. 2013. *Writing the winning thesis or dissertation: a step-by-step guide*. 3rd ed. Thousand Oaks, Calif. : Corwin Press. **(808.066378 JOY)**. Topics such as organizing and scheduling your work, peer collaboration, using technology and the solving of problems throughout the dissertation process are included in this updated edition.

Lee, A. 2012. *Successful research supervision: advising students doing research*. London: Routledge. **(378.1794 LEE)**. This book offers a research-based practical framework for academics to be able to examine and further develop their effectiveness as research supervisors. From helping researchers to begin to managing a project through to successful completion, this book guides the reader through a series of exercises to identify their individual strengths and weaknesses and then provides theoretically sound advice in a practical and easy to use format.

Levine, P. 2011. *Excellent dissertations*. 2nd ed. Maidenhead: Open University Press. **(808.066378 LEV)**. A dissertation is likely to be the largest single piece of work you will be asked to produce. This handy book guides you through the whole process: planning your dissertation project, managing it, and writing it up. It offers friendly advice and addresses the questions students ask.

Locke, L.F., W.W. Spirduso & S.J. Silverman. 2014. *Proposals that work: a guide for planning dissertations and grant proposals*. 6th ed. Los Angeles, Calif. : SAGE. **(001.44 LOC)**. The book offers clear advice backed up with excellent examples. In this edition there are new sections covering alternative forms of proposals and dissertations and the role of academic rigor in research. The authors included a number of specimen proposals, to help shed light on the important issues surrounding the writing of proposals.

Lomas, R. 2010. *Mastering your business dissertation: how to conceive, research, and write a good business dissertation*. London: Routledge. **(808.066658 LOM)**. The ability to write to a high standard is a key skill that is often overlooked in the business world. The book helps business students to frame their research questions in a more helpful manner in order to achieve their research aims and write in a clear and top scoring way. Topics covered include collecting and measuring data, using business statistics, planning research projects and the real mechanics of writing a dissertation. Masters students across business and management will benefit from reading this book, not just in adding serious value to their dissertations, but also helping to improve their writing skills throughout their business careers.

Maree, K. (Ed.) 2012. *Complete your thesis or dissertation successfully: practical guidelines*. Claremont [South Africa]: Juta. **(808.066378 COM)**. This book provides fundamentally important information to students of the social sciences completing their master's or doctoral studies, as well as to their supervisors and study leaders. The text is easy to read and use, and the publication will equip relatively inexperienced researchers to write a thesis or dissertation yet does not water down the conceptual and terminological complexities of the process.

McMillan, K. & J. Weyers. 2010. *How to write essays and assignments*. Harlow: Prentice Hall. **(808.02 MCM)**. This book will allow students to assess their weaknesses in planning and writing academic essays and delivers tips, techniques and strategies to enable them to significantly improve their abilities and performance in time to make a difference.

Naoum, S.G. 2013. *Dissertation research and writing for construction students*. London: Routledge. **(808.066624 NAO)**. The book covers topic selection, research planning, data collection and methodology, as well as structuring and writing the dissertation - in fact, everything needed for a successful write-up. A new section advising students on the use of the SPSS software 'Statistical Package for Social Sciences' will help readers make the best use of this tool.

Oliver, P. 2014. *Writing your thesis*. 3rd ed. Los Angeles, Calif. : SAGE. **(808.066478 OLI)**. This fully revised and updated edition contains examples of common mistakes and how you can avoid them; discussions of artefacts such as creative works; research-focused content; a section on the relationship with your supervisor and information on online and digital work, so you are up to date with the latest developments in thesis writing.

Raubenheimer, J.E. 2012. *Doing your dissertation with Microsoft Word: a comprehensive guide to using Microsoft Word for academic writing: updated from Microsoft Word 2007 & Microsoft Word 2010*. Bloemfontein: True Insight Pub. **(808.066378 RAU)**. This book contains over 500 pages of help on everything you need to know to create thesis formatting in Microsoft Word.

Roberts, C.M. 2010. *The dissertation journey. A practical and comprehensive guide to planning, writing, and defending your dissertation*. 2nd ed. Thousand Oaks, Calif. : Corwin Press. **(808.066378 ROB)**. This book assists researchers with the dissertation process, including choosing a topic, academic writing and publishing of research findings. This edition includes a chapter on ethical considerations, expanded coverage of digital data collection, detailed information on conducting the literature review as well as a discussion of how to develop a theoretical or conceptual framework.

SAGE handbook of digital dissertations and theses. 2012. Los Angeles [Calif.]: SAGE. **(378.242 SAG)**. This is a theoretical and practical guide on how to undertake and navigate research in the arts, humanities and social sciences. The editors focus on advances in arts and practice-based doctorates, and their application in other fields and disciplines. The contributions chart new territory for universities, research project directors, supervisors and research students regarding the nature and format of master's and doctoral work, as well as research projects.

Supervising practices for postgraduate research in art, architecture and design. 2012. Rotterdam: Sense Publishers. **(378.242 SUP)**. The book focuses on practices of supervising candidates who are undertaking postgraduate research in art, architecture, design and creative writing. It addresses a decisive shift in the academy towards an emphasis on applied practice-led research undertaken through project-based investigations. The contributors to this book investigate a range of supervisory strategies and wider concerns to do with knowledge and its formations. They focus on diverse pedagogical models and methodologies of supervising practices through applied practice-led research, exhibitions, ethics, writing, theory and practice, language and design. The overall aim of this collection is to open up dialogue and debate

around emerging modes of postgraduate research and supervisory practice in universities of the twenty-first century.

Trafford, V. & S. Leshem. 2008. *Stepping stones to achieving your doctorate: focusing on your viva from the start*. New York: McGraw-Hill. **(378.242 TRA)**. The book focuses on how doctoral candidates can raise their level of thinking about their chosen topic. Doing so will improve the quality of research and ultimately contribute to knowledge. It also explores the nature of conceptualization which is sought by examiners in theses. The book will also appeal to supervisors, examiners and those who conduct workshops for doctoral candidates and supervisors.

Wisker, G. 2012. *The good supervisor: supervising postgraduate and undergraduate research for doctoral theses and dissertations*. 2nd ed. Houndmills, Basingstoke, Hampshire: Palgrave Macmillan. **(378.12 WIS)**. Provides help for those wanting to develop strategies for effective supervision with a diversity of students on a wide variety of research projects, whether at postgraduate or undergraduate level. This edition also includes content on cultural supervision, online distance supervision, and sustaining research networks.

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