Table of contents

Preface **5**
Table of contents **7**
List of figures **11**
List of tables **15**
1 Introduction **17**
2 Value of research and publication **21**
2.1 Generating knowledge via research 21
2.2 Sharing knowledge via publication 22
2.3 Learning via information consumption 24
3 Quality criteria for academic publications **27**
3.1 Relevance 28
3.2 Objectivity 29
3.3 Conciseness 29
3.4 Formal correctness 30
3.5 Currentness 30
3.6 Clarity 30
3.7 Comprehensibility 32
4 Academic integrity and ethics **35**
4.1 Citation styles 37
4.2 Citations based on the APA standard 44
4.2.1 Citation in text 45
4.2.2 List of References 48
5 Development process of a thesis **55**
5.1 Literature review 58
5.2 Selection of topic 61
5.3 Research design 63
5.4 Writing 67

5.4.1 Parts of a thesis 68
5.4.2 Format 70
5.4.3 Language 71
6 Writing a thesis 73
6.1 Microsoft Word setup 74
6.1.1 Options 75
6.1.2 Save 75
6.1.3 Proofing 77
6.1.4 Language 79
6.2 The template ThesisAPA7 and StudentPaperAPA7 80
6.2.1 Installation of the template 82
6.2.2 Creating a new document based on the template 83
6.2.3 Saving a new document based on the template 86
6.2.4 Navigation 87
6.2.5 Document structure 91
6.2.6 Document format 91
6.3 Working with the template ThesisAPA7 and StudentPaperAPA7 92
6.3.1 Paper size 92
6.3.2 Title page 93
6.3.3 Outline and headings 94
6.3.4 Text 98
6.3.5 Lists 99
6.3.6 Figures and tables 101
6.3.7 Cross-references 104
6.3.8 Header 106
6.3.9 Table of contents, figures and tables 108
6.3.10 References 109
6.4 Adjusting the format 123

6.4.1 Displaying the list of styles 124
6.4.2 Modifying Styles 127
7 Guiding students 131
7.1 System of quality criteria and standards 133
7.2 Feedback control system 133
7.3 Working with the template 136
8 Grading 140
References 145
Index… 149