



Four methodological thematic approaches

1. Literature work

- | Work without practical application
- | without empiricism
- | Pure analysis and evaluation of sources on a topic with a knowledge gain

2. Practical work

- | Work for a company / association / organization
- | Usually linked to the goal of a clear recommendation for action
- | Recommended, as result can usually be seen early. Often even before the writing starts!

3. Evaluation work

- | Evaluation of a choice of instruments / processes / methods with regard to a goal (similar to literature work).
- | Predominant part is a theoretical treatise

4. Empirical work

- | Survey / experiment with evaluation and derivation of findings

Attention!

What kind of empiricism? How long does it take? What comes out?

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Checklist for your Thesis

With this checklist you can make sure that you haven't forgotten anything formally before, during and after writing your thesis and that you hand in the best possible version of your thesis at the end.

1. At the beginning: Topicfindings and literature research

- ☐ Are you interested in the topic and does it fit into your field of study?
- ☐ Is there enough literature on the subject and do you have access to all the necessary sources?
- ☐ Do you have the right examiner with appropriate research focus?
- ☐ Does he agree with your choice of subject?

2. Then you can register your thesis now!

- ☐ Is the deadline on the calendar?
- ☐ Did you write down the correct title when you registered (check the confirmation letter too)?

3. Here's what you should keep in mind while writing

- ☐ Do you have a helpful and logical template for the structure of your thesis?
- ☐ Does the formatting conform to your college's guidelines?
- ☐ Is the writing style understandable?
- ☐ Is the structure logical and comprehensible even for non-specialists?
- ☐ Do you already justify your choice of topic and the relevance of the topic in the introduction?
- ☐ In the introduction, do you give an overview of your paper including research question & methods?
- ☐ Is the focus in the main part, on your processing of the questions?
- ☐ Do you address all aspects of your paper title in the theory section/ does nothing go unexplained?
- ☐ Have you sufficiently substantiated all your arguments?
- ☐ Are all quotations and paraphrases marked as such?
- ☐ Is it clear which conclusions you have worked out for yourself with the help of the literature?
- ☐ Will your approach and strengths and weaknesses of the work be discussed after the discussion/analysis?



- ☐ In the end, did you answer your research questions?
- ☐ In the conclusion, do you give an outlook on further research possibilities and how your work contributes to the current state of research?
- ☐ Did you formulate the affidavit at the end of the thesis?
- ☐ Do you have auto-backup set on Word so that your work is also saved regularly?

4. You should check this again after the writing process

4.1 Cover page

- ☐ Are all the details of the title, your name, matriculation number, processing period, course of study and examiner correct?

4.2 Table of Contents

- ☐ Do the page numbers match the table of contents?
- ☐ Are all chapter headings updated and in the correct order and formatting?
- ☐ Does each outline level have at least two subchapters?
- ☐ Are the chapter headings precise and comprehensible?
- ☐ Does the table of contents as such already give the reader a rough and logical overview of the topic structure and the methodological approach?

4.3 List of abbreviations

- ☐ Have you fully listed all the acronyms you use in your thesis (including the abbreviations from the bibliography such as newspaper titles)?
- ☐ Did you remove common abbreviations like "or" from the directory?

4.4 Linguistic design and reading fluency

- ☐ Have you implemented all the format requirements from the university?
- ☐ Are all sentences understandable in their context and need no further explanation?
- ☐ Did you rephrase long nested sentences into two or more sentences?
- ☐ Have you avoided/removed colloquialisms, unnecessary foreign language phrases and "I" statements?
- ☐ Are sentences easy to read and coherent lines of thought and reasoning logically connected?



- ☐ Is the text divided into sensible paragraphs that make it easier to read?
- ☐ Did you eliminate all double spaces and paragraphs? (You can use the replace function for this).
- ☐ Does no last sentence of a paragraph end on a new page?
- ☐ Doesn't a headline start in the last third of a page (bad optics)?
- ☐ Is the caption or explanation of an image/grafik still with on the same page?
- ☐ Are all new sections logically introduced and linked/transferred to the previous sections?
- ☐ Is your work free of grammatical and spelling errors?
- ☐ Is automatic hyphenation used sensibly, even for technical words?
- ☐ Has your thesis been proofread (several times) by others?

4.5 Citation and footnotes

- ☐ Have you provided all extraneous knowledge in the relevant passages with shorthand evidence?
- ☐ Is the citation form of each short document correct?
- ☐ Do all direct quotes match the originals (including spelling errors if applicable)?
- ☐ Did you write down all the page references for direct quotes?
- ☐ Is the same author cited as "ibid" when there are continuous, multiple occurrences?
- ☐ Are all footnotes of a page also on the same page?
- ☐ Are cross-references to other sections in the text or in footnotes or to the appendix complete and correct?
- ☐ Do all annotations in footnotes end with a period?

4.6 Bibliography

- ☐ Does all the information in the short reference match that in the bibliography?
- ☐ Are all short references in the bibliography and do all sources in the bibliography appear as short references in the text?
- ☐ Did you alphabetize all the sources in the bibliography?
- ☐ Are the references of each source complete?
- ☐ Was each source correctly managed according to its source type based on the specifications?
- ☐ Are all publications by the same author listed chronologically according to their publication date?
- ☐ Do you have all internet addresses for online sources in the bibliography?



4.7 List of Figures

- ☐ Have you properly labeled all images and graphs in the text and placed them in the list of figures?
- ☐ Are the figure labels self-explanatory?
- ☐ Are the page numbers right?

5. Final Steps: Printing and timely submission

- ☐ Check again: Does all the information in the short reference match that in the bibliography?
- ☐ Are all the page numbers right?
- ☐ Are all formal requirements of your university adhered to in the bibliography as well as in the entire thesis?
- ☐ Was your work printed according to these specifications (single-sided, double-sided, paper thickness, etc.)?
- ☐ Did you sign the affidavit?
- ☐ Do you know when the exam office is open?

Everything fulfilled? Then hand in your thesis on time at the examination office and don't forget your well-deserved thesis hand-in photo! ;)



Excellent formulations for your scientific work

So that your thesis not only shines in terms of content, but also stylistically, we have compiled a list of the most proven formulations & text modules for scientific texts. This will help you structure your thesis better and present your thoughts and arguments in a skilful scientific manner. The formulations are arranged along the structure of an academic paper.

1. Formulations for the introduction

1.1 Introduce work and lead to the topic:

- The present work is about ...
- The focus/starting point of this work is ...
- This work deals with/ addresses ...
- This paper deals with ... treated.
- This work deals with ... deal with.
- This paper addresses the question of how/if ...
- The purpose of this paper is to ... present.
- The focus of this paper is the question ...
- This article/text addresses, ...
- In the context of this work the following will be examined/questioned/analysed/discussed
... within the framework of this work the following should be
examined/questioned/analysed/discussed
- ... is currently a controversial issue.

1.2 Classify/justify the topic:

- The question of ... is of great / special interest to the scientific discourse of ... because .../ is a subject of research in various sciences....
- ... is of particular topicality, since ...
- The topic has received less attention in research because ...

1.3 Formulate research question and objectives of the paper:

- As the central research question to be answered in this thesis, ...
- The aim of the paper is to provide an overview of ...
- ... this central research question requires answers to further questions



- In particular, it should be investigated whether something can be increased/ supported/... by the use of ...
- This work is intended to contribute to ... make
- ...the work is to be the basis for/supplement to
- The following research questions arise regarding the subject matter that are of importance: ...
- Specifically, this research paper attempts to answer the following research questions: ...
- The following research questions are to be comprehensively explored and answered in the course of this thesis: ...
- On the basis of ... The explanations/observations are based on ...
- The basis of the considerations are the theories/approaches/explanations of ...

1.4 Present outline of work:

- The academic paper is divided into four sections ...
- The scientific paper consists of four parts ...
- The first part is devoted to the presentation of the theoretical foundations and definition essential technical terms necessary for understanding the following discussion.
- The focus of the second chapter / section / part is ...
- Subsequently / Next, develop / work out the extent to which ...
- After that / Then the following discusses whether and how ...
- Later on, it is subsequently checked whether ...
- This is followed by an analysis / consideration / discussion of the
- Building on this, the second part ... discusses / shows that ...

1.5 Explain and define terminology:

- ... I would like to define as follows:
- The ... include ...
- By ... is understood ... is understood here as ...
- X (1995) defines ... as ...
- The term is used in this paper as follows:



1.6 Present and justify methods:

- Method X was chosen because/ because ...
- Another advantage of Method X is that ...
- The work ... makes use of the method .../ uses the method .../ leans methodically on ... on

2. Formulations for the main body

2.1 Present state of knowledge and previous research:

- The assumptions that ... applies can be based on the fact that ...
- Of particular importance from this point of view is the development ...
- Problem P is particularly relevant for groups of X and Y, provided that they ...
- The challenges for Z is to get the X factor....
- In the past, the following development has emerged: ...
- Related to this development is the realization that ...
- This question is also of particular importance for ...
- This factor has always played a major role for ... in connection with
- To date, the XYZ have not managed to ...
- The first approaches to solving the problem came from...
- To answer the question, findings A, B, and C can be used ...
- Numerous studies / theories / models describe the development / emergence / cause of ...
- An important approach in this scenario is to use the ...

2.2 State theses or hypotheses:

- X asserts/advocates the view/position that ...
- X posits the thesis/counterthesis that ...
- X states that ...
- The thesis here is to argue that....
- The starting point for further investigation is the assumption that ...
- In the remainder of this paper, the following hypotheses will be tested:

2.3 Justify theses and give examples:

- X reasons that ...
- X cites as an example that ...



- X explains this/these by means of an example: ...
- X illustrates this with an example: ...
- Thesis XY can be justified with this....
- As evidence of thesis XY can be cited,
- The thesis can be justified/proved with ... justify/prove.
- As examples shall serve ...
- One way to see/explain this is that ...
- According to results of XY, this phenomenon can be attributed to ... attribute this phenomenon.
- This is also borne out by further research by ...

2.4 Take different points of view or express positions:

- This question is (already) controversially discussed among experts:
- It is (extremely/very) controversial among experts whether ...
- Various antagonistic positions are held by experts in this field:
- Controversial points of view are held in this regard: On the one hand ..., on the other ...
- There are different views and opinions on this: ...
- This is a common point of contention among scientists: ...
- With regard to this issue, no agreement exists yet, because ...

2.5 Refer to other authors/works:

- X appeals to .../ calls (on), .../ presents/ describes/ argues/ compares/ summarizes ...
- First of all, X comes to the subject of ... to speak.
- X proves ... in their investigation.
- X is of the opinion/perception/view that ...
- In X's opinion, this phenomenon can be attributed to ... can be traced back.
- X states that ...
- X assumes that ...
- X points out ... points out.
- X represents in his publication XYZ the following theses / assessment / evaluation / interpretation / position / view: ...



- In the following, explicit reference is made to X's investigation: ...
- X presents the following results in his study XYZ: ...
- X in his work on ... comes to the following conclusions: First ..., second ...
- X concludes in his work on ... as follows: ...
- X claims in his XYZ investigation that much of the ...
- X assumes that ...
- X Research shows that ...
- As X shows in his investigation ..., it is ...

2.6 Pointing out problems:

- ... often leads to problems.
- What seems to be most problematic is ...
- When considering ... it must be taken into account that ...
- The following contradictions arise:
- ... is not clearly specified.
- Considering all the consequences of this development, the following difficulties arise:

2.7 Highlight:

- At this point, it must be clearly emphasized that ...
- It is important to stress here that, in view of the ...
- It is noteworthy at this point that ...
- It should be emphasized that ...
- It is important to emphasize ... once again, because ...
- It must be emphatically noted here that ...
- Special mention must be made of the fact that ...
- It should not go unmentioned that ...

2.8 List or add:

- Furthermore...
- One, two...
- First/ furthermore/ moreover ...
- At this point, it should be added that ...



- You should also keep in mind that ...
- In addition/ Furthermore ...
- Here, moreover, is to be taken up the idea that ...
- Another point to be addressed is ...

2.9 Justify:

- The author reasons that ...
- In support of its thesis, it argues that ...
- The basis for this is:
- For this reason/ therefore ...
- ... supports/ illustrates/ clarifies/ substantiates/...reinforces the thesis that ...

2.10 Raising a question:

- The question remains whether ...
- At this point, the following question can be raised: ...
- The question is whether ...
- To the question "... " the following answer can be given: ...
- Despite the findings to date, the following point still remains open: ...

2.11 Commenting, interpreting, evaluating:

- Rightly, X (2012) highlights that ...
- This is a far-reaching and momentous development:
- Here the author overlooks the following:
- X's data suggests that ...

2.12 Criticize and disagree:

- It must be countered that ...
- A critical objection to this is that ...
- Instead of refuting the hypothesis with research results, X gets lost in theoretical constructs. This must be rejected/doubted/questioned ...
- That's not clear from ... not clear.
- However, this raises the question of the extent to which ...



- This seems doubtful, however, because ...
- No statements are made about what ...
- However, this leaves one question unanswered: ...
- The author obviously overlooks the following point in his argumentation: ...
- However, the argument against this hypothesis is that ...
- This view can be countered by saying that ...
- This argument can only be followed to a limited extent, because ...
- This view is only partially convincing, because ...
- It is possible to refute this view, as ...
- The following arguments can be made with regard to this thesis: First ...

2.13 Draw conclusions:

- The conclusion that can be drawn from this is that ...
- The following conclusions can be drawn from this:
- From this it follows, first, that ..., second, that ..., and finally, third, that
- It follows / results that ...
- It can be concluded that ...
- It can be deduced that ...
- One may conclude that ...
- This realization has resulted in ...
- The reason that can be given for this is that ...
- One consequence of this is inevitably that....
- As a result, it can be concluded that ...
- Thus / Consequently, it can be said that ...
- Due to the fact that ...
- The fact indicates that ...
- For this reason, it can be said that ...
- This is probably the cause of ...
- The rationale for this can be found in
- First, it can be deduced that ...
- It follows that ...
- Therefore/therefore, ...



- From these examples, it is clear that ...
- The following conclusions can be drawn from the principles set out in Chapter 3:
- The above results show parallels with ...
- To get back to the point... ...to come back to the point...
- Summarizing the results of the discussion/study ...
- A uniform opinion cannot be reproduced, since ...

2.14 Restrict:

- Although ..., but ...
- However, one must take into account that ...
- However, this does not apply to all ...
- However, one should keep in mind that ...
- The analysis is limited to ...

2.15 Weigh or contrast:

- On the one hand ..., on the other hand ...
- On the one hand ..., on the other hand ...
- However, if you look at it from a different angle, you ...

3. Formulations for the concluding part:

3.1 Summarize:

- This paper explored the question of ...
- The objective of the present work was ...
- For this purpose, first ... was examined. In a second step ...
- In summary, the following results can be cited/emphasized/mentioned ...
- in summary, ...
- the results presented justify the statement that ...
- In this work, it has been demonstrated that ...
- The aim of this scientific work was to ...
- The focus of the deliberations was ...
- The following methodological approach was adopted to answer the research question(s): ...



3.2 Introduce conclusions or present results:

- Based on the results of this scientific work, the author comes to the conclusion that ...
- In this work, it has been demonstrated that ...
- The author concludes that ...
- The results presented justify the statement that ...
- The results obtained by author show parallels with ...
- The author concludes from the research that ...
- As the investigation has shown, ...
- It follows that ...
- It can therefore be concluded that...
- In conclusion, ...

3.3 restrictions on the work:

- The analysis / consideration / discussion is thereby limited to ... because ...
- ... can only be dealt with in passing in this paper, because
- On ... cannot/can only be dealt with to a limited extent within the scope of this work.
- This work cannot find a definitive answer, but ...
- A clear ... is not in this form, however, either.
- Further research potential would be offered, for example, by a long-term study to ...
- The field of ... is a worthwhile task for future experimentation and investigation.
- One question that has not been resolved by this work is ...
- One aspect that needs further empirical investigation is ...
- A definite answer to this question is not possible in this form (at the present time): ...
- To answer this question unequivocally, further research is needed in the direction of

3.4 Outlook for further research:

- A comparison of the findings of these two studies lends itself to ...
- One issue that needs further investigation is ...
- The work results should/could serve as a basis/starting point/for
- At this point, further investigation for/about ... is recommended.



Latinization - Word collection

acquire	= acquire, grind, teach
annihilate	= nullify, ruin, make fail
annul	= declare invalid, void
deduce	= conclude, deduce
distribute	= distribute, hand out
elicit	= to infer, to ascertain, to uncover, to find out
essential	= essential
evident	= insightful, credible, comprehensible
evoke	= cause, bring about, stir up, cause, induce
figure, symbolize	= represent (pictorially)
function	= perform any function
indecent	= not tactful, delicate
indifferent	= indifferent, no preference
include	= include
Incomparable	= incomparable
intend	= intend
Causality	= logically resulting sequence
complementary	= complementary
Condition	= condition
CONCLUDE	= Conclude
concordant	= concordant
Consensus	= agreement of opinions
constitutive	= fixed or determining (constitutive rules)
modify	= reshape, change
negate	= deny, deny, denote as false untrue
obstructive	= obstructive, aggravating
offer	= offer
Pendant	= equivalent, counterpart
postulates	= demands/demands
potent	= powerful, strong, important
prefer	= prefer
rigid	= orthodox, rigid, stiff
Sensorium	= sense of feeling, intuition
simplify	= simplify