

METHODOLOGY OF WRITING

CHAPTER FOUR: REDACTION OF REPPORT

I. Introduction:

The report, thesis, or even the dissertation represents a non-published work presented for consultation by the scientific community. Therefore, precise presentation makes it easy to read and understand, lending credibility to the resulting conclusions. Writing the thesis constitutes a crucial stage in the student's academic formation; it should reflect the work undertaken during their research journey, showcasing their personality and dedication to the task. The members of the evaluation committee are tasked with assessing the student's capabilities based on their writings.

II. Components of a Report or Thesis:

II.1. Cover Page (Page de Garde):

The cover page is considered a crucial element in a thesis or report because it is the first thing that catches the reader's eye. Therefore, the student should give it the attention it deserves to create a favorable impression on the reader.

On the cover page, you typically find:

- The name of the educational institution and its affiliated entity.
- The type of written work (end-of-study thesis, master's thesis, or doctoral dissertation).
- The title of the work.
- The student's name.
- Members of the evaluation committee (Chair, Supervisor, Co-supervisor, and Examiners).
- The date of the defense.



People's Democratic Republic of Algeria
 Ministry of High Education and Scientific Research
 Abdelhafid Boussouf University Center
 Institute of Science and Technology

N°:

Thesis of
MASTER'S DEGREE
CHEMICAL ENGINEERING

Title:

**STUDY OF THE CHEMICAL AND PHYSICAL PROPERTIES OF
 SPRING WATERS IN THE MILA REGION**

PRESENTED BY: NAME OF STUDENT OR GROUP OF STUDENTS

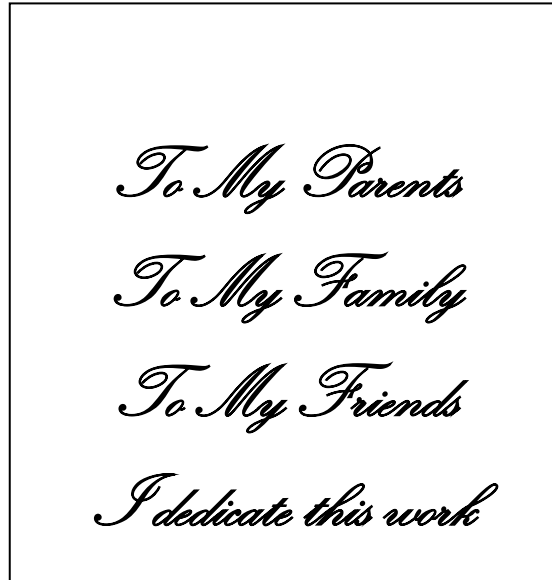
Jury Committee:

- | | | |
|------------------------|---|----------------------------------|
| Professor | Professor at the University of | Chairman of the Committee |
| Professor | Professor at the University Center of Mila | Supervisor |
| Doctor | Doctor at the University of | Assistant Supervisor |
| Doctor | Doctor at the University of | Examiner |
| Doctor | Doctor at the University of | Examiner |

Discussion Date: 01/01/2022

II.2. Dedication:

This is a dedication of this work to a special person or several individuals in order to honor them. It is placed on one page (in the middle) that does not include anything else.

**II.3. acknowledgments:**

This section is dedicated to individuals who directly or indirectly contributed to the completion of this research work. It begins with gratitude to:

1. The institution where this work was carried out and the laboratory or location where the fieldwork was conducted.
2. The supervisor and assistant supervisor for the advice and guidance provided.
3. The committee chairperson and the remaining members for accepting the contribution to the thesis, each by name and degree.
4. Those who contributed, whether closely or remotely, to the completion of the work as consultants or in assistance.

II.4. Table of Contents:

It comes immediately after the acknowledgment page and is a detailed outline of everything included in the research work. It includes:

The title of each section in the thesis with the corresponding page number (if applicable, such as dedication and acknowledgment pages, and appendices, which may not have page numbers or may be unnumbered).

Chapter titles are written in a larger font size, while subsection titles following them are written in a smaller font size.

The table of contents presents each part of the work and its sections, accompanied by a reference to the corresponding page in the text. It allows the reader to quickly get an overview of the content and navigate directly to the section of interest. Users can generate a table of contents directly using writing software (refer to the software's instructions or help menu for more details).

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Abstract

II.5. Lists:

1. List of Abbreviations: Abbreviations for long names of materials and tools, arranged alphabetically (ultraviolet UV).
2. List of Tables: Arranged according to the table numbers in the text.
3. List of Figures: Arranged according to the figure numbers in the text.

II.6. General Introduction:

It is the last thing written in the thesis after the conclusion and usually consists of three parts:

1. A brief overview of the research topic in a few lines.
2. Defining the problem to be researched and the method to be followed in a few sentences.
3. Revealing the overall plan of the thesis from the first chapter to the last, meaning announcing the questions that will be raised without revealing the answers.
4. It is very important not to use the pronoun "I" in formulating the introduction.
5. Page numbering starts from the introduction.

II.7. The Theoretical Part:

It is a chapter or several important chapters where the student presents the information gathered for the purpose of understanding the topic. It can include:

1. Historical overview explaining the origin of the problem.
2. Stages of the evolution of research on the problem.
3. Explanation of the fundamental methods or approaches used in scientific research.
4. Evidence and proofs that support the theory.

II.8. Practical Part:**II.8.1. Materials and Methods:**

In this section, the writer should present all the details related to the research (research location, sampled population, processing methods, materials, and equipment used). The information should be complete and clear, allowing any researcher to replicate it and obtain the same results. Each stage should be described precisely, including conditions and variables (temperature, time, number of repetitions, etc.). The reasons for choosing specific methods and tools in the research should be well explained. Do not repeat details of the protocol if mentioned in previous paragraphs; present it briefly. Divide the section into small paragraphs for easier readability. If a method is globally recognized, it is better to reference it briefly to avoid lengthy paragraphs.

II.8.2. Results:

The general rules for all research are to present results and provide facts about the research topic. Results should be presented in tables or graphical forms accompanied by texts showing important points and comments. Move on to analyze and interpret the obtained data. Researchers must be honest in presenting

results to enhance the credibility of the research. Analysis involves processing data to put it in a model capable of answering research questions. Interpretation includes reading this data and connecting it to the information presented in the theoretical part. It can be divided into interpreting quantitative data using quantitative methods like mathematics and statistics, and interpreting qualitative data, which is somewhat complex and relies more on the researcher's abilities.

In this part of the research, writing should use the past tense, and the present tense should only be used to present results or present tables and graphs.

II.8.3. Discussion:

Unlike the previous stages, which are written in an impersonal manner, this stage depends entirely on the researcher's intelligence and scientific culture. There are no specific rules for writing a discussion, but evidence makes it easy to write and develop it. It requires longer working time and more thinking effort before reaching the conclusion. The writer must sort facts and results to highlight their importance through a detailed data analysis. It is essential to specify the following points in this part:

- ✚ Describe the quality of the results and whether the method used is the best or not.
- ✚ Summarize the main results directly related to the study's purpose.
- ✚ Compare the obtained results with those of other researchers.
- ✚ Determine whether the goal of the work has been achieved or not.

Note: If there are several experiments, the practical part should be divided into chapters, each including the previous sections (Materials and Methods, Results, and Discussion) to maintain a logical sequence of ideas (it's optional).

II.9. General Conclusion:

The purpose of the conclusion is to summarize the work by highlighting the main ideas, proposed hypotheses, and logical connections that unify them to provide an overview of the presented ideas. Then, it involves returning to the introduction to conclude the work.

It should be clarified that the conclusion is not a summary, but rather its culmination. It includes a recapitulation of the sequence of ideas presented in the work, followed by the author's deductions and recommendations, ultimately concluding the work.

II.10. Bibliography:

In this section, all references used in the completion of this work are gathered and placed immediately after the conclusion. References are categorized in alphabetical order by the main author's name. If there are multiple references by the same author, they are arranged in ascending order based on the publication years.

Only one reference is written per line. If the reference is available online, the website and the date of access are mentioned.

Examples:

- ❖ In the case of a book: Last name, first initial (write the first letter followed by a period; in the case of a compound name, write only the initial letters, in Capital). Book Title (written in italics). Mention the edition (unless it is the only edition). Place of publication. Publisher's name. Year of publication. Page range (if multiple pages, write the first page – last page).

Trease E., Evans W.C. *Pharmacognosy*. 13th ed. London. Balliere Tindall. 1987. p: 12.

In the case of a translated book, it is advisable to mention the original title and the author who performed the translation.

- ❖ For an article: Last name, first name. Article Title. Journal Name (written in italics). Year of publication. Volume (if applicable). Page range.

Douhou N., Yani K., Thahrouch S., Idrissi Hassani L. M., Badoc A., et Gmira N. Screening phytochemical of an Ibero-Moroccan endemic, *Thynelaea lythroides*. *Bull. Soc. Pharm.* 2003. Vol: 142. p: 61-78.

- ❖ In the case of a report, thesis, or dissertation: Last name, First name. Title of the written work (written in italics). Type of work (report, thesis, or memorandum). University. Place of defense. Year of defense. Page range.

Manallah A. *Antioxidant and anticoagulant activities of polyphenols from olive pulp *Olea europaea* L.* Master's thesis in Biology. Ferhat Abbas University. Sétif. 2012. p: 49.

.II.11. Annexes:

Annexes follow directly after the bibliography and consist of large documents that cannot be included within the text but are crucial to the work. They are placed at the end of the document and referred to as needed. Annexes include data tables, curves, technical data, charts, maps, opinion survey results, etc. They are numbered with large Greek numerals and are cross-referenced within the text for easy access, categorized according to their appearance in the text.

II.12. Abstract and Keywords:

The abstract is a concise version of the article or thesis and is written at the beginning of the article or at the end in the case of a thesis (in this case, it is written in all three languages: French, English, and Arabic, and the chosen language for writing is indicated on the outer cover of the thesis). Through the abstract, the reader gets an overview of the essential points in the written work, including the methodology and results obtained.

It does not exceed 200 words in the case of a thesis and 25 words in the case of an article. The abstract concludes by mentioning the key words.