ACADEMIC SKILLS

for interdisciplinary studies

Joris J.W. Buis
Ger Post
Vincent R. Visser

Amsterdam University Press



Academic Skills for Interdisciplinary Studies

Joris J.W. Buis

Ger Post

Vincent R. Visser

Academic Skills for Interdisciplinary Studies is Volume 1 of the Series Perspectives on Interdisciplinarity.



Originally published as Academische vaardigheden voor interdisciplinaire studies by Joris J.W. Buis, Ger Post & Vincent R. Visser (2015)

© Amsterdam University Press

Text translated by Vivien Collingwood

Cover and interior design: Matterhorn Amsterdam

ISBN 978 94 6298 359 5 e-ISBN 978 90 4853 394 7 (pdf)

NUR 143

© Joris J.W. Buis, Ger Post & Vincent R. Visser / Amsterdam University Press B.V., Amsterdam 2016

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or disclosed in any form or by any means (electronic, mechanical, photocopying, recording or otherwise) without the prior written permission of the publisher.

To the extent that making photocopies from this publication is permissible on the grounds of Article 16B of the Copyright Act 1912, in conjunction with the Decision of 20 June 1974, Stb. 351, as amended in the Decision of 23 August 1985, Stb. 471 and Article 17 of the Copyright Act 1912, the statutory fee due should be paid to Stichting Reprorecht (PO Box 3051, 2130 KB, Hoofddorp, The Netherlands). The publisher should be contacted in relation to the inclusion of part(s) of this publication in anthologies, readers and other compilations (Article 16 of the Copyright Act 1912).

Table of Contents

	Preface Acknowledgements		8	
			9	
	Int	roduction	10	
Part 1	St	udying	12	
	1	Studying	13	
		Knowledge	13	
		Lectures and study groups	15	
		Self-study and planning	17	
		Concentration	19	
		Examinations	20	
		Staying motivated	22	
	2	Reading academic literature	24	
		Types of text	24	
		Strategies for reading	28	
		Summarizing	33	
Part 2	Doing research		36	
	3	Exploring your research topic	37	
		Choosing a topic	37	
		Formulating a question	39	
	4	Interviewing	44	
		Preparing an interview	44	
		During the interview	46	
	5	Searching the literature	48	
		The academic literature	48	
		Relevance and quality of the literature	52	
	6	Organizing, analysing and processing your sources	56	
		Organizing your sources	56	
		Analysing information	57	
		Processing sources using reference management software	58	
	7	Empirical research	60	

Part 3	Sharing your research			62
	8	Argument	s	63
		Types of a	rgument	63
		Structuring	g an argument	66
		From struc	cturing an argument to structuring a literature review	71
	9	Writing		73
		Steps in th	ne writing process	73
		Writing tac	ctics	74
		Structuring	g a literature review	75
		Academic	writing	81
		Grammar	and spelling	83
	10	Citing sou	rces	86
		In-text cita	tions	88
		Citations in	n the bibliography	92
		Plagiarism	I	92
		Sources us	sed	93
	11	Presenting	3	94
		Preparing	a presentation	94
		Introducin	g your presentation	96
		During a p	presentation	105
		After a pre	esentation	105
Part 4	A critical attitude			108
	12	12 Debate, discussion and critical dialogue		109
		Debate		109
		Weak spot	ts in debates	111
		Discussion	1	112
		Pitfalls whe	en framing an argument	113
	13	Reflection		116
		Self-reflect	tion	117
		Reflecting	on your role in a team	119
		Giving and	d receiving feedback	122
Appen	dice	s		124
		pendix A	Fraud and plagiarism	125
		pendix B	Citation guidelines for bibliographies	127
		pendix C	Sample literature review	132

Preface

This handbook is the outcome of years of experience with interdisciplinary teaching and academic skills at the Institute for Interdisciplinary Studies (IIS) at the University of Amsterdam. Earlier versions of the text have been in use - in the form of syllabi - for more than a decade of teaching for the combined Bachelor's programme in the natural and social sciences. The content thus builds upon the knowledge and experience of the dozens of lecturers and thousands of students who worked or studied at the IIS during this period. In addition, we have made grateful use of the great wealth of existing textbooks on specific academic skills. A wide range of textbooks has been published on every academic field and on every individual skill. To our knowledge, this is the first overarching guide to academic skills for interdisciplinary studies. Taking such a broad perspective means that we are unable to be comprehensive. For more specific or detailed information, this book provides many references to texts that contain more information on specific skills. Besides, a handbook like this one is never 'finished'. New perspectives, tips, examples, methods and insights are always being developed that contribute to this book's ultimate aim: to help interdisciplinary students to learn the essential skills needed by every budding scholar.

Finally, a word of advice for the reader: use this handbook as a guide, not as the only 'right' way to learn, read, write or present. Within the different fields and disciplines, there will be differences in the details or in the emphasis on particular aspects.

Acknowledgements

First of all, we are extremely grateful to the many students and lecturers who worked with and on this handbook over the last ten years. They laid the foundations for this book. Unfortunately, we do not have the space here to name everyone. In any case, we should like to express our great appreciation for the exceptional contribution made by the following lecturers and ex-lecturers: Tonja van Gorp, Mieke de Roo, Sanne Kosterman, Njal van Woerden, Ellen Algera and Elmar Jansen.

In addition, we would like to thank the following colleagues and students for reading earlier drafts and for their constructive remarks and suggestions: Steph Menken, Linda de Greef, Jasper ter Schegget, Coyan Tromp, Rick Vermin, Noa Visser, Rens Baardman, Sophie Boot and Frankie Pols.

Finally, we would like to thank Elke Stokker for her excellent management of the many drafts of this handbook, and we are extremely grateful to Bob van den Berg for his help with designing this book.