

Contents

Preface: The Aims of This Edition	xi
Our Debts	xv
I RESEARCH, RESEARCHERS, AND READERS	1
PROLOGUE: BECOMING A RESEARCHER	3
1 Thinking in Print: The Uses of Research, Public and Private	9
1.1 What Is Research?	10
1.2 Why Write It Up?	11
1.3 Why a Formal Report?	13
1.4 Writing Is Thinking	14
2 Connecting with Your Reader: (Re-)Creating Yourself and Your Readers	16
2.1 Creating Roles for Yourself and Your Readers	16
2.2 Understanding Your Role	18
2.3 Imagining Your Reader's Role	20
☆ <i>Quick Tip: A Checklist for Understanding Your Readers</i>	26
II ASKING QUESTIONS, FINDING ANSWERS	29
PROLOGUE: PLANNING YOUR PROJECT—AN OVERVIEW	31
☆ <i>Quick Tip: Creating a Writing Group</i>	34
3 From Topics to Questions	35
3.1 From an Interest to a Topic	36

3.2	From a Broad Topic to a Focused One	39
3.3	From a Focused Topic to Questions	40
3.4	From a Question to Its Significance	45
☆	<i>Quick Tip: Finding Topics</i>	49
4	From Questions to a Problem	51
4.1	Distinguishing Practical and Research Problems	52
4.2	Understanding the Common Structure of Problems	54
4.3	Finding a Good Research Problem	62
4.4	Learning to Work with Problems	64
☆	<i>Quick Tip: Manage the Unavoidable Problem of Inexperience</i>	66
5	From Problems to Sources	68
5.1	Knowing How to Use Three Kinds of Sources	68
5.2	Locating Sources through a Library	70
5.3	Locating Sources on the Internet	75
5.4	Evaluating Sources for Relevance and Reliability	76
5.5	Following Bibliographical Trails	80
5.6	Looking beyond Predictable Sources	81
5.7	Using People as Primary Sources	81
☆	<i>Quick Tip: The Ethics of Using People as Sources of Data</i>	83
6	Engaging Sources	84
6.1	Knowing What Kind of Evidence to Look For	85
6.2	Record Complete Bibliographical Data	85
6.3	Engaging Sources Actively	87
6.4	Using Secondary Sources to Find a Problem	88
6.5	Using Secondary Sources to Plan Your Argument	92
6.6	Recording What You Find	95
☆	<i>Quick Tip: Manage Moments of Normal Anxiety</i>	101
III	MAKING A CLAIM AND SUPPORTING IT	103
	PROLOGUE: ASSEMBLING A RESEARCH ARGUMENT	105
7	Making Good Arguments: An Overview	108
7.1	Argument as a Conversation with Readers	108
7.2	Supporting Your Claim	110

7.3	Acknowledging and Responding to Anticipated Questions and Objections	112
7.4	Warranting the Relevance of Your Reasons	114
7.5	Building a Complex Argument Out of Simple Ones	116
7.6	Creating an Ethos by Thickening Your Argument	117
☆	<i>Quick Tip: A Common Mistake—Falling Back on What You Know</i>	119
8	Making Claims	120
8.1	Determining the Kind of Claim You Should Make	120
8.2	Evaluating Your Claim	122
☆	<i>Quick Tip: Qualifying Claims to Enhance Your Credibility</i>	127
9	Assembling Reasons and Evidence	130
9.1	Using Reasons to Plan Your Argument	130
9.2	Distinguishing Evidence from Reasons	131
9.3	Distinguishing Evidence from Reports of It	133
9.4	Evaluating Your Evidence	135
10	Acknowledgments and Responses	139
10.1	Questioning Your Argument as Your Readers Will	140
10.2	Imagining Alternatives to Your Argument	142
10.3	Deciding What to Acknowledge	143
10.4	Framing Your Responses as Subordinate Arguments	145
10.5	The Vocabulary of Acknowledgment and Response	146
☆	<i>Quick Tip: Three Predictable Disagreements</i>	150
11	Warrants	152
11.1	Warrants in Everyday Reasoning	153
11.2	Warrants in Academic Arguments	154
11.3	Understanding the Logic of Warrants	155
11.4	Testing Whether a Warrant Is Reliable	156
11.5	Knowing When to State a Warrant	162
11.6	Challenging Others' Warrants	164
☆	<i>Quick Tip: Two Kinds of Arguments</i>	169

IV PLANNING, DRAFTING, AND REVISING	171
PROLOGUE: PLANNING AGAIN	173
☆ <i>Quick Tip: Outlining and Storyboarding</i>	175
12 Planning	177
12.1 Avoid Three Common but Flawed Plans	177
12.2 Planning Your Report	179
13 Drafting Your Report	187
13.1 Draft in a Way That Feels Comfortable	187
13.2 Use Key Words to Keep Yourself on Track	188
13.3 Quote, Paraphrase, and Summarize Appropriately	188
13.4 Integrating Direct Quotations into Your Text	189
13.5 Show Readers How Evidence Is Relevant	190
13.6 Guard against Inadvertent Plagiarism	191
13.7 The Social Importance of Citing Sources	195
13.8 Four Common Citation Styles	197
13.9 Work through Procrastination and Writer's Block	199
☆ <i>Quick Tip: Indicating Citations in Your Text</i>	200
14 Revising Your Organization and Argument	203
14.1 Thinking Like a Reader	204
14.2 Revising the Frame of Your Report	204
14.3 Revising Your Argument	206
14.4 Revising the Organization of Your Report	207
14.5 Check Your Paragraphs	209
14.6 Let Your Draft Cool, Then Paraphrase It	209
☆ <i>Quick Tip: Abstracts</i>	211
15 Communicating Evidence Visually	213
15.1 Choosing Visual or Verbal Representations	213
15.2 Choosing the Most Effective Graphic	214
15.3 Designing Tables, Charts, and Graphs	216
15.4 Specific Guidelines for Tables, Bar Charts, and Line Graphs	220
15.5 Communicating Data Ethically	226
16 Introductions and Conclusions	232
16.1 The Common Structure of Introductions	232

16.2	Step 1: Establish Common Ground	235
16.3	Step 2: State Your Problem	237
16.4	Step 3: State Your Response	241
16.5	Setting the Right Pace for Your Introduction	242
16.6	Writing Your Conclusion	244
16.7	Finding Your First Few Words	245
16.8	Finding Your Last Few Words	247
☆	<i>Quick Tip: Titles</i>	248
17	Revising Style: Telling Your Story Clearly	249
17.1	Judging Style	249
17.2	The First Two Principles of Clear Writing	251
17.3	A Third Principle: Old before New	260
17.4	Choosing between Active and Passive	262
17.5	A Final Principle: Complexity Last	264
17.6	Spit and Polish	267
☆	<i>Quick Tip: The Quickest Revision Strategy</i>	268
V	SOME LAST CONSIDERATIONS	271
	The Ethics of Research	273
	A Postscript for Teachers	277
	Appendix: Bibliographical Resources	283
	Index	313