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|  | L.N. Gumilyov Eurasian National University | METHODOLOGICAL RECOMMENDATIONS FOR DEVELOPING MASTER'S THESIS | Edition: first |
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**Ministry of Education and Science of the Republic of Kazakhstan
LN Gumilyov Eurasian National University**

**Law Faculty
International Law Department**

**METHODOLOGICAL RECOMMENDATIONS FOR
DEVELOPING MASTER'S THESIS**

**For the Master degree students of 6M030200 – “International
law” major**

Approved by: The Council of the Law Faculty of
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HOW TO WRITE A THESIS

There are several ways to write a thesis. In the next pages there are many suggestions on how to structure your thesis. Each section contains different examples, but they all give you important guidelines.

RECOMMENDATIONS IN WRITING A THESIS (I)

This section contains a writing guide that includes basic, simple, but fairly pragmatic advice about the process of writing a thesis. Here, we limit ourselves in giving you simple ideas about how to start a thesis work, how to organize it, how to divide apparently difficult tasks in small portions, and complete the tasks involved in each portion. This section also includes details about the global structure of the document as well as what specifically should be in each section of the writing.

CONTENT

Part One

GETTING STARTED

You need to make up your mind and plan your writing around: an outline, a sense of organization, a specific work agenda, and a flow of ideas.

Part Two

A SUGGESTED THESIS STRUCTURE:

The overall plan should be as follows:

- A cover page
- An Abstract, Acknowledgements, Table of Contents, Introduction, Review of the Literature
- Middle Chapters, Chapter Structures, Materials and Methods, Investigative Theories
- Results, Discussions, Conclusions, Bibliography, Appendices.

(Examples are shown starting from the page 16)

BEGINNING

At first, writing a thesis appears to be a daunting task that is considered difficult. In fact, it is to a large extent. However, a deep feeling of relief will come after you complete a couple of chapters. True happiness will follow when you approach the end because it all boils down to the personal satisfaction to know the job is done and that one has contributed a significant share to the world's scientific knowledge.

Thus, let us assist you so that you can take off in a smooth way.

An Outline

First, prepare an *outline* of your thesis: write a sketch of the titles of the chapters, subtitles, titles of illustrations (as planned placeholders for the results) and some other useful notes. You must have a logical sequence of steps in the design of the plan and a tentative final outline of the thesis, as the final outline of this work.

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With this complete plan, you should make a relatively adequate list of virtually all details, facts, and statements that are necessary to make the point of the thesis. With this detailed outline, you will simply face the easy task to add a paragraph with some details to every title in your sketch.

How to craft the sketch of a chapter?

The following routine has proved helpful to many:

- Gather all illustrations (tables, diagrams, anecdotes, etc.) that you plan to use.
- Put them in the logical order you would use for your own presentation.
- Practice to present the ideas to an acquaintance of yours (to test the waters, so to speak).
- Soon after you fine tune your sequence, write down key transitional words for that purpose.
- Immediately following this initial step of your outline, you should develop your thesis. This first draft is important because:
 - This would help generate the ideas you will actually use in the final version.
 - This would assist you in defining a work agenda based on your own availability of time

The Thesis Bureaucracy

While deeply involved with the thesis process, you should bear in mind there are many administrative duties or obligations that go along with this. You must complete all the necessary paperwork related to this endeavor in a timely manner as well.

Manage to ensure that you address every single issue, and follow your previously fabricated agenda very closely. Above all, make sure bureaucratic issues remain secondary in your agenda and do not hinder the essential process of your scientific research

1. Prepare a work calendar

It is critical to plan your activities in detail. You should build a strict chronogram together with your advisors.

Try your best not to cheat yourself. In other words, plan activities you can afford to complete. Build your agenda, indicate a submission date to your advisor and EXECUTE the plan!

2. Make your ideas flow smoothly.

You could, for instance, keep a folder called “Ideas” where you would write down all of the interesting data or ideas about your work. This could easily constitute an excellent source of supporting details for your thoughts or statements.

Even when working away from your computer, it is still possible to generate and write down ideas that hit your mind about the topic of your thesis. As soon as it becomes possible, you can transfer such information to your “Ideas” folder.

Try to connect the ideas to each other in relation with the bulk work of your thesis. Establish a relationship between your ideas and those expressed by other authors prior to using them in your document.

Part of the process includes your interaction with your advisor. Your **Thesis Proposal** is very important as your advisor will be able to give you advise on what you should add and what you should refine. You should not feel bad about these changes because they will be intended to assist you with your thesis work.

Scientific writing being an art, takes time to both understand and assimilate. When you understand the concept, you will become deeply involved with the process and with all the implications of such involvement. The more you refine your work, the better. Remember, writing is a process that requires many drafts to polish your ideas in the best possible way to achieve the best results that you desire.

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WHAT IS A THESIS? WHO IS IT INTENDED FOR? HOW DOES ONE WRITE IT?

Your thesis is a *task* of investigation and encompasses a **problem** that relates to science. You should consider questions such as: What is the problem? What is it that people already know about? What is to be done to solve it? What the results of your research mean? What improvements you can suggest or recommend beyond the scope of your thesis?

Please do not worry about traditional *students examination pavia*: a thesis is not a response to questions from an exam!

Readers of an exam are normally those with such response. They know how to holistically evaluate your performance through an understanding of both the components of the response, and your strengths and weaknesses with regards to the topic.

Readers of a thesis, however, do not possess an “answer” to a given hypothesis. Given the purpose of this work, the university requires an **original contribution to scientific knowledge**: your research must discover something unique and innovative to the world.

Your thesis is a scientific document. As such, it will be consulted by many researchers who will be looking for as many details as possible about your lab experience and other related activities. Therefore, we urge you to keep this in mind and try to digitize your work in microfilm, for example, for researchers.

Another word of advice is to have someone else read your draft and provide you with suggestions that can be valuable. This can also help you to make sure your work is being written correctly free of grammatical and spelling mistakes.

How much detail should you include?

Actually, it should be fairly more than in a *scientific article*! Soon after the evaluation of your thesis and a quick reading of the first three pages by your friends, only those deeply interested in your topic will find an interest in reading your complete paper. For instance, a young researcher with a passion for your topic might be willing to follow on your footsteps. Therefore, would your thesis be a solid reference in this context?

Thus, you should be driven by a pledge to have your paper fully prepared with all the useful details people might need: pictures, diagrams, computer programs, appendices, etc. Do not be negligent and omit elements people might be looking for later and find no availability.

As opposed to what you might have seen in this perspective with incomplete or inadequate thesis, make yours clear enough.

Bibliographical references constitute the key tool to document concepts or ideas that are not yours. You must be precise in your references of such information about scientific literature. Good references allow us to verify the value of your contribution to the field. They also provide readers solid clues about the organization of your thesis in terms of what is a display of your acquired knowledge and what constitutes your original input.

It is always fundamental to write with a very clear syntax because you may feel tempted to omit an important (and expected) reference about a statement. Be aware of this practice, which ultimately would end up deceitful. This may easily get you caught in plagiarism.

A thought may appear so beautiful and original that readers may feel compelled to verify its origins. They will find this information in either a library, on the Internet, or through a different media. However, it is important to cite your sources for readers to verify this information or read more on a subject.

Remember a thesis is scientific writing. This is the case especially when scientific discoveries (like those of Albert Einstein) encompass key human phenomenon of such magnitude that scientists remove themselves from the scenes and use third person in their writings, which cannot be personal.

The Style

An appropriate style has a lot to do with the factor of clarity. Scientific writing does not use jargon or any expression that lends itself to colloquialism. International conventions that lean

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on universal grammar and stylistic principles are required. This is done so that cultural bias does not impede the understanding from a non-native of the language.

The use of very long paragraphs does not always create a sense of unity. It is rather a flaw in some people's habit to "save paper" assuming that this would necessarily lead to conciseness. This is not accurate.

Short words and sentences are often better than long ones. Some politicians tend to say, "in this present moment" instead of simply "now" because this is a distraction tactic that helps them achieve their goal. They have no interest in effective communication, but **you do**.

There will be instances where a complex sentence is necessary because the idea itself is complicated. In that case, the best way to tackle this is with several clarifications, each with a subordinate clause: "when [the time], where [the location], why [the rationale], and if [a condition] prior to therefore [a conclusion or statement]."

The Presentation

You will use your time more effectively trying to make the content as adequate and clear as possible. By all means, never put aesthetics aside completely, only you are able to strike out the right balance between the form and the content.

A diagram, picture, table, photograph, or any other type of illustration is always self-explanatory. When you use them, it is not necessary to add a whole array of details around them because such additions are contained within the illustrations.

Of course, you should resist the temptation to put more illustrations than necessary. When you do, make sure you follow the regulations and procedures closely. In-text references, for instance, are used only for clarification purposes.

Never imagine a correlation of any type between quantity and quality. Among other things, do not leave huge spaces between sections so that the document appears enormous. Readers are never pleased with irrelevant, vague, and unnecessary texts.

Final Remark

Writing a thesis is a very daunting and demanding task. It is also a fundamental transitional ritual in a master student's life. On behalf of members of International Law Department of LN Gumilyov Eurasian National University, we wish you the best!

A RECOMMENDED THESIS FORMAT

The list of details, titles, subtitles that follow are very interesting to help you in the writing of your thesis. Simply disregard the few (two or three) that may be irrelevant. Although a rough draft of your thesis will prove helpful, the best way to proceed is to organize your chapters and sections in a sequential manner as you move along.

In the process, always keep in mind **the logical structure** of your presentation through the different sections. If it works for you, you would benefit by creating a template you could build with a detailed plan of your work prior to beginning the actual writing. By doing this, it will result far easier for you to finalize the thesis and for your writers to read and understand your ideas.

The Cover Page

One of the universal requirements of the presentation format of a thesis is the *cover page*. While this format varies according to the institution, ENU recommends you use the one featured in this guidelines on **page 19**.

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An Acknowledgements Page

Many thesis writers dedicate a page of *formal recognition* to those who have contributed to the realization of the project from both a scientific standpoint to a broad array. It includes, but does not limit those who provided help, assistance, food, education, logistics, support, advice, etc. Even a friend who wrote a portion of your text must be acknowledged. (*see example on the page 20*)

The Abstract

This section is the most likely to be read and presented to the public in various types of publications. It is always better to write it at the end, but not at the last minute, so that it can truly reflect all of the major changes made during the writing process. Generally, it must be simply a synopsis of the thesis consisting of the following: a concise description of the issue of the thesis, the investigation method you used along with your results, and your general recommendations from the impact of the thesis. Of course, the abstract does not use references, and it should be an average of three paragraphs. Or, for a thesis, words count should vary between 200 and 300. (*see example on the page 21*)

The Table of Contents

In this section you must have all titles and subtitles of chapters. The introduction starts on Page 1. Initial pages must be numbered in lower case roman numerals. Remember people might use your thesis in a lab; therefore, it is important that they easily get help by locating the section of the document easily. (*see example on the page 22*)

The Introduction

Why is your topic important? Present the global issue as simple as you can. Remember you worked on this project for a long period of time, and you have been deeply involved with it. Go back to it, and shape a broader, more holistic view of it. **How does it fit into the world beyond the boundaries of the scientific field where you applied it?** Most importantly in the *introduction*, **do not underestimate** your readers' degree of familiarity with the topic of your thesis. While you write for researchers of the broad issue of your document, not all of them have to be experts (most of the time, they are not) in the specific dimension of your thesis.

It would help to envision people that fit this profile as those you meet in a conference, for instance. They may be smart, able to function at your academic level, but they are not knowledgeable in the literature or in the specific terminology of your particular theme. Write in such a dynamic way that readers find it appealing to keep reading (even some suspense might be helpful at this level). Usually, it is customary to allow ordinary *prose* which is less demanding than scientific writing in the first paragraphs. *In this section, you may even use lyrics* in order not to lose your readers.

You may also have to produce several drafts of the introduction until you end up with a beginning that truly allows the reader for an easy reading. The flow should follow though segments presented in a sequential, logical, and direct fashion without scarifying conciseness.

Is that introduction adequate, easy to follow, interesting, and to the point? You should make sure your starting point responds to these criteria. The introduction must clearly indicate the exact direction the thesis is going, even though specific clarifications would come at a later stage.

The Review of the Literature

Where did your topic come from? What do people know about it? What other methods have been previously used to address it. Ideally, you should be well equipped if you followed up on your pledge, some three years ago, to research the issue extensively. If you have all the documents that you have come across during the research process, you should have solid arguments to start off your review of the literature.

How many documents should you include in this review? How convincing do they have to be to warrant this inclusion? A figure such as **70 pages and more is fairly reasonable**, but it all depends on the scientific field.

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You are the expert within the limited scope of your thesis: you must demonstrate it here. A policies advice: **do not omit key documents** for the review committee members or for potential employers who might become interested in your thesis in the future.

Intermediate Chapters

In some cases, chapters become **articles in specialized magazines** whose main author could have been the author of the thesis.

The structure of your chapters

In a thesis, it is necessary to establish some theories, describe techniques used in the experiments, and then inform readers about the processes or stages of the processes. Ultimately, a new theory should emerge from all this.

- In **one thesis** the chapter titles can be situated as follows: Theory, *Materials and Methods*, {first problem}, {second problem}, {third problem}, {theory/proposed model} and thereafter, the chapter dedicated to the {conclusion}.
- In **another thesis**, it may turn up appropriate to discuss different techniques and methods instead of dedicating a unique chapter to *Materials and Methods*

The theory

When you are informing a theoretical work that is not original, it will need to include sufficient material to have the reader convinced of the arguments and its physical bases. Sometimes, you will be able to present/display the theory from the beginning. You do not have to reproduce the arguments twice in such a way that the reader could find the information in another part of the text. Also, do not include theories that are not related to the work. When you report your own theoretical framework, you must include more than enough detail, but it must defer long explanations towards the appendices. Also, think about the order and the style of the presentation: the order in which you made the work may not coincide with the order of the presentation that is the clearest. The condition is not necessary to inform a science (keep that in the introduction). It must guide the reader towards where it goes... without roundups.

The Results and the Discussion

The results and the discussion are combined quite often in a thesis. This is due to the length of a thesis: you can have several chapters of results, and wait until everything is presented/displayed before beginning the discussion, the reader can have difficulty remembering, where s/he was.

Dividing the Results and the Discussion in separate chapters is better in certain matters. Make sure you have described the conditions in which you obtained that set of 207 results. What stayed constant? Which were the other pertinent parameters? Also, make sure that you used the appropriate statistical analysis. Where it is applicable, show the errors of measurement and the normal errors in the graphs. Use appropriate statistics.

In most of cases, their results require discussion. What do they mean? How do they fit in the body of existing knowledge? Are they consistent with the present theories? Do they provide new discernments? Do they suggest new theories or mechanisms?

Try to distance your own usual perspective and observe your work. Not only ask what it means in terms of the orthodoxy of your own group investigations, but also how they and other people in the field view it. Are there any implications that are not related to the questions that must answered?

The Conclusions

These are the author contributions in the *acceptance* or *rejection* of the hypothesis raised in the introduction. In any one of these cases, the production of **scientific knowledge** occurs, explain why the thesis that sustains them must be highly evaluated.

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Results and discussions must offer sufficient scientific evidence endorsing the conclusions. In addition, a strong correlation must exist between the *introduction* (**what** it responds to) and *conclusions* (**how** they respond).

The global conclusion, must clearly display the *main idea*. It is the one that must be written with emphasis. In order to have value, it must come from researched experience.

A summary of conclusions is normally longer than the broad section of the summary. You have more space to be explicit and careful in your verbal qualifications.

The conclusions are always written in the final chapter. It is advisable to arrange them in a numbered list format (not more than 10 bullets).

Do not write in a subjective manner bringing in *similarities, recommendations, suggestions, or advice*. The scientific knowledge forces objectivity! It is a written expression.

Often the conclusions bring you more questions than answers.

- Does your work suggest a route to continue deepening the subject?
- Are there ways in which it can be perfected by researchers in the future?
- Which are the practical implications of their work?
- Which are the application areas that can have these discoveries?

Normally, this chapter is reasonably brief (3 to 10 pages). As in the *introduction*, it is a good idea to request somebody –not a specialist-- that can read this section critically.

The Bibliography

Bibliography, Mentioned Literature, Bibliographical Appointments, Consulted Bibliography, Bibliographical References, they are all synonymous phrases, which concern the scientific work (or thesis). This is the presentation of an ordered list (alphabetically by the last name of the author) of works and sources mentioned in the text.

It gives the reader the opportunity to verify the existence of the original sources of your work. It is a direct indicator of the degree of depth of the investigation.

The collected data must be **precise, pertinent, and opportune**, in identifying unquestionably the source of intelligence. The bibliography must be shown according to APA Style (American Psychological Association Style format). Not less than 100 sources must be used in the master's thesis research.

The Appendix

If there are parts of materials or methods that must be in the thesis, but that would interrupt the free and natural flow of the work, include it in the chapter of the appendix.

Usually, the appendix may include important computer programs and **original and archived** data files, figures, or diagrams (normally of results) that are not as significant as to include them in the main text.

RECOMMENDATIONS IN WRITING A THESIS (II)

What is the objective of the accomplishment of a university thesis? In an ample sense and certain idealistic way, the basic objective is to make an innovating contribution to the science that contributes to the well-being of the humanity. However, from the criterion of “an average” person, the objective to make a thesis, mainly, is to obtain his/her university title and its value to be appreciated in the society and correspond to “university qualification”.

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In this sense, the objective of these Recommendations consists of giving guidelines to Master degree students, whose main objective is to obtain that which stands before their horizon and the necessity to develop a university thesis, so that they could manage to carry out the fulfilment of thesis research with maximum effectiveness.

Where to begin?

It is the basic question that one considers when one must undertake a thesis project. In the first place, a subject must be chosen. As important as the election of a subject is the detection of a problematic one. Indeed, in the selection of a problematic one the basic reason is condensed by which we will make an investigation.

As it is already a common place, the planning of a project is the most important stage of the thesis process.

In this sense, a good method by where to begin, at the time that we chose a subject and we detected a problematic one, is to take a quick look or “scan” the material that has been compiled, and to be writing down key aspects of the reading. From there, it is important to make a tentative index on what aspects will be developed in each chapter of the thesis. The visualization of this project is a fundamental aspect to have more or in at least clearer towards where we want to arrive. In the course of the development of the thesis, it is probable that many of the points raised in the planning are put under modifications, cancellations, or aggregations. This does not mean that a bad plan was made, but that in the stage of execution of the project various contingencies always arise that can only be noticed once we began to write the work.

To investigate, to read, and to write

The process of accomplishment of an investigation, although seems unnecessary to mention it, can be defined from 3 interrelated situations: to investigate, to read and to write.

To investigate

To investigate consists of the search of all the pertinent information that serves us as support for the development of our thesis. It is as much to compile bibliography, to make a field study as to observe the behavior of our object of study. It is never of too much information. First, information must be compiled, it must be read, and finally it goes through discarding while keeping relevantly compiled information.

To read

Reading, in a generic sense, implies to the process of observation and interpretation of reality. To read is to rewrite what it is read. Any person when commenting on a television program or seeing publicity on the street is reading that phenomenon. It is worth mentioning: to read means to interpret a certain system of signs. In a restricted sense, the reading estimates 2 instances: the descriptive part and the interpretative part. The description denotes a supposed greater objectivity of what has been read. The interpretation is more personal and subjective. This classification becomes more complex if we mentioned, for example, that the description as is as much interpretative as much as it is described of an object, could be determined by the approach or point of view of that who describes. This characteristic can be seen with clarity when comparing it with the news that appears in different mass media. The discussion style can be descriptive, but while some are centered in narrating some events of a previous episode, others are centered in commenting

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different events from the same episode. Beyond this, it is important to differentiate the descriptive issues from the interpretative when one reads or writes. Prior to interpreting, it is important to know clearly that which has been included/understood and soon will be put under interpretation. That is to say, like with an intellectual exercise, it is always advisable to know clearly that which has been included/understood from what is read, in order to soon be able to interpret.

To write

To write is to reread. It is worth to mention that writing is not defined as something that arises spontaneously. To such point this is so; writing is not more than the final stage of an investigation process, reading, analysis, and interpretation. A myth that was accentuated with the romanticism of the 19th century indicates to us that writing is the product of the spontaneous inspiration. This is not true. It is possible to be more or less inspired, but the writing process is the result of a previous and long-term hard work.

Something that should be considered when writing is that we really do not encounter more than significance or as it were said in a soliloquy of Hamlet: words, words, words. That is to say: in the matter of writing, the most important consists of making it credible by means of phonemes, words, orations, or certain speech affirmation. If what we affirmed in writing is true or false, it is only useful discussion for the epistemology or the positive logic. As far as the specificity of writing, it is more important to be true in the statements, and in its probability; that is to say, that seems “credible to our readers”.

To estimate the destination of our writing

In the effectiveness of text, it is as or more important that its development is argumentative, the fact to consider objective readers in the writing. Indeed, a text “is” in the measurement in which the reader sets. Without readers, the written words do not close the communicative cycle.

If we want our text to obtain the approval of its readers, the argumentative development must be based on the criteria of legibility. For example, readers of legal profession prefer to get the precise, clear information based on legal sources, treaties, conventions.

Make book notes

One myth (in the sense of false belief) related to books is that its “purity” comes from clean pages without making annotations onto the pages themselves. It is important that when reading texts, you do make annotations, it emphasizes areas, and the reading goes better. The reading process is not fulfilled if the notes are not made while reading. The purity to maintain books “clean” of annotations goes against the pedagogy necessary to manage reading while making notes for future reference.

How is written a thesis?

The process of elaboration of a thesis can be divided into three phases: to investigate, to read, and to write. The stage of writing usually is feared for all the time that it takes to write, as if it was an already done phrase; we worry in front the ghost of the blank page.

In such sense, in this development we will dedicate ourselves to analyze what is writing a thesis and what strategic and methodological tools are going to serve us best to manage the writing and investigation of texts.

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The writing like process

First, it is necessary to indicate that writing is a moment within the process in which to plan for this work, to read theoretical bibliography, to make a work of the field or to go to observe objects of study are others of the moments of this process. That is to say: writing is not a magical moment of inspiration, but is the final stage of a whole previous process of investigation, reading, and analysis.

Something different from the oral language

Another aspect to stand out is that writing is a different language from the oral language. Alternatively, said in other words, it is not written as it is spoken. In oral language, for example, we can use more deictic words (this, that, those) that do not need to be expressed in a conversation, since the context where one emits a spoken word is implicit. For example, I can say to somebody: "This person falls nice" indicating to somebody with a finger, whereas in writing, it will be necessary to clarify which person we are referring to with "this person."

On the other hand, there is a discursive aspect to consider. Common sense, in many cases, takes us to extract a general conclusion from a little rigorous observation (for instance, if we crossed paths in life with two people with blond hair who treated us badly, it would be inferred that all blondes treat people badly). As opposed to it, the language of a thesis must be based on a system of evidences that has validity using hypothesis, theories, or conjectures. That is to say, the interpretation of a phenomenon to analyze itself is not free in its totality. Everything that is affirmed must be sustained by evidences, whether documented or empirical.

The written language and more specifically the scientific language (or academic, would be more appropriate to say) has its own rules. In order to define how to write our thesis, the questions that must be formulated start off in the first place in order to investigate on those classic aspects of the theory of communication, especially what it does to the emitter, the receiver, the message, and the code.

The method

Writing is a state; in such way it could be affirmed that "writing happens" at the time when we start to write. There is not just one only prescription to be able to write, everyone arrives at that state according to the person's habits and daily practices.

However, one can be prepared to be able to write with greater facility. A fundamental advice is that once we know that we will write a thesis, already we are with the idea in our head that everything that we do in the investigation process will finish shaped somehow in the writing. This means, for example, that when reading material of the theoretical frame or the referential frame, we must read it with the glance of which will soon become written material of the issue. Following this line of thought, if you consider that a phrase you have read from Kalamkaryan adapts into something that you could possibly include in the development of writing, then write it down in the book or in a card, the phrase needed. This detail of organization will avoid unnecessary delays to you and loss of time in rereading pages and pages until finding the phrase(s) dealing with the issue. Besides, it will avoid a bad observation from your educational evaluator who will demand that you place the page numbers and the name of the mentioned book with the author where the information came from.

Another example of the previously mentioned is to see from reading how other authors did their work and solved their issues in their writing compared to our topic.

The most helpful is to always have clear the plan of the project, that is to say: what problem of investigation will we analyze? how will it be carried out? will we add to the work of our field or will be rather a documentary work? or what axes of analysis will be excellent to obtain the raised objectives?

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THESIS STRUCTURE

As far as how the thesis will be structured, there is no one only rule either. Western style of thesis conduct provides a basic scheme that there is to this respect, to the style:

Cover page

Acknowledgements

Index

Abstract

Table of contents

Introduction

Chapter 1: Problem of investigation, Objectives, Hypothesis, Variables

Chapter 2: Background information and Referential Framework (Title of the chapter

Chapter 3: Thesis statement and Theoretical Framework (Title of the chapter

Chapter 4: Methodology

Chapter 5: Strategy and techniques, Results of the study

Chapter 6: General conclusions

Bibliographical References

A classic scheme of writing can be divided into making a diachronic analysis (through time) and/or a synchronous one (structural) of the object of study. That is to say, a historical or diachronic analysis of how the subject in question was produced through time. The synchronous or structural analysis consists of thinking of the object of study like a system, which we dissect analytically. In principle, a system is conformed by its components, the functions of each component, and the interrelations of each component with the others as well as the objective of this system as a whole.

To whom do address?

It is not the same to explain the theory of the dependency of poor countries to a friend, a reader of the cultural supplement of the Country of Spain Periodical, or to a professor of sociology that is dedicated to correct thesis. The message will vary remarkably, according to who is the addressee. If I must write a thesis on theology for the University of the Vatican, it is clear that it will not be advisable to base my arguments on vindicating the ideas of *The Antichrist* of Nietzsche or the ideas of Marx on religion.

To know who the paper audience is implies to find out what criteria will have our educational evaluator, what formal suggestions of reading will be brought to attention, etc.

What is the code?

In the first place, the code that we used is the one of the written academic language. In order to develop this code, we must include/understand it. This implies knowing what is a hypothesis, a variable, or a method of investigation to more formal aspects such as knowing how to cite others, when to mention them, if to write in first person singular (I consider that...) or a discursive voice supposedly more of an objective scientist (we considered that..., it is considered that...).

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The habit of writing

Writing, as previously indicated, is a matter of habit. There is no other method than to sit down and write. There are some who are more systematic than others and they prefer to investigate first on determined parts of the thesis to write about them and soon continue with that cycle until culminating the writing process; and there are others that prefer to make all the reading and investigation first, and leave writing for the end.

Finally, it is possible to emphasize two questions. We are going to find whereupon when writing new subjects or axes of analysis will be discovered that we had not considered before; this is a positive characteristic that connects to the process of writing with the imagination, the desire, and the capacity of association.

Finally, it is not necessary to be disappointed because not everything we wished to transmit will be finished correctly during the first time of writing. The writing is a process of constant rewriting. Once we began to write, the rest are aspects that will be polished in their development.

References

References serve many purposes. One of them is the authority of the work cited. This means that if we are going to refer to certain theory, we should mention the author of the work recognized by the academic scope (Einstein, for instance), with which our affirmation is supported by a recognized person. In some cases, when we developed a quite explicit argumentative strategy, it is not necessary to mention an author, if the citation is not going to add something new.

There are different ways to cite in a standardized way. One of the most famous ones constitutes norms created by the APA (*American Psychological Association*).

APA Quick Citation Guide

This guide contains examples of common citation formats in APA (*American Psychological Association*) Style 7th edition

Using In-text Citation

Include an in-text citation when you refer to, summarize, paraphrase, or quote from another source. For every in-text citation in your paper, there must be a corresponding entry in your reference list.

APA in-text citation style uses the author's last name and the year of publication, for example: (Abaydeldinov, 2006). For direct quotations, include the page number as well, for example: (Abaydeldinov, 2006, p. 14). For sources such as websites and e-books that have no page numbers, use a paragraph number, for example: (Abaydeldinov, 2006, para. 1). More information on direct quotation of sources without pagination is given on the APA Style and Grammar Guidelines web page.

For books use:

Borisov, K. (1999). *Mezhdunarodniy turizm i pravo*. Moscow, Russia: Izdatelstvo NIMP.

For journal articles use:

Abaydeldinov, Y., & Kala, N. (2016). International Legal Aspects of Tourism Activity: International Treaties Analysis. *Journal of Advanced Research in Law and Economics*, (Volume VII, Summer), 4(18): 714 – 720, DOI: 10.14505/jarle.v7.4(18).01.

For legal acts, taken from internet, use:

Convention Concerning the Protection of the World Cultural and Natural Heritage.

(1972). Retrieved 13 May 2018, from <http://whc.unesco.org/archive/convention-en.pdf>.

Citing Web Pages In Text

Cite web pages in text as you would any other source, using the author and date if known. Keep in mind that the author may be an organization rather than a person. For sources with no author, use the title in place of an author.

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For sources with no date use n.d. (for no date) in place of the year: (Smith, n.d.). For more information on citations for sources with no date or other missing information see the page on [missing reference information](#) on the APA Style and Grammar Guidelines web page.

Below are examples of using in-text citation with web pages.

Web page with author:

In-text citation

Heavy social media use can be linked to depression and other mental disorders in teens (Asmelash, 2019).

Reference entry

Asmelash, L. (2019, August 14). *Social media use may harm teens' mental health by disrupting positive activities, study says*. CNN. <https://www.cnn.com/2019/08/13/health/social-media-mental-health-trnd/index.html>

Web page with organizational author:

In-text citation

More than 300 million people worldwide are affected by depression (World Health Organization, 2018).

Reference entry

World Health Organization. (2018, March 22). *Depression*. <https://www.who.int/en/news-room/fact-sheets/detail/depression>

Web page with no date:

In-text citation

Establishing regular routines, such as exercise, can help survivors of disasters recover from trauma (American Psychological Association [APA], n.d.).

Reference entry

American Psychological Association. (n.d.). *Recovering emotionally from disaster*. <http://www.apa.org/helpcenter/recovering-disasters.aspx>

General Guidelines

In-text references should immediately follow the title, word, or phrase to which they are directly relevant, rather than appearing at the end of long clauses or sentences. In-text references should always precede punctuation marks. Below are examples of using in-text citation.

Author's name in parentheses:

One study found that the most important element in comprehending non-native speech is familiarity with the topic (Gass & Varonis, 1984).

Author's name part of narrative:

Gass and Varonis (1984) found that the most important element in comprehending non-native speech is familiarity with the topic.

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Group as author:

First citation: (American Psychological Association [APA], 2015)

Subsequent citation: (APA, 2015)

Multiple works: (separate each work with semi-colons)

Research shows that listening to a particular accent improves comprehension of accented speech in general (Gass & Varonis, 1984; Krech Thomas, 2004).

Direct quote: (include page number and place quotation marks around the direct quote)

One study found that “the listener's familiarity with the topic of discourse greatly facilitates the interpretation of the entire message” (Gass & Varonis, 1984, p. 85).

Gass and Varonis (1984) found that “the listener’s familiarity with the topic of discourse greatly facilitates the interpretation of the entire message” (p. 85).

Note: For **direct quotations of more than 40 words**, display the quote as an indented block of text without quotation marks and include the authors’ names, year, and page number in parentheses at the end of the quote. For example:

This suggests that familiarity with nonnative speech in general, although it is clearly not as important a variable as topic familiarity, may indeed have some effect. That is, prior experience with nonnative speech, such as that gained by listening to the reading, facilitates comprehension. (Gass & Varonis, 1984, p. 77)

Works by Multiple Authors

APA style has specific rules for citing works by multiple authors. Use the following guidelines to determine how to correctly cite works by multiple authors in text. For more information on citing works by multiple authors see the APA Style and Grammar Guidelines page on [in-text citation](#).

Note: When using multiple authors' names as part of your narrative, rather than in parentheses, always spell out the word **and**. For multiple authors' names within a parenthetical citation, use **&**.

One author: (Field, 2005)

Two authors: (Gass & Varonis, 1984)

Three or more authors: (Tremblay et al., 2010)

You may use online citation generator websites to make automatic references (for example <https://www.citationmachine.net/apa>).

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Final Thesis Outline (example 1)

Cover page

Acknowledgements (to people who helped you out)

Abstract

- a brief summary of your thesis
- it should be approximately ~200-300 words
- present a brief introduction to the issue
- give a summary of how you want to address the issue
- include a possible implication of your work, if successfully completed

Table of contents

- list all headings and subheadings

Chapter 1

Problem statement (identify a worthwhile problem or question which has not been previously answered and write a concise statement of the question that your thesis tackles)

Discussion: why it is worthwhile to answer this question.

Research goals

Research environment

Chapter 2

Background information (Literature review: a summary of synthesized documents related to the thesis topic)

Contextual data

Chapter 3

Thesis statement

- in a couple of sentences, state your thesis
- this statement can take the form of a hypothesis, research question, project statement, or goal statement
- the thesis statement should capture the essence of your intended project and also help to put boundaries around it
- a hypothesis is a tentative statement that proposes a possible explanation to some phenomenon or event. A useful hypothesis is a **testable** statement which may include a prediction. That is, you will perform a test of how two variables might be related. A hypothesis is based on some previous observation such as noticing that there have been variations of temperature in a greenhouse and the plants' leaves have changed their colors. How these two events are connected? The hypothesis has to be written in these terms: "If X, then Y", X denotes the antecedent and Y can be the consequence. For example: If color change of plant's leaves is related to temperature, then exposing plants to temperature variations will result in color change of leaves.

Chapter 4

Methodology (how the research was undertaken)

- Methods that will be used to collect and analyze data
- Materials that will be used

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Chapter 5

Strategy and techniques

Data (The presentation of data results)

Analysis and Results (The analysis of data and the interpretation of results)

Questions about alternatives

Chapter 6

Conclusions (The summary of the entire research paper. It is where the thesis statement is resolved)

Recommendations

References

- cite all ideas, concepts, text, data that are not your own

[Times New Roman, 14 pts., margins – 2 cm each, single spaced, must be used for academic papers, references cited according to APA Style, thesis volume – not less than 60 pages]

While the above outline may be modified, it is highly recommended that you use the outline, though you should change, add, or remove wherever you find it appropriate.

Final Thesis Outline (example 2)

Acknowledgements (to people who helped you)

Abstract (a short summary of your thesis)

Chapter 1: General Introduction

Contextual Data. Background Information

Chapter 2: Definition of the Investigation (or Issue)

Statement of the Issue. Description of the Issue

Chapter 3: Dynamics of the Anticipated Solution

Goal(s) and Objective(s) of the Investigation. Methodology

Chapter 4: Overall Outcomes

Strategy and Techniques. Results

Chapter 5: Analysis

Interpretation of Results. Questions about alternatives

Chapter 6: Conclusion

General Discussions. Recommendations

References

Appendices

[Times New Roman, 14 pts., margins – 2 cm each, single spaced, must be used for academic papers, references cited according to APA Style, thesis volume – not less than 60 pages]

While the above outline may be modified, it is highly recommended that you use the outline, though you should change, add, or remove wherever you find it appropriate.

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Final Thesis Outline (example 3)

I. Introduction • Definition of the notion/concept of modernity (an explanation of the key term)

- Introduction of the topic (what specific topic will be featured?)
- The issue being debated (what specific aspect of the topic will be considered?)

II. Elements of procedures • Presentation of the methodology (the modalities of the debate)

- Choice of the variables (an overview of ways data will be manipulated)
- Possible Outcomes (a hypothesis)

III. Review of the Literature • Past Literature (what old authors have said on the topic?)

- Modern Literature (what contemporary authors have said on the topic?)
- A Comparative Reading (a possible comparison of the two)

IV. Detailed Analysis

- The Actual Process
- Illustrations
- Preliminary Results

V. Overall Outcomes

- The Actual Results
- Interpretations of Results
- Link to Real Life

VI. Analysis

- Isolated Analysis
- Comparative Analysis
- Questions about alternatives

VII. Conclusion

- General Discussions
- Recommendations

References

Appendices

[Times New Roman, 14 pts., margins – 2 cm each, single spaced, must be used for academic papers, references cited according to APA Style, thesis volume – not less than 60 pages]

While the above outline may be modified, it is highly recommended that you use the outline, though you should change, add, or remove wherever you find it appropriate.

While the above outline may be modified, it is highly recommended that you use the outline, though you should change, add, or remove wherever you find it appropriate.

See below the examples of formatting Cover page and Thesis outline:

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Cover page example (14 pts, the first cover page of your thesis, page number not shown)

**The Ministry of Education and Science of the Republic of Kazakhstan
L.N. Gumilyov Eurasian National University**

Kala Nagima Sunkarbekovna

**“International Legal and National Legal Aspects of Organizing Tourism
Activity and Hotel Business in the Republic of Kazakhstan”**

A Master Thesis Presented to
the Law Faculty International Law Department
in Partial Fulfillment of the Requirements
for the Degree of Master in 6M030200 – “International Law”

Research Advisor:
Doctor of Law, Professor Yerbol Musinovich Abaydeldinov

Nur-Sultan, 2020

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(Acknowledgement section example, 14 pts, the second page of your thesis, page number shown downside in the middle starting from 2)

ACKNOWLEDGEMENTS

In general, I would like to thank my first Alma Mater L.N. Gumilyov Eurasian National University in Astana, Kazakhstan, for giving me the chance to make a step into the great and challenging path called science. In particular, I want to thank my Research Advisor Professor Yerbol Musinovich Abaydeldinov for always teaching me to be a noble person as well as to be a noble academician and Professor Sholpan Valeryevna Tlepina for her great support, life learning lessons and priceless professional advices whenever they were needed. Great thanks to Professor B. Bahadir Erdem for welcoming me in Turkey and giving me an opportunity to get unobstructed access to the Turkish local legal literature.

I am also grateful to the administration and staff of my second Alma Mater American InterContinental University in the United State of America, particularly to my foreign Academic Advisor Mr. Gilroy Newball, Admissions Counselor Mr. Charles Davis, Academic Tutor Ms. Cyndy Dominguez and Academic Coordinator Mr. Edward Lambert for the professionalism, constant assistance and quality service they provided throughout my study period.

Last but not the least, I would like to thank my spouse, our two children and my mother who have believed in me from the very beginning and showed their unconditional love and support in every stage of my thesis research, and of my life in general. Separate thanks to our “soon to be born” blessed event, who has been my greatest motivation in conducting the present research and concluding it in correct time.

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(Abstract section example, 14 pts, the third page of your thesis, page number shown downside in the middle – page 3)

ABSTRACT

Nowadays the sphere of tourism is a complexly regulated phenomenon which takes the significant place in the world economy. World statistics indicates that tourism development improves all national economy and increases the standards of human life. The analysis carried out by the World Tourism Organization shows that the world tourism industry entered the period of steady growth of travel volume and excursions interfaced to competition increase in this market sector. The present thesis research enlightens a role of legal mechanisms regulating the diverse relations of subjects of tourism market within the state, and beyond its limits. During the thesis study it was explored that the state and civil society interestedly participate in elaborating the development strategy of tourism, improve legislation, provide favorable conditions for business activity of enterprise structures, increase the responsibility of organizations and officials of tourism services, stimulate system of training qualified personnel for the tourism sphere. Thus, the present thesis study aims to describe the magnificence of tourism sector in the world economy, to analyze and generalize key provisions of the existing Kazakh and international legislation regulating legal relationships in the field of tourism and hotel business. Also, the main problems and issues of tourism development in the Republic of Kazakhstan are indicated and the ways of solving these issues were proposed through analyzing the experience of foreign states in tourism sector. Moreover, an attempt to systematize and structure in detail the main activity and historic aspects of the World Tourism Organization was made in the research as this specialized UN agency plays a key role in establishing international tourism relations among the independent states.

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(Table of Contents section example, the fourth page of your thesis, page number shown downside in the middle – page 4)

TABLE OF CONTENTS

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Acknowledgements

Abstract

Introduction

Chapter 1: International Legal and National Legal Regulation of Tourism and Hotel Business:
Relevance of the Issue and Historic Aspects

1.1 Problem of Investigation, Objectives, Hypothesis, Main Goal and Literature Review

1.2 International Legal Regulation of Tourism Activity in the History of International Law

Chapter 2: Theoretical Framework and Analysis of Experience of the Leading Foreign Countries
in the Sphere of Tourism and Hotel Business

Chapter 3: Problems and Prospects for the Development of Tourism and Hotel Business in the
Republic of Kazakhstan

3.1 Legal Status and Activities of Tourism Firms of the Republic of Kazakhstan: General Analysis

3.2 State Programs for the Development of Local Tourism Industry and Hotel Business: Theoretical
Framework

Chapter 4: Methodology

Chapter 5: Discussions and Results of the study

General conclusions

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(Introduction section example, the fifth page of your thesis, page number shown downside in the middle – page 5)

INTRODUCTION

The Introduction of the thesis/