# Table of Contents

**Acknowledgements**

**Foreword**

**A guide to the book’s icons: What do they mean?**

**PART 1: THE FUNDAMENTALS OF ACADEMIC WRITING**

**Introduction**

What are the key functions in academic writing?

How should I structure my writing?

What do I need to know about writing style?

Approaching your writing project: Tips and strategies

**PART 2: PUTTING TOGETHER YOUR RESEARCH PROJECT**

Understanding the research and writing process

What are the different components of a research project?

...And when it’s all over: Publishing and presenting your research

**PART 3: TOOLKIT**

Punctuation basics: A brief guide to the correct use of punctuation

Glossary of key terms

The academic word list

**Appendix**

**Index**