

GUIDELINES FOR SEMINAR PAPER WRITING

What is Seminar Paper?

- ‘Seminar paper is autonomous professional or scientific announcement for students to prove competence to independently detect and solve practical or theoretical problems of a specific lecture course’, (Sakan, 2005: 26).



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A student should express academic maturity through meeting the rules of academic writing (adequate defining of subject and problem of research, correct work structure, correct quotation, the use of relevant sources, sufficient number of bibliography units...).

What are the aims?

- To systematize
- To prove
- To confirm
- To point out / options for solving problems

What are the expectations?

- It is not necessary to find a certain discovery or original solution in seminar paper, but student should show acquired competence of methodology of writing academic paper and being able to use, systematize and classify existing knowledge.

Structure of Seminar Paper

- Title
- Abstract/Summary
- Key words
- Introduction
- The text body/subject development



- Conclusion

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- List of literature
- List of attachments

Title

- Title of paper should be concise, but also informative and precisely defined.



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- The title concretely shows the subject of research.
- The title briefly points to the essence of content.

Abstract/Summary

- The abstract, usually consisting 300-500 words should summarize the paper, describe a basic idea, problem and its relevance, method used, methodological procedures, results acquired and contribution of the paper.



- Key words are usually stated (average 5-8).

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Key words are used to point to main words in paper.

Introduction

- Motive for the subject, actuality of the subject, problem, aims, scope of research, previous and expected results.
- It is necessary to emphasize significance and the purpose of the paper:

- What is contribution to existing knowledge? What is to be achieved? Who the results will be useful for?
- This part should emphasize the kind of a research (theoretical, experimental, professional...).

Research Methodology 1/3

- Before writing seminar paper, it is necessary to introduce the research methodology.
- Next to general methods, every science has specific methods of a science-research paper.



- General research methods are: historical, statistical, case study, analysis, synthesis, comparative, interview, experiment, outfield research...

Research Methodology 2/3

- The hypothesis is tested by the implementation of appropriate methods, i.e. the research question is answered.
- It is necessary to describe clearly and concretely the answer to question asked:

Which scientific-research methods and techniques will be used?

- What are other methodological elements (tools) to be applied and how the results will be analyzed and interpreted?

Research Methodology 3/3

- It is necessary to describe the research process i.e. research procedure.
- Instruments for collecting and processing data have to be displayed in details, e.g. if the questionnaire is used during the work, it is not enough to announce results acquired on the basis

of questionnaire, but to previously highlight the type of questionnaire (number, kind and type), who it is distributed to (the number of examinees and their description - it is sample of research), in what period, the way of processing the results and so on.

Text Body/Topic Development

- This part consists of analysis, section, previous research scheme referred to the topic of paper. That review should be coherent instead of a catalogue of incoherent data.
- Point out to new results of research, if any, their contribution and implementation.

Conclusion and Discussion

- The results should be explicitly and concisely reflected in conclusions.
- If limits in research are identified, it is necessary to write and explain the results.

Literature

- A complete and uniform list of literature used in writing the paper shall be stated at the end of seminary paper.
- One of valid styles for literature statement has to be elected and consistently used (e.g. APA, MLA, Harvard...).

List of Attachments

- State images, tables, graphs and others, as well as their sources (authorship).

Ethical Aspect of Writing

An Essay – is a practical composition of a small amount of content and free variations expressing individual experiences and views on a specific issue or question



- Entry
- Thesis arguments
- Thesis arguments
- Thesis arguments
- Conclusion

BY CONTENT:

- Philosophical
- Literary critical
- Historical
- Art
- Artistic and journalistic
- Spiritual and religious, etc.

ACCORDING TO THE LITERARY FORM:

- Review
- Lyrical miniatures
- Notes
- Pages from a diary
- Letters, etc.

ALSO, DISTINGUISH THE FOLLOWING TYPES:

- Descriptive
- Narrative
- Reflexive
- Critical
- Analytical and other
- Personal, subjective
- Objective

Classification

How to write
AN ESSAY



Rules for writing

- Header
- The internal structure can be arbitrary
- Argument may be preceded by the statement of the problem
- Essay – a replica addressed prepared the reader (listener)

The purpose
dent creative
thoughts



1. A small vo
2. Specific to
3. Free comp
4. Ease of na
5. Propensity
6. Internal u
7. Orientatio

Essay

1. Bad check
2. Tedious pr
3. Verbosity
4. Long phra
5. Do not ovi

Error

1. It is not ni
2. Commun
3. The image
4. Individual
5. Details
6. Distinctive
interestin
7. Honesty

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For Successful Writing



- Every new paper relies on previous research



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i.e. the papers of other authors. We do not start from 'nothing' nor we rely on impossible in science.

- We always rely on what is previously done - therefore, science progresses like a jointly constructed building.

How to Use Papers of Others?

- A fundamental assignment of research is to gather and unify information from several sources and to write a personal conclusion or thesis.
- We use published papers, but under specific circumstances.



- Every paper we use has to be referred to.

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Taking someone else's results, parts of text, ideas and so on without reference is not allowed. The use in terms of the scope of quoted text should be moderate - taking longer text is not recommended even if the source is referred directly. The permission of author would be necessary for such extensive quotes.

How NOT to Use Papers of Others

- **Plagiarism** – prisvajanje ili kopiranje tuđih riječi, koncepata, ideja, rezultata, bez navođenja autora. Neophodno je objasniti odakle je preuzet korišćeni materijal.



Plagiarism
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Plagiarism- appropriation or copying someone else's words, concepts, ideas, results, without quotation of author. It is necessary to explain the source of material used.

It is necessary to state sources of:

- ideas
- quotes
- facts
- statements
- results,...

Prevention of Plagiarism 1/2

- The statement of reference does not protect in case of downloading a larger part of text or important idea or concept!
- Use paraphrases and do not forget the reference!
- The use of direct quotes in paper requires the usage of quotation marks.
- Do not load text with unnecessary quotes!
- Auto-plagiarism- re-presenting own research, i.e. its usage in more than few papers, without stating the reference.



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Prevention of Plagiarism 2/2

- Certain kinds of plagiarisms are easy to be avoided:
 - Never use 'copy/paste' option in order to enter paragraphs in paper (e.g. from a paper on internet).
 - Do not rewrite certain paragraph, and change its key words in order to look 'a little bit different'.
 - Do not buy or borrow someone else's paper and present it as own paper.
 - Do not use ideas from original text, thereby not stating the source.

Prevention of Plagiarism- examples

1/4

- It is familiar that many people are very talented when it comes to original expression. Here is one example 'a weed becomes flower by the moment you acquaint it'.
The message of this sentence conveys that everybody is beautiful in different way – as said in a unique manner. That is why quotes are good, because well-chosen words may express a lot.
- The sentence about weed is taken from Winnie the Pooh Novel, A.A. Milne.



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- When using someone else's words, even being from a certain character of the story or interview and, never been written before, the source has to be stated.

Prevention of Plagiarisms- examples 2/4

Paragraph from the publication of the Center for Active Engagement of Students:

'Our research shows that about 80% of freshmen will contact their families via phone, once a day during the first week of lectures. Nostalgia of many students eventually weakens while meeting with new friends and faculty colleagues. The aim of officers, dealing with student



activities, is to include new students in social activities in first critical days, in order to alleviate the shift from high school to university'.

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Prevention of plagiarism- 3/4

- Eighty percent of students enrolled at faculty, communicate with family members by phone at least once a week. For that reason, employees in department for student activities should include new students in activities. Their job is to alleviate shift from high school to faculty.

Prevention of plagiarism-examples

4/4

- Have you ever noticed that every faculty provides a great number of entertaining activities during the first week of lectures? According to the Center for Active Engagement of Students, many students suffer from nostalgia during several first weeks of studying. The purpose of these activities is to 'alleviate the shift' from high school to faculty (Moncrief, 22).



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You should notice in this example that the stated information is composed in a way to indicate beginning and end of properly borrowed information.

The source is stated as 'according to sources from' and paragraph ends by stating the sources.

References



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- Sakan, M. (2005). *Writing Professional and Scientific Papers*. Novi Sad: Prometheus.

Have a successful work and fun in writing!