

Writing seminar papers

The structure of a seminar paper:

- *The front page* with the following information: name, matriculation number, email address, faculty, seminar title, essay title and the name of the professor (the example can be found below);
- *Abstract* (the summary of your work);
- *Table of contents*;
- *The paper itself* (can be written in a language you agreed upon with the professor);
- *Bibliography* (contains references to all resources you used while writing your paper).

Introduction

A properly written seminar paper's introduction should include: research question(s) or hypothesis, analysis of terminology used in your paper, an overview of existing research in the respective field, methodology applied in the paper (oral history, discourse analysis etc).

Conclusion

You are expected to prove or disprove your hypothesis and to answer your research question(s).

How long should be the paper?

3 ETCS: making a presentation during one of the course's sessions (approximately 15–20 min)

6 ETCS: **either** writing a paper of 10–15 pages
or making a presentation + writing a paper of 4–6 pages

9 ETCS: **either** writing a paper of 20–25 pages
or making a presentation + writing a paper of 10–15 pages

How should the paper be submitted?

It is preferred that you send your paper per email as a PDF/Word file. If you would like to hand it in as a paper-based version, you can send it to our Chair's address:

Collegium Polonicum 108 ul. Kościuszki 1
PL 69-100 Słubice

(the university post is located in HG K21/22 https://www.europa-uni.de/de/struktur/verwaltung/dezernat_4/Post--und-Kopierstelle/index.html)

What layout should be used?

Font type: Times New Roman; font size 12; line spacing 1,5; margins 2-3cm.

In-text citation:

The in-text citation contains the author's name and the year of the publication, for example: (Smith 2005). For direct quotes, use the number of the page: (Smith 2005: 14). For sources with no page numbers (such as websites), use the paragraph number.

Bibliography:

Books

Format:

Author's last name, first initial. (Publication date). Book title. Additional information. City of publication: Publishing company.

Example:

Ploky, S. (2014). *The Last Empire: The Final Days of the Soviet Union*. New York: Basic Books.

Encyclopedia & Dictionary

Format:

Author's last name, first initial. (Date). Title of Article. Title of Encyclopedia (Volume, pages). City of publication: Publishing company.

Examples:

Bergmann, P. G. (1993). Relativity. In: *The new encyclopedia britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

Magazine & Newspaper Articles

Format:

Author's last name, first initial. (Publication date). Article title. Periodical title, volume number(issue number if available), inclusive pages.

Example:

Portnov, A. (2015). Post-Maidan Europe and the New Ukrainian Studies. In: *Slavic Review*, vol. 74, no. 4, pp. 723–731.

Website or Webpage

Format:

Online periodical:

Author's name. (Date of publication). Title of article. Title of Periodical, volume number, Retrieved from full URL (accessed date).

Online document:

Author's name. (Date of publication). Title of work. Retrieved from full URL (accessed date).

Example:

Portnov, A. (2017). The arithmetic of otherness. 'Donbas' in Ukrainian intellectual discourse. Retrieved from <https://www.eurozine.com/the-myth-of-the-two-ukraines/> (accessed November, 1, 2020).

EUROPA-UNIVERSITÄT VIADRINA FRANKFURT ODER

KULTURWISSENSCHAFTLICHE FAKULTÄT

Surname, Name

Matriculation number

ESSAY

Title

Course: „Course Title“
in winter/summer semester 2020
Prof. Andrii Portnov

Handed in by: Name
Matriculation number: Number

Degree program: Master of Arts „Title“
Module: Module Title
ETCS: 3/6/9 ETCS

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PLZ
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E-Mail: email