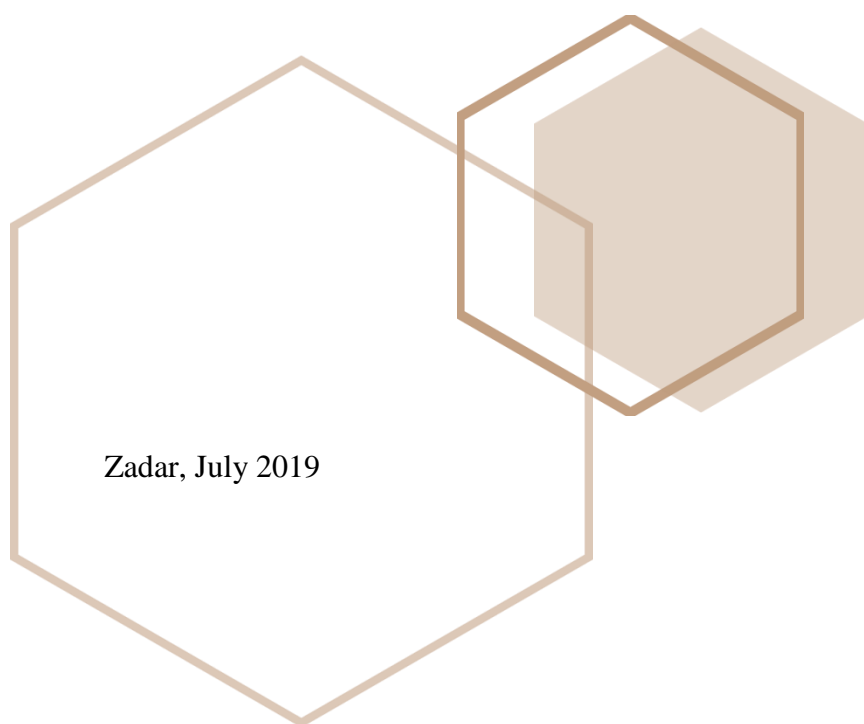


UNIVERSITY OF ZADAR  
DEPARTMENT OF PEDAGOGY



## A GUIDE TO PRODUCING A SEMINAR PAPER



Zadar, July 2019



**STRUCTURE AND ELEMENTS OF A SEMINAR PAPER**

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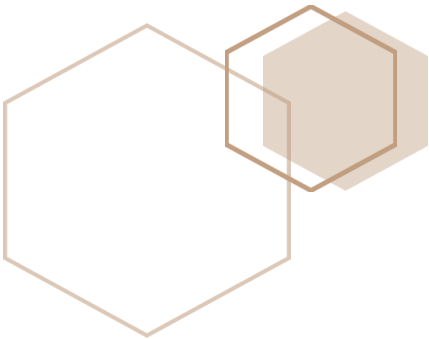
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## 1. Title page

The title page should include the following:

- University (University of Zadar)
- Department (Department of Pedagogy)
- Course title (e.g. Theories of Education in Practice)
- Course leader/lecturer, academic rank
- Mentor, academic rank
- Title
- Type: *Seminar paper*
- Student's name and surname
- Place, month and year of submission

The above information, except for the title, should be written in Times New Roman 12 pt. The title should be written in capital letters using Times New Roman 14 pt.

Title page template:

University of Zadar  
Department of Pedagogy  
Course:  
Course leader/lecturer:  
Mentor:

TITLE  
*Seminar paper*

Student:

place, month and year of submission

## 2. Table of Contents

The table of contents shows the structure and elements of the seminar paper. It includes all sections and subsections of the main body, with the number, title/heading, and page number for

the beginning of each sub(section). The numeration of (sub)sections throughout the main body should correspond to the numeration in the table of contents. Arabic numerals (1,2,3...) should be inserted at the bottom right corner of each page, **except for the title page and table of contents, where the page number is not shown. Page-numbering begins on the first page of the introduction.**

**The seminar paper may be printed on both sides of the paper from the table of contents on.**

### 3. Introduction

The introduction presents the topic (issue) highlighting its relevance, the methodological approach used, and a brief outline. It should be at least one page and at the most five pages long.

### 4. Main body

The main part contains the elaboration of the chosen topic and a detailed account of the methodological approach (the research issue, aim, tasks, etc.), based on the mentor's instructions.

It is important to conform to the following page lay-out and style: Times New Roman 12 pt, 1.5 line spacing, 2.5 cm margins (right, left, top, and bottom), fully justified alignment (except for headings and paragraph breaks, which can be shown by indenting the first line of the paragraph [1.25cm] or inserting a line space [6pt] before a new paragraph).

Main section headings should be typed in Times New Roman 12 pt bold. Subheadings should be typed in Times New Roman 12 pt italic. Use left alignment for headings and subheadings.<sup>1</sup> Start each main section on a new page.

#### 4.1. Figures and tables

**Each figure and table** should be numbered with a title and source (unless it is the author's original work). The title should appear above the table while the caption should appear below it with the source (if applicable).

All tables and figures must be referred to in the text by their number and title/caption in brackets, e.g. (*Table 1. Distribution of Results Considering School Success*).

**The text in a table should be written in Arial 10 pt (single line spacing).**

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<sup>1</sup>Use the options *Formatting styles* and *Insert a caption* when locating the table headings and figure captions.

## 4.2. Citations

Whenever you paraphrase, quote directly, or refer to a not widely known factual statement by another author, it is important to cite the source immediately. This may include references to someone else's arguments, thoughts, methodology, results etc.

In-text citation	Examples <sup>2</sup>
For <b>paraphrasing</b> , the following pattern must be used: surname of author(s) and year of publication in brackets, immediately after the paraphrase.	...(Mitchell, 2017).
For <b>direct quotes</b> , the following pattern must be used: surname of author, year of publication and page number(s) in brackets.	Mitchell (2017, p. 189) states ...Or (Mitchell, 2017, p. 189)  (Note: p. refers to a single page, pp. refers to a range of pages)
When citing <b>several works by the same author</b> published in the same year, each is allocated a letter (a, b, c) after the year. This should be done in the list of references as well.	... (Mitchell, 2017a)
When citing a <b>source by two authors</b> , both surnames are included in brackets.	...(Mitchell, Smith, 2017)
When citing a <b>source with three or more authors</b> , the first author's surname is followed by 'et al'	Mitchell et al (2017, p. 189) states... Or (Mitchell et al, 2017)
When citing a <b>secondary source</b> , the reference given in the text should be stated first, followed by 'cited in' and the original author.  The secondary source should also be given in the list of references.	Smith 2000 (cited in Mitchell, 2017, p. 189) or (Smith, 2000, cited in Mitchell, 2017, p. 189)
When citing <b>multiple works in one set of brackets</b> , separate them using semi-colons and arrange them in chronological order, starting with the oldest edition.	(Andrews, 1989; Smith, 2000; Mitchell, 2017)
When citing <b>legal sources</b> and similar documents, the title of the document and the year is stated in brackets.	(Act on Education in Languages and Scripts of National Minorities, 2009)
When citing a <b>website (official website of an institution, association, etc.)</b> , use the abbreviation URL in brackets immediately after the citation. If several websites are cited, number each URL (e.g. URL 1, URL 2 etc.).	(URL 1)

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<sup>2</sup> Taken from Harvard Format Citation Guide (<https://www.mendeley.com/guides/harvard-citation-guide>)

**Footnotes** should be added at the bottom of the page when the need arises for additional clarification, comments or notes. They should correspond to the footnote numbers in the text. Footnotes should be typed in 10 pt (single line spacing).

## 5. Conclusion

The conclusion summarizes the main facts and findings of the paper, with a critical reflection on the results with recommendations for future research on the topic.

New facts and data should not appear in the conclusion!

## 6. List of references

The list of references gives all sources used in the seminar paper in alphabetical order by author's surname in two categories – printed sources and Internet sources (URLs).

**N.B. Information about all authors and sources quoted, cited or paraphrased in the seminar paper must be included in the list of references.**

**The academic literature (journals, articles, books) should be used primarily, though other sources are permitted if they are considered important. Wikipedia is not considered a reliable source.**

References should match the Harvard style of referencing:

### Books

Author(s)/editor(s) surname(s), initial(s). (Year published), *Title* (the title is italicized). Edition. Place of publication: publisher.

Example<sup>3</sup>:

Mitchell, J.A. and Thomson, M. (2017) *A guide to citation*. 3rd edn. London: London Publishings.

### Chapter in a book/article in an edited book

Author(s) surname, initial(s), (year published), article title. In: editor(s) surname, initial(s) (ed.(s)), *Title of edited book* (italicized), place of publication: publisher, page numbers.

Example:

Troy, B.N. (2015), Harvard citation rules. In: Williams, S.T. (ed.) *A guide to citation rules*. New York: NY Publishers, pp. 34-89.

### Journal article

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<sup>3</sup> Most of the examples provided are taken from *Harvard Format Citation Guide* (<https://www.mendeley.com/guides/harvard-citation-guide>)

Author(s) surname(s) and initial(s), (year published), title of article, *Title of Journal* (italicized – capitalize the first letter of each word), volume (issue/season number), page numbers.

Examples:

- Mitchell, J.A. (2017), How citation changed the research world. *The Mendeley*, 62(9): pp. 70-81.
- Kasikova, H., Valenta, J. (2011), Educational Strategies Based on Conflict in Intercultural Education. *Pedagogijska istraživanja*, 8(1): pp. 37-51.

N.B. The volume number is written outside brackets and the issue or season number is written immediately after, in brackets.

Newspaper Article Example:

Mitchell, J.A. (2017) 'Changes to citation formats shake the research world', *The Mendeley Telegraph* (Weekend edition), 6 July, pp.9-12.

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### **Final paper/ Graduation thesis/ Master's thesis/ Doctoral dissertation**

Author's surname and initial, year of submission, title in italics, type of work, place, and university.

#### **Example:**

Juranko, G. (2017), *School projects: an example of active learning and teaching*, graduation thesis, Zadar, University of Zadar.

### **Legal sources**

Document title (year), place, publisher, designation, including volume (number), first and last page number.

#### **Example:**

Zakon o izmjenama i dopunama zakona o odgoju i obrazovanju u osnovnoj i srednjoj školi (2018), Zagreb, Narodne novine 68/2018 (1398); Klasa 022-03/18-01/59, 12 str.

### **Online source with an author**

Author(s) surname(s) and initial(s), year, title of article, title of journal/book (italics), volume, (issue/season), page numbers, website and date of access.

#### **Example:**

Spajić-Vrkaš, V. (1999), Globalizacija i izobrazba: Apokalipsa raja ili rajska apokalipsa. *Društvena istraživanja*, 8(4): pp. 579-600. Available at: [http://hrcak.srce.hr/index.php?show=clanak&id\\_clanak\\_jezik=31913](http://hrcak.srce.hr/index.php?show=clanak&id_clanak_jezik=31913) (accessed 8 November 2011)

### **Web page with no author**

URL and ordinal number, title of page/site [Online [Available at: link], (accessed: day month year).

URL 1: Centre for Educational Research and Development, CERD <http://www.idi.hr/en/centri/ciro/> (accessed 1 July 2019).

## **7. Figures and tables**

The list of figures and tables follows the list of references and includes all tables/figures used in the body of the paper with their ordinal numbers, titles/captions and respective page numbers, in the order they appear in the text.

## **8. Appendix**

The appendix contains supplementary material used for gathering data for the seminar paper (e.g. questionnaires, interview protocols, articles, rule books, etc.). Each appendix should be referred

to at least once in the body of the paper. The first page of each appendix is headed 'Appendix' followed by an ordinal number, according to the order in which they are referred to in the main body of the paper.

N. B. The seminar paper should be written using correct grammar and orthography. Sentences should be clear and concise. Colloquial expressions and repetitions should be avoided.  
Beware of plagiarism and its consequences.

