

Guidelines for Papers

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PAPER PREPARATION GUIDELINES

- You can choose whatever **FORMAT** you like for your papers i.e. a reflection, a narrative, research, a new idea or concept...
- Articles must have maximum **3000** words, excluding abstract.



I. Title

- The title must be **short** and **relevant** to the topic.
- The title must not exceed **12** words (max. 255 characters) in the language in which the papers is published.
- You will be requested to write the title in English as well.



II. Abstract

- The abstract must be 50-150 words (Max. 2000 Characters).
- Immediately after the abstract, provide a minimum of 3-5 keywords.
- Keywords must be in lower case and should be written in English and in the native language.
- You will also be asked to write the abstract in English to widen your audience.



III. Chapters

- Main chapters are:
- INTRODUCTION
 - CONTENT
 - CONCLUSION
 - REFERENCES



INTRODUCTION

- Introduction may include the background information of your subject or the rationale for your subject.
 - At the beginning of the introduction, you should write your topic sentence which includes your hypothesis or speaks about your aim to write this paper.
- «The aim of this paper is to show/analyse/....»



CONTENT

- Content is the body part of your paper
- You should give information about your method. (What kind of data you have used and how you have obtained that data?)
- It should give detailed information about your subject
- It should give information about your findings
- It is expected to be longer than introduction and conclusion
- You can use tables, figures, graphics or diagrams
- If you want to add more there is place on the platform where you can upload files but this is not recommended



IV. Figures & Tables

- Diagrams and graphics must be drawn so that they can be printed on white paper
- Each figure must have a number and subtitle. If any source was used, it must be stated in parenthesis below the figure
- The table caption and table number must be given above the table
- The content of the table must be expressed in the title, next to the table number
- Tables must be formed using the "Table" menu in Microsoft Word



CONCLUSION

- You **should not** give a **new idea** in the conclusion
- You can paraphrase your topic sentence or hypothesis, you can conclude your findings



VI. References

- References must be given in accordance with APA 5 (American Psychological Association) standards. There is a separate handout about this topic.
- References should be relatively small number and wide range of possible sources.



Pay attention to these while preparing your papers:

- Does the topic address a subject of interest to someone other than the researcher?
- What is the target audience?
- Does the work plan make sense?
- Is the method appropriate?
- Data - where is it? What form is it in?



Pay attention to these while preparing your papers:

- Is there a relationship between data, findings/results and the research question?
- What is the impact produced by the study?
- Language should be understandable by the target audience, it should not be too academic.



