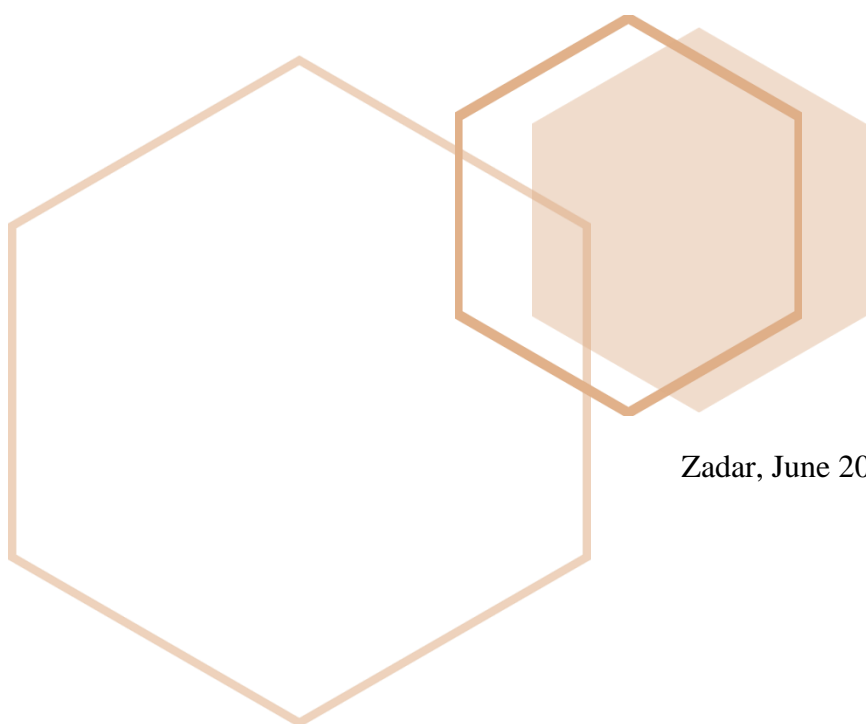


UNIVERSITY OF ZADAR
DEPARTMENT OF PEDAGOGY



A GUIDE TO WRITING A SEMINAR PAPER

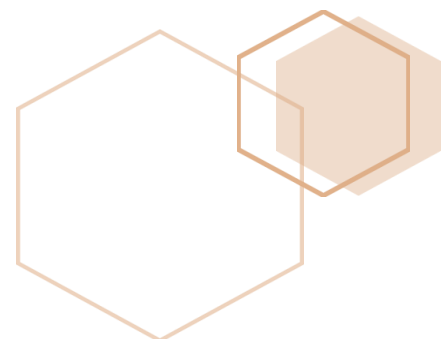


Zadar, June 2024



STRUCTURE AND ELEMENTS OF A SEMINAR PAPER

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1. Title Page

The title page should include the following:

- University name (University of Zadar)
- Department name (Department of Pedagogy)
- Course name (e.g. Theories of Education in Practice)
- Professor, academic rank
- Mentor, academic rank
- The title
- Indication: *Seminar paper*
- Personal data of a student: name and surname
- Location and date of submission (location/month/year)

The data mentioned above, excluding the title, should be formatted in Times New Roman font, size 12. The title should be in Times New Roman font, size 14, using uppercase letters.

The title page template:

University of Zadar Department of pedagogy Course: Theories of Education in Practice Professor: Mentor:
<p style="text-align: center;">TITLE <i>Seminar paper</i></p>
Student:
<p style="text-align: center;">Zadar, date (<i>month, year</i>)</p>

2. Table of Contents

The table of contents indicates the structure and elements of the seminar paper. It includes all sections and subsections of the main body, with (sub)section number, title/heading, and the initial page of each sub(section). The numeration of (sub)sections throughout the main body should correspond to the numeration in table of contents. Arabic numerals (1, 2, 3...) should be provided in the bottom right corner of each page, **except for the title page and *Table of Contents*, where page number is not shown. The numeration starts from the initial page of the introductory section (*Introduction*)¹.**

3. Introduction

The introduction presents the topic (problem) with an emphasis on its relevance, an overview of the methodological approach to the problem and a brief outline of the structure. It is at least one page long and should not exceed five pages.

4. Main Body

The main body contains the elaboration of the chosen topic, the overview of methodological approach in detail (the research problem, aim, tasks, etc.) based on mentor's instructions.

Very important: The text must follow the following formatting guidelines:

Font type: Times New Roman

Font size: 12

Line spacing: 1.5

Margins: 2.5 cm on all sides (right, left, top, and bottom)

Alignment: Full justification (except for headings)

Paragraph style: Use either indenting the first line of a paragraph (1.25 cm) or line spacing before a new paragraph of 6pt.

The Main Body headings should be highlighted in bold, font-sized 12, as the rest of the text, while **subheadings** should be written in *italics*, font-sized 12 as well.

It is recommended to use left-justified text option with headings and subheadings.²

The Main Body sections start on a new page.

¹ Page numbering is recommended using the appropriate tool in *Word* as follows. Click to mark the page **after** which numbering begins. On the toolbar, select the *Layout* option, within it the *Breaks* option, and in the drop-down menu *Next page*. Then, on the toolbar under *Insert*, select *Page number* and within it the option to place the page number at the bottom of the page. Then the *Design* option appears on the toolbar, where the *Link to Previous* option is visible and must be turned off. In the last step, it is necessary to delete the numbering of pages 1 and 2 (the *Title page* and *Contents* are most often on those pages) and thus only the page numbers from the *Introduction* (most often from page 3 onwards) remain visible.

²For the purpose of technical improvement of the text, it is recommended to use the options *Formatting styles* and *Insert Caption* when locating the table headings and figure captions.

4.1. Figures and Tables

Figures and tables should be numbered with ordinal numbers and presented with their title and source (except for self-generated graphics). The table heading is located **above** the table, while the figure caption is located **below** the figure with its source (unless it is self-generated).

All tables and figures must be referred to in the text by their number and title/caption within brackets, e.g. (Table 1.).

The text in the table should be written in font type Arial, size 10 (line spacing 1).

4.2. In-Text Referencing

When **paraphrasing** (rephrasing text in one's own words), **directly quoting** (using exact words from a source), or referring to someone else's generally unknown factual statement, it is important to cite the source directly in the text, immediately following the quote or reference. This applies to someone else's arguments, thoughts, methodology, results, etc.

The Harvard referencing system should be used for citing sources in these instances. More details on how to refer are available at the following links: <https://www5.open.ac.uk/library/referencing-and-plagiarism/quick-guide-to-harvard-referencing-cite-them-right#s5> and <https://www.mendeley.com/guides/harvard-citation-guide>³.

In-Text Referencing	Examples
For paraphrasing , the following pattern must be used: last name of author(s) and year of publication within brackets, right after the quote in the text.	... (Mitchell, 2017).
For direct quoting , the following pattern must be used: the author(s)'s surname, year of publication and page number(s).	"(...)" (Mitchell, 2017: 189) or Mitchell (2017: . 189) states "(...)"
If referencing multiple works from one author released in the same year, the works are allocated a letter (a, b, c etc.) after the year. This allocation is done in the reference list as well.	... (Mitchell, 2017a)
When citing a source with two or three authors , all surnames are stated within brackets.	(Wong, Smith and Adebole, 2015)
When citing a source with more than three authors , the first author's surname should be stated followed by 'et al'.	(Delors et al., 1996) or

³For the purpose of correct citation, it is recommended to use the appropriate tool in Word as follows. On the toolbar, select the *References* option, in the *Citations and Bibliography* section, under *Style*, select the Harvard citation style from the drop-down menu. Next, select the *Manage Sources* option and in the newly opened window the *New option*. Data is entered there depending on the type of source. While writing the text, in the mentioned section, the option *Insert citation* is selected to add a reference in the text and *Bibliography* to add the entire list of references.

	Delors et al. (1996) state...
When citing secondary source , the reference used in the text should be stated first, followed by 'cited in' and the original author. The secondary source should be stated in the reference list.	(Smith, 2000 cited in Mitchell, 2017: 189) or Smith 2000 (cited in Mitchell, 2017: 189) states...
When citing multiple works in one parenthesis , semicolons should be provided between different references and the authors within brackets should be listed in chronological order, starting with the oldest edition.	(Andrews, 1989; Smith, 2000; Mitchell, 2017)
In case of referring to legal sources and similar documents, the title of the document and the year is stated in brackets.	(Law on Education in Languages and Letters of National Minorities, 2009)
When citing a website (official website of an institution, association etc.), it is stated as abbreviation URL within brackets, right after the quote. In case of using multiple websites, numbers should be added next to URL for each (e.g. URL 1, URL 2 etc.).	(URL 1)

Footnotes are located at the bottom of the page and are used for additional clarifications, comments, and notes as needed. They are indicated by numbers placed above specific words in the text. Footnotes should be formatted in font size 10 with single line spacing (1).

5. Conclusion

The conclusion summarizes the main outcomes and findings presented in the paper. It provides a critical reflection on the contents and results, offering recommendations for future research on the topic.

6. List of References

The list of references catalogues all sources cited in the seminar paper, organized alphabetically by the last names of the first authors. Sources without authors are listed alphabetically based on the first letter of their titles. It is necessary to group written and online sources (URL) separately.

Written sources mean all published editions, regardless of whether their printed or digital version was used. If the digital version is used, the web page and the date of access to the web page must be added at the end of the bibliographic unit.

Web sources refer to web pages with informative contents that are not shaped into any type of publication, for example, texts on the web pages of international organizations, institutions, associations, etc.

IMPORTANT TO NOTE: When paraphrasing or directly quoting an author or source within the text, it is necessary to include detailed information about that author or source in the list of references. Similarly, any sources listed in the references must be appropriately cited when referenced or quoted in the text.

The primary sources used should be scientific and professional literature such as journal articles and books. Other sources are acceptable if they provide essential data relevant to the topic.

Wikipedia is not considered a reliable source for academic and professional purposes.

References should match the Harvard style of referencing, as shown below:

Books

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

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

Chapter in a book/article in an edited book

Author(s) surname, initial, year published, Article title. In: editor(s) surname, initial(s) (ed(s)), *Title of the edited book* (it is italicized), Place of publication: publisher, page numbers.

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

Journal article

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

Mitchell, J. A. (2017). How citation changed the research world. *The Mendeley*, 62(9): 70-81.

IMPORTANT TO NOTE: When citing journal articles, the volume number should be written outside of brackets, and the issue number (or season number, if applicable) should be written immediately after within brackets.

Final paper/ Graduate thesis/ Master thesis/ Doctoral dissertation

Author surname and initial, year of submission, the title in italics, Thesis/Dissertation, place, University name.

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

Legal sources

Document's title (year), place, publisher, reference details including volume (number), initial and final page number.

Zakon o izmjenama i dopunama zakona o odgoju i obrazovanju u osnovnoj i srednjoj školi (2018), *Narodne novine 1398*, Zagreb.

IMPORTANT TO NOTE: When a source is used in digital form, the web page and the date of access to the web page must be added at the end of the bibliographic unit.

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

Web page with no author

URL and its number, title of page/site. Available at: link (day month year).

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

7. Figures and Tables

The list of tables and figures follows the list of references and includes all tables and figures used in the text. Each entry should include the ordinal number (e.g., Table 1, Figure 2), the title or caption of the table/figure, and its respective page number, in the order they appear in the text.

8. Appendix

The appendix contains supplementary material used for gathering data in the seminar paper, such as questionnaires, interview protocols, articles, rule books and other relevant additional information. The supplementary material must be referred to in the text with sufficient significance to warrant inclusion in the appendix.

In the appendix, each supplementary material should be labelled as **Enclosure** followed by an ordinal number based on the order of appearance in the text (e.g. Enclosure 1, Enclosure 2).

IMPORTANT TO NOTE: The seminar paper should be written in formal style, adhering to correct grammar and orthography. Sentences should be clear and concise, avoiding colloquial expressions and unnecessary repetition.

Each paper must be submitted to the *Turnitin* system to verify its originality, also serving as a useful self-checking tool. The acceptable percentage of similarity between the paper and other sources should generally not exceed 10%, except in exceptional cases.

More details on how to use the system are available on the website of the university library (<https://sveucilisnknjiznica.unizd.hr/usluge/obrazovanje-korisnika/turnitin>).

The seminar paper can be printed on both sides of the paper starting from the *Table of Contents* onwards.

