**Guide for seminar paper authors:**

**Two stages of seminar paper writing:**

1. **Paper Project Preparation**

* our class in Week Four will be devoted to your paper projects. To prepare your project, you need to download the *paperproject.doc* file from our course´s website, save it as a Word file with filename using the following format: *PP\_coursecode\_familyname.doc(x)* . For example: *PP\_JMM340\_Smith.doc*
* You need to fill in all the sections, including *Paper characteristics*, *Paper title*, *Subchapters*, *Literature, Sources*. The above Paper Project form must be sent to me by email **by Monday noon before our class in Week Four**
* before you make a decision as to the subject of your paper, you need to do database and/or library research of the availability of sources. You are not expected to write an eloquent essay but an academic paper using sources. No sources – no paper – no credits!

1. **Final paper – formal requirements**

* approximate length: 12 to 15 pages (= 21,600 to 27,000 characters incl. spaces, OR 3,000 to 3750 words; to see these functions, look at „document statistics“ or the like in your text editor
* you need to insert page numbers in your paper
* DO NOT submit anything in the PDF format. If not using Word/Office for Windows, make sure that you save the file as a Word document (ending with .doc or .docx or .rtf)
* before handing in any document, submit it to a spellcheck
* you need to hand in your paper BOTH as an email attachment AND a printout
* **Paper deadline:** last class of the term. If you miss it, your final grade will reflect that!
* By arrangement with your teacher only, you may decide to work out a Powerpoint presentation **instead** of a written paper.

MC, February 2015.