

BASIC INSTRUCTIONS FOR WRITTEN ASSIGNMENTS AT EMUNI

The basic instructions for written assignments (such as short written papers, seminar papers, project papers, final and graduate papers, science and research articles) provide information on their structure and necessary technical instructions at Euro-Mediterranean University (EMUNI).

1 STRUCTURE OF WRITTEN PAPERS

The structure of written assignments is the following: (1) *head part*: front page, thank you note, authorship statement, abstract, tables of contents, tables and figures, abbreviations; (2) *main text*: Introduction (determination of the main topic with precisely defined aims and objectives), middle part (contribution of the research to the expert field and theory with theoretical premises and empirical part of the research) and conclusion (with research findings); (3) *final part* literature and appendices.

2 TECHNICAL INSTRUCTIONS

Texts are usually written in first person plural or first person singular.

2.1 Font

Black lowercase letters in Times New Roman font are used throughout the whole main text. The font size should be 12 pt, with a (multiple) 1.2 line spacing. Font size of all titles is 12 pt. Font size in tables or figures is 12 pt and can be smaller for the sake of transparency (10 or 11 pt). Sources and notes under pictures and tables are size 11 pt and have 1.2 space between lines. Footnote size is 10 pt, with single line spacing. Page number font is Times New Roman size 11 pt. Text should not be underlined. Emphasized parts of the text are written in *italics*; bold text is only used in titles. Do not exaggerate with the use of italics.

2.2 Table of Contents

Table of contents should have up to three levels of chapter titles. The first level is left-aligned, the second line is indented by 0.39 cm, and the third line is indented by 0.78 cm. The number of the page where the chapter starts is to the right of the titles. The line spacing is 1.2. The table of contents is titled ‘CONTENTS’ in bold capital letters, font size 12 pt. The first level of titles is written in capital letters, whereas the other levels are written in lowercase letters with capitalized 1st letter. Bold text or italics should not be used in the table of contents. The head parts and table of contents, figures and charts should not be included in the table of contents.

2.3 Table of tables and figures

A separate table is used for tables and figures. The titles of the tables are ‘TABLES’ and ‘FIGURES’, respectively, written in bold capital letters size 12 pt. The line spacing is 1.2. The tables should include the labels, numbers, titles and page numbers of tables and figures. The table of tables and figures are listed after the table of contents on a separate page. If the tables and figures combined are not longer than one page, they can be listed on the same sheet.

2.4 Page numbering

The cover page, thank you note and authorship statement are not numbered. The numbering starts with the abstract, tables of contents, tables and figures, and abbreviation lists. These are numbered with Roman numerals, centred in the foot of the page in Times New Roman size 11 pt. We start with the Roman numerals that follow the previous pages (e.g., if the paper contains the cover page, thank you note page and authorship statement, the abstract page number is Roman IV. Hardcovers are not numbered.). The Roman numbering is not listed in the tables of contents, tables or figures. The main text pages are numbered with Arabic numerals, centred at the bottom of the page in Times New Roman size 11 pt. The first page starts with the introduction and the last page finishes with the list of appendices. Appendices are not numbered.

Table 1: Page layout and numbering

Text components	Page layout and numbering
Cover page	Odd page number (not numbered)
Thank you note page	Next page (not numbered)
Authorship statement	Next page (not numbered)
Abstract	Next page (Roman numeral IV, if the abstract follows cover page, thank you note page and authorship statement)
Table of contents	Next page (Roman numeral V, if the abstract follows cover page, thank you note page, authorship statement and abstract)
Table of figures	Next page (next Roman numeral)
Table of charts	If the table of tables and table of figures are up to one page together total, they are listed on the same page. Otherwise, the table of figures is on the next page (next Roman numeral)
Abbreviations	Next page (next Roman numeral)
Introduction	Odd page number (next Arabic numeral)
Main part	Page that follows introduction (next Arabic numeral)
Conclusion	Page that follows the main part (next Arabic numeral)
Literature	Page that follows conclusion (next Arabic numeral)
Appendices	Page that follows list of literature and sources (next Arabic numeral)

2.5 Page form

The written text form is an A4 page, portrait orientation, with 2,5 cm margins (upper, lower, right, left). A full page has 40 text lines, with the line spacing 1,2 in Times New Roman font

size 12 pt. The text is justified; line spacing is 1,2 throughout the text, including *head part* (cover page, thank you note page, authorship statement, abstract, tables, figures, abbreviations) and *final part* (literature, appendices). Between paragraphs and between the titles and text there is one empty line (which does not apply to spaces between bullet points when listing items).

2.6 Text division

The text is divided into chapters and subchapters. The chapters are divided into up to three levels. A divided chapter must contain at least two subchapters (subtitles), for instance, title 2 should entail subtitle 2.1 and subtitle 2.2. The chapter title is usually not longer than one line. Title chapters are written in bold capital letters, whereas subchapter and sub-subchapter titles are written in bold lowercase letters with capitalized 1st letter. Subtitles after the three-level division, are not numbered and are written in lowercase italic letters (not bolded).

2.7 Tables and figures

Every table and figure are marked with the chapter number and the consecutive number of the table or figure (e.g. Table 2.1, Figure 2.3, etc.) and followed by the title of the table or figure in non-italicized letters. Within the table or figure, the title is not repeated. The title and numbering are put above the table and below the figure.

When there is more data to be included, the table text font can be a smaller size (10 or 11 pt). The table should be on one page (including its title, sources and notes). If it is longer than one page, the title line should be added on the second page as well. Alternatively, the whole table is enclosed as an appendix. If the tables and figures are wider than the margins allow, they should be included as an appendix. The tables are left-aligned while the figures are centred. The sources and notes are written under the table or figure in font size 11 pt (line spacing 1.2). The list of sources is followed by a full stop and is only stated if the data in tables and figures are not the work of the assignment's author. Abbreviations and symbols are explained in footnotes. Titles, sources and notes in tables are left-aligned; in figures, they are centred.

2.8 Abbreviations

If there are several special, less-familiar abbreviations in the text, they should be explained in the list of abbreviations, placed on a separate page after the table of tables and table of figures. At the first mention, the full name/ title of the item in question is stated, with the abbreviation in brackets. For instance, Euro-Mediterranean University (EMUNI). Only the abbreviation is used from there on. The list of abbreviations is entitled ‘ABBREVIATIONS’ in bold capital letters size 12 pt and line spacing 1.2.

3 HARDCOVER, PRINTING AND BINDING OF PAPERS

A short written assignment, seminar paper or project paper can be bound by a spiral or put in a U-folder or clamped together. Final papers should be hard-bound.

