



COURSE SYLLABUS

1. Information about the program

1.1 Higher Education Institution	Babeş-Bolyai University
1.2 Faculty	European Studies
1.3 Department	European Studies and Governance
1.4 Field of study	International Relations and European Studies
1.5 Study level	Bachelor
1.6 Programme of study/ Qualification	International Relations and European Studies (in English)

2. Information about the discipline

2.1 Module	Guidelines for Writing Scientific Papers						
2.2 Course holder	Assistant Professor Dr. Luduşan Adrian						
2.3 Seminar holder	Assistant Professor Dr. Luduşan Adrian						
2.4 Year of study	3	2.5 Semester	5	2.6. Type of assessment ¹	C	2.7 Type of module ²	OP

3. Total estimated time (teaching hours per semester)

3.1 No. of hours per week	3	3.1 of which for course	1	3.3 of which for seminar	2
3.4 Total no. of hours in the curriculum	36	3.5 of which for course	14	3.6 of which for seminar	28
Time distribution:	4 x 25 = 100				Hours
Study by using handbook, reader, bibliography and course notes					1
Additional library/specialised online research, field research					1
Preparation of seminars/laboratories, homework, projects, portfolios and essays					2
Tutoring					2
Examinations					5
Other activities:					
3.7 Total no. of hours for individual study	4				
3.8 Total no. of hours per semester	100				
3.9 No. of ETCS credit points	4				

4. Prerequisites (where applicable)

¹ E - exam, ME - multi-term examinations, C - collocutional examination/assessment test

² OB - core module, OP - elective module, F - extracurricular module

4.1 of curriculum	•
4.2 of competencies	•

5. Conditions (where applicable)

5.1 For the development of the course	•
5.2 For the development of the seminar/laboratory	• Access to computers that have a valid license of Microsoft Word.

6. Specific skills acquired

Professional skills	• C3.
Interdisciplinary	• CT3.

7. Course objectives (based on list of acquired skills)

7.1 General objective	• To develop the core skills for designing a scientific paper
7.2 Specific objectives	• Conceive and plan a scientific paper • Write a scientific paper respecting the academic standards of citation, deontology, and documentation

8. Contents

8.1 Course	Teaching methods	Observations
1. Introduction. Overview of the topic.	Lecturing	
2. The essentials of notes and bibliography style of citation.	Lecturing	<i>The Chicago Manual of Style</i> (17th ed.), Chicago: University of Chicago Press, 2017.
3. The essentials of author-date style of citation.	Lecturing	<i>The Chicago Manual of Style</i> (17th ed.), Chicago: University of Chicago Press, 2017.
4. The essentials of setting up scientific papers using Microsoft word/ TeXworks.	Interactive teaching using Microsoft word/TeXworks	Vermaat, Misty E., <i>Microsoft Word 2013: Complete</i> , Boston, MA: Cengage Learning, 2013. Delmotte, Alain; Stefan Löffler, et al., <i>A short manual for TEXworks</i> , available at http://ex.osaka-kyoiku.ac.jp/~fujii/EX/TeXworks-manual-en.pdf .
5. Notes and bibliography style using Microsoft word/TeXworks.	Interactive teaching using Microsoft word/TeXworks.	Vermaat, Misty E., <i>Microsoft Word 2013: Complete</i> , Boston, MA: Cengage Learning, 2013. Delmotte, Alain; Stefan Löffler, et al., <i>A short manual for TEXworks</i> , available at http://ex.osaka-kyoiku.ac.jp/~fujii/EX/TeXworks-manual-en.pdf .

6. Author-date style using Microsoft word/TeXworks	Interactive teaching using Microsoft word/TeXworks	Vermaat, Misty E., <i>Microsoft Word 2013: Complete</i> , Boston, MA: Cengage Learning, 2013. Delmotte, Alain; Stefan Löffler, et al., <i>A short manual for TEXworks</i> , available at http://ex.osaka-kyoiku.ac.jp/~fujii/EX/TeXworks-manual-en.pdf .
7. Review of the topic. The importance of using standard scientific guides to citation.	Lecturing	

Bibliography:

1. Delmotte, Alain; Stefan Löffler, et al., *A short manual for TEXworks*, available at <http://ex.osaka-kyoiku.ac.jp/~fujii/EX/TeXworks-manual-en.pdf>.
2. University of Chicago, *The Chicago Manual of Style* (17th ed.), Chicago: University of Chicago Press, 2017.
3. Vermaat, Misty E., *Microsoft Word 2013: Complete*, Boston, MA: Cengage Learning, 2013.

8.2 Seminar / Laboratory	Teaching methods	Observations
1. Introduction. Overview of the topic.	Interactive teaching, lecturing.	
2. How to cite using notes and bibliography style I.		<i>The Chicago Manual of Style</i> (17th ed.), Chicago: University of Chicago Press, 2017.
3. How to cite using notes and bibliography style II.	Interactive teaching, lecturing	<i>The Chicago Manual of Style</i> (17th ed.), Chicago: University of Chicago Press, 2017.
4. How to cite using author-date style I.	Lecturing, interactive teaching.	<i>The Chicago Manual of Style</i> (17th ed.), Chicago: University of Chicago Press, 2017.
5. How to cite using author-date style II.	Lecturing, interactive teaching.	<i>The Chicago Manual of Style</i> (17th ed.), Chicago: University of Chicago Press, 2017.
6. How to set up a scientific paper using Microsoft word/TeXworks.	Lecturing.	Vermaat, Misty E., <i>Microsoft Word 2013: Complete</i> , Boston, MA: Cengage Learning, 2013. Delmotte, Alain; Stefan Löffler, et al., <i>A short manual for TEXworks</i> , available at http://ex.osaka-kyoiku.ac.jp/~fujii/EX/TeXworks-manual-en.pdf .
7. How to cite using Microsoft word/TeXworks – notes and bibliography style I.	Lecturing.	Vermaat, Misty E., <i>Microsoft Word 2013: Complete</i> , Boston, MA: Cengage Learning, 2013. Delmotte, Alain; Stefan Löffler, et al., <i>A short manual for TEXworks</i> , available at http://ex.osaka-kyoiku.ac.jp/~fujii/EX/TeXworks-manual-en.pdf .
8. How to cite using Microsoft word/TeXworks – notes and bibliography style II.	Lecturing, interactive teaching.	Vermaat, Misty E., <i>Microsoft Word 2013: Complete</i> , Boston, MA: Cengage Learning, 2013. Delmotte, Alain; Stefan Löffler, et al., <i>A short manual for TEXworks</i> , available at http://ex.osaka-kyoiku.ac.jp/~fujii/EX/TeXworks-manual-en.pdf .
9. How to cite using Microsoft word/TeXworks – author-date style I.	Lecturing, interactive teaching.	Vermaat, Misty E., <i>Microsoft Word 2013: Complete</i> , Boston, MA: Cengage Learning, 2013.

		Delmotte, Alain; Stefan Löffler, et al., <i>A short manual for TEXworks</i> , available at http://ex.osaka-kyoiku.ac.jp/~fujii/EX/TeXworks-manual-en.pdf .
10. How to cite using Microsoft word/TeXworks – author-date style II.	Lecturing	Vermaat, Misty E., <i>Microsoft Word 2013: Complete</i> , Boston, MA: Cengage Learning, 2013. Delmotte, Alain; Stefan Löffler, et al., <i>A short manual for TEXworks</i> , available at http://ex.osaka-kyoiku.ac.jp/~fujii/EX/TeXworks-manual-en.pdf .
11. How to write a scientific paper: academic language, technical terms, style, tone, and grammar.	Lecturing	Day, Robert A., <i>How to write and publish a scientific paper</i> , Fifth Edition, Phoenix, AZ: ORYX Press, 1998. Graff, Gerald; Cathy Birkenstein, Russell Durst, <i>They Say/I Say: The Moves That Matter in Academic Writing with Readings</i> . New York: W. W. Norton & Company, 2009.
12. Plagiarism, ethics, copyrights and permissions.	Lecturing	Day, Robert A., <i>How to write and publish a scientific paper</i> , Fifth Edition, Phoenix, AZ: ORYX Press, 1998. Graff, Gerald; Cathy Birkenstein, Russell Durst, <i>They Say/I Say: The Moves That Matter in Academic Writing with Readings</i> . New York: W. W. Norton & Company, 2009..
13. Preparing a slide/power point poster presentation.	Lecturing, interactive teaching.	Day, Robert A., <i>How to write and publish a scientific paper</i> , Fifth Edition, Phoenix, AZ: ORYX Press, 1998.
14. Conclusion: The role of academic writing.	Lecturing, interactive teaching.	

Bibliography:

1. Day, Robert A., *How to write and publish a scientific paper*, Fifth Edition, Phoenix, AZ: ORYX Press, 1998.
2. Delmotte, Alain; Stefan Löffler, et al., *A short manual for TEXworks*, available at <http://ex.osaka-kyoiku.ac.jp/~fujii/EX/TeXworks-manual-en.pdf>.
3. Graff, Gerald; Cathy Birkenstein, Russell Durst, *They Say/I Say: The Moves That Matter in Academic Writing with Readings*. New York: W. W. Norton & Company, 2009.
4. Stillar, Glenn F., *Analyzing Everyday Texts: Discourse, Rhetoric, and Social Perspectives*, Sage, 1988.
5. University of Chicago, *The Chicago Manual of Style* (17th ed.), Chicago: University of Chicago Press, 2017.
6. Vermaat, Misty E., *Microsoft Word 2013: Complete*, Boston, MA: Cengage Learning, 2013.

9. The correspondence between the content of the course and the expectations of the academic community, professional associations and representative employers in the field:

- This special seminar aims to develop the essential abilities for designing a scientific paper. More precisely, the students will acquire the core skills involved in planning and writing a scientific paper.

10. Assessment

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Percentage of the final grade
10.4 Seminar/Laboratory	Seminar activity	Continuous evaluation	
10.5 Written Exam	Writing a scientific paper	Analysis of the paper	100%
10.6 Minimum standard of performance			
<ul style="list-style-type: none"> • active attendance of 75% of seminars • elaborate a scientific paper in accordance with the academic standards presented (argument rigour, citation correctness, research design and methods employed, style, tone and grammar) 			

Date

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Course holder signature

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Seminar holder signature

Date of departmental approval

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Head of department signature

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