



Меѓународен Универзитет Визион - International Vision University
Universiteti Ndërkombëtar Vizion - Uluslararası Vizyon Üniversitesi

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A GUIDE FOR A SEMINA PAPER PREPARATION

GOSTIVAR, 2016



A GUIDE FOR A SEMINAR PAPER PREPARATION

Preparation of a seminar paper

1. Introduction

At the International Vision University, seminar papers are an integral part of the exam obligations. They aim to familiarize and equip students with the method of analysis and the development of certain issues, and finally, the skills for public presentation and a teamwork.

Topics for the seminar papers are issued by the subject professor in agreement with the candidate. The issuing is done in the current semester.

The assessment partakes in the overall final grade of the exam.

The order of the contents in the seminar paper are as follows:

- The front page
- Content
- Introduction
- Development of thematic units
- Conclusion
- Review of Literature
- Appendices (if any)

2. The front page

On the first (cover) page are moved:

- On the left side the logo of the university
- The title of the university
- On the right hand the logo of the faculty
- The title of the faculty
- The title of the subject
- The title of the seminar paper
- under the title it is written (the Seminar project)
- Name and surname of the candidate, current title and index number
- Title, name and surname of the subject professor
- Gostivar, year

(Front Cover Example - Appendix No. 1)

3. Content

It is compulsory the content consisting of the titles of all parts and subdelegates, with the corresponding number of pages on which they are placed in the seminar paper.

During the preparation of the thesis or the content of the Seminar paper the decrypted codes (1, 1.1, 1.1.1; no need to go in more detail from the third level of disaggregation) should be used for headers and subheading titles.

Their shift to the right should be used in order to emphasize the hierarchy and the relationships between the different parts of the Seminar paper.

There needs to be page numbering so that it can be separated out in the content where the corresponding title or subheading is located in the main text.

4. Introduction

In the introduction to the Seminar paper, the thesis should be briefly presented, but the essential arguments, it sums up the problem concisely, but also the decision for its resolution.

The introduction covers

- The purpose or the aim of the study,
- the content (explanation about the structure of the study) and
- The study methodology

5. Main section

The structure of the main section can consist of further parts, each section can have its subfolders, etc.

Necessary marks are:

- organization,
- consistency,
- connection between sections,
- abundance with valid and supported scientific facts,
- Encompassment of the thought and so on.

6. Conclusion

The main results of the seminar paper and the main conclusions are cited, there needs to be a connection between the introduction and the conclusion. This section outlines the wider significance of the research problem and expresses its completeness and realizability.

7. Review of Literature

First of all, reference to books, conferences, scientific papers, articles and other publications are made, and a separate reference list is compiled for used web site resources.

All particular sources which are used as references should be listed in alphabetical order, according to the surname of the first author of the work, numbered in middle brackets [xx].

- surname and initials of the author;
- (year),
- title of the book, study, collection or other. - with italic letters;
- the headline of the article in quotes;
- The title of the magazine - in italics - italic;

- Vol.,... No..., 2000 or Maj - June 2000
- publisher;
- place.
- p. 222 or pp. 222-255 (if the reference is in English) or p. 222 (if the reference is in Macedonian).

The texts and the data data originally used or downloaded from another source (definitions and specified quotes) should be compulsory marked as a quotation in the text of the same page (intext citation) to be mentioned and moved at the end of the seminar paper in the reference section, correctly quoted.

8. The language of writing the seminar paper

The seminar paper is written in Turkish, Macedonian or English literary language.

It is obligatory to respect the standard language norms, that is, the use of the literary language.

The sentences should be clearly written, there is no inappropriate choice of words, especially when using internationalisms.

Structurally long sentences are not highly recommended when writing Seminar paper, because there is a possibility, due to the small experience of the novice, to lose the meaning of the proposition.

9. Technical organization of the text

- Text is written in computer, language font support with Times New Roman font is used, and white paper, A4 format, portrait orientation is used.
 - The number of pages in the first cycle of studies should be from twelve (12) to twenty (20).
 - The number of pages in the second cycle of studies should be from twenty (20) to fifty pages (50).
 - The number of pages in the third cycle of studies should be from fifty (50) to eighty pages (80).

The number of pages in the appendices and the initial pages numbered with Roman numerals do not fall within the defined number of pages.

- The margins (the empty space between the edges of the page and the text), left and right should be 3.17 cm (1.25 "), and 2.5 cm (1 ") above and below.
- The text is leveled on both sides, and the first word of each new paragraph is drawn 5 places from the left margin to the right.
- The most acceptable spacing is 1.5

- Pages are numbered continuously in the right or up or down, not including the cover page.
- Titles and subtitles are numbered sequentially. As for the type of letters, they are written in size 12, the titles are allowed in all upper-case letters or in size 16 - bold, the size-14 headings are also bold, footnotes and text, or numerical data, contained in spreadsheets, are written in the size of the letters 10, and for the remaining parts they are used according to the spelling rules. Italics can be used in titles of books, articles, etc. It is also permitted in this way or bold and underline when a word, a syntagma or whole is emphasized sentence.
- Each chapter is written on a new page. The text is printed only on one side of the sheet.

NOTES:

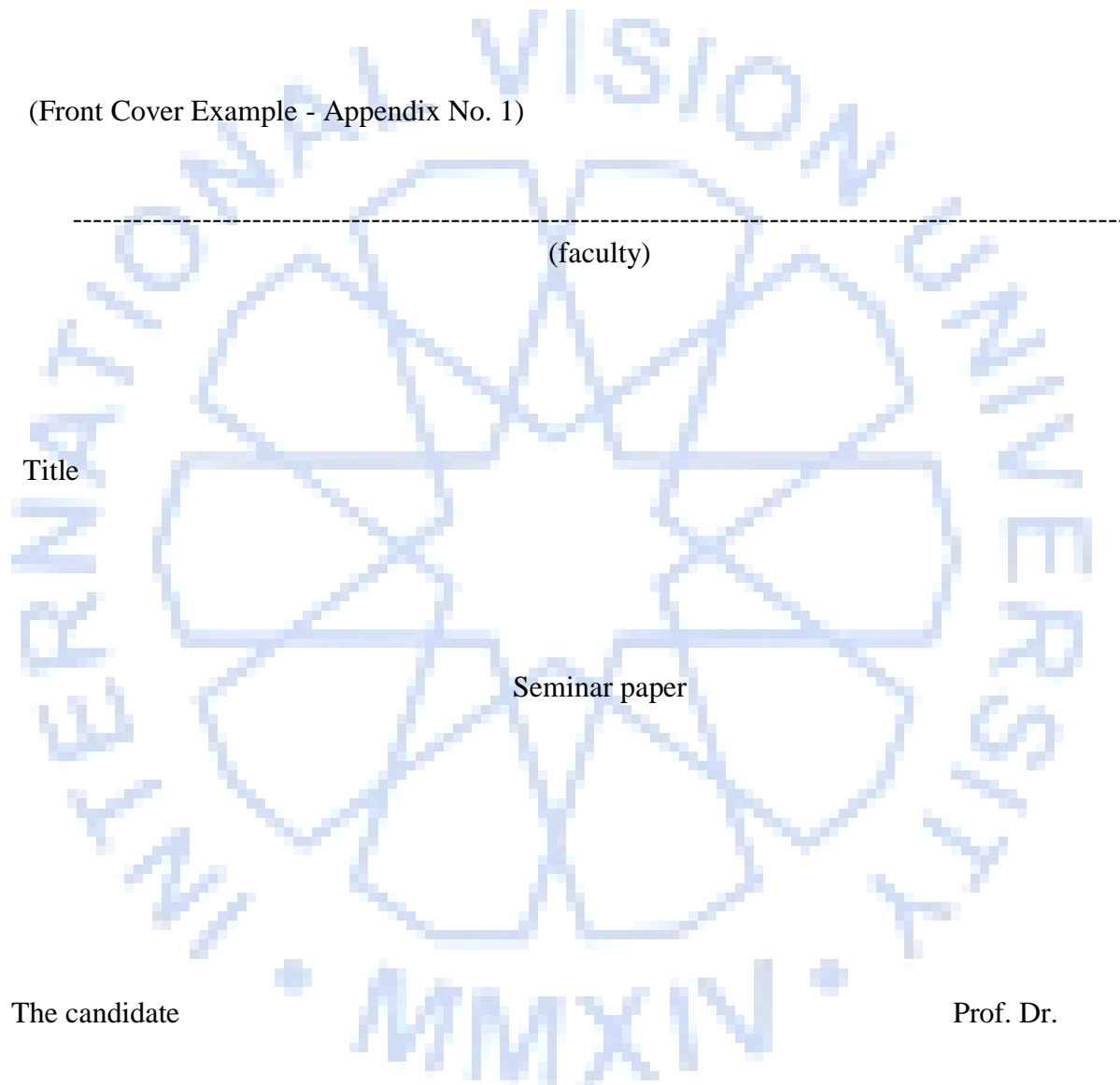
- Seminar papers are submitted to the subject teacher.
- The manner of delivery can be in person, during admission hours, or by e-mail (to the professor).
- After obtaining a permission for printing by the professor, the seminar paper is submitted no later than 3 days before the day of defense.
- The defense is carried out in the term announced by the subject professor.
- The defense of the seminar papers should not last longer than 15 minutes.
- Presentation is done with visual means (Power Point).



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(Front Cover Example - Appendix No. 1)



(faculty)

Title

Seminar paper

The candidate

Prof. Dr.

Gostivar, June 2016