

Guidelines for academic writing

1. Writing a paper

Formal requirements

Below you can find the formal demands for writing a paper or a home exam.

- The paper has to be typewritten. Spacing 1,5 and all margins 2,5cm. Type size 12 (Times New Roman). The pages have to be numbered on the bottom.
- The paragraphs can be marked with no indentation but an extra line feed, or with an indentation and no line feed.
- The headings always start at the left margin (not centred). If the headings are ranked in there should not be more than three levels. The ranking *can* be marked by using big and small letters and by the decimal system like this:

3. Peace studies

3.1. Theoretical approaches to peace studies

3.1.1. Social constructivism

- On the front page of the paper you need to have the following in this order:
 - Title of the course (ex: SVF-3022: Culture, Conflict and Society)
 - What kind of paper (ex: home exam)
 - Exam number
 - Year and semester of submission.
 - University of Tromsø
 - The faculty of social sciences
 - Masters degree programme in peace and conflict transformation
- The question being answered should be boldly specified / written at the beginning of the essay.

2. Plagiarism

The submission of written work is an important part of the learning process at the University of Tromsø. Such work is intended to serve several purposes: in addition to helping in the learning of subject matter, it is also intended to provide training in writing correctly and precisely and in formulating arguments in a clear and convincing manner.

It is a characteristic of many of the written assignments submitted in this context that they are to a great extent based on texts and various forms of presentations which others have authored and thus have copyright to. Such texts and presentations are called sources, and they can vary

in character, for example textbooks, articles in journals, magazines and newspapers, monographs, reports in various publications, text on the internet, lectures, talks, debates, images, film, sound recordings or conversations and discussions with lecturers and students.

Regardless of the source, however, the general rule is the same: when you take facts, thinking, ideas, opinions and short or long quotes from one or more sources and use them in your own work, it must be clearly stated which sources you have used. You are therefore required to cite, refer to and quote in a clear and honest manner every time you make use of a source.¹

If you submit written work in which the necessary references are wholly or partly lacking, this can result in you being guilty of submitting a plagiarised piece of work. Plagiarism can be defined as an act and result of an act whereby other people's results, thinking, ideas or formulations are passed off as one's own. A word-for-word example of plagiarism is one in which the writer directly quotes a passage or passages from an author's work without the use of proper quotation marks. Here are two examples of what is considered to be plagiarism:

Example 1:

Original Source Material: Technology has significantly transformed education at several major turning points in our history. In the broadest sense, the first technology was the primitive modes of communication used by prehistoric people before the development of spoken language. Mime, gestures, grunts, and drawing of figures in the sand with a stick were methods used to communicate -- yes, even to educate. Even without speech, these prehistoric people were able to teach their young how to catch animals for food, what animals to avoid, which vegetation was good to eat and which was poisonous.	Source: Frick, T. (1991). <i>Restructuring education through technology</i>. Bloomington, IN: Phi Delta Kappa Educational Foundation.
Plagiarized Version	Correct Version
In examining technology, we have to remember that computers are not the first technology people have had to deal with. The first technology was the primitive modes of communication used by prehistoric people before the development of spoken language.	In examining technology, we have to remember that computers are not the first technology people have had to deal with. Frick (1991) believes that "... the first technology was the primitive modes of communication used by prehistoric people before the development of spoken language" (p. 10). References: Frick, T. (1991). <i>Restructuring education through technology</i>. Bloomington, IN: Phi Delta Kappa Educational Foundation.

¹ Information gathered from Universitetsbiblioteket, Universitetet i Bergen:
http://www.uib.no/ua/dokumenter/kildebruk_engelsk.htm

Explanation: This example of student written work is plagiarized. The student copied, word-for-word, text from the original source material. No credit was given to the author of the text and quotation marks were not used. Also, the student didn't provide a reference.	Explanation: Note in this example that the passage begins with the author and year of the publication. Quotation marks are used to indicate that this passage is a word-for-word citation from the original document.
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Example 2:

Original Source Material: Constructivism is a movement that extends beyond the beliefs of the cognitivist. It considers the engagement of students in meaningful experiences as the essence of learning. The shift is from passive transfer of information to active problem solving. Constructivists emphasize that learners create their own interpretations of the world of information.	Source: Heinich, R., Molenda, M., Russell, J. D., & Smaldino, S. E. (1999). <i>Instructional media and technologies for learning</i>. Upper Saddle River, NJ: Prentice-Hall.
Plagiarized Version	Correct Version
Constructivists do not hold views entirely opposed to those of the cognitivists. The position of constructivists extends beyond the beliefs of the cognitivist. References: Heinich, R., Molenda, M., Russell, J. D., & Smaldino, S. E. (1999). <i>Instructional media and technologies for learning</i>. Upper Saddle River, NJ: Prentice-Hall.	Constructivists do not hold views entirely opposed to those of the cognitivists. The position of constructivists "... extends beyond the beliefs of the cognitivist" (Heinich, Molenda, Russell, & Smaldino, 1999, p. 17). References: Heinich, R., Molenda, M., Russell, J. D., & Smaldino, S. E. (1999). <i>Instructional media and technologies for learning</i>. Upper Saddle River, NJ: Prentice-Hall.
Explanation: This example of student written work is plagiarized. The student included a portion of the original author's work in a sentence without using quotation marks. Although the work was cited in the references, no credit was given to the original author in the text of the paper, and quotation marks were not used.	Explanation: Quotation marks are used to indicate that this passage is a word-for-word citation from the original document.

These examples illustrate the importance of being very conscious about the use of sources, and by referring to all relevant sources in an honest manner using a standard system that is accepted by the academic milieu that is to assess your written work. As a rule, "to refer to in an honest manner" means two things: firstly, you must be loyal to the author or authors you cite. If you quote an author indirectly in your own text, it may be tempting to choose words that make the author's words fit better as support for what you are writing than if you reproduced the author's own words. There is nothing wrong with indirect quotes, but the loyalty requirement is absolute.

Secondly, it must be possible for the reader of the text to find the material to which you refer. If it is a written, published source, it shall be stated in a standardised manner what the source is and where it can be found (whether the reference is from a book, an article in a journal, a newspaper, an internet address, from a note posted on a notice board etc., and in which edition, which volume, which chapter and on which page(s) etc. the text can be found).

Of course, it is not always the case that written sources are involved. The source could be a conversation with a knowledgeable person, an interesting contribution to a discussion or an artistic experience. There are also standardised approaches for referring to such sources, and if these approaches are not followed, one may present other people's thinking, ideas and formulations as if they were ones own, thus being guilty of a form of plagiarism.

It is not always the case that lacking or incorrect references to sources is deemed to be cheating. However, even though it is not necessarily cheating, you should be aware that if you fail to provide (sufficiently good) references to sources, this may lead to your being awarded a poor grade, even though you have done good work in other respects.²

Consequences

Plagiarism is deemed to be cheating, and it has serious consequences. Pursuant to the (Norwegian) University Act (the "Act relating to Universities and University Colleges"), it is clear that a student who cheats can both have his/her examination results annulled and be expelled for a period, cf. sections 4-7 and 4-8.

3. References

How to reference?

How referencing is done varies from discipline to discipline and according to genre, which is easy to observe by examining the practice of different publications. There are though mainly two ways to make a reference: either in the text or by footnote. It is however important that you choose one of these ways and then use it consistently.

In text the reference should be put in parenthesis and contain information such as the author's surname, publication year and page number.

Examples:

- If the authors name is in the text the year and page number should be placed after the author's name: Galtung (1996:46) has argued that...
- If the authors name is not in the text, it should be placed in the parenthesis along with publication year and page number: ...of importance (Nye 2002:23)....

² Information gathered from Universitetsbiblioteket, Universitetet i Bergen:
http://www.uib.no/ua/dokumenter/kildebruk_engelsk.htm

- If there are several references, they should be put alphabetically and then chronologically in parenthesis separated by semi colon: (Mark and Simon 1958:23; Thompson 1967:33-36)
- Where there are three or more authors, one can refer by writing the surname of the first author followed by “et.al.”: (Egeberg et.al. 1978:44)
- Where there are several references to the same author in the same year, the references are given an identity by placing a small letter a,b,c... after the publication year: Rokkan 1966b:57). This small letter must also be placed in the list of references, in order for the readers to identify it.³

Notes can be used for both references and additional information that is not a natural part of the text. Notes should as a general rule be limited. One can choose if one wants to use footnotes or endnotes. Font and spacing should not be considerably smaller than in the text. Spacing must be 1 at the very least, and font size of a minimum of 9 Times New Roman. References in notes should not be placed in parenthesis and must contain information such as the author’s surname, publication year, the main title of the book/article and page number. If it is an article the main title of where it is published must also be included in the note. Example:

¹ Silverman 2005: *Doing qualitative research*: 61

¹ Miller 2001: “Gender, power and politics: an alternative perspective”: *Gender, Peace and Conflict*: 80-103

Citations and figures in the text

Citations up to 5 lines are written as part of the text in quotation marks. Citations that are more than five lines must be written in a separate, indented paragraph with spacing 1. The type size can be set to 10.

If you use tables or figures these should be numbered and have a short descriptive text. Text for tables should be placed above the tables and text for figures should be placed below the figure.

List of references and list of sources

In social sciences there are several acceptable ways of presenting quotations and references to works / sources. The most important thing is that the author’s name (always surname first), year of publishing, title of the book (always in italic) or the article (always in quotation marks and in that case also the name of the book/magazine the article is printed), publishers and place of publishing is included. The other important thing is to be consequent about the way you put the references. Below it is presented suggestions for how this can be done⁴:

1. Books

Galtung, Johan (1996). *Peace by Peaceful Means: Peace and Conflict, Development and Civilization*. London: Sage

Arter, David (1999). *Scandinavian Politics Today*. Manchester: Manchester University Press

Note: Books are always referenced in italics. Publishing year and – place as well as Publishers must be included in the reference.

⁴ This way of referencing is the same as in Peace studies at the University of Oslo.

2. Anthologies (i.e. a collection of articles by several authors)

Salomon, Gavriel (2002). "The nature of peace education: Not all programs are created equal" Chap.1 in Gavriel Salomon and Barauch Nevo (eds): *Peace education. The concept, principles and practices around the world*. New Jersey: Lawrence Erlbaum Associates

Miller, Errol (2001). "Gender, power and politics: an alternative perspective" Page 80-103 in Skjelsbæk, Inger og Dan Smith (eds.): *Gender, Peace and Conflict*, London: SAGE Publications

Note: Articles are always referenced in quotation marks. The author of the article is always the first name in the reference, then publishing year, the name of the article, what pages / chapter, editors of the anthology, name of the anthology (in italics as this is a book) and publishing place and publisher.

3. Magazine articles

Eriksen, Thomas Hylland (1991) "Ethnicity versus nationalism" *Journal of peace research*: 63-278.

Farell, Theo (2002) "Constructivist Security Studies: Portrait of research program" *International Studies Review* 4 (1): 49-72

Note: The name of the article, the magazine, publishing year and the page number of the article should be included in the reference. The name of the magazine is the only thing written in italics.

4. Reports in series et.al

Gooderham, Paul, Tore Lindbekk and Kristen Ringdal (1994). *Erikson og Goldthorpes klasseinndeling: Norwegian version*. Trondheim: University of Trondheim, AVH, Departement of Sociology and Political Science. ISS report 41

Skjeie, Hege (1992). *Den politiske betydningen av kjønn. En studie av norsk toppolitikk*. Oslo: Institutt for samfunnsforskning. Rapport 92:11

Note: The reference to the series that the article is published in the auspices of must be included in the reference at the very end.

5. Internet based documents

a. Newspaper articles

Author (year, month day). Title – or page number: Newspaper [medium].-edition.-Available: Give sufficient information to find article

Example:

Tooshoos, G. (1992, December 7). Problems are not odd I. Minnesota daily [online]. -Available via Telnet: gopher.tc.uran.edu Catalog: Libraries/Newspaper, magazines and newsletter/campus newspapers/Minnesota daily) Fil: Search 199211993 school year

*) The slash indicates the level in the menus

b. Text from World Wide Web

Title (date of reading) [online]. –URL:

Example:

UNESCO's Transdisciplinary Project "Towards a Culture of Peace"
(2006, November 15) [online]. –URL: <http://www.unesco.org/cpp/uk>

c. Information from mailinglist

Author (year, month day). Topic for discussion [discussion]- -List [online]- E-mail-adress:

Example:

Dahlø, Rolf (a995, February 3rd). New edition of manual [discussion]. –Library [online]. –
Email-adress: bibliotek@rbt.no

d. Information from newsgroups

Author (year, month day). Topic for discussion [discussion] [online]. – Newsgroup:

Example:

Marthinsen, Odd (1993, March 13th). Genealogy program [discussion] [online].
– Newsgroup: no.slekt

e. Information from electronic mail

Author (year, month day). Topics of messages [e-mail to receivers name] [online]. – available
through e-mail: receivers e-mail-address

Example:

Sparck-Jones, Karen (1994, April 2nd). Weighing [email to Gunhild Salvesen] [online].
– Available through e-mail: Salvesen @pclan.bibtis.no

6. Unpublished manuscripts / Conference papers

a. Conference papers

Flanagan, Scott C. and Aie-Rie Lee (1988). "Expanding value change and its political implications in eleven advanced industrial democracies". Presented on the 14th world congress of International Political Science Association. Washington, August 28th- September 1st. Conference paper

b. Master thesis, dissertation

Skare, Audun (1994). Nominasjoner. Kandidatutvelgningens politiske innhold. Oslo: Universitetet i Oslo, Departement of Political Science. Master thesis.

c. Manuscripts not yet published

Banks, Jeffery S and George Bordes (1987). "Voting games, Indifference and consistent sequential choice Rules." Rochester: University of Rochester. Paper

Note: The type of work ("conference paper", "master thesis", "paper" or "dissertation") should be written at the very end of the reference, after place of print and name of publisher.

7. Books and articles not yet published

Nye, Joseph S. (forthcoming). *Understanding International conflicts. An introduction to theory and history* (third edition). Amsterdam: Addison, Westly, Longman

Urwin Derek W. (forthcoming). "The Norwegian party system from the 1880's to the 1990's, cahp 2 in Kaare Strøm and Lars Svaåsand (eds.): *Challenges to political parties: the case of Narway*. Ann Arbor: The University of Michigan Press

Note: This type of source should in your text be referred to the same way as you would do books, but instead of writing publishing year you write forthcoming.

8. Publications without named authors, for instance public documents, political party programs

Statistisk sentralbyrå (1994). Utdanningsstatistikk Universiteter og Høgskoler 1.oktober 1992. Oslo Kongsvinger

Example of how to write such as a reference in your text: (Statistisk sentralbyrå 1984: 35-40) St.meld. nr. 72 (1981-82): *Om offentlig informasjon*.

Example of how to write such a reference in your text: (St.meld.nr.72 (1982-82):22-27)

Krav til innsats for felles framtid. Arbeidsprogrammet for Det Norske Arbeiderparti 1990 - 1993

(Arbeidsprogrammet does not contain information about time and place of publishment. So that information cannot be included in the reference)

Example of how to write such a reference in your text: (Krav til innsats: 31-32).

9. Radio and TV-programs

CNN (1999). Biz-Asia. July 25th.

NRK1 (1997). En klasse for seg. July 35th

Example of how to write such a reference in your text: (CNN 1999)

Note: the broadcasters name and channel, followed by year comes before the name of the program and the date it was first broadcast.

10. Newspaper and magazine articles

Berdal, Mats and Torunn Laugen (1997). "FN of NATO i Bosnia – risiko og byrder". *Aftenposten* July 25th

Aftenposten (1997). "Medjani etterfølger Berisha i Albania". 25.juli

Economist (1997). "Europe wheels to the right". 10.-16.mai

Note: Authors can be included in the reference if the article has an author. If the name of the author does not appear in, the reference should look like the 3rd example. It is not necessary to include page numbers. The newspapers or magazines name should not be written in italics when it is placed first in the reference.

11. Oral sources and conversations

Skytøen, Lars (1986). *Telephone interview with author*. 6.april

Brundtland, Gro Harlem (1997). *Personlig korrespondanse (Personal correspondence) med forf.* 4. mars

Syse, Jan P. (1994). *Intervju med forf.* 4.april

It is important that the type of communication between you and the source is stated in your text. The correct way of citing the three examples mentioned above is as follows: (Skytøen 1986 [telephone interview]), (Brundtland 1997 [personal correspondence]), Syse 1994 [interview]).

Note: In your list of references the type of communication and the date must be stated. Also in the actual text, the type of communication should be stated in parenthesis [].