



ECONOMICS

Welcome to
A Seminar on Academic Writing
at
The Institute of Economics,
University of Copenhagen

The Process of Writing an Academic Paper

1. Have a clear idea of what you want to write about

Result: A subject

2. Find relevant books and articles

Result: Reading list

3. Make notes – *remember to record where you took information from.*

Use the library!

Result: Notes

4. Organize your paper

Result: Essay plan

5. Write a first draft, discuss with other students, teacher/supervisor

Result: List of revisions

6. Update your draft. You may need to go back to point 2.

Result: A new draft

7. Proofread your draft. It is a good idea to get someone else to read it through.

Result: Final version

8. Check one more time.

Result: Your paper should be ready to hand in!

Elements of your paper:

Your paper should include

- Title page
- Main text, consisting of
 - Introduction
 - Main body
 - Conclusion
- List of references

Introduction

This is one of the most important parts of your paper. It should:

- Explain why your topic is of interest and make it interesting for the reader.
- Set out clearly what question or questions you aim to have answered by the end of your paper.
- Explain the structure of your paper – how you intend to answer the questions.

Main body

This should be divided into paragraphs, which aim to look at specific aspects of your problem.

The reader should be able to understand the relevance of each paragraph and how they relate to each other.

Conclusion

This should:

- Be a summary of your main results.
- Should explain the significance of your conclusions and optionally provide suggestions for future research.
- Above all leave the reader with a sense that the purpose of the paper as set out in the introduction has been achieved.

Important!

- The Institute of Economics has strict rules about how papers should be written and presented.
- **If these rules are not followed, your paper might not be accepted!**

General rules

- These are given in “Studiehåndbogen” (www.sis.ku.dk/samf) - in Danish.
- They are there to ensure that papers are “easy on the eye”.
- And that all students are equal.

Layout requirements

You must

- Use a 12 pitch font for normal text
- Use 1½ line spacing
- Set margins to 2½ cm for top, bottom, left and right

ASK! if you do not know how to do this (myself or in IT basement)

On the front page of your paper you must write

- The title
- Your name(s)
- The course name
- The name of your tutor/supervisor
- The date you hand your paper in
- “Institute of Economics, University of Copenhagen”

Additionally for Economic Seminars

- Presentation date, names of opponents

Economic Seminars

- If written together with other students, each author's contributions should be clearly labelled
- Maximum 12 pages + 8 pages appendix

The Master Thesis

- Minimum 60 pages, maximum 110 pages

Plagiarism

- Plagiarism will not be tolerated!
- Direct citations should be in quotation marks (“”) and followed by a clear reference to the source.
- Where you have used information from a certain source, this should also be followed by a clear reference to this source.
- If you do not mention a source, it will be assumed that the words and ideas are your own.
- In order to avoid confusion, I recommend the “Harvard” system.

The “Harvard” system

- Citations and bibliographical references in the text and footnotes should be written as, e.g. (Persson 1993, p. 105)
- References at the end of the paper should be written in the following style:
- PERSSON, K.G. (1993). Was there a productivity gap between fourteenth century Italy and England? *Economic History Review* 66, pp. 105-14.
- ZAMAGANI, V. (1993). *The Economic History of Italy, 1860-1990*. Oxford: Clarendon Press

Don't plagiarize, but feel free to use other people's ideas!

- An important part of academic writing is being able to present other people's ideas.
- It is important that you have understood the material you are using.

English

- I am English.
- And have previously worked as an English teacher.
- So please feel free to ask me if you are having difficulties.

However:

It is a general requirement that you are able to write understandable English at university level.

Before you hand in your paper

Ask yourself:

1. Have I answered the question(s) I set?
2. Is everything I have written relevant to answering the question(s)?
3. Does the paper fit together in a logical and coherent way?
4. Is the paper easy to understand, without confusing phrasing and spelling/grammar errors?
5. Have I acknowledged all my sources?
6. Does my paper live up to university requirements regarding page limits etc.?

How to get in touch

I can help you if you have questions about any general aspect of writing papers at the Institute of Economics.

However, please go to your lecturer/supervisor for questions about the specifics of a course!

How to contact me:

Write an e-mail: paul.sharp@econ.ku.dk

You will be able to find this address and these overheads at my homepage:

www.keynes.dk