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# EC2U

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## ESSAY GUIDELINES FOR ONLINE COURSES

### Discourses in Europe – 10 ECTS

### Research Methodology in European Modern Languages and Literatures – 10 ECTS

### Research Methodology in European Cultures and Societies – 10 ECTS

Essay is a scientific text that addresses a research problem through theory and analysis. It should draw on research literature and scientific articles. Writing the essay allows students to engage with a research problem of interest identified during the classes. The essay should be **3500-4000 words** in length (approximately 10 pages), including references and the bibliography.

## DIRECTION

### Choice of subject

- The student must choose a topic based on one of the lectures given by the professors. Once a topic is selected, the student must contact: 1) the professor who gave the lecture on that topic, and 2) the local administrative coordinator at the university where they are enrolled.
- The essay topic, which should align with the professor's specific research field, will be decided in consultation with the professor.

### Language

- The language in which the essay is written must be agreed upon by the student and the professor supervising and assessing the essay. The student should pay careful attention to the spelling, grammar and style of the chosen language (e.g., agreements, punctuation). Before submitting the final version, the student must use a spelling and grammar checker.

### Contact

- To ensure the essay progresses smoothly, it is recommended that the student stays in contact with the professor, especially if they encounter difficulties. If the student wishes to change the essay's topic or scope, they must discuss it with the professor.

### Submission & Grading

- The essay must be submitted on time via Glocal Campus before the specified deadline which is same for all students.
- The professor will evaluate the essay according to EC2U assessment criteria. The final grade will be registered first at the university where the student enrolled on the course.

## CHARACTERISTICS

The essay is a scientific presentation of a well-defined **research problem**, where the author should provide an answer to the question they have posed. “Scientific” in this context means being systematic, logical, objective and precise, and it also implies that the essay is grounded in scientific principles.

The author must support their arguments with appropriate references, incorporating evidence, illustrations, and critical engagement with the material.

The essay can be similar to an undergraduate dissertation, though its scope is more limited. In the essay, the author may, for example, analyse a specific phenomenon or evaluate a particular approach. The essay does not necessarily need to be empirical in nature.

In the essay, the idea is **not** to merely summarise a work or phenomenon, but to critically examine and evaluate them.

The **writing style** should be clear, objective and academically rigorous, with the author’s views supported by well-reasoned justifications.

## STRUCTURE

To improve the coherence and readability of your essay, it is important to follow specific structural guidelines. Academic texts typically include a title page, the main body of text, and a list of references, also known as the bibliography.

An essay should include the same components as any scientific written presentation.

- **Title**
- **Main body of text:**
  - Introduction
  - Research question
  - Theoretical framework and / or point of view
  - (Corpus)
  - Analysis
  - Conclusion
- **Bibliography**

A well-structured essay consists of distinct chapters, each serving a specific purpose. Clear and logical organization will help you present your ideas in a concise and convincing manner. Below are the recommended sections and guidelines for your essay.

### Title

- The title should accurately reflect the content of the essay. If appropriate, a subtitle may be included, typically separated by a colon, to provide further specification of the topic.

### Introduction

- The introduction should present the subject of the essay, outline key points relevant to the research problem, and provide a brief overview of the theoretical framework or perspective adopted.
- Clearly state the significance of the topic, explaining why it warrants investigation.
- Pose a central research question(s) that the essay seeks to address. Clearly define the scope of the subject by articulating the research problem and specifying the research question(s).

### Research question(s)

- The research question(s) should be formulated clearly, focusing on a well-defined issue with justification provided from the perspective of the chosen subject matter.

### Theoretical framework and / or Perspective

- Link the research question(s) to the theoretical framework or point of view being employed. This should include an overview of relevant research traditions, theories, and definitions that inform your analysis.

### Corpus (if applicable)

- If the essay is based on empirical material or data, such as textual analysis, the corpus should be presented and the rationale for its composition explained.

### Analysis

- In the analysis section, engage with the research problem through the chosen theoretical framework or perspective. Apply the selected methods to address the research question(s).

### Conclusion

- The conclusion should demonstrate how the essay has answered the research question(s). Summarize the approach taken, the results obtained, and their implications for the research problem. Highlight any new insights or contributions to the field that emerged from your research.

## REFERENCES, LAYOUT AND FORMAT

When using information from any source, credit must be given through citation or quotation. References should follow the style and practices specific to your field (e.g., APA, Harvard, Chicago) and must be applied consistently throughout the essay. For student essays, brief **in-text citations** are recommended, guiding readers to the corresponding full entry in the reference list.

**Bibliography** begins on a new page. Ensure that all references cited in the text appear in the final reference list, and – vice versa – that only sources in the final list appear in the text. Entries in the reference list should be in alphabetical order and use a hanging indent.

**Reference management programs** (e.g., Mendeley, Zotero) allow you to easily collect and organize all the reference materials you need, including full texts. These tools integrate with word-processing programs like MS Word, enabling you to generate in-text citations and bibliographies directly within your document.

Using standard fonts, margins, and indentations enhances the credibility of your paper with an academic audience, while a coherent and logical layout improves its readability and accessibility.

- **Font** Times New Roman / Arial / Calibri
  - o main text: 11 or 12-point
  - o headings: 14-point in **bold**
- **Margins** top and bottom 2.5 cm, left and right 2 cm
  - o line spacing: 1.5
- **Text alignment** Fully justified
- **Paragraph indentation** First line by 1.25 cm, except
  - o the first line of a paragraph following a heading which should be left-aligned
  - o the entries in the list of references which should have a hanging indent
- **Page numbering** Starting from the introduction (the main body of text) in Arabic numerals (1, 2, 3) in the lower right corner

On the first page, center the title of your essay, your name, the online course, the professor's or instructor's name and the date, using line spacing 1. Note that the title page is not numbered.

Submit your essay via Glocal Campus before the deadline in **.doc format**. Name the file as follows: EC2U\_FirstName\_LastName\_CourseName\_Date.