**How to write an essay[[1]](#footnote-1)**

The length of the essay has to be no less than 2.500 – and not more than 4.000 words.

Setting the research question (RQ): What do I want to find out?

Deconstructing the RQ to key terms: what leads do I have to get there?

Reviewing literature: What background knowledge do I have for my key terms?

How to work with sources

Looking for scientific sources: Google scholar, Library, Academia edu, Research Gate.

**Taking notes:** ofconcepts, research results, interesting quotes

**Keeping track of notes (!):** note down where each information came from by collecting full bibliographical references : author(s)’ name(s); year of publication; title of article/book; publishing house and place’ page numbers for chapters in edited volumes, journals and quotes.

**Knowing what you note (!):** Are your notes copied word-by-word or did you paraphrase/summarise original meanings?

**Structure of the essay**

The sections below can be used as a rough guide; some essays do not have parts which fit exactly into these categories. Nonetheless, having this outline as an initial plan can help you with structuring your work. Finally, you do not need to use these exact headings.

1. **Introduction**

Research question, aim and objective, outline of essay.

1. **Main body/ Literature review**

Sources that elaborate on your key terms, defining other work that has been done in the field, theoretical paradigms you draw upon.

1. **Conclusions**

 Recapitulation of the research question and how your data analysis addresses it; further implications; application of results; limitations; next steps.

1. **References**

The sources used for in-text citations, in alphabetical order.

1. **Appendix**

Tables, questionnaires, documentation, transcripts.

**Plagiarism**

Plagiarism is presenting someone else’s work or ideas as your own, **with or without their consent**, by incorporating it into your work **without full acknowledgement**. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be **intentional or reckless, or unintentional**. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence.’

(University of Oxford, n.d. – emphasis added)

**Types of plagiarism**

* **Word for word** without acknowledgement
* **Paraphrasing** without acknowledgement
* **Inaccurate citation**
* **Collusion** (not acknowledging collaboration between students for a given task, using other students’ work as one’s own)
* **Unacknowledged assistance** (i.e. English or content editor, statisticians, third-party tutors etc.)
* **Submission of material** produced by professional agencies

In order to see how you cite your sources, in the text and also in the references, you can visit the following link <https://www.mendeley.com/guides/apa-citation-guide/>

1. Information presented here are taken from the ppt on Academic writing of the Hellenic Open University / Master course: ‘Language Education for Refugees and Migrants’ [↑](#footnote-ref-1)