

PRE-PROGRAMME GUIDELINES

TABLE OF CONTENTS

1. Pre-programme main aims and steps p. 3

2. How to write and present a pre-programme essay
 - 2.1 Aims of the three pre-programme essays p. 4
 - 2.2 Deadlines p. 4
 - 2.3 Submission p. 5
 - 2.4 Layout of the pre-programme essay p. 5
 - 2.5 Structure of the pre-programme essay p. 5
 - 2.6 Writing skills p. 6
 - 2.7 Quotations and references p. 7
 - 2.8 Suggestions p. 9

1. Pre-programme main aims and steps

1. The main aim of the pre-programme is to elaborate a common ground regarding local development. The pre-programme focuses on three areas, one per each month from October to December: law, sociopolitology and economics. Taking into account the different backgrounds of the participants at the Master CoDe, three sets of readings will be offered in order to introduce fundamental issues and the basics of the legal, sociological and economic approaches to local development. Thus local development is analysed from legal, economic and sociological perspectives, in order to highlight some critical issues of an interdisciplinary approach.
2. Each pre-programme is organised into three sessions. Each session is focused on a thematic area. The students will be required to analyse the readings and, in addition, they will be asked to write a paper on an assignment about each thematic area. The paper about each session is strongly recommended, even though not mandatory. The paper should be between 700 – 850 words.
3. At the end of each pre-programme an essay will have to be delivered.
4. The pre-programme is mainly based on guided-distance learning, personal studying and contacts with a tutor. Note that the tutors are available for extra explanations and clarifications about problems or issues or ideas risen from the set of readings. You are invited to contact them for any doubts or problem by e-mail or through the forum. It is also possible to arrange meetings face-to-face with the tutors.

2. How to write and present a pre-programme essay

2.1 Aims of the three pre-programme essays

1. The purpose of each essay is to let you recall and arrange your knowledge in a logic way so as to clarify key concepts, ideas and personal insights. At the same time each essay will guide you to understand and discuss the assessment provided by the area coordinator and the tutor.

2. In particular, each essay will be evaluated and assessed within the steps below:
 - the knowledge of the central concepts on which the provided set of readings are based;
 - the understanding of the assignments and the capability of fully and correctly answering them;
 - the capability of structuring an essay in a coherent and consistent way;
 - the capability of synthesizing concepts and respecting the due length;
 - the capability of linking the concepts from different readings and developing an original and logical point of view;
 - the capability of using specific vocabulary;
 - the capability of quoting properly;
 - the capability of respecting the deadlines.

2.2 Deadlines

Within the following deadlines (to be strictly understood as “no later than, but preferably earlier”) the essays have to be sent by e-mail to the tutor of the area and posted in the forum:

1. **15th of November, 2008: Law pre-programme essay;**
2. **15th of December, 2008: Sociology pre-programme essay;**
3. **15th oh January, 2009: Economic pre-programme essay.**

2.3 Submission

The three essays should be sent in ".doc" format (Microsoft Word 97 or later versions), in ".rtf" format (Rich Text Format) or .pdf format (Format) and submitted in electronic form (as an attachment to an e-mail message) to the tutor of the area by the deadlines.

2.4 Layout of the pre-programme essay

The layout of your essay should be as follows:

- a. Front page including the name of the Master program, the academic year, your name, the title, the names of the Area coordinator and of the tutor;
- b. Table of contents;
- c. List of abbreviations and acronyms used;
- d. List of tables and figures, if any (photographs, drawings, diagrams and charts);
- e. Introduction;
- f. Body of the text;
- g. Conclusion;
- h. Appendices, if any;
- i. Bibliography.

2.5 Structure of the pre-programme essay

1. The pre-programme essay should be between 3500 and 4000 words. All pages should be numbered consecutively. Font size should be 12 and line spacing 1.5 for text; font size 11 and line spacing 1.2 for longer quotations; font size 10 and line spacing 1.0 for footnotes.
2. As written before, the main aim of the pre-programme is to elaborate a common ground before the first bimester lessons. Therefore you do not need to structure your essays as a research project (hypotheses, methodology and steps of the research and objectives).

The structure of your essay should be as follows:

- a. Introduction to the essay;
- b. Body of the text (including boxes). Divide the body of your text into chapters and sections; divide each session into paragraphs; develop one concept in each paragraph;

Any notes should be in the form of footnotes, consecutively numbered throughout the whole of your text. The number of footnotes should be kept to minimum;
- c. Conclusion;
- d. Appendices, if any, consecutively numbered and provided with a title each;
- e. Bibliography in alphabetical order.

2.6 Writing skills

1. Keep attention to grammar and syntax. A correct use of written English is particularly important for a formal paper. An essay should be written in clear, concise, and grammatically correct English. You are free to choose American or British spelling;
2. Use specific vocabulary;
3. As written above, the essay should be divided in three main parts: the introduction, the body of the text and the conclusion.
4. The introduction is a paragraph or a section in which you present in brief the key concepts and the structure of your essay. A good introduction provides a brief but challenging overview of your essay, letting the reader understand the topic, the logic and the organization of the essay.
5. In the main text you should present ideas, concepts and statements in a coherent and consistent way with the assignment, letting the reader easily understand the development of the text. Provide that every concept in the introduction is developed in the body of the text

and, conversely, that each concept developed in the text is mentioned in the introduction. Provide support to your ideas, pros and cons.

6. In the conclusion you should summarize the key concepts developed in the text and make your personal concluding statements, demonstrating that your essay is consistent with the assignment and that the purpose of your writing is been achieved;
7. Every section should be divided into paragraphs. Each paragraph should deal with one topic, which should be introduced by a topic sentence and then developed in a coherent and logic way.

2.7 Quotations and references

Quotations are important in academic writing for a variety of reasons. Use quotations to:

- provide arguments for and against your statements
- make the reader aware of the state of the art
- demonstrate the quality of your analysis

Please do not forget that plagiarism is an academic crime and consequently keep the greatest attention in providing all the references and in quoting properly, precisely and correctly

Quotations should always be clearly discernible and hence clearly distinguishable from your personal opinions or conclusions. Only use quotations in order to support, or highlight contrasts with, your own arguments. Use double quotation marks for quotations, single quotation marks for quotations within quotations. Quotations of more than five lines should be indented 1 cm from the left margin, using a smaller font (set off quotations). Omission of words or sentences in quotations should be indicated by three dots with a single space on either side of the three dots (...). For insertions of own text – including a change of lower case to upper case or vice versa - within the quotation use brackets: [].

References in the text should follow the author-date format without comma. Where there are more than two authors, the name of the first author should be used, followed by et al. Publications by the same author(s) in the same year should be listed as e.g. 2004a, 2004b. List the references in

chronological order in the text and in alphabetical order at the end of the Essay. References to publications should be as follows: Smith (1992) reported that “[t]his problem has been studied previously (e.g., Smith et al., 1969)”.

Make sure that there is a strict one-to-one correspondence between the names and years in the text and those on the list. The list of references should appear at the end of the main text (after any appendices, but before tables and legends for figures). It should be listed in alphabetical order by author's name. References should appear as follows:

For monographs:

Hawawini, G. and I. Swary (1990), *Mergers and acquisitions in the U.S. banking industry: Evidence from the capital markets*, Amsterdam : North-Holland.

Zacher, M. (1996): *Evolution and revolution in industrial economics*, 2nd ed., Budapest: Közgazdasági Könyvkiadó.

For contributions to collective works:

Brunner, K. and A.H. Meltzer (1990), Money supply. In: B.M. Friedman and F.H. Hahn, eds., *Handbook of monetary economics*, Vol. 1, Amsterdam: North-Holland, pp. 357-396.

Smith, B.G. (1998): Financial problems and their solutions in the transition countries. In: Gordon, M. and Ratherford, R.K. (eds), *Approaching to the EU*. London: Macmillan, pp. 234–245.

For periodicals:

Griffiths, W. and G. Judge (1992), Testing and estimating location vectors when the error covariance matrix is unknown, *Journal of Econometrics*, Vol. 54, pp. 121-138.

Hámori, J.R., B.J. Kovács and G. Szabó (1998): Felzárkózás és előretörés (Catching up and go ahead), *Közgazdasági Szemle*, No. 10, pp. 45–53.

Journal titles should not be abbreviated.

Tables, if any. Each table, bearing a title, should be self-explanatory. They should be mentioned in the text, numbered consecutively with Arabic numerals and have a title.

Figures, if any. Figures should be submitted electronically in CDR files (drawings) and TIFF or PCX file (photographs). All figures (photographs, drawings, diagrams and charts) should be numbered consecutively with Arabic numerals. Each figure should have a title.

2.8 Suggestions

1. It is crucial to have a clear understanding of what is being asked in your assignment and therefore keep the essay focused on that topic. Coherence and consistency will constitute a relevant part of your writing;
2. at the beginning of your essay define the concepts you are going to analyse. Not only a definition is a way of letting the reader understand what you are writing about, but it is also important to clarify your own ideas and consequently to avoid confusion and misunderstandings;
3. respect the deadlines and the length requested.
4. Consultation with the area tutor and other students is of the utmost importance for the improving of your writing skills.
5. Start writing at a very early stage of the pre-programme. A written text needs time and rielaborations. The overlapping between the beginning of a pre-programme and the deadline for the submission of the essay is an opportunity to make profit of and should not interfere with the incoming pre-programmes;
6. In case you make use of statistics, documents, qualitative information, surveys or interviews, present the data precisely and unambiguously and include a proper quotations of sources. Put all the material (statistics, documents, etc.) that are not central to your analysis but yet important for the comprehension and explanation of the subject in separate text box(es) or appendix(es);
7. Quote correctly and precisely in the relevant place(s) the literature, documents, statistics and any other sources you use and list them at the end of the essay;
8. Avoid unclear statements and repetitions: each particular topic should be exhaustively treated in one place only, there where it fits in best. If you refer to a particular topic in a different part of you essay, do so by mentioning the page or paragraph. Write clearly and in correct English.