



# CONTEMPORARY ISSUES IN LOCAL AND REGIONAL DEVELOPMENT

UNDERGRADUATE PROGRAMME,  
DEPARTMENT OF ECONOMIC AND  
REGIONAL DEVELOPMENT,  
ΠΑΝΤΕΙΟΝ UNIVERSITY.

## HOW TO WRITE A RESEARCH PAPER

Spring semester, 23/04/2024.

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# TOPICS FOR DISCUSSION: HOW TO WRITE A RESEARCH PAPER

## I. STRUCTURE

A. Front cover/ First page

B. Sections

Table of contents

Introduction

Scientific Analysis

Conclusions

References

Appendix (optional)

## II. PRESENTATION

A. Fonts and margins

B. Language

Γ. Tables, Graphs & Maps

Δ. References

E. Citations

## REFERENCES

- ❑ **Anglia Ruskin University (2017), “Harvard System”. Retrieved April, 2, 2017 from URL= <http://libweb.anglia.ac.uk/referencing/harvard.htm>.**
- ❑ **Institute of Economics and Econometrics, University of Groningen (2007), “How to Write an Economics Paper?”. Retrieved July 2, 2007 from URL=<http://www.eco.rug.nl/iee/>.**
- ❑ **King, Charles (1999), “How to Write a Research Paper”, Georgetown University. Retrieved July 2, 2007 from URL= [http://www9.georgetown.edu/faculty/kingch/How to Write a Research Paper.htm](http://www9.georgetown.edu/faculty/kingch/How%20to%20Write%20a%20Research%20Paper.htm)**
- ❑ **University of Southern Queensland (2006), “Referencing Guides”, Retrieved July 4, 2007 from URL= [http://www.usq.edu.au/library/help/ehelp/ref\\_guides/default.htm](http://www.usq.edu.au/library/help/ehelp/ref_guides/default.htm).**

# I. STRUCTURE

## A. Front cover/First page

- Department/Course title
- Date
- Research paper title
- Name/ Surname of author
- Student Identification Number of the author
- E-mail address

# I. STRUCTURE

DEPARTMENT OF ECONOMIC AND REGIONAL DEVELOPMENT,  
SCHOOL OF ECONOMICS AND PUBLIC ADMINISTRATION,  
PANTEION UNIVERSITY.

COURSE: «CONTEMPORARY ISSUES IN LOCAL AND REGIONAL DEVELOPMENT»

15 June 2024

[Research Paper Title]

Name/ Surname:

Student ID:

E-mail:



# I. STRUCTURE

## B. Sections: Table of contents

- Use short, clear headings, preferably numbered, for individual sections and subsections.
- However, avoid breaking the text into multiple sections/subsections between paragraphs.

# I. STRUCTURE

## *EXAMPLE FOR TABLE OF CONTENTS:*

### **I. INTRODUCTION**

### **II. SCIENTIFIC ANALYSIS**

1. Literature review
2. Analysis and Results

### **III. CONCLUSIONS**

1. Synopsis of results
2. Policy recommendations

### **REFERENCES**

### **APPENDIX (optional)**

# I. STRUCTURE

*Word count = 8000 words (NOT INCLUSIVE of table of contents, tables, graphs, references and appendix)*

*Indicative allocation of words among the sections of the research paper:*

**I. INTRODUCTION** (1000 words)

**II. SCIENTIFIC ANALYSIS** (5000 words)

1. Literature review
2. Analysis and Results

**III. CONCLUSIONS** (2000 words)

1. Synopsis of results
2. Policy recommendations

**REFERENCES**

**APPENDIX** (optional)



# I. STRUCTURE

## B. Sections,

### I. Introduction

- *What is the main problem that the paper addresses?*
- *Why is it important to analyse this particular problem?*
- *What are the research questions posed in the paper?*
- *What is the contribution of the paper to the literature? What does specific paper analyze that has not been analyzed before in the literature?*
- *What is the structure of the work? What sections are next? (Describe briefly in a short paragraph at the end of the introduction.)*

# I. STRUCTURE

## B. Sections,

### II. Scientific analysis, 1. Literature review

1) What research studies have been done on the research paper topic? What are the main conclusions of this literature?

- The bibliographical search can now be done on electronic platforms of domestic and international publishing houses that publish scientific journals and books.
- A scientific analysis does not accept sources, such as Wikipedia, which do not provide for the control of publications by an editorial team of academic scientists and researchers.
- Publications from newspaper and encyclopedias can sometimes be used as a source of information, but they are not a substitute for scientific journals and books.

# I. STRUCTURE

## B. Sections,

### II. Scientific analysis, 1. Literature review

2) How does the research paper contribute to the existing literature? What questions have not been answered in the literature and remain open to this day? Which of these questions does the research paper aim to answer?

-The contribution of a paper may relate to:

- i) the use of a method of analysis that has not been used in the past,
- ii) the analysis of a period or a region or a relationship between variables that has not yet been studied,
- iii) the formulation of an alternative view or approach to the research paper topic that has not been mentioned in previous studies, or
- iv) a combination of the previous points.

# I. STRUCTURE

## B. Sections,

### II. Scientific analysis, 2. Analysis and Results

- Statistical analysis
- Econometric analysis
- Historical analysis
- Sociological analysis
- Anthropological analysis
- Field research (sampling, questionnaires)
- Case studies
- Participatory methods
- Combining social science research methods (Mixed Methods analysis)

# I. STRUCTURE

B. Sections,

II. Scientific analysis, 2. Analysis and Results

## Statistical analysis:

1) It includes activities for gathering, processing and interpreting statistical data. National agencies, such as ELSTAT, and international organizations, such as the EU (with EUROSTAT), the United Nations, the World Bank, the OECD, collect and have reliable and up-to-date statistics on many economic and social variables. Statistics from other sources such as Wikipedia and newspapers are not accepted.

# I. STRUCTURE

B. Sections,

II. Scientific analysis, 2. Analysis and Results

## Statistical analysis:

2) If you use statistics in your research paper, it is necessary to:

- Describe in detail the indicators you use and the databases from which you gathered the statistical data.
- Include estimates for some basic statistical indicators, such as mean, minimum and maximum value, standard deviation, and variance.
- Illustrate data and indicators in tables, graphs and maps. Many of the agencies that have statistics offer tools for creating tables, graphs and maps. (Regarding the format of tables, graphs and maps, see below).
- Discuss the scope of this analysis. How do indicators change and why? What do these changes mean for the economy? Have these changes been observed in other historical periods or in other countries? Are they consistent with economic theory?

# I. STRUCTURE

B. Sections,

II. Scientific analysis, 2. Analysis and Results

## Econometric analysis:

1) It is about gathering statistics and estimating a regression. And here you can refer to the national agencies, such as ELSTAT, and the international organizations, such as the EU (with EUROSTAT), the United Nations, the World Bank, the OECD, which have statistics for regression estimation.

# I. STRUCTURE

B. Sections,

II. Scientific analysis, 2. Analysis and Results

## Econometric analysis:

2) If you decide to conduct an econometric analysis in your research paper, it is necessary to:

- Describe in detail the econometric equation and the variables (independent and dependent) you will use, as well as the working hypotheses you will test. It is necessary to clarify the economic theory that links these variables together and shapes the working hypotheses.
- Indicate the estimation method you will use, such as OLS, ML, 2SLS, etc.
- Include estimates for some basic statistical tests, depending on the estimation method you will use, such as the t-statistic, F-statistic,  $R^2$ , etc.
- Illustrate the results in tables that will include parameter estimates depending on the estimation method.
- Discuss the findings of this analysis. Are working hypothesis verified? What is the relationship between independent and dependent variables? Is the relationship positive/negative, statistically significant? What is the marginal effect, what is the elasticity?



# I. STRUCTURE

## B. Sections, III. Conclusions

- *What are the main points of your research?*

Provide a brief and concise summary of the key results of your statistical analysis.

- *What are the policy recommendations that emerge from your analysis?*

Here you propose what the public sector should do in the framework of its fiscal policy to resolve the issues arising in the economy and promote the optimal allocation of resources, the fair distribution of income, and/or the stabilization and growth of the economy.

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## II. PRESENTATION

### A. Fonts and margins

- Font size: 11
- Space between lines: 1,5
- Margins (left, right, top and bottom): 2,5 εκ.

## II. PRESENTATION

### B. Language (English)

- Express yourself *accurately, clearly and consistently*.
- Re-read your work to *check spelling, grammar* and any mistakes.
- Avoid '*absolute*' expressions, such as 'obviously', 'of course', 'always', 'never' - if everything was so clear and obvious, we wouldn't need to do research!
- Avoid expressions like 'it is proven' or 'there is proof', especially in statistical and econometric analyses. Prefer 'there is (strong) evidence', 'there is indication'.
- Avoid starting sentences with words like 'and', 'because', or 'but'. It is better to use words like 'therefore', 'hence', 'consequently', 'in other words', 'however', 'nevertheless' (but don't overdo it!).

## II. PRESENTATION

### Γ. Tables, graphs and maps

- Number the tables, graphs and maps you include in your paper (e.g., TABLE 1, TABLE 2 or GRAPH 1, GRAPH 2 or MAP 1, MAP2).
- Give a short and concise title above the table or graph (e.g., TABLE 1: The percentage of participation in social organizations in European countries).
- Include labels on the axes of graphs, and the columns and rows of tables. If you use symbols, don't forget to include a description of those symbols.
- Note below the tables, graphs and maps the sources of your statistical data (e.g., Source: World Bank Development Indicators, 2004).
- Pay attention to the mathematical accuracy and consistency of the statistical data. For example, use the same type and number of decimal places, specify what units of measurement you are using (e.g., 0.2 or 20%, \$ or €, hundreds or thousands). When comparing variables, be sure to use a common unit of measurement.

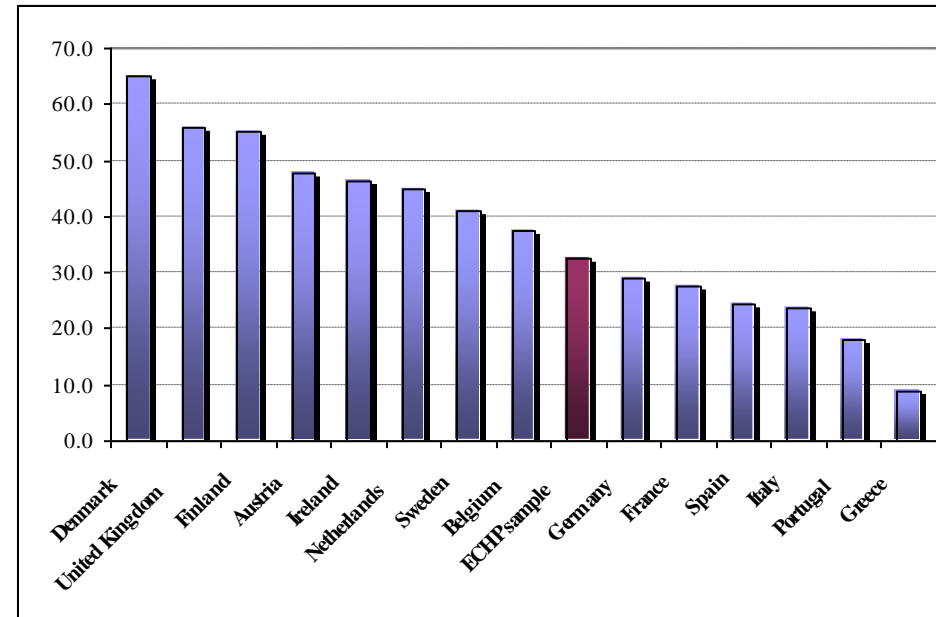
## II. PRESENTATION

### Γ. Tables, graphs and maps

- Include in the table, graph or map information necessary for the reader to understand its content.
- Descriptions of variables or units of measurements are usually recorded as notes below the table, graph or map. However, if this description is extensive and detailed, you can include it at the end of the paper in the so-called appendix.
- Similarly, in the appendix we can include data, tables, graphs, excerpts from legal texts and public documents, newspapers and articles that support our analysis, but weigh heavily in the main text of the research paper, making it difficult for the reader to follow. In the main text you can mention the appendix at the appropriate point and refer the readers to it, if they want more detailed information.
- In general, tables, graphs and maps should contain sufficient and accurate information, so that even if they are separated from the accompanying text they can stand alone, i.e. the reader can understand their content.

## II. PRESENTATION

**GRAPH 1:** The percentage of participation in social organizations in European countries



Statistical indicators	N	Min.	Max.	Av.	Std. dev.	Var.
Participation in social organizations (%)	14	8.9	65.1	37.5	16.2	261.0

*Source: European Community Household Panel, Wave 6, 1999 (European Commission).*

*Notes:* The rate of participation in social organizations is calculated as the percentage of the sample in each country that declares participation in voluntary social organizations. Luxembourg is excluded from the sample of countries due to a lack of relevant statistical data. See Appendix A for a more detailed description of the database and statistics.

## II. PRESENTATION

### Δ. REFERENCES (BIBLIOGRAPHY)

- 1) At the end of a research paper, we usually add a section of References, which includes the bibliographical sources of our research paper.
- 2) Bibliographical sources need to be characterized by:
  - *Consistency*: Citations of bibliographical sources made within the text (see below in Citations) must be included at the end of the paper in the references.
  - *Completeness*: For each bibliographical source, we must record the name of the author, the year of publication, the title of the study, the name of the scientific journal or publishing house, the volume or chapter of the book, the edition, and the pages.
  - *Alphabetical order*: Bibliographical sources should be listed alphabetically by author's last name (when there are multiple authors, we use the last name of the author that appears first). If we have references written in multiple languages, we can separate the references by language (e.g., REFERENCES: English language, REFERENCES: Greek language)
  - *Form of bibliographical sources*: Bibliographical sources come in different forms: journals, books, websites, etc. Each of these are recorded in the References in a different way.

## II. PRESENTATION

### Δ. REFERENCES (BIBLIOGRAPHY) - Hypothetical examples

- **Journal article:**

Christoforou, Asimina (2007), “Everything you Always Wanted to Know about Social Capital, but were Afraid to Ask”, *Journal of Social Capital Review*, July-August, Vol. 20, Issue 2, pp. 22-35.

- **Book:**

Christoforou, Asimina (2007), *Everything you Always Wanted to Know about Social Capital, but were Afraid to Ask*, Istanbul (Turkey): Boğaziçi University Press.

- **Chapter in book:**

Christoforou, Asimina and Christoforos, Konstantine (2007), “Everything you Always Wanted to Know about Social Capital, but were Afraid to Ask”, in John Doe (ed.), *Social Capital and Development*, Istanbul (Turkey): Boğaziçi University Press, Ch. 4, pp. 22-35.

- **Website:**

Teaching Portal Blog (2017), *Everything you Always Wanted to Know about Social Capital, but were Afraid to Ask*. [online] Available at: <http://www.tpb.org/social-capital-lectures> [Accessed 4 April 2017]



## II. PRESENTATION

### E. Citations

- Citations are bibliographical sources mentioned within the text of the research paper.
- When you use the opinions, theories, or statements expressed by other authors in their own research work, you must *promptly and concisely acknowledge and cite your sources within the text*, not only in the reference section at the end of your research paper.
- When you cite another bibliographical source within the text of your research paper, always give the author's last name, the year the journal paper/ book was published, and the pages of the author's work where the material you use is located.
- Also, when you quote the author word for word in your text, the quote should not exceed 5 to 10 lines and should be enclosed in quotation marks (“ ”).
- **IMPORTANT: COPYING EXCERPTS FROM VARIOUS BIBLIOGRAPHICAL SOURCES WITHOUT APPROPRIATE CITATIONS CONSTITUTES PLAGIARISM AND RESULTS IN A FAILING GRADE FOR THE COURSE ASSESSMENT.**

## II. PRESENTATION

### E. Citations – Hypothetical examples

- ***One author:***

Soil layers below the well tip contribute relatively little water (Kozeny, 1988, p. 223).

Carlson (1981) obtained results which show that soil layers below the well tip contribute relatively little water.

- ***Two authors:***

Soil layers below the well tip contribute relatively little water (Jones and Hackett, 1991, p. 34).

Jones and Hackett (1991) theorised that soil layers below the well tip contribute relatively little water.

- ***More than two authors:***

(Boyd, Smith and Eberle, 1985) ή (Boyd et al., 1985)

Boyd, Smith and Eberle (1985) found... ή (Boyd et al., 1985) found...

- ***Multiple citations to multiple works of the same author:***

Brown (1980, 1983a, 1983b) theorised ...

- ***Citations of more than one works:***

(Larsen, 1971; Haddon, 1969)

- ***Citing tables, graphs, and maps:***

(Larsen, 1971, TABLE 1, eq. 1-8, pp. 10-11)

## II. PRESENTATION

### E. Citations

**When you quote the author's exact words in your text, the quote should not exceed 5 to 10 lines, and it should be enclosed in quotation marks (“ ”) – otherwise it is considered plagiarism:**

According to Putnam (1993, p. 167), social capital includes “the features of social organization, such as trust, social norms and networks that can improve the efficiency of society by facilitating coordinated actions”.

## II. PRESENTATION

### BROADLY USED STYLES FOR REFERENCES AND CITATIONS

- *CHICAGO MANUAL OF STYLE*

<https://www.chicagomanualofstyle.org/home.html>

- *HARVARD MANUAL OF STYLE*

<https://library.aru.ac.uk/referencing/harvard.htm>

– *HAS NOTHING TO DO WITH HARVARD!* <https://guides.library.harvard.edu/cite/guides>

- Publishers and universities (for research papers by students and professors, as well as for their own publications), may:
  - have their ***own system for references and citations*** (which are essentially variations of the broadly used styles (such as the Chicago or Harvard style))
  - allow the author to use any of the broadly used systems (such as the Chicago or Harvard style), as long as they use it consistent throughout their research paper.