

WRITING THE ESSAY

After the preparation we did by collecting and sorting the material we end up with the outline of the essay, which as we said is identical with the table of contents. The outline summarises the parts of the essay: *chapters, paragraphs and their subdivisions*. It is also a guide to writing - it constantly reminds the author what he has to write or, if he has already started writing, what he still has to write. Based on the division we made in the outline the image we have before us for the parts of the paper is as follows:

1. Title of the essay
2. (Dedication)
3. (Preface)
4. Table of contents
5. Table of abbreviations
6. Introduction
7. Main part of the essay
8. Conclusions or Epilogue
9. Bibliographic table
10. (Various tables)

1. Title of the essay

In the first page, the outer cover, we write the *name and surname of the author, the title and the subtitle (if there is one) of the essay, place and time*.

2. Dedication

Authors usually dedicate their essays, as a sign of respect, appreciation, and love towards certain people or even to institutions and ideas.

3. Preface

The Preface, unlike the introduction, is not a component of the main essay, i.e. it has nothing to do with the issues and problems being investigated. Here the author expresses his personal experiences that he had during the preparation of the essay. He refers to the difficulties he encountered, the assistance offered by individuals and institutions, whether scientific or financial. He also expresses his gratitude for the assistance and scientific guidance provided to him.

Here we can mention how we decided to deal with the topic, what motivated us. At the end of the preface the author writes his name, as well as the place and time of writing the preface, which usually coincides with the end of the essay.

4. Table of contents

The table of contents is the key that unlocks the paper to us. It should give a complete picture of the chapters and other subdivisions. The more detailed and thorough the table of contents, the easier it is to use the essay. We write the titles of the chapters, paragraphs and sub-paragraphs with the indication of the page that corresponds to each one. The titles should be short and clear and, as given in the table of contents, this is exactly how they should be in the text.

5. Table of abbreviations

The table of contents is followed by the table of abbreviations. This table is very useful because it relieves us of the hassle of repeating the full titles of books, series, journals, publications and saves us space in the footnotes and bibliography. Abbreviated titles have been established in some form in scientific writing and practice, therefore we should not invent our own abbreviations but use the standard ones.

In the table, the researcher analyses the abbreviations, listing after the abbreviation the complete details: author or publisher, title, place, time, number of volumes, etc.

Abbreviations usually include journals, collective volumes, large series of texts, encyclopedias, and dictionaries. The abbreviation is usually made up of the initials of the title words.

6. Introduction

The Introduction is a vital part of the scientific paper, which is why its composition must be done with great care and diligence. The international practice of academic writing has imposed the introduction and the epilogue, as almost necessary elements of a scientific paper, due to their great usefulness.

A good introduction should therefore contain the following elements:

- a) It poses the research problem clearly, that is, we have a *position on the problem*. Every scientific paper aims to resolve a conceptual/research problem or to promote the solution of the problem up to a point. Therefore, this problem or issue is explained in the Introduction.
- b) It refers to the reason for choosing the subject or a specific aspect of it and to its significance for science and practice.
- c) It draws the boundaries of the subject, which must be clearly separated and delineated in relation to issues of the same circle.
- d) It presents the up-to-date state of the research, so that the author's contribution beyond the achievements and solutions of other scientists thus far can be easily understood.
- e) It refers to the method followed during the research and soon gives *the course of the study and writing*.

It is made clear then, that the Introduction will take its final form at the end of the writing, as its purpose is to introduce the readers to the

problems of the study and the method the scientist followed to resolve them.

7. The main part

The main part of the study is the development of what we have stated in the outline. This development is made in the main text of the study, which is supplemented and referenced with citations or footnotes. The main text of the study is printed with larger typographic elements, while the citations with smaller ones.

The text of the essay

In the text of the essay we present and develop the material we gathered as well as our own thoughts and solutions in chapters and paragraphs, according to the sorting we made and the outline. The development must be distinguished for the sequence and consistency of reasonings and conclusions, as well as for the completeness, rationality and strength of the arguments.

Overloading the text with quotes from other scholars or texts should be avoided. In addition to creating the impression that our analyses are minimal, this also interrupts the coherence and flow of the text, thus making it tedious for the reader. Many quotations can be avoided, if presented in our own words, our own wording and our own writing style, the views of others, referring of course to the relevant works. We use quotations that we are obliged to put in quotation marks when it comes to key, fundamental positions that we must present faithfully and with accuracy, as well as when we want to remove the impression that we may not properly and faithfully represent the thoughts and arguments of another author. It also makes it easier to read each book by dividing the text into paragraphs. A continuous

text, apart from being tedious and monotonous, also makes it difficult to memorise or understand its meanings.

Each paragraph must be a complete semantic unit, to complete the thought, the reasoning, the argument that we started to develop. As a rule, the text on each page of the book should be broken into at least one or two paragraphs. There are of course cases where it is impossible to break the semantic unit and we will need to go on to the next page without a paragraph - this should be the exception.

The language should be simple and clear. Sentences should not be complicated and complex. The clearer and simpler the sentences, the more intelligible our work becomes. The ambiguity and the complexity of the language also reveal the confusion that exists in the author's mind. Short sentences without unnecessary rhetorical outbursts are the most appropriate linguistic style for scientific papers that seek a simple and comprehensible statement of views.

When writing the text we must also calculate how many images, drawings, maps, photographs and other supplementary material we will need to place and decide whether this material will be placed at the point in question or if it will be concentrated at the end of the essay.

References or quotations See below.

8. Conclusions/ Synopsis / Epilogue

In this part of the study that seals, which closes the text as the last part, the author summarises the issues he dealt with and refers to the conclusions drawn. In case other scientists have dealt with the same issue, a comparison is made with their conclusions.

9. Bibliography (or Bibliographic table)

All the material that we collected and used in the text and in the references for the writing of the essay are presented in alphabetical order (of the author or the publisher) and we present it in the Bibliography, which is placed at the end, after the conclusions. A basic rule for which works we will include in the Bibliography is that only those works which the author himself has seen and studied and are related to the subject of the study are included.

The most common distinction of the bibliography that prevailed is the *main* and *secondary*. The *main bibliography* refers to the sources or primary material to which files, statistics, minutes, interviews, original texts, material from experiments and applications belong, from which we derive information immediately and primarily. The *secondary bibliography* includes those books that help us to utilise the material of the sources, because they deal with the same or similar issues and problems.

Greek writers used to give Greek and foreign aids in the same bibliographic table. However, it was found that it is preferable to give Greek and foreign aid separately - this trend tends to prevail.

The bibliographic table is listed in absolute alphabetical order. In case the same author has more than one paper, we do not repeat his name in all, but in place of the name we put a hyphen (-).

10. Other tables (Index)

In addition to the bibliographic table, it is common to provide other tables at the end of each scientific paper. The most common is the *list of names* (names of authors, geographical names, names of works, etc.) and definitions.

Tables of pictures, diagrammes, etc. are also given depending on the type of scientific paper.

WRITING INSTRUCTIONS

(IN SUMMARY)

General information

1. The essay must have a title and table of contents.
2. **The title** of the essay along with the complete details of the author must be written on the first page.
3. The essay must be divided into **chapters** and **subchapters**.
4. There must be bibliographic **citations**.
5. There must be a **complete bibliography** at the end of the paper.
6. Font: Times New Roman 12, Spacing 1,5.
7. Size of the page: A4
8. Headings: All **bold**

Additional information

1. We do not use capitals in the headings.
2. Before and after the headings there is 1 gap.
3. No abbreviations in words (e.g. uni instead of university).
4. All titles are fully aligned and never centred.
5. Graphs and diagrammes must be attached as separate files (usually in .jpg format).
6. The bibliography is usually separated into Greek and foreign.
7. Table numbering: Must be continuous.
8. Chapter numbering: Checking of order.
9. Diagramme numbering: Must be continuous.
10. Image numbering: Must be continuous.