

## **Regulation for the Writing Standards of Seminar Papers and MA Dissertation**

The specific Regulation applies to seminar papers and the postgraduate dissertation of the MA in Greek and Eastern Mediterranean Archaeology. More specific instructions are given by the instructors and the supervisors of the MA.

### **A) Format**

The text should be in accordance with the following document specifications:

Paper Size: A4

Font: Times New Roman

Line Spacing: 1.5

Font Size: 12

Page Margins: Top and Bottom - 2.54 cm; Right and Left - 3.18 cm

### **Cover page**

The cover page of seminar the papers and the MA dissertation must follow the templates presented in Appendices I and II respectively.

### **Contents**

The contents include the titles of the chapters and subchapters as well as the related page numbers.

### **Text**

Seminar papers are expected to have a length of approximately 4,000-5,000 words, excluding footnotes, bibliography, and appendices. For MA dissertations, the recommended length is around 15,000-20,000 words, also excluding footnotes, bibliography, and appendices.

The text should be organized into chapters. The first chapter serves as an introduction, presenting the topic, purpose, and structure of the paper. The final chapter is dedicated to summarizing the conclusions drawn from the research.

### **Bibliography**

The literature used for the preparation of seminar papers and the MA dissertation must be provided in alphabetical order. The [American Journal of Archaeology \(AJA\)](#) citation and bibliography system is recommended for seminar papers and the MA dissertation.

### **Images or Appendices**

A list of the images of the seminar paper and the MA dissertation (if deemed necessary) should be included in the last section. The images should be numbered in ascending order and accompanied by a caption indicating the subject and the source of each image.

## **B) Copyright and Plagiarism**

Every paper must be the sole creation of the student and should not violate the rights of any third party in any manner. If the views or ideas of other scholars are incorporated, proper references to the respective publications must be included. Detailed information regarding plagiarism can be found on the [University's website](#).

*What is plagiarism?*

Plagiarism refers to the act of utilizing someone else's thoughts, ideas, concepts, or written work (either partially or entirely) without appropriately acknowledging them through proper citation and presenting them as one's own. Engaging in plagiarism, whether intentionally or inadvertently, contradicts the principles of academic ethics.

*Which actions are considered plagiarism?*

- (a) Intentionally concealing the involvement of others in scientific research and teaching.
- (b) Claiming credit for research findings that belong to others for personal advancement.
- (c) Engaging in self-plagiarism, which involves using one's previous work without proper acknowledgment in subsequent works.
- (d) Analyzing ideas from third parties without acknowledging the original source.
- (e) Insufficiently paraphrasing information from sources.
- (f) Hiring someone else to write a paper on behalf of another person.
- (g) Utilizing software, such as ChatGPT, to generate the content of a paper.

*How can plagiarism be avoided?*

To avoid plagiarism, it is essential to diligently record the bibliographic references and sources used in the paper. When incorporating ideas, designs, or work from others, proper attribution should be given by citing their names and the publications used as sources. It is necessary to provide citations for both direct quotations of another work's original text and when paraphrasing its content (i.e., when the text of another author is not copied exactly). When using the original text from a source, quotation marks or italics should be employed, along with citing the source and specifying the page. It is recommended to keep the length of quoted original text brief.

*Turnitin*

The Department of History and Archaeology utilizes specialized software (Turnitin) to identify instances of plagiarism in undergraduate and postgraduate seminar papers as well as MA dissertations.

**Appendix I – Exemplary Cover Page for Seminar Papers**

National and Kapodistrian University of Athens  
Department of History and Archaeology



MA in in Greek and Eastern Mediterranean Archaeology: from  
the Bronze Age Palaces to the Hellenistic Kingdoms

Academic year 202...-202...

Full title of module

Full title of essay

Full name of student

(Student Reference Nr.)

Full name and title of Instructor/Professor

Athens, 202...

**Appendix I – Exemplary Cover Page for the MA dissertation**

National and Kapodistrian University of Athens

Department of History and Archaeology



MA in in Greek and Eastern Mediterranean Archaeology: from  
the Bronze Age Palaces to the Hellenistic Kingdoms

Academic year 202...-202...

Full title of dissertation

Full name of student

(Student Reference Nr.)

Full name and title of Supervisor

Full name and title of 1<sup>st</sup> assessor

Full name and title of 2<sup>nd</sup> assessor

Athens, 202...