

Corporate Social Responsibility

STUDY GUIDE

(30 ECTS credits)

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Changes may occur

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Dates and Deadlines

<p>Self study 25th July – 29th Aug</p>	<p>Email contact with teachers, Christian Tiscornia on christian@amartya.org.ar. Hand-in of short paper 19 August – must achieve an ‘approved’ grade:</p>
<p>Week 1 - 3 29th Aug -16th Sep</p>	<p>PART 1: The Role of Corporate Social Responsibility in Governance for Sustainable Development</p>
<p>Week 4 - 6 19th Sep– 7th Oct</p>	<p>PART 2: Applying Corporate Social Responsibility</p>
<p>Week 7 - 9 10th Oct - 28th Oct</p>	<p>PART 3: CSR. The Southern and Northern context</p>
<p>Week 10-12 31th Oct - 18th Nov</p>	<p>PART 4. CSR Management Deadline group-paper 18th November. Must be uploaded to Fronter.</p>
<p>Home exam 18th Nov – 9th Dec</p>	<p>18th November – Individual home exam published on Classfronter Questions for the individual home exam essay will be published at classfronter. The essay should consist of 4.400 words, (+/- 10%), which equals to 10-12 pages. 9th December – Deadline for hand-in of home exam Must be uploaded to Fronter</p>

1. Introduction

This Study Guide is a supplement to the Course Description. It will give information about the course and advice on how best to study and carry out the different tasks.

Before the start of the course, students will receive instructions from Vestfold University (HiVe) on how to log on to Fronter. Fronter is a virtual classroom and is suitable for handing in papers and downloading documents. Your paper, group exam and home exam have to be uploaded to Fronter. If you have not received log-in details for Fronter when the self-study period starts 25th July, please contact HiVe, studenthjelp@hive.no. Please make sure that you are enrolled at HiVe before you contact them.

If you have any academic questions, please contact Christian Tiscornia on christian@amartya.org.ar

All other inquiries, please contact our office in Oslo, mail@kulturstudier.no or tel:+47 22358022.

We are arranging an introduction meeting in Buenos Aires with all the students and staff on Sunday 28th August. We will let you know the address for the introduction meeting once you are in Buenos Aires.

2. Course Content

This section provides information about the different sections of the course and guidance on how the students should work in collaboration with each other and the teachers. As part of the course, students have to complete one paper before the program starts in Buenos Aires, group paper in Buenos Aires and a home exam after the stay in Buenos Aires.

The overall objective of the course is to provide a comprehensive overview of the CSR debate, and give students a thorough understanding of how to integrate CSR into corporate strategies, decision-making and management, to add both financial and non-financial value to the company and society in which it operates. In this section we present how you, as students collaborating with each other and the teachers, are supposed to study the various parts of the course in order to reach this goal.

Part 1 – Self-Study Period

(25th July – 29th August)

Most of the teaching will take place in Buenos Aires, but the learning should start before that, and the program starts with five weeks of self-studies. It is vital that you use these weeks well in order to follow the progression of the program once the classes start in Argentina. It is expected that you make yourself well acquainted with the curriculum during this period. You will get more out of the lectures if you have looked at the material beforehand, and a lazy start to the semester will make the stay unnecessary overloaded with work.

Self-studies can be a challenge. It requires discipline to spend enough time reading and reflecting, but it will also help you develop an individual understanding of your curriculum. If you have questions, Christian Tiscornia on christian@amartya.org.ar, will be available to answer them during these five weeks.

In addition to gaining a general impression of the course and curriculum, the objective of the self-study is to acquire an understanding of the concepts of corporate social responsibility and sustainable development, as well as the main approaches to their explanation. As these concepts and explanations form a basis for the whole study, you are supposed to become familiar with them before going to Argentina.

During this period you are obliged to study the following readings which can be downloaded from Fronter:

Carroll, A. B. (1999). "Corporate Social Responsibility. Evolution of a Definitional Construct." *Business and Society* 38 (3): 268-295.

Kurucz, E., B. Colbert, and D. Wheeler (2008). "The Business Case for Corporate Social Responsibility." in: Andrew Crane, Abigail McWilliams, Dirk Matten, and Jeremy Moon (eds.), pp.: 83-112. *The Oxford Handbook of Corporate Social Responsibility*. Oxford, Oxford University Press.

Porter, M. E. and M. Kramer, R. (2007). "Strategy and Society: The Link Between Competitive Advantage and Corporate Social Responsibility." *Harvard Business Review* 84(12): 78-92.

Utting, P. (2000). Business Responsibility for Sustainable Development. UNRISD Discussion Papers. Geneva, UNRISD.

Vogel, D. (2005). The Market for Virtue. The Potential and Limits of Corporate Social Responsibility. Washington, Brookings. Chapters 1,2 & 3

Total pages: 191

This is a rather extensive task, but it will pay off when the lectures begin in Buenos Aires. It is much more realistic to get through these readings in the five weeks before going to Argentina than during the first weeks after your arrival. Your understanding of these readings will be tested in the short paper as well as in the introductory lectures and seminars.

It is highly recommended to get an impression of the readings of the rest of the curriculum as well. They can be downloaded from Fronter when the self-study period starts 25th July. When you arrive in Argentina, they will be available in a printed version. It is cheaper to print the entire curriculum in Buenos Aires.

As part of the learning activity, you shall write an introductory assignment, the short paper, on the following topic:

What is corporate social responsibility (CSR)? Discuss the limits and potential of CSR for promoting sustainable development. Illustrate with examples.

These are broad and complex questions that you will become very familiar with during the course. In this first assignment, we do not expect you to present a comprehensive discussion of each question/issue. What matters is to demonstrate an overview of the main lines and perspectives of corporate social responsibility and sustainable development as they are presented in the readings. However, you are encouraged to criticise claims and perspectives of these readings if you argue your case.

Start to work with the short paper from the beginning of the self-study period. Before searching through the curriculum you should sketch an answer based on your current understanding and interests. Revise and improve the response throughout the self-study period by integrating perspectives and insights from what you read. This might also make your reading process more fruitful, and give you a better precondition for critically assessing the text.

The paper is to be uploaded to Fronter latest 19th August.

The short paper will be assessed by your seminar leader and must qualify as “approved”. If it fails, you will be given the possibility to improve your paper within the third week of the stay in Argentina. You will get a brief individual feedback from the seminar leader on your essay during the second/third week of your stay in Buenos Aires.

Student Requirement
Assignment 1 – Short Paper

Deadline: 19th August

Title: What is corporate social responsibility (CSR)? Discuss the limits and potential of CSR for promoting sustainable development. Illustrate with examples.

Deadline: 19th August

- **Individual work**
- **1800 words ($\pm 10\%$), 4-5 pages**
- **Times New Roman, 12 point, 1,5 line spacing, 3cm margin (left and right).**
- **Graded approved or not approved**
- **Uploaded to Fronter**
- **English language**

You should consult the section on how to write an academic text (at the end of this document) before you start writing your essay. All students must write in English.

The major parts of the course take place in Buenos Aires, Argentina (see Course Description for further details). Corresponding to the major parts of the course:

- 1. The Role of Corporate Social Responsibility in Governance for Sustainable Development**
- 2. Applying Corporate Social Responsibility**
- 3. CSR. The Southern and Northern Context**
- 4. CSR Management**

There are usually four two week lecture periods. Bear in mind that some modules can take longer periods than two weeks. During these periods there will normally be lectures and seminars on all weekdays. Participation is compulsory. It is essential that you have an overview of the readings specified in the 'Reading and lecture plan' prior to each lecture.

In addition to the lectures, group work is central to the course. The groups will consist of 3-5 members, and will be formed in the beginning of the stay in Argentina. The purpose of these groups is both to work on current topics from the lectures and literature, and to fulfil the group assignments. The seminar leader plays an instrumental role in forming the groups. Shortly after the groups have been organized, a seminar will be held on writing assignments and finding topics for the group papers.

The members of each group are expected to work together and produce a common product, namely a group paper, which they shall hand in by the end of the stay in Argentina. You will use course readings and lectures as the basis of your work. The topic must be approved by the seminar leader.

You should use the course readings and lectures as background to your group research paper. An application of the curriculum is one of the criteria for awarding the grades. The groups are also expected to compile approx. 200 pages from additional literature (If you have relevant books, do not hesitate to bring them with you to Buenos Aires). It is a requirement of the course that you take an active part in the researching and writing the group paper. If you do not take part, you will be given a warning by the seminar leader. If you still do not take an active part in the group work, the seminar leader has the authority to fail you.

We want you to describe, reflect and discuss the chosen topic/s critically. More advice on the writing and content of the group paper will be given below.

Much of the writing will require access to a computer. There are many Internet cafés close to where you live. If you have a laptop computer, we recommend you to bring it with you. This will also make it possible to write the assignments at the University. Make sure you have insurance that covers a possible loss.

One internal and one external examiner will assess the group paper, which will comprise 40% of the final mark of the study. Grades are given according to a scale ranging from A (outstanding) to F (not approved).

Title: Decided by the group in cooperation of the teacher

Deadline: 18th November

- **Group work**
- **10.800 words ($\pm 10\%$), 25-30 pages**
- **Times New Roman, 12 point, 1,5 line spacing, 3cm margin (left and right).**
- **Graded A-F, 40% of final grade**
- **Uploaded to Fronter**
- **English language**

Assistance with group paper exam

One of the advantages of the CSR course in Buenos Aires is the availability of lecturers and the seminar leader. The group paper exam is the product of the students. However, during the writing process, the seminar leader will give you assistance. To ensure progress in the writing process, you will have to commit to certain deadlines. Soon after the groups are formed you will have to agree on a topic for the papers.

You are entitled to two reviews for the group paper; one in the early stage of writing and one in the final stage. A draft of the paper must be handed in to the seminar leader at least three days in advance of the review.

On working in groups

Group work can be challenging, but also rewarding. Inspiration and ideas often come as a result of discussions with others.

How groups function depends on its members. We advice you to discuss and agree upon some rules, and then be careful to follow them. Here we suggest a few such rules:

1. All group members have the right and obligation to participate in the activities of the group.
2. All group members should be included in group-discussions, agreements, and the flow of information.
3. There must be a clear division of responsibilities and tasks within the group.
4. Routines must be established on how to work and when to meet.
5. The group members must show basic respect for each other across diverse backgrounds and personalities.

Still, differences between group members can sometimes produce problems that prove hard to solve. In such cases, it is important that group members are open about the problems, and try to sort them out. If conflicts reach intolerable levels despite such efforts, the group in question should consult the seminar leader who will help finding alternative solutions.

Seminars

As the study of CSR is a multifaceted field, it demands multifaceted approaches. In addition to studying the curriculum through lectures, individual reading and group work, you are also expected to participate in seminars. Here you will have the opportunity to

explore various aspects of CSR further. Everybody must participate in and prepare special presentations for the seminar groups. You will find that discussing and sharing is a highly efficient way to learn. It is equally important to be able to question, reflect and criticise – both in written and verbally.

Field excursion

Argentina provides a rich social, political and cultural context for questions of CSR & Sustainable development. In order to learn and take advantage of this, we will undertake one organized one-day field excursion during the semester. Here we get to investigate topics from the curriculum in a real life context.

Home exam

When writing your final home exam, you are again on your own. You will be given 3-5 topics, among which you choose one. The topics and candidate number will be published at Fronter on the last day of the course in Argentina. You are expected to write an essay of 4400 words (+/- 10%) which equals to 10-12 pages, using literature from the compulsory reading list.

One internal and one external examiner will assess the home exam. It will comprise 60% of the final mark of the study. Grades are given according to a scale ranging from A (outstanding) to F (not approved).

The Home exam will be published at Fronter 18th November:

Student Requirement	
Assignment 3 – Individual Home exam	Deadline: 9th December

Title: Choose one of 3-5 topics

Deadline: 9th December 12:00 a.m. Norwegian time

- **Individual work**
- **4.400 words ($\pm 10\%$), 10-12 pages**
- **Times New Roman, 12 point, 1,5 line spacing, 3cm margin (left and right).**
- **Graded A-F, 60% of final grade**
- **Uploaded to Fronter latest 9th December 12:00 a.m. Norwegian time**
- **English language**

3. Presentation of teachers

Albina Lara

Doctor in Geography, Argentina, and has a Master Degree in Urban Planning from the University of California Los Angeles, USA and a Certificate of ISO 14.000 Auditor. She has published books and articles on sustainable development, natural resources, and geography for different publics. Her academic experience comes from teaching at universities, working in research teams, evaluating thesis and research proposals in diverse academic environments. As a guest researcher, Mrs. Lara worked with the Operating Research Team for the Decision-Making on Large-Scale Marine Infrastructure issues. Research funded by the National Science Foundation, Main tasks: environmental issues and its relationship to development. Fulbright Commission Research 1995-96. Albina has managerial expertise from acting as Cluster Manager in the UNDP Argentina country office and Team Leader in several projects for the public and private sector. She worked with international organizations, such as World Bank, USAID, IDB, UNESCO, and UNDP. Her main areas of qualifications are: environmental management, urban and regional planning and training environmental education.

Maria Gjolberg

Maria is a research fellow at the Centre for Development and the Environment, an interdisciplinary centre at the University of Oslo, Norway. She obtained her M.A (2003) in political science at the University of Oslo, writing her thesis on the UN Global Compact, and is currently working on her PhD on "The Nordic Model for Corporate Social Responsibility (CSR)". Maria has been a visiting scholar at the University of Arizona, and is affiliated with the Nordic Center for Corporate Responsibility (NCCR), doing research on CSR and comparative political economy. She has been lecturing on international relations and Corporate Social Responsibility at various BA and MA courses at the Centre for Development and the Environment, University of Oslo.

Mallen Baker

Mallen Baker is a writer, speaker and strategic advisor on corporate social responsibility and Founding Director of Business Respect. He is a regular columnist with Ethical Corporation, as well as being a member of the Ethical Corporation Advisory Board. Mallen was formerly the development director with Business in the Community, where he was responsible for developing BITC's approach to marketplace issues, which includes how companies manage issues that arise around their core products and services. He produced the Marketplace Responsibility Principles working with a leadership team of CEOs from major companies headquartered in the UK.

David Halley

David is Head of International Partnerships of the British NGO Business in the Community. He has developed a global CSR network of partners in 60 countries, a grouping of 110 specialized NGOs providing CSR consultancy, brokerage and project management at local, national and international level. Among the companies David has worked with to develop their strategic UK and international programs are Marks and Spencer, KPMG, Freshfields Bruckhaus Deringer and GE Capital. He has done extensive consultancy work in Europe and Latin America to develop and implement international cross-border CSR and CCI plans, in particular focusing on the challenges and opportunities delivered by globalisation. He has lectured on these topics for several years at numerous international conferences. Currently, he is engaged on the development of international programs for

Citigroup, Linklaters and Allen and Overy. David is the author of "The Complete Guide to Employee Community Involvement", European Commission 1999, and "The ECI Company Workbook," CSR Europe 2000. He is co-author of the ENGAGE Community Investment DVD toolkit.

Liz Parker

Liz has worked on the subject of workers' rights, fair trade and trade policy in agriculture and the garment industry for over ten years, working closely with workers and farmers organisations around the world. She is joint project coordinator of Fashioning an Ethical Industry, a project of Labour Behind the Label (the Clean Clothes Campaign in the UK) that aims to support fashion business, marketing and design courses to integrate social responsibility issues into their courses. She also chairs the European Banana Action Network. She has lectured at numerous universities across the UK including University of the Arts London, University of Northumbria, De Montfort University and has presented at international conferences and events in Turkey, USA, St Vincent and the Grenadines, Geneva and Costa Rica, amongst other countries. Research and publications include Sustainable Fashion: A Handbook for Educators, Differentiating Tariff Levels on the Basis of Social and Environmental Criteria and Win, Win, Win: Productivity improvements and workers' rights in the garment industry (forthcoming). Liz received a BA (hons) in International Relation and Development Studies from the University of Sussex, UK.

Stina Eiet Hamberg

Stina Eiet Hamberg holds an undergraduate degree in Political Science from the University of Oslo and a Master of Science in Social Policy and Planning from London School of Economics (LSE). She is currently working as an adviser in Save the Children Norway where she is responsible for developing projects and programs related to topics such as refugee children, child abuse, trafficking, poverty and child rights. She has worked for different Non-Governmental Organization in human rights programs in Asia and Latin America, as well as gained experience working with multilateral organizations such as the World Bank.

Christian Tiscornia Biaus

MA in Social Policy and Planning in Developing Countries, London School of Economics. Post graduate degree on Community law and Human Rights, University of Salamanca. Christian is a graduate Lawyer from the Argentine Catholic University. He is founder and President of the Argentinean NGO Amartya (www.amartya.org.ar). Amartya has its main focus on Corporate Social Responsibility, Responsible Consumption and Social Inclusion. Christian has worked many years advising the public and business sectors on CSR, development and sustainability issues. He has published articles on sustainable development and responsible consumption for different publics. He will be the seminar leader of the course.

4. Lecture plan and reading Lists

We compile most of the course literature in a course reader (compendium). The course reader can be downloaded from Fronter when the self-study period starts 25 July, and you can buy a printout in Argentina (self-cost). The list of the complete course literature will be published at Fronter 25 July in the updated Study Guide. The following books are not included in the course reader and must be purchased:

1: Vogel, D. (2005). *The Market for Virtue. The Potential and Limits of Corporate Social Responsibility*. Washington, Brookings.

2: Crane, A., Matten, D. and Spence, L. (2008). *Corporate Social Responsibility. Readings and Cases in a Global Context*. Oxon, Routledge.

3: May, S., Cheney, G. and Roper J. (2007). *The Debate over Corporate Social Responsibility*. New York, Oxford University Press.

Reading and Lecture Plan

What follows is an overview of the various parts and lectures of the course, and the related literature that you are supposed to read.

PART 1: The Role of Corporate Social Responsibility in Governance for Sustainable Development

This section aims to give the student a thorough understanding of the societal context in which the concept of corporate social responsibility has emerged. In so doing, it will debate different approaches to understanding CSR, and examine various political and socio-economic drivers for the increasing proliferation of CSR related activities. It will also review the development of CSR governance initiatives, and evaluate the limits and potentials of CSR as a device for promoting sustainable development.

Lecturer: Maria Gjolberg

Lecture 1: Introduction to CSR

Lecture 2: CSR, political economy and the governance gap

Lecture 3: CSR and civil society

Lecture 4: CSR and governments

Lecture 5: Comparative CSR

Lecture 6: Critical perspectives

Lecturer: Christian Tiscornia Biais

Lecture 7: The Business Case for CSR

Lecture 8: CSR and the transition to a sustainable economy

PART 2: Applying Corporate Social Responsibility

This section will consider key arenas where the philosophy and practice of CSR can be meaningfully applied. It will examine specific fields of practice in which the interests of particular stakeholder groups can be usefully considered.

Lecturer: Albina Lara

Lecture 1: CSR and Environment: concepts, methodologies and obstacles.

Lecture 2: Greening the Industry: Different perspectives.

Lecture 3: Greening the Tourism Industry.

Lecturer: Liz Parker

Lecture 4: Visions about Fair Trade and the context of CSR. Researching paths.

Lecture 5: The impact of Fair Trade in consumer's behaviour.

Lecture 6: Strengths and weaknesses of CSR within the garment industry.

Lecture 7: Responsible Consumption.

Lecture 8: Future scenarios for a sustainable fashion industry: paradigm shift

Lecturer: Stina Eiet Hamberg

Lecture 9: The Human Rights, a corporate responsibility?

Lecture 10: Applying the right approach in a business plan – how to ensure the best interest of children and non-gender discrimination.

PART 3: CSR. The Southern and Northern context

In this section we will examine the way in which CSR is being managed within companies, comparing the experiences of different countries, industries and regions, and also identifying the common lessons.

Lecturers: Gabriel Boero, Daniel Ivoskus, Jorge Rubinsztein & Gabriela Ruhl (University of San Martin)

Lecture 1: CSR & SMEs. Partnership between Local Government & University to promote CSR.

Lecturer: Flavio Fuertes

Lecture 2: The UN Global Compact in ARGENTINA

Lecturer: Maria Irigoyen

Lecture 3: CSR in Argentinean: evolution & trends

Lecturer: David Halley

Lecture 4: The Changing Context for Business.

Lecture 5: What keeps CEO awake at night?

Lecture 6: Responsible Business Practice, North and South.

Lecturer: Ana Elizabeth Bastida

Lecture 7. CSR & the Mining Industry. The Argentinean experience and international trends.

PART 4. CSR Management

This section of the course provides the knowledge for managing and integrating CSR effectively throughout the organization. It examines how specific organizations manage their CSR activities internally and offers practical suggestions for overcoming the accompanying challenges.

Lecturer: David Halley

Lecture 1: Measurement and Evaluation.

Lecture 2: Defining a Sustainable CSR Strategy.

Lecturer: Maria Irigoyen

Lecture 3: The Corporate Sustainability Reporting Process

Lecturer: Mallen Baker

Lecture 4- CSR & Communication

Lecture 5- Stakeholder Management

Lecture 6- Ethical Branding

5. Guidance on Writing Essays

There are three written products that you shall hand in at various points of the course, namely the short paper, the group paper and the home exam essay. The purpose is that these written products shall serve to document and stimulate your:

- a. reading and understanding of the course literature and other relevant information,
- b. critical reflection upon the topics in question, and
- c. familiarity with the standards of academic writing.

Although you are not expected to deliver original contributions to research, there are some basic guidelines that you ought to follow when writing the papers and essay. These guidelines are in accordance with normal standards for University/College assignments and will, in combination with the overall purpose defined above, serve as our criteria for assessment. They are as follows:

1. Define your topic, intention and structure in the introduction – and stick to them

Whether writing a short paper, a group paper or a home exam essay, you must have an introduction. Here you first present your topic/s. Then you formulate what question/s related to the topic/s that you intend to look into. These question/s and your intention must be clearly formulated and realistic. Finally, you outline the structure of your paper/essay, that is, how you will proceed on the following pages to study your question/s. This structure must be simple and logical, normally resting on three building blocks:

- d. An introductory part as already described,
- e. A main part (normally consisting of various sub-chapters/sections) where you present your material, and discuss your results in relation to the overall topic/s and question/s raised in the introduction, and
- f. A concluding part where you summarise your study and draw some conclusions.

Once you have defined your topic/s, intention and structure in the introduction, it is important that you remember to stick to them throughout the paper/essay.

You have the right to guidance during the writing periods. We advise you to make use of this opportunity.

While the above points relate to all three types of written products, a few comments need to be added that differentiate between the short paper and the home exam essay on the one hand, and the group paper on the other:

As for the short paper (linked to part 1 of the course) and the home exam essay, you are given a certain task formulated by the course teachers (see above). In these cases you should be careful at the beginning of your writing to make clear how you interpret the given task, and how you intend to solve it.

In the case of the group paper, where you and your group define the topic/s, you must get the teachers' approval of the topic/s. The deadline for having this approval is 6th of October.

2. Systematise your material

It is essential for the quality - and readability - of the text that you present and discuss your material in a systematic manner. (By “your material” we mean the different views/theoretical approaches and empirical examples you use to study the topic/s in question.) There is no standard way of doing this. What is important is that you give reasons in the text for why you choose to put the various elements of the material together the way you do. Each time you introduce a new idea or example, remember to ask yourself: Is it clear to the reader (and yourself) why this idea/example is being introduced here? If your answer is not a clear “yes”, the text needs revising.

3. Discuss and conclude your results

Equally vital for the quality of the paper/essay, but often forgotten, is that you *discuss* the material (the views/theoretical approaches and empirical examples) in relation to the topic/s and question/s raised in the introduction. Actually, it is this element of discussion that makes the paper/essay an academic study. Then, finally, in the ending chapter, you must summarise your study and draw some tentative conclusions on the basis of the above discussion.

4. Write clearly and smoothly

While academic writing demands a formal style, this does not mean using intricate formulations. On the contrary, you should search for phrasings that communicate your ideas as clearly and precisely as possible. In addition, and this is equally important, you should put effort in establishing good flow between the elements of the text. This implies that there must be a meaningful connection between the various phrases of a section, between the various sections of a chapter, and between the various chapters of the paper/essay. To obtain this, it is often helpful to begin each chapter, and sometimes even a section, by briefly stating what you are about to do, and how it relates to where you come from. This might have the consequence of repeating things that have been said in the introduction, but, as long as not exaggerated, such repetition is not necessarily negative.

5. Get the technicalities right

References in the text

There must be references in the text immediately after quotations, and after paragraphs that refer to existing literature, views of others, and/or specific information that need to be documented. These references are to be written in parentheses in the appropriate place of the text (always after, not within, a paragraph), and should simply consist of the author’s surname/other source’s name followed by the publishing year and the pager number.

Examples: (Steger 2003:76)
(UNDP 2004:218)

List/s of sources

All sources referred to in the text should be presented in full length in separate list/s at the back of the document. The first list, which can be called “Literature”, should contain the full literature-references organised in alphabetical order. Each reference should have the following format:

Surname of author, first name or initial/s (publishing year) *Title*, Place of publishing which is normally a town: Name of publisher.

Example:

Pieterse, J.N. (2001) *Development theory. Deconstructions/reconstructions*, London: Sage Publications.

If the source is an article in an anthology (book with contributions from several authors), the reference in the literature list should have the following format:

Surname of author of the article, first name or initial/s (publishing year) "Title of article", in + full name/s of the editor/s, *Title of book*, Place of publishing which is normally a town: Name of publisher.

Example:

McGrew, A. (2000) "Sustainable globalisation. The global politics of development and exclusion in the new world order" in Tim Allen and Alan Thomas (eds.), *Poverty and development into the 21st Century*, Oxford: Oxford University Press.

If the article stands in a periodical, the reference in the literature list should have the following format:

Surname of author, name or initial/s (publishing year) 'Title of article', In + *Name of periodical*, volume/issue number x, pp. z-y.

Example:

Castles, S. (2000) "International migration at the beginning of the twenty-first century: global trends and issues" In: *International Social Science Journal*, n.165, pp. 269-280.

If you have downloaded a text from Internet, the reference should have the normal format used for references to books, anthologies or periodicals as described above, only adding the Internet-address in parenthesis. If you use information from the internet which is frequently updated (newspapers, magazines etc), you should also include the date when you downloaded the information.

Other types of sources, like conversations or information from web-sites that has not been published in printed form, should stand in a separate list (after the literature-list), which can be called "Other sources". These sources should also be organised in alphabetical order according to surnames/names. As for unpublished Internet-information, references should consist of the Internet-address (not in parenthesis) followed by the date of your downloading:

Name of Site. Date of Posting/Revision. Name of institution/organization affiliated with the site (sometimes found in copyright statements). Date you accessed the site <electronic address>.

Examples:

The Purdue OWL Family of Sites. 26 Aug. 2005. The Writing Lab and OWL at Purdue and Purdue University. 23 April 2006 <<http://owl.english.purdue.edu/>>.

Felluga, Dino. *Guide to Literary and Critical Theory*. 28 Nov. 2003. Purdue University. 10 May 2006 <<http://www.cla.purdue.edu/english/theory/>>.

For an individual page on a Web site, list the author or alias if known, followed by the information covered above for entire Web sites. Make sure the URL points to the exact page you are referring to, or the entry or home page for a collection of pages you're referring to:

"Caret." *Wikipedia: The Free Encyclopedia*. 28 April 2006. 10 May 2006 <<http://en.wikipedia.org/wiki/Caret>>.

Remember to be very careful in your choice of Internet sources. Although being very informative, Wikipedia is for instance an un-authoritative source that should not be used as a regular encyclopaedia or dictionary.

Only sources that have actually been used in the study and referred to in the text should be put on the list/s of sources.

Format

You must write your document in the following format: Times New Roman, 12 points, space 1.5 between lines, and margins 3.0 (both left and right). This gives app. 400 words on one page.

NB! Remember to paginate the text (i.e. number the pages) and to put the amount of words in the front page of your paper.

Finally, stick to the stated length of the various written products:

The short paper; 1800 words (+/- 10%, which equals to 4-5 pages)

The group paper; 10800 words (+/- 10%, which equals to 25-30 pages)

The home exam essay; 4400 words (+/- 10%, which equals to 10-12 pages).