

## Writing and submitting research papers while abroad for extra credits

### ～単位認定用のリサーチ・ペーパーの提出について～

#### Optional research papers

You can increase the number of credits you earn by taking English skills classes typically in a language program, by writing research papers. The research papers should be more than 1,000 words long and in the correct format (see the examples).

#### リサーチ・ペーパーを提出するという選択肢

1科目1単位として計算される語学授業の単位を、リサーチ・ペーパーを書くことにより2単位として認定することができます。このリサーチ・ペーパーは1000語以上とし、書式を調べて作成する必要があります。このリサーチ・ペーパーは、目的別に次の2タイプに分けられます。

**Type 1** – regular research papers for extra credit. The English Department allows you to send two research papers for each semester you are away – so if you are gone for a year, you can send four research papers. They are evaluated by the advisors, and you can earn two credits per class instead of one if the research papers are good enough to meet our standard. Writing research papers is not a requirement, but it is a very good idea to do them if you want more credits.

#### タイプ1ー1単位の語学の授業を、2単位に読み替えるためのリサーチ・ペーパー

この目的のために、1学期につき2本のリサーチ・ペーパーを提出することができます。つまり、1年間留学する場合は、最大4本のリサーチ・ペーパーを提出できます。リサーチ・ペーパーをアドバイザー会議で審議し、一定の基準に達していると承認された場合には、1科目1単位の語学授業を2単位として認めることとなります。このリサーチ・ペーパーは必ず書かなければいけないものではないですが、より多くの単位を取得したい場合には有効な手段です。

**Type 2** – research papers for Specialized English Studies (英語専門セミナー) . Students have to get 8 credits for Specialized English Studies in their third year and fourth year as 選択必修科目. If you are a third year or fourth year student while you are studying abroad, you can write two research papers per semester to get Specialized English Studies credit in addition to Type 1 research papers. You can earn two credits per class, if the research papers are good enough to meet our standard. If you do extra research papers for Specialized English Studies, make sure that you write at the top of the front page “For credit for Specialized English Studies.”

#### タイプ2ー Specialized English Studies (英語専門セミナー) 用のリサーチ・ペーパー

すべての学生は、卒業要件として、3年次から4年次の間に Specialized English Studies (英語専門セミナー) を8単位(4科目分)取得する必要があります。3年次または4年次に留学した場合、タイプ1用のリサーチ・ペーパーとは別に、留学中に取得した単位を Specialized English Studies に読み替えるために、1学期につき2本までリサーチ・ペーパーを提出することができます。これをアドバイザー会議で審議し、一定の基準に達していると承認された場合には、Specialized English Studies 用の単位として認定することとなります。このタイプ2のリサーチ・ペーパーを提出する際には、最初のページの一番上に、「Specialized English Studies 単位認定用」と書いてください。

## Research paper topics

You can choose the topic of any of the research papers. You can also submit a research paper based on something that you have written for a class that you have taken while studying overseas. (In other words, you can recycle an essay or report if it meets the requirements.) Here are some examples of topics:

- the country or area of the country you are in (for example, look at the lifestyles of people and differences with Japan)
- an area or topic you have studied while abroad
- an analysis of a movie, song, poem, book or work of art from the country you are in

The possible topics are endless. However, you need to understand that a research paper that has not involved research using books, journals and/or websites, and is based only on your personal ideas and observations (like a diary), is not acceptable. If you are not sure that your topics are suitable, ask your advisor what they think.

## リサーチ・ペーパーのトピック

リサーチ・ペーパーは、自分でテーマを決めて一から書いても良いですし、留学先の授業の課題として提出したレポートを編集して再利用してもかまいません。リサーチ・ペーパーのテーマについて、アドバイザーに助言を求めても良いですが、文章の添削はしません。テーマの具体例をいくつか列挙します。

- 滞在国の生活、地域事情、歴史、政治、産業等を日本と比較した論考
- 留学先の授業などで学んだ専門的なテーマ（授業で提出した課題や、読んだ本の内容の論考でもよい）
- 滞在国の文化・芸能・芸術（映画、音楽、文学、その他の芸術やエンターテインメントを含めてもよい）

## リサーチ・ペーパーの形式

- 単に個人的な感想や観察を書き綴った日記のようなものではなく、参考文献や、信頼のできるウェブサイトなどを利用した、客観的な視点のある論考に仕上げてください。
- Reference（本、雑誌、ウェブサイト、映像資料などを含む参考文献表）は必ずつけてください。
- 書式や書き方についての詳細は、サンプルのレポートを参照してください。

## Submission

You must send research papers while you are overseas and you should send them to your advisor as attachment files before you return.

## 提出方法

リサーチ・ペーパーは、帰国するまでに、メールへの添付ファイルなどとして自分の留学アドバイザーに送ってください。

**Examples** Read the information on how to write the research papers. Also, look at the example essays (on the separate PDF files) sent by a student recently. Notice how the student has included references in the essay and a list of the books and journals at the end.

IN THIS EXAMPLE, THE PARAGRAPHS ARE INDENTED.

John Smith 123456

### **How to format an assignment for research papers written while studying abroad**

This page is an example of how we want you to format the research papers you will be submitting while you are overseas for extra credit. Please read and check you understand it all.

First of all, if possible all typed work should be submitted in the font Times New Roman, the font size should be 12 with a line spacing should be 1.5. You should have your name and student number in the top right hand side (like John Smith, 123456 above), and you must put the number of words in your assignment on the bottom right hand side (as below – use the word counter.). In addition, don't forget to have a clear and appropriate title.

Your paragraphing should be clear and use either indents (like this sheet) or be in block form, depending on which one you like. You must be consistent and not mix the two – a research paper should be indented OR in block form.

You can send your research papers by e-mail to your advisor (make sure they get it by sending a follow-up e-mail). Make sure you re-read each paper several times and use the spell-checker to try to find simple errors before submission.

You must not copy from the internet or from a friend – even one sentence. Copying is called plagiarism. Nor should you get someone else to write the essay for you. If it is appropriate, you may quote (using “ ”) from a source, but you need to say where it comes from. You should also list any sources at the end of your essay. (See the examples by a student for how to write references.)

We hope that this is clear. If you do not understand or have any questions at all, please ask your advisor anytime. Good luck and good writing!

(313 words)

IN THIS EXAMPLE, THE PARAGRAPHS ARE IN BLOCK FORM

John Smith 123456

### **How to write a good essay**

Each and every one of your teachers all through your university life will have a different idea of what they want you to do when submitting research papers. However, there are some basics to research paper writing that are good to know.

The first and most important is make sure you understand and focus on what you are supposed to write about. Students very often quickly read instructions for a research paper about one topic and end up writing on another completely different topic. Keep focused.

Before you start, it is a good idea to try and write a brief outline of your ideas. With no clear plan it is very easy for your writing to become disorganized. Write a draft (a rough version), check it carefully for simple mistakes, for structure, and to make sure it answers the question (this is called proofreading.) Finally, put it into the correct format.

What makes a great research paper? One that is focused, has a clear structure, a good introduction and conclusion, and looks good. Good presentation can get you higher marks for a research paper. Good luck and happy writing!

(195 words)