

Guidelines for writing a research paper And the basis of evaluation

Vision:

At an early stage the Faculty of Law recognized the importance of adopting precise academic standards to evaluate the performance of students in a manner that is compatible with the aims and outputs of the program. Given this aim the Faculty has adopted asking students to prepare a research paper in each of the specialization modules, and to make it an integral part of the student's duties, and to assign to it a percentage of the general evaluation of the module. And in order to organize the preparation of the research paper and to achieve its aims, this bulletin has been prepared as a guide for students for writing and preparing the research paper.

Aim:

The aim from the preparation of the research paper is to urge the student to develop his theoretical and practical knowledge and to also enhance his skills and to train him in using learning resources and to develop his research capabilities in law and its sources, in order to derive and benefit from information, in a manner that qualifies him to perform and practice legal activity in the future, and reinforces his acquired theoretical knowledge derived from class lectures, and to likewise strengthen his self-learning.

Bases and characteristics of the research paper

First: Regarding choosing the subject of the research paper: -

A particular problem or a significant issue must be chosen and researched by the student, thereby obtaining benefit; he must also find the rules and/or the logical solutions for it. Hence, it is advised to stay distant from researching and studying fixed facts or general topics, provided that defining the topic of the research paper should take place through the module professor, and through obtaining his approval, which requires from the student to present a summary of the issue or problem that is the subject of the research, while elucidating the significance of the research in accordance with the adopted form, such being during the first weeks of the academic semester, provided that the final draft of the research paper is presented in the thirteenth week of the academic semester, so that the module instructor is able to evaluate all the research papers, and to give the students the opportunity to give a brief presentation on their papers, and for there to be a discussion of some of them in the classroom.

Second: Regarding the form of the research paper: -

- a) The research paper should be no less than 1500 words and not more than 3000 words- i.e. not less than six pages and not more than twelve pages. The footnotes are counted from the number of words without counting the appendices and edited texts. It is advisable for the footnotes to be restricted to documentation and a mentioning of the references and not an explication and commentary on the information.

It is worthy of mention that it is permissible to prepare a research paper that exceeds the limit mentioned above if this is required by the research topic, or if it is prepared by a group of students provided that the module instructor approves in both cases.

- b) The paper format should be as follows: -
- 1- Paper size A4 (Portrait)
 - 2- Font type (Times New Roman)
 - 3- Font size should not be less than 12
 - 4- All the footnotes (1 inch- 2.54 cm)
 - 5- Distance between lines 1.5 cm
 - 6- Font size of the footnotes (10)
 - 7- The pages must be number in the following manner: -
Pages from 1-12 where number (1) represents the number of the current (present) page and (12) represents the total number of pages whether at the top or bottom of the page.

Third: Regarding the content of the research paper: -

The student must give due regard to the following matters in preparing the research paper: -

- a) The research paper must be written and typed in sound Arabic. It is permissible to write it in English or French after obtaining the approval of the module instructor.
- b) The heading page must contain the following items: -
 - 1- The full title of the paper according to what the module instructor approved.
 - 2- Student's name and university number according to the records of the Admission and Registration Department.
 - 3- Title and number of the module in which the paper is being presented.
 - 4- Module instructor's name.
 - 5- The academic semester and year in which the paper is being presented.

Following is an illustration of the heading page: -

Electronically written materials as proof in accordance With the Jordanian Electronic Transactions Law	
Prepared by (Full name and university number of the student)	
This paper was submitted in order to pass the module (Module title + number)	
Under the supervision of the module instructor	
Academic semester....	Academic year

- c) Adherence to academic documentation of the references, laws and judicial decisions (refer to the guidebook on writing legal research particular to the Faculty in order to be informed of the methods of quotation and documentation)
- d) Include in the research paper a list of the names of references, laws and periodical which are cited in the research paper according to the following arrangement:

First: Arabic sources:

- 1- Books and theses
- 2- Periodicals
- 3- Laws and official sources
- 4- Decisions of courts (Decision number, date, and the quarter that issued the decision)

Second: Foreign sources (if any)

Third: Website addresses (if any)

- e) In cases where the research paper does not exceed the maximum number of pages due regard should be given to the following, while not violating the foregoing items:

- 1- Prepare a table of contents, which includes the titles of topics opposite to which are the page numbers. Following is an illustration of the table of contents: -

Subject	Page From-to
Introduction	A..B..C...D
First topic: (Topic name)	1-6
First section: (Section name)	2-4
Second topic: (Topic name)	4-6
Second section: (Section name)	7-11
First topic: (Topic name)	7-9
Second topic: (Topic name)	9-11
Conclusion and research results	12
Bibliography	

- 2- Introduction to the research paper which should include: -

- Significance of the research.
- Research problem.
- Research difficulties.
- Research methodology.
- Research plan.

- 3- The research paper topic includes a research scheme divided into chapters and sections (according to the research requirements), followed at the end by an abstract, findings and recommendations.

Fourth: Evaluation of the research paper: -

The research paper is included in the general evaluation criteria, while 5%-20% is usually allotted to it according to the module requirements. The standard of the research paper is evaluated according to the following criteria: -

- a) Originality of the topic and its contribution to knowledge.

- b) Soundness and accuracy of the language.
- c) Degree of discipline in documentation and use of learning resources.
- d) Optimal dealing with assumptions and offering logical solutions supported by legal and judicial evidences.
- e) Analysis, sound conclusions- and the manner of their presentation.
- f) Overview of all the aspects related to the research topic, and consulting judicial rules (decisions) and applications.

Fifth: Penalties

- a) In case the research paper exceeds the number of pages specified beforehand, the additional pages will not be read, and the grade (mark) will be given based on the part that is actually read.
- b) In case of non-compliance with the specifications that are announced beforehand then the student is liable to lose marks.
- c) The research paper sources must be correct and accurate, and a bibliography must be prepared.
- d) When quoting long paragraphs from other sources the authors must be cited in the footnote, to avoid violating intellectual property rights.
- e) Warning regarding intellectual property rights (copyrights): -
Taking the ideas of others and including them in the research paper without reference to their authors is considered a violation of copyrights and is considered a crime according to the law. Moreover, the research paper that contains the ideas of others without proper citation will be dealt with with a harsher penalty, and the student may get a zero mark as a consequence, in addition to possibly being a cause for applying a disciplinary punishment by the University and the investigation committee regarding student violations.
- f) The research paper must be submitted at the specified time, otherwise, it will not be accepted, and a zero mark will be given with the exception of the following cases: -
 - 1- Presentation of a written request to the module instructor and prior to the deadline for submitting the paper in order to get a time extension based on legitimate reasons approved by the module instructor.
 - 2- In case the deadline for submitting the research paper passes and the student is unable to ask for another time extension in accordance with item (1) above for a legitimate excuse approved by the module instructor, provided that the submission of the research paper does not exceed the sixteenth week of the study.

Important note: -

The research papers submitted as a part of the requirements for passing the module, which account for (50%) of the final examination mark shall not be returned to the student. However, in case there is a ratio of the general evaluation of the module for the research paper, without it being a part of the final exam mark then the module instructor shall have the right to retain selected samples thereof without such exceeding 20%, after informing the student of the module instructor comments on the paper submitted by him.