

Dear students,

You are required to **follow the guidelines** for writing seminar papers.
Below is a set of guidelines and an example of a title page.
I wish you a successful work!

Yours faithfully,
Nina Kisin

University of Novi Sad
Higher Business School of Professional Studies

TITLE OF THE SEMINAR PAPER

“KEY TO A SUCCESSFUL NEGOTIATION” (*naslov je dat kao primer*)

(Seminar paper in: Prvi strani poslovni jezik 2 – engleski)

Student:

Surname, Name
Index Number

Professor:

Assistant:

Date of submission: (Month), 2013.

Plagiarism will not be tolerated!!!

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Guidelines:

- A paper should be 500-800 words long.
- Font: Times New Roman, 12, Line spacing (*prored*): Single
- Title: Times New Roman, 14, Bold
- Your paper should have:
 1. **Introduction** (*uvod*) – it should be short (about three sentences), introduces the main ideas of the paper
 2. **Main part** (*glavni deo*) – the longest part, gives your opinion and reasons, divided into several paragraphs
 3. **Conclusion/ Concluding Remarks** (*zaključak*) – a short paragraph (about three sentences), similar to introduction (no new ideas, only summarizing)
- Any books or Internet pages consulted should be cited at the end of the paper under References, for example:

References:

Books:

1. Robbins, S. (2000) *First Insights into Business*. Harlow. Pearson Education Limited.

Internet pages:

1. The Economist, found at: <http://www.economist.com/>. Web.

- If you use direct words of someone else, you will cite them within the quotation marks.

Alfred Montapert: “All lasting business is built on friendship.” (Montapert, year)

To highlight: Retell the sources, DO NOT copy them!

- Deadline for submission - May 17, 2013. 
- SHOW **YOUR** CREATIVITY (THINK ABOUT THE TOPIC)!