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Institut d'Etudes europeennes



Vade Mecum for the Final Dissertation

EXECUTIVE MASTER IN EUROPEAN UNION STUDIES

(MEUS)

2018-2019

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the Political Science Department of the ULB)

THE STRUCTURE OF A RESEARCH PAPER

1. Front page

Any paper has to be presented with the standard front page from the Institute for European Studies available on the Virtual Class.

2. Table of contents

Any paper must include a table of contents. It includes the titles and subtitles with the numbering as it appears in the body text. It also includes the bibliography and appendix. For each title or subtitle, there must be a corresponding page number. The table of contents can be automatically produced in Word or any equivalent software. In order to do so, each title will have been previously identified as a 'style' (Heading 1, Heading 2, etc.) and each title will be associated with a specific style.

A list of tables and figures (with the corresponding page numbers) can also be included if judged relevant, as well as a list of acronyms and abbreviations (ranked alphabetically, without page numbers).

3. Summary

A summary of maximum one page must be included. It must summarise the research design and the major findings of the paper. It has to be written with care, as it will be the first overview of the work.

4. Introduction

The introduction constitutes an essential section in any paper. The introduction presents the research design. It includes: the topic and research question and an overview of the research puzzle; justification of the choice; theoretical choices and hypotheses and a justification of its originality or relevance; definitions of the main concepts; choices in terms of case selection and data collection methods and their justification.

The introduction should not exceed 10% of the total amount of pages of the paper. One should therefore avoid the temptation of excessive contextualizing.

5. Body text

Any paper has to be divided in distinct sections and subsections. The reasoning must unfold logically, step by step, section by section. Each section and their articulation must be directly linked to the research question.

Each section and subsection must have a clear, relevant title. The aim is not to arouse curiosity or to show literary elegance (it is a paper, not a novel), but rather to give the main idea that will be developed in the section. A good title is short, precise, and articulates with the general demonstration.

Titles and subtitles that structure the paper must be numbered in a clear and coherent way. It is advised to choose one of the two models presented hereunder to number the titles, without mixing them. For instance, a title “1.A” must be avoided.

6. Conclusion

The conclusion comes back on the main findings of the research. It generally includes: a reminder of the research question; the hypotheses that have guided the research; and an outline of the reasoning adopted. The conclusion should underline the main contribution of the research, by repeating the findings of each section, always in regard to the research question. The findings have to be compared to the existing literature and their contribution to the current knowledge should be underlined.

It is necessary, in the conclusion to remind the readers of the dimensions that were set-aside in the research. It amounts to identifying the limits of the research. Choices had to be made, and these choices have to be explicit and conscious. Besides, being conscious of the limits of the research opens new paths: the research could be expanded by looking at other dimensions not tackled in the paper.

Two frequent pitfalls must be avoided when writing the conclusion. First, one should not express any personal opinion. Value judgments, be it in the conclusion or in the body text, are not allowed. Second, the conclusion should not include new findings. The aim is to summarise the research, not develop it further.

7. Bibliography

Any scientific work must contain a bibliography. It must contain all the sources used in the research and mentioned in the paper, and the other way around (all sources that appear in the

bibliography must be used in the paper). The bibliography is not there to impress the reader but rather to enable him/her to find back the references used in the paper. Being able to check the content of a research is essential to its scientific character.

8. Appendix

Some of the documents used to write the paper can be put in appendix, such as a particular edition of a text, a survey protocol, the transcript of an interview, the copy of an archival document, etc. Photographic illustrations are only justified if they offer an added value to the research.

THE FORMAT OF A RESEARCH PAPER

1. Printing and binding

The IEE recommends printing on both sides of the page, preferably on recycled paper. It is also recommended to avoid plastic binding and covers, and to prefer glued binding.

2. Formatting

The presentation of a paper has an influence on how it will be received by the reader. Some basic rules should be followed:

- a) Use *Times New Roman* 12 as the norm (except for footnotes: TNR 10);
- b) Use a 1.5 spacing (except for the preliminary pages, footnotes, bibliography and appendix);
- c) Apply normal margins (2.5 cm left and right, 2 cm top and bottom);
- d) Justify the text (alignment left and right);
- e) Number pages at the bottom right;
- f) Use italics only for words and expressions in another language (including Latin);
- g) Limit the use of abbreviations and acronyms; always use the full word for the first mention with its abbreviation between brackets.

3. Style

The written style of an academic paper differs from that used in essays, editorials or official documents. One should avoid expressing any personal judgment that is not scientific or theoretically supported.

4. Tables and figures

Tables, figures, pictures or graphs can be inserted in the paper's body text. They must be numbered and given a title. The content of the paper must directly refer to the table or figure via its number. If the tables are too big to be inserted in one page, they must be put in appendix. In all cases, the source of the table or figure has to be clearly mentioned.

5. References

References to readings or data are an essential part of academic research and condition its scientificity. In order to identify a source in a paper, a reference must be added in the text and listed in the bibliography at the end of the paper.

There are numerous styles available for referencing, each with their own rules regarding references in the text and in the bibliography. One should always mention its sources, but also be coherent in the presentation of its references. In order to facilitate coherence throughout the paper, the use of reference management software is recommended. Some, such as Zotero (recommended by the ULB library), are free: <http://bib.ulb.ac.be/fr/aide/nouveaux-outils-dexploitation-de-linformation/logiciels-de-gestion-bibliographique/index.html>

Zotero has the advantage of allowing presenting references according to a set style chosen among thousands of available styles (<https://www.zotero.org/styles>). Among the available styles, the Department of Political Science recommends the use of the Harvard Style.

6. References in the body text

Using references allow the reader to make itself an opinion on the research strategy adopted in the paper.

References should not only be used for textual quotations. They must systematically be used when borrowing an idea, information, element of analysis, or concept from another author.

The use of references alone does not prevent from plagiarism. Will be considered as plagiarism:

- 1) A quote without quotation marks;
- 2) Ideas borrowed from another author without clear reference;
- 3) Ideas translated from another author without a clear reference.

Plagiarism, in all cases, implies that the student will fail his evaluation since it does not meet the minimum requirements of scientific rigor expected by the Department. Besides, any case of fraud is transmitted to the Dean of the Faculty, who will take the necessary disciplinary action after hearing the student, according to the procedure and terms of the disciplinary actions as specified in the article 20 of the *Règlement disciplinaire relative aux étudiants de l'Université libre de Bruxelles* (Disciplinary regulations regarding ULB students).

To know more about plagiarism and how to avoid it:

<http://www.bib.ulb.ac.be/fr/aide/eviter-le-plagiat/index.html>

7. Bibliography

Any paper has to include a list of references at the end of the paper. It must include all the sources used in the paper. All references should be presented according to the chosen presentation style (for instance: Chicago or Harvard Style).

References should be organised by category:

- Scientific books
- Scientific articles
- Book reviews
- Working papers (papers presented at conferences)
- Official documents
- Press
- PhD dissertations or Master theses
- Web sites

In each category, references should be ranked alphabetically. For a same author, references can be ranked chronologically.

8. Submitting the paper

Any paper should be submitted by the deadline in two formats:

- Electronic format: the paper must be sent by email in one single attachment (word or pdf) to the relevant authority
- Paper format: the paper must be printed (following the guidelines) and submitted in hands to the relevant authority

APPENDIX 1. EXAMPLE OF WORK CALENDAR FOR MEUS STUDENTS

	Dec	Jan	Feb	Mars	April	May	Jun
Choice of topic							
Literature review							
Research design							
Data collection							
Data analysis							
Writing							
Revisions							
Meetings with supervisor & Professor of the seminar							

APPENDIX 2. MAIN SCIENTIFIC JOURNALS AVAILABLE AT THE ULB LIBRARY

Administrative Science Quarterly	American Journal of Political Science
American Political Science Review	American Politics Research
American Review of Public Administration	Annals of the American Academy
British Journal of Political Science	British Journal of Politics and IR
Comparative Political Studies	Comparative Politics
Cooperation and Conflict	Electoral Studies
Études internationales	European Journal of International Relations
European Journal of Political Research	European Journal of Political Theory
European Political Science	European Union Politics
Foreign Policy Analysis	Global Environmental Politics
Government and Opposition	International Journal of Press/Politics
International Organization	International Political Science Review
International Politics	International Relations
International Security	International Studies Quarterly
Journal of Common Market Studies	Journal of Conflict Resolution
Journal of International Relations and Dev.	Journal of Peace Research
Journal of Politics	Journal of Theoretical Politics
Legislative Studies Quarterly	Mershon International Studies Review
Party Politics	Perspectives on Politics
Philosophy and Public Affairs	Political Analysis
Political Behavior	Political Geography Quarterly
Political Psychology	Political Research Quarterly
Political Science Quarterly	Political Theory
Politics & Society	Politics and Policy
Politics, Philosophy & Economics	Polity
PS: Political Science and politics	Public Administration Review
Public Choice	Public Opinion Quarterly
Regional and Federal Studies	Review of Politics
Revue canadienne de science politique	Revue française de science politique
Revue internationale de politique comparée	Third World Quarterly
West European Politics	World Politics

APPENDIX 3. STANDARD FRONT PAGE



UNIVERSITÉ LIBRE DE BRUXELLES, UNIVERSITÉ D'EUROPE

UNIVERSITÉ LIBRE DE BRUXELLES
INSTITUT D'ETUDES EUROPEENNES



Final Dissertation (FD)

**EXECUTIVE MASTER IN EUROPEAN UNION STUDIES
(MEUS)**

Title of the Dissertation

presented by

NAME, First Name (Student number)

Under the supervision of Professor First Name LAST NAME

Reader: Professor First Name LAST NAME

Academic year 20XX-20XX

APPENDIX 4. LIBRARIES IN BRUSSELS

ULB – Bibliothèque principale des sciences humaines	Campus du Solbosch, av. P. Héger (Bat. NB). Tél.: 02/650 47 00
ULB – Centre de Documentation européenne	4e niveau de la Bibliothèque principale des sciences humaines
ULB - Bibliothèque de la Faculté de Droit	Campus du Solbosch, Bât. H. Tél.: 02/650 39 25
ULB - Centre national des Hautes Etudes Juives et Centre pour l'étude des problèmes du monde musulman contemporain	17, av. Roosevelt, 1050 Bruxelles.
VUB - Bibliothèque Centrale	Pleinlaan, 2 (Bat. B et C Niveau 1), 1050 Bruxelles. Tél.: 02/629 25 05
VUB - Bibliothèque de la Faculté de Droit	Pleinlaan 2 (Bat. C), 1050 Bruxelles.
Bibliothèque Royale	4, Bld de l'Empereur, 1000 Bruxelles.
Bibliothèque Centrale du Ministère des Affaires Etrangères/Coopération au développement	15, rue des Petits Carmes, 1000 Bruxelles. Tél.: 02/501 81 46
Bibliothèque du Ministère des Affaires Economiques (Fonds Quetelet)	6, rue Industrie, 1000 Bruxelles. Tél.: 02/506 51 11
Bibliothèque du Ministère de la Défense Nationale	1, rue d'Evere, quartier Reine Elisabeth, Bât. 6, 1000 Bruxelles. Tél.: 02/701 44 2
Bibliothèque du Sénat	13, rue de la Loi, 1000 Bruxelles. Tél. : 549 92 11
Bibliothèque centrale de la Commission européenne	Bâtiment VM-18 1/12, rue de la Loi, 1049 Bruxelles http://europa.eu.int/comm/libraries/centrallibrary/index_fr.htm
Nations Unies (Bureau d'information et de liaison)	14 rue Montoyer, 1000 Bruxelles. Tél.: 02/505 46 20
Bibliothèque de l'OTAN	Bld Léopold III, 1110 Bruxelles. Bureau Nb123. Tél.: 02/707 44 14 Téléphoner avant de s'y rendre
Institut Royal des Relations Internationales (IRRI) Egmont Institute	59, rue de Namur, 1000 Bruxelles. Tél.: 02/223.41.14
Université catholique de Louvain	http://www.bib.ucl.ac.be/cgi/chameleon?skin=wucl&inst=0
Groupe de Recherche et d'Information sur la Paix (GRIP)	70 Rue de la Consolation, 1030 Bruxelles. Tél.: 02/241 80 96 (Téléphoner avant de s'y rendre)
e-BIB Electronic Library	Place Flagey 18 (2e étage), 1050 Bruxelles, http://www.brudisc.be/ebib/fr/infoprat.php3)
CETRI Centre Tricontinental	5 avenue Sainte Gertrude 1348 Louvain-la-Neuve
Bibliothèque Léonie La Fontaine Université des femmes	10 Rue du Méridien, 1210 Bruxelles http://www.universitedesfemmes.be/03_bibliotheque.php
Bibliothèque du Vlaams Parlement	http://opac.libis.be/F/?func=find-b-0&CON_LNG=DUT&local_base=VLP

APPENDIX 5. REFERENCES OF TEXTBOOKS (METHODS) AVAILABLE AT THE ULB

Babbie, Earl, *The Basics of Social Research*, 4rd Edition. Wadsworth Publishing, 2007 (4NIV 301.072 BABB).

Barbour, Rosaline, *Introducing Qualitative Research: A Student's Guide to the Craft of Doing Qualitative Research*, London, Sage, 2008 (4 NIV 300.72 BARB).

Becker, Howard S., *Écrire les sciences sociales : commencer et terminer son article, sa thèse ou son livre*, Paris, Economica, 2004 (4NIV 300.7 BECK).

Becker, Howard S., *Les ficelles du métier : comment conduire sa recherche en sciences sociales*, Paris, La Découverte, 2002 (4NIV 300.1 BECK).

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams, *The Craft of Research*, Chicago, University of Chicago Press, 2003 (INF 001.42 BOOT).

Creswell, John W. *Qualitative Inquiry & Research Design: Choosing Among Five Approaches*, Thousand Oaks, SAGE Publications, 2007 (4NIV 300.72 CRES).

Creswell, John W. *Research Design. Qualitative and Quantitative approaches*, Thousand Oaks, SAGE Publications, 1994 (3PSY 300.7 CRES).

Depelteau, François, *La démarche d'une recherche en sciences humaines. De la question de départ à la communication des résultats*, Laval, Les Presses de l'Université de Laval, 2000 (3PSY 300.72 DEPE).

Flick, Uwe, *An Introduction to Qualitative Research*, London, Sage, 2002 (3PSY 301.07 FLIC).

Gauthier Benoît (dir.), *Recherche sociale. De la problématique à la collecte de données*, Sainte-Foy, Presses de l'Université du Québec, 2003 (4NIV 301.01 GAUT).

Geddes, Barbara *Paradigms and Sand Castles: Theory Building and Research Design in Comparative Politics*, Ann Arbor, University of Michigan Press ,2003 (4NIV 320.3 GEDD).

Gerring, John *Case Study Research: Principles and Practices*, New York, Cambridge University Press, 2006 (4NIV 300.72 GERR).

- Goertz, Gary, *Social Science Concepts: A User's Guide*, Princeton, Princeton University Press, 2006 (4NIV 300.72 GOER).
- Gomm, R., Mammersley, M. Foster, P., *Case Study Method*, Thousand Oaks, Sage, 2000 (4NIV 300.72 GOMM).
- Hay, Colin, *Political Analysis. A Critical Introduction*, New York, Palgrave, 2002 (4NIV 320 HAY).
- Hoover, K., Donovan, T., *The Elements of Social Scientific Thinking*, Belmont, Wadsworth, 2004 (S.791652).
- King, Gary Robert O. Keohane, and Sidney Verba, *Designing Social Inquiry. Scientific Inference in Qualitative Research*, Princeton, Princeton University Press, 1994 (4NIV 300.7 KING).
- Klotz, Audie and Deepa Prakash, *Qualitative Methods in International Relations: A Pluralist Guide*, Basingstoke, Plagrave Macmillan, 2008.
- Kvale, Steiner, *Interviews : An Introduction to Qualitative Research Interviewing*, Thousand Oaks, Sage, 1996 (4NIV 301.01 KVAL).
- Little, Daniel, *Varieties of Social Explanation*, Boulder, Westview Press, 1991 (S.791660).
- Mace Gordon et François Pétry, *Guide d'élaboration d'un projet de recherche*, 3ième édition, Sainte-Foy, Presses de l'Université Laval, 2000 (4NIV 300.72 MACE).
- Marsh, David and Gerry Stoker, eds, *Theory and Methods in Political Science*, New York, Palgrave MacMillan, 2010 (4NIV 320.01 MARS).
- Mayan, Maria J., *Essentials of Qualitative Inquiry*, Walnut Creek, Left Coast Press, 2009 (4NIV 306.01 MAYA).
- McNabb, David, *Research Methods for Political Science: Quantitative and Qualitative Methods*, Armonk, Sharpe, 2004 (4NIV 320.072 MCNA).
- Morgan, Stephen, *Counterfactuals and Causal Inference: Methods and Principles for Social Research*, New York, Cambridge University Press, 2007 (4 NIV 300.72 MORG).
- Newman, William Lawrence, *Social Research Methods: Qualitative and Quantitative Approaches 3rd ed*, Boston, Allyn and Bacon, 1997 (4 NIV 301.01 NEUM).

Pennings, Paul, *Doing Research in Political Science: An Introduction to Comparative Methods and Statistics*, London, Sage, 2005 (4NIV 320.07 PENN).

Poupart Jean et al. (dir.), *La recherche qualitative : Enjeux épistémologiques et méthodologiques*, Montréal, Gaëtan Morin, 1997 (4NIV 300.1 POUP).

Ragin, Charles, *The Comparative Method: Moving Beyond Qualitative and Quantitative Strategies*, Berkeley, University of California Press, 1987 (4 NIV300.72 RAGI).

Sapsford, Roger and Victor Jupp (eds.), *Data Collection and Analysis 2nd ed*, London, Sage, 2006 (4NIV 300.285 SAPS).

Steinar, Kvale, *InterViews : Learning the Craft of Qualitative Research Interviewing*, Los Angeles, Sage, 2009 (4NIV 301.072 KVAL).

Strauss, A.L., Corbin, J.M., *Basics of Qualitative Research : Techniques and Procedures for Developing Grounded Theory*, Newbury, Sage, 1998 (4 NIV 300.72 STRA).

Wengraf, Tom, *Qualitative Research Interviewing*, London, Sage Publications, 2001 (4NIV 301.07 WENG).

APPENDIX 6. LIST OF AVAILABLE DATABASES IN POLITICAL SCIENCE AND INTERNATIONAL RELATIONS

Field	Database	Link
Archives	Economic and Social Data Service (UK)	http://ukdataservice.ac.uk
	Norwegian social science data services (NSD)	http://www.nsd.uib.no/nsd/english/index.html
Institutes of statistics	Eurostat	http://epp.eurostat.ec.europa.eu/portal/page/portal/links/national_statistical_offices
	United Nations Statistical Systems (UNSS)	http://unstats.un.org/unsd/methods/internationallinks/sd_natstat.asp
Comparative politics (aggregate level)	Electoral System Change (ESCE)	http://www.electoralsystemchanges.eu/Public/TextPage.php?ID=5
	Political Party Leaders	http://www.routledge.com/books/details/9780415704168/
	Constituency-level elections dataset (CLE)	http://www.globalelectionsdatabase.com http://www.electiondataarchive.org
	Comparative Manifesto Project (CMP)	https://manifestoproject.wzb.eu
	IDEA Cross-National Voter Turnout Data	http://www.idea.int/vt/
	Quality of governance	http://www.qog.pol.gu.se
	Varieties of Democracy (V-Dem)	https://v-dem.net/DemoComp/en/data/analysis
	Databases of Political Institutions	http://www.nsd.uib.no/macrodataloguide/set.html?id=11&sub=1
	Comparative Political Datasets	http://www.hks.harvard.edu/fs/pnorris/Dat

	(Pippa Norris)	a/Data.htm
	Veto Players Data (Composition of Governments)	http://sitemaker.umich.edu/tsebelis/veto_players_data
	Transparency International (Corruption)	http://www.transparency.org
	Political Database of the Americas	http://pdba.georgetown.edu/CLAS%20RESEARCH/PDBA.html#site-title
	Party Law in Modern Europe	http://www.partylaw.leidenuniv.nl
	Members and Activists of Political Parties (MAPP)	http://www.projectmapp.eu
	Parliament and Government Composition database(ParlGov)	http://www.parlgov.org/static/static-2014/stable/index.html
	Effective Number of Parties (ENPP)	http://www.tcd.ie/Political_Science/staff/michael_gallagher/EISystems/Docts/ElectionIndices.pdf
	Political Party Database (PPDB)	http://www.politicalpartydb.com
Comparative politics (individual level)	Comparative Study of Electoral Systems (CSES)	http://www.cses.org/
	Comparative Candidate Survey (CCS)	http://www.comparativecandidates.org
	European Election Studies (EES)	http://eeshomepage.net
	European Values Study	http://www.europeanvaluesstudy.eu
	European Voter Project (EVP)	http://www.gesis.org/en/services/data-analysis/survey-data/international-election-studies/the-european-voter-project/
	World Value Surveys (WVS)	http://www.worldvaluessurvey.org/

	International Social Survey Programme (ISSP)	http://www.issp.org
	European Social Survey (ESS)	http://www.europeansocialsurvey.org/
EU studies	Eurobarometers	http://ec.europa.eu/public_opinion/index_fr.htm
	VoteWatch	http://www.votewatch.eu
International relations	Minorities at Risk	http://www.cidcm.umd.edu/mar/ http://www.cidcm.umd.edu/mar/data.asp#marob
	Conflict Data Program	http://www.ucdp.uu.se/gpdatabase/search.php
	Correlates of War	http://www.correlatesofwar.org
Public Opinion / Barometers	Global Barometer Surveys (GBS)	http://www.jdsurvey.net/gbs/gbs.jsp
	Afrobarometer	http://www.afrobarometer.org
	Arab Democracy Barometer	http://www.arabbarometer.org
	Asian Barometer	http://www.asianbarometer.org
	Latinobarometro	http://www.latinobarometro.org/lat.jsp
	Latin America Public Opinion Project (LAPOP)	http://www.vanderbilt.edu/lapop/
	New Europe Barometer Surveys (NEB)	http://www.cspp.strath.ac.uk/nebo.html
	New Baltic Barometer	http://www.cspp.strath.ac.uk/catalog2_0.html
	New Russia Barometer (NRB)	http://www.cspp.strath.ac.uk/catalog1_0.html