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### **Seminar Paper, Concept Paper and Concept Note Writing Format**

#### **Introduction (Please Read before you begin your Research Study)**

All over the world, the fundamentals of writing a Seminar Paper, Concept Paper and Concept Note are largely the same. What may change is the format, because you will find that different schools, and even different departments within the same school, will have different formats for doing their academic papers.

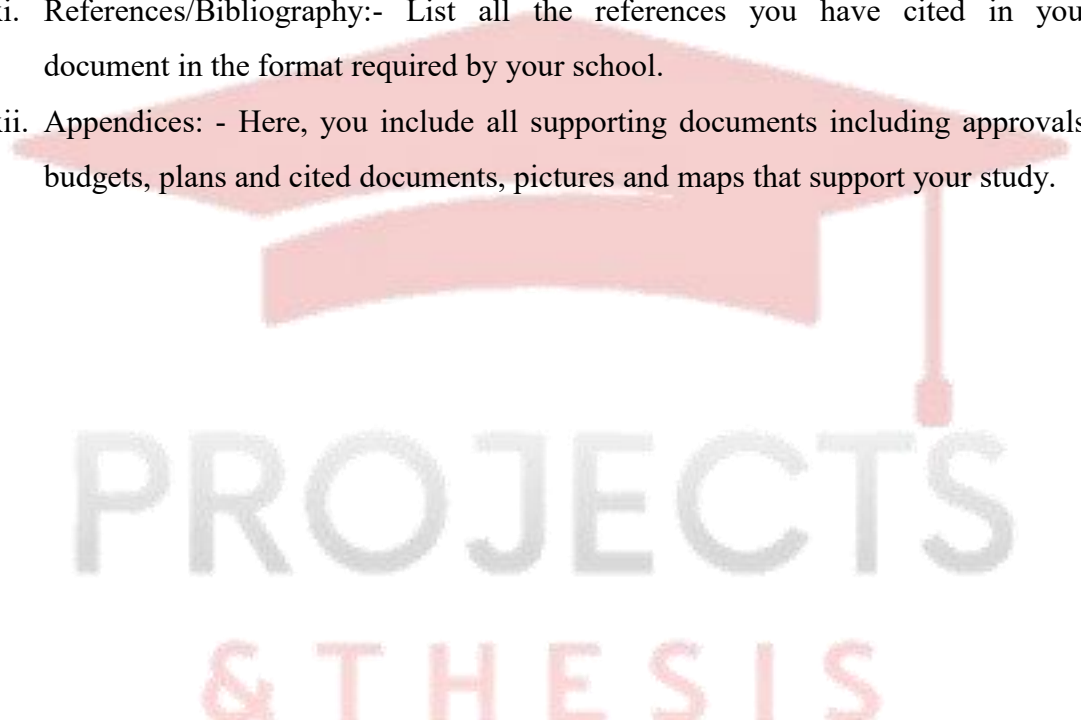
Before you embark on your research study, the important thing to do is to confirm from your supervisor or department the correct format for your Seminar Paper, Concept Paper and Concept Note.

The following is the standard format that comprises of all the required sections. Align the sections to what your school or department requires.

#### **Format**

- i. Title/Cover Page: - indicates your research title and your personal details.
- ii. Table of Contents: - It is auto-generated and contains all the headings in your document.
- iii. Abstract: - This is a summary of your entire document in paragraph form, and in about 400 words.
- iv. List of tables; - It is auto-generated and contains all the table headings in your document.
- v. List of figures: - It is auto-generated and contains all the figure headings in your document.
- vi. Introduction: - In this section, you explain what your research study is about and why it is relevant. You will go further and talk about other places in the world that experienced the problem you want to solve, and how they resolved the issue. You will also explain other previous studies related to your title, that were conducted, what they found out, and what they concluded and recommended. This last section will help you derive the gaps that your study will seek to address.

- vii. Objectives: - List your study objectives including the general objective drawn from title, and the specific objectives that clearly show your dependent and independent variables.
- viii. Theoretical Framework: - In this section, you will document the theories that your study will be grounded on and give justification for the same.
- ix. Discussion: - Give the anticipated findings; give the theoretical contribution explaining how the completed study will fill the gaps in the current body of knowledge; give the practical and policy implications of your study; give the potential limitations and challenges in carrying out the study.
- x. Conclusion: - Give the value proposition of the study explaining why the study is worth the time, effort and resources required to carry it out.
- xi. References/Bibliography:- List all the references you have cited in your document in the format required by your school.
- xii. Appendices: - Here, you include all supporting documents including approvals, budgets, plans and cited documents, pictures and maps that support your study.



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