Mid-term paper instructions
JUS5670 – Electronic Commerce Law

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1. Formal requirements

The paper must be typed on a computer and comply with the following requirements:

a) **Font**: Times New Roman, font size 12 and a line spacing of 1.5.

b) **Word count**: The length of the written assignment ***should not exceed 2000 words.*** Footnotes should be included in the word count of the main text. Not included in this count: the front page (with name and title etc), summary, table of contents and references (bibliography). Text exceeding the word limit will not be read.

c) **Template**: Students are required to use the ***template*** which can be found here: http://www.jus.uio.no/english/studies/studentservices/juriteket/
   - **File name:** The template is named template-assignment, and the format is .rtf.
   - **Rename file:** Once you have downloaded the template, please rename the file to "cand nr_course code". This will help you to comply with formal requirements (see below).
   - **Help?** On the same webpage you will find the *User Guide for Microsoft Word* when writing the term paper. If you still have problems with using the template after reading the user guide, please contact *Juriteket*, (3rd floor, Domus Nova); the Law faculty's IT-service for students (information on webpage above).

2. Paper structure

Technically the paper should be as good as possible: It should be well organized in sections and subsections, each with respective headings, and it should contain footnotes and a bibliography.

The paper should follow the following recommended structure:

   - *Table of contents*
   - *Introduction:* The introduction is to be placed in the beginning of the paper and should contain the following:
     - Interpretation of essay question and formulation of research question, reasons you would give for formulating this/these question/s including a short explanation of the relevant background or context;
     - Clarification of terms (or definitions) if necessary
     - Presentation of the structure of the text (an overview of the chapters).
   - *Methodology (optional):*If relevant, you may include a brief section focusing on
     - methodological issues that the research question raises and how you address these issues,

- including a description of the main sources that you will use in your assignment (e.g., an overview over applicable legal standards, procedures and sources).
- *Sections containing main text (please adapt to your thesis)*
  - Organize your main text along several well-defined sections. This is where you develop the arguments and discuss the topic.
- *Conclusion*
- *Annex: List of references (bibliography):*
  - The use of footnotes and references in the bibliography should be consistent.
  - See University of Oslo Library`s Write and Cite for information on reference: http://www.ub.uio.no/english/writing-referencing/

3. Preparing submission

You will need your candidate number in order to submit your paper:

Go to Studentweb, log in, choose 'status' then 'examination'. Then you will see your candidate number next to the course code. You will find your candidate number in Studentweb one week prior to the submission date.

Please note: You have a different candidate number for each course you take here (you have fex cand.nr 8011 in JUS5670 and cand.nr 8956 in JUS5630).

Please use this checklist to prepare for submission.

Item	Checked
Candidate number only: Please indicate our candidate number (4 numbers) on the front page of your document.	□
Please do **not** to indicate your **name**.	□
Course code (JUS5670) on front page.	□
Title of the term paper on front page.	□
Note **number of words** on **front page words**. Find your word count in MS Word or alternative program.	□
Page numbering is on.	□
File format: rtf/odt, e.g., "[cand nr] JUS5670.rtf"	□
File format: .pdf, e.g., "[cand nr] JUS5670.pdf"	□
Paper compliant with **formal requirements** (see above).	□

No plagiarism (see below).	☐

4. Submission in Fronter

The following are instructions for submitting your draft/term paper in Fronter, before 13:00 on due date.

Note: *If you are retaking the course from last year,* the system will not allow you to view the 'assignment'-folder in Fronter. You then need to contact the administration some days prior to the submission date by sending an e-mail to Bente Lindberg Kraabøl: b.l.kraabol@jus.uio.no.

a) **Log into Fronter** with your usual password and username: https://fronter.uio.no/
b) **Find the Fronter** room
   - *JUS5670-Assignment 2016-vår.*
c) Go to the **hand-in folder**
d) Find the **correct sub-folder:**
   Mid-term paper due 21 April at 17:00 (PDF)
   Mid-term paper due 21 April at 17:00 (RTF)
e) **Upload two files: One word formatted file (rtf or odt-file) + one pdf-formatted file**, both with the following file name:
   '**your candidate number_course code**', for example: "4011_JUS5670".
f) **Fill in the self- declaration regarding cheating** and submit it directly in Fronter, to be found in the folder *Self declaration form regarding cheating*.

Note on confidentiality: After you have uploaded your mid-term paper in Fronter, the document will be strictly confidential (other students cannot view your document). Make sure that your assignment is submitted in the correct folder. If the paper is submitted outside the correct folder, other students may view it!

5. Rules about cheating and plagiarism

When you take facts, thoughts, ideas, viewpoints and short or long quotations from others and use them in your own work, the sources you have used must be clearly stated. In other words you must not give the impression that others' thoughts, ideas, viewpoints and results are your own if they are not.

For example, using word-for-word or even paraphrasing the language of a UN Report without attributing the source of that language is plagiarism. Using another's idea without attributing the idea to the person who conceived it is also plagiarism.

Avoid quoting long excerpts and articles; short citations are preferred, and instead provide an evaluation of the literature that is necessary to defend your points of view.

Be sure that you are familiar with the use of sources and the rules for citing/quoting from others' work when writing assignments and theses.
http://www.uio.no/english/studies/admin/examinations/cheating

UiO uses a plagiarism checking tool as one of several instruments for detecting suspicion of cheating and attempted cheating.

6. Contact

If you have questions regarding any of these issues, please contact Morten Slind Olsen: m.s.olsen@jus.uio.no.