Avoid Making Mistakes in the Seminar Report
General Guidelines

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1 The author
– does not define the research problem properly and therefore fails to answer any specific question with the report but presents only a set of unrelated pieces of information
– may have changed the title of an individual section, but has forgotten to make the same change in the table of contents
– states an objective for the study in the introduction section but never sets out to reach the particular objective
– fails to create a synthesis based on literature study
– mixes British and American English
– only quotes various sources in a more or less arbitrary manner but fails to link the literature study with the empirical part of the research
– generalizes results from e.g. one case study to cover areas where they have little or no justifiable relevance
– announces that he is going to discuss a phenomenon from for example three different points of view, but then forgets one or more of these
– presents a theoretical framework for the study, but does not apply it

2 The tables
– are numbered incorrectly, and table texts are written in incorrect positions
– are interpreted poorly, and they do not correspond to the text
– must be numbered sequentially, starting from the front page
– text must be written above the table
– data has not been properly collected
– are not been illustrated with figures or graphs

3 The figures
– text must be written under the figure
– are numbered incorrectly, and figure texts are written in incorrect positions
– do not have enough comments
– must be numbered sequentially, starting from the front page
– cannot be understood without reading the text
4 The titles

- of sections do not match those presented in the table of contents
- of the tables and the report are illogical and misleading

5 Others

- books and master’s theses have chapters but a seminar report consists of sections
- the variables used in the pictures have not been named
- the analysis of the statistical significance of the results is missing
- source references have been marked poorly
- there is a spell checker available but it has not been used and the paper is full of trivial typing errors
- the empirical research is carried out without any reference or relation to the framework for the study
- bold conclusions and generalizations are stated without justifications and or reservations
- terms, concepts, and abbreviations are not explained when they appear for the first time
- terms, concepts, and especially abbreviations are regarded as familiar even though the reader may not be as familiar with the subject as the author
- the same matters are repeated in different parts of the report
- the text has not been illustrated with figures