

PROPOSAL FOR A PAPER

PERSONAL DATA

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Position/Career level:

Academia Profile/website URL:

Please send all material to be circulated
one week in advance of your lecture's
date to our research assistant

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ENVISAGED PAPER

Title:

Short Abstract:

RESEARCH INTERESTS

YOUR AVAILABILITY

Possible Dates:

Number of Months:

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GUIDELINES FOR PAPERS IN OUR FELLOWS' BRUNCH

- 1.) Start your talk with a clear introduction in which you briefly define the thematic horizon and/or the research discourse against which your subject will be dealt with.
- 2.) Let this introduction lead to a clear, **explicitly formulated question** or to several related questions.
- 3.) The method and the sources to be investigated arise from these questions.
- 4.) In the main part you examine the sources according to your leading question and the method.
- 5.) A conclusion yields at least one clear thesis or a clear summary of the observations or arguments.
- 6.) In our Fellows' Brunch, you may also end with questions to the audience to facilitate the discussion. For a more professional conference, however, this is not appropriate.

Please note some additional guidance:

- 7.) Please pay attention to the time schedule. We normally calculate about 100 words per minute (30 minutes = 3.000-3.500 words). This can vary slightly depending on your speaking rate and the language spoken. But rather speak 1 minute less than 5 minutes too long. Trying to shorten the text during your talk will lead to nervousness, which you can easily avoid.
- 8.) Please make sources, especially ones that are not well known, clearly accessible to the audience in order to enable a real discussion.
- 9.) Please bear in mind that what is spoken and visually supported can be understood much better than what is simply spoken.
- 10.) A **reading session** may be structured differently; ideally, the text and the project are briefly introduced, then the text material is presented and questions to the text are provided.
- 11.) Unless addressing oral speech explicitly, these suggestions of course **apply to written publications, too** – especially points 2-5.