

# Handbook for dissertation writers: BA in Global Studies, 2023–24

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Faculty of Humanities, Universitat Pompeu Fabra

## Table of contents

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1. Presentation.....	4
2. Learning outcomes.....	4
3. Prerequisites.....	4
4. Topic.....	4
5. Structure.....	5
6. Content.....	6
6.1. Cover page and plagiarism declaration.....	6
6.2. Title.....	6
6.3. Abstract.....	7
6.4. Introduction.....	7
6.5. Literature review.....	7
6.6. Conclusion.....	8
6.7. Citations.....	8
6.8. Style.....	8
6.9. Formal aspects.....	8
7. The four assignments.....	9
7.1. Research proposal.....	9
7.2. Outline.....	10
7.3. Full draft.....	10
7.4. Dissertation.....	10
8. Support.....	10
8.1. Your supervisor.....	10
8.2. Your peers.....	11
8.3. The BA dissertation coordinator.....	11
9. Deadlines and submission.....	11
10. Evaluation.....	12
10.1. The examiners.....	12
10.2. The defence.....	12
10.3. Remedial evaluation.....	13
10.4. Evaluation calendar.....	13
11. Plagiarism policy.....	13
12. Beyond submission.....	14
12.1. Prizes.....	14
12.2. Publishing your dissertation.....	14

12.3. Past prizes, publications, and presentations.....	15
13. Academic resources.....	16
13.1. On the SGDs.....	16
13.2. On writing.....	16
14. Student resources.....	17

## 1. Presentation

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The BA dissertation is a compulsory course of 10 ECTS to be completed in the third year of the BA in Global Studies. It is a supervised individual project — an in-depth, thoroughly researched, and original piece of writing that establishes your ability to examine a specific global issue. The BA dissertation is the culmination of your academic experience in the BA in Global Studies. Through it, you will demonstrate your mastery of the knowledge and skills you have acquired throughout the degree.

## 2. Learning outcomes

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After completing the dissertation, you will be able to:

1. Identify, frame, and resolve an appropriate research question.
2. Plan, execute, and deliver a piece of rigorous research in the form of a dissertation.
3. Locate and summarise relevant information in the published literature on your topic, critically assessing the merits of different concepts, arguments, and policies, and positioning your research in relation to it.
4. Present your research competently and clearly through good academic writing and, where relevant, the use of figures.
5. Present substantive and realistic conclusions, indicating directions for future research and policies.
6. Critically discuss the limitations of your research, defending your approach and choices.
7. Where applicable, recognise and address the ethical issues involved in your research.
8. Liaise with local actors, experts, and/or public and private bodies.
9. Liaise with your supervisor in a proactive manner, by requesting appropriate guidance when needed and responding to their feedback.
10. Work independently, developing time management and personal organisational skills.

## 3. Prerequisites

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In order to submit the dissertation, you must: 1) already have completed your study abroad term(s) or 2) be completing them at the time of deposit.

## 4. Topic

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The dissertation is a comprehensive report that examines the status of one of the 17 Sustainable Development Goals (SDGs) adopted by the United Nations in the country where you are completing your third-year academic exchange.

Please refer to the [UN Sustainable Development Goals website](#) for a complete list of goals.



In examining the status of your chosen goal in the country where your academic exchange takes place, you will frame the topic in two ways:

- You will explore one SDG (such as “Goal 6: Clean water and sanitation”) or one specific target within one SDG (“Target 6.B: Support and strengthen the participation of local communities in improving water and sanitation management”).
- You will set your analysis at the national (for instance, France), regional (Brittany), or local (Paris) level.

## 5. Structure

The full draft and the dissertation must include the sections below.

- Cover page and plagiarism declaration
- Abstract (200–250 words)
- Table of contents
- Table of figures (if applicable)
- Introduction (2–3 pages)
- Literature review (3–5 pages)
- Global (and regional, if relevant) situation regarding selected SDG (3–5 pages)
- Position of the selected country regarding selected SDG (10–12 pages)
  - Historical background
  - Current situation
    - Main indicators/figures/data
    - Main actors (local, regional, and international/global)
    - Adopted measures
    - Results (with particular emphasis on obstacles and limitations to success)
  - Expectations for the next 5 to 10 years
- Evaluation and recommendations (4–6 pages)
  - General evaluation of the position of the country regarding the selected SDG
  - List of specific recommendations (as specific and comprehensive as possible, including analysis of advantages and disadvantages, risks, costs, etc.)
- Conclusion (2–3 pages)
- Bibliography
- Annexes (if applicable, 1–10 pages)

With your supervisor's approval, you may slightly modify some sections if doing so helps you to convey your findings more effectively. These small tweaks may not affect essential sections such as the introduction, the literature review and the conclusion.

Neither the full draft nor the dissertation should exceed written 30 pages (that is, the 30-page count excludes cover page, plagiarism declaration, abstract, table of contents, table of figures, bibliography, and annexes).

## 6. Content

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### 6.1. Cover page and plagiarism declaration

The research proposal and the outline must not feature a cover page, as they are relatively short documents. The cover page layout and the plagiarism declaration provided in Aula Global, however, must be included in the full draft and the dissertation. Please do not change the format or fonts of these two items, nor the wording in the plagiarism declaration, in any way. By presenting this plagiarism declaration you are confirming that the thesis is entirely the result of your own work and that you have not plagiarized any text written by another author, including texts created by artificial intelligence tools such as ChatGPT. Using artificial intelligence tools in the preparation of your work requires referencing them within the text and including them in the final bibliography.

### 6.2. Title

Starting with the research proposal, your dissertation must have a clear, simple, and descriptive title and subtitle, with the two items separated by a colon (:). Both must follow this layout:

“The UN’s Sustainable Development Goal X in Country, region or city:  
Subtitle that provides additional information about your SDG and topic”

Here are four examples of titles that follow the layout:

“The UN’s Sustainable Development Goal 3 in England:  
A case study of student mental health provision at the University of Essex”

“The UN’s Sustainable Development Goal 5 in Brazil:  
Gender equality among Afro-descendant women in Sao Paulo”

“The UN’s Sustainable Development Goal 10 in Chiang Mai Province, Thailand:  
Inequality and human rights violations in hill tribe tourism”

“The UN’s Sustainable Development Goal 11 in Paris:  
Building sustainable communities through policies on care-work mobility”

Consider your title and subtitle carefully. Do they contain the right key words, so that someone looking for research on your topic can find your work? Once you graduate, you might want to include them in applications for jobs and postgraduate degrees — are they self-explanatory?

Do not phrase your title as a question or include value judgements in it, as this is poor practice in dissertations.

### 6.3. Abstract

Your dissertation must include an abstract — a self-contained summary that describes your dissertation — of 200–250 words. It must be accompanied by five keywords. For more information on the function of the abstract and how to write one, as well as how to choose keywords, see the “Resources” section at the end of this handbook.

### 6.4. Introduction

The introduction is one of the most important parts of the dissertation. A good introduction captures the reader’s attention, explains the topic, and establishes your credibility as a researcher. The reader expects to be told what the dissertation is about, why you chose to write it, and what you hope they take from it. Otherwise, they may be frustrated and suspicious of your work even before reading most of it.

Examine your introduction carefully to make sure it fits the rest of the dissertation:

- Does your dissertation start with a hook that captures the reader’s attention? Is the introduction engaging overall?
- Does the introduction provide a basic idea of your topic? Are the most significant issues introduced?
- Is the topic situated within a broader academic debate? Is its relationship to the existing literature made clear?
- Does the introduction indicate which sources form the basis of your analysis? Does it explain why these sources best allow you to answer the central questions posed?
- Have you answered the dreaded “so what?” question? That is, have you made a good case for the significance of your work?
- Does the introduction give the reader a sense of the layout of the entire dissertation? Is there a “road map” that walks the reader through it, briefly summarising the content and argument of each chapter?

### 6.5. Literature review

The literature review must examine the existing academic sources on your topic. It is not enough to summarise them or classify them: you must explain the relationship between them and your dissertation. To help you establish the nature of this relationship, consider which of the three scenarios below best fits your project.

- Scenario 1: Many scholars have written about your topic. While its importance is established, your dissertation calls for a reassessment of the existing literature based on recent findings, new methodologies, or original questions.
- Scenario 2: A few scholars have written about your topic, but there are gaps and deficiencies in the literature. Your dissertation examines new or different evidence to address these shortcomings.
- Scenario 3: No one has written about your topic. Your dissertation explains the significance of this neglected topic and offers a provisional interpretation of new material.

Scenarios 1 and 2 are preferable for a BA dissertation, due to the nature of the project. Scenario 3 is to be avoided, as it will be very difficult to write your dissertation if there are no previous publications on your topic.

## 6.6. Conclusion

The conclusion may be the last thing you write. Since time and energy may be in short supply, use this checklist to make sure your conclusion serves its basic functions:

- Is there a clear and thorough summary of the arguments outlined in the introduction and elaborated upon in each chapter?
- Does the conclusion reinforce the fact that you have delivered what you promised in your introduction?
- Is the reader reminded that the dissertation explored an important topic?
- How so? Does the dissertation challenge some aspect of the existing scholarship? Does it open up a path for further research?

## 6.7. Citations

You must choose a standard citation style — such as Chicago, MLA, or APA — and use it consistently throughout the dissertation.

Citations are essential elements of good academic writing. Incomplete citations may cause readers to question the thoroughness of your research: their only glimpse into the months-long process that produced your dissertation is through the final product, so think carefully about which passages need citations.

## 6.8. Style

- All assignments, from the research proposal to the dissertation and the oral defence must be in English.
- Choose either British or American spelling and use it consistently.
- Consider the formal tone of the academic texts you have read during your degree. This is the tone you should aim for. Avoid informal language, such as using contractions
- (“don’t”, “haven’t”), clichés, and colloquial expressions.
- Use inclusive language — for information on inclusive language, see the “Resources” section at the end of this handbook.

## 6.9. Formal aspects

- All pages should have margins of 2.5 cm on all four sides.
- All pages — except the cover page, the plagiarism declaration, and the abstract — must be numbered. All numbered pages preceding the introduction, such as the table of contents, must be numbered in Roman numerals (i, ii, iii). With the first page of the introduction, switch to Arabic numerals (1, 2, 3).
- All submissions should be in Times New Roman 12, with 1.5 line spacing.
- All footnotes should be in Times New Roman 10, with 1.0 line spacing. They are to be placed at the bottom of each page.
- Avoid using footnotes to provide additional information. If something is important, include it in the body of the text. If something is not important, do not include it.
- All submissions must be left-aligned. While you may have been taught to justify text, this is strongly discouraged in academic writing. As justified text is hard to read if it has not been professionally typeset, it is reserved for published work. Academic manuscripts — that is, unpublished works such as your dissertation — are always left-aligned.



- Write your dissertation title and section headings in “sentence case”: that is, use the same capitalisation you would use in normal sentences (capitalise only the first word, proper nouns, and abbreviations). Good: “The UN’s Sustainable Development Goal 3 in England: A case study of student mental health provision at the University of Essex”. Bad: “The UN’s Sustainable Development Goal 3 in England: A Case Study of Student Mental Health Provision at the University of Essex”.
- Figures and tables must be placed within the text, as close to their first mention as possible. Under each figure and table, place a caption with the following format:

**Figure 1. Title or brief description of the image**  
Reference to the source where you have obtained the image

## 7. The four assignments

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### 7.1. Research proposal

The research proposal is one of the most important stages in the dissertation. Though no one expects your finished dissertation to look exactly like your proposal — your project will almost certainly evolve as you research and write — it is important to get your initial ideas down in writing.

This three- to four-page document should contain:

- Title (see section 5.2.; do *not* include a cover page!)
- Abstract and keywords
- Research topic: what is your dissertation about?
  - Which SDG you have selected and why (and, where applicable, which target you have selected within that SDG and why).
  - Which national, regional, or local area you have selected and why that goal is relevant in this area.
- Major questions: brainstorm at least three analytical questions you would like to answer. You probably have basic questions at this point (“Do Aboriginal Australians face housing discrimination?”). Try to push beyond these to formulate the higher-level questions that will guide your research (“Why do Aboriginal Australians face housing discrimination? How does it relate to previous events and trends?”). Remember that not all questions can be answered in a BA dissertation.
- Preliminary annotated bibliography: list *at least* five scholarly works on your topic, to demonstrate that there are enough academic sources to develop the project. After each reference, summarise in a sentence or two why you think this work deserves your attention.
- Relevant coursework: list three completed university courses that have prepared you to work on your topic and explain in one or two sentences why you think they are relevant to your research. For courses at UPF, indicate the name of the professor who taught them.
- Proposed dissertation timeline: plan how you will organise your dissertation workload on a fortnightly or monthly basis, indicating study abroad period.

## 7.2. Outline

This six- to seven-page document should outline your dissertation's structure, listing each section and summarising its main argument or idea. It should not only expand your research proposal but also improve it, through your supervisor's feedback on the research proposal.

## 7.3. Full draft

The full draft is a substantial and coherent piece of writing of about 30 pages that contains all dissertation sections in the appropriate format. Not meeting this requirement will result in a 0 in this submission. The more polished the full draft is, the better. How polished should it be, exactly? Have a very explicit discussion with your supervisor about their expectations. If your supervisor is distracted by rushed writing or missing references, you may not get the feedback you need.

## 7.4. Dissertation

Please refer to the "Structure" and "Content" sections for more details on this final submission.

# 8. Support

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While the BA dissertation is an individual project, you are not alone in tackling it.

## 8.1. Your supervisor

Your supervisor is the first port of call for all matters related to your dissertation. It is your responsibility to keep them informed of your progress so that they can supervise you effectively. You must be proactive in contacting them and asking for feedback — starting with your research proposal, after the publication of the assignation of supervisors in Aula Global.

The role of your supervisor is to:

- Ensure the feasibility of your topic within the 10 ECTS associated with the dissertation.
- Supervise you in the development of your dissertation and provide feedback after the submission of the research proposal, the outline, and the full draft.
- Assess your dissertation, as the internal examiner.

The purpose of each deadline is for your supervisor to provide feedback *after* the deadline, not before. Therefore, please do not submit the assignments to your supervisor for general feedback before the deadline — you will receive such feedback after the deadline. Before each submission, you may of course get in touch with your supervisor to ask specific questions you need guidance on, with short excerpts of your work if necessary.

Your supervisor may have a very high workload and will be managing it so as to be able to provide you with feedback after each submission. If you miss a deadline, not only will you automatically lose part of your grade, but your supervisor may not be able to provide feedback on your submission, which will affect the quality of your work.

## 8.2. Your peers

You might want to consider finding a writing buddy — someone you swap dissertation sections with on a regular basis, to keep a regular writing schedule and critique each other's work. Each person checks the other's writing for grammar and spelling mistakes, poorly explained ideas, incoherent paragraphs, etc. You do not need to have any expertise regarding the other person's topic — this is more about getting an extra pair of eyes to spot any problems with the text.

## 9. Deadlines and submission

Date	Assignment	Mode of submission
6 November 2023, 23:59	Research proposal	Turnitin (Aula Global)
8 January 2024, 23:59	Outline	Turnitin (Aula Global)
8 April 2024, 23:59	Full draft	Turnitin (Aula Global)
24 May 2024, 23:59	Dissertation for supervisor's approval	Turnitin (Aula Global)
3 June 2024, 23:59	Dissertation deposit	Turnitin (Aula Global)

Please include your name and surname in all file titles you upload to Turnitin (or email to your supervisor, if requested).

After each Turnitin submission, it is your responsibility to check that you have uploaded the correct file and that it is readable. If you upload a wrong or corrupted file, it will be counted as a late submission.

No extensions will be given for any of these deadlines. It is your responsibility to manage your workload to submit each assignment on time. Settling in and studying during your academic exchange might take up more time than you expect — start working early even if you do not anticipate a heavy workload.

If you are unable to submit the dissertation by 3 June 2024, you will not be able to graduate on time. You will have to enroll for the BA dissertation in the 2024–25 academic year, paying the higher re-enrolment fee for the dissertation's 10 ECTS. In this case, if the only pending credits you have are the dissertation's, you may hand it in on December 2024 and graduate at that stage — that is, you would not have to wait until June 2025 to graduate. Please note that dissertations submitted in December are not eligible for a *matricula d'honor* (honours).

## 10. Evaluation

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### 10.1. The examiners

Your dissertation will be assessed by one internal examiner (your supervisor) and two external examiners (other academics in the BA in Global Studies).

Your final grade results from the grade suggested by the internal examiner (35%) and the grade suggested by the external examiners (65%).

The internal examiner does not only assess the finished product, but also the work that preceded it. The grade awarded by the internal examiner will include the evaluation of all written assignments, namely, the finished dissertation, the research proposal, the outline and the full draft. Each one of these percentages considers not only whether you submitted the assignment on time but also its quality. Dissertations not submitted on time will not be assessed.

The external examiners assess two aspects:

- Only one member of this panel evaluates the finished dissertation, the written essay (45%).
- Both members of the external evaluation panel assess the oral defence (20%), with each of them accounting for 10% of the evaluation.

### 10.2. The defence

All students have to defend their dissertation publicly in front of a panel of two professors in late June or early July 2024. The panel may award up to 3–4 *matrícules d'honor* (depending on the total number of enrolled students) and one Global Studies BA Dissertation Prize

Each defence will be no longer than 10 minutes and will have the following structure:

- Student exposition of the dissertation's content, including objectives, methodology, and conclusions (5 minutes).
- Questions from the panel, followed by the student's replies (5 minutes). During this phase, the panel will allow the supervisor to express their views on the work undertaken by the student.

Additional information on the defence:

- If an eligible student is not able to travel to Barcelona for a justified reason, they will defend their dissertation via videoconferencing. The Global Studies coordinator will grant permission for a videoconferencing defence after documentation has been provided.
- The only materials panel members will receive are the eligible dissertations — not the examiners' reports or the grades they have received.

### 10.3. Remedial evaluation

If your dissertation is evaluated with a qualification of “Suspens” (i.e. a numerical grade lower than 5), you may opt for remedial evaluation. You should then submit your dissertation again integrating all comments and suggestions made by both external and internal evaluators. Anyway, you should know that the oral defence is not included in the remedial evaluation and, therefore, the qualification given for the oral defence in the regular evaluation will be carried over to the remedial evaluation. Dissertations submitted to remedial evaluation may not be awarded a *matricula d'honor* or the Global Studies BA Dissertation Prize. To opt for remedial evaluation, the dissertation should have been submitted to the regular evaluation and defended orally.

The deadline for submitting a dissertation to remedial evaluation will be 8 July 2024, 23.59h. If the student is not able to make the necessary amendments before the deadline, the dissertation must be re-registered and evaluated again the following academic year (2024-2025).

### 10.4. Evaluation calendar

EVALUATION CALENDAR		
Ordinary evaluation	3 June, 23.59h	Dissertation deposit (Aula Global)
	17 June, 23.59h	Submission of visual support (Aula Global)
	10-12 June	Publication of day, time and place of oral defences
	18-21 June	Public oral defences
	28 June	Publication of final qualifications
Extraordinary evaluation (Remedial)	8 July, 23.59h	Dissertation deposit (Aula Global)
	17 July	Publication of final qualifications

## 11. Plagiarism policy

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Plagiarism entails taking credit for someone else's work, whether deliberately or unintentionally, whether a person or an artificial intelligence tool, without referencing it properly. Following the Faculty of Humanities' plagiarism policy, any student found plagiarising in any of the five submissions will receive a final dissertation grade of 0, without the possibility of recovering the grade.

Plagiarism also includes self-plagiarism: if your dissertation contains material from assignments for other courses, you will fail the BA dissertation.

Students who plagiarise will be reported to the coordinator of the BA in Global Studies and the academic dean (*cap d'estudis*) at the Faculty of Humanities. Please note that plagiarism may lead to disciplinary action from the university, above and beyond the measures taken within the Faculty of Humanities.

## 12. Beyond the submission

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### 12.1. Prizes

#### **Global Studies BA Dissertation Prize**

All dissertations that have been awarded a *matricula d'honor* are eligible for the Global Studies BA Dissertation Prize. At the end of the defence period, examiners will reach and announce their decision regarding the award.

#### **Gender Studies BA Dissertation Prize**

<https://www.upf.edu/web/igualtat/tfggenere>

#### **Planetary Wellbeing BA Dissertation Prize**

<https://www.upf.edu/web/wellbeing/recerca-i-transferencia>

### 12.2. Publishing your dissertation

#### **UPF's Digital Repository**

All dissertations that have been awarded a *matricula d'honor* are available in UPF's [Digital Repository](#). If you would like to read dissertations from previous years in the Digital Repository, you can find them [here](#).

Please note that previous dissertations may serve as a rough guide of what is expected of a BA dissertation in Global Studies, but *never* as a handbook. This is why there is an updated handbook each academic year — some details change from year to year, and it is always the current year's handbook that you must pay attention to. In other words, if there are differences between previous dissertations and this year's handbook, follow the handbook at all times.

#### **Academic journals**

After receiving your dissertation grade, you may want to consider adapting your dissertation or part of it for publication in an academic journal. Please discuss your publication plans with your supervisor, as they will be able to advise you on this process.

Depending on your topic, you might find the titles below suitable. The first seven are student-run academic journals, which are very good venues for BA dissertations.

1. [Columbia Journal of History](#) (Columbia University)
2. [Cornell International Affairs Review](#) (Cornell University)
3. [Entremons: UPF Journal of World History](#) (Universitat Pompeu Fabra)
4. [Global Histories: A Student Journal](#) (Freie Universität Berlin)
5. [Reinvention: An International Journal of Undergraduate Research](#) (University of Warwick and Monash University)
6. [SURJ: The Stanford Undergraduate Research Journal](#) (Stanford University)
7. [Treballs de la Societat Catalana de Geografia](#)

### 12.3. Past prizes, publications, and presentations

If you are awarded a prize for your dissertation, or if you publish or present a piece based on it, please email the Global Studies coordinator Mireia Trenchs ([mireia.trenchs@upf.edu](mailto:mireia.trenchs@upf.edu)) to be added in the categories below in future editions of the handbook.

## Prizes

- 2022 Nzams, Telma. Planetary Wellbeing Prize, UPF (First prize)
- Pérez, Mariona. Global Studies BA Dissertation Prize, Department of Humanities, UPF (Winner, tied for first place)
- Teissonnière, Mathilde. Global Studies BA Dissertation Prize, Department of Humanities, UPF (Winner, tied for first place)
- 2021 Fernández, Berta. Global Studies BA Dissertation Prize, Department of Humanities, UPF (Winner)
- Maroto, Carles. Gender Research Prize, Equality Unit, UPF (Winner)
- 2020 León, Eréndira. Global Studies BA Dissertation Prize, Department of Humanities, UPF (Winner)
- 2019 Molina, Paula. Gender Research Prize, Equality Unit, UPF (Honourable mention)

## Publications

- 2022 Dougàs Chavarria, Aris. “[“Trialling... and erring’: A historical overview of housing in Petrograd, Leningrad, and Saint Petersburg”](#)”, *Entremons: UPF Journal of World History*, 13: 150–75
- 2019 Blin Domínguez, Fiona. “[“Denmark’s perspectives on the implementation of an alternative transport system in the framework of Sustainable Development Goal 11: Sustainable cities and communities”](#)”, *Treballs de la Societat Catalana de Geografia*, 88: 115–41
- Montserrat Fasting, Anna. “[“Global food waste and the Netherlands: Steps towards”](#)”, *Treballs de la Societat Catalana de Geografia*, 88:143–62

## Presentations

- 2023 Oller Sigró, Mar. Multilingualism and Diversity' Student Conference (2<sup>nd</sup> edition), EUTOPIA Alliance
- Pérez Marginet, Alba. Multilingualism and Diversity' Student Conference (2<sup>nd</sup> edition), EUTOPIA Alliance
- 2022 García Moll, Alicia. International Conference of Undergraduate Research (ICUR), University of Warwick
- . International Workshop “Crisis and gender inequalities in the past and the present”, Universitat Pompeu Fabra
- Millan, Sara. International Workshop “Crisis and gender inequalities in the past and the present”, Universitat Pompeu Fabra
- 2021 Fernández, Berta. Eutopia Summer Conference “Rethinking the UN’s SDG agenda in the post-pandemic era”, Eutopia and Universitat Pompeu Fabra
- García Schwarz, Natàlia. Eutopia Summer Conference “Rethinking the UN’s SDG agenda in the post-pandemic era”, Eutopia and Universitat Pompeu Fabra
- García Zaragoza, Claudia. 14<sup>th</sup> Annual Student Conference on Global Challenges, Drexel University (Philadelphia, PA)
- Jin, Sui. Eutopia Summer Conference “Rethinking the UN’s SDG agenda in the post-

pandemic era”, Eutopia and Universitat Pompeu Fabra

León, Eréndira. 14<sup>th</sup> Annual Student Conference on Global Challenges, Drexel University (Philadelphia, PA)

Odériz, María, Eutopia Summer Conference “Rethinking the UN’s SDG agenda in the post-pandemic era”, Eutopia and Universitat Pompeu Fabra

## 13. Academic resources

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### 13.1. On the SDGs

#### **Official website**

<https://www.un.org/sustainabledevelopment/>

#### **The SDGS at the Food and Agriculture Organization of the United Nations**

<http://www.fao.org/sustainable-development-goals/en/>

### 13.2. On writing

#### **Writing an academic paper (Universitat Pompeu Fabra)**

[https://www.upf.edu/web/biblioteca-informatica/serveis-estudiants/-/asset\\_publisher/dNcgaWd7vT3B/content/com-elaborar-un-treball-academic/maximized](https://www.upf.edu/web/biblioteca-informatica/serveis-estudiants/-/asset_publisher/dNcgaWd7vT3B/content/com-elaborar-un-treball-academic/maximized)

#### **Online Writing Lab (OWL) (Purdue University)**

This is the most comprehensive guide to academic writing on the Internet. Bookmark it and, when in doubt about any aspect of writing, consult it!

[https://owl.purdue.edu/site\\_map.html](https://owl.purdue.edu/site_map.html)

#### **How to write an abstract (University of Wisconsin-Madison)**

<https://writing.wisc.edu/handbook/assignments/writing-an-abstract-for-your-research-paper/>

#### **How to write a literature review (University of North Carolina at Chapel Hill)**

<https://writingcenter.unc.edu/tips-and-tools/literature-reviews/>

#### **How to use inclusive language (University of Washington)**

<https://s3-us-west-2.amazonaws.com/uw-s3-cdn/wp-content/uploads/sites/98/2020/04/20111848/UMAC-Equitable-Language-Guide-v.1.pdf>

#### **How to use sources (Harvard University)**

<https://usingsources.fas.harvard.edu/>

#### **How to convert your paper into a presentation (Duke University)**

<https://twp.duke.edu/sites/twp.duke.edu/files/file-attachments/paper-to-talk.original.pdf>



## 14. Student resources

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### **UPF Inclusió**

If you have special needs.

<https://www.upf.edu/es/web/upfinclusio>

### **UPF Psychological Support Service (SAP)**

If you are struggling with your mental health.

[https://www.upf.edu/web/upfinclusio/sap\\_estudiants](https://www.upf.edu/web/upfinclusio/sap_estudiants)

### **UPF Igualtat**

If you have experienced harassment or discrimination linked to your gender expression, gender identity, and/or sexual orientation. Email: [igualtat@upf.edu](mailto:igualtat@upf.edu).

<https://www.upf.edu/web/igualtat>

### **UPF Humanities Gender Equality Commission**

If you have comments or suggestions regarding gender equality at the Faculty of Humanities.

Email: [igualtathumanitats@upf.edu](mailto:igualtathumanitats@upf.edu).

<https://www.upf.edu/web/humanitats/igualtat>

**Fuschia M. Sirois, *Procrastination: What it is, why it's a problem, and what you can do about it* (Washington DC: American Psychological Association, 2022)**

<https://www.apa.org/pubs/books/procrastination>

If you struggle with procrastination.