

Guidelines for Term Papers, Prof. Dr. Britta Schneider

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Length and deadlines

- Term papers should have 25 pages (9 ECTS) or 12 pages (6 ECTS), excluding title page and table of contents (shorter papers are sometimes possible, depending on what else you have done in the course – please discuss this with the instructor)
- The deadlines for handing in your paper are March 31st for the winter semester and September 30th for the summer semester.

Content – What is a Hausarbeit?

- In your paper, you will examine a certain aspect (research question/hypothesis) related to the seminar. You are expected to use secondary sources to develop your point. A term paper is more than a summary of secondary sources. It may be described as a 'mini book' on a topic but it is not the same as an essay, where you discuss a topic but typically do not discuss data systematically.
- In a Hausarbeit, you need to
 - A) develop your own research question/ hypothesis
 - B) find literature that relates to the question
 - B1) if you study empirically, you need to collect data and discuss the methods with which you have collected the data
 - C) develop an analysis, either of a scientific debate/studies you are presenting, or of your empirical data.
 - D) summarize your findings in the end
- The text NEEDS (!!!) a 'read thread' ('roter Faden'), that is, all parts have to relate to the overall research question in one way or another
- The idealized structure of a term paper (note that this can vary according to your project):
 - 1) Introduction (including your research question and an explanation of why it is relevant) (ca. 10%)
 - 2) a discussion of literature that already exists that relates to this question (ca. 20%)
 - 3) a discussion of data (which can either be already existing studies/ debates, or data that you collect yourself). If you collect data yourself, you also have to discuss the methods which you used (ca. 60%)
 - 4) a concluding discussion in which the relevant points are summarized and evaluated (10%)
- You should include your own point of view in the analysis but your argument has to be based on sources. It is not sufficient to say that you, for example, 'feel' that this is so. Include your own thoughts into your paper, for example in the form of criticism or support someone else's idea by supplying further evidence.
- Where possible, you should include concrete examples to illustrate your point or to explain what you mean.
- Do not write anything you have not understood yourself; aim at writing clearly so that it can be easily understood by others.

- Use full and syntactically complete sentences (with the exception of titles).
Examples of incomplete sentences: “Because historical sources demonstrate it.” / “Native Americans – treated in books?” / “Meaning in general, the culture and development of the language and other countries that use this language as a means of communication.”
- In most linguistic texts, footnotes serve only to present related ideas that do not fit into the running text or to give hints to other articles giving similar ideas which are not quoted directly. They are not used for referencing. Footnotes are numbered in sequence and have to appear at the bottom of the page of the text they refer to. Quotations are referred to in so-called ‘in-text’ citations (see below).
- When you have finished your paper, read it again. Make sure that the language of your paper (spelling, grammar and punctuation) adheres to the official standards, that the content follows a clear line of thought and that the form of the paper is in accordance with the requirements.

Title Page

The title page should contain the following information: University affiliation, Title of Seminar, Semester (e.g. SS 2019), lecturer/ professor, your name, matriculation number, the date of submission and the title of your paper. The title has to relate to the content of the text. The title page is not numbered (nor is the Table of Contents).

Table of Contents

Please provide a Table of Contents. Here is an example of the structure of a paper:

1. Introduction
2. State of the Art (= literature review)
3. Data presentation and analysis (including methods section if necessary)
4. Conclusion
5. Bibliography

Layout of Text Body

- Use Times New Roman or Arial fonts, a font size of 12 pt and 1.5-line spacing.
- Margins (to the right) should be around 2.5 to 3 cm.
- For additional information, use footnotes, not endnotes. (Do not use footnotes to provide references, see below for information on referencing)
- Number the pages
- Foreign expressions or metalinguistic terms appear in *italics*
- If you want to use IPA symbols, you can find them here: <http://ipa.typeit.org>

Quotations and Bibliography

Quotations in your text:

- You should demonstrate in your paper that you know how to look for and use other sources (like books, articles in books or journals, or pages from the Internet). When quoting sources, make sure to be precise! Identify all of your sources, whether you

quote directly or paraphrase someone's thoughts; do not plagiarise (= quote others (or yourself) without mentioning it).

- All used texts have to be mentioned in your bibliography at the end of your paper. All references that appear in your list of references have to be included in the text.
- To mark in the text that you have used a quotation, simply refer to the source by listing author, publication year and page in parentheses. Do NOT use footnotes.
 - Example: As Rampton argues, "crossing stopped ethnolinguistic inheritance from being an unnoticed, all-encompassing superordinate frame, [...]" (Rampton 1995: 508).
- Quotations of more than three lines in length should appear as block quotations; that is, set off from the text and indented, without quotation marks.
- Use [...] to mark if you leave out passages from direct text quotes.

Bibliography:

The bibliography at the end of your paper lists all the texts you have used for your paper **in alphabetical order** (by authors' last names). This is the basic pattern for your entries (other formats are possible but YOU HAVE TO BE COHERENT!!!):

- *Monograph:*
Blommaert, Jan. 2010. *The Sociolinguistics of Globalization*. Cambridge: Cambridge University Press.
- *Article (in a book):*
Eckert, Penelope and Sally McConnell-Ginet. 1998. "Communities of Practice: Where language, gender and power all live?" In: Coates, Jennifer (Ed.), *Language and Gender: A Reader*. Oxford: Blackwell. 484-494.
- *Article (in a scientific journal):*
Rampton, Ben. 2011. "Style contrasts, migration and social class." *Journal of Pragmatics* 43: 1236- 1250.
- *Article (Internet):*
Eurydice-Netz. 2008. *Schlüsselzahlen zum Sprachenlernen an den Schulen in Europa*. Brüssel:
http://eacea.ec.europa.eu/education/eurydice/documents/key_data_series/095D_E.pdf Date of Access: 17.06.2009.
- *Sound or video clip:*
Freie Universität Berlin. Algorithmic publics and the future of discourse analysis.
Rodney Jones. <https://www.geisteswissenschaften.fu-berlin.de/en/v/wild-publics/Videos/index.html> Date of Access: 28.01.2019

Finally, it is generally suggested to discuss your plans for a *Hausarbeit* with your instructor before you start writing. You are highly welcome to contact me and see me in my office hours at any time!