

Brief guide to writing seminar papers

1. Basic requirements for a seminar paper

- A scientific text is characterized by
- objective style
- reference to the sources used (serves to objectify your statements)
- a clearly defined central theme (structure, text design, argumentation)
- a clear presentation of the literature read in your own words (were the texts understood!)
- a well-developed outline (reasonable structure of the paper!)
- a scientifically substantiated statement on the theses found in the literature
- an outlook on open or unresolved questions or problems
- a formally correct presentation (compliance with the scientific standards for writing seminar papers!)

2. Types of seminar papers (Outline)

Empirical paper	Research discussion (historical or systematic presentation)
1. Introduction	1. Introduction
2. Literature review	2. Outline of the problem
2.1 Subchapter	2.1 Subchapter
2.2 Subchapter	2.2 Subchapter
2.3 Summary	2.3 Summary
3. Data and methods	3. Older research / thematic focus 1
3.1 Data	3.1 Subchapter
3.2 Methods	3.2 Subchapter
3.3 Summary	3.3 Summary
4. Empirical analyses	4. Current trends / thematic focus 2
4.1 Aspect (1)	4.1 Subchapter
4.2 Aspect (2)	4.2 Subchapter
4.3 Summary of findings	4.3 Summary
5. Discussion of findings (in the light of literature review)	5. Discussion of different research strands
6. Conclusion	6. Conclusion
7. References	7. References

Of course, depending on the content, each chapter is structured differently. This means that the number of possible sub-chapters is your individual decision!

3. Formalities

3.1 Length, layout and structure

Length: Small seminar papers are between 12 and 15 pages and large seminar papers are between 20 and 25 pages, both including bibliography - but without cover page, outline and appendix.

Layout:

- 1.5 line spacing
- Left, right, top and bottom 3 cm margin
- Font type and size: Arial - 11, Times New Roman - 12 or Calibri - 12
- Justification
- Page numbers bottom right

Structure:

- Cover page
- Table of contents
- Text
- Bibliography
- Appendix (list of figures, transcriptions, filmography, etc.), if applicable
- Declaration of independence

3.2 Cover page

The following information must be indicated on the cover page:

- University, location, faculty
- Degree program and module
- Name of the seminar and semester
- Lecturer
- Number of ECTS
- Subject semesters
- Title of the seminar paper
- Name, matriculation number
- E-mail address
- Date of submission

3.3 Quoting

Citing of original quotations and sources in the text

- All quotations (direct and indirect) must be identified as such.
- No changes to the wording or spelling may be made.
- Spelling mistakes or special features of the text can be marked with [sic!].
- Omissions have to be indicated with three dots in square brackets [...],
- as well as other changes by the author (additions, explanations, emphasis) together with the author's initials [emphasis M. M.].
- Quotations do not replace the argumentation and should therefore be used moderately.

Citing an original quotation

You insert a part of a sentence or a few sentences directly into the continuous text

- To make this recognizable as a quotation, this sentence is placed in quotation marks
- Omissions are indicated by square brackets
- The source is cited after the quotation in short form (surname, year, colon, page number)

Example: "Like emblems, recurrent gestures show a stable form meaning relation [...]" (Ladewig 2014: 1559).

You insert a longer quotation into the text

- If the quotation takes up more than three lines of the continuous text, it must be indented on the left by 1.5 cm
- indented on the left and set in a single line
- Quotation marks are not used
- A blank line is inserted before and after the quotation
- The source must also be indicated in a separate line, single-spaced and left-aligned. Example:

In analyzing cinematic metaphor, we go beyond represented content and verbal metaphors, and take account of the temporal media experience of viewers: camera moves, varying angles of shots, patterns of contrast and variation, connections and contrast between voice-over merging in movement-images and creating a temporal and affective parcours which viewers experience bodily. (Müller and Kappelhoff 2018: 5)

Paraphrased references with sources in the text

- Everything that is referenced, i.e., everything except your very own thoughts, must be identified by references in the continuous text
- Under certain circumstances, this must be done after each conceptual section
- This principle also applies if only one monograph or two essays are referenced, if several essays are summarized or if you refer to an introduction to linguistics or an encyclopedia article.
- The references are inserted directly into the text.
- The author's surname, year of publication, colon, space and page number are given in brackets, e.g.: (McNeill 1992: 56).
- If the reference refers to the page mentioned as well as the next one, the page number is followed by an 'f.' (= following) without a space and with a period.
- If it refers to several consecutive pages, a double 'f' is added, i.e., 'ff.'.
- The complete bibliographical details are only given in the bibliography (no complete details in footnotes and no use of back references 'ibid. (= ibid.) as is sometimes the case in literature studies).
- In the case of encyclopedias, it is advisable to include the keyword instead of the page number (page numbers change with revisions, encyclopedias are revised regularly). In this case, s.v. (=sub voce) and the keyword are given in brackets; e.g. (Duden 2023: s.v. Konversationsanalyse).

3.4 Bibliography

Please only cite literature that you have actually consulted. No second-hand citations. That is unscientific!

- The bibliography is at the end of the paper
- It begins with a new page
- It contains complete bibliographical information on all sources cited in the text in
- alphabetical order

Monographs / Books (typically single author)

Author's last name, comma, author's first name, space bar, left parenthesis, year of publication, right parenthesis, title of the monograph, full stop, publishing place, colon, publisher, full stop.

Müller, Cornelia (2008) *Metaphors. Dead and alive, sleeping and waking. A dynamic view.* Chicago: University of Chicago Press.

Edited volume (one editor, chapters by several authors)

Editor's last name, comma, editor's first name, space bar, left parenthesis, 'ed.', right parenthesis, space bar, left parenthesis, year of publication, right parenthesis, title of the anthology, full stop, publishing place, colon, publisher, full stop.

Kapp, Volker (Hg.) (1990) *Die Sprache der Zeichen und Bilder. Rhetorik und nonverbale Kommunikation in der frühen Neuzeit.* Marburg: Hitzeroth.

Chapters from edited volumes

Author's last name, comma, author's first name (if there are two authors, the second author is listed after a comma in the order first name, last name), space bar, left parenthesis, year of publication, right parenthesis, title of the paper, full stop, 'in', colon, editor's first name, editor's last name, space bar, left parenthesis, 'ed.' (if there is more than one editor 'eds. '), title of the anthology, full stop, publishing place, colon, publisher, comma, page numbers, full stop.

Kindler-Mathôt, Clara, Müller, Cornelia, Junge, Jana, & Papadopoulou, Katerina (2024) Sprechen in audiovisuellen Medien: Systematik für eine medienästhetische Analyse multimodaler Kommunikation. In: Rita Vallentin & Dorothea Horst (Hgg.) *Sprache entgrenzen. Beiträge zu einer kulturwissenschaftlichen Linguistik.* Bielefeld: Transcript.

In the case of several publications by one author, they are put in chronological order; in the case of several publications in one year, lowercase letters (a, b, c) are added directly to the year. These must also be added in the continuous text.

Articles from academic journals

Author's last name, comma, author's first name, (if there are two authors, the second author is listed after a comma in the order first name, last name) space bar, left parenthesis, year of publication, right parenthesis, title of the paper, full stop, 'In', colon, name of the journal, volume number, page number.

Müller, Cornelia (2019) Metaphorizing as Embodied Interactivity: What Gesturing and Film Viewing Can Tell Us About an Ecological View on Metaphor. *Metaphor and Symbol* 34 (1): 61–79.

Online sources

Name of the author (if not specified: name of the institution), left parenthesis, year of publication or, in the case of newspaper reports, the exact date, right parenthesis, the title of the website or the title of the downloaded document, specification of standard Internet links (URL) or more stable *digital object identifiers* (DOI). The link itself should not be edited manually. For URLs, the citation ends with the date of the last access in round brackets and a full.

Jeffreys, Branwen (14.12.2018) BBC: Cheating university students face FBI-style crackdown. URL: <https://www.bbc.com/news/education-46530639> (15.07.2024).

Müller, Cornelia & Marienfeld, Benjamin (2022) Feeling for Speaking. How expressive body movements ground verbal descriptions of emotions. In: Herbert L. Colston, Teenie Matlock and Gerard J. Steen (eds.) *Dynamism in Metaphor and Beyond*, 77-94. John Benjamins Publishing Company. <https://doi.org/10.1075/milcc.9.04mul>

The use of ChatGPT must be indicated.

Submission: Winter Semester: **15th March** and Summer Semester: **15th September**

Submit as word file.

Have a good time working on your academic paper!