

NOTES ON THE PREPARATION OF SCIENTIFIC PAPERS: STRUCTURE AND CITATION

All information is general, please also c o n s u l t the respective lecturers!

A) How is a scientific paper structured?

The formal structure should follow the following pattern:

1. Cover sheet
2. Structure
3. Introduction
4. Main part with several chapters and subchapters
5. Conclusion
6. Bibliography
7. Possible appendix (for pictures, interviews etc.)
8. Explanation.

1. The **cover sheet** provides information on the university, topic of the seminar, lecturer, type of course (BA specialization), information on the semester (winter semester 2011/12), title of the seminar paper, author of the paper (first and last name, subject connection, degree course, semester number, address, e-mail address), date of submission.

2. **The outline** reflects the structure of the parts of the thesis and thus the chapter headings of the presentation section with the corresponding page numbers.

3. The **introduction** introduces the topic, explicates the research question and explains the structure and methodological approach of the thesis. The introduction should also address the current state of research.

4. The **main part** serves the argumentative presentation of the research question and the implementation and justification of your own argumentation, as well as an appropriate discussion of the research literature. Notes and footnotes are used for documentation (see **notes on citation**).

5. In the **final section**, the results are summarized and any unanswered questions and further scientific follow-up possibilities are discussed in a kind of outlook.

6. At the end of every academic paper there is a **bibliography** of all the literature used, in alphabetical order (see notes on citation below). The bibliography must contain at least all the works cited in the footnotes, but should also list all the titles that have been incorporated into the work, even if not directly. In other words, the bibliography should also document the current state of research.

7. In the **appendix** of a paper, material can be added that serves to substantiate or explain the argument: interviews, visual and audio material, sequence analyses, maps, statistics, tables, etc.

8. This **declaration** is a legally valid assurance that the rules for scientific work have been observed. Please use the following text:

"I hereby declare that I have written this term paper independently and have not used any sources other than those stated. All passages that were taken from other sources in terms of wording or meaning are identified by stating their origin. This also applies to drawings, sketches, pictorial representations and sources from the Internet." (Date and signature)

B) What do citations and bibliography look like?

References in the text

All adopted ideas must be documented in the text:

- all direct (verbatim) or indirect quotations
- all arguments, evaluations, etc. that you adopt from other works (the abbreviation Vgl. is used here!

There are basically two variants for the proof - both can be used, but must be consistent in the text:

Footnotes:

The footnotes are numbered consecutively, the same number (superscript) appears in the text at the appropriate place. Please use footnotes, **not endnotes**, for the term paper.

Each footnote has the format of a sentence, begins with capitalization and ends with a period:

- for independent works (monographs):
Surname, first name, *title of the work*, place: publisher year, number of pages.
- for dependent works such as essays from anthologies:
Surname, first name, "Title of the essay", in First name Last name (ed.), *title of the work*, place: publisher Year, number of pages, number of pages.
- Magazine article

Surname, first name, "Title of the article", in *title of the journal*, year or volume, issue, number of pages, number of pages.

If a source is named twice in direct succession, the second time

- "Ibid." (and page number in case of deviation).

"American" citation style (suitable for essays and exposés):

Following this citation method, the source reference is inserted in brackets at the appropriate place within the running text:

(Name of the author, year of publication, page number if applicable)

With this information, the complete reference can be seen in the bibliography. This means that if several publications by the same author with the same year of publication are used, the year of publication must be followed by a, b, c etc. (example: McKeon 1991a; McKeon 1991b).

The following also applies here: If a source is named twice in direct succession, the second time "Ibid." (and page number in case of deviation).

Bibliography

There are different schemes for citing literature (e.g. Chicago, Harvard, APA, "German citation style"), the scheme must be standardized.

For example:

- Surname, first name, *title of the work*, place: publisher year. Surname, first name (ed.), *title of the work*, place: publisher Year.
- Surname, first name, "Title of the essay", in First name Last name (ed.), *title of the work*, place: publisher Year, number of pages.
- Surname, first name, "Title of article", in *title of journal*, year or volume, issue, page count.

For Internet sources, the date of the last access must be given in addition to the full address:

<http://www.kuwi.europa-uni.de/de/index.html> (last access: date).

C) What formal requirements are there?

The papers must be submitted by e-mail in .pdf format. Please use a meaningful document name: (e.g. NAME_Hausarbeit_Seminartitel_SoSe2023).

The following formal requirements apply:

- **Font and size:** Times New Roman (12 point) or Arial (11 point)
- **Line spacing:** 1.5
- **Margins:** left 3 cm, right 2 cm (the work is justified).
- **Justification**
- **Page numbers** (in the footer)
- **Cover sheet** (see above)

One final tip:

Scientific work requires phases of focused desk work. Don't forget to talk to others about your project in between. Don't hesitate to present your ideas to your fellow students, ask them for advice, ask them to proofread even unfinished texts. Most of the problems you will encounter have been encountered by others before you and sometimes a short conversation can untie big knots.

Good luck!