

Guidelines for Term papers

Small term paper / kleine Hausarbeit (6 ECTS)

10 to 15 pages

Deadline:

31 March 2023

Please send a pdf-file via email and – if you are in Germany – a printed version via normal mail.

Use academic language, no colloquial language. Define the concepts you use – with the help of secondary sources, encyclopedias, dictionaries. Distinguish carefully between emic/etic perspectives that is the language of your historical sources and the language of the secondary literature.

Please produce a clear research question and coherent argument that runs through the entire term paper. The introduction starts with your research question(s), provides context and how you are going to answer your research question. In the main sections, you develop your argument. In the conclusions, you pointedly show how you answered your question.

Please do not use long quotations from primary sources or the secondary literature. Provide a discussion of primary and secondary sources.

Your term papers needs a bibliography (primary and secondary sources) with a sufficient number of titles. Please organise these alphabetically (the last name comes first). Secondary sources need to be academic publications (they have footnotes). The bibliography contains all primary sources and the secondary sources used in your text. All references of the footnotes go into the bibliography while the bibliography contains no titles that are not used (footnotes!) in the text.

Formal structure of the Term paper

Front page

Lecturer, title of the course, semester of the course (e.g. Winter 2019/20), topic of the paper, name of the author, study program & semester of the author, module for which the paper should be credited, email address, date of submission of the paper

Table of contents (max. 3 outline levels)

Main text

- o Introduction (on topic, aim, method, research and sources)
- o Main part (with several sub-items - own examination of the sources in comparison with the research)
- o Conclusion (analysis/evaluation/presentation of the results and any open questions and problems or outlook)

Bibliography/List of sources and literature

Please quote Internet sources with reference to the website and the date you last accessed the website. Please only use websites that are academic ones.

Formal design

- White Din A 4 paper, printed on one side
- Page numbers

- 12-pt font Times New Roman
- 18-pt line spacing

No plagiarism!! Plagiarism is a serious form of intellectual theft.

Plagiarism is the unlabelled or inadequately labelled incorporation of third party intellectual property - regardless of its origin (i.e. also from the Internet) - into one's own work. Unauthorized exploitation under presumption of authorship exists if facts, arguments or specific formulations are taken over, paraphrased or translated without reference to the source.

Please insert a page at the end of your Term paper that reads as follows:

"I hereby declare that I have written the work autonomously and that no other sources or aids have been used other than those indicated. In places in the work where I used other people's works either in wording or meaning, I have in any case indicated and labelled the source. I am aware that a Term paper that is proven to be plagiarism will be graded 'insufficient' (5.0). I am aware that the discovery of a case of plagiarism will be reported to the examination office and may be punished by exclusion from further examination performances".

[Please date and sign!]