Universität Münster

Institut für Ethnologie
Dept. of Social and Cultural Anthropology

Term Papers - Formalities to respect

A term paper should consist of the following parts:

- Cover page (see example)
- Table of contents
- Introduction
- Title chapter (and subchapters (2.1, 2.2 etc.) if applicable)
- Title chapter (and subchapters (3.1, 3.2 etc.) if applicable)
- Title chapter (and subchapters (4.1, 4.2 etc.) if applicable)
- ...
- 5./6. Conclusion
- Bibliography (containing all authors you cite (directly) in your paper)
- Declaration of academic integrity
- (Annex, if applicable)

Times New Roman, 12 pt
Spacing: 1,5; grouped style
Margins: 2cm (left), 3,5 cm (right)
Local terms must be written in ***italics*** (and *without* quotation marks)

Page numbers must be on each page (but *not* on the cover page *nor* on the declaration of academic integrity). Don't use a new page when starting a new chapter. But: start a new page after the table of contents and for the bibliography.

For **citing conventions** and establishing the bibliography, you must use a correct, coherent system! It is best to refer to the **Harvard Style** (see: Palgrave, Cite them right, The essential referencing guide => institute library).