

### **Recommendations for drafting an Encyclopedia Entry (*Studienleistung*)**

A scientific Encyclopedia Entry is a text similar to the model of specialist Encyclopedia concerning structure and form. The main purpose is to provide a general introduction to a term, a concept or an author without focusing on a specific question.

As a *Studienleistung* in my seminars, an Encyclopedia Entry consists of a *cover page with all necessary information about the author (see below)*, a *running text without headings/subheadings (between 1 ½ and 2 pages long)* and a *signed declaration of intellectual integrity*.

These guidelines are intended to help you prepare and conduct an Encyclopedia Entry as a *Studienleistung*. Typically, during the course of study, individual terms/concepts/authors are identified as suitable for an Encyclopedia Entry. Alternative entries are possible but must be agreed upon in advance. After you have made a first selection and have already read some texts on the topic or have found relevant sources, we can determine the concrete structure of your Encyclopedia Entry together during my office hours. Afterwards you can start writing.

#### **Structure and form**

In an Encyclopedia Entry basic terms and concepts are to be explained. Typical contents are:

- General explanation(s) or definition(s);
- Explanation of the context where the subject arose;
- Significance in different (sub-)disciplines and theories;
- Application in specific contexts, e.g. according to life phases, fields of work, countries, historical;
- Critique of the term: concept, context of use, implicit values, (socio-)political implications;
- Up to five relevant literature sources;

The article's focus is to provide a concise overview of a term (concept, theory, author etc.) as well as a more in-depth presentation of the currently available expertise on the respective term. Controversial positions should be presented neutrally in the overview, without giving preference to individual positions. The article should be written as comprehensible as possible. Therefore, a reserved use of technical terms is necessary.

#### **Formal design**

- Cover sheet: university, department, module, course, lecturer, semester, type of work; (sub-)title of the paper; name, telephone number, e-mail, study semester, matriculation number, date of submission, indication whether the paper must be graded;
- Scope: approx. 1 ½-2 pages incl. max. 5 literature resources (with usual formatting, i.e. serif font: 12 pt.; line spacing: 1,5; page margins: 2,5 cm);
- Bibliography;
- Do not forget a signed declaration of intellectual integrity (!)

## Notes on scientific work

Please have a look at the file *Notes on Scientific Work*.

On my homepage you will also find the *feedback form*, which I use for grading written assignments. Please have a thorough look at it.

*Deadline for submission* is always the end of the semester period (*summer semester usually end of September, winter semester usually end of March*) - please contact me if you need a justified extension. The submission does not have to be in person, the printed paper can be dropped in my mailbox. Please let me know at an early stage if separate registration deadlines or similar have to be taken into account. Please also note this on the paper.

I will read *all written assignments* thoroughly and make use of the entire range of grades; a short explanation will be attached to the grade. All papers will be reviewed as soon as possible. Please refrain from individual requests by e-mail in unjustified cases.

Good luck and much success!