

Notes on Scientific Work

In courses offered by the International and Comparative Education Research Group, students can choose between different formats to complete a **Studienleistung or Prüfungsleistung**. In the following, you will find general information on academic work; you will find further information on the different formats of *Studien- und Prüfungsleistungen* on my homepage. The individual guidelines and instructions are intended to help you prepare and conduct written work. Read them thoroughly and follow them in your written work. You can clarify further questions at any time during my office hours. Please also note that all written papers must be discussed with me personally before you start writing (!). Therefore, please register for my office hours.

Generally, these examination formats consist – at least partially – of written work. Students can show that they are able to independently work on an educational science question within a previously defined framework and according to the general rules of scientific work. In doing so, scientific papers follow certain standards in terms of *content, form and language*.

In terms of **content**, it usually involves a systematic presentation of the expertise on a specific question and the logical structure of trains of thought to answer a question formulated as precisely as possible. **Linguistic** characteristics of scientific work include appropriate use of technical language, conceptual precision, factual-analytical and clear explanations. Furthermore, a correct use of grammar, spelling and punctuation is required. **Formally**, specific requirements are also imposed, since written works usually include publications and intellectual property of other authors. The intellectual property of others must therefore be fully disclosed both in direct (i.e., literal) and indirect (i.e., paraphrased in one's own words) citations. In one's own text, it must therefore become clear which statements represent a reproduction of other sources and which derive from one's own analyses, classifications and evaluations. There are pertinent citation systems for labelling and source references. Finally, a clear and uniform graphic design and formatting of the work meet important formal standards of scientific work.

Persistent Sources on Working Methods of Scientific Work

In educational science work contexts, different systems of citation and bibliography are used. I do not define a citation system for my course but expect students to choose one and apply it systematically and consistently.

There are numerous publications on the formal design of scientific written works that are strongly recommended for purchase or loan. Here are four persistent works on which you can orientate yourself and use them as a guide:

American Psychological Association (2020): *Publication Manual of the American Psychological Association. The Official Guide to APA Style*. 7. Ed. Washington, D.C.: APA.

Bohl, Thorsten (2008): *Wissenschaftliches Arbeiten im Studium der Pädagogik: Arbeitsprozesse, Referate, Hausarbeiten, mündliche Prüfungen und mehr ...* 3. Ed. Weinheim & Basel: Beltz.

Fromm, Martin & Paschelke, Sarah (2006): *Wissenschaftliches Denken und Arbeiten. Eine Einführung und Anleitung für pädagogische Studiengänge*. Münster et al.: Waxmann.

Rost, Friedrich (2012): *Lern- und Arbeitstechniken für das Studium*. 7. Ed. Wiesbaden: Springer VS.

Dealing with scientific literature

Articles in journals or books (anthologies, handbooks, etc.) as well as individual books (monographs) are important for producing scientific texts. *WIKIPEDIA is not a scientific source*. Nevertheless, references to Wikipedia entries should not be prohibited generally, but they must *always* be supplemented by further references to and quotations from academic-scientific literature!

The literature on a topic should be as up-to-date as possible (max. 10-15 years old, unless it is in some way "classic"). In the case of empirical data, you should also always refer to the most recent available figures, especially if the data are statistics on education that are continuously collected and published. Literature on a topic can be found particularly well in the online catalogues of the ULB or in the literature lists of important texts on a topic, e.g. seminar literature. Furthermore, you can also use electronic databases. Some of these databases are:

FIS Bildung http://www.fachportal-paedagogik.de/fis_bildung/fis_form.html

Portal Forschungsdatenzentrum http://www.fachportal-paedagogik.de/forschungsdaten_bildung/

Eurydice <https://eacea.ec.europa.eu/national-policies/eurydice/>

However, it is important that you analyse the found texts in detail with regard to their type of text and text quality - often there are online texts which do not meet the basic scientific criteria.

In the case of final theses, it is expected that the current state of the literature on the topic will be comprehensively processed. The presentation of the scientific literature's state of the art should be based on a differentiation between different approaches, strands of discussion or various scientific discourses on a topic and, if possible, should include an examination of the different approaches.

Deadline for submissions 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 personal, 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!