

## **Guidelines for writing a Term Paper or a Research Paper linked to an Oral Presentation (*Prüfungsleistung*)**

These guidelines are intended to help you prepare and perform written assignments as a ***Prüfungsleistung***. After you have made a selection of topics and done initial research, sign up for my office hours so that we can narrow down and define the topic and the question together. ***All papers must be agreed with me personally.***

### **Notes for getting started**

**Focus and question:** The written work is to be developed and structured on the basis of a clear question. It should become apparent what the work is about, i.e. what you want to show/work out. The question must fit the subject of the work in terms of content and scope. Often the question is a greater restriction of the subject.

**Line of argumentation:** In the paper, a line of argumentation is to be developed to answer the question. Usually, (various) scientific explanations are used and discussed to answer the question. In addition, own considerations have to be employed for answering the question. Finally, the answer to the question is to be summarized in a conclusion. In doing so, aspects that remain open or which are not clear can be highlighted.

**A suggestion for the development of a question and line of argumentation:** First read some texts on the subject and collect ideas and arguments by means of a brainstorming, which enable you to develop a question afterwards. On the basis of the specific question, develop a line of argumentation on 1-3 pages: question – individual arguments – answer(s) to the question; finally, a structure can be created.

### **Components of Scientific Papers**

#### **Cover sheet**

All *important information* should be on this page. Please provide your name, matriculation number, subject, semester number, e-mail and address. In addition, please indicate the name of the module, the type of paper (term paper, final paper or research paper linked to an oral presentation) and the date of submission. Please indicate whether the thesis must be graded and the number of CPs.

#### **Introduction**

In the introduction, the problem should be presented and developed, from which the question/thesis is justified and clearly and concisely named. It is important to emphasize the scientific relevance of your work. It is also important to clearly name subject areas which could also be important in the context and which are not considered in the thesis. Finally, the structure of the thesis as well as the methodological approach should be explained and justified on the basis of the research question/thesis posed.

#### **Main part**

The main part serves to answer the question raised at the beginning or to examine and assess the thesis formulated at the beginning. First of all, important or central terms for the work are concisely defined and central facts, doctrines and arguments are worked out. Based on this, the analysis and discussion take place. It is important to clearly separate the content presentation from the own discussion in order to mark the

reception and one's own contributions.

## Conclusion

The conclusion is intended to sum up and, looking back on the question/thesis formulated in the introduction, to gather concisely central statements and results. The aim is then to assess the concrete conclusions that the work suggests and what this means for science. A critical assessment of the work, which points to limits and/or gaps, is also required here. An outlook should reveal possible points of reference for further scientific debates.

## Bibliography

Please pay particular attention to the bibliography at the end of the paper; use a common and relevant reference system for this purpose (see the above-mentioned sources for formal design). For a better overview, reader-friendliness and space economy, a short reference system is often used which only refers to an author's abbreviation with year and, if applicable, page numbers in the text and/or footnotes (e.g. "cf. Bellmann, 2011, p. 32") and lists the complete bibliographic information in the bibliography. Other common systems can be used, but should then be carried out in an equally systematic and consistent manner.

## Formal design

- Scope in a *master study course*:
    - Research paper linked to an oral presentation 15 pages (Times New Roman, 12pt, 1,5 line spacing, 2,5 cm page margin);
    - Term paper 20 pages (Times New Roman, 12pt, 1,5 line spacing, 2,5 cm page margin);
  - Scope in a *bachelor study course*:
    - Research paper linked to an oral presentation 8 pages (Times New Roman, 12pt, 1,5 line spacing, 2,5 cm page margin);
    - Term paper 10 pages (Times New Roman, 12pt, 1,5 line spacing, 2,5 cm page margin).
- ➔ In the case of collaborative work, the respective multiple has to be written;
- ➔ 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 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!