

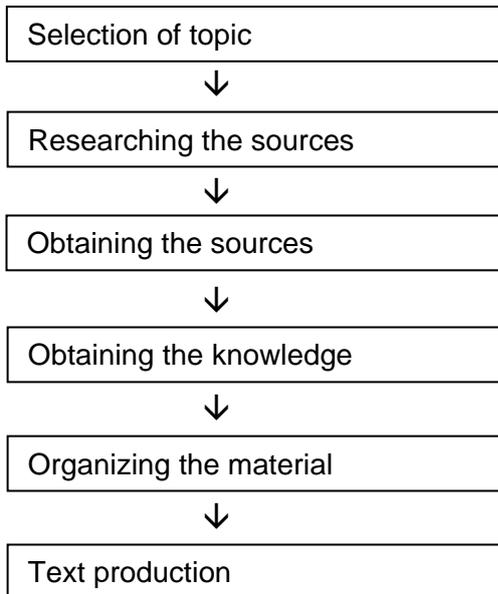
Guideline for writing term papers

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1 Procedure

Chronology of scientific work on a given topic (idealized):



1.2 *Choice of Theme*

Suggest an interesting theme or research question that is related to the field of the seminar you are attending. Discuss this theme with the teacher of your class. The teacher might be able to give you some more information on useful literature and she or he can help you formulate your question precisely. This is not compulsory though. If you think to have found a good theme, it might be sufficient to explain it in an e-mail message to your teacher without having to discuss it first. It is advisable to think about a suitable topic before the end of the term, i.e. before the end of the lecture period, to be able to speak to your teacher about your ideas. Although it is basically possible to see your teacher during the lecture free time of the term, it is not guaranteed that office hours will always be held during this time.

1.3 *Working on your theme*

After having agreed on a theme with your teacher the actual work begins. It is advised to start with a thorough search of scientific technical literature (magazines and textbooks) with relevance to your topic. Next you should try to get hold of this literature and do a first sighting and sorting. At the end you should be able to narrow your focus and write a first outline.

Please formulate your precise research question.

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1.4 Structure of your paper

1.4.1 Introduction

The introduction should include:

- The relevance of / an introduction into your theme
- The research question or statement
- Your purpose or goal (if different to your question)
- Methods used
- Analysed material
- Description of your approach and your outline

All questions raised in the introduction have to be answered in the conclusive passage.

1.4.2 Main part

The main part is the core of your work with respect to content and argument. Keep argumentation logical, comprehensible and free of redundancies. Make sure not to lose the thread! Do not produce pure statements without giving reasons for what you are writing. Do not use personalized forms! (i.e. „I have found out, that...“)

Never try to pass someone else's ideas as your own! If you include direct speech or other authors' ideas always cite your sources!

A note on paraphrasing:

If you paraphrase authors make sure to use your own words but be absolutely clear about the authorship. Paraphrasing might seem laborious and time-consuming but is necessary because of the required scientific standards. Your own ideas must be clearly distinguished from other people's.

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Examples of formulation:

According to the author...

The authors argue that...

The author considers... as a basic problem, which...

The author interprets current research as...

These rules are - according to the author's theory - responsible for...

Without paraphrasing, texts will be adopted without critical reflexion and it will be impossible to differentiate between simple statements and your own assertions.

Example:

Statement: ... Emotional norms influence the perception of these emotions.

Paraphrased: ... According to Hochschild's argumentation emotional norms are responsible for the way in which emotions are perceived. This would suggest a social construction of emotions.

Your own statement: Results of further studies encourage the assumption that emotions are socially constructed. Author XY for example writes that....

Please keep in mind that your paper should essentially be an argumentation and not a listing of facts. A great number of sub-items does not necessarily indicate scientific quality. If something does not seem helpful or relevant for your conclusion, better to leave it out.

1.4.3 Roundup / Perspective / Conclusion

The conclusion brings no new argumentation or question. In this part you should resume the main arguments of the main part of your work. Don't introduce new sources at this point but focus on a résumé of the results of your work and bring them into relation with your primary question.

The conclusion can include:

- Résumé
- Interpretation and/or evaluation of findings
- Concluding words
- Perspective and future research

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1.6 Proofreading

Pay attention to a correct use of language in your work. Don't rely exclusively on spelling checkers of your text software.

Do a thorough proofreading before submitting your paper. If possible ask another person to read your paper and make corrections. Make sure to include this into your time planning from the start.

1.7 Submitting

Deliver your term paper by the end of the semester, in the winter semester by March 31 and in summer semester by August 31. Deliver a printed version to the office of the secretary in charge. Always include the author's declaration and the module sheet. Make sure to fill in all relevant data before delivering your module sheet. We recommend to submit a pdf-version to your teacher at the same time.

2 Number of Sources, literature search and obtaining of literature

The quality of a scientific paper always depends – among others – on the amount of literature used. However it is difficult to define a useful number of literature required. As a first orientation 200-300 pages of readings are advisable. This corresponds roughly to 10-15 scientific essays or papers. The following recommendations about the amount of literature could be used as a guideline:

- Term paper: roughly 10 items (scientific essays or a corresponding number of pages out of monographs)
- BA thesis: a minimum of 20 items (scientific essays or corresponding number of pages out of monographs)

Your class teacher will give you a list of basic literature for your term paper. Please use this as a start for further literature search, which you will do independently on your own. This is a major scientific skill that needs to be practised regularly. For every term paper you write you will be expected to do a broad literature search on your own. Make sure to use the major database systems (wiso-net, PsycInfo, JSTOR, ISI Web of knowledge etc.)

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You can find a list of sociology relevant databases on the website of the university library:
http://info.ub.uni-frankfurt.de/fach_liste.html?fach=sowi.

The university library offers regular trainings for database research (e.g. “Überblick Elektronische Ressourcen”). Look for the next trainings on:

<http://www.ub.uni-frankfurt.de/benutzung/literatursuche.html>

Looking at the ‘Sociological Abstracts’ and the ‘Annual Review of Sociology’ might also be helpful.

Your search should include the central library as well as the libraries of other institutes. Recent science journal articles should be used as well as sources for your term paper (at least two). Access to these is provided by the university (e.g. <http://www.ub.uni-frankfurt.de/banken.html>) for example through the electronic journal library (Elektronische Zeitschriftenbibliothek):

(http://www.ub.uni-frankfurt.de/nutzungsbedingungen_emedien.html?ezb=yes).

A google scholar search (<http://scholar.google.de/>) will provide you with an item list that shows you immediately if the text is available as a full text version and if a pdf-download is possible, provided you are searching within the university net, as the university pays licence fees to allow access to full texts and science articles which otherwise would not be available.

When planning your term paper, bear in mind that approximately a third of the time will be necessary for search and acquisition of the necessary literature. At this stage a lot of time will go into searching, enquiries, ordering via interlibrary loan etc. Another third of the entire time will go into reading and excerpting as well as writing a detailed outline. The last third remains for the final formulation and writing.

3 Formal aspects of a term paper

3.1 Scope of papers

term paper	appr. 4.000 to 6.000 words ((±13-20 pages) The exact length and duration should be discussed with your teacher.
Bachelor final theses	approx. 12.000 words (± 40 pages)

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3.2 Cover sheet

Every term paper and every final thesis must have a cover sheet with the following information:

- Name of the faculty
- Name of the institute
- *Title of paper or thesis*
- *Type of class: class title (semester) resp. Bachelorthesis in major sociology*
- *Class teacher*
- submitted by *name (matriculation number)*
- *date of delivery*

3.3 Index / Table of contents

The sub points in the index must be identical with those in the text and numbered (1, 1.1, 1.2, 1.2.1 etc.). The bullet points should have a reference to the corresponding pages. Do not to put a period after the chapter numbers. Please make sure not to have isolated bullet points, i.e. a chapter 1.2.1 should always be followed by a chapter 1.2.2 for example. The bibliography and possible appendages should also be mentioned in the index, but without a chapter number. A good example of an index is to be seen on the first page of this document.

When using Microsoft Office Word (or Open Office) the index can be created automatically if you mark your headings as „headings“. Please use the word help function for instructions or look for tutorials on the internet.

3.4 Figures / Tables

If you are using figures or tables in your paper please label them accordingly and add an index of figures resp. tables which include the titles of your figures / tables and the corresponding page numbers. This index should come before the bibliography.

3.5 Appendix

Sometimes it is advisable to complete your paper by adding an appendix. In it you can add sources, documents and information (e.g. interview guidelines, evaluation instructions, interview transcripts or other data material) which are too large to be included in the running text of your paper. However, in most cases an appendix is not needed.

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3.6 Declaration of independent work for term papers and final theses

Each paper or thesis has to be accompanied by a declaration of independent work. If the declaration is missing, the paper or thesis will not be accepted. The declaration form can be downloaded from the Arbeitssoziologie website: <http://www2.uni-frankfurt.de/46507154/082-tools>

Name: _____

Matr.-Nr. _____

Declaration

I herewith declare that I wrote and composed the

- Term paper
- Bachelor final thesis
- Master final thesis
- Magister final thesis
- Examination paper

about the topic _____

independently. I did not use any other sources, figures or resources than the ones stated in the bibliography, be they printed sources or sources off the internet. This includes possible figures or tables.

I marked all passages and sentences in my work that were taken from other sources clearly as such and named the exact source.

Furthermore I declare that – to my best knowledge – this work has never before been submitted by me or somebody else at this or any other university.

I am aware that a noncompliance with this declaration may result in a grading of my work as “insufficient”.

I also know that a copyright violation as well as an attempted fraud may be prosecuted and a deliberate infringement on any laws concerning cheating constitutes an administrative offence, for which a penalty of up to 50.000 Euro can be inflicted.

In case of repeated or particularly severe attempts of deception a forced exmatriculation might ensue.

(date)

(signature)

3.7 Formatting

- Please leave a margin of approx. 2,5 cm on both sides.
- Justify your text
- Use a „normal“ font, e.g. Times New Roman in 12 pt or Arial 11 pt.
- Line spacing should be 1,5 lines.
- Each page should have a page number
- Some passages, like quotes or footnotes, can be single spaced.
- The text must be subdivided, an outline (index) with page numbers must precede the text. The outline comes after the cover sheet and has to have the title “contents”

3.8 Footnotes

Footnotes should be identified by superscripts without brackets. The number of the footnote is to be placed outside of the textline. Footnotes should be reserved solely to additions concerning the content, i. e. they should contain mainly material that is not directly related to the thread of argumentation in the text but supplies further useful information for the reader. Footnotes should be used moderately.

4 Citation and Bibliography

4.1 Correct citation: literature references in the text

Your citation must follow the rules of the Harvard citation style (GBFE) (see Sauer (2004)¹: http://www.acf.de/uploads/media/GBFE_Studienbrief_5_Form_bewahren_01.pdf). This applies to literature references in the running text as well as all footnotes. Make sure to always use the same standard:

Quotes are literal renderings of third party statements. The quoted source is to be cited in an abbreviated way in the text.

4.1.1 Direct quotations

The word-for-word rendering:

e.g.: „with humane purposes“ (Baudrillard 1973: 148)

¹ Sauer, Christof 2004. *Form bewahren: Handbuch zur Harvard-Methode*. Online im Internet: URL: http://www.acf.de/uploads/media/GBFE_Studienbrief_5_Form_bewahren_01.pdf (2013-01-16)

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4.1.2 Indirect quotations

Analogous rendering:

e. g.: so fallen Erfahrungen und Erwartungen auseinander (Nowotny 1989: 50)

4.1.3 Second hand quotation

„Second hand“ quotation

e. g.: according to Liemann this is „determined by cultural events“ (quoted from: Jürgens 1991: 127).

Here Liemann is quoted in Jürgens (1991). This style is acceptable only as an exception and only if the original source is not available.

4.2 Bibliographical quotation: literature and references

If you are using non scientific material such as pictures, newspaper articles etc. you will have to write a list of references as well as a list of your literature.

The list of your literature is to be put at the end of your paper. The reference specifications have to be given in the following order:

Name of author, Author's first name. Year of publication. Title. Subtitle (when indicated, year of first publication). Place of publication: Publishing house. (See examples below)

All used and quoted literature must be included in alphabetical order in a list of literature at the end of the text. In no way should there be any mention of literature in your text or the index, that was not used or quoted or referred to in your paper or thesis.

If your citation is taken from another source (“second hand” quotation), both sources have to be mentioned.

When citing several titles of a same author with the same year of publishing, allocate alphabetical letters for the different titles, cite the titles by using these letters and sort them accordingly (e.g. Luhmann 1991a; 1991b; 1991c).

The following will show you a few examples of the different ways of citing.

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4.2.1 Books

Holtappels, Heinz Günter. 2003. *Schulqualität durch Schulentwicklung und Evaluation. Konzepte – Forschungsbefunde – Instrumente*. München: Luchterhand.

Eilders, Christiane, Friedhelm Neidhardt, und Barbara Pfetsch. 2004. *Die Stimme der Medien. Pressekommentare und politische Öffentlichkeit in der Bundesrepublik*. Wiesbaden: VS Verlag für Sozialwissenschaften.

Raudenbusch, Stephen W., und Anthony S. Brykony. 2002. *Hierarchical linear models. Applications and data analysis methods*. 2nd Thousand Oakes: Sage.

4.2.2 Chapters in edited books

Maaz, Kai, Ping-Huang Chang, und Olaf Köller. 2004. Führt institutionelle Vielfalt zur Öffnung der Bildungssysteme? In *Wege zur Hochschulreife in Baden-Württemberg*, Hrsg. Olaf Köller, Rainer Watermann, Ulrich Trautwein, Oliver Lüdke, 143-203. Opladen: Leske + Budrich.

Pfetsch, Barbara, und Ruud Koopmans. 2006. Unter falschem Verdacht – Massenmedien und die Europäisierung der politischen Öffentlichkeit in Deutschland. In *Europäische Öffentlichkeit und medialer Wandel. Eine transdisziplinäre Perspektive*, Hrsg. Wolfgang R. Langenbucher und Michael Latzerel, 179-191. Wiesbaden: VS Verlag für Sozialwissenschaften.

Simmel, Georg. 1983. Das Gebiet der Mode (1917). In *Georg Simmel. Schriften zur Soziologie. Eine Auswahl*, Hrsg. Heinz-Jürgen Dahme, Otthein Rammstedt, 37-52. Frankfurt a. M.: Suhrkamp.

4.2.3 Journal articles

Eilders, Christiane, und Katrin Voltmer. 2003. Zwischen Deutschland und Europa. Eine empirische Untersuchung zum Grad von Europäisierung und Europa-Unterstützung der meinungsführenden deutschen Tageszeitungen. *Medien und Kommunikationswissenschaft (M&K)* 51: 250-270.

Coase, Ronald H. 1937. The nature of the firm. *Economica* 4: 386-405.

4.2.4 Citing from the internet

Kortmann, Klaus. 2007. Situation und Entwicklung der betrieblichen Altersversorgung in Privatwirtschaft und öffentlichem Dienst 2001-2006. Endbericht mit Tabellen.

http://www.bmas.de/coremedia/generator/952/property=pdf/2007_07_3_situation_und_entwicklung_bav_2006_endbericht.pdf (Zugegriffen: 30. Okt. 2010).

Citing from the internet has to be done according to the following standard:

Surname, First Name. Year. Title. <http://www....> (date of access: XX. month year).

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It is essential that the author is identified. If there is an author, he or she must be named. If there is no apparent author then the organisation or the owner of the website is to be named as the copyright holder. Internet pages like wikipedia are not accepted as scientific sources.

5 Possible aspects of evaluation

Some aspects that might be taken into consideration in evaluating your paper are:

Structure/presentation: outline, layout; introduction: research issue/question; content: literature use, originality/creativity, consistency/reasoning, depth of argumentation, accuracy of facts; ending: transfer, critical reflection; formalities: references/citation, list of references; use of language: accurateness, expression.

6 Further reading suggestions

6.1 Scientific work in general:

Rost, Friedrich. 2004. *Lern- und Arbeitstechniken für das Studium*. Wiesbaden: VS Verlag für Sozialwissenschaften.

Stickel-Wolf, Christine, und Joachim Wolf. 2006. *Wissenschaftliches Arbeiten und Lerntechniken. Erfolgreich studieren – gewusst wie!* Wiesbaden: Gabler.

Stykov, Petra / Christopher Daase, Janet MacKenzie, und Nicola Mosauer. 2009. *Politikwissenschaftliche Arbeitstechniken*. Paderborn: Fink.

6.2 Reading & Writing:

Esselborn-Krumbiegel, Helga. 2004. *Von der Idee zum Text. Eine Anleitung zum wissenschaftlichen Schreiben*. Paderborn: Schöningh.

Bünting, Karl Dieter, Axel Bitterlich, und Ulrike Pospiech. 2000. *Schreiben im Studium: mit Erfolg. Ein Leitfaden*. Berlin: Cornelsen.

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Stry, Joachim, und Horst Kretschmer. 2000. *Umgang mit wissenschaftlicher Literatur. Eine Arbeitshilfe*. Berlin: Cornelsen.

Kruse, Otto. 2000. *Keine Angst vor dem leeren Blatt: Ohne Schreibblockaden durchs Studium*. Frankfurt am Main: Campus.

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A final word

Please help us to keep this document up to date!

If you should find that an information in this document is no longer up to date, please let one of your teachers know so that we can ensure to keep the text updated.

You are welcome to send us further useful information or tools that you think could be of use in this document.

Please send your feedback to: arbeitssoziologie@em.uni-frankfurt.de

Last but not least we wish you good luck and success with the writing of your papers!