

1. Choosing your topic

- can, but does not have to be the same as oral presentation; paper can, but does not have to be written in English
 - to be chosen either from the list of presentation topics in the seminar programme (or your own suggestion)
 - **in any case, contact me in my office hours before you start writing, tell me what you intend to do and what literature you intend to use**
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2. Dealing with literature

- do clearly indicate **any sources** you used, this refers to paper as well as online resources
 - course handouts, lecture notes etc. can be used for your own basic information, but not as sources that can be referred to
 - cf. 5. below!
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3. Overall structure

- **front page:** university – department – title of seminar – lecturer’s name – title of term paper – your name – your address, phone no., e-mail – your Studiengang (BA English-Speaking Cultures, MEd) and subjects – number of semester you are in – Matrikelnummer
- **table of contents:** all titles of chapters and sub-chapters (numbered!) with page numbers, even if the same page number reappears several times (for shorter sub-chapters); introduction, bibliography, appendix must also have page numbers and be listed in the table of contents
- **introduction:** (not necessarily called ‘introduction’, can also have a content-related title) – brief outline of **MAIN RESEARCH QUESTION**; topic, central problems and SUB-questions you are going to deal with, outline of the overall structure of your paper, methodology, what empirical material (if any) you are using; try to imagine what exactly the reader might expect from your paper when they read the title: if your paper covers less or more than might be inferred from the title, say so in the introduction; tell the reader not only what you do but also what you do *not* do (and why). Introduce abbreviations / symbols etc. you want to use.
- **main part:** (should NOT be called ‘main part’, but should have content-derived title(s); may consist of several chapters) – presentation and discussion of literature that you have read; analysis of empirical material (if any). Individual chapters should represent clearly delimited argumentative units and should be linked among each other explicitly. Short introduction at the beginning of each chapter, brief summary at the end and one or two sentences about the following chapter.
- **summary:** (not necessarily called ‘summary’, can also have content-related title) – **ANSWER TO OR DISCUSSION OF MAIN RESEARCH QUESTION** including repetition of all important steps in your line of argument: main aims of paper, procedure, results; on the basis of that, presentation of the overall result (main hypothesis shown to be correct or not?). Very useful for yourself: look at the title of your paper again; check whether the summary (just like the introduction) is (also explicitly!) related to the title. If not, something must be wrong.
- **(list of) references:** all the literature referred to in your paper (by literal quotes or indirectly).
- (- **appendix:**): any empirical material you used: e.g. newspaper articles, full-page advertisements,

larger tables or graphs from the literature; also a CD-ROM, video or audio tape; but only material explicitly referred to in the paper, not just uncommented additional examples. The material should be on numbered pages so that you can refer to it in your text (e.g. “article no. 3, appendix p. 17”)

4. Formal aspects (general)

- **length according to seminar requirements** DIN A4 (*not counting* front page, table of contents, list of references, appendix)
 - **font size:** Times New Roman 12 point; footnotes, quotations, bibliographical references: 10 point
 - **all pages** except front page must be **numbered**
 - only **one side** of sheet printed on
 - **1 ½** spaced
 - **margins:** 4 cm left, 3 cm right, 2-3 cm top and bottom
 - **quotations** should be enclosed in double quotation marks (“like this”) or, if longer than 2-3 lines, printed in a separate indented paragraph in smaller font
 - special emphasis can be indicated by *italics*
 - **words from other languages** or words that serve as an **example** to illustrate a certain concept should be underlined, and translations enclosed in single scare quotes, e.g.:

Blackbird ('Amsel') is a compound with a single main stress.
 - **footnotes:**
 - should be as few and as short as possible
 - should be used only for adding additional information, definitions, or brief explanations
 - should not be used in place of citations in the running text (see 5.)
 - should not be used in place of bibliographical references at the end of the paper (see 5.)
 - **style:**
 - the language of the paper should be up to university standards
 - any core variety of English is acceptable (British, American, Australian, etc.), as long as one variety is consistently used
 - gender discriminatory language (i.e., “the writer ... he”, etc.) should be avoided
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5. Bibliographical references

- there is not one single correct stylesheet for bibliographical references; **however, please stick to ONE convention**
- **basics of all stylesheets:** different types of publications need to be clearly distinguished –
 - books by one or several authors
 - articles in edited volumes
 - articles in journals
- **source references** within your text:
 - any information taken from any source must be provided with a source reference (cf. 6. below)
 - use the short citation form: (name of author(s) year of publication : page number) – examples:

literal quotation:

Marchand (1960: 81) states that “[t]he process of lexicalization is obvious in changes in the significant with those words also that are not characterized by unity stress”.

Idiomatization can manifest itself "as the addition or loss of semantic features. Synchronically, the result of this process, various degrees of idiomaticity, form a continuous scale" (Lipka 2002: 113).

citation - when a source is summarized without quoting literally:

The most comprehensive discussion of lexicalization and institutionalization is found in Bauer (cf. 1983: 42-61).

Levinson (vgl. 1983: Kap. 5) kritisiert ebenfalls bestimmte Grundannahmen der traditionellen Sprechakttheorie.

6. Plagiarism declaration

- must be included (with your signature) at the end of term paper; please use the sample declaration provided by the university or the following text:

Von Plagiat spricht man, wenn Ideen und Worte anderer als eigene ausgegeben werden. Dabei spielt es keine Rolle, aus welcher Quelle (Buch, Zeitschrift, Zeitung, Internet usw.) die fremden Ideen und Worte stammen, ebenso wenig ob es sich um größere oder kleinere Übernahmen handelt oder ob die Entlehnungen wörtlich oder übersetzt oder sinngemäß sind. Entscheidend ist allein, ob die Quelle angegeben ist oder nicht. Wird sie verschwiegen, liegt ein Plagiat, eine Täuschung vor. In solchen Fällen kann keine Leistung der/des Studierenden anerkannt werden. Es wird kein Leistungsnachweis (auch kein Teilnahmechein) ausgestellt. Ich erkläre hiermit, diesen Text zur Kenntnis genommen und in dieser Arbeit kein Plagiat im o.g. Sinne begangen zu haben. (Datum, Unterschrift)

7. The final stage

- you can – and should – run a computer spelling check of your paper before handing it in
 - but do not rely on that: **thorough proofreading of the final version of your paper** (the printed-out version; not on the computer screen) is **indispensable**, if necessary by someone else (because after a while you cannot find your own spelling errors any more), preferably a native speaker of English
 - put your term paper in a folder – do not hand in loose sheets
 - **deadline: according to seminar requirements** (to be handed in at the secretary's office or via snail mail)
 - from the beginning of the following term onwards you can collect your written work at the secretary's office. Please come and see me in my regular office hours if you need additional feedback or have further questions.
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8. Before you begin, please note that ...

- ... term papers which do not meet the formal requirements outlined here will not be accepted
- ... only term papers handed in on time will be accepted (if you cannot meet the deadline, make sure you discuss this with me at least four weeks ahead)
- ... questions requiring time-intensive answers can not be answered via mail, please come and see me in my office hours instead
- ... term papers can not be handed in via email
- ... the grades of term papers tend to be better the more work and care you are ready to invest in planning and writing them. I am ready to help you, but the main responsibility for the product remains with you, the author.