MA International Relations Style Sheet: Formal Guidelines for Seminar Papers and MA Theses

Citations in the Text

Text citations: Source material must be documented in the body of the paper by citing the author(s) and the date of the source. The underlying principle here is that ideas and words of others must be formally acknowledged (see comments on "plagiarism" below). The reader can obtain the full bibliographic information on the source from the list of references (bibliography) that follows the body of the paper.

Citations in the text (or in short: citations) include the last name of the author(s) and the year of publication. Include the page number(s) when you quote verbatim from the work or refer to specific passages. Use a, b etc. (in the citation as well as in the bibliography) to distinguish an author's publications of the same year.

Observe these more specific rules:

- If the author of a cited work is referred to in the text, place the citation immediately after his or her name omitting the name in the parentheses:

  When Waltz (1979) argued…

- If the author is not mentioned in the text, enclose the last name and year in parentheses:

  Neorealism was given its authoritative formulation in the 1970s (Waltz 1979), following a wave of interdependence studies (Keohane/Nye 1977).

- If the page number is included it follows the year of publication after a colon and a blank:

  As Hollis and Smith (1990: 22) pointed out…

- For three or more authors, give only the first author's last name adding "et al." (whereas in the list of references all names are given):

  (Goldstein et al. 2001)

Note: When your source is a section (chapter) of an edited volume make sure you reference that chapter (via the author's name) rather than the whole volume (via the editor's name)!

A **quotation** must correspond exactly to its source in spelling, capitalization, and interior punctuation. Quotes within quotes are put in single inverted commas, however. If you change or omit parts of the quoted passage, make the alteration or ellipsis clear to the reader: If you quote more than a word or phrase but only a part of a complete sentence, indicate the omission by inserting: (...).Additions needed to make quoted material intelligible are put in brackets []. Of course, omissions or additions must not distort the meaning of the quoted sentence.

Quotations in the text must begin and end with quotation marks; the citation follows the end quote mark and precedes the period (except when the author is referred to in the text [as in the Hollis and Smith example above]). If the quoted phrase is a complete sentence, however, the end quote mark follows the period:

  Methodologists advise choosing theories that are "capable of generating as many *observable implications* as possible" (King et al. 1994: 19) (emphasis in the original).

  "Social science constitutes an *attempt* to make sense of social situations that we perceive as more or less complex." (King et al. 1994: 9) (emphasis added)

Footnotes

Use footnotes sparingly to add relevant information or considerations which would interrupt the flow of the argument if inserted in the text. Footnotes should be numbered consecutively throughout the paper with superscript Arabic numerals.

Reference List (Bibliography)

The bibliography includes all (and only) the works cited in your text listed in alphabetical order according to the patterns of the following sample entries. Books and periodicals should always be documented with their full title. Titles of books and periodicals are given in italics. Use hanging indention (see examples).

Book (Monograph)

Moravcsik, Andrew (1998): *The Choice for Europe: Social Purpose and State Power from Messina to Maastricht*. Ithaca, NY: Cornell University Press.

Note: Do not specify individual chapters of monographs in the bibliography even if you looked at or made use of only some of them! (The same applies to pages and page ranges.) The source here is the book, not a part of it.

Edited volume (anthology, collection)

Goldstein, Judith L./Kahler, Miles/Keohane, Robert O./Slaughter, Anne-Marie (eds.) (2001): *Legalization and World Politics*. Cambridge, Mass.: MIT Press.

Article in an edited volume

Jepperson, Ronald/Wendt, Alexander/Katzenstein, Peter (1996): Norms, Identity, and Culture in National Security. In: Katzenstein, Peter (ed.): *The Culture of National Security*. New York: Columbia University Press, 33-75.

Article in a scholarly journal

Wendt, Alexander (1992): Anarchy is What States Make of It: The Social Construction of Power Politics. In: *International Organization*, 46 (2), 391-425.

Note: Online editions of scholarly journals *are not* referenced as electronic sources. It is uncommon to give URLs for journal articles, although you may add the DOI.

Electronic sources, web sites

For web pages without a specified date of publication, use the retrieval date:

Amnesty International (2010): *The History of Amnesty International.* Retrieved April 14, 2010 (http://www.amnesty.org/en/who-we-are/history).

Newspaper or magazine articles

Friedman, Thomas (2003): "A Theory of Everything". *New York Times*, June 1. Retrieved September 12, 2009 (http://www.nytimes.com/2003/06/01/opinion/a-theory-of-everything.html).

When the author's name is not given:

The Economist (2013): "China in Central Asia: Rising China, Sinking Russia". September 14. Retrieved July 16, 2014 (http://www.economist.com/news/asia/21586304-vast-region-chinas-economic-clout-more-match-russias-rising-china-sinking).

Working papers

Zürn, Michael/Leibfried, Stephan/Zangl, Bernhard/Peters, Bernhard (2004): *Transformations of the State?* TranState Working Papers 1. Bremen: Collaborative Research Center 597.

Treaties and other official documents

European Community (1992): *Treaty of the European Union.* Signed on February 7, 1992.

The White House (2010): The National Security Strategy. May 2010. Retrieved July 16, 2014 (http://www.whitehouse.gov/sites/default/files/rss_viewer/national_security_strategy.pdf).

For both working papers and treaties you may give the URL if applicable. As with other web sources indicate the retrieval date.

Unpublished works

Abbott, Kenneth W./Snidal, Duncan (1995): *Mesoinstitutions in International Politics.* Paper presented at the 36th Annual Meeting of the International Studies Association, Chicago, February 22-25, 1995.

Smith, John (1950): *A Unified Theory of World Politics.* Unpublished work.

Meyer, Thomas (2009): *The Role of Nuclear Weapons in French Security Policy.* Unpublished MA Thesis, University of Bremen.

Bibliographic Software

Bibliographic software makes referencing and creating flawless bibliographies much easier. MAIR students have free access to Citavi, Endnote, and RefWorks. Output styles for the latter two programs that are modelled on the above rules can be provided on demand. (You may also consider using open source bibliographic software such as Zotero.)

Plagiarism

Using someone else's ideas or phrasing and representing those ideas or phrasing as one's own, either on purpose or through carelessness, is a serious offence known as plagiarism. "Ideas or phrasing" include written or spoken material—from whole papers and paragraphs to sentences, and, indeed, phrases—but they also include statistics, maps, lab results, art work, etc. "Someone else" can mean a professional source, such as a published writer or critic in a book, magazine, encyclopedia, or journal; an electronic resource such as material we discover on the World Wide Web; another student at our school or anywhere else. You must credit all sources you use in writing your research paper or thesis with a citation and in the bibliography. ("Oral communication" can be credited in a footnote.) To do otherwise is to plagiarize and to run the risk of serious negative consequences.

Note that you do not avoid plagiarism by simply referencing your sources. A very important convention is that verbatim quotes are put in inverted commas. If you fail to respect this convention you are committing plagiarism even if you dutifully report the source. The reason is that the absence of quotation marks signals to the reader that what she is reading are your words rather than those of the author of the source. Note also that all is not fine if you merely subject the original to some linguistic engineering, as it were. Put differently, if you copy and paste a paragraph from a source into your text and then cut out a few words and replace a few others with synonyms you are still implicitly misrepresenting and overstating your intellectual input: (legitimate) "paraphrasing" or "using one's own words" in this context is properly understood to entail presenting the results of your cognitive engagement with the source(s) cited (which is very different from looking up words in a thesaurus).

Specific Information Regarding the MA Thesis

Length

The MA thesis accounts for 30 ECTS credit points. The expected word length of the thesis is between 30,000 and 35,000 words (including bibliography, excluding annexes). The thesis should not exceed 35,000 words without a compelling reason. (If it becomes clear that you will need more space to make your point, get in touch with your supervisors to ask for their permission.) Theses of less than 30,000 words are vulnerable to the criticism that space would have allowed a more elaborate and possibly more convincing presentation of the argument.

Preparing the Manuscript

The title page of your thesis should include the title of your thesis, the label "MA thesis for conferral of a Master of Arts degree in International Relations: Global Governance and Social Theory", your name and matriculation number, your thesis supervisor's and the second reader's names, and the date of submission. Number all pages consecutively throughout the thesis beginning with the first page of the Introduction. Front matter (table of contents, etc.) may be numbered using Latin numerals. The text must be 1.5-spaced. Use 12 point font size. Leave a generous margin on the right hand side (about 4 cm) for your readers to add comments. Use double-sided printing. Long quotations, footnotes, and bibliography may be single-spaced, 11

point. Proofread and correct your text carefully before submitting it. Insert a signed declaration in the thesis confirming that you wrote the thesis independently based on your own study of the cited materials only.

If not specified otherwise by your supervisor, your thesis should have the following structure:

1. *Introduction* (3,000-3,500 words): Introduce your topic in a way that makes it (and your discussion of it) interesting to the reader, laying out the major questions addressed and previewing the argument you are going to make.

2. *Main Body* (24,000-28,000 words): Present a coherent line of argument including critical analysis of existing research and supporting evidence.

3. *Conclusion* (3,000-3,500 words). Summarize your discussion and point out the most important findings of your research. Identify questions or avenues for further research that emerge from your results.

(The page ranges are mere suggestions. Note also that given that the upper ranges add up to 35,000 words and the bibliography counts to the overall limit, the understanding is that you do not exhaust all ranges at a time.)

4. *Bibliography*. Give an alphabetical list of all sources used. Each source should be cited in the text. Cite all publications, websites, and other resources you used for your paper according to the conventions described above.

Note: The most recent version of these guidelines can be downloaded from the program website.