

# **Term paper guideline**

- **Academic work**
- **Research design**
- **Structure**
- **Formalities**
- **Citation & Bibliography**
- **Sources**
- **Example: Research design**
- **Example: Bibliography**

A seminar paper is...

- an academic work on a specific subject
- a research experience
- a learning experience
- an examination experience

## Academic work implies...

- Clear, precise language
- Disclosure of the main assumptions
- Presentation of the method (the path)
- Cross-references and indication of the sources
- Working in a comprehensible and transparent way (results have to be reliable and easy to grasp)
- Up to date
- Effective and goal-oriented work
- Being open for criticism

## Six steps:

- Identification of a problem
- Formulation of a research question
- Finding a Theory
- [Setting up a hypothesis (if.....then.....)]
- Define a procedure, develop a method
- Find sources

# There are theoretical and empirical puzzles

- News
- Innovations
- Scandals
- Anomalies (concerning theories)
- Research desiderata

## Elements

- Description
  - Analysis  
*(Recognition of a pattern)*
  - Explanation  
*(Formulation of the Theory)*
- 

- Prognosis/ prediction
- Judgement
- Recommendation for action

## Corresponding research questions

- What happened?
  - How did it happen?
  - Why did it happen?
- 
- What will happen?
  - What is/was happening, is it good or bad?
  - What should we do?

## Research question

- Work on **1 (!!)** specific **research question**  
→ Do not work with other questions (focus!)
- Choose a **workable** research question
- The topic should not be too broad!
- Use **question words**  
→ “How did it come to...”, “why“ etc.
- **Answer** your question!



A “correct“ outline of a seminar paper does not exist!

General model:

1. Introduction
2. Theory
3. Empirical Analysis
4. Conclusion

Other possible elements:

- Relevance/puzzle
- Bibliography
- Method
- Critical evaluation

**Guiding thread! → Every chapter should help answer the research question**

## In general

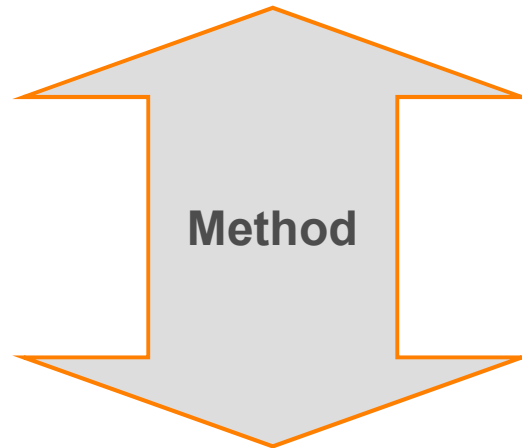
- Focus on your **topic** and **research question**
- Rather a specific subject with deep analysis than a broad subject with superficial analysis!
- Follow the guiding thread!!

## Introduction (recommended structure)

- Appetizer
- Introduction to the concrete topic (funnel)
- Academic relevance / Puzzle (*what is puzzling?*)
- Research question
- Theory selection
- Approach / method / state of the art  
[results]
- Structure

**Main part** (depends on the subject of the paper!)

**Abstract (theory/model)**



**Empirical data (case studies)**

## Conclusion

- main results
- embed work in a greater debate/  
context
- (if applicable) outlook for further  
necessary research
- (if applicable) critical reflection of own  
work

### **The seminar paper should have the following elements:**

- Cover with all relevant information (name, title, date of submission, course-info, student and examination number, etc.)
- Table of contents
- Bibliography
- Declaration of authorship at the end
- List of illustrations or abbreviations (if applicable)
- Attachments (if applicable)

## Declaration of authorship

I hereby declare, [NAME] [SURNAME], that the present work [TITLE] is my own unaided work for which I only used the specified sources and tools. Ideas by external sources have been labeled as such. This work has not been submitted as part of an examination before.

[LOCATION], the [DATE]

[SIGNATURE]

[NAME] [SURNAME]

## Font/text

- Standard font (e.g. Times New Roman, Arial, Calibri etc.) → 12pt
  - Justification (!)
  - 1,5-line spacing
  - Footnotes 9pt or 10pt, 1-line spacing
  - Standard margin or increased right margin (3,5-4cm)
  - Number of words:
    - PS paper: approx. 5,000 words
    - HS paper: approx. 7,000 words
    - Bachelor thesis: approx. 25 pages (depends on the study programme)
- } Depends on the seminar



Relevant (new) academic concepts must be introduced when first mentioned.

All abbreviations should also be introduced and written out when first used (e.g. UN, NGO, DPKO, CAR etc.)

## Literature

- **Read!!**
- Was has been said ?/ **state of research?**
- Know (and cite) **specific literature**
  - Often a research question emerges out of the literature  
Do not work with a general theory or theory school. Use **concrete authors/approaches**
- If your are not using German or English literature, translate the quotes into the text and insert the original quote in the footnotes.
- **Do not cite the textbook; read and cite the primary sources**

## Principles:

Anything that is neither your own work nor (secured) general knowledge has to be cited!

The path to the primary source always has to be indicated (exact page number or subitem on the Internet).

Especially literal or textual quotes from other authors!

Using external knowledge and not referencing it, is to masquerade the work of others as your own work

→ **Plagiarism! (= violation of the principles of academia)**

## Citation: two options

- Indirect citation → paraphrase the content (indicate the source!)
- Direct citation
  - if short : in the text
    - This was labeled an “all-Ugandan force deemed ‘dead on arrival’” (Albrecht / Haenlein 2016: 50)
  - if long (more than four sentences): indented and small
    - Albrecht and Haenlein (2016: 50) stated that:

“From uncertain beginnings, the African Union Mission in Somalia (AMISOM) has grown, over almost ten years, into the regional organisation’s largest peace-support operation. Bolstered by a multilayered mission architecture through which the UN and bilateral donors provide financial, logistical and technical support, it has achieved important gains against the jihadi Islamist organisation Al-Shabaab.”

## Citation: two options

- In the text
  - ... (Stahl 2014: 53).
  - ... Stahl argues (2014: 53) that ...
  - ... furthermore he states that... (ibid./ebd.: 76).
- Footnotes.<sup>1 2</sup>

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<sup>1</sup> Stahl, Bernhard (2014): *“Internationale Politik Verstehen”*, Verlag Barbara Budrich, Opladen, S. 53

<sup>2</sup> Stahl 2014: 76

## Bibliography

- In the bibliography indicate all the sources that you actually used

List the sources in alphabetical order

- one author, repeatedly: chronological by years
- one author, same year: with a, b, c... ordered by publication date
- There are many options. The following website presents a citation style (<https://www.citethisforme.com/harvard-referencing>). You can also use another style, but use it consequently throughout the paper.

## **Book by one author:**

Last name, First initial. (Year published). *Title*. [Edition.] City: Publisher.

### Example:

Chneguir, A. (2004). *La politique extérieure de la Tunisie 1956 - 1987*, Paris: L'Harmattan.

## **Book by several authors:**

Last name, First initial. and Last name, First initial. (Year published). *Title*. Edition. City: Publisher.

### Examples:

Daniels, K., Patterson, G. and Dunston, Y. (2014). *The ultimate student teaching guide*. 2nd ed. Los Angeles: SAGE Publications.

Claus, B., Hofmann, M., Lembke, H. and Zehender, W. (1989). *Coordination of the development cooperation policies of major OECD donor countries*, Berlin: German Development Institute.

(if the book has more than three authors or editors indicate the first author and add et al (Stahl, B., et al. (2018)...) )

## **Edited books:**

Last name, First initial. and Last name, First initial. (eds.) (Year published).  
*Title*. [Edition.] City: Publisher.

### Example:

Chaban, N. and Holland, M. (eds.) (2008). *The European Union and the Asia-Pacific. Media, public, and elite perceptions of the EU*, New York: Routledge.

## **Book chapters in edited books:**

Last name, First initial. and Last name, First initial. (Year published). Title.  
In: First initial. Last Name, ed., *Title* [, Edition]. City: Publisher, pp. Pages.

### Example:

Aghrout, A. and Sutton, K. (2009). Regional Economic Union in the Maghreb. In: F. Lawson, ed., *Comparative regionalism*. Farnham: Ashgate, pp. 355-79.



## Journal articles:

Last name, First initial. (Year published). Title. *Journal*, Volume (Issue), pp. Pages.

### Example:

Zoubir, Y. Z. (2012). Tipping the Balance Towards Intra-Maghreb Unity in Light of the Arab Spring. *The International Spectator: Italian Journal of International Affairs*, 47 (3), pp. 83-99.

## Newspaper article:

Last name, First initial. (Year published). Article title. *Newspaper*, Page(s).

### Example:

Weisman, J. (2015). Deal Reached on Fast-Track Authority for Obama on Trade Accord. *The New York Times*, p. A1.

### **Policy Papers by Think Tanks or other institutions:**

Last name, First initial. and Last name, First initial. (Year published). *Title*.  
Edition. City: Institute/Think Tank.

#### Example:

Albareda, A. and Barba, O. (2011). *Sub-Regionalism in North Africa and the Middle East: Lessons Learned and New Opportunities*, Barcelona: European Institute of the Mediterranean.

### **Websites:**

Author (Year). *Title* [online]. Available at: URL [last access date].

#### Example:

Ambassade de France à Tunis (2014). *La France en Tunisie. Années 2011-2014* [online]. Available at: <http://www.ambassadefrance-tn.org/Annees-2011-2014> [15 May 2015].

## Databases (selection)

- [www.jstor.org/action/showAdvancedSearch](http://www.jstor.org/action/showAdvancedSearch)
- [online.sagepub.com/search](http://online.sagepub.com/search)
- [www.palgrave-journals.com/politics/index.html](http://www.palgrave-journals.com/politics/index.html)
- <https://link.springer.com/>
- <https://onlinelibrary.wiley.com/search/advanced>

Log into these sites with your Uni Passau account to get access to the articles (“institutional login”)

# Sources (Journals)



**Elektronische  
Zeitschriftenbibliothek**  
Universitätsbibliothek Passau

Externer Zugang

**Zeitschriften**  
Zeitschriftensuche  
Liste nach Fachgebiet  
Liste nach Alphabet  
Liste neuer EZB-Titel

**Bibliothek**  
Ansprechpartner  
Zeitschrift vorschlagen  
Bibliothek auswählen

**Information & Service**  
Über die EZB  
Hilfe zur EZB

Zeitschrift  **suchen** Erweiterte Suche

**Zeitschriftenliste nach Fachgebiet**

Fachgebiet	Anzahl
Allgemeine und vergleichende Sprach- und Literaturwissenschaft. Indogermanistik. Außereuropäische Sprachen und Literaturen	2952
Allgemeines, Fachübergreifendes	11965
Anglistik, Amerikanistik	1374
Archäologie	1107
Architektur, Bauingenieur- und Vermessungswesen	2021
Bildungsgeschichte	392
Biologie	5346
Chemie und Pharmazie	2788
Elektrotechnik, Mess- und Regelungstechnik	1336

The EZB gives an overview of the Journals that can be accessed through the University of Passau.

(<http://rzblx1.uni-regensburg.de/ezeit/search.phtml?bibid=UBPA&colors=7&lang=de>)

