

Guide for writing a research paper at the Chair of Social Policy / Lehrstuhl für Sozialpolitik (Seminarpapers, Bachelor-, Master or Diploma Thesis)

1. Introductory remarks

By writing a research paper, you are supposed to demonstrate that you are able to investigate a specific appointed topic out of your field of study and that you can do this by making proficient use of scientific methods. This guide describes the specific rules applicable to papers submitted to the Chair of Social Policy / Lehrstuhl für Sozialpolitik, Universität Erlangen-Nürnberg. For more general methods and guidelines on how to write a research paper, please refer to the literature on scientific methods and scientific writing as well as to the courses on scientific methods offered at the University.

2. Basic style / formatting rules

The following basic formatting rules apply to all parts of your paper:

- typescript (no handwriting)
- left margin: 3 cm / 1.15 inches, right margin: 2 cm / 0.8 inches.
- font type: Times New Roman.
- font size: 12 pt (except for footnotes: 10 pt).
- page numbers: use roman numerals "I, II, III" etc. for the pages that precede the main text. Use arabian numerals "1,2,3" etc. for the main text. Continue roman numerals after the main text.
- paper format: DIN A4 or US letter
- print only on one side
- term papers should be stapled or flexifastened („Heftstreifen“), please do not use a plastic folder. A masterthesis should be bound (paperback) (just ask your local copyshop).
- the electronic version of your paper should be a .doc or .pdf.

3. Necessary and optional components of your paper and specific style / formatting rules for each component

Necessary components	Optional components
Title Page	
Table of Contents (including the outline: chapters and subchapters)	
(Main-)text	Index of Tables
	Index of Figures
	List of Abbreviations
<u>Bibliography</u> / List of Literature	Appendix
Declaration of Authorship	

3.1. Title page

For term papers („Seminararbeit“) please use the title page template as illustrated in part 6.1. For your bachelor or master thesis please refer to the example in part 6.2.

3.2. Table of contents

The table of contents lists every component of your research paper (except for the table of contents itself), also the entire outline of your paper with all chapter and subchapter headings of all levels listed separately, with page numbers for each item. Please refer to the template in part 6.3.

3.3. Outline: chapters and subchapters ('Gliederung')

Either choose a **numerical** ordering of your chapter structure, i.e.:

„1. ... 1.1. ...1.1.1.... 1.1.2. ... 1.2....

2. ...“ etc.

or, alternatively, choose an **alpha-numerical** ordering, i.e.:

„A. ... I. ... 1. ... a. ... b. ... II. ... 2. ...

B. ...” etc.

3.4. Index of tables and index of figures

If your paper contains tables and / or figures, you should include an index of tables and / or an index of figures listing all tables and / or figures by order of appearance. You should explain every table and figure right where it is mentioned or referred to in the text. Please also note the corresponding examples in part 6.4.

3.5. List of abbreviations

A list of abbreviations can be employed if you make use of abbreviations that are not generally well-known. Examples: IMF, IRS, NAFTA. Do not include well-known abbreviations like "i.e.", "etc.", "N/A" or similar. An abbreviation should be introduced on first use by writing out the original words and putting the corresponding abbreviation in parentheses next to the expression:

"The International Monetary Fund (IMF) ..."

After that, the abbreviation can be used alone without writing out the original term.

3.6. Main text

For the main text of your paper, the following additional formatting rules apply:

- 1.5 line spacing (except for footnotes: single spacing).
- text alignment: full justification ('Blocksatz')

3.7. Appendix

If your paper contains several rather large, space-consuming figures or tables (i.e. regression tables) you should put the larger tables and figures in an appendix, unless you excessively comment on them in your paper.

3.8. Bibliography

Every scientific source used in your paper, be it for direct or indirect quotes, has to be listed in the bibliography in alphabetical order (by the authors' last name). Your bibliography should not list any source which is *not* used in your paper.

Concerning the formatting of your bibliography, please follow the citation standard of the American Psychological Association (APA) as described under this link:

http://www.muhenberg.edu/library/reshelp/apa_example.pdf

Special cases not explicitly described by the APA Publications Sample References:

- **Sources of Law** (judicial acts, court rulings, etc.): be sure to mention the exact name of the source and the exact place where it can be found. Example:

Gesetz über die Durchführung eines Feldversuchs mit Bildschirmtext (Bildschirmtextversuchsgesetz NW) vom 18.03.1980. *Gesetz und Verordnungsblatt für das Land Nordrhein-Westfalen*, 34(16): 153f.

Please take especially care to correctly handle internet sources / web pages as described by the APA standard.

3.9. Declaration of authorship

A declaration of authorship (in German) has to be put at the end of your paper and signed by you. Stick exactly to the following example (**word-by-word**). Please be sure that you have fully understood the declaration before you sign it.

VERSICHERUNG

„Ich versichere durch eigenhändige Unterschrift, dass ich die Arbeit selbstständig und ohne Benutzung anderer als der angegebenen Quellen und Hilfsmittel angefertigt habe und dass die Arbeit in gleicher oder ähnlicher Form noch keiner anderen Prüfungsbehörde vorgelegt und von dieser als Teil einer Prüfung angenommen wurde. Alle Stellen, die wörtlich oder sinngemäß aus Veröffentlichungen (auch aus dem Internet) entnommen sind, habe ich als solche kenntlich gemacht. Ich weiß, dass bei Abgabe einer falschen Versicherung die Arbeit als mit 'nicht ausreichend' bewertet gilt“.

Unterschrift der/des Verfasserin/s

Erlangen / Nürnberg, den

4. The length of your paper: number of pages

The main text (i.e. not counting the outline, large tables, the bibliography etc.):

- Term papers ('Seminararbeiten'): 12 to 15 pages
- Master thesis: 50-60 pages
- Bachelor thesis: 25-30 pages

5. Citation rules: indicating intellectual property

Always make sure that every idea and every sentence or part-sentence that is not originally your own but adapted from other sources is indicated accordingly (as a **direct or indirect quotation**) and that the original source is exactly specified (reference), so that it can easily be found by the reader.

Deviating from these citation rules is considered as plagiarism and can lead to the grade "nicht ausreichend (Fail)".

Also be aware that even properly citing all sources can still constitute a form of plagiarism, i.e. if the paper contains almost no original (own) thoughts. For this and for more information on the definition of plagiarism and how to avoid it, see <http://www.plagiarism.org>.

5.1. Quotations

Mark direct quotes by putting quotation marks around it. If you leave out a word within a direct quote, indicate this by putting two dots in parentheses in its place: „(..)“. When leaving out more than one consecutive word within a direct quote do the same, but add one dot: „(...)“. Always indicate whether a specific emphasis is adapted from the original or whether it is your own. Example:

„authorities need to fund their own sources at the margin.“ [emphasis added].

Indicate indirect quotes by putting a “see:” (or some equivalent indication) before the source inside the reference bracket. For particularly long indirect quotes, make sure that it is indicated unmistakably where exactly the indirect quote begins and where it ends.

5.2. References

Indicate the exact source of any direct or indirect quote right in the text, right after the quote, as described by the APA rules (see 3.8).

6. Templates

6.1. Title page for a seminar / term Paper ('Seminararbeit')

Term Paper

Seminar zur Sozialpolitik im SS 2010

"Title of Seminar"

Head: Prof. Dr. Matthias Wrede

**EXACT TITLE OF YOUR
TERM / SEMINAR PAPER**

Tutor:

submitted to:

Friedrich-Alexander Universität Erlangen-Nürnberg
Lehrstuhl für Sozialpolitik

submitted by: Max Mustermann
95046 Nürnberg
Tel. 0911 / 1 23 45
Matr.-Nr.: 012345

submission deadline: December 20th, 2012

6.2. Titel page for a bachelor thesis

(Note: this template is to be used likewise for your master thesis, just replace the word "bachelor" with the word "master")

B A C H E L O R T H E S I S

**Submitted to fulfill the requirements
for the degree "Bachelor of Arts" im Studiengang __**

EXACT TITLE OF YOUR BACHELORTHESIS ACCORDING TO THE ANMELDEFORMULAR OF THE EXAMINATION OFFICE / PRÜFUNGSAMT

Examiner: Prof. Dr. Matthias Wrede

submitted to:

Friedrich-Alexander Universität Erlangen-Nürnberg
Lehrstuhl für Sozialpolitik

submitted by: Max Mustermann
Im Wald 1
95046 Nürnberg
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submission deadline: December 20th, 2012

6.3. Table of contents

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