

Instruction Sheet for Term Papers, AB 10/Labour- and Economic Sociology

1. Basics Information

Term papers are an examination with which you prove that you can work independently on a specific academic question. Topic and research question should be related to the seminar and are to be discussed with the lecturer.

2. Scope and Submission of the Paper

A term paper in the Bachelor's program has a length of 12-15 pages, a term paper in the Master's program has a length of 20-30 pages. Please check with your study-specific regulations! Term papers must be submitted by the end of the semester (winter semester: March 31/summer semester: September 30) in which the related course takes place. Term papers are to be submitted as pdf files only.

3. Procedure

Before you make an appointment with your lecturer or even start writing your term paper, you should develop a short outline, the so-called "Sechzeiler". This urges you to write down the basic ideas of your term paper in a few sentences. Here, you should address the topic, research question, theoretical concept, approach, core argument, and possible literature. Important: If you want to write a final BA or MA thesis, this short outline is only a preliminary work for an exposé. You can find more information (in German) on writing a "Sechszeiler" or an exposé here:

https://www.uni-bielefeld.de/fakultaeten/soziologie/fakultaet/arbeitsbereiche/ab3/wissenschaftlich-arbeiten/pdf/Sechszeiler_2016-03.pdf

Please make an appointment for a consultation as soon as you have written and handed in your outline. The lecturer will then discuss with you to what extent this is appropriate as a basis for a term paper. If necessary, the short outline might be developed into an exposé.

4. Structure and Format of the Term Paper

The term paper is preceded by a **cover page** (see example) and a numbered **table of contents** including page numbers, which shows the levels of structure.

The term paper is formally divided into an **introduction**, in which the topic and the research question are developed, and the structure of the term paper is presented and motivated. This is followed by the **main section** (also subdivided and provided with a headline that refers to the content of the chapter, in which the research question is addressed. The **final section** takes up the research question again, summarizes the outcomes and the results of the work and draws a conclusion. Each section should have a content heading! The term paper ends with a **bibliography** and, if necessary, a list of figures and abbreviations and/or appendices. A **declaration of authorship** must be attached to the thesis.

Formalities:

- Font: Arial (size: 11) or Times New Roman (size: 12)
- Line Spacing: 1,5 Lines
- Side Margins: 2,5cm each
- Text alignment: justified text
- Hyphenation

- Caption may be larger and/or bold and/or in italics
- Emphasizes/Key Words: italics (use sparingly – not bold, underlined or in capital letters!)

Remember to proofread the paper carefully (spelling, comma placement, grammar, complete sentences, comprehensibility and "red thread") before submitting it!

5. Citation

Please use only the "Harvard" citation style for quotations and references, in which the reference to the bibliography is made by stating the author's surname(s), year of publication and, if applicable, page number of the cited publication in a short reference in brackets in the body text.

Example: This is a dummy text passage with "a single citation" (Holzmann 2005, p. 15), which also refers to further reading (see also Förster 2007).

References with two authors are indicated with a slash between the names (Schneider/Weber 2007). If there are more than two authors, only the first one is cited, followed by "et al." (Brinkmann et al. 2006). If several sources are referred to, the names are separated by semicolons (cf. Holzmann 2005; Förster 2007). If a cited work is cited again immediately afterwards, the reference reads: "(ibid., p. ...)".

Footnotes only explain the content and should be used sparingly! Please be careful to use them consistently.

The cited literature and other sources (data reports, laws, etc.) are listed alphabetically at the end of the paper in the bibliography.

General

Surname, First Name, Year: Title. Subtitle. Location.

Surname, First Name (Ed.), Year: Title. Subtitle. Location.

Surname, First Name/Surname, First Name (Eds.), Year: Title. Subtitle. Location.

Contributions from anthologies

Surname, First Name, Year: Title. Subtitle. In: Surname, First Name (Ed.) Title. Subtitle. Location, Pages.

Articles from Journals

Surname, First Name, Year: Title. Subtitle. Name of the Journal. Year. Issue Number, Pages.

Articles from Newspapers

Surname, First Name, Year: Title. Subtitle. Name of the Newspaper, Date, Page. If no author known, newspaper will be named like this: Newspaper, Date, Page.

Articles from the Internet

Surname, First Name, Year: Title. Subtitle. Location, Pages. URL (Opened: YYYY-MM-DD).

Exemplary Coverpage

Bielefeld University

Faculty of Sociology

Study Programme: Bachelor in Sociology

Course: Introduction to Economic Sociology

Module Number: 30-M21

Lecturer: Prof. Dr. XY

Semester: Winter Semester 20XX/XY

Topic/Title of the paper: XY

If applicable: Subtitle

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