Guidelines for Academic Papers

This style manual gives a brief overview of special rules for writing academic papers. Please make sure to read this information carefully – especially before embarking on your (first) paper. Additionally, it is always a good idea to consult the writing guides (analogue and digital) that we recommend on the homepage. Furthermore, reading publications in your field of study continuously will also help you with your own academic writing style.

1. Text layout

   - **General format**
     All papers are typed, with the text printed on one side only of DIN A4 paper.
   
   - **Pagination**
     The pages are numbered with Arabic numerals. Standard placement for page numbers is either the right-hand corner at the top of pages, or centered at the bottom of pages. Page number one starts on the first page of the main text of your paper, i.e. with your introduction. No header with name, please.

   - **Spacing**
     The spacing is 1.5 (except for indented quotations, footnotes and bibliography, which are single-spaced).

   - **Margins**
     The standard margins for academic papers are 2.5 cm on all sides.

   - **Paragraphs**
     Justify your text so that both ends of each line reach the page margins (*Blockatz*). Inject space into long blocks of text with indentations (using the tab key) or paragraph spacing (using the enter key). When using paragraph indents, do not use paragraph spacing to break up text and vice-versa. One sentence does not make up a paragraph.

2. Text formatting

   The font and text size are consistent and clear. Use either Arial in 11 point or Times in 12 point for the main text, same size plus bold for headings. For footnotes, block quotations, and bibliographical references in your references section use a font size that is 2pt smaller than your main text font size, i.e. 10 pt for Times, 9 pt for Arial. If it is important, special emphasis can be indicated by *italics*. Foreign words are also italicised.

3. Length

   For the main body of the paper (not incl. table of contents, bibliography etc.)
   
   PO2011: M3: 15-20 pages
   PO2015: FW3/FW4/M4: 15-20 pages
   PO2018: M4: 15-20 pages M6: 20 pages
   ZULA (PO2011): 70-80 pages
   BA: 30 pages
   MA Secondary: 60-80 pages
4. Building blocks of an academic paper

4.1 Title page

The title page of an academic paper contains
- the title of the paper
- your name and Student ID no., course of studies (GS, HWR etc.) and subjects, and the number of semester you are in
- your address and e-mail address
- the name of university and department
- the title, semester and lecturer of the course in which the paper has been written

4.2 Table of contents

Use the heading Table of contents. All titles of chapters and sub-chapters (numbered in decimal system: 1., 2., 2.1, 2.2, 2.2.1, 2.2.2 etc.) with page numbers, even if the same page number reappears more than once (for shorter sub-chapters). Introduction, bibliography, and appendix also have page numbers and are listed in the table of contents (but bibliography and appendix do not have chapter numbers).

4.3 Introduction

The function of the introduction is to forecast the steps taken in the paper. It should contain a brief outline of your topic and research question(s), central issues and questions you are going to deal with, give an outline of the overall structure of your paper, the methodology, and of the empirical material (if any) you are using. Try to imagine what exactly the reader might expect from your paper when reading the title: if your paper covers less or more than might be inferred from the title, say so in the introduction. In this case, tell the reader not only what you do but also what you do not do (e.g. due to space restrictions). Last, but not least: This first chapter of your paper does not necessarily have to be called Introduction but can also have a content-related title.

4.4 Main part

The main part of your paper should not be called Main part, but should have (a) content-based title(s). It usually consists of several chapters.

Chapters

These chapters contain the presentation and discussion of the literature that you have read as well as the analysis of empirical material (if any). Individual chapters should represent clearly delimited argumentative units and should be linked among each other explicitly. Very useful for the reader: Short introduction at the beginning
of each chapter, brief summary at the end and, when appropriate, one or two sentences about the following chapter.

**Paragraphs**

Each paragraph should focus on an important aspect of your main topic. Each sentence should link up semantically to support its unity. Each paragraph should link up with the next to contribute to the overall unity. Each of the main aspects or points should be backed up with illustrations, Examples, descriptive details, explanation, or argument. Sentences within the paragraph should link up with each other by means of grammar and vocabulary (cohesion).

4.4.1 **Footnotes**

Footnotes are a good possibility to give additional information or commentary which would interrupt your argument in the main body of your text. However, they should be used sparingly.

4.4.2 **Abbreviations**

You may use abbreviations for recurring technical terms like, e.g., *Common European Framework (CEF)* or *Intercultural Communicative Competence (ICC)*. When first mentioning the term give its full wording with the abbreviation following in brackets. Then, continue solely using the abbreviation.

4.5 **Conclusion**

A conclusion and a summary are not the same. The latter summarises the main points of the paper. No new points appear in a summary. In contrast, a conclusion does present a new point, namely your conclusion or a new outlook. However, the new idea must be clearly based on the previous content of the main body of the paper. As the Dartmouth Writing Program (n.d.) stresses:

> Just as the introduction sought to place the paper in the larger, ongoing conversation about the topic, so should the conclusion insist on returning the reader to that ongoing conversation, but with the feeling that they have learned something more. You don’t want your reader to finish your paper and say, ‘So what?’

This last chapter of your paper should include a concise repetition of all important steps in your line of argument: the main aims of your paper, its procedure and results, and, on the basis of that, a presentation of the overall result(s), i.e. an answer to your research question(s). Ask yourself: Is the main hypothesis shown to be correct or not? What you also might find useful: Look at the title of your paper again; check whether the conclusion (just like the introduction) is (also explicitly) related to the title. If not, something must be wrong.

4.6 **References**

This section contains all the literature referred to in your paper either by literal quotes or indirectly. It is formatted as a list which is arranged alphabetically by
author's last names and chronologically within lists of works by a single author. It is titled References. There are many different conventions for bibliographical references. For every academic paper it is important that you stick to one system. Academic papers at the English department follow the so-called Turabian style (with slight modifications for improved readability, see specifications under 7).

4.7 Statement of authorship (last page of your paper)

I certify that the attached material is my original work. No other person’s work has been used without due acknowledgement. Except where I have clearly stated that I have used some of this material elsewhere, it has not been presented by me for examination in any other course or unit at this or any other institution. I understand that the work submitted may be reproduced and/or communicated for the purpose of detecting plagiarism. I am aware that I will fail the entire course should I include passages and ideas from other sources and present them as if they were my own.

________________________
Date          Signature

5. Language

The language in an academic paper is formal. Use an academic style of writing:

• Make your writing so clear that any intelligent reader, though possibly ignorant of your subject, can readily understand what you say.
• Do not use short forms (e.g. isn’t/ don’t).
• Do not use first names (e.g. of researchers/ authors you quote) in academic texts.
• Do not start your sentences with But, And or So…
• Avoid writing “I” “You” or “We” where possible. Use passive constructions.
• Academic claims or conclusions are supported by references from previously published research papers – do not claim anything you cannot back up with a citation or reference or prove in another way.

6. Documenting sources

All information and ideas used from other sources need to be documented, or credited to their original source – no matter if quoted literally or paraphrased. If not, you commit plagiarism (see below under 10). All quotations, direct (cf. 6.1) and indirect (cf. 6.2), must be accompanied by a bibliographic reference (author-date system), immediately following the literal quote (Author 2011, pp) or paraphrase (cf. Author 2011, pp)¹. For sources with more than one author, use and between last names in the text (Lewis and Clark state…) and & between names in brackets (see below). Write n.d. if there is no date given with the source, write n.p. if there are no page numbers in the source.

Example: “[T]here are conventions regarding the format of academic papers, from margins and spacing to block quotations, footnotes and bibliographies” (Lewis & Clark n.d., 2).

¹ cf. stands for confer (the imperative form of the Latin verb conferre, literally meaning bringing together) and is used as short form for compare.
These so-called parenthetical citations in the text provide reference to lead the reader to the source of information in the bibliography at the end of the paper.

6.1 Direct quotes

Short direct quotations are enclosed in double quotation marks "like this". If longer than 2-3 lines, they are called block quotations and are printed in a separate indented paragraph in smaller font (2pt. less than your standard font size). Use single space and do not add quotation marks at the beginning or end of the quoted passage. Indent the whole block by one tab stop or ca. 1 cm from the margin. Leave a blank line before and after it.

Example: “Just as there are conventions in societies regarding appropriate dress for certain types of occasions, [...] there are conventions regarding the format of academic papers, from margins and spacing to block quotations, footnotes and bibliographies (Lewis & Clark n.d., 2).

All direct quotes have to be identical with the source in every detail of orthography and punctuation. Even spelling mistakes in the source have to be quoted 1:1 (but then indicated by a following [sic]).

Example: “If students cannot spell basic core words that they use in their everyday vocabulary, this is definitely [sic] a problem” (Cannotspelleither 2011, 73).

6.1.1 Modification of direct quotes

Sometimes it might be necessary to modify a direct quotation, e.g. with respect to its length or to explain something otherwise unintelligible. If you modify a direct quotation, make sure to indicate the modification as your work by using [square brackets]:

To add something to a quotation, e.g. to explain an unclear grammatical reference like a pronoun, briefly clarify it in [square brackets] immediately after the word or phrase in question.

Example: “They [the incoming freshmen] are given their schedules, shown their lockers, the cafeteria, the gym, the media center, and their classrooms” (Wong and Wong 2009, 48).

Sometimes it is necessary to change the grammatical construction in order to fit the quote into your preceding sentence. Also in this case, identify the changes with [square brackets].

Example: Turabian (2007, 26) suggests “us[ing] secondary sources to find out not just what others have written about your topic, but how they have written about it.”

[sic] in square brackets is an editing term used with direct quotations. It is the Latin word for such and means that is really how it appears in the original and is mostly used to denote incorrect spelling or grammatical irregularities within a quoted passage.
If you wish to **omit a passage** from the middle of a quotation, indicate this by means of an ellipsis placed in square brackets (like this [...] and then the original text continues) to signal that you are shortening the original. Make sure not to change the meaning of the original by omitting a passage.

Example: “Most of us learn to write in the least efficient way – under pressure, rushing to meet a deadline [...] That rarely works for a short paper, almost never for a longer one” (Turabian 2007, 72-73).

Additionally, it is sometimes necessary to **change an upper-case letter into a lower-case one** at the beginning of a quotation (or vice versa). Indicate this with square brackets:

Example: Yule stresses that “[c]ommunication clearly depends on not only recognizing the meaning of words in an utterance, but recognizing what speakers mean by their utterances” (2010, 127).

If you wish to **draw attention** to single words or phrases in the quotation use *italics* and make sure to indicate the emphasis as your work by adding *emphasis added* to the bibliographic reference:

Example: “[M]any students fail to realize that they risk being charged with plagiarism even if they were *not intentionally* dishonest, but only ignorant or *careless*” (Turabian 2007, 77; emphasis added).

### 6.1.2 Quotes within quotes

To indicate quotes or quotation marks within quotes use single quotation marks:

Example: As Sunnemark (2004, 4) points out, “[e]ven if King did not speak of his rhetorical project in these terms, he was acutely aware of this set of problems. [...] In 1966, King once said: ‘You just can’t communicate with the ghetto dweller and at the same time not frighten many whites to death. [...] My role perhaps is to communicate to the white world. There must be somebody to communicate to two worlds.’”

### 6.2 Indirect quotes

Indirect quotations, also-called citations, are not exact wordings but rather rephrasings or summaries of another person’s words. In this case, a source is summarised, not quoted literally. For indirect quotes it is not necessary to use quotation marks. However, indirect quotations still require proper referencing (using *cf.*), and you would be committing plagiarism if you failed to do so.

Examples: (1) Turabian (2007, 72) recommends to set an action plan with clear achievable goals.

6.3 Secondary quotes
To cite a source from a secondary source (quoted in) is generally to be discouraged, since you are expected to have consulted the works cited yourself. The only exception to this rule is when an original source is unavailable. In this case, however, both the original and the secondary source must be listed in the parenthetical citation. Example: (James 1962, 23, quoted in: Smith 2011, 84)

6.4 Quoting from non-English Sources
Except for an occasional direct quote which may be kept in the original such as terms from the Bildungsplan, all non-English quotes should be paraphrased or summarized in English and referenced as an indirect quote (see 6.2).

7. References
The following style guide is mainly based on the afore-mentioned Turabian style with minor modifications for better readability. This style is based on the method of parenthetical references (author-date system) (cf. 6.2) within the text with a reference list at the end of the paper.

In your list of references, all citations must be in hanging indent format with the first line flush to the left margin and all other lines of the same bibliographic entry indented. Please list internet sources separately dividing these into online journals etc. and websites. Example:

Print Sources:

Online Sources:

Websites:

In your bibliography, list complete titles and subtitles. Separate the title from the subtitle with a colon and place a full-stop at the end of the whole title sequence. Capitalise the first and last words of the title as well as all content words (i.e. nouns, verbs, adjectives, adverbs and pronouns), using the so-called headline-style capitalisation. The only words not capitalised in this style are articles, conjunctions and prepositions (unless they are the first or last word of a title or subtitle). If you list a German title, follow the German principles of capitalisation.

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3 Unavailable in this context means that a title is unpublished or out of print and cannot be ordered via “Fernleihe”, either.

4 Referring to the style guide A Manual for Writers of Research Papers, Theses, and Dissertations and its original author Kate L. Turabian who developed it for the University of Chicago. Except for minor differences, Turabian style is the same as Chicago style but with focus on student papers, theses and dissertations.
7.1 Books, chapters in books, reports

7.1.1 General form
Last name, first name (year). Title of Work. Location: Publisher.

corresponding parenthetical reference in main text: (Last name date of publication, page number)

7.1.2 One author

corresponding parenthetical reference in main text: (Yule 2010, 7)

7.1.3 Two authors

corresponding parenthetical reference in main text: (Ellis & Brewster 2002, 49)

7.1.4 Editor or compiler as "author"

corresponding parenthetical reference in main text: (Brown 2005, 12)

7.1.5 Three authors or editors

corresponding parenthetical reference in main text: (Bausch, Christ & Krumm 2003, 5)

7.1.6 More than three authors or editors

corresponding parenthetical reference in main text: (Ungerer et al. 2009, 12)

7.1.7 Institution or organisation as "author"

corresponding parenthetical reference in main text: (Council of Europe 2001)

7.1.8 Chapter of a book / Parts of edited collections
If you consult only one part of a book that collects contributions by multiple authors, list the part author and title before In followed by the book title and editor:


ed. stands for editor (German: Herausgeber, short Hg.). An editor is someone who compiles a collection of articles, stories or poems contributed by several authors. For more than one editor write eds. For German titles, also use ed. (rather than Hg.) if necessary.
If you cite two or more contributions to the same edited collection, use separate entries in your reference list for the title of the whole book (for format cf. 7.14) as well as for the specific parts you consulted in the following space-saving shortened form:

7.1.9 Reprints
If you use a reprinted edition of a specific title, add the original publication date in square brackets before the date of publication of the reprint:

*corresponding parenthetical reference in main text: (Austen [1813] 1994, 20)*

7.2 Journals, magazines, newspapers in print format

7.2.1 General form
NOTE: The journal title is in italics. Issue numbers are not required if the journal is continuously paged. If paged individually, the issue number is required and is in regular type in parentheses adjacent to the volume number. All the issues of a journal published in one calendar year form a volume. For example, if a journal is published four times a year (quarterly), it has four issues in its yearly volume. The volume number does not necessarily correspond to the calendar year.

7.2.2 Article in a journal

7.2.3 Article in a magazine or newspaper

7.3 Online sources

7.3.1 Online journal article

7.3.2 Article accessible online (but also parallel in print)

7.3.3 Website – Please list separately under the other references
Council of Europe. “Common European Framework of Reference for Languages.”

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6 Articles in online journals might not include page numbers, especially if they are not published in parallel print journals. If there is no pagination, identify the location of a cited passage by adding a descriptive locator (such as a preceding sub-heading) following the word under before the URL and access date.
7.4 Unpublished sources

7.4.1 Seminar Materials

NOTE: If you reference information from an instructor's lecture or seminar, please use the original source.

For further examples and other, rarer types of reference not included here, please consult the Turabian manual:


7.5 Movies and DVDs

7.5.1 Movies

7.5.2 DVDs

8. Appendix

Additional relevant materials such as pictures, graphs, tables etc. are placed in the appendix. Always reference the source as previously presented.

9. Submitting your paper

Do not punch your pages or staple them together, but use a clip file. Hand in a printed version of your paper via Hauspost or snail mail and send your instructor a pdf-copy.

10. Plagiarism

Do not plagiarise – neither intentionally nor by carelessness. As quoted earlier, Turabian points out that “many students fail to realize that they risk being charged with plagiarism even if they were not intentionally dishonest, but only ignorant or careless” (2007, 77). There are three possible ways of stumbling into the latter trap:

- You cited a source but used its exact words without putting them in quotation marks or in a block quotation.
- You paraphrased a source and cited it, but in words so similar to those of your source that they are almost a quotation: anyone could see that you were following the source word-by-word as you paraphrased it.
- You used ideas or methods from a source but failed to cite it (cf. Turabian 2007, 77).
Example:

(1) **Original**

Plagiarism is unacceptable. It involves the copying of material verbatim from any source without quotation and attribution or the lifting of ideas from any source without attribution. Material reproduced verbatim must appear inside quotation marks and must be properly attributed in the notes; paraphrased or modified material must be properly attributed in the notes. The modification of material by altering one or two words in a passage does not avoid plagiarism: take the time to rework in your own words material derived from elsewhere. [...] One suggestion for avoiding inadvertent echoing of your texts and sources: close all books when writing, and consult them only for specific facts or direct quotes.

Source (stated in list of references and parenthetical citation):

(2) **Plagiarism**
(no source given)

Plagiarism is unacceptable. It involves the copying of material verbatim from any source without quotation and attribution or the lifting of ideas from any source without attribution. Material reproduced verbatim must appear inside quotation marks and must be properly attributed in the notes; paraphrased or modified material must be properly attributed in the notes. The modification of material by altering one or two words in a passage does not avoid plagiarism: take the time to rework in your own words material derived from elsewhere. One suggestion for avoiding inadvertent echoing of your texts and sources: close all books when writing, and consult them only for specific facts or direct quotes.

(3) **Plagiarism**
(source given but paraphrasing following original word-by-word)

Plagiarism is not acceptable. To plagiarize means to copy material verbatim from any source without quotation and attribution. It also includes the lifting of ideas from any source without attribution. For direct quotes you have to use quotation marks and must give the source in the notes. Indirect quotes have to be indicated as such. Modifying a text by altering one or two words in a passage does not avoid plagiarism. One should take the time to rework a text and to properly paraphrase it. [...] A good way to avoid inadvertent echoing of texts and sources: close all books when writing, and consult them only for specific facts or direct quotes.

Source (stated in list of references and parenthetical citation):