



Formal Guidelines - Writing and Structuring Term and Final Papers at the Chairs for Economic and Social History

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1. Formal Requirements

Contents

The paper is required to have a title page, a table of contents, a main text, a conclusion and a bibliography listing the literature and sources that have been used. The following structure is recommended:

- Title Page (Title of the course, title of the paper, name and address including telephone number and E-Mail of the authors; information about study programme and semester; module (if applicable))
- Table of Contents
- Main Text
- Conclusion
- Bibliography
- Appendix (if necessary)
- Formal Declaration

Font and Format, Font Size and Page Margin

- The paper should be written using Times, Arial, Calibri or another **common font**.
- **Font size** is 12pt with 1,5 **line spacing**.
- **Page Margin** must be at least 2,5 cm on each side.
- The paper should be formatted as **justified text**.

Sources and Citation

- In general: any direct or literal quote, use of someone else's thoughts, dates and numbers needs to be substantiated by a **footnote!** Direct quotes are identified by **quotation marks** and need to be substantiated by a footnote immediately following the quote. In case of **paraphrasing**, i.e. if the gist of another thought or passage is given (not a literal quote), this is identified by a footnote at the end of the sentence or paragraph.
- Always use **footnotes at the bottom of the page** instead of parentheses in the running text (Harvard-Style) or endnotes!
- Literal quotes need to be identified by indentation if they are longer than three lines in the document.
- The **citation format** can be chosen freely. However, the format needs to be consistent throughout the paper! You can find help for orientation at the end of the guidelines.
- The paper has to contain a **bibliography** that lists all the sources that have been used for writing the paper. It may not contain material that was not referred to somewhere in the text. The use of non-scientific online-sources should be avoided. They can be used only if printed material is not available or if they need to be used as sources (e.g. when writing a paper about websites that explain historical events).

Illustrations/Pictures/Cartoons etc.

- **Picture, etc.** are never used for illustrative purposes only! They may only be used if there is a clear connection to the written text and if they are interpreted and referred to in some way. They should be inserted at the point where the reference is made.
- The **source of the illustration** can be identified below the object or in a footnote following the object's title.
- **Appendixes** should be used only if the material is too voluminous or cannot be inserted in the running text for other reasons.

Tables and Figures

- Like pictures, **tables and figures are never used for illustrative purposes only!** They may only be used if there is a clear connection to the written text and if they are interpreted and referred to in some way. They should be inserted at the point where the reference is made.
- If tables and figures are taken from **secondary sources**, this needs to be identified by citing the source. Sometimes it may also be advisable to discuss the source of the data on which the calculations of the secondary source were based.
- If the table or figure is based on your **own calculations** or composition, this should be identified by the note "own calculations". The source of your data needs to be identified as well (e.g. U.S. Bureau of the Census, Census of Manufactures - Industry Series, various years.)

Language, Orthography, and Grammar

- Papers are written in either **German or English**.
- Please be advised to take great care of correct spelling, punctuation, grammar, and syntax!

Form

- The paper should have a **neat, coherent and appealing design**. Changes in font, page margins, or a faulty table of contents make a bad impression and will lead to a worse grade.

Submission

- The paper can be submitted in printed form.
- Consultation with the lecturer provided, it is also possible to hand in the document in electronic form. In this case, send the paper in a single pdf-file to the lecturer.

2. Contents

Please make sure to give attention to the following criteria which are the basis for the evaluation of your paper:

Research Question

- Does your paper have a clear research question, i.e. does it become obvious what your research object is and what you will be focusing on to investigate it?
- Does your research question make sense? Is it appropriate in scope so that you will be able to answer it given the time and space limitations of a term or final paper?
- Is your research question of relevance, i.e. does it relate to current debates and problems of the *scientific community*?

Structure

- Is the proportion of introduction and conclusion appropriate (in general, both together should not cover more than 10% of total text)?
- Does the introduction fulfill all the relevant functions: [1] Introduction to the topic of the paper; [2] Development and explanation of the scope of the research question; [3] Discussion of the current state of research; [4] Systematic derivation of a methodological approach from the research question; [5] Explanation of the resulting outline of the paper?
- Is there a "common thread" in the structure of the main part, i.e. do all the contents of it relate to the object of investigation and is there always a clear connection to the research question?
- Is the structure reasonably proportioned according to the importance and weight of the different parts? Chapters of the lowest outline level should be at least one and no more than five pages long. There should be no more than two lower outline levels in term papers (e.g. 1.2.1. or 2.3.1) and no more than three in final papers (e.g. 1.2.3.2.).
- Does the conclusion succeed in condensing the main findings of the main part and in referring back to the introduction in light of the research question?
- If applicable, does the conclusion explain which aspects of the research question could not be answered and provide an outlook of possible further research?

Literature

- Does the paper include all the relevant literature, at least to a sufficient degree?
- Is the literature you use suitable for investigating the research question?
- Did you understand the literature and did you provide a correct discussion of the respective research positions and findings?

Argumentation

- Is your argumentation directly related to the research question? Is it expedient and convincing?

- Did you provide a foundation for your argumentation by using and citing the literature and other sources?
- Are your arguments in line with the sources you use? If so, you should mention this. If not, you should provide an explanation for this!
- Do you position your work in relation to the findings of other researchers? Which parts of their research can you confirm with your paper? Which ones would you disagree with?

Scientific Language

- Is the language you use in the paper appropriate for a scientific paper and comprehensible?
- Do you use the correct technical vocabulary?

3. Bibliography and (optional) Guidelines for Citation

Citing correctly is a major requirement for fulfilling the formal criteria. The guidelines provided below are an optional guide. You can choose your own citation format. However, it is absolutely crucial that whatever format you choose you need to use it consistently throughout the paper. Even using a comma at one point for one work and a colon at the same point for another work goes against the formal requirements (although a low amount of careless mistakes will not be penalized). This may seem somewhat petty. However, it shows that you are working precise and conscientiously in every detail and this is a major prerequisite for working scientifically.

- If you have used a lot of sources, you should have a bibliography for secondary as well as other sources.
- Literature and sources are always listed alphabetically.
- There is a period at the end of each reference.
- Page numbers are specified in the bibliography only if they identify beginning and end of an article inside a journal or an anthology. This is completely independent from the specific pages you may have used in your text (and which you cited in the footnotes). For monographs page numbers are never stated in a bibliography!

Sources

Sources from (usually older) monographs or journal articles should be cited in the same format as secondary sources. The following guidelines apply for other types of sources:

1. Articles in Periodicals

[Family Name Author], [Given Name Author], [Title]. [Subtitle], in: [Name of the Newspaper or Journal] [Date of Publication], [Pages].

Additional Instruction: if the name of the author is unknown, please write N.N. instead.

Examples:

Kerbusk, Klaus-Peter; Tietz, Janko and Tuma, Thomas, Geiz macht arm, in: Der Spiegel, 13.12.2004, p. 80-94.

N.N., Überraschend starke Verbilligungen, in: Der Tagesspiegel, 23.1.1959, p. 4.

2. Statistical Periodicals

[Name of Author/Editor], [Title], [Place of Publishing] [Year].

Additional Instruction: if you use more than one volume of a statistical periodical, use "various years" instead of the precise year: [Name of Author/Editor], [Title], [Place of Publisher] (various years).

Examples:

Statistisches Bundesamt, Fachserie M - Preise, Löhne, Wirtschaftsrechnungen. Reihe 6 - Preise und Preisindizes der Lebenshaltung, Wiesbaden 1967.

U.S. Bureau of the Census, Census of Manufactures, Washington D.C. (various years).

3. Internet Sources

[Author or Originator of the Source], [Title of the Source], [Year or Precise Date of Publication]. [URL], [Date on which the data was Retrieved].

Example:

DEUTSCHER BUNDESTAG, Schlussbericht der Enquete-Kommission, 2008.

http://www.bundestag.de/gremien/welt/glob_end/, retrieved on: 10.5.2013.

Secondary Sources

1. Monographs

Single Author:

[Family Name Author], [Given Name Author], [Title]. [Subtitle], [Publishing Place] [Year].

Various Authors:

[Family Name Author 1], [Given Name Author 1]; [Family Name Author 2], [Given Name Author 2] and [Family Name Author 3], [Given Name Author 3], [Title]. [Subtitle], [Publishing Place] [Year].

More than three Authors:

[Family Name Author], [Given Name Author] et al., [Title]. [Subtitle], [Publishing Place] [Year].

Additional Instructions:

- there is no need to provide information about the publisher
- if there is more than one publishing place, add "et al."
- if you are using a newer edition, please indicate this; also, please provide the date of the first edition in square brackets (see examples below)
- if the work you are citing consists of more than one volume, please indicate this (e.g. "2 Vol."). If you are referring to one volume only, please indicate this as well (e.g. "Vol. 3").

Examples:

Berghahn, Volker, *Unternehmer und Politik in der Bundesrepublik, Frankfurt am Main* 1985.

Chandler, Alfred D., *Strategy and Structure. Chapters in the History of the Industrial Enterprise*, 2. Ed. [1962], Cambridge et al. 1998.

Giersch, Herbert et al., *The Fading Miracle. Four Decades of Market Economy in Germany*, Cambridge 1993.

Jäger, Wolfgang and Link, Werner, *Republik im Wandel 1974-1982. Die Ära Schmidt*, Stuttgart 1987.

2. Anthologies

[Family Name Author], [Given Name Author] (Ed.), [Title]. [Subtitle], [Publishing Place] [Year].

Beispiele:

Berghoff, Hartmut (Ed.), *Marketinggeschichte. Die Genese einer modernen Sozialtechnik*, Frankfurt am Main 2007.

Hesse, Jan-Otmar; Schanetzky, Tim and Scholten, Jens (Hg.), *Das Unternehmen als gesellschaftliches Reformprojekt. Strukturen und Entwicklungen der "moralischen Ökonomie"*, Essen 2004.

3. Articles in Anthologies

[Family Name Author], [Given Name Author], [Title]. [Subtitle], in: [Given Name Author] [Family Name Author] (Ed.), [Title of the Anthology]. [Subtitle], [Publishing Place] [Year], [Pages].

More than one Editor:

[Family Name Author], [Given Name Author], [Title]. [Subtitle], in: [Given Name Author 1] [Family Name Author 1] and [Given Name Author 2] [Family Name Author 2] (Ed.), [Title of the Anthology]. [Subtitle], [Publishing Place] [Year], [Pages].

Examples:

Borchardt, Knut, *Anerkennung und Versagen. Ein Jahrhundert wechselnder Einschätzungen von Rolle und Leistung der Volkswirtschaftslehre in Deutschland*, in: Reinhard Spree (Ed.), *Geschichte der deutschen Wirtschaft im 20. Jahrhundert*, München 2001, p. 200-222.

Backhouse, Roger E., *The Stabilization of Price Theory, 1920-1955*, in: Warren J. Samuels, Jeff F. Biddle u. John B. Davis (Ed.), *A Companion to the History of Economic Thought*, Oxford 2008, p. 308-324.

4. Journal Articles

[Family Name Author], [Given Name Author], [Title]. [Subtitle], in: [Name of the Journal] [Volume Number], [Issue Number], [Year], [Pages]

Additional Instruction: There are no references to publisher and place of publisher!

Example:

Kydland, Finn E.; Prescott, Edward C., *Rules Rather than Discretion. The In-consistency of Optimal Plans*, in: *Journal of Political Economy* 85, 3, 1977, S. 743-791.