

**GUIDE TO WRITE AN
ACADEMIC PAPER**

CHAIR FOR SOCIAL POLICY AND METHODS OF
QUALITATIVE SOCIAL RESEARCH
SEMINAR FOR COOPERATIVE STUDIES

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Foreword

This guide serves as an aid for the preparation of academic papers at *the Chair of Social Policy and Methods of Qualitative Social Research and the Seminar for Cooperative Studies*. This includes term papers, project papers, Bachelor and Master theses. The references in this guide apply exclusively to academic papers that are written at the two institutions mentioned above and are not transferable to the requirements of other chairs or institutes.

Academic papers are written papers that include a special investigation from a specific subject area. The papers must be written according to the rules of scientific work. Before writing such a paper, it is therefore strongly recommended to delve into the basics of scientific work. For this purpose, we suggest:

English Literature

Booth, Wayne C./Colomb, Gregory G./Williams, Joseph M. (2003): The Craft of Research, 2nd Edition. Chicago & London: University of Chicago.

German Literature

Theisen, Manuel R. (2011): Wissenschaftliches Arbeiten. 15. Auflage. München: Vahlen.

Plümper, Thomas (2012): Effizient Schreiben. Leitfaden zum Verfassen von Qualifizierungsarbeiten und wissenschaftlichen Texten. 3rd Fully Revised Edition. Munich: Oldenbourg Wissenschaftsverlag.

German Literature on Scientific Writing:

Kühnz, Stefan (2012): Wissenschaftlich formulieren. Tipps und Textbausteine für Studium und Schule. 2nd Edition. Schöningh: Paderborn.

Die Gleichstellungsbeauftragte der Universität zu Köln (2017): ÜberzeuGENDERe Sprache. Leitfaden für eine geschlechtersensible und inklusive Sprache. URL: https://gedim.uni-koeln.de/sites/genderqm/user_upload/Leitfaden_geschlechtersensible_Sprache_5.Auflage_2017.pdf, retrieved: 2020/10/22.

Geschickt Gendern (n.d.): Das Genderwörterbuch. URL: <https://geschicktgendern.de/>, retrieved: 2020/10/20.



1 Nature and Scope

1.1 *Exposé*

Before starting a Bachelor or Master thesis, you must prepare a proposal or exposé (max. 5 pages). In the exposé you describe the problem, the objective, the question and, if necessary, hypotheses as well as the procedure for the preparation of the thesis. The visualization through an overview diagram makes it easier to enter the topic. The exposé should also contain a first table of contents for the planned work. This enables the supervisor to get a general overview of the work to be done. For further information, please refer to the PDF "Notes on writing an exposé" on our homepage or from the Ilias course (currently only available in German).

1.2 *Master Thesis*

Master theses should consist of at least **60 pages** (+/- 10 percent; only the text part without indexes and appendix). If you are writing more or less pages, please talk to your supervisor.

One copy of the Master thesis must be submitted to the Examinations Office in a hardcover or flexible binding (no ring binding) within the given processing time (see the homepage of the Examinations Office at: <https://www.wiso.uni-koeln.de/de/fakultaet/dekanat/pruefungsamter/po-2015/abschlussarbeiten/>). Please also note that a CD/DVD containing the Master thesis must be enclosed with the copy (PDF format). Please consider the current information on the submission, which can be found on the website of the responsible Examination Office.

1.3 *Bachelor Thesis*

Bachelor theses should consist of about **40 pages** (+/- 10 percent; only text part without indexes and appendix). If you write less or more pages, please talk to your supervisor.

One copy of the Bachelor thesis must be submitted to the Examination Office in a hardcover or flexible binding (no ring binding) within the given processing time (see the homepage of the Examination Office). Please also note that a CD/DVD containing the Bachelor thesis (PDF format) must be enclosed with each copy. Please consider the latest information on submission, which can be found on the website of the responsible Examination Office.

Please note the current rules for entry: <https://wiso.uni-koeln.de/en/faculty/managing-board/examination-office/information-of-the-examination-office-on-coronavirus>



1.4 Term Paper

Term papers should consist of **12-18 pages** (only text part without indexes and appendix).

One copy of the term paper must be submitted within the given processing time to the responsible office (will be announced at the beginning of each seminar). The term paper must only be stapled with a **filing strip**. Please note the current information about the submission, which can be found on the pages of the chair under *exams*.

Please note: The design of the hardcover copies is up to you. For example, you can have the title and name printed on the cover. If you decide to have the contents of your title page printed on the cover, this title page should still be the first page in your work.

Important: The sworn declaration (see 2.2.8) is part of Master and Bachelor theses as well as term papers.

2 Formalia

2.1 Format

This section contains an overview of the format requirements. These specifications apply equally to all papers.

- Margins:
 - Left: 2,5 cm
 - Right: 3 cm
 - Top: 2,5 cm (incl. possible header)
 - Bottom: 2,5 cm (incl. Possible footer)
- DIN A4-format, written and printed on one side
- Font: ‚Times New Roman‘, ‚Garamond‘ or ‚Arial‘
- Font Size:
 - Main text and bibliography: 12-point (Times New Roman, Garamond), 11-point (Arial)
 - Footnotes: 10-point
- Text alignment: Justification (for the whole paper)



- Activation of automatic hyphenation
- Use of protected blanks, for example between p. and page number giving bibliographic information
- Line Spacing:
 - Main text: 1,5 linespace
 - Footnotes/attachment: 1,0 linespace
- Structure
 - If a chapter is divided into sub-chapters, there must be at least **two** sub-chapters.
- Page numbers:
 - Title page, sworn declaration: **NO page number**
Indexes that are placed before the main part: Roman numerals
(Table of contents begins with I)
 - Written part and indexes/ appendix behind the main part: Arabic numerals
(Introduction begins with page 1)
- Illustrations/ Tables:
 - Each figure/table has a heading and a reference. Figures should be framed.

2.2 Structure of the Paper

A scientific paper is structured as follows:

- a) Title Page
- b) Table of Contents
- c) List of Figures (if necessary)
- d) List of Tables (if necessary)
- e) List of Abbreviations (if necessary)
- f) Text part of the Paper (Introduction, Main Part, Conclusion)
- g) Bibliography
- h) Appendix (if necessary)
- i) Sworn declaration



2.2.1 Title Page

The title page has the following elements:

First and last name:

Subject

Bachelor Thesis (Term Paper/ Master Thesis etc.)

Supervisor:

Presented in the Bachelor examination (Master examination)
in the Study Program ...

of the Faculty of Economics and Social Sciences
of the University of Cologne

Cologne ... (year of submission)

2.2.2 Table of Contents

In general, **roman page numbers** should indicate the indexes preceding the main part of the paper. The table of contents includes all contents of the work and should be presented with clarity. For the structure of the text in the main part, use the decimal classification. To keep the work



clearly arranged, you should use a maximum of four levels. It is recommended to use the automatic creation of tables of contents of the writing programs.

The following figure shows an example of a table of contents:

Table of Contents	
List of Figures.....	II
List of Tables	III
List of Abbreviations.....	IV
1. Introduction.....	1
2. The importance of social economy research	3
2.1 Changes of the general conditions	7
2.2 Effects.....	8
2.2.1 Effect 1	10
2.2.2 Effect 2	11
3. Conclusion.....	13
Bibliography.....	17
Appendix.....	19
I	

2.2.3 List of Figures and Tables

All figures and tables must be listed in an index. In general, the figures and tables in the main text must be numbered in sequence and have a source reference. The numbering with the title is located left-justified above the figure or table, the source reference is left-justified below it (see chapter 2.5). The figures and tables must also be framed. The illustrations and tables should be well integrated into the overall picture of the work. In addition, tables and figures must be mentioned in the text (i.e. they should be explained), preferably before the figure/table.



List of Figures

Figure 1: Route plan to Vudens	3
Figure 2: The three levels of corporate management	5
Figure 3: The situational management concept	6
Figure 4: Tasks and objectives of trainee programs	8
Figure 5: The most important factors influencing the working atmosphere	16

II

2.2.4 List of Abbreviations

Only subject-specific abbreviations are listed and explained in the list of abbreviations. This also includes the abbreviations used in the bibliography. Do not use too many abbreviations so as not to complicate reading.

Commonly used abbreviations (e.g., etc.) are not noted!

List of Abbreviations

Approx.	approximately
GDP	Gross Domestic Product
FDI	Foreign Direct Investment
GEO	Chief Executive Officer

III

2.2.5 Text Part of the Paper

The **introduction** includes the problem (question with associated justification) and its components, the introduction to the topic, the objective, the procedure, and the structure of the paper. In the procedure you should briefly describe how you have proceeded in the analysis of literature and data, in interviews and surveys, and in the examination of e.g. company documents. The aim of the introduction is to provide an overview of the structure and the sequence of arguments.



The **main part** deals with this sequence of arguments. Please note how many parts/chapters or sections the main part is to be divided into. This framework of the functional connexion should be checked to see if the sequence of thoughts to the single sections can be followed. The here mentioned systematic argumentation is a main part of academic work (the so called 'red thread') and should be easy to recognize. Depending on the length of the main part, it is recommended to include an intermediate conclusion at a central (appropriate) point.

At the end of the written part (**conclusion**), you should summarize the research question and the central statements of the paper and make a personal evaluation regarding the achievement of the goals. Do also briefly take up again your hypotheses and summarize them. For Bachelor and Master theses, the author should include recommendations for future research in the same field in the conclusion.

2.2.6 Appendix

Appendices such as questionnaires, long tables or company documents containing important information for understanding the work are added at the end of the paper. The underlying sources for the appendix should be listed in the bibliography. Information contained in the appendix must be referred to in the text.

2.2.7 Bibliography

The bibliography consists of the books, journals, internet documents and other documents used in scientific paper. This means that every source cited in the text must be included in the bibliography (see also Chapter 2.3).

2.2.8 Sworn Declaration

For Wiso students, the sworn declaration is not included in the final thesis, but is submitted loosely together with the written copy and the data carrier to the Examination Office. You can find the form on our German homepage (<https://sozialpolitik.uni-koeln.de/de/abschlussarbeiten/hinweise-des-pruefungsamtes>)/ in the Ilias course (under references of academic work), but also on the internet pages of the Wiso Examination Office. Students of other faculties should contact their Examination Office to find out about the requirements for the sworn declaration.



2.3 Details in the Bibliography

The bibliography consists of the books, journals, internet documents and other documents used in academic work. This means that **every source cited in the text must be given here in full**.

The following basically applies:

- The bibliography must be arranged **alphabetically** by author. If several sources of one author are available, they will be arranged in **ascending order** according to the year of publication.
- In general, no distinction has to be made according to the type of literature. All literature or (internet) sources used can be listed alphabetically in one bibliography.
- If **up to three authors** are involved in the publication, all of them are to be listed and delimited from each other with '/'. If **more than three authors** are involved, the first author must be named and then et al. must be added (also applies to location information).
- Sources of the same author with the same year of publication are numbered with letters.
- If the year of publication is not known, the following can be stated: n.d. (no date).
- For the sake of clarity, it is advisable to use a hanging indentation on Word and to format the surname of the author in italics.
- All references end with a **period** at the end of the sentence (also applies to references in the text and illustrations).
- Authors with an umlaut (ä, ö, ü) are treated as follows in alphabetical order: **ä=ae, ö=oe, ü=ue**.

For example:

Schock (2000): ...

Schön (2001): ...

Schof (2003): ...

- Authors with a *ß* in their name are treated as follows **ß=ss**.
- Authors with a name extension (*von, van, de*) are treated as follows: For example, Kieselstein, Jacob von (2000): ...
- If there are several volumes, the exact volume is indicated (e.g. vol. 2). If the source refers to the entire volumes, the number of volumes must be indicated (e.g. 4 vols).
- The edition is only to be indicated if it is not the first edition.

Examples for the different literature references:

1. Monograph:

Last name, first name (year): Full title. Edition (if not the first one). Place of publication: Publisher.



Example:

Schulz-Nieswandt, Frank (2006): Sozialpolitik und Alter. Stuttgart: Kohlhammer.

Schulz-Nieswandt, Frank/Langenhorst, Francis (2012): Minderjährige StudienanfängerInnen an der Hochschule – ein Problem? Vol. 1. Baden-Baden: Nomos.

2. Anthology/ Edited volume:

Name, first name of the author (year): Title of the article/chapter. In: Last name, first name (ed./eds.): Full title. Edition (if not the first one). Place of publication: Publisher. P. x-y (page number of the article/chapter).

Example:

Schulz-Nieswandt, Frank (2012): Gesundheitsökonomische Aspekte von Interventionsprogrammen. In: Wahl, Hans-Werner/ Tesch-Römer, Clemens/ Ziegelmann, Jochen P. (eds.): Angewandte Gerontologie. Interventionen für ein gutes Altern in 100 Schlüsselbegriffen. 2nd Fully Revised Edition. Stuttgart: Verlag W. Kohlhammer. P. 643-647.

3. Journal article:

Name, first name (year): Title of the article. In: Name of the journal, year (issue no.), p. x-y (page reference of the article).

Example:

*Schulz-Nieswandt, Frank (2012): Der *homo patiens* als Outsider der Gemeinde. Zur kulturellen und seelischen Grammatik der Ausgrenzung des Dämonischen. In: Zeitschrift für Gerontologie und Geriatrie, 45 (7), p. 593-602.*

4. Internet sources:

Last name, first name (year): Title of the contribution. Exact internet address, retrieved: YYYY/MM/DD.

Example:

Statistisches Bundesamt (ed.) (2012): Statistisches Jahrbuch. Deutschland und Internationales. URL: https://www.destatis.de/DE/Publikationen/StatistischesJahrbuch/StatistischesJahrbuch2012.pdf?__blob=publicationFile, retrieved: 2012, December 1.



Bickel, Horst (2010): Die Epidemiologie der Demenz. In: Deutsche Alzheimer Gesellschaft e. V.: Das Wichtigste – Informationsblätter 1, Berlin. URL: http://www.deutsche-alzheimer.de/fileadmin/alz/pdf/factsheets/FactSheet01_10.pdf, retrieved: 2012, December 1.

5. Law books/ Law texts

In the case of law texts, it is sufficient to list them in the text. Law texts therefore do not have to be included in the bibliography (exception are comments).

Example:

In art. 3 (1) TEU it says: "The Union's aim is to promote peace, its values and the well-being of its peoples."

6. Newspaper article (FAZ, Süddeutsche...)

Off, Jasmin (2012/04/26): Mit Mama zur Einschreibung. In: Süddeutsche.de. URL: <http://www.sueddeutsche.de/karriere/minderjaehrige-studienanfaenger-mit-mama-zur-einschreibung-1.1142025>, retrieved: 2012, December 1.

Example for a bibliography:

Bibliography

Bundesministerium für Familie, Senioren, Frauen und Jugend (ed.) (2010): Sechster Bericht zur Lage älterer Generationen in der Bundesrepublik Deutschland – Altersbilder in der Gesellschaft. Berlin: BMFSFJ.

Köstler, Ursula/Schulz-Nieswandt, Frank (2010): Genossenschaftliche Selbsthilfe von Senioren. Stuttgart: Kohlhammer.

Sauer, Michael (2012): Welfare-State Analysis in South-Eastern Europe: Setting the Scene for Research on Long-Term Care. In: Chobanov, George/Plöhn, Jürgen/Schellhass, Horst (eds.): Policies of Economic and Social Development in Europe. Frankfurt/Main: Peter Lang, p. 138-156.



Schulz-Nieswandt, Frank (2000a): Zu einer archetypischen Morphologie der Sozialpolitik. Genossenschaft und sakrales Königtum. Weiden-Regensburg: Eurotrans Verlag.

Schulz-Nieswandt, Frank (2000b): Studien zur strukturalen Anthropologie sozialer Hilfeformen und sozialer Risikogemeinschaften. Regensburg: Transfer Verlag.

Schulz-Nieswandt, Frank et al. (2009): Generationenbeziehungen. Netzwerke zwischen Gabebereitschaft und Gegenseitigkeitsprinzip. Berlin: LIT.

*Schulz-Nieswandt, Frank (2012): Der *homo patiens* als Outsider der Gemeinde. Zur kulturellen und seelischen Grammatik der Ausgrenzung des Dämonischen. In: Zeitschrift für Gerontologie und Geriatrie, 45 (7), p. 593-602.*

Schulz-Nieswandt, Frank (2016): Inclusion and Local Community Building in the Context of European Social Policy and International Human Social Right. Baden-Baden: Nomos.

2.4 Quotations

The reproduction of foreign texts, either literally or in the sense of the word, must be marked as such. If this marking is omitted, the text is passed off as one's own and a "plagiarism" is created. In order to avoid such plagiarism, it is imperative that the editor of an academic paper is familiar with the different citation techniques and carefully considers them.

The number and scope of citations cannot be specified in a "recipe-like" way. A citation is necessary wherever ideas from other texts are reproduced! It is important that **only literature that has been read may be used**.

What must not be quoted? With regard to the citation of writings, it should be noted that only such - published - material (i.e. not seminar papers, diploma theses, lecture notes, or the collection of slides from lectures or seminars) may be used, if it is traceable and controllable. The citing of public journals is problematic, where the border to the professional journal is fluid (e.g. manager magazin, Wirtschaftswoche etc.). In case of doubt, these sources should therefore be omitted and another source sought, since these journals often contain common knowledge that does not need to be cited anyway (as is the case in most other public journals, e.g. Focus, Stern, Spiegel). Purely public journals (e.g. Hörzu, Brigitte etc.) are in no way citable.

It does not have to be cited:

- common knowledge, which can be taken from an encyclopedia (e.g. Brockhaus);
- relevant technical terms, general terms from specialized encyclopedias.



Citation technique:

There are two ways of citing:

a) verbatim/ direct

In the following three cases it is permitted to quote verbatim:

1. if the context in question cannot be formulated better - and above all, cannot be formulated more briefly;
2. in case of conceptual formulations;
3. in text-critical discussions, i.e. when the statements of an author must be analyzed and interpreted.

Further rules:

- Punctuation and spelling:
 - Keep it, no corrections, but a note: [sic!] (thus was written)
 - Put a quotation in the quotation in single quotes '...'
- Omissions:
 - within the quotation they must be marked with round brackets and dots (...)
 - The meaning of the text must not change
- Adjustments (e.g. grammatical adaptations):
 - mark them with square brackets [...]
 - e.g. insertion of a verb, adaptation of the case
 - *Emphasis* must also be indicated; own emphasis: [emphasis added]; emphasis taken from the text template: [emphasis in original]
- Longer quotations (> 3 lines)
 - Text in small font (10 pt) with single line spacing and indented

Example: This is why „[s]ocial services of general interest are [seen as] *modes of design* (emphasis in original) of inclusion in the sense of infrastructural capacities combined with personal competences of abilities” (Schulz-Nieswandt 2016, p. 37).

b) Analogous/indirect

The purpose of the analogous quotation is to reproduce the thoughts (not the words) of an author. It must be identified by the addition **cf.** in the footnote or directly in the text (in



the Harvard method). If the indirect quotation refers to a sentence, the reference is added directly after the sentence (in the case of footnotes **after**/ in the American method **before the period**). If the reference is to refer to an entire paragraph, it is placed at the end of the paragraph.

The references/sources of the quotations can be listed either as full or **short reference**. In the context of the papers to be written here, the **technique of the short reference** is expected. This requires the creation of a separate bibliography at the end of each written work.

Basically, there are two citation techniques:

- Citations in the form of a reference in the footnote or endnote
- Citations as a reference in the text following the quotation (American/Harvard method)

Footnote: **Name of the author (year), p. x. or Name of the author (year): x.**

Harvard method: **(Name of the author Year, p. x). or (Name of the author year: x).**

The choice of a citation technique and the form of the short document should be consistent and uniform in the entire work!

The following table contains examples:

Citation technique	Way of Citing	Examples
Footnotes	Verbatim/direct	Schulz-Nieswandt describes abilities as “learned characteristics as qualities in the sense of competences of the single person, capacities (...) [as] the institutional/infrastructural contexts to generate such abilities”. ¹ <hr/> ¹ Schulz-Nieswandt (2006), p. 20. or Schulz-Nieswandt (2006): 20.
Footnotes	analogous/indirect	The term capability has a double meaning, which can be easily recognized by its composition. Capability consists of both <i>capa</i> (from capacities) and <i>bilities</i> (from abilities). ² <hr/> ² Cf. Schulz-Nieswandt (2016), p. 20. or Cf. Schulz-Nieswandt (2016): 20.



American method	Verbatim/direct	<p>Schulz-Nieswandt (2016, p. 20) or (2016: p. 20) describes abilities as “learned characteristics as qualities in the sense of competences of the single person“ and capacities as “the institutional/infrastructural contexts to generate such abilities.”</p> <p>Abilities can be described as “learned characteristics as qualities in the sense of competences of the single person, capacities (...) [as] the institutional/infrastructural contexts to generate such abilities” (Schulz-Nieswandt 2016, p. 20). or (Schulz-Nieswandt 2016: 20).</p>
American method	analogous/indirect	<p>The term capability has a double meaning, which can be easily recognized by its composition. Capability consists of both <i>capa</i> (from capacities) and <i>bilities</i> (from abilities) (cf. Schulz-Nieswandt 2016, p. 20). or (cf. Schulz-Nieswandt 2016: 20).</p> <p>The distinction between direct and indirect quotations through the use of 'cf.', also in the American method, is desirable in term papers and theses.</p> <p>Schulz-Nieswandt splits the term capability into the two terms capacity and ability, in order to illustrate its double significance (cf. Schulz-Nieswandt 2016, p. 20). or (cf. Schulz-Nieswandt 2016: 20).</p> <p>or</p> <p>Schulz-Nieswandt (2016, p. 20) splits the term capability into the two terms capacity and ability, in order to illustrate its double significance.</p>

Further notes on citing

- When quoting (directly and indirectly), make sure to quote **exact page numbers**. If you refer to a chapter, for example, then indicate the exact section by indicating the page (e.g. Schulz-Nieswandt (2010), pp. 10-25). If your quotation refers to two or three pages, you can use the following representation: p. 1 f. or p. 1 ff. If your citation refers to more than three pages, use the exact page numbers. The reference to an entire work (without the corresponding page numbers) is more appropriate for general references to further literature or similar.
- **Footnotes** allow the author to refer to further literature or to make comments that would interrupt the flow of reading in the text. For example, details of studies can be given (e.g. number of participants, type of study, procedure, etc.), which would disturb the flow of the text. The use of internet links in footnotes should be avoided. Footnotes are treated like sentences, with capital letters at the beginning and a period at the end.

Example:



³ One example is the work of Welzer (1990), who applied the three-phase model to the transition from university to work.

○ Secondary quotations

Secondary quotations are quotations that are not from an original source, but from a secondary source. As a matter of principle, you should **always quote from the original source** (i.e. you should avoid using secondary quotations) to avoid mistakes. However, if this source cannot be found or is very difficult to access, secondary citations are allowed **by way of exception**. Secondary citations are to be marked with **as cited in**. The order of reference is: **First original, then secondary source!** In the bibliography **only the secondary source** is listed.

Example for a direct quotation (footnote method):

³ Müller (1988), p. 45 f., as cited in Weber (2010), p. 170. Or

³ Müller (1988): 45 f., as cited in Weber (2010): 170.

In this case Weber (2010) would be included in the bibliography, Müller (1988) not!

- If the contents of **several authors** are reproduced **in one section**, the sources are named in a common footnote.

⁷Cf. Schulz-Nieswandt (2018), p. 15-18; Maier-Rigaud (2017), p. 101-105.

- If there are more than three authors, mention only the first author and append **et al.**
- If the year of publication is not known, the following can also be stated: n.d. (no date)
- Please pay attention to the spaces between the information, e.g. p. 6, p. 6 f.
- **Laws**

The following procedure is recommended for laws:

Ex. 1: According to Article 1 GG the dignity of humans is inviolable.

Ex. 2: In Article 20 (1) GG this constitutional state is concretized as a social federal state.




An additional indication is omitted in the footnotes or as short reference. Also the indication in the bibliography is omitted (unless legal comments are used).

3 Figures and Tables

Figures and tables used in scientific work always have a source. Scanned illustrations should be of good quality, otherwise they can be reproduced independently but true to the original. If they are

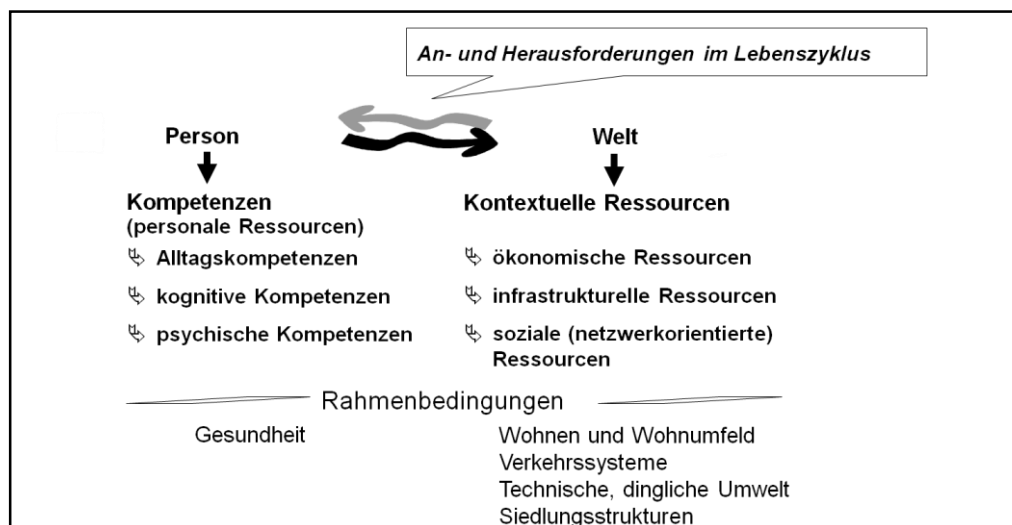
updated, supplemented or revised, this must be indicated, e.g. "Own representation according to data of the Federal Statistical Office (2000)". Own representations should also be marked with "Own representation".

Table 1: Data collection waves within the employee survey

Institution	1 st wave	2 nd wave	3 rd wave
			
Institution 1	2005/11/21	2005/11/28	2005/12/12
Institution 2	2005/11/24	2005/12/01	2005/12/15
Institution 3	2005/11/15	2005/11/22	2005/12/06

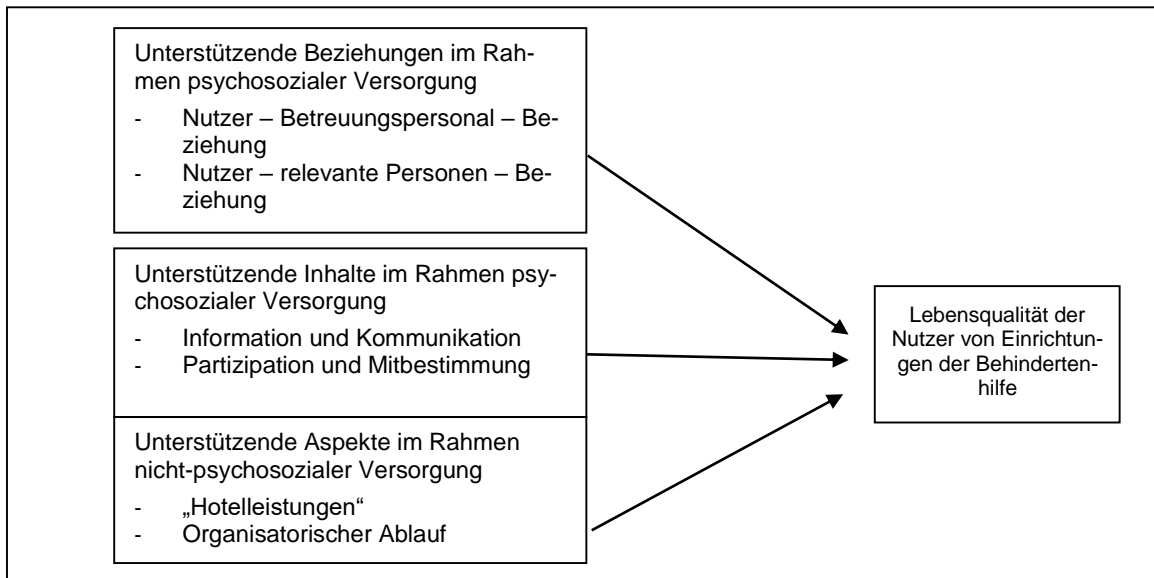
Own representation.

Figure 1: The Life Situation Concept



Source: Schulz-Nieswandt (2006), p. 14.

Figure 2: The Concept of Supportive Care in the Field of Disability Assistance



Source: Own representation according to Pfaff (2003), p. 13.

4 Language

Prerequisite for good readability is correct spelling and punctuation as well as an easily readable sentence structure. If the author refers to his/her own person, the 3rd person is usually used (passive formulation). Active phrases such as "My research goal is it, etc." can be used in the introduction to explain the research interest or in the conclusion. Nested constructions and sentences containing too many subordinate clauses should be avoided as well as a 'journalistic' writing style with filler words and 'flowery' expressions. Also pay attention to **gender-sensitive language**.

Authors should try to guide readers through the work, for example by referring to other sections. The cross-references can either be put in brackets in the body text or be included in the footnote. The chosen indication of cross-references must be consistently adhered to. The chapters should also be connected with each other by cross-references.

For example, at the beginning of a chapter with several sub-chapters, it is also useful to write a short introduction or to state briefly what is discussed in the sub-chapters.

Example: Extract from Schulz-Nieswandt (2016): Inclusion and Local Community Building in the Context of European Social Policy and International Human Social Right, p. 25:



3. How to reach inclusion?

What are the consequences of these previous reflections? Inclusion (Schulz-Nieswandt 2015f) means that we have to learn a new grammar of modes of thought and of resulting patterns of social interaction. We have to cope with our internal economics of psychodynamics of fear and aggression, of care and love. The developmental challenge is to shape and shift

fear → care; aggression → love.

We have to reduce our habits of exclusion (DeWall 2013). That means, as mental precondition, the ability to transform dual social and spatial order of insider and outsider into a culture of inclusion.

3.1 Inclusion as a culture

Inclusion, coming from the philosophy of law, needs political action to be implemented in legal regimes in social reality. But inclusion goes beyond integration. Integration is assimilation of the outsider according the dominant norms and patterns of the cultural hegemony of the insider. Inclusion refers to a radical re-definition of normality as overcoming of the binary code of normal and abnormal, of illness and health. Diversity has to be understood as the normality.

Such a re-definition is related to the fact that inclusion is a process of collective social learning. It is self-transformation of the community; and community means the network of the individual members of the community as a figuration (in the sense of the historical sociology of Norbert Elias 1969/82).

5 Evaluation Criteria for Term Papers and Thesis

- **Quality Criteria**
 - Overall Impression
 - Coverage of the Topic
 - ✓ Clarity of the problem definition (formulation and justification of a question)
 - ✓ Coherent argumentation
 - Inclusion of theories, theoretical concepts and empirical studies
 - Reflective position in relation to
 - ✓ Scientific positions
 - ✓ Applied theories/concepts
 - ✓ The own contribution of the work



- Independence: own contribution to the analysis
- Literature: current and suitable literature selection
- **Form and Design Criteria**
 - Structure of the work and division of the chapters
 - Spelling, punctuation and expression
 - Use of graphs and diagrams
 - Linking of the chapters (red thread)