Friedrich-Schiller-University Jena
Institute for Political Science

# GUIDE FOR WRITING PAPERS AND THESES IN POLITICAL SCIENCE AND POLITICAL DIDACTICS

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**Table of Content**

# 1. GENERAL INFORMATION ON THE GUIDE

This guide is divided into two parts: the first part is about content-related information for writing papers in a BA- basic module as well as further information for writing own research papers form a BA- advanced module as well as final theses onwards. The second part is about the formalities which means the formal structure and rules of citation for all papers and final theses in BA and MA studies.

It is important for all papers:

- Papers, handouts, essays and other paper work have to be submitted in printed form. Handwritten entries (as well as later corrections) are not allowed.
- For German texts, the new spelling (according to Duden) is valid.
- The usage of the German or the American citation should be clarified with the course instructor beforehand.
- Papers have to be submitted on time at the office of the specific chair/ professor. Furthermore, a digital version has to be sent via email to the course instructor. In case of final theses, a CD with the digital version should be attached to the written version.
- The printed version has to have a formless and signed declaration in which you explain the research paper was made independently and without use of other than the indicated aids (look at example under **point 7.2**).
- The specified extent of a paper can differ between chairs/ professors of single modules. A benchmark for basic modules of BA studies is 12-15 text pages (3,500-5,000 words), for BA- advanced module, MA-studies and the module POLDI 400 15-20 text pages (4,500-6,000 words), each without front page, table of content, list of abbreviations, appendix and list of references.
- Papers submitted out of time, theses without declaration and plagiarisms are not passed. The institute, faculty as well as the exam office will be informed about plagiarism.

# 2. FURTHER LITERATURE TO SCIENTIFIC WORKS

- Brink, Alfred, Anfertigung wissenschaftlicher Arbeiten. Ein prozessorientierter Leitfaden zur Erstellung von Bachelor-, Master- und Diplomarbeiten, 2013.
- Plümper, Thomas, Effizient Schreiben. Leitfaden zum Verfassen von Qualifizierungsar-beiten und wissenschaftlichen Texten, München 2008.
- Rost, Friedrich, Lern- und Arbeitstechniken für das Studium. Wiesbaden 2008.
- Schlichte, Klaus, Einführung in die Arbeitstechniken der Politikwissenschaft, Wiesbaden 2005.
- Simonis, Georg/ Elbers, Helmut, Studium und Arbeitstechniken der Politikwissenschaft, Wiesbaden 2011.
- Stykow, Petra/ Daase, Christopher/ MacKenzie, Janet/ Moosauer, Nikola, Politikwissenschaftliche Arbeitstechniken, Paderborn 2009.
- Turabian, Kate L., A Manual for Writers of Research Papers, Theses, and Dissertations. Chicago Style for Students and Researchers, Chicago 2007.

# FIRST PART: CONTENT DESIGN OF THE RESEARCH PAPER

Further notes to content structure of research papers, literature research and scientific working can be found in relevant literature (e.g. Simonis/ Elbers 2011; Stykow et al. 2009; Plümper 2008; Rost 2008; Turabian 2007; Schlichte 2005).

## 3. STRUCTURE

Every research paper consists of the following components:

I    Front Page
II   Table of Content (+ potentially further lists of abbreviations, figures or tables)
III  Main Body
IV  If necessary, Appendix
V   List of References
VI  Declaration of Originality of the author

### 3.1.1 FRONT PAGE

The Front page contains the following information (look at example under **point 7.1**):

- Upper third: Name of the university, institute, chair/professorship, name of the course, course instructor, semester of the course, name and number of the module.
- Middle third: Title of the research paper (and if necessary subtitle).
- Lower third: Name and address of the author (including a valid email address), student number (including the indication of major and minor subjects as well as the number of semesters), date of submission, number of words.

### 3.1.2 TABLE OF CONTENT AND FURTHER LISTS

The **table of content** lists all headlines appearing in the research paper in numeric form and the equivalent page number. The page number refers to the beginning of the corresponding points. Usually, the table of content consist of main and minor points. Points which are on the same line in the table have to have the same logical rang. If <u>one</u> major point is divided, then there should exist at least <u>two</u> minor points.

A subdivision with too many sub points (e.g. 2.1.1.1.2) makes the structure of the research paper confusing and due to this, it should be avoided. Points of the appendix (list of literature, declaration of originality etc.) are excluded from the numbering. Of course, the table of content is <u>not</u> paged (does not have a page number). The same holds for lists of figures, abbreviations and tables. In longer research papers page numbers of lists can be in the form of Roman numbers. The pagination starts with the introduction on page number 1.

> Function: The division shows the logical framework of a research paper and the structure of thinking ("common thread").

A **list of figures and tables** is just useful from a certain number of figures and/ or tables onwards (benchmark: from five figures and/or tables onwards). Separate lists have to be made for figures and tables within the text. The number of the figure or the table, the name or the headline as well as the page number has to be listed. The lists have to be indicated on separate page after the table of content.

The same holds for a **list of abbreviations** which is also just to be created when there are many abbreviations in a research paper. All abbreviations without common known meaning will be indicated in the list of abbreviations. If a list of abbreviations is made, then abbreviations have to be explained in brackets when they appear for the first time. A list of abbreviations can be useful in case of foreign language names of persons, parties or places and by this transparency can be gained.

### 3.1.3 FORMAL REQUIREMENTS FOR THE MAIN CHAPTERS

The formal design of the text pages has to be the same throughout the whole work. Tables and figures within the text have to be numbered continuously and indicated with a precise topic-related name. Moreover, a list of references has to be indicated. The transfer of modified figures has to be noted. Tables and figures are not self-explaining and have to be explained within the text. Consequently, there should be made explaining relations within the text. All explanations and additions of the text as well as list of references (in case of the American citation, only references to the additions and longer references with more than three sources) belong into the footnote. They are marked (in the text as well as in the footnotes) by highlighted numbers (according function in Word: Reference – Insert Footnote). Footnotes with additional content have to be applied reflectively (important information have to be in the main text, but the discussion of further or minor aspects in footnotes may ease the main line of argument).

### 3.1.4 LIST OF REFERENCES

- The list of references contains all (!) in the text quoted sources (and only those).
- The texts are ordered alphabetically according to the surname of the author.
- Individual publications of an author are listed before joint publications, newer publication before older.
- If several publications of an author of the same year are used, then they are marked with letters (a, b, c, etc.).

Depending on the research question, the list of references should contain as benchmark 15-20 thematically relevant sources. Further information is given by the course instructor. A benchmark is that the number of pages equals the number of used scientific sources (monographies, articles in journals and anthologies, scientific internet sources, as Think-Thanks), The list of references can be subdivided according to the type of sources monographies, articles in journals and anthologies, internet sources, official documents as UN resolutions or parliamentary speeches), but such a subdivision is just useful for comprehensive papers with broader literature.

### 3.1.5 APPENDIX AND DECLARATION

E.g. relevant larger figures, coding schemes, explanations to the construction of indices, maps, time lines, recoding etc. can be listed in the appendix.

In case of papers you have to declare formlessly on a separate page and signed by hand that the work was made independently and only with the announced aids.

## 3.2 EVALUATION AND FEEDBACK

Papers are evaluated according to determined criteria, which are stated in the existing guidelines of the institute, which can be read in the "Handreichung zur Bewertung von Hausarbeiten". The guideline can be downloaded from the homepage of the institute.

For most instances, an oral reviewing with the specific teacher is advised. There you get an important feedback for further improvements of your scientific writing. Please claim the right and contact the teacher individually.

## 3.3 PLAGIATISM AND SCIENTIFIC ETHIC

A scientific paper should be an individual work of the student. Of course, mental pre-works of others are based on and a wide range of sources can be found. However, foreign issues should always be explained in own words and marked sufficiently. All ideas, issues and formulations, which are accepted either word by word or analogously, have to be assigned to a source. Every quote has to be assigned with the specific evidence, which has to be verifiable for the teacher.

Plagiarism is tissue of intellectual property and will always lead to a failure to pass (grade: 5.0). Plagiarism can be avoided by a precise research and quoting properly!

Plagiarism exists when foreign ideas or issues are copied without marking them or formulations and expressions are copied word by word but not directly quoted.

Two types of plagiarism are distinguished:

> "Premediated plagiarism": In this case parts of a foreign work (table of content, whole paragraphs or parts of a text) are copied or even a whole work submitted under one's own name. There is no personal contribution of the student to the teacher recognisable and the premeditation can even lead to an exclusion from the examination.
> "Unintentional plagiarism": Unintentional plagiarism often originates in negligent handing of rules of citation or wrong or insufficient indication of sources.  Also "forgetting" a source is a deliberate deception of the examiner. It has always looked at sufficient indication of sources when writing a scientific work: Even though verbatim quotes from literature are only indicated by a footnote is regarded as plagiarism, as it is not recognisable for the reader that there is verbatim quotation.

Proper quoting is a basic prerequisite to avoid plagiarism!

# SECOND PART: FORMAL DESIGN OF THE PAPER

## 4. FORMAL LAYOUT

- **Format**: DIN A 4 (written on one side).
- **Margins**: On the left side there has to be enough space for stitching/ binding. On the right side there has to be enough space for corrections. Benchmarks: left 2.5 cm and right ca. 3-3.5 cm, up 2.5 cm and down 2.0 cm.
- **Line spacing**: 1.5-spaced.
- **Script**: Use a common script: Times New Roman (12 pt), Arial (11 pt) or Calibri (12 pt).
  - o Long quotes (more than three lines) have to be single-spaced, intended and in script size.
  - o Footnotes are out in single-spaced and script size 10.
- **Text alignment**: Use justification with manual syllabification.

## 5. CITATION

In scientific papers, all information and taken form analysed material has to be proofed by quotes in the own text. In general, it is divided between the German and the American citation. As long as the course instructor does not make any comments on the citation, it can be chosen freely. However, always keep one style throughout the paper!

**Common suggestion I:** Many internet sources have little document characteristics. Due to this, they should be used sparingly. Specialized literature is always to prefer! **Wikipedia is not a scientific source!**

**Common suggestion II**: If possible, the original version should always be quoted. In case quoting via thirds then there has to be a comment ("quoted according", "published in").

**Common suggestion III**: It does not exist either **the** German nor **the** American citation. Instead, there exist different guidelines depending on the publisher or journals, which differ in small details (look at the example in the following chapters). Pay attention to **unity** and **consistency** and keep the once chosen style!

**Common suggestion IV:** If you quote several statements from a text in succession, or refer to statements of this text that are <u>on the same page</u>, only enter the source <u>after the last sentence</u> of your text, which refers to these statements, not behind every single sentence of your text!

**<u>Don't:</u>**
>   According to Kimmel, the importance of legislative committees varies (Kimmel 2008: 250). He further claims that while the climate is discussed calmer in the committees than in Parliament's plenary, the polls still along the line with of majority/ opposition line (Kimmel 2008: 250).

**Do:**
>   According to Kimmel, the importance of legislative committees varies. He further claims that while the climate is discussed calmer in the committees than in Parliament's plenary,

the polls still along the line with of majority/ opposition line (Kimmel 2008: 250).

## 5.1 THE AMERICAN CITATION

The American citation is internationally accepted and is demanded by the most famous journals. It has the advantage that a source is offered directly when reading and it is transparent. However, the American citation does not release from page-precise quoting of the source!

In case of the American citation, the short form of citation, the reference is situated at the end of the literal quote (do not miss the quotation marks) and is put in brackets within the text. The surname of the author, the year of publication of the article or the book and the page number and nothing else are listed inside the brackets! Indirect references have to be marked in the same way. The comment "compare" can be cut out. If there are more works by the same author of the same year are quoted, then they have to be marked clearly in the short form and the list of references by an additional continuous letter behind the year of publication. The complete bibliographical reference stands in the list of references.

**(Surname of the author, year: page number)** so e.g.: (George 2005: 25)

**Two authors** are separated from each other by an oblique.

**Example:** (Urban/ Mayerl 2011: 10)

If there are three and **more authors,** then the surname of the first author plus the addition "et al" is enough (**but** in the list of references there has to be the complete reference).

**Example:** (Hausstein et al. 2004: 174)

In case of essays from **anthologies**, the author of the essay is quoted. The complete reference stands in the list of references.

If you want to refer to **more than one work at one position**, then brackets are enough. Different works of one author are mostly separated from each other by a comma, but different works of different authors by a semicolon.

**Example:** (Fuchs 2007: 120, 2002: 32; Gabriel 1994: 77; Easton 1975: 26)

If no author is to be found or it is a **publication of an organisation** (e.g. Think-Thanks, international organisations) use the name of the organisation.

**Example:** (NATO 2006: 174)

**Ebooks** (Epub, Kindle, iBooks) do often not a static page number. Quote them as regular literature but refer to the chapter instead of the page number.

**Example**: (Harris 2016: Chap. 2)

In case of **internet sources**, it has to be differentiated between documents of known authors and internet sources without a known author. Blog or guest entries by known authors on news pages are quoted analogically to the usual procedure in brackets within the text.

**Example**: (Žižek 2016)

Internet sources <u>without</u> a known author can be quoted as comment in the footnote. The same holds for announcements by agencies. Erase the underlines of the hyperlinks!

Example **Internet pages/announcements without author**:
[1] www.luhmann-online.de [Accessed on 09th January 2009].
[2] dpa-announcement from 21st April 2011.

**Hint:** In some journals, the year and the page number are separated from each other by a comma (Gabriel 1997, 241) or abbreviations for the page number is given (Gabriel 1997, p. 241). Again: Keep consistent with the usage.


## 5.2    THE GERMAN CITATION

In case of the German citation, there has to be differentiated between first citation (the specific text is quoted for the first time) and recurring citation, as well as a direct and an indirect quotation (see also 5.3). The following references in Section 5.2.1 refer only to indirect citations.


### 5.2.1 FIRST CITATION

In case of first citation at the German citation, titles are completely quoted in the footnote of the paper. In case of further mentioning, short titles without publishing place and year of publication are used but it should always have paid attention that the reader can easily recognise the source.

**Examples:**
[15] Compare Inglehart, Ronald, Kultureller Umbruch. Wertwandel in der westlichen Welt, Frankfurt a.M./ New York 1989, p. 77.
[16] Compare Luck, Edward C., The UN Security Council. Practice and Promise, London among others 2007, p. 89.
[17]Compare Waltz, Kenneth N., Theory of International Politics, Boston among others 1979, p. 35.

Alternatively, a **variation "First name Surname"** can be used in footnotes. However, this does not hold for the reference in the list of references!

**Example:**
[17] Compare Ronald Inglehart, Kultureller Umbruch. Wertwandel in der westlichen Welt, Frankfurt a.M./ New York 1989, p. 77.

**More authors** have to be separated by an oblique.

**Example:**
[17] Compare King, Gary/ Keohane, Robert/ Verba, Sidney, Designing Social Inquiry. Scientific Inference in Qualitative Research. Princeton, 1994, p. 23.

It has to be paid attention that you have to mark clearly the **edition** you are referring to in the source.

**Example:**
[17] Compare Krell, Gert, Weltbilder und Weltordnung. Einführung in die Theorie der Internationalen Beziehungen, 3rd rev. ed., Baden-Baden 2004, p. 33.

If the **edition does not differ from earlier ones**, then a high-ranked number in front or behind or an equivalent hint in front of the place of publishing is sufficient.

**Examples:**
[7] Compare Schmidt, Manfred G., Demokratietheorien. Eine Einführung, Wiesbaden[5] 2010, p. 65.
[8] Compare Schmidt, Manfred G., Demokratietheorien. Eine Einführung, 5th ed., Wiesbaden 2010, p. 65.

The precise essay has to be quoted in case of citation from **anthologies** or **encyclopaedias**. First, the page number of the essay and the page or column number has to be mentioned.

**Examples** for an essay from an **anthology**:
[11] Compare Roth, Dieter, Sinkende Wahlbeteiligung – eher Normalisierung als Krisensymptom?, in: Starzacher, Karl et al. (Ed.), Protestwähler und Wahlverweigerer. Krise der Demokratie?, Köln 1992, p. 58-68, here p. 63.
[12] Compare Krisch, Nico, The Security Council and the Great Powers, in: Lowe, Vaughan et al. (Ed.), The United Nations Security Council and War. The Evolution of Thought and Practice since 1945, Oxford/ New York 2008, p. 133-153, here p. 140.

**Examples** for **an entry in encyclopaedia**:
[13] Compare Vorländer, Hans, Art. Volkssouveränität, in: Nohlen, Dieter/ Schulze, Rainer Olaf (Ed.): Lexikon der Politik, Bd. 1: Politische Theorien, München 1995, p. 686-691.
[14] Compare Honecker, Martin, Art. Staat, in: Balz, Horst et al. (Ed.): TRE, Bd. 32, Berlin/ New York 2001, p. 4-47.

The convention **"et al."** for editors can only be used, if there are **more than three editors.** In case of more places of publication, abbreviations as "etc." or "among others" can be used, but not the abbreviation „et al.".

**Examples** for **essays in journals**:
[8] Compare Huntington, Samuel P., The Clash of Civilizations?, in: Foreign Affairs 72:3 (1993), p. 22-49, here p. 34.
[9] Compare Schmalz-Bruns, Rainer, Die Konturen eines „neuen Liberalismus". Zur Debatte um Liberalismus, Kommunitarismus und Civil Society, in: PVS 33:4 (1992), p. 662-672, here p. 663.

The number between the name of the journal and the year refers to the **volume**, which has to be mentioned in case of journals. The **number of the issue (Issue)** should also be mentioned behind the volume and put after a colon. However, when there is a continuously paging then mentioning the issue is not necessary.

**Example** for **articles in newspapers**:

In case of references from i**nternet sources** the author, title and the complete address as well as the date on which the side was accessed, has to be mentioned.

> **Example** for citation of **internet sources without author**:
> [14] Compare http://www.uni-jena.de [Accessed on 1st February 2012].

> **Example** for citation of **internet sources with author**:
> [15] Compare Žižek, Slavoj, „Wer hat die Kraft der Leidenschaft?",
> http://www.zeit.de/2015/ 03/slavoj-zizek-charlie-hebdo-fundamentalisten [Accessed on 26th January 2016].

### 5.2.2 RECURRING CITATION OF THE GERMAN CITATION

In case of recurring citation, the same short citation is used for all forms of editions. Short titles or the option "ibid" (in the same place) are used for this.

> **Example** for **first citation**:
> [15] Compare Inglehart, Ronald, Kultureller Umbruch. Wertwandel in der westlichen Welt, Frankfurt a.M./ New York 1989, p. 77.

> **Example** for **later citation** (short title):
> [16] Compare Inglehart, Kultureller Umbruch, p. 77.

> **Example** for **more remarks by an author directly after another** (when another page is quoted):
> [18] Compare ibid., p. 89.

> **Example** for **direct repeated remarks** (when it is quoted):
> [19] Compare ibid.

**Hint:** Pay attention that the first footnote at a new page should not start with Ibid. Use short titles instead.

In case of page reference, the option **"pp" (following)** refers to the mentioned and the following page, e.g. "p. 504 f." refers to page 504 and 505.

The option "et seq" refers to more pages, e.g. "p. 504 et seq" refers to page 504 to 507. Due to inhomogeneous usage of the option "et seq", its usage is not advised and it is better to give page area (p.504-508).

## 5.3   THREE TYPES OF QUOTES

There are three types of quotes. This holds for both styles of citation. In the following it is referred exemplarily to the American citation:

1. literal (direct) quotes: coping word by word from the equivalent literature refefence.

      o   precise copy of form and content.
2. analogous (indirect) quotes: not copying word by word of the equivalent literature reference.
      o   Repetition of foreign content with own words.
3. secondary quotes: direct or indirect quote of a third copied by the author.

## 5.3.1 LITERAL QUOTE

- Emphasising by "double" quotation marks.
- If a quote even contains a quote, then it is put in 'simple' quotation marks.
- Literal quotes are copied completely and in its original form - including possible mistakes, underlines or other print forms (e.g. italic or bold type).
- If a literal quote is not copied completely, then the **left out text has to be marked with squared brackets** and three dots "[...]". Obvious typing errors can be corrected silently or marked with "(sic)". So it can be avoided that one thinks you were the originator of the error.

> **Example (American Citation):** "Some superordinate value or […] crowning postures […] serve as a sort of glue to bind together many more specific attitudes and beliefs, and these postures are of prime centrality in the belief system as a whole" (Converse 1964: 211).

- In the German citation it is quoted as in 5.2., but <u>without the preceding "Cf."</u>, for example:

„Dabei dürfen sich aber – die zweite Prämisse Rousseaus – keine Gruppen gleicher Interessen bilden."[1]

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[1] Maier, Hans, Rousseau, in: Maier, Hans/ Rausch, Heinz/ Denzer, Horst (Hrsg.), Klassiker des Politischen Denkens, Bd. 2, München 1969, S. 131.

- Own additions within a quote have to be marked with remarks in squared bracket (both citations).

> **Example:** "We argue that such conceptions [values; the author] are to be treated, analytically, as hypothetical constructs, used for heuristic purposes without any presumption about their empirical status" (van Deth/ Scarbrough 1998: 22).

- Copied emphasizes from the original and own emphasizes within a literal quote are equivalently referred to after the page number (in American citation).

> **Example for copied emphasize:** "A set of patterned, or constrained, attitudes we will call a *value orientation*" (van Deth/ Scarbrough 1998: 22; emphasize i.O.).

> **Example for emphasize by the author:** "Indeed, *by itself this participant-rationalist model of citizenship could not logically sustain a stable democratic government.* Only when combined in some sense with its opposites of passivity,

trust, and deference to authority and competence was a viable, stable democracy possible" (Almond 1980: 16; emphasize by author).

- In the German citation style this is usually noted in a remark in brackets after the quote:

  „Dabei dürfen sich aber – die zweite Prämisse Rousseaus – *keine Gruppen gleicher Interessen* bilden (emphasize i.O. resp. emphasize by author)."

- Literal quotes should be used, e.g. when the original formulation or the stylistic nuances are important.
- Literal quotes in foreign language have to be copied from the original and are not to be translated. Quotes in 'exotic' languages should be translated in the footnote.

### 5.3.2 ANALOGOUS QUOTES

**American Citation**

- No special emphasize in the text.
- Marking of analogous quotes by "cf." (Confer) and mentioning the author, year and page number.

  **Example:** Damit reihen sich die Gründungsväter der politischen Kulturforschung in die Tradition der elitistischen Demokratietheorien ein, die in der partizipativen Komponente des Demokratiebegriffs einen Ballast sehen, der seinem weiteren Erfolg im Wege steht (cf. Buchstein/ Jörke 2003: 474).

**German Citation (see above 5.2.)**

- Analogues copying is to prefer towards literal quotes.
- Analogue quotes represent single trains of thought/argumentation!
- It is important that individual formulations are used. A simple change in the original version, where just a word is changed or exchanged, is not sufficient.
- Analogue quotes in foreign language will be translated and repeated analogously.

### 5.3.3 SECONDARY QUOTES

- Usually quotes have to be taken from the original. Secondary quotes are an **exception** (e.g. when the original is not available or the expense for its procurement is too high or the quote refers to source in foreign languages which first has to be translated by the quoted author and was made usable only afterwards).
- Emphasizing of a secondary quote is made by: 1st mentioning of the quoted author; 2nd addition "quoted after" and 3rd der usual citation including surname year: page number. number.

  **Example for literal secondary quote**: You have a text by Nicolas Kiefer from the year 1991. On page 146 the author Mead is quoted by Kiefer. If you want to directly adopt the Mead-text cited by Kiefer in your work, but cannot find the original text, write:

„Die verbalisierende Objektivierung der Person setzt nach Mead die Trennung in ‚I'
und ‚Me' in Gang" (Mead, quoted *after* Kiefer 1991: 146, emphasize in the original).

**Example for analogues secondary quote:** You have a text by Wolfgang Goerres
from the year 2010. On page 146 Goerres referes to the author Opp. If you want to
take this reference, write:
Die Wahlnorm kann als gesellschaftlich konstruierte und sanktionierte
Verhaltensweise verstanden werden (cf. Opp, quoted *after* Goerres 2010: 277).

### 5.3.4   CITATION AND GRAMMAR

Even when citing content from other texts, the general rules of grammar must be observed.
This means, for example:

- The full stop at the end of a sentence is not "quoted" in a literal quote, provided that the
  citation sentence is inserted in a separate sentence.
- In the case of American citation, the reference to the source in brackets does not stand
  "self-consistently" between two sentences or – after the last sentence of the previous
  sentence – almost at the beginning of the new sentence, but at the end of the sentence
  to which it refers.
- For direct quotations of phrases that are capitalized in the original – that is usually the
  beginning of sentences – the citation is adapted grammatically, in which it is made clear
  by the inclusion of the first, now lowercase letter that this is great in the original is
  written.

  **Example**: For this purpose, "[i]n politischen Gesprächen mit den Betreibern" are to be
  called for defense measures (Müller 2015: p.5).

## 6. REFERENCES IN THE LIST OF REFERENCES

Common hints:

- The list of references starts at a separate page.
- Only literature, that was directly or analogously quoted, is listed in the list of references.
- In case of quotes from the internet, their scientific quality and reliability have to be
  proofed critically. Every quote and its source have to be correctly and completely
  identified. The date of the assessment of the internet address have to be mentioned in
  the list of references. Sources from the internet do definitely not replace relevant
  literature from scientific journals or books.
- Usually, sources, which are available in printed as well as online version, have to be
  quoted from the printed version and only in exceptional case from the internet.
- The once chosen style of citation has to be kept consistently There, the bibliographic
  references have to be complete to make it possible that the used literature can be
  found.
- In case of three or more authors of a reference, all names have to be mentioned in the
  list of references (in contrast to the original source in the text).

- In case of three and more place, the name of the first place and the addition "among others" is enough.

## 6.1     REFERENCES ACCORDING TO THE AMERICAN CITATION

The following types of literature should always contain the following information:

**Independent publication (monograph)**

Surname, name of the author (year of publication), complete title and subtitle, place of publication: publishing house.

> **Example**: Lijphart, Arend (1984), Democracies: Patterns of Majoritarian and Consensus Government in Twenty-One Countries, New Haven/ London: Yale University Press.

**Anthologies**

Surname, name of the editor (remark by the editor) year of publication, complete title and subtitle, place of publication: publishing house.

> **Example**: Gabriel, Oscar W./ Holtmann, Everhard (Ed.) 1997, Handbuch Politisches System der Bundesrepublik Deutschland, München: Oldenbourg.

**Articles in anthologies**

Surname, name of the author (year of publication) complete tile and subtitle, in: surname, name of the editor (remark by the editor), complete title and subtitle, place of publication, page from beginning to the end of the article.

> **Example**: Patzelt, Werner J. (1997), Der Bundestag, in: Gabriel, Oscar W./ Holtmann, Everhard (Ed.), Handbuch Politisches System der Bundesrepublik Deutschland, München: Oldenbourg, p. 121-179.

**Articles in journals**

Surname, name of the author (year of publication), complete title and subtitle of the article, in: name of the journal issue, pages from beginning to the end of the article.

> **Example:** König, Thomas/ Bräuninger, Thomas (1997), Wie wichtig sind die Länder für die Politik der Bundesregierung bei Einspruchs- und Zustimmungsgesetzen?, in: Zeitschrift für Parlamentsfragen 28:3, p. 605-628.

Hint: In case of articles or documents, which are completely downloaded as pdf file with appropriate paging (EZB, JSTOR etc.), it is not necessary to give the website.

**Articles in newspapers**

Surname, name of the author (in case of articles in newspaper, often the name of the author is missing, then the short form NN is used), complete title and subtitle of the article, in: name of the newspaper number of the newspaper edition, date of publication, pages from beginning to the end of the article.

**Example**: Keppler, Stefanie, Mehr fördern und fordern ist der gemeinsame Nenner. Bildung nimmt in allen Parteiprogrammen eine zentrale Rolle ein – SPD und Liberale sind sich in vielen Punkten einig, in: Stuttgarter Zeitung vom 5.8.2002, p. 2. (if necessary also without page number)

## Internet sources

In case of texts and documents from the internet, the same information as for printed documents should be given. In principal, it has to be differentiated between internet documents and websites.

## Internet documents

Surname, name of the author, complete title, in: URL [Accessed on ], (longer URLs are always separated with a hyphen in front of a slash to avoid confusion with address components.)

**Example**: Lösche, Peter, Parteienstaat in der Krise, in: www.fes.de/fulltext/historiker/ 00632toc.htm [Accessed on 27th April 2002].

**websites (without author)** should always listed in separated rubric ("internet sources"). They contain the URL [Accessed on ].

**Example**: www.luhmann-online.de [Accessed on 14th September 2009].

## Not published dissertations

Surname, name of the author (year of publication), complete title and subtitle. Dissertation, name of the university.

**Example**: Rüffler, Thomas (2000), Integrierte Ressourcenplanung für Baden-Württemberg. Dissertation, Universität Stuttgart.

Hint: The same principals holds for not published magister or diploma theses as well as habilitations.

## Working papers

Surname, name of the author (year of publication, complete title and subtitle of the article, title of the series or volume or number.

**Example**: Braun, Daniela/ Seher, Nicole/ Tausendpfund, Markus/ Wolsing, Ansgar (2010), Einstellungen gegenüber Immigranten und die Zustimmung zur Europäischen Integration: Eine Mehrebenenanalyse. Arbeitspapiere – Mannheimer Zentrum für Europäische Sozialforschung no. 136.

## Conference paper

Surname, name of the author (year), complete title and subtitle of the article. conference, venue.

**Example**: Elsig, Manfred (2007) Agency Theory and the WTO: Complex Agency and "Missing Delegation"? Paper for the ISA Annual Convention, Chicago.

**Ebooks (Epub, Kindle, iBooks)**

Ebooks do often not have a static page number and consequently, types of publications are quoted. In case of chapters in anthologies, the chapter should be named.

> **Example**: Margets, Helen (2013), The Internet and Democracy, in: Dutton, William H. (Ed.), The Oxford Handbook of Internet Studies, Oxford, chap. 20.

## 6.2 REFERENCES ACCORDING TO THE GERMAN CITATION

In case of the German citation, usually the date of publication is not put directly after the name of the author but after the publisher. Moreover, the edition is taken into the references. In case of articles in newspapers and internet sources, there are differences between the American and the German citation. This is why they are not separately listed in the following.

Examples for references according to the German citation:

> **Example for mongraphs:**
> Rudzio, Wolfgang, Das politische System der Bundesrepublik Deutschland, 6. rev. ed., Opladen 2003.
> Toft, Margret, The Geography of Ethnic Violence. Identity, Interests, and the Indivisibility of Territory, Princeton 2005.
>
> **Example for articles in anthologies:**
> Schimmelfennig, Frank, The Study of European Union Enlargement. Theoretical Approaches and Empirical Findings, in: Bourne, Angela K./ Cini, Michelle (Ed.), Palgrave Advances in European Union Studies, Basingstoke 2005, p. 96-116.
>
> **Example for articles in journals:**
> Walter, Franz/ Müller, Kay, Die Chefs des Kanzleramtes. Stille Elite in der Schaltzentrale des parlamentarischen Systems, in: Zeitschrift für Parlamentsfragen 33 (2002), issue 3, p. 474-501.
>
> **Example for unpublished dissertations:**
> Rüffler, Thomas, Integrierte Ressourcenplanung für Baden-Württemberg. Dissertation, Universität Stuttgart 2000.
>
> **Example for working papers:**
> Kuntzsch, Felix, Die Gewalteskalation des Konflikts um Berg Karabach – „Tragödie" oder „Ressource"? Arbeitspapiere des Osteuropa-Instituts der Freien Universität Berlin. Arbeitsbereich Politik und Gesellschaft, issue 57, 2005.
>
> **Example for conference papers:**
> Hofferberth, Matthias, "And of course our major contribution remains to run a decent business there". Corporate meanings and beliefs expressed in Shell's crisis management in Nigeria. Paper für die ISA Annual Convention, San Diego 2012.

**Hint**:

In case of references with the same author, the abbreviation id. is to be used. This holds for the American as well as for the German type of citation.

# 7. APPENDIX

## 7.1    EXAMPLE FOR A FRONT PAGE

Friedrich-Schiller-University Jena
Institute for Political Science
Chair of the Political System of Germany
Seminar: German Political System
Module: POL 210
Organization: name of the course instructor
Summer Semester 2016

**TITLE**
**IF NECESSAY SUBTITLE**

Submitted by:
Max Mustermann
Musterstr. 32
07743 Jena
Max.mustermann@uni-jena.de
Student number: 12345678
Political Science (BA, 2nd Semester)
Submission date: 15th June 2016
Number of Words: 4,567

## 7.2    EXAMPLE FOR A DECLARATION OF ORIGINALITY

With this I, (name and student number), confirm, that this seminar paper was written by myself. Moreover, I confirm that this work or parts of it were not submitted elsewhere as evidence of achievement. Literal or analogue copies from other works or publications in printed or electronic form are marked. All secondary literature and other sources are proofed and stated in the list of references. The same holds for graphic presentations and figures as well as internet sources. Furthermore, I confirm that my work can be sent anonymously in electronic form for the purpose of a comparison of plagiarism and saved.

*Jena, 01ˢᵗ July 2016*          *Max Mustermann*

Place, Date and signature

Hint:

All scientific papers which are submitted at the institute for Political Science, have to end with a signed declaration of originality in lieu of oath!

## 7.3  CHECKLIST

This list is made for a self-check before the submission of the paper and should be consulated in every paper or thesis. Just when all fields can be ticked off, then the paper fulfils the formal conditions and scientific minimum requirement.

This check list is to be used additionally to the *Guide for Writing Papers and Theses in Political Science and Political Didactics* of the institute, but cannot be considered as a replacement of the guide.

**FORMALIA**

☐  Margins (right: 3-3.5 cm, left: 2.5 cm, up: 2.5 cm, down: 2.0)

☐  Line spacing (1.5-spaced)

☐  Homogenous script (e.g.: Times New Roman)

☐  Type size of the text (12 pt)

☐  Type size of the footnotes (10 pt)

☐  Text alignment (justification in the text and in the footnotes)

☐  Front page (with correct data about the institute and course), table of content and list of references exist

☐  There is a recognizable introduction, main part and conclusion

☐  The chapters are number continuously, one main point has at least two minor chapters

☐  I looked at manual syllabification

☐  The table of content exactly fits with the content of the paper

☐  The introduction starts at page 1

☐  The paper has the demanded size

☐  The declaration of originality is attached and signed

**CONTENT**

☐  My paper contains an explicit research question or analysis a certain research problem

☐  My paper shows a clear train of thought and argumentation which goes throughout the whole work

☐  I collected, evaluated and weighted arguments during my research

☐  My paper refers to the most important sources/literature in this topic

**CITATION AND BIBLIOGRAPHY**

☐      There is sufficient evidence of my analysed literature for proofing my results

☐      I used a homogenous citation and all sources are in homogenous form

☐      All footnotes start with a capital letter and end with a dot (.), a short form is used in case of repeated citation

☐      I always did reproduction of issues from literature in my own words

☐      I checked all literal quotes, that they are marked precisely and according to the formal requirements

☐      All online sources are marked sufficiently and with the date of assessment

☐      All references in the list of references are homogenous and in alphabetic order

☐      Only the quoted or referred literature is to be found in the list of references


**ORTHOGRAPHY/STYLE**

☐      During the process of writing, attention is paid to style and expression and stove for a good English

☐      My paper was at least revised by one further person