

PH Weingarten

Englisch Department

Course: How to write a term/research paper

Instructor: Prof. Dr. C. Lil

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Guidelines for Writing a Term Paper

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1. Purpose

These guidelines have been established in order to set mandatory regulations for works which are submitted to the English Department. Therefore, their aim is to help you write and format your papers (e.g. *Seminararbeiten, Modulprüfungen, Portfolios, Term Paper, ...*).

Your term paper aims at answering a clearly defined research question or statement that is related to the course you are writing the paper in and completed in that semester. You will critically analyze and research your topic (such as your own research project, material development, design of a lesson plan, contribution to your instructor's research project, etc.). Before you begin, meet your instructor to discuss a topic, purpose, type, and content of the term paper, your focused research question or thesis, and any other requirements for a term paper in their course.

2. Structure of the Paper

Each paper consists of a minimum of 6 different parts: cover sheet, table of contents, introduction, main body, conclusion / discussion, bibliography. Additional elements include: list of figures, list of tables, and appendix. These are presented below.

2.1 Cover Sheet

Your cover sheet can be divided into **three components**.

The first one includes the name of the university, the title of the seminar, the name of the instructor, and the term in which you have attended the seminar. This part is followed by the title of your paper, which is centered and in bold. The last part comprises your personal information:

First Name Surname

BA/MA Course Program

PO 20xx, Module x

X. Semester

Student ID number

E-mail address

See the cover page of this document as an example.

2.2 Table of Contents

The table of contents shows the structure of your paper and **lists all the titles of your chapters and subchapters including the respective page numbers** (see page 2 of these guidelines for a detailed example). Do not write “Main Body” as the title of your chapters.

Please use **Arabic numerals** to organise your different sections.

Example:

1. Introduction
2. Main Body
 - 2.1 Sub-headings in the body
3. Conclusion/Discussion
4. Bibliography
5. Declaration of Plagiarism
6. Appendix (if necessary)

NOTE: The “Main Body” will have its own title based on the contents of that section. Do not name it “Main Body”. The number of sections depends on the content of your paper and may include sub-headings. Use the function in your word processing program to create the titles of each section, which will be larger and **bold** or in a different color, as can be seen in this document. Also, use the function in your program to create a table of contents. Do not do this by hand.

2.3 Introduction

The introduction will present the topic, the purpose of your paper (why you are writing about this topic), background information, central question(s) and/or thesis statement, and the structure of your paper.

2.4 Main Body

The main body will include a number of paragraphs which are organized under different headings (the name of the sections) and sub-headings. You will name the headings and sub-headings according to the content of that section. Do not name the heading “Main Body” or “Body”.

The main body often begins with a literature review or theory section. Therefore, the heading for this section would be “Literature Review” or “Theoretical Background”. This section discusses the

central concepts, theoretical background models, and current research. Another section may also include a description and discussion of the empirical methods used in your research paper.

After providing this background information, the following sections will focus on ideas all of which are related to your main research question / thesis statement. Each section will have a main idea written in clear coherent and cohesive paragraphs, which each contain a topic sentence, supporting sentences (including cited sources), and sentences that discuss, analyze, and evaluate the topic and sources (as covered in the course Academic Writing).

The main body finishes off with a discussion section. This is where you critically reflect on your research, material, lesson plan, etc. It is often best to start this section by restating the problem or research focus, and what the evidence has shown. If your research aimed at testing certain hypotheses, then this section will discuss whether they were or were not supported by the evidence. Any deficiencies in the research design should be mentioned here, with suggestions for improvements. Here is where speculations about possible explanations for unexpected or surprising results can be made. Please support, if possible, any speculations with citations from the literature.

2.5 Conclusion

The conclusion will bring all of the ideas together. It will bring the reader back to your research question(s) / thesis statement and discuss the theoretical and practical aspects presented in the paper. It will make connections between the research question(s) / thesis statement and the different areas presented and discussed in the body. The conclusion will also show what your term paper means to the topic of your research.

2.6 Bibliography

Please see section 10 for information on the bibliography.

2.7 Additional Elements

A list of figures and/or list of tables gives your reader quick access to the data in your paper. These lists go after the Table of Contents. Use the function provided in your word processor to create these lists.

An appendix is additional material provided to give your reader a more comprehensive understanding of your paper. This might be the complete survey, handouts, or lesson plans used in your research. It is not included in the main body, but in its own section at the end of your paper.

3. Numbering

Include page numbers in your work. They should start on the page of the introduction. Note that there is no page number on the cover sheet.

4. Spelling and Formatting

Please use either **British or American English** and do not mix them in your paper. Also proofread your paper for spelling or grammar mistakes before you hand it in. Do not rely solely on a computer program to check for mistakes.

For your main body, use 1.5 spacing, a justified text (*Blocksatz*) and the font “Times New Roman” with a size of 12pt or “Arial” with a size of 11pt.

The margins should be between 2 and 2.5 cm on the right and the left hand side, as well as on the top and the bottom.

Skip a line between paragraphs (please do not indent the first line of a new paragraph).

The bibliography will be single spaced. Please see the bibliography section below.

5. Length of the Paper

Depending on the guidelines of your respective seminar or the module exam, your Bachelor term paper will be **7-10 pages long** (max. 26,000 characters without spaces) and your **Master** term paper will be **10-15** pages long (max. 33,000 characters without spaces). This does not include the cover sheet, the table of contents, the bibliography or the appendix. Having too few or too many characters may negatively impact your grade.

Do not change the format described under section 4 in order to fill more pages or reduce pages.

Since requirements may vary from teacher to teacher, please make sure to contact your teacher to discuss the details (including the length) of your paper before you start writing.

6. Citing in your Paper - Quotations and Paraphrases

The difference between a quotation and a paraphrase is that a quotation is an exact correspondence of the original text. This means an exact transfer of spelling, punctuation and format (e.g. italicised, bold or capitalised words in the source stay the way they are in your paper).

As opposed to a quotation, a paraphrase is a restatement of a text passage in another form – it is a reformulation in your own words.

Both forms, quotation and paraphrase, require the mentioning of the source. This is achieved through the **parenthetical citation** in which the name of the author(s), year of publication and page number(s) (“p.” for one page or “pp.” for multiple pages) appear in round brackets right after the quotation/paraphrase. Since they become part of the running text, the use of footnotes or endnotes is not required and not wanted.

A simple quotation is put in quotation marks “...”.

Example:

As earlier works declare immersion “refers to a situation in which children from the same linguistic and cultural background who have had no prior contact with the school language are put together in a classroom setting in which the second language is used as a medium of instruction” (Cummins & Swain, 1986, p. 8).

Since a paraphrase is an indirect quotation, no use of quotation marks is required. However, the source still needs to be cited.

Example:

Most immersion classrooms are installed in so-called dual-track schools which house immersion as well as regular English classes (Lyster, 2007, p. 11).

When you have already mentioned the author in the running text, do not repeat the name in the parenthetical citation.

Example:

For Krashen (1987), *acquisition* is “a subconscious process” that... (p. 11).

A quotation which is longer than 3 lines needs to be put into an indented block citation. This means the quotation is **indented by approximately 2 cm** on each side. Moreover, it is **single-spaced** and separated from the rest of the text by a **free line before and after** it.

Example:

Results suggest that

[...] learning disabled children continue to develop facility in their first language; they learn their basic academic skills at the predicted rate; they

exhibit no severe behavioural problems, and, perhaps of most importance, they acquire greater competency in French (Bruck 1979 qtd. in Cummins & Swain, 1986, p. 51).

If you want to include supplementary information in a quotation, indicate this by using square brackets [].

Example:

“Where the home language is English [the majority language], full support is ensured in the school setting as well. Where the home language is an immigrant language, that support has not been built in so far” (Swain & Lapkin, 2005, p. 173).

Words or parts of the sentence which are omitted from the quotation are indicated by using square brackets with three dots [...] inside.

Example:

Second language acquisition “describes the processes involved when learners encounter input, are involved in interaction, [...] receive feedback and produce output” (Gass & Mackey, 2007, p. 176).

A mistake (e.g. a spelling mistake) within a quotation that is already present in the original text is highlighted by [sic].

If a quotation refers to more than one source, the individual data are separated by a **semicolon**, e.g. (Cloud, Genesee & Hamayan 2000, p. 5; Fortune & Tedick, 2008, p. 8).

In a citation of a source with up to three authors, the two last names are separated by an **&**, e.g. (Gass & Mackey 2007: 176) or (Cloud, Genesee & Hamayan, 2000, p. 5).

If a source has more than three authors, write only the first author’s name followed by an **et.al.**, e.g. (Borgwardt et.al., 1993, p. 15).

7. Footnotes and Endnotes

Since the English Department is committed to the parenthetical citation, footnotes or endnotes are not to be used when citing a work. You should only use footnotes for absolutely necessary, additional information or comments that do not fit into your line of argumentation in your running text.

8. Use of Italics

If you mention works (titles of books, essays, etc.) or foreign words in the running text, they need to be put in *italics*.

9. Figures and Tables

Figures (diagrams, pictures or other illustrations) and tables need to be **numbered with Arabic numerals** and **provided with a title or caption**. **Tables** on the other hand need to be numbered with Arabic numerals and provided with **headings**. Please provide an index of figures and tables (separately) after the table of contents.

10. Bibliography

At the end of your paper, it is necessary to list all your sources in **an alphabetical order by the authors' last names**.

The authors' first names do not necessarily have to be spelled out since it is legitimate to write only the initials. If you choose to use either initials or names, please be consistent.

As opposed to the running text, write your bibliography **single spaced** and not in 1.5 spacing.

The **second and following lines** of your bibliographic entries need to be indented by approximately 1cm.

Please make sure that you only use references that are of a reliable and scientific nature. Wikipedia, for example, is not such a source. Therefore, do not use it.

Note: In your paper, **do not separate the references in monographs, articles, internet sources and textbooks**. Just write one list which is sorted alphabetically by the authors' last names.

11. Examples for Bibliographic Entries based on APA Style

Complete instructions on how to write bibliographic entries can be found on the APA website under the “style and grammar guidelines” here: <https://apastyle.apa.org/>

An example of how to implement these guidelines in a paper can be downloaded from the University of Heidelberg here: https://www.psychologie.uni-heidelberg.de/ae/allg/lehre/Manuskriptgestaltung%20nach%20APA%207_de%2009-03-2020.pdf

This Youtube video offers a short introduction into the APA Style:

https://www.youtube.com/watch?time_continue=367&v=vBDPLCk9Irc&feature=emb_logo

For more help, you can use a program such as **Citavi** (Students are eligible for a free license. Ask Zendi for details.) or an online APA Generator such as the one on [Scribbr](#).

For a quick reference see the examples below:

For Monographs

Krashen, Steven D. (1987). *Principles and Practice in Second Language Acquisition*. London: Prentice Hall.

For Articles in an Anthology

Fortune, Tara Williams & Tedick, Diane J. (2008). One-Way, Two-Ways and Indigenous Immersion: A Call for Cross-Fertilization. In: Tara Williams Fortune & Diane J. Tedick (eds.). *Pathways to Multilingualism. Evolving Perspectives on Immersion Education*. Clevedon: Multilingual Matters, pp. 3-21.

For Articles in a Journal

Pelletier, Janette (1998). A Comparison of Children’s Understanding of School in Regular English Language and French Immersion Kindergartens. *The Canadian Modern Language Review*. 55 (2), pp. 239-259.

For Internet Sources

Butler, S. (2020, September 29). *Irregardless of your agreeance: language pedants are crying foul too often*. The Guardian.
<https://www.theguardian.com/education/2020/sep/29/irregardless-of-your-agreeance-language-pedants-should-know-when-not-to-care>

For Textbooks

Schwarz, Helmut (ed.) (1999). *English G 2000 A4*. Berlin: Cornelsen.

For Unpublished Works (e.g. a bachelor/master thesis/dissertation)

Bürger, Katrin (2009). *Language Learning Through Immersion. The Canadian Model Revisited*. Universität Hannover: Mimeo.

For Presentations

Kersten, Kristin & Burmeister, Petra (2011, September 17). *The ELIAS Project: A Longitudinal Study in Bilingual Preschools* [Conference presentation]. Fortschritte im Frühen Fremdsprachenlernen Conference, Eichstätt, Germany. [Internet source if available here](#)

12. Plagiarism

Plagiarism (copying other people's work without naming the reference) will lead to a fail. In order to show that you have understood this, please make sure to include a signed statement of plagiarism at the end of your work. You can visit [The University of Oxford's study skills and training page on plagiarism](#) to learn more. Also, the University of Oklahoma recommends you [think, write, and signal](#) to avoid plagiarism.

Example of a declaration of plagiarism:

Plagiatserklärung

Ich versichere, dass ich sämtliche Teile dieses Portfolios/ dieses *Term Papers* selbstständig angefertigt und keine anderen als die angegebenen Hilfsmittel benutzt habe.

Alle Stellen, die dem Wortlaut oder dem Sinn nach anderen Werken entnommen sind, habe ich in jedem einzelnen Fall unter genauer Angabe der Quelle (einschließlich des World Wide Web sowie anderer elektronischer Datensammlungen) deutlich als Entlehnung kenntlich gemacht. Dies gilt auch für angefügte Zeichnungen, bildliche Darstellungen, Skizzen, Lernaufgaben und dergleichen.

Ich nehme zur Kenntnis, dass die nachgewiesene Unterlassung der Herkunftsangabe als versuchte Täuschung bzw. als Plagiat gewertet wird und zum Nichtbestehen der Modul-Prüfung/(wissenschaftlichen) Hausarbeit führt.

Ort, Datum _____

Unterschrift _____