INSTRUCTIONS ON ESSAY-WRITING

– A GUIDE –

I. REQUIREMENTS

ECTS	3	approx. 9 pages
	5/6	approx. 15 pages
	9	approx. 20 - 25 pages
SUBMISSION DEADLINE	Winter term	mid of March
	Summer term	mid of September

II. TO BE INDICATED ON THE COVER PAGE

Name of University:	
University department:	Term and year:
Title and name of the lecturer:	Full title of study course:
TITEL	
Subtitle	
Name:	
Enrollment no. (Matrikelnr.):	Degree programme: (e.g. MES, IBA, …)
Address:	Module:
Telephone no.:	Required ECTS:
E-Mail:	Date of submission:

III. FORMATTING

DOCUMENT FORMAT		
	top margin: 2 cm	
left magin: 2 cm		right margin: 4 cm
	bottom margin: 2 cm	

DOCUMENT FORMAT		
TEXT FORMAT		
Text font style: Arial	Font size: 11 pt	Spacing: 1,5
Text font style: Times New Roman	Font size: 12 pt	
Footnotes	Font size: 2 pt smaller than text font	Spacing: 1
Longer quotes (more than 3 rows)	Font size: 2 pt smaller than text font	

IV. ESSAY STRUCTURE

TABLE OF CONTENTS	• is indicated on the first page following the front page of the essay • is logical and leads the argumentation • reflects the structure and is the outline of the paper • chapters and subchapters should be numbered consistently. Each level must contain at least two sub-levels (e.g. 2.1 - 2.1.1 - 2.1.2, …) • the subitems are always linked to the
LIST OF ABBREVIATIONS	• contains commonly used abbreviations (e.g. OECD - Organisation for Economic Co-operation and Development), if they were used in the paper
LIST OF TABLES/ LIST OF CHARTS	• contains the sequentially numbered tables or charts
INTRODUCTION	• poses the main research question • positions the paper within the context of the lecture and within the field of research • defines the aim of the paper • describes the methodical approach and elaboration of the research question
BODY	• is the largest part of the essay between the introduction and conclusion • contains the systematic analysis of the research question
CONCLUSION	• briefly summarises the research question, the methodical approach and the main findings • includes the view of the author on the research question and the results of the analysis • may contain a brief perspective on the problems, newly appeared or unresolved questions

BIBLIOGRAPHY	• contains all the cited, paraphrased or summarised literature used in the essay • organises the literature in alphabetic sequence (based on family name and name of institution) • a categorisation into monographs, anthologies, journals, legal documents, periodicals, electronic sources, etc. is not mandatory
ANNEXES	• contains larger graphs, tables or other information, that support or illustrate the argumentation but would disturb the text flow
DECLARATION OF ORIGINALITY	• declaration, that you, the author has composed the document by her oder himself. You can find the document here http://www.kuwi.europa-uni.de/de/lehrstuhl/vs/politik2/Dokumente/dokumente_studis/eigen.pdf

V. COMMON REFERENCE AND BIBLIOGRAPHY STYLES

STYLE 1	AMERICAN SOCIOLOGICAL ASSOCIATION (ASA)
IN-TEXT CITATION	**Format**: Author Last Name, Year of Publication, page numbers
	Sample: …as discussed by the authors (Bakan et al., 2004, pp. 589-591)… Other authors (Patulny, 2009, p. 405; Kelso and Mortimer, 1958, p. 29) argue…
	Note: If there are more than 3 authors/editors, only the first should be mentioned adding et al. E.g.: Baxter et al. (2010)…
BOOK	**Format:** Author Last, First. Year of Pub. Title. City of Publisher: Publisher.
	Sample: Kelso, Louis O., and Mortimer J. Adler. 1958. The Capitalist Manifesto. New York: Random House.
BOOK CHAPTER	**Format:** Chapter Author's Last, First Name. Year of Publication. "Title of Chapter/Article." Pp. page numbers in *Title*, edited by First Middle Last Name. City of Publisher: Publisher.
	Sample: Patulny, Roger. 2009. "The sociability of nations: international comparisons in bonding, bridging and linking social capital." Pp. 402–427 in *Handbook of Social Capital. The Troika of Sociology, Political Science and Economics*, edited by Gert Tinggaard Svendsen and Gunnar Lind Haase Svendsen. Cheltenham, Northampton: Edward Elgar.
JOURNAL	**Format:** Author Last, First Name. Year of Pub. "Title." *Journal Name* volume # (issue #): page numbers.
	Sample: Bakan, Ismail, Yuliani Suseno, Ashly Pinnington, and Arthur Money. 2004. "The influence of financial participation and participation in decision-making on employee job attitudes." *International Journal of Human Resource Management* 15(3):587–616.

STYLE 1	AMERICAN SOCIOLOGICAL ASSOCIATION (ASA)
LEGAL ACT	**Format:** Name of Institution Form Year/Legislation Number/Initials of Institution. *Title* Date of Legal Act.
	Sample: Council Directive 2001/86/EC. *Supplementing the Statute for a European company with regard to the involvement of employees* of 8 October 2001.
PERIODICALS (E.G. MAGAZINES, NEWSPAPER)	**Format:** Author Last, First. Year of Publication. "Title." Newspaper Name, Month Day. of Publication, p. or pp. inclusive page numbers.
	Sample: Sußebach, Henning. 2011. "Maria und Josef im Ghetto des Geldes." *Die Zeit*, December 22.
ELECTRONIC SOURCES	**Format:** Author Last, First. Year of Publication. "Article Title." Newspaper Name, Month Day. Retrieved Month Day, Year (URL).
	Sample: Sußebach, Henning. 2011. "Maria und Josef im Ghetto des Geldes." *Die Zeit*, December 22. Retrieved December 29, 2011 (http://www.zeit.de/2011/52/DOS-Maria-und-Josef/komplettansicht).

STYLE NO. 2	HARVARD
IN-TEXT CITATION	**Format:** Author Last Name Year of Publication, Page numbers
	Sample: …as discussed by the authors (Bakan et al., 2004, pp. 589-591)… Other authors (Patulny, 2009, p. 405; Kelso & Mortimer, 1958, p. 29) argue…
	Note: If there are more than 3 authors/editors, only the first should be mentioned adding et al. E.g.: Baxter et al. (2010)…
BOOK	**Format:** Author, Initials., Year. Title of book. Edition. (only include this if not the first edition) Place of publication: Publisher.
	Sample: Kelso, L. O. & Mortimer J. A., 1958. The Capitalist Manifesto. New York: Random House.
BOOK CHAPTER	**Format:** Chapter author(s) surname(s) and initials, Year of chapter. Title of chapter followed by In: Book editor(s) initials first followed by surnames with ed. or eds. after the last name. Year of book. Title of book. Place of publication: Publisher. Chapter number or first and last page numbers followed by full-stop.
	Sample: Patulny, R., 2009. The sociability of nations: international comparisons in bonding, bridging and linking social capital. In: G. T. Svendsen & G. L. H. Svendsen, eds. 2009. *Handbook of Social Capital. The Troika of Sociology, Political Science and Economics* Cheltenham, Northampton: Edward Elgar, pp. 402–427.
JOURNAL	**Format:** Author, Initials., Year. Title of article. Full Title of Journal, Volume number (Issue/Part number), Page number(s).

STYLE NO. 2	HARVARD
	Sample: Bakan, I., Suseno, Y., Pinnington, A. & Money, A., 2004. The influence of financial participation and participation in decision-making on employee job attitudes. *International Journal of Human Resource Management,* 15(3), pp. 587–616.
LEGAL ACT	**Format:** Name of Institution Form Year/Legislation Number/Initials of Institution of Date of Legal Act *Title.*
	Sample: Council Directive 2001/86/EC of 8 October 2001 *Supplementing the Statute for a European company with regard to the involvement of employees.*
PERIODICALS (E.G. MAGAZINES, NEWSPAPER)	**Format:** Author, Initials, Year. Title of article or column header. Full Title of Newspaper, Day and month before page numbers and column line.
	Sample: Sußebach, H., 2011. Maria und Josef im Ghetto des Geldes. Die Zeit, 22 December, pp. 13-20.
ELECTRONIC SOURCES	**Format:** Author, Initials, Year. Title of document. Name of newspaper. Additional date information. Available at: url [Accessed date].
	Sample: Sußebach, H., 2011. Maria und Josef im Ghetto des Geldes." Zeit, Die, December 22. Available at: <http://www.zeit.de/2011/52/DOS-Maria-und-Josef/komplettansicht> [Accessed 29 December 2011].

You can use other citation styles for your paper of course. Only make sure to use only ONE CITATION STYLE THROUGHOUT THE ENTIRE ESSAY.

VI. LITERATURE ON SCIENTIFIC WRITING

GERMAN

Kruse, Otto. 2007. *Keine Angst vor dem leeren Blatt*. Frankfurt, New York: Campus Verlag Gmbh.

Rossig, Wolfram E., and Joachim Prätsch. 2008. *Wissenschaftliche Arbeiten: Leitfaden für Haus-, Seminararbeiten, Bachelor- und Masterthesis, Diplom- und Magisterarbeiten, Dissertationen*. 8. Auflage. Achim: Beste Zeiten Verl.-Ges.

ENGLISH

Axelrod, Rise B., and Charles R. Cooper. 1996. *Reading Critically, Writing Well: A Reader and Guide*. fourth edi. New York: St. Martin's Press.

Barnet, Sylvan, and Hugo Bedau. 2008. *Critical Thinking, Reading, and Writing: A Brief Guide to Argument*. Boston: Bedford/St. Martin's.

Strunk, William, and E. B. White. 1999. *The Elements of Style, Fourth Edition*. New York et al.: Longman.

VII. LIST OF REFERENCE MANAGEMENT SOFTWARE

Most commonly used:

Endnote	Mendeley	Citavi	Papers	Zotero
Windows + Mac	Crossplatform	Windows only	Mac only	Crossplatform
Commercial	Freeware with limitations	Commercial	Commercial	Freeware with limitations

A comparative list on reference management applications is available here.

Reference management software usually organises all the bibliographic data for you. Once you have imported or added all relevant information of the document into the designated field, you can choose the desired citation style and let the application do the formatting for you. However, it is recommended to check the list of authors in the final document for inconsistencies.

VIII. USEFUL LINKS ON ACADEMIC WRITING

http://www.wales.ac.uk/en/OnlineLibrary/StudySkills/ReferenceStyles.aspx?tab=tab2
http://libweb.anglia.ac.uk/referencing/harvard.htm
http://www.writing.utoronto.ca/advice
http://www.uottawa.ca/academic/arts/writcent/hypergrammar/parunif.html
http://www.uni-bielefeld.de/Universitaet/Studium/SL_K5/slab/schreibenlehren/Links.html
http://www.europa-uni.de/de/campus/hilfen/schreibzentrum/index.html

IX. FOR FURTHER GUIDES - VISIT THE „SCHREIBZENTRUM"

August-Bebel-Str. 12 (Sprachenzentrum)

Raum 115

Tel. 0335/5534-3730

schreibzentrum@europa-uni.de

http://www.europa-uni.de/de/campus/hilfen/schreibzentrum/index.html