Guideline for the Conceptualization of Papers

for the courses of the Department of African History, which can be attended according to the Study- and Examination regulations for the following History study programs:

BA Combi-subject Africa in the World, BA European History, MA Geschichte – History – Histoire, MA Global History, Teaching History, BA African Culture and Society, MA African Culture and Society

1. Guidelines for the structure and the outline of the paper

1.1. Pageformat

The basic format is DIN A4 (the standard for all text editing programs in Europe), but with the addition of a margin of 3,5cm width for correction. The linespacing must on 1,5. The font is Times New Roman, font size 12 pt, footnotes in 10 pt and with the linespacing of 1,0. the pages must be numbered.

1.2. Cover

Every paper needs a cover, that shows the title, the research question, name, course, matriculation number, deadline, and name of the lecturer. An exemplary cover is attached.

1.3. Formalia

The length of a paper varies, according to t the applying Study- and Examination regulations or according to the Module Handbook of your study program or according to the requirements of your lecturer. **Mostly** the length of a paper is about 12 pages. In the Master programs longer papers are often required. To find out the exact requirements for your module and study program, check with your Study- and Examination regulation or ask your lecturer. The text should be formatted in justifying paragraphs for a better readability and overview.

At the end of the text add a signed Declaration of Authorship:

> "Hereby, I declare that I have composed the presented paper independently on my own and without any other resources than the ones indicated. All thoughts taken directly or indirectly from external sources are properly denoted as such".

1.4.   Structure

A paper is usually structured in to three parts: Introduction, main part, and Conclusion. At the beginning the cover, the table of content and at the end the bibliography is attached. For details about the single parts look below.

2. Literature Research

2.1.   General Information

An own literature research about a topic is always required. Type and size of the bibliography depend on the type of research. As a rough guide, you can use 8 to 10 titles for orientation (e.g. 2-3 book, parts of books, and 3 to 5 papers). Here it also depends on the requirements of the lecturer, to what extent the research requires a more detailed literature research and in what semester you write the paper (the higher the semester, the more extensive the literature).

2.2.   Internet Sources

Internet sources are indispensable for scientific research today. But due to the often unclear authorship, the extreme differences in quality of the texts and the temporal access, there are specific problems, that require a differentiated verification of sources. Scientific Online-Journals, with already public access and published content and primary data like updated numbers from organisations (WHO, the UN, World Bank etc.) are unproblematic. Otherwise, there should be made references to homepages only where it is necessary for the content (e.g. for questions related to the internet). Even though the internet seems to offer a quick solution, encyclopaedias are often a more qualitative approach.

3. Goal of a Paper

3.1

Writing a paper does not only include to present or describe a topic. Instead the topic is discussed under a specific question. This question serves thereby as a recurring theme for the whole paper.

According to this the question should reappear in the structure, that means the layout of the whole paper, since this question is what the paper is about. Additionally, the question decides as well what information is redundant for answering the question.

3.2 Possible Structure

Possible structures are:

- chronological (e.g. following a historic event) – systematic (a topic is split into similar (!!!) aspects)

- inductive (the argument thrives towards a new insight; the thought develops from the particular to the abstract)

- deductive (a general theory is presented and afterwards discussed under a specific case)

- comparative (examples are discussed and compared)

The choice of the structure model depends mainly on the topic of your work and on your question.

3.3 Language

Obviously, you must be conscious to use a language that is appropriate for your study program, in this case a historic perspective. Be aware of the risk, to get influenced by unscientific, and normative jargons, especially if you deal with non-scientific sources (movies, newspaper articles, advertisement…). Scientific writing requires a specific writing style, that differs from everyday language and entails subject-specific terms. The skill to know the terms that are specific for the historical sciences, is one goal in your studies, and thereby a skill that must be shown in writing papers and written exams. It is a misunderstanding that scientific

writing automatically must be as complicated and rich with foreign words as possible. Instead, scientific writing is characterized by the best possible compromise between the, for the presentation of the content required complexity and comprehensibility. The historical sciences include many specific terminologies that you should use. But please make sure, that you properly understand the meaning and usage of such terminologies.

4. The Introduction

The introduction does not simply summarize a few thoughts that somehow are related to the work but has the very important goal of preparing the reader for the content of the paper. This can happen in different ways, e.g. with a "teaser" like a quote or a historical event. Attention: Avoid Clichés! Generally, the introduction should meet the following requirements:

1. It **presents the topic** of the paper.

2. It **formulates the main question**.

3. It **justifies the question** by showing its relevance. Of course, the question can be relevant in many different ways; but mostly it tackles a general scientific problem.

- The introduction addresses important contexts for the understanding of the question (that are eventually described in more detail in the main part). An orientation can e the following questions: Who? – How? – Where? – When? – What? – and especially: *Why?* Only contexts that are relevant for the question are included!

- The introduction sketches the structure of the work and justifies it in relation to the question. In this way you can ask yourself again how stringent this structure is for your question.

5. The Main Part

As mentioned before, the main part consists of several, in themselves structured parts, that build on one another and prepare a topic systematically – the main question is here the recurrent theme.
The structure follows the layout that was presented in the introduction. Therefor presentation, analyses, and interpretation alternate. Opinions of other authors are to be discussed and reflected critically.

6. The Conclusion

6.1 Goal

The conclusion has basically four goals:

1. It summarizes the known results shortly (!)
2. Secondly it relates explicitly to the main question again.
3. Thirdly it finally comes to a conclusion.
4. which is fourthly *discussed in an appropriate way*.
5. The text can be closed with a lookout or further historical correlations if it fits.

In sum, the conclusion should come to a final result as well as ask for the importance of this result. Helpful questions might be: "How far is the reader smarter than before reading the text? Which relevant consequences occur for the situation, the parties concerned, the problem etc."?

Here you can imagine a person that is foreign for the subject, that you want to persuade from the relevance of your work.

7. Quotes

Statements that refer directly or indirectly to texts of other authors, must be evidenced.

- o In the case of **direct quotes** this happens with quotation marks on the one hand and on the other hand with the prove itseld, that means the directly following reference. Together with the bibliography this helps the reader to check the quote in the original work.

➔ For example: He had, so the allegation, not evidenced his quotes appropriately" (Richter 2007:45).

o In the case of **indirect quotes**, the statement is only evidenced by the reference. **The reference is always placed directly behind the statement it refers to**! Since the placement of the reference indicates which part of the sentence is an indirect quote and which part is from the author him/herself, references are **not (!)** at the end of the sentence!

➔ For example: For evidencing quotes in scientific texts, the placement of the reference is from central importance (Richter 2007:45), even though this is often not appropriately reflected.

versus

➔ For evidencing quotes in scientific texts, the placement of the reference is from central importance even though this is often not appropriately reflected (Richter 2007:45).

Difference: In the first sentence the statement that the placement of the reference is of central importance is evidenced, while in the second sentence the fact that this is often not reflected appropriately is evidenced by Richter 2007, S.45.

- Quotes are not there to follow the scientific rules or to meet the requirements of a paper, even though correct quotations are part of the requirements.
- Quotes should only be used if it content-related and necessary, e.g. for justifying the relevance of the work, for elaborating the thesis or position of other authors or to prove the origin of the data etc.
- *Therefor a paper should not consist of too many quotes. After all your reflections about the topic should be in the forefront.*
- *Thereby you should understand the content of the chosen quote and not hide behind a guessed meaning.*
- *Quotes in a foreign language should be translated in your own language and discussed.*

8. Bibliography

The bibliography completes the work. It includes all titles, that the work refers to. It has be formatted consistently!

8.1 Mandatory information

- Name and surname (or initials) of the author,

- date of publication,

- title,

in addition:

- for monographies: place of publication and name of the publisher, eventually the series,
- for papers from journals: name of the journal, year, volume, page number of the paper (from-to),
- for papers from anthologies: name(s) of the editor(s), title of the anthology, place and publisher, page number of the essay (from-to).

9. Plagiarism

As plagiarism/ fraud attempt count:

- the copying of texts ot part of texts from the internet without making this visible
- the direct or indirect quoting without formal referencing
- the corresponding reproduction of content, thesis or arguments from sources without an appropriate reference (e.g. footnote)

➔ No certificate can be handed out for such works and can even lead to exmatriculation. **Be aware that such copies are easy to detect while correcting the work and that the chair uses a software that checks the internet for corresponding parallels.**

➔ *Good luck with your paper!*

Attached:

1. **Cover**
2. **Declaration of authorship**

Quellen:

Hausarbeitsleitfaden Ethnologie Universität Bayreuth:

https://www.ethnologie.uni-bayreuth.de/pool/dokumente/Studium/leitfaden-

hausarbeiten_2016.pdf (15.06.2020)

Hausarbeitsleitfaden Facheinheit Geschichte Universität Trier:

https://www.uni-trier.de/fileadmin/fb3/GES/Hausarbeit_GeschWiss_Juli_2017.pdf

(15.06.2020)

UNIVERSITÄT
BAYREUTH

University Bayreuth

…………............................Faculty

Chair for ....

Lecturer: ....

Seminar: ....

Title

Submitted by ……………………….…………   Submission deadline...........

E-Mail-Adress:...

Matrikelnumber:...

Studyprogram………………………………………...

..... Semester

Declaration of Academic Integrity

Hereby, I declare that I have composed the presented paper independently on my own and without any other resources than the ones indicated. All thoughts taken directly or indirectly from external sources are properly denoted as such. This paper has neither been previously submitted to another authority nor has it been published yet.

All parts of the work, taken from other works in wording or in meaning, I have identified by reference to sources. This also applies to drawings, sketches, pictorial representations and the like as well as for sources from the Internet. I am aware that any infringement is to be considered an attempt to deceive and will lead to an evaluation of the work with "insufficient".

Place, Date

_____

Name + Signature