



FRIEDRICH-ALEXANDER
UNIVERSITÄT
ERLANGEN-NÜRNBERG

FACHBEREICH WIRTSCHAFTS-
WISSENSCHAFTEN

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Guidelines for the preparation of term papers and bachelor/master theses

English version, August 2016



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Please read the instructions carefully and approach your supervisor if you have any questions. It will be your responsibility if you do not meet these guidelines!



1. RESEARCH TOPIC AND STRUCTURE OF ARGUMENT¹

In the course of preparing a research paper, the student should provide evidence that he/she can academically and independently discuss a topic. You may, for example, investigate a policy-related research topic (e.g. how did US climate policy develop under the Obama Administration?) Here you will try to identify analytically the problems and contradictions of a policy, analyze the positions of the most important actors, the historical trajectory of a policy, public opinion etc. in order to assess what the outcome is or may be. The prior and thorough study of the pertinent literature (the state of the art) is indispensable for this purpose. The relevant literature for most of the topics dealt with at this Chair is predominantly in English.

Introduction

The purpose of the introduction is to lead directly into the subject matter. The introduction states and describes the topic, explains the argument and methodology and shows how the topic fits into the current state of the art (e.g. by picking up a recent research thread or offering an undervalued or neglected perspective). All of this should be done in a short and precise manner (an introduction should usually be no longer than five per cent of the total paper).

Main Sections

Several main sections (normally three to five) follow the introduction. Here the problem is presented and analyzed in more detail. The structuring of these sections (please do not refer to them as chapters. You are not writing a dissertation) depends upon the topic being discussed and is usually oriented on systematic or chronological considerations. In addition, the structuring of the sections must reflect your line of argument and, thus, should logically lead to your conclusion. The section headings should be chosen accordingly and formulated concisely, reflecting the substance of the section. Either the nominal or the verbal style should be consistently used in the section headings. Your research argument should be obvious and comprehensible simply from reading the section headings.

Conclusion

In the conclusion, the topic outlined in the introduction is addressed once more and the results of the preceding analysis are presented in a concise form. The conclusion is a conclusion and does not contain any new information or arguments (under certain circumstances the conclusion may include an outlook).

¹ For essays in the undergraduate courses parts of this section do not apply. For example, the remarks on the state of the art and methodology are of less relevance here. For questions, please contact your course instructor directly.



2. FORMAL STRUCTURE

The following structure is recommended:

1. Title page (see attachment)
2. Table of contents with page numbers
3. Index of tables, index of illustrations, if applicable
4. Index of abbreviations, if applicable (please do not invent abbreviations!)
5. Text (including introduction and conclusion)
6. List of References
7. Appendix, if applicable
8. Declaration

Page numbers should be continuous Arabic numbering and placed at the bottom center of each page (except for the title page).

Pay attention to the logical development of your argument. An item 1.2 must logically follow item 1.1. The structure should not exceed a depth of three levels (1.1.3). For shorter texts (term paper), two outline levels should be sufficient.

3. PAPER LENGTH

Bachelor

Essay: 7-15 pages (depending on the course level)
Bachelor thesis: 30-40 pages

Master

Term paper: 15-18 pages (depending on course requirements)
Master thesis: 60-80 pages

The pagination in Arabic numerals begins on the first page of written text (begins with the Introduction) and also includes the list of references. The previous pages (begins with Title page) include Roman numerals (i, ii, iii, ix, etc.). Page numbering should not be displayed on the title page. The paper may not include any blank pages.

4. STYLE

Make an effort to be consistent in your use of *either* American English (AE) or British English (BE). Do not use colloquial language, slang or jargon. Also, do *not* use first person narrative (e.g. “I think that...” or “I believe that...”). Avoid wordiness and unnecessary phrases (e.g. “To all intents and purposes, ...” or “completely new”).



5. ABBREVIATIONS

The use of abbreviations is to be held to an absolute minimum and must be written out in full when first mentioned: e.g. International Monetary Fund (IMF).

6. ANNOTATIONS

The facilitate the flow of reading footnotes (not endnotes) are used to add comments, explanations, or additional information relating to specific passages or sources in the text but *not* for citations (these are cited in the text, see Section 14 below). Of course, you may use citations in the annotations if they refer directly to the text in the footnote.

7. QUOTATIONS

Quotations have a limited function and are to be used in moderation. They may **not** be used to replace independent formulations or paraphrasing or to present facts and/or information. It can be reasonable to quote in the following situations:

1. when the original wording is of great relevance (for example, a law, contract, report of findings), or if the person being quoted possesses a special functional or professional authority (for example, an administration official or a recognized scientist),
2. in the critical discussion of a text, for example, if one must analyze and interpret the statements of an author,
3. when dealing with the definition of a concept.

Again, the paper should not be interspersed with an excess of quotations. The quotation itself must be recognizable as such through the use of quotation marks (“...”) within the text followed by a proper citation including the *exact* page number(s). A quote within a quote is marked by apostrophes (‘...’).

You may carefully change the grammar or letters of a quoted sentence in order to fit them better into your text and, if necessary, leave out or fill in parts of the quoted sentence using (...). However, it is unacceptable to leave out or fill in parts that change the content or meaning of a quotation (e.g. changing a sentence from “The United States will not negotiate with terrorists.” into „The United States will (...) negotiate with terrorists.“)



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EXAMPLE: Here is an excerpt taken from US President Barack Obama's annual State of the Union Speech before Congress in 2011:

Original sentence:

The future is ours to win. But to get there, we can't just stand still. As Robert Kennedy told us, "The future is not a gift. It is an achievement." Sustaining the American Dream has never been about standing pat. It has required each generation to sacrifice, and struggle, and meet the demands of a new age.

Correct quotation in text:

In his 2011 State of the Union speech, President Obama pointed out:

"(t)he future is ours to win. But to get there, we (American people) can't just stand still. As Robert Kennedy told us, 'The future is not a gift. It is an achievement.' Sustaining the American Dream (...) has required each generation to sacrifice, and struggle, and meet the demands of a new age" (Obama 2011, 3).

8. PARAPHRASING

Any statement or idea that is not your own must be documented. This applies in particular to opinions and interpretations, but also for facts and insights.

Data and statistics (laws, contracts, archive material, documents, diaries, autobiographies, inter-views) and/or reports (works of other authors about the issue being treated, also known as secondary literature) are used in the preparation of term papers. Information extracted from these reports and sources, whether in the form of quotations (in quotation marks) or paraphrasing, must be accounted for by including the author, year, and *exact* page number(s) (see also Section 14 on references in the text and Section 16 on plagiarism).

9. SUBMITTING YOUR PAPER

For term papers: Use white DIN A 4 paper, printed on one side only. Please turn in **one stapled copy** of your paper (no folders, please). In addition, an **electronic copy** of the paper must be sent to the secretariat (barbara.haefner@fau.de).

For Bachelor and Master theses: Use white DIN A 4 paper, printed on one side only. Please submit two bound copies and one digital copy on CD to the Prüfungsamt, which will forward all material to us.

10. MARGINS AND PARAGRAPHS

Please leave a margin of 2 cm on the left, top, and bottom, and a correction margin of 4 cm on the right side of each page (except for the title page). Please use justified margins ('Blocksatz') for your text and flush left margins for your list of references.



Your text should be logically structured into paragraphs and should be no less than 3-4 sentences. *Each* paragraph must be clearly recognizable and separated by an **indentation or single spacing**.

11. LINE-SPACING

All papers are to be formatted with 1.5 line-spacing. Footnotes and list of references are single-spaced.

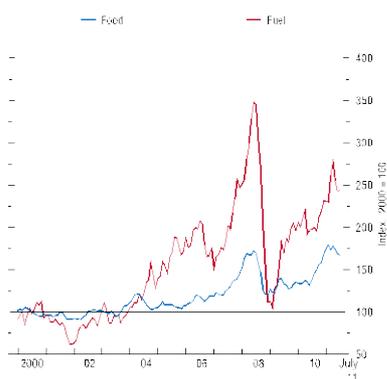
12. TYPEFACE

Please use Times New Roman 12 for continuous text as well as for the list of references and Times New Roman 10 for footnotes.

13. ILLUSTRATIONS, CHARTS AND TABLES

Figure 3.1. World Commodity Prices, 2000–11
(In real terms, as deflated by U.S. consumer price index)

Food and fuel prices have risen dramatically since 2000. Food and fuel prices peaked in 2008 at levels 80 percent and 250 percent above the levels in 2000. Current prices are 75 percent and 150 percent above 2000 levels, and there are concerns that structural forces will push prices higher over coming years.



Sources: Haver Analytics; and IMF staff calculations.

Illustrations, charts and tables, if applicable, should be easy to understand, always include a legend or explanation of the numbers and data used. The title must be at the top (e.g. “Figure 3.1 World Commodity Prices, 2000-2011”) and the source of the information at the bottom of each table or illustration (e.g. “Source: Haver Analytics; and IMF staff calculations”). Please make sure that the source is also included as a full citation in the list of references *including* the page number (International Monetary Fund (2011) World Economic Outlook. Slowing Growth, Rising Risks. Washington, DC, 102). If you compiled the illustration, chart or table yourself, it should be labeled “self-compiled”.

Illustrations and tables must be numbered consecutively, if necessary separately according to illustration and table.

Please make sure to refer to your illustrations, charts and tables in the text (e.g. “see table 3.1”).



14. REFERENCES IN THE TEXT

References are incorporated in the text. They must *not* be incorporated as footnotes or endnotes.

When citing sources in the text or in annotation footnotes, use the following form:
(author year, page)

Each direct or indirect quote as well as paraphrasing must be accompanied by a reference with a page number. If you refer to an entire chapter or article within a book, the starting and end pages need to be included (also in PDF-Documents). It is *not* sufficient to simply refer to a source without listing the proper page number(s).

EXAMPLES:

Reference to a single author:
(Hastedt 2008, 22)

Reference to co-authors:
(Mearsheimer/Walt 2007, 33)

Reference to multiple authors:
(Deutsch et al. 1957, 5)

When there are three authors or more, use ‘et al.’ in text references, but *not* in the reference list.

Reference to multiple works by same author:
(Nye 2002, 21 & 2004, 45)

Reference to multiple works by same author and same year:
(Braml 2004a, 67 & 2004b, 87)

You may also refer to an author or source (e.g. an organization) in the text followed by a citation or paraphrased sentence.

EXAMPLES:

Nye (2004, x) defines soft power as “the ability to get what you want through attraction rather than coercion or payments”.

According to Kollmann (1998, 8), outside lobbying involves the dual task of communicating with and influencing public opinion.

The World Trade Organization (WTO 2011, 153) concludes that the motives for global proliferation of preferential trade agreements go well beyond the reduction of tariffs.



15. LIST OF REFERENCES

All references quoted in the text must appear in alphabetical order (sorted by the first author's last name) in the single-spaced reference list at the end of the text. This should be checked carefully, and also that spellings and dates match with the references in the text. References should be as detailed and accurate as possible. Please use single space and Times New Roman 12.

Only references in English or German language are acceptable, exceptions need to be approved by the instructor.

Although books, articles and other sources should be listed *together* in the references, it is convenient to explain the format separately:

a. For books, use the following form of reference:

EXAMPLES:

Hunt, Michael H. (1996) Crises in U.S. Foreign Policy. An International History Reader. New Haven/London: Yale University Press.

Hocking, Brian and McGuire, Steven (eds) (2004) Trade Politics. Second Edition. London/New York: Routledge.

b. Journal articles:

EXAMPLE:

Hodson, Dermot and Maher, Imelda (2001) The Open Method as a New Mode of Governance, in: Journal of Common Market Studies 39(4): 719-746.

c. Articles from books:

EXAMPLE:

Peterson, John (1999) The Politics of Transatlantic Trade Relations. In: Hocking, Brian and McGuire, Steven (eds) Trade Politics. Second Edition. London/New York: Routledge, 36-50.

d. Newspaper articles:

EXAMPLES:

Washington Post (2007) Forget the Israel Lobby. The Hill's Next Big Player Is Made in India, 30 September, 5.



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The Economist (2011) The Craze for Flat Taxes. Republican Candidates Are Competing to Race to the Lowest Point, 29 October, 21.

e. Reports and Working Papers, whether published or unpublished, should be referenced as closely as possible to the format for books (in this case the publisher is the author's host institution or organization).

EXAMPLES:

Congressional Research Service (2011) China-U.S. Trade Issues. Washington, D.C.

Mosbacher, Robert Jr. (2010) A New Strategy to Leverage Business for International Development. Working Paper 41. Washington, D.C.: Brookings Institution.

U.S. Department of State (2010) Country Reports on Terrorism 2010. Washington, D.C.

f. Internet references should generally be treated as supplementary, given the transitory nature of the web. Only if the work cited exists *exclusively* on the Internet (e.g. website content or an online blog), should it be cited as an online source. Please be aware, however, that blogs are only under very rare circumstances a reliable scholarly source.

You are welcome to access and work with online sources during your research (e.g. reports by International Organizations or think tanks and research organizations may be easily accessed via the web) but these sources must be cited as a printed source in your list of references unless they exist exclusively on the Internet (please refer to the citation formats above).

EXAMPLES:

World Trade Organization (2011) The Case for Open Trade,
http://www.wto.org/english/thewto_e/whatis_e/tif_e/fact3_e.htm

The Economist (2011) The Economist Stress Tests Dodd-Frank, 2 November.
<http://www.economist.com/blogs/freeexchange>

g. Unpublished papers or sources should be kept to a minimum and cited as follows:

EXAMPLE:

Cheng, Leonard K.H. (1995) US Attitudes and Policy Towards Investment in China. Paper presented at the International Conference on Sino-US Economic Relations. Hong Kong, 21-23 June.



16. ACADEMIC INTEGRITY AND PLAGIARISM

Students must fulfill their academic responsibilities in an honest and forthright manner. Examples of violations include but are not limited to: plagiarism (using another's words, phrasing, concepts, or line of reasoning as your own or without citation); submitting course assignments that are not your own; submitting the same paper in different classes; downloading material off the Internet without proper citation; signing a class attendance roster for an absent student. Sanctions for violations would depend on the seriousness of the offense. Sanctions could range from lowering your class grade to failing the course.

Plagiarism is a serious offense. An author who takes the wording and ideas of others and presents them as his/her own is guilty of plagiarism, a theft of intellectual property. **If proof of plagiarism exists, the paper will not count and will therefore be graded with a 5.0 and you may possibly face additional sanctions.**

EXAMPLE:

As an example, here's the original text from Woods, Ngaire (2006) *International Political Economy in an Age of Globalization*. In: Baylis, John and Smith, Steve (eds) *The Globalization of World Politics. An Introduction to International Relations. Third Edition*. Oxford: Oxford University Press, 325-348, 345.

Globalization increases the challenges faced by all actors in the world-economy: states, firms, transnational actors, and international organizations. Strong states are trying to shape institutions to manage financial crises, powerful NGOs, and globalizing firms. Weak states are trying to survive increasingly precarious and changeable economic circumstances. Common to all states is the search for greater stability and predictability, although governments disagree over how and where this should be achieved.

The following would be an unacceptable paraphrase that is plagiarism:

Globalization raises the challenges faced by all actors in the world-economy: states, firms, transnational actors, and international organizations. While strong states are trying to shape institutions to manage financial crises, powerful NGOs, and globalizing firms, weaker states are trying to survive increasingly precarious and changeable economic circumstances. The search for greater stability and predictability is common to all states, although governments disagree on how to achieve this.

In this case, the author simply changed a few words and the order of the sentence *and* failed to properly cite the original source. If you do either or both of these things, you are plagiarizing.

Here's an acceptable paraphrase where the author summarizes the main content of the paragraph in his/her own words:

While the challenges resulting from processes of globalization vary according to the power position of individual states, there is a common desire to manage a growing number of non-state actors as well as an increasingly unpredictable economic environment (Woods 2006, 345).



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17. DECLARATION

The declaration is to be attached as the last page of the paper and worded as follows:

I affirm that I have prepared this term paper / bachelor thesis / master thesis without assistance and using only the specified sources. I further affirm that the paper has not been submitted either in the same or in a similar form to any other examination authority. All statements taken from other sources, whether literally or in gist, have been indicated as such.

Nuremberg, (date of submission)(original signature of author)



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Example of title page:

Friedrich-Alexander-Universität Erlangen-Nürnberg
School of Business and Economics
Chair of International Studies

<City, Date>

<Title of the paper>

<Subtitle>

<Type of paper> (e.g. Term paper or Bachelor/Master thesis)
<Title of the Seminar/Tutorial> (if applicable)

Submitted by: <Name (first and last)
Street address
Postal code and city
E-Mail-Address>

Matriculation number: <Enter matriculation number>

Course of studies: <Enter course of studies in German (e.g.
Wirtschaftspädagogik)>

Instructor: <Name> (for example, Prof. Dr. Andreas Falke)

Winter-/Summer semester: <Enter semester and year>