

Information sheet : How to write a paper

Volume:

A proseminar paper comprises 4'000-5'000 words, a seminar paper 8'000-9'000 words, including cover sheet, table of contents and list of references, but not the appendix (illustrations, tables, etc.).

Cover sheet:

The cover sheet contains the following information: university, department, course title, name of the lecturer, title of the paper, number of semesters, name, matriculation number and e-mail address of the student, date of submission.

Table of contents:

Contains page numbers and headings of the chapters and subchapters.

Text layout:

Arial, Times New Roman, Calibri. Do not mix fonts.

Font size 12 points. Line spacing 1.5. Margins left and right each 2.5 cm. Pages are numbered.

Ensure correct orthography, grammar and syntax.

The paper can be written in German, English (US or UK) or French.

Content:

- Each paper should have a clear question that also determines its content.
- The structure of the paper has to be developed from the question. It generally consists of an introduction, a main part and a conclusion (further subdivisions are possible).
- Citations should support the argument meaningfully.
- All sources of information and citations need references.
- Do not want too much! The paper does not have to encompass everything. It is more important to be coherent and to focus on the question.
- The search for anthropological literature is necessary, but the reading list of a course can serve as a starting point.

References:

References are necessary:

- if you quoted literally.
- if a line of thoughts or an important information has been taken from the literature.
- to mention comparative points or differing opinions.

All quotations, direct and indirect, must be accompanied by a bibliographic reference (author-date system), immediately following the „literal quote“ (Author 2016: 30) or paraphrase (Author 2016: 35-36).

Bibliography:

Every article or book mentioned in the text has to be listed alphabetically, following a certain style guide.

Example of a style guide:

Books:

Last name, first name (year): *Title of Work*. Location: Publisher.

Beer, Bettina (2003): *Wissenschaftliche Arbeitstechniken in der Ethnologie*. Berlin: Reimer.

Article in an edited volume:

Last name, first name (year): Title of Article. In: Last name, first name (ed.): *Title of book*. Location: Publisher, pp-pp.

Obrist, Brigit (2010): Soziale Vulnerabilität im städtischen Kontext. Eine medizinethnologische Perspektive. In: Dilger, Hansjörg (ed.): *Medizin im Kontext. Krankheit und Gesundheit in einer vernetzten Welt*. Frankfurt a. M.: Lang, pp. 411-430.

Article in a journal:

Last name, first name (year): Title of Article. In: *Title of Journal*. Volume (Issue), pp-pp.

Antweiler, Christoph (2003): Anthropologie gewaltsamer Konflikte. Konfliktmotoren und Gewaltmotive. In: *Entwicklungsethnologie* 12 (1+2), pp. 26-73.

Online sources:

Last name, first name (year): *Title*. URL [Date of retrieval].

Zimmermann, Stefan (2008): *Die perfekte Anleitung für schlechte Studienarbeiten*.

<http://www.spiegel.de/lebenundlernen/uni/uni-knigge-die-perfekte-anleitung-fuer-schlechtestudienarbeiten-a-534163.html> [21.10.2016].

Footnotes:

Footnotes are a good possibility to give additional information or commentary which would interrupt the argument in the main body of the text. Try to use them wisely. A footnote should form a complete sentence and end with a period. Do not use footnotes for references (except for further reading recommendations).

Due date:

The final version of the paper has to be submitted by the end of the lecture period in order for the credit points to appear on the academic progress summary before the end of the academic semester. An extension of the deadline is only possible after consultation with the lecturer.

Proseminar and seminar papers are graded. The responsible lecturer decides within six weeks after the delivery of the paper on the acceptance or imposes conditions for a revision. If the paper was rejected it can be once re-written with a new topic.

Plagiarism:

The „Erklärung zur wissenschaftlichen Redlichkeit“ has to be attached to each paper (<https://philhist.unibas.ch/studium/plagiat/>).