

## Information sheet : How to write a paper

### Volume:

A proseminar paper consists of 4'000-5'000 words, a seminar paper of 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 or English.

### 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.
- The paper does not have to encompass everything. It is more important to be coherent and to focus on the question.
- The individual 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. Pick one and stick with it.

Example for the Chicago Manual of Style:

Books:

Author last name, first name. Year. Book Title. Edition. Place of publication: Publisher.  
Meiu, George Paul. 2017. *Ethno-erotic Economies: Sexuality, Money, and Belonging in Kenya*. Chicago: University of Chicago Press.

Chapter in an edited book:

Author last name, first name. Year. "Chapter Title." In *Book Title*, edited by Editor first name last name, page range. Place of publication: Publisher.  
Dankwa, Serena O. 2020. "The Imagined Homoconference: 'Activism' and the Politics of Indirection." In *Readings in Sexualities from Africa*, edited by Rachel Spronk and Thomas Hendriks, 171-185. Bloomington: Indiana University Press.

Article in a journal:

Author last name, first name. Year. "Article Title." *Journal Name* Volume, Issue number (month): Page range.  
Stasik, Michael. 2018. "The popular niche economy of a Ghanaian bus station: departure from informality." *Africa Spectrum* 53 (1), 37-59.

Online sources:

Author last name, first name. Year. "Page Title." Website name. Access/revision date. URL.  
Heinemeyer, Annika. 2022. "Die 10 wichtigsten Zitierregeln für deine wissenschaftliche Arbeit." Scribbr. Accessed August 30, 2022. <https://www.scribbr.de/richtig-zitieren/zitierregeln/>.

**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 transcript before the end of the academic semester. An extension of the deadline is only possible after consultation with the supervisor.

Proseminar and seminar papers are graded. The supervisor will decide on acceptance or set conditions for revision within six weeks of submission of the paper. If the paper is rejected it can be rewritten once with a new topic.

**Plagiarism:**

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