

The Institute of Social Work and Social Pedagogy's guideline on academic working

This guideline is intended to assist you in preparing an academic paper but does not replace a consultation with your lecturer/examiner.

1. Organisation

Preparation: Notify your lecturer/examiner early that you intend to hand in a term paper. During consultation hours, the topic can be clarified. For this you should bring prepared suggestions for topics.

Registration: The registration of the term paper is done via the platform QIS, where you will also find further information on the registration and submission procedures. Please also note the registration and submission deadlines noted in QIS.

2. Formalities and layout

Cover sheet: The cover page should be structured clearly and contain the following information: university, faculty, institute, title and number of the module/seminar, name and title of the examiner, title of the thesis, name/address/e-mail address/matriculation number/expected completion of the author. The cover sheet is without a page number.

Possible structure:

1. introduction
2. chapter
 - 2.1 subchapter
 - 2.2 subchapter
3. chapter
 - 3.1 subchapter
 - 3.2 subchapter
4. summary/conclusion
5. bibliography
6. list of figures
7. appendix
- statutory declaration

▶ The structure should be logical. Each subchapter is shown in the table of contents. As a rule of thumb, you should form no more than three levels of subchapters. Furthermore, who says A, must also say B. This means that there must be more than one subchapter to each chapter. If there is only one subchapter, it must either be integrated into the content of another chapter or another subchapter must be added.

Scope: The extent and scope of the work will be agreed on with the respective lecturer individually. As a rule, the volume of the continuous text of a Bachelor's thesis is 30-50 pages, a Master's thesis 60-100 pages and a term paper 10-15 pages in the Bachelor's degree programme and 15-20 pages in the Master's degree programme.

Layout: Font Times New Roman 12pt., Arial 11pt. or Calibri 11pt., one-and-a-half line spacing, justified text, automatic hyphenation, footnotes and block quotations two font sizes smaller and with a simple line spacing, margin: left 2.5cm, right 3.5cm, top 3cm, bottom 2cm.

List of figures: If you use illustrations in your term paper, you must indicate the source. For own pictures, please mark them. A list of illustrations must be attached to the paper, similar to the bibliography.

3. Topic and structure

Topic: The topic of the term paper is to be gained independently by insights and open questions from the attended lecture and/or seminar and its readings. The term paper thus represents an extension or deepening of these findings or questions. The topic of the term paper is to be discussed with the lecturer prior to the writing process. It is crucial to found your academic paper on a concrete and definable question and, if necessary, theses/hypotheses. The structure of the paper is logically derived from the answer to the research question and should clearly correspond to a logical order of arguments.

Structure: The introduction should start with the thematic context and lead to the focus of the paper. For this purpose, the selection of the topic and its relevance are explained and the research question is presented. In addition, the following steps of argumentation are described. If applicable, a subchapter on the method used to collect and/or analyse data follows. The main part consists of several consecutive chapters, which aim to answer the research question of the paper. During the conclusion or summary, the key statements are summarised and assessed critically. Possibly, an outlook is given regarding further conclusions or further questions, which arose and could not be answered through the paper.

The "logical structure": It is crucial for an academic paper to provide the reader with a logical and comprehensible structure. It must be understandable why a certain structure was chosen for the paper. Also, the reasons for the choice of sources, theories and methods must be recognizable.

4. Citation

Any literal (direct quote) or analogous (indirect quotation) assumption of statements by other authors must be stated as a source! There is the possibility to mark quotations in continuous text or in footnotes. In social sciences, the continuous text method (American style) is common, but different variants are possible. The following shows the American style. You can also use other forms of citation (for example, APA citation or the Harvard method), but be sure to consistently choose one method throughout your paper.

Direct quote: „...“ (Müller/Meier 2010, p. 3)

Paraphrase: ... (cf. Müller/Meier 2010, p. 3)

Use of *ibidem*: If you referenced to the same source twice or more often, *ibidem* and the corresponding page can be written instead of name and year.: (cf. *ibid.*, p. 7).

Cite over several pages: If analogous quotations refer to several pages of the text cited, this is indicated as follows: (cf. Müller/Meier 2010, p. 3f.) (for following page) or (cf. Müller/Meier 2010, p. 3ff.) (for following pages).

Multiple authors: If there are up to three authors, these are called in the continuous text: (cf. Müller/Meier/Schulz 2010, p.3), if there is a source with four or more authors, you refer to the first name only and add "et al." to it (cf. Müller et al., 2010, p. 3). In the bibliography you name all authors of the source.

Omissions in the quotation.: Unless the full text is quoted, the omitted words are indicated by [...]. It is important to ensure that the shortening of the quote does not distort the statement.

5. Bibliography

All sources that are quoted in an academic paper must be mentioned in the bibliography at the end of the paper. If several publications by an author written in the same year are cited, letters will be used to distinguish the sources (Müller/Meier 2010a and Müller/Meier 2010b). The bibliography is organised alphabetically by last name. If the

place of publication is not known, "n.p." is inserted for "no place". If the year of publication is not known, "n.d." is written for "no date". If a book has appeared in a later edition than the first, the number of the edition must be specified. Similar to citation, there are different styles of bibliographies. The following table shows examples of APA citation in the Literature Directory.

Monograph	Clarke J & Newman J (1997) <i>The Managerial State: Power, politics and ideology in the remaking of social welfare</i> . London: Sage.
Contribution in an anthology or handbook	Krippendorff K (2010) Content analysis. In N. J. Salkind (Ed.) <i>Encyclopedia of Research Design</i> . Volume 1. Los Angeles: Sage, pp. 233–238.
Journal article	Peck J (2005) Struggling with the Creative Class. <i>International journal of urban and regional research</i> 29(4), 740-770.
Newspaper article	Rath C (2005). Nagelprobe für Europa. <i>TAZ</i> . 06.05.2005, 3.
Online source (with call date)	Sandermann P & Zeller M (2017) Young People Called „Unaccompanied Minors“ and European Welfare States: A brief introduction to this special issue. <i>Social Work & Society</i> 15(1), retrieved from: https://www.socwork.net/sws/article/view-File/493/1008 (Date of retrieval: 09.05.2018)

6. Research

There are two basic techniques for finding suitable literature that can be used for first access and for further research. These techniques are the *snowball system* and *systematic literature search*. The *snowball system* uses texts of authors to further research other sources. Suitable media for the *snowball method* are reviews in handbooks, **introductions** or textbooks. It is then possible to begin a *systematic literature search*, where you look for literature in a targeted manner using library and literature databases. The following literature databases may be helpful in researching your paper.

University libraries (like the Leuphana-catalogue) open up more possibilities for literature searches. The main research tool is the electronic library catalogue "OPAC" (Online Public Access Catalogue). <http://katalog.leuphana.gbv.de/DB=1/LNG=DU/>



In the subject portal Education with the **FIS Bildung literature database** you will find special information in a variety of pedagogical databases. <http://www.fachportal-paedagogik.de/>



The **Deutscher Bildungsserver** is a platform for the federated educational system of Germany organised by the federal and non-federal levels of the FRG. <http://www.bildungsserver.de/>



The platform **Sowiport** contains special information and special databases with evidence of social science research projects, publications and events. <http://www.sowiport.gesis.org/>



Google Scholar is used for general literature research of academic documents. These include free access documents from the open internet as well as links to documents you have to pay for. <https://scholar.google.de/>



7. Criteria for the evaluation of student assignments and theses.

1. Structure of the paper

(clear focus; clear, preferably theses-led question; clear structure of chapters and subchapters, which mirrors the steps of answering the research question as clear as possible,)

2. Meeting formal requirements

(correct citation; complete references in the bibliography; in the case of empirical work: clarification of the methodological approach, the methodology and the techniques related to data collection and data analysis; followed layout rules)

3. Type and extent of the processed material.

(only academic literature or recognizable differentiation between different types of material; comprehensible representation of the selection of the material, which means that it is appropriate what and how much literature was used given the existing literature on the topic; enough current literature to prove that you have a good overview of the state of research; inclusion of primary literature, not just secondary literature)

4. Steps of argumentation, self-sufficient examination of the topic

(Plausibility of the argument; stringency, consistency and elaborateness of the argument, e.g. inclusion of contrary points of view and/or reflections of different points of view and their relatedness to one another; no purely normative/moral statements/opinions without reasoning; summary and reflection of the results in relation to the research question)

5. Comprehensibility, quality of language

(accurate and correct use of technical terms; avoidance of informal language; logical structure of sentences without any logical contradiction; correct spelling and grammar)