

## Style Sheet

### 1.1. Page Layout

- Line spacing: 1,5 pt.
- Type size: 12pt. type size; 10pt. for foot-/endnotes.
- Font: Times New Roman, Arial, or Cambria.
- Margins: left 2,5 cm; right 3,5 cm; top 2,5 cm; bottom 2,5 cm
- Justified text
- Insert page numbers beginning with 1 **after** the contents page
- Length: depends on your PO. Pages are counted for your text only, including footnotes, but excluding the table of contents, works cited list etc.

### 1.2. Cover page

- Title of the seminar, teachers, term
- Title of your paper
- Your name, semester, and subject
- Your matriculation number (*Matrikelnummer*)
- Your address
- Date of submitting your paper

### 1.3. Table of Contents

The table of contents lists your chapters with the respective page numbers. Your chapters **must** include an introduction, a main part (with subchapters), a conclusion, and a works cited list. You may add a list of abbreviations or an appendix, if necessary. Table of contents and the cover page are not paginated!

## 1.4. Example Table of Contents

*This example is from a term paper which investigated the Congressional hearings into the Ku Klux Klan for evidence on how the Klan treated children.*

1. Introduction.....	1
2. Historical Context .....	3
3. Primary Source Analysis of the Congressional Hearings.....	6
4. Children as Victims of Ku Klux Terror	
4.1 Children Caught in Night-Time Attacks.....	11
4.2. Children Actively Brutalized.....	15
4.3. Children used as Shields.....	20
5. Conclusion.....	23
Bibliography.....	26
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All chapter titles listed in the table of content must occur identically in your text. Next to subheadings, you must use paragraphs to structure your text. Please note that each paragraph should represent a coherent **unit** of thought.

## 1.5. Introduction

- introduce your **topic**
- give a short outline of the historical **context**- state your **question / thesis** as clear as possible: Why is my question relevant? Why do I neglect other, likewise interesting aspects of the topic? You should develop your question and define it concretely towards the end of the introduction.
- give a short account of the **sources** you use: What sources are available for dealing with your topic? Why did you choose your body of sources? What type of source are you dealing with? Why and how do they serve to illuminate your question? Explain your research **method** and relate it to the question you want to address.
- mention the **state of research** and opinions of other authors.

- outline, how you are going to proceed in addressing the question with reference to the **chapters** you listed in the table of contents.

### **1.6. Main part**

- analyze the sources you choose by following up on your question
- avoid a full description of the sources in favor of your main points
- include (divergent) opinions of other authors, and assess them critically

### **1.7. Conclusion**

- summarize your findings
- relate your findings to your question / introduction
- assess the significance of your results and the sources you chose
- you may include an outlook of prospective developments and historical contexts

### **1.8. Works cited**

- separate your works cited list into “sources” and “secondary literature”
- list all entries alphabetically
- do not list any other materials except from those you actually used in your text (i.e. in footnotes, or annotations)

### **1.9. Style**

-historical works must be written in **past tense**. You should avoid personal statements, for example “I feel that...” Make sure that you use complete sentences (subject, predicate, object), and that your grammar and spelling are correct and consistent (use British **or** American English). Foreign terms and technical terms should be italicized (e.g. *hostis humanis generis*).

## 2. References

### 2.1. Quotations

- In general, quotations should be used for expressing something you cannot say better in your own words. Pick concise and meaningful quotes. It should become clear to the reader, why the quote makes sense or is relevant in the respective context.
- Quotations longer than 3 lines must be indented (1cm, type size 10pt, line spacing 1pt). In this case, you do not need quotation marks.
- **Quotations always have to be exact and accurate:** never translate foreign quotes, and never repeat the contents of the quote in own words.
- For inserting letters or words into a quotation use “[ ],” for leaving out parts of the quotation use “[...]” Misspellings in the original **must not** be corrected, but may be marked with “[sic].”

### 2.2. Annotations, Footnotes or Endnotes

- Footnotes give reference of where your quotes, information or concepts come from.
- Moreover you can use foot-/endnotes to explain aspects not directly relating to your argument.
- All ideas, thoughts and arguments taken from other authors, although you may just paraphrase them, must be proven with footnotes.
- Be aware that missing references are **plagiarism!**

### What must be referenced?

- Quotations
- Own paraphrasing of other authors' works, arguments, or concepts/theories
- Additional information given in endnotes/annotations

### How do I give references?

- If you mention a source / book for the first time, give the full bibliographic information according to the examples below. For further references of the same source/book you may use a **short version**, for example: *Black Reconstruction in America, 1860-1880* could be shortened to Du Bois, *Black Reconstruction*. Only shorten titles with more than 5 words and never shorten article titles.

- If you quote primary source material used by another author, write: “**as cited in**”
- If you have several references from the same book in a row, use: **Ibid.** (the same) and give the page number, or **Idem** (the same author) and give the new title and page number.
- Page numbers can be replaced with “**f,**” for the following page (for example instead of p. 11-12, p.11f.), or “**ff**” for the following 2 pages (for example instead of p. 10-12, p.10ff.)
- **cf.** (= compare) should be used only if there is something to compare (it does not indicate an indirect quotation or paraphrasing!)
- All footnotes need to end with correct punctuation.

**IMPORTANT:** Detection of plagiarism automatically leads to a “fail” of the examination (resp. Hausarbeit) and can also lead to other sanctions, even expulsion from the university. In case of Erasmus students, the home university is informed.

To test if you understand plagiarism using examples, see the [Understanding Plagiarism Quiz](#)

**Please attach an anti-plagiarism statement to your term paper:**

This project was written by me and in my own words, except for quotations from published and unpublished sources which are clearly indicated and acknowledged as such. I am conscious that the incorporation of material from other works or a paraphrase of such material without acknowledgement will be treated as plagiarism, subject to the custom and usage of the subject, according to the University Regulations on Conduct of Examinations. The source of any picture, map or other illustration is also indicated, as is the source, published or unpublished, of any material not resulting from my own experimentation, observation or specimen-collecting.

(Date, Signature)

(taken from: the [University of Liverpool](#))

Or in German:

***Eigenständigkeitserklärung***

Hiermit versichere ich, dass ich diese Hausarbeit selbständig verfasst und keine anderen als die angegebenen Quellen und Hilfsmittel benutzt habe. Die Stellen meiner Arbeit, die dem Wortlaut oder dem Sinn nach anderen Werken und Quellen, einschließlich der Quellen aus dem Internet, entnommen sind, habe ich in jedem Fall unter Angabe der Quelle als Entlehnung kenntlich gemacht. Dasselbe gilt sinngemäß für Tabellen, Karten und Abbildungen.

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(Datum, Unterschrift)