



Notes on the preparation of term papers, theses and research reports

Working groups

Quantitative Methods (Prof. Dr. Kroh) & Social Data Science (Prof. Dr. Kühne)

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1 General and submission of the work

Please submit your term paper or report digitally via email to the respective lecturer by the deadline at the latest, or upload it to the course's online learning platform if that has been agreed upon as an alternative. For term papers that include your own empirical analysis, you must also attach an annotated code file (Stata Do-file, R script, etc.) to allow for replication of the results. The deadline is set by the lecturer. An extension of the submission deadline is only possible in justified exceptional cases. If your paper is graded with a "not sufficient" (5.0), a new paper must be written. There is no option for revision.

Important: The topic (particularly the research question) and planned approach (particularly the methodological approach) must be submitted in writing (e.g., in the form of an exposé) and approved by the instructor before the actual writing and analysis process begins. We also recommend discussing the structure and content beyond the research question with the instructor during the course, or making an individual appointment to do so.

2 Structure of the work

A seminar paper is usually structured as follows:

- Title page
- Table of contents with page numbers
- Introduction
 - Introduction to the topic of the work
 - Presentation of the scientific and social relevance of the topic and embedding in the research context
 - Naming the specific question
 - Reasoned presentation of the approach or argumentation ("red thread")
 - Overview of the structure of the work
- Main part consisting of
 1. Theory and state of research
 - Definition and explanation of the essential terms
 - Outline of the existing state of research
 - Presentation of the concepts or theoretical approaches relevant to answering the research question, from which testable hypotheses are derived
 2. Data and methods:
 - Explanation of the data material
 - Explanation of central operationalisations
 - Presentation of the method of analysis
 3. Results:

- Presentation of the empirical results relevant to answering the research question (supported by tables and graphs if necessary)
- Interpretation of the results
- Discussion
 - Summary of the main arguments or hypotheses of the work and concluding answer to the research question.
 - Discussion and classification of the empirical results in the respective research context
 - Outlook for further research questions
- Bibliography
- Appendix
 - E.g. additional analyses that are not the focus of the main text
 - Can contain the commented syntax (otherwise it must be submitted separately).
- Signed (!) declaration
 - Originality (no unauthorized assistance or aids used)
 - Exclusivity (prepared exclusively for grading in this course; no previous or current submissions for grading this work)
 - If the course permits the use of AI for selected tasks during the preparation of the work, the declaration must be adapted as specified in the course

3 Formal requirements

- Cover sheet with complete information (name of author, e-mail address, matriculation number, degree programme and number of semesters, title of thesis, name of course and lecturer, semester, date of submission)
- Formatting of the text:
 - Font and font size: Arial (11pt) or Times New Roman (12pt)
 - Line spacing: 1.5 times
 - Margins: 2.5 cm (left/right); 2.0 cm (top/bottom)
 - Footnotes: Font size 10pt, single line spacing
- Proper formatting and structuring of the work, indication of page numbers, uniform and consistent labelling of tables and figures
- Correct and consistent citation
- Compliance with the applicable spelling and grammar rules
- Document format: PDF or Word (please follow instructions of the lecturer)
- Please refer to the respective Examination rules (PO) and Subject-specific regulations (FsB) for information on the length of the paper!

4 Evaluation criteria

- Topic: Thematic limitation appropriate to the scope of the work, formulated question with justified relevance
- Structure: Comprehensible and complete outline of the work
- Content: Adept handling of the specialist literature used, sufficient presentation of the state of research, correct presentation of the relevant theoretical and methodological approaches, independent and stringent argumentation or empirical analysis, direct linking of theory and empiricism
- Form: Correct formal layout, spelling and grammar, written expression, uniform citation style, uniform formal presentation and labelling of tables and graphs