

Term Paper/Seminar Paper – Factsheet

Font:	Times New Roman
Font Size:	12
Line Spacing:	1 to 1.5 Lines
Margins:	2.5 cm

Overview:

Cover Page (Name, Matriculation Number, Seminar, Title of the work, Supervisor)

Table of contents (with page numbers)

Table of tables (only if more than three tables in work)

Table of figures (only if more than three figures in work)

Introduction (Present topic, research question, structure of the work)

Main body (Discussion of topic)

Conclusion (Summary, conclusions, no new content!)

References (in a uniform style)

Appendix (including internet sources e.g. on CD)

Citations:

Books: Author(s) (Year): Title; Publishing house: Place of publication

Journals: Author(s) (Year): Title; Title of Journal, Year; Page numbers

Internet site: Publisher (Year): Title; Internet page; Date accessed

If an electronic link is available (e.g. DOI) please use it!

General:

Do not refer to the first person, i.e. “I think that...”.

Use short, precise sentences.

Use paragraphs to separate ideas and concepts.

Pay attention to spelling, grammar and punctuation.

Clearly identify any quotations and citations. Include any material referenced in the literature at the end of the work.

Only include literature or sources in the list of references that have actually been referred to in the work.