



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

Research and teaching unit 02 – Working group quantitative methods (Prof. Dr. Kroh)

18. August 2022

1 General and submission of the work

You must send the seminar paper or the report at least digitally in PDF format by e-mail to the respective lecturer of the course by the deadline at the latest or alternatively upload the paper in the LernraumPlus of the course by arrangement. The deadline is set by the lecturer. Unless otherwise agreed, the seminar paper must also be submitted - also by the deadline - in written form to Ms. Regina Fischer (secretary's office Prof. Kroh, room B3-207 or letterbox no. 355 in Building X). An extension of the submission deadline is only possible in justified exceptional cases. If your paper is graded "not sufficient" (5.0), a new paper must be written. There is no possibility of revision.

Important: For seminar papers with own empirical analysis, an annotated syntax (Stata Do-File, R-Script, ...) for replication of the results must also be attached to the digital submission.

Note: We recommend that you briefly discuss the structure and planned content of your paper with the respective lecturer. This can be done during the course or you can make an appointment for a consultation.

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:
 - 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
 - Additional evaluations that are not the focus of the main section
- Signed (!) declaration of independence

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
- 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.
- Form: Correct formal layout, spelling and grammar, written expression, uniform citation style, uniform formal presentation and labelling of tables and graphs.
- 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; no mere retelling!).