

Hints for scientific work

1. Structure

Cover page (Please always check, no information must be missing!)

Table of Contents

List of abbreviations/ List of figures/ List of tables (if necessary)

1 introduction

2 Main section (with respective subsections)

2.1 ...

3 ...

4 Concluding section

Bibliography

List of sources for pictures (if necessary)

Declaration of Originality

2. Formal requirements

- Guideline for the length of the papers:

Proseminar: 10 pages

Advanced Seminar: 15 pages

(Depending on the lecturer's guidelines)

- Formatting:

Font: Times New Roman

Font Size: 12

Line Spacing: 1,5 lines

- Cover Page:

The paper will begin with a cover sheet on which the following information, at a minimum, must be included: University, chair, type and title of course, name of lecturer, title of thesis, semester, date of submission, name of author*, matriculation number, e-mail, semester of study, module, examination number.

PDF for sample cover sheet

- Declaration of Originality:

Each term paper must have a statement of independence: **PDF to fill in**

3. Structure of the paper

Generally, a term paper consists of three parts: Introduction, main part, conclusion

a) Introduction:

Here you formulate as briefly and concisely as possible an interesting introduction to the topic and your question and create an overview.

- formulate a "creative" introduction to arouse interest
- 3 functions:
 - state the initial question (the topic) precisely
 - motivate the initial question (reasons for the choice)
 - give an overview of the individual sections
- state the goal of the paper
- introduce and define central terms
- briefly and concisely

b) Main section:

Continue by logically and consistently, e.g., historically or thematically, analyzing and answering the initial question.

- analyze and answer the initial question/topic
- Logical structure: firstly theory or background/introduction, then example(s)/case study(s), lastly argumentation/interpretation
- Argumentation:
 - Central aspect of scientific work: giving reasons and justifications
 - explain central theses and claims
 - justifications: e.g. sources, text excerpts or examples
 - Include descriptive passages in which facts are described
- Practical structure including sections and subsections
- Paragraphs: represent a unit of meaning; start with a "topic sentence"; usually 10-15 lines
- Short summaries at the end of paragraphs
- Transitions between different units of meaning to show connections
- Avoid digressions

c) Concluding section

Here the key statements are repeated and the question(s) formulated in the introduction are addressed. In addition, a conclusion and, if necessary, an outlook should be given.

- 2 functions:

- Summary of the main part and direct reference to the introduction: revisit initial question and theses, "round off" the work.

- Conclusion and outlook (achievement of objectives, consequences, possible weaknesses and problems, further desirable investigations etc.)

4. Literature research

- As a starting point for the literature search, we recommend the literature of the seminar, the online databases of the University library accessible via the "Passauer Suchportal" (e.g. JADE, JASTOR, SAGE), as well as using search engines that search for academic publications with the corresponding keywords, e.g. Google Scholar.

i. Internet Research:

- **Google Scholar:** Search engine for academic texts, however it is somewhat random what literature is available here.
- **Google:** Results are unfiltered and therefore often unsatisfactory.
- **Wikipedia:** Here you can find relevant general information and often good literature references. But the quality of the articles is often unpredictable. Therefore, it is not an adequate source!
- Instead visit specific sites (e.g. Inside Indonesia, New Mandala, Indonesia Magazine).

ii. Accessible **databases of the University of Passau** for Southeast Asian Studies:

- [Berita Database: Malaysia, Singapore, Brunei, ASEAN](#)
- [Bibliography of Asian Studies](#)
- [CrossAsia](#)
- [OLC Ost- und Südostasien - Online Contents](#)
- [Thai Journal Index](#)
- [VOC-Kenniscentrum](#)

5. Citation and bibliography

- The bibliography of your term paper should have a reasonable amount of academic literature. Minimum guidelines are:
 - one monograph (for selective reading) and three to five journal articles/anthology contributions**
or
 - approx. eight journal articles and anthology contributions**
(more literature is required for a bachelor's or master's thesis).

The literature recommended in the course outline of your seminar will provide you with a starting point for your work on the topic at hand. However, further research is essential. Your bibliography should list all material (including internet sites and videos).

- The source of every information must be traceable, so use in-text citations or foot notes for both direct and indirect quotations.
- There are different citation methods and citation styles. The chair recommends a citation style based on the author-date method, e.g. the **APA style** of the American Psychological Association:

APA Citation Guide: <https://www.bath.ac.uk/publications/library-guides-to-citing-referencing/attachments/american-psychological-association-style-guide-7th.pdf>
Or "APA American Psychological Association, 7th ed" on citavi.

However, you may use **any common citation style**, as long as you use it **consistently**.

- Other :
 - Please remember to use page numbers in the text and table of contents.
 - If graphs, tables, maps, and images are included, they must be annotated/explained and sourced.

6. Submission:

Follow the instructions of the lecturer. As a rule, you will be asked to upload the term paper including the declaration of independence in the folder "Term Paper" on Stud.IP as **a PDF (not as a Word document!). Please do not send the paper to the chair by mail!**

Tip: Give your term paper to a fellow student for proofreading. This way, remaining problems in the structure and formal errors can be discovered and corrected before submission.

7. Grading

The following general criteria are decisive for the grading of the term paper:

- (a) **Formalities:** correct spelling, punctuation, grammar, appropriate writing style, linguistic fluency, etc.
- (b) **Scientific work:** Correct use of technical terms, precise language, correct citation, good handling of references/ transparent use of source material, correct bibliography.
- (c) **Content:** Precisely stated topic and question, coherent argumentation, comprehension and reproduction, independent development, analysis, and evaluation.
- (d) **Structure:** clear structure, continuity, use of meaningful headings.
- (e) **Originality:** own approach and assessment