

## Guideline and requirements for written assignments in the Center of Gender & Diversity

**A** – The *length* of a term paper amounts to **4,500 words** at the **BA level** and **6,000 words** at the **MA level**. The written documentation for a presentation should amount to 3,000 words (excluding bibliography and table of contents, which are additional).

**B** – Please adhere to the following *format*: 1.5 line spacing, Times New Roman, 12 point font, block style paragraphs, 2,5 cm. left and right hand margins.

**C** – The term paper/paper based on a presentation should be *structured* as follows:

- 1) Cover page (please include your name, student ID number, email address, seminar title, the lecturer's name\* and date of submission)
- 2) Table of Contents
- 3) List of abbreviation (if necessary)
- 4) Introduction, main body, conclusion
- 5) Bibliography (sorted alphabetically by the authors' last names) and appendix if applicable (applies to empirical works).

**D** – *Requirements for a term paper*: The chosen area of research should be directly related to the course. The term paper should engage with and explore a scholarly topic of your choosing. Your **introduction** presents the topic, your epistemic interest, your research question, the relevance of your question, your theses as well as your theoretical and/or methodological approach. Then delineate an outline of your paper.

The purpose of the **main body** of the paper (which is divided up into separate subchapters) is to answer your research question in a structured manner, which means that your research question serves to guide your engagement with the work. In addition, the main body serves to embed the main topic or objective (e.g. historically, geographically etc.) and to explore the respective theoretical framework in relation to contemporary debates. Demonstrate the pertinence of your chosen theoretical approach to the exploration of your particular research question. The goal is not only to detail a summary of relevant literature, but to discuss the question critically and to center your argument. If your work has an empirical focus, a chapter on methodology should explain the method of data collection and analysis, and should define and explain the concepts and categories of analysis that are central to your topic. Moreover, the criteria for the selection of material should be unveiled. Because of the constraints of the scope of a term paper, the work should have a directed and specific focus.

The aim of the **conclusion** is to summarize the outcome of the discussion and apply it to the research question. Furthermore, you should discuss what the resulting implications of your findings are for current debates and what research should ensue in this field of study.

**E – Requirements for a paper based on a presentation:** a paper based on an oral presentation is not simply a descriptive reiteration of your presentation. Rather, it should explore a scientific research question congruent to the topic of your presentation, which could, for example, deal with the current applicability of your research topic, or could explore links or relate to other subject areas. The posed question should have a very narrow focus, due to the limited scope of a written presentation. The **introduction** should present the focus of your composition and your research question as it applies to the theme of course.

The **main body** serves to answer the research question, which should be answered through the consultation of the literature in addition to the topic of the presentation. The theoretical bearings to the answer of the research question should be succinct. It is important that an autonomous line of argument is applied to the research question that engages critically with the selected literature

The **conclusion** summarizes the findings in relation to the research question. Moreover, the conclusion should highlight the results from the critical engagement with the literature and should relate back to possible current debates.

**F – Standards for academic writing:** Please be mindful of a uniform and coherent style of citation and attribute all sources and quotes to their respective authors. Plagiarism is strictly prohibited and will have consequences. Bibliographies must be complete and in alphabetical order according to the authors' last names. .

Please be attentive to the linguistic style and grammatical form of your work; please be precise in your use of key terms and vocabulary and avoid discriminatory language.

**G – Submissions:** **One** printed version to be turned into the front office of the Center of Gender and Diversity (Ihnestraße 22, Room 218) **and a second** digital copy via email (PDF format with the work's title and your name as the file name).

**H – Examples for a bibliography**

In-text citation:

When referencing thoughts of or ideas of authors, e.g.: (Peterson 2005); for several authors, e.g.: (Marchand and Runyan 2011) or (Caglar, Prügl and Zwingel2013); for more than three authors, please state the first name and add et al. In case of direct quotes always state the page number, e.g.: (Peterson 2005, 502).

Bibliography:

**Monograph:** Caglar, Gülay. 2009. *Engendering der Makroökonomie und Handelspolitik. Potenzial transnationaler Wissensnetzwerke*. Wiesbaden: VS Verlag für Sozialwissenschaften.

**Anthology:** Marchand, Marianne H., and Anne Sisson Runyan, eds. 2011, 2<sup>nd</sup> edition. *Gender and Global Restructuring. Sightings, Sites and Resistances*. London, New York: Routledge.

**Work within an anthology:** Bergeron, Suzanne. 2011. "Governing Gender in Neoliberal Structuring." In *Gender and Global Restructuring. Sightings, Sites and*

*Resistances*. Edited by Marianne H. Marchand, and Anne Sisson Runyan, 66-77.  
London, New York: Routledge.

**Journal article:** Peterson, V. Spike. 2005. "How (the Meaning of) Gender Matters in Political Economy." *New Political Economy* 10(4):499-521.