What to consider when writing an essay or term paper

Some courses might require you to write one or several essays and / or a term paper. These essays can be varying in length so please make sure to inform yourself about the applicable requirements. A term paper is usually a longer essay that accounts for a large part of the grade (e.g. midterm or final).

When writing a paper there are various points to consider (apart from the obvious like the topic, the academic approach to it etc.).
These points include:

- The formatting
- The citation
- The bibliography

They may vary depending on the *style sheet* (e.g. Chicago Manual of Style) detailing them that is default in your course. You can ask your teacher about which guidelines they would like you to follow.

Formatting

Please note that these specifications may vary depending on the style sheet that is default in your course!

Font and font size: 12 point, 1.5 line spacing (1 line spacing for indented quotations, font size 10 point), use standard fonts such as Times New Roman.

Page layout: leave a margin of 3 cm left and right; justification.

Pagination: starts with your introduction (excluding cover and table of contents).

Citation

Please note that these specifications may vary depending on the style sheet that is default in your course!

Citation is necessary to avoid plagiarism. Since plagiarism is a serious issue that can have severe concequences this should not be taken lightly.

When you cite a specific text you can do that either indirectly or directly.

Indirect quotes:

Indirect quotes are ideas that are taken from different sources and paraphrased in your own words. You should include the author's last name, the year of publication and the page number in brackets in your in-text citation.

E.g.: (Name 2020, 35)

Direct quotes:

A direct quote is an exact copy of a word, sentence or paragraph.

A direct quote of less than three lines must be indicated by ‚quotation marks'!

A direct quote longer than three lines must be indented and in font size 10!

Any change you make must be indicated by [square brackets]!

Direct quotations must be quoted accurately, including any orthographic and grammatical mistakes. Those should then be marked by adding [sic] after the incorrect word/form.

You should write the author's last name, the year of publication and the page number in brackets after the quote.

Bibliography

Please note that these specifications may vary depending on the style sheet that is default in your course!

A bibliography is a list of all your sources at the end of your paper. These sources should be listed alphabetically.

The following are examples following the Chicago Manual of Style.

Books:

Author's last name, Author's first name. Year of publication. *Book title: Subtitle.* City: Publisher.

Chapter of a book:

Author's last name, Author's first name. Year of publication. „Title of the Chapter". In Book *title: Subtitle,* edited by Editor's first and last name, page numbers. City: Publisher.

Journal Articles:

Author's last name, Author's first name. Year of publication. „Title of the Article". *Name of the journal*, number (month): page numbers.