

Tips for drawing up a term paper

- The paper should serve as an answer to a **scientific question**. Please do not forget to point out to this scientific question in your introduction and explain why this question is relevant or interesting.
- Sift through the existing **relevant literature**.
- Respect **scientific standards**: Literal quotations must be identified by quotation marks and the correspondent source must be indicated. If you use the ideas and thoughts of an author's intellectual property, you have to cite this clearly and to indicate the sources. Please make sure to reproduce the positions correctly and not to distort their meaning.
- Each term paper has to be accompanied by a **statutory declaration** in which you assure your **independent working**. The wording of such a declaration can be found in the actually valid examination order PO:
"Hiermit versichere ich, dass diese Arbeit von mir persönlich verfasst ist und dass ich keinerlei fremde Hilfe in Anspruch genommen habe. Ebenso versichere ich, dass diese Arbeit oder Teile daraus weder von mir selbst noch von anderen als Leistungsnachweise andernorts eingereicht wurden. Wörtliche oder sinngemäße Übernahmen aus anderen Schriften und Veröffentlichungen in gedruckter oder elektronischer Form sind gekennzeichnet. Sämtliche Sekundärliteratur und sonstige Quellen sind nachgewiesen und in der Bibliographie aufgeführt. Das Gleiche gilt für graphische Darstellungen und Bilder sowie für alle Internet-Quellen. Ich bin ferner damit einverstanden, dass meine Arbeit zum Zwecke eines Plagiatsabgleichs in elektronischer Form anonymisiert versendet und gespeichert werden kann. Mir ist bekannt, dass von der Korrektur der Arbeit abgesehen und die Prüfungsleistung mit „nicht ausreichend“ bewertet werden kann, wenn die Erklärung nicht erteilt wird."
 Please quote this **declaration in German** as this is the official legally binding language (Analogous translation: I solemnly declare that I have drawn up this term paper personally and without help from a third part. I also solemnly declare that this paper or parts of it have not already been submitted in the same or similar form by me or by another person in another seminar. I have made all passages recognizable as quotations that I have taken in letter or in spirit from the used sources. All secondary literature or other sources are verified and mentioned in the references. The same is true for graphical representations, images and internet sources. I agree that my paper can be sent or stored in anonymous form in order to detect plagiarism. I know that the correction of the paper can be refused and the examination can be graded as "not satisfactory" if this declaration is missing.)
 The statutory declaration must be dated, signed and **submitted in original**.
- The citing of literature in the text and the listing of the used literature in the bibliography („References“) should be consistent and follow a fixed standard. The professional group of Political Science has stated [quotation guideline](#) (only available in German).
- You have to submit your term paper as a **printed copy**. Please do not use folders: instead of bounding it is sufficient to staple the pages together. Do not forget to send your paper as a file (MS-Word, RTF or PDF) by mail so that we can check your paper in order to detect plagiarism.
- The **cover sheet** must include the title of the seminar and the paper, the name of the teaching person as well as your name, your matriculation number and your mail address as well as your contact details.
- Please respect the fixed **deadline**!