

+++ Front cover: please fill in all information +++
(delete this text afterwards)

Karlsruhe Institute of Technology

Centre for Cultural and General Studies

Seminar title: (complete title)

Semester/Term: (e.g. Summer Semester 2020)

Lecturer: (academic title and name)

Type or function of scholarly work (e.g. scientific paper, seminar/reflection paper, portfolio)

Title (can be highlighted)

Submitted by: (last name, first name)

Address: (including telephone number and email address)

Study subject and semester of enrolment:

Student ID:

Date of submission:

Abstract

The abstract should be placed directly after the front cover on a separate page.

Adding an abstract of about 100 words to your paper is desirable, though not necessary. The abstract aims to provide information for the reader, outlining the content of your paper in a few sentences. Additionally, you should include your full name, your email address, and the title of the paper to provide all essential information on one page.

Table of contents

I	List of figures	III
II	List of tables	IV
III	List of abbreviations	V
1	Introduction	1
1.1	How to use this template	1
1.2	How to write the introduction.....	1
2	Formatting headings (heading level 1: 16 pt, 1.5 line spacing, justified text, bold, page break above)	3
2.1	You must finish... (heading level 2: 14 pt, 1.5 line spacing, justified text, bold)....	3
2.2	...what you start.....	3
2.2.1	The same applies... (heading level 3: 13 pt, 1.5 line spacing, justified text, bold).....	3
2.2.2	...to all levels.....	3
2.2.2.1	Heading level 4 (13 pt, 1.5 line spacing, justified text, bold).....	3
2.2.2.2	Heading level 4	3
3	Formal criteria for scientific papers at FORUM	4
3.1	Scope of the paper	4
3.2	Formatting of texts and pages	4
3.3	Citation rules.....	4
3.3.1	Exact quote.....	5
3.3.2	Paraphrases	6
3.3.3	Quote at second hand	6
3.3.4	Citation of electronic documents	7
4	Content criteria for scientific papers	9
4.1	Aim of a scientific paper	9
4.2	Content and structure of the main body	9
4.2.1	Content components of the main body.....	9
4.2.2	Characteristics of a good structure	9
4.3	General notes on writing style.....	10
5	Conclusion	12
6	Bibliography	13
7	Appendix	16

Tip: As a last step before submitting your scholarly work, please check and update the table of contents, the list of figures, the list of tables, the list of abbreviations, and cross references.

Please note: The page numbering for the lists at the beginning of the paper is added in Roman numbers. Arabic numbers begin on the first page of the content, starting with “1” (chapter “Introduction”).

I List of figures

If you have many figures included into your paper, you should add a separate list of figures directly after the table of contents. If you have added only a few figures to your paper, you can add the list of figures at the end of the paper at the bibliography. If you do not have figures, you can delete this page from the template.

Please note: Figures have captions below the figure.

(Once you add figures into your paper and caption them by using the option “Insert” => “Cross-reference” => Reference type: “Figure”, you can update the list of figures with just one click (Ctrl A => right click => “Update field”).)

II List of tables

If you have many tables included into your paper, you should add a separate list of tables directly after the list of figures. If you have added only a few tables to your paper, you can add the list of tables at the end of the paper at the bibliography. If you do not have tables, you can delete this page from the template.

Please note: Tables have headings above the table.

(Once you add tables into your paper and caption them by using the option “Insert” => “Cross-reference” => Reference type: “Table”, you can update the list of tables with just one click (Ctrl A => right click => “Update field”).)

Table 1: Citation types for brief citations (Source: ZAK (2020)).....6

III List of abbreviations

Please use abbreviation only if necessary! If you use an abbreviation, define the term in plain and intelligible language in the body text when mentioned for the first time. After the definition, use the abbreviation only. Include the abbreviation into the list of abbreviations only if you use several abbreviations and only if the abbreviation is not commonly used (such as “e.g.”).

1 Introduction

Before getting to guidelines and tips for your scholarly work, here is how you can use the template.

1.1 How to use this template

You can use the template for scholarly work such as scientific work, seminar/ reflection paper, portfolio etc. at FORUM. Please read the content and format guidelines first (duration approximately 15 minutes). Afterwards, you can delete and exchange the text of this template with the text of your paper (if you paste your prewritten text into the template, use the paste option “Keep Text Only” in order to keep the format specifications of this template).

In this template you find formatting guidelines, important points on the structure of scientific papers, and general notes on scientific writing style.

You can find further detailed information on format and content criteria for FORUM papers here: <https://www.forum.kit.edu/english/6125.php>.

1.2 How to write the introduction

Let's get to the content related part of your paper. When writing the introduction, please comply with the following order:

- Reason and relevance of the topic
- Research issue
- Aim of the paper
 - E.g. develop (within a project), analyse, identify, examine, discuss, evaluate, find out
 - Determine precisely the subject matter (what is included, what is left out?)
- Concretise and specify research questions (the more specific you frame the question, the easier will be the analysis and discussion in the main body as you are less likely to drift off)
- If necessary, define key terms (you can also do this later in the main body)
- Describe shortly the methodology and approach you apply
 - You can adopt an inductive or deductive approach in your paper

- The structure of the reasoning depends on the type of study you choose
 - a. Compilation: Systematic collection and consolidation of important theoretical and empirical research (e.g. explanatory approaches, comparing concepts and models)
 - b. Case study: Transferring/Applying theories or research methods to subjects, questions, or target groups that were not analysed yet
- Short reflection of the literature and methods used in your paper (why these and not others?)
- Overview of the structure and reasoning of your paper by formulating the common thread and linking the chapters with one another

The introduction should account for about 20 per cent of the paper.

2 Formatting headings (heading level 1: 16 pt, 1.5 line spacing, justified text, bold, page break above)

Please apply the following rules to headings and sub-headings.

2.1 You must finish... (heading level 2: 14 pt, 1.5 line spacing, justified text, bold)

Subchapter 2.1 only makes sense...

2.2 ...what you start

...if you include subchapter 2.2. If you write a single sub item (e.g. 2.2.1, followed by chapter 2.3), the counting method and thus the logic of the structure are not kept.

2.2.1 The same applies... (heading level 3: 13 pt, 1.5 line spacing, justified text, bold)

Here is your text.

2.2.2 ...to all levels

Here is more of your text.

2.2.2.1 Heading level 4 (13 pt, 1.5 line spacing, justified text, bold)

As a rule, in short scholarly works like seminar papers you should not use more than four heading levels.

2.2.2.2 Heading level 4

In general, you should write descriptive headings and not neutral ones such as single keywords. Instead of naming the function of the chapter (as we did with "Introduction"), a descriptive heading gives a statement that tells the reader what to expect (e.g. "The relevance of X for Y", or instead of "Introduction" rather write "How you can use this template"). Exceptions to this rule are lists, the appendix, and the "Plagiarism declaration".

All headings of the paper have to be identical with the table of contents. Follow therefore the tip beneath the table of contents.

3 Formal criteria for scientific papers at FORUM

In case of lecturers providing specific information and requirements for papers, please follow those. Otherwise, please comply with the following guidelines regarding scope, formatting, and structure for papers at FORUM.

3.1 Scope of the paper

The scope of the paper depends on the credit points you want to receive. Usually, the scope of plain text (without figures, annexes, lists and other contents/materials) ranges from 8-15 pages (24.000-45.000 characters). If your paper deviates from this guideline by more than 20 per cent, please get in touch with your lecturer.

3.2 Formatting of texts and pages

- The formatting for texts is: 12 pt, 1.5 line spacing, justified text, and between two paragraphs add 6 pt spacing “after”.¹ Please do only write on the recto pages (especially important for printouts).
- The automatic hyphenation option is enabled in this template. Before submitting the paper, check the correctness of the hyphenation.
- Margin right: 3 cm.
- Margin left, top, and bottom: each 2 cm.
- Page numbering should be in Arabic numerals, placed clearly visible in the footer.

3.3 Citation rules

It is a principle of scientific work, to clearly disclose the source of ideas, statements, claims, facts, and thoughts that you did not come up with yourself. As there are many different standards of citation, you should ask your lecturer of her or his preferred citation style.

¹ The formatting for footnotes is: 10 pt, 1.0 line spacing, justified text, and between two paragraphs add 0 pt spacing “after”. A horizontal line above the footnote illustrates the distinction between the text and the footnote.

In the text, footnotes are inserted as superscripts and are numbered consecutively. If the footnote relates to a single word or a group of words, place insert the superscript directly after the word. However, if the footnote refers to a whole sentence, place insert the superscript after the full stop.

In the footnote, add further information and incidental remarks that would interrupt the reading flow. Treat and write footnotes like regular sentences with capital letters in the beginning and a full stop at the end of the sentence.

In general, there are two different citation styles:

1. In-text citations
2. Footnote citations

In either case, you have to add a brief citation in the text or the footnote, giving the last name of the author(s), year of publication, and page number of the referenced source.² The complete bibliographical data of your cited sources need to be listed in the bibliography (for examples, see Bibliography³).

In the following, the most important citation types are explained by using the in-text citation style. Same rules apply to the footnote citation style.

3.3.1 Exact quote

You should use exact quotes only if necessary or unavoidable. The less exact quotes you use, the better you prove/show that you thoroughly thought about the content yourself and that you are able to phrase it in your own words. However, if you use exact quotes, the citations should comply with the following rules.

The exact quote should be labelled with “double quotation marks” that mark the beginning and the end of the exact quote. (If you write your paper in British English and the original quote is in American English, you need to stick to the original in American English in the exact quote within the double quotation marks. The same applies if there are spelling mistakes and the like in the original quote).

“Original quotes that extent across three or more lines are indicated with double quotation marks as well. Additional formatting: font size: 11 pt, 1.15 line spacing, 1.25 left indent, between two paragraphs add 6 pt “before” and 12 pt “after”. Use for this formatting the template option “Standardeinzug”.” (After the indented exact quote, you need to add the brief citation.)

² Last name(s) year, p. XY.

Put a blank space between the last name(s) and the year of publication. Add a comma directly after the year. The page number of the cited source is labelled with “p.”. You can put a non-breaking space between “p.” and the page number.

If you cite a paper written by two authors, the last names are connected with an ampersand “&” or a slash “/”. If you cite a paper written by three or more authors, only list the last name of the first author and add “et al.”.

³ Use cross-references in your paper (“Insert” => “Cross-reference” => Reference type: “Numbered item”, and choose one of the options in “Insert reference to” in order to cross-reference other chapters. Before submitting the paper, you can update all cross-references in the paper with one click (Ctrl A => right click => “Update field”)

If you change the original exact quote, you need to indicate it according to the following rules:

- Indicate omissions by using round brackets (...)
- If a word is put at another place in your exact quote, indicate this by using square brackets [...]

3.3.2 Paraphrases

In most cases, you should use paraphrases. This means to rephrase and reproduce the positions given in the literature in your own words. Paraphrasing a source means to formulate the basic statement or the core idea in your own words by not using original formulations from the literature.

Please do not use double quotation marks for paraphrases (that is, by the way, a typical mistake made in papers).

In the brief citation, add “cf.” before the name(s) of the author(s).

If you reference a whole book, paper, and the like, please do not add “cf.” and page numbers. Add to the brief citation the name(s) of the author(s) and the year of publication only.

3.3.3 Quote at second hand

In general, you should quote the original text. Only if you do not have access to the original source, you can quote secondary literature. In this case, give in the brief citation the original source and add “cited from”, followed by the secondary literature that you have used.

In table Table 1⁴ you can find the three citation types giving examples for citations.

⁵Table 1⁶: Citation types for brief citations⁷ (Source⁸: ZAK (2020))

Citation types	Examples

⁴ All tables and figures need to be mentioned in the text. Use cross-references when inserting tables and figures (“Insert” => “Cross-reference” => Reference type: choose “Table” or “Figure”). In this way, the numbering of your tables and figures are consistent with the numberings in the text.

⁵ If you have many tables and figures compared to the lengths of your paper, it is preferable to put them into the appendix (the same applies to longer sections of legal texts, photocopies etc.).

⁶ Tables are to be numbered consecutively. (The same applies for figures.)

⁷ Every table needs to have a meaningful heading. (Every figure needs to have a meaningful caption.)

⁸ Brief references for tables and figures are to be placed in round brackets after the heading/caption and are labelled with “Source”.

Exact quote	<p>“The criticism towards the culture they live in has led (...) to live alternative lifestyles.” (Groh 2020, p. 249)</p> <p>Groh (2020, p. 249) states that “[t]he criticism towards the culture they live in has led (...) to live alternative lifestyles.”</p>
Paraphrase	Living alternative lifestyles and create countercultures is a phenomenon that can also be found in earlier centuries (cf. Groh 2020, p. 249f.).
Quote at second hand	Clever Hans or the horse of Mr. von Osten (Timaeus & Schwebke 1970; cited from Gniech 1976).

3.3.4 Citation of electronic documents

Citing online documents can differ from the above citation rules as giving further information is necessary. For example, you should only add the year of publication and page numbers if they are given in the original document (do not refer the year of your download or the page number of your printed document).

For brief citations, follow the same rules as with non-electronic documents (last name(s) of the author(s), year, page number). If there is no indication of the year of publication or the date when the page was last edited, please write “undated” instead of the year both in the brief citation and in the bibliography.

Furthermore, please pay attention to the following three criteria for electronic documents regarding choice and quality of the source and information for the bibliography.

1. Retraceability of access:

Giving the URL in the bibliography is an important part of the verification but is not enough to determine the data source. Websites are sources that can be changed or deleted. Therefore, it is necessary to add the date of your last access in round brackets (dd.mm.yyyy) at the end of the according bibliographical reference.

2. Authenticity of document:

If possible, you should give the name(s) of the author(s) of the online documents. Identification by name is an important quality indicator in order to evaluate the validity of the source. If the name of the author is not stated, mention the sponsoring organisation of the publication or the corporate author like the institution instead. If the identification is missing, you should use the source only with reservation. Nonetheless, if you cite the document, write “u.a.” (= unknown author) both in the brief citation and the bibliography.

3. Validity of source:

Validity or credibility of any source should be examined to determine its appropriateness. Indicators for the validity of information are the author(s), their institutional affiliation, and the publication date.

4 Content criteria for scientific papers

One of the content criteria of a paper is to guide the reader through the information given. As a consequence, you should insert a text between all headings that leads the reader from one chapter to the next and introduces the following sub-chapters.

4.1 Aim of a scientific paper

The aim of a scholarly work is to independently work on a topic by applying scientific methods and to develop and communicate your thoughts understandable for others.

4.2 Content and structure of the main body

The main body should comprise about 70 per cent of the paper.

4.2.1 Content components of the main body

1. Short introduction into the topic, outlining the state of the art
2. Where appropriate, integrate the topic into the seminar context
3. Analyse your specific research questions from the introduction (not the bigger picture)

4.2.2 Characteristics of a good structure

- The topics announced in the title are reflected in the structure, e.g. the core terms of the title reappear or the chapters are oriented along the questions from the introduction.
- Balanced structure, i.e. subdivision of the main section into approximately two to five sub-chapters. (Rule of thumb: For seminar papers of 8-15 pages, more than five sub-chapters carry the risk of fragmentation. Less than two sub-chapters, on the other hand, are too coarsely meshed.)
- Tip: From day one, try to document your own thoughts in an outline concept (e.g. in this template). At the beginning, it is sufficient to give a rough outline, which will lead to the table of contents eventually. It is advisable to collect all thoughts in the same document so that no information and thoughts are lost and can be structured and integrated into the continuous text over the course of the working process.

4.3 General notes on writing style

- Clarification of arguments (refer, establish, discuss)
 - It is advisable to provide definitions and theoretical models early on.
 - Build up your line of argument according to a mathematical proof: Identify and discuss main statement => supplement with secondary statements => draw conclusions from the argumentation and pass on to the next main statement.
- Use (foreign language) technical terms and definitions in accordance with the goal and readability of your paper. Make a distinction between
 - Definition of terms, that is the determination of a word or phenomenon and how it is understood among experts.
 - Usage of terms in your paper, that is what you mean by a word of phenomenon and how you determine and confine it for the purpose of your paper.
- Avoid colloquial language and own inventive neologisms.
- Avoid intensifying adverbs and superlatives.
- Avoid words like “naturally”, “of course”, “obviously” as they feign the existence of absolute truths.
- Do not use personal pronouns in both first person singular (“I”) and first person plural (“we”). This does not account for reflection papers, diaries and the like.
- Do not use the indefinite pronoun “one” as it is too unspecific. Instead, determine and confine the subject and address it directly.
- Avoid words like “probably”, “arguably”, “sort of”, “somehow”, and the like, as they are words that show your insecurity about an argument. If you are sceptical about an argument, you should formulate your scepticism explicitly.
- Do not start your sentences with the words “although”, “since”, and “because”.
- Nested sentences show that you did not clearly understand, organise, and arrange arguments systematically. First, clarify facts and concepts for yourself, for example by differentiating between cause and effect, pro and contra, main argument and subsidiary argument. As a rule of thumb, the average sentence should be around 20-25 words and no sentence should be longer than 40-50 words.
- You can arrange and develop your statements and argumentations by using relational formulations like enumerations (e.g. “firstly”, “secondly”, ... “lastly”),

and comparisons (e.g. “on the one hand”, “on the other hand”), or by using more subtle changes of direction in your argumentation (e.g. “though”, “however”, “whereas”, “on the contrary”, “therefore”, “consequently”).

- In order to highlight words, you should only use *italic font*, not **bold** or underlining. Always prefer clear formulation rather than formatting options.
- “Double quotation marks” are to be used for exact quotes only.
- Follow the rules of orthography and grammar.

5 Conclusion

The conclusion should comprise about 10 per cent of the paper.

In this chapter a summary and your own conclusion are drawn by answering the questions asked in the introduction. No new trains of thought or arguments are introduced at this point anymore. In addition, an outlook on open questions and perspectives as well as research desiderata can be given here.

6 Bibliography

The bibliography is a mandatory part of any scholarly work. All cited sources are to be entered in alphabetic order of the first author's last name into the bibliography. Sources that were utilised but not cited in the paper are not to be listed in the bibliography.

For the bibliography, use the formatting template "Literaturverzeichnis": 12 pt, 1.0 line spacing, left-justified text, between two paragraphs add 6 pt spacing "after".

The basic logic of the bibliographical data follows one of the following two patterns. Please decide on one pattern (1 or 2) and apply it consistently.

1. Last name, first name (year): Title. Subtitle. Edition. Place of publication: Publisher.
2. Last name, first name, title. Subtitle. Edition. Place of publication, year.

In addition, please follow the instructions below:

- In case of two authors, they are interconnected either with an ampersand "&" or a slash "/" ("last name, first name & last name, first name" or "last name, first name / last name, first name").
- In case of more than two authors, only the name of the first author is mentioned, followed by "et al." ("last name, first name et al.").
- In case the source was edited several times, you should cite the latest edition and include the edition number (2nd and higher).
- Editorial works like edited volumes/anthologies are marked with "ed." (in case of a single editor) or "eds." (in case of two or more editors). Write "last name, first name (ed.)" or "last name, first name & last name, first name (eds.)" or "last name, first name et al. (eds.)". Again, the last name of the (first) editor decides on the position in the alphabetically arranged bibliography.
- If the name of the author is not stated, mention instead the sponsoring organisation of the publication or the corporate author like the institution (e.g. Ministry of Science, Research and the Arts of Baden-Wuerttemberg). Only in case you cannot find any information, write "u.a." (= unknown author).
- If you cite multiple titles by the same author, arrange the bibliographical data chronologically.
- If you cite multiple titles by the same author with the same year of publication, indicate each paper with consecutive characters of the alphabet after the year

of publication (both in the brief citation in the text and in the bibliography). For example:

- Doe, Jane (2020a): ...
- Doe, Jane (2020b): ...
- If the year of publication is not provided on the source, write “n.d.” (= not dated) both in the brief citation in the text and in the bibliography.
- If the place of publication is not given, please use “n.p.” (= no place) both in the brief citation in the text and in the bibliography.
- Each source/bibliographical data in the bibliography is ended with a full stop.

In the following you can find examples according to different types of sources:

Monograph in first edition:

Groh, Arnold (2020): Theories of culture. Abingdon, Oxon: Routledge.

Monograph in subsequent editions:

Bohnsack, Ralf (2000): Rekonstruktive Sozialforschung. Einführung in Methodologie und Praxis qualitativer Forschung. 4th edition. Opladen: Leske + Budrich.

Edited volume/anthology:

Robertson, Caroline Y. (ed.) (2001): Multikulturalität und Interkulturalität. 2nd edition. Baden-Baden: Nomos.

Volume by multiple authors or editors:

Hess, Remi & Wulf, Christoph (eds.) (1999): Grenzgänge. Über den Umgang mit dem Eigenen und dem Fremden. Frankfurt a. M.: Campus.

Chapter in a volume (page numbers of the chapter are to be added):

Häußler, Hartmut (2001): Marginalisierung als Folge sozialräumlichen Wandels in der Großstadt. In: Gesemann, Frank (ed.): Migration und Integration in Berlin. Opladen: Leske + Budrich, p. 63-88.

Article in a journal (page numbers of the article are to be added):

Nassehi, Armin (1995): Der Fremde als Vertrauter. Soziologische Beobachtungen zur Konstruktion von Identitäten und Differenzen. Kölner Zeitschrift für Soziologie und Sozialpsychologie 47⁹(3)¹⁰, p. 443-363.

Article from an electronic journal (please note the specification in the chapter Citation of electronic documents):

Thile, Jörg (2003): Ethnographischen Perspektiven der Sportwissenschaft in Deutschland – Status Quo und Entwicklungschancen [37 paragraphs]. *Forum*

⁹ Volume number of the journal.

¹⁰ Issue number of the journal (in round brackets).

Qualitative Sozialforschung / Forum: Qualitative Social Research [online journal], 4(1). Accessible via: <http://www.qualitative-research.net/index.php/fqs/article/view/756> [date of last access: dd.mm.yyyy].

Sources from webpages (please note the specification in the chapter Citation of electronic documents):

ZAK (2020): Einführung zum Verfassen von Seminararbeiten. [online document], accessible via: [www.zak.kit.edu/downloads/Einführung zum Verfassen von Seminararbeiten.pdf](http://www.zak.kit.edu/downloads/Einfuehrung_zum_Verfassen_von_Seminararbeiten.pdf) [date of last access: dd.mm.yyyy].

7 Appendix

Here, you can add your appendixes if you have any (e.g. large tables, figures, your own non-publicly accessible sources like letters and interview transcripts). All appendixes need to be mentioned, cross-referenced, and in case of more than one appendix numbered consecutively in the continuous text of your paper.

Plagiarism declaration

The plagiarism declaration is not part of the content related work of the paper. For this reason, this page is not considered as part of your paper (it does not have a page number), and the heading is marked as “standard” with subsequently changed font size 16 pt, and bold. In this way, the plagiarism declaration does not appear in the table of contents.

Nonetheless, the pre-formulated plagiarism declaration is an obligatory part of any paper submitted at FORUM:

(Please delete the above paragraphs and add place, date of submission, and your signature to the plagiarism declaration before handing in the paper.)

I hereby declare that this piece of written work is the result of my own independent scholarly work, and that in all cases material from the work of others (in books, articles, essays, dissertations, and on the internet) is acknowledged, and quotations and paraphrases are clearly indicated. No material other than that listed has been used. This written work has not previously been used as examination material at this or any other university. This written work has not yet been published.

Place and date

Signature