

**Notes on the preparation of written assignments**

* The term paper should include a cover sheet
* In addition to the title of the term paper, title of the seminar, lecturer and semester, please also state your name, matriculation number, subject combination, semester address and e-mail address on the cover sheet.
* The paper should contain a table of contents, an introduction, a main body and a conclusion with numbered chapters, chapter headings and page numbers.
* The last page must contain an anti-plagiarism statement. A form from the Faculty of Humanities can be found under the Quick Links on the homepage. Please note the information on plagiarism.
* The introduction must contain a question and the conclusion should contain a reference back to this question.
* Cite correctly and consistently according to the same system. In ethnology, the American citation system is usually used, i.e. directly in the text or after a literal quotation (e.g. Müller 2002: 340). Additions or further references that are not absolutely necessary for understanding the text, but should nevertheless be cited, belong in the footnotes.
* All verbatim quotations, as well as reproductions and paraphrases of content, must be substantiated by correct indication of the source(s).
* Bibliographical information following the text according to the template (see tutorial folder in the handbook) uniformly with indication of the full name, title, place, year of publication, publisher (only required for books, not for journals). The title of the book or, in the case of the journal, the title of the journal or, in the case of collective works, the title of the collective work can be highlighted in italics.   
  e.g. monographs: Ferraro, Gary 2001: *Cultural Anthropology. An applied perspective*. Belmont: Wadsworth.   
  Collected works: Kokot, Waltraud and Dorle Dracklé (eds.) 1999: *Wozu Ethnologie*? Festschrift for Hans Fischer. Berlin: Reimer.   
  Sahlins, Marshall D. 1971: Tribal economies, in: Dalton, George (ed.): *Economic development and social change: The modernization of village communities*. Garden City, NY: Natural History Press: 43-61.  
  Journal articles: Bohannan, Paul: Some principles of exchange and investment among the Tiv, in: *American Anthropologist* 57, 1966: 60-70.
* Term papers for basic seminars (ANTGr) should be 2000-3000 words. Term papers for advanced seminars (ANTVer, from 3rd semester) should be 3000-4000 words.
* Formatting: Line spacing 1.5; leave a margin of 4 cm to the right
* Font: Times New Roman 12 point or Arial 11 point (or similar fonts with or without serifs).
* As announced by lecturers hand in the work as email or stapled together or in a loose-leaf binder (no spiral stapling).
* Homework that should increase the score by 1 ECTS in the:
  + MA should contain approximately 2500 words and at least 8 sources.
  + BA should contain about 2000 words and at least 6 sources.
* The handbooks for writing a scientific term paper (download area Ethnology) offer assistance.