Guidelines for the preparation of your term paper

1. Formal guidelines

1.1 Selection of topic

The choice of topic for the the term paper must be discussed in advance with the mentor or the Director of Studies and approved by them.

1.2 Scope

The paper must be between 10-15 pages, not including the cover sheet and table of contents.

1.3 Font, font size and line spacing

Font: Arial, Verdana
Font size: 12 pt
Font size for headings: 14
Line spacing: 1,15
Font size for footnotes: 8 pt, einzeiliger Zeilenabstand
Alignment: Justified

1.4 Number of pages

Page numbers: At the bottom right-hand edge of the text (1, 2, 3, 4...)
Pagination: All pages before the actual text should use Roman numerals (I, II, III, IV...)

1.5 Margin width

Left/right: 2.5 cm
Top/bottom: 3.0 cm

1.6 Cover sheet

- ✓ Last name, first name
- ✓ Topic of the work
- ✓ Mentor's name/director of studies
- ✓ Current semester
- ✓ Course
- ✓ Deadline for submission
- ✓ ESM-ACADEMY logo

1.7 Table of contents and bibliography

The table of contents must be structured to make it easier for the reader to recognise the content. Page numbers must be given for this purpose. The table of contents should have at least two levels of organisation (but use a second or, if necessary, third level of organisation only if it contains at least two elements (i.e.: use 4.1. only if 4.2. follows). See Point 3 below for a list of references and a citation list in the text.
It is important that all primary and secondary literature to be cited is thoroughly evaluated and is used in a recognisable way in the writing of the term paper.

1.8   Declaration of independent authorship

It is mandatory that this statement must be attached at the end of the term paper with the date and your own signature:

"I hereby certify that I have independently written this term paper and have not used any aids other than those specified. Any parts of my term paper which are taken from other works (including Internet sources), either in their wording or in their sense, have been marked with an indication of the source."

2.   Content guidelines

2.1   Structure of the term paper

Cover sheet
Table of contents
List of figures
List of abbreviations
List of tables
Introduction
Main body of text
Conclusion
Appendix (interviews, surveys, etc.)
Appendix
Bibliography (sorted alphabetically by last name)
Declaration of independent authorship

2.2   Additional information

The **introduction** should include a guiding question from which the structure of the term paper is derived. You should explain your approach in advance and formulate an objective.
It is therefore not enough to simply describe your motivation or vaguely indicate the structure of the term paper. Every section of the **main body of text** must be connected. In each case, give reasons as to how the subchapters relate to your main topic, so that there is a 'common thread' running through the entire text for the reader (and for yourself).
The **concluding remarks** should include a summary of your findings and your own reflective opinion on the work. In this statement, you should refer to your introductory questions and explain the significance of your results for your further academic studies and/or your future activity.

2.3   Citation in the text

For citations, follow APA guidelines. These can be found in Microsoft Word in the 'References' tab or under 'References' in the 'Quotations and Bibliography' group. Under the menu item 'Manage Sources', you can create and manage new sources, including the author's name, title, date of publication, URL, publisher, etc. If you then use a source in your text, you can select it under 'Insert quote' and it will be added automatically.

In the following you will find some examples:

Quotation from a book

I am a source from a book (last name author, year of publication).

Quotation from a website

I am an online source of a website (last name author, year of publication).

Quotation from a newspaper

I am a source from a newspaper (last name author, year of publication).

Quotation from an interview

I am a source from an interview (last name author, year of publication)

2.4   Citation in the bibliography

At the end of your work (before the appendix and the declaration of independence) you can automatically add the list of references under the item 'Bibliography'. All sources you have noted under 'Manage sources' will be transferred.

In the following you will find some examples:

Quotation from a book
Mustermann, M. (2019). *Title of the book.* Place: Publisher

Quotation from a website
Mustermann, M. (December 1st 2019). *Title of the website*. Downloaded on January 1st *2020* from URL

Quotation from a newspaper
Mustermann, M. (January 1st 2020). Title oft he newspaper article. *Name of the newspaper,* page number of the article

Quotation from an interview
Name of the person interviewed (January 1st 2020). Title of the interview. (Name of the person interviewing)

2.5   Handling in the term paper
The term paper is to be written independently according to the principles and formal guide-lines. The term paper must be handed in at least one month before the respective examination date. This takes place once at the end of the second semester. Please submit the paper electro-nically as a Word document as well as two printed and bound copies. In addition, the paper must be presented in a colloquium of about 20 minutes on the day of the exam. It is recom-mended to use PowerPoint as medium for this.