

GUIDELINES FOR ACADEMIC PAPERS

⚠ Each written academic paper (term paper, essay) must be accompanied, without request, by a signed **pledge of academic integrity** from the English Department.

Literary and Cultural Studies

Assuming ca. 400 words per page and 2.0 line spacing, the following is expected:

- Term paper *Proseminar*: 6.000 words (ca. 15 pages)
- Term paper *Hauptseminar* (B.A.): 7.500 – 8.500 words (ca. 18 – 20 pages)
- Term paper *Masterseminar*: 9.000 – 10.000 words (ca. 20 – 25 pages)

	Haupt/ Master Seminar
6 ECTS BA	12-15 pages
8 ECTS BA	15-18 pages
10 ECTS MA	18-22 pages

Term Paper

- ▶ Select a primary text
- ▶ Read secondary literature & theory
- ▶ Analysis of style & aesthetics
- ▶ Draw on material we cover during the semester

Guidelines for Writing a Term Paper

Main Components

- ▶ A Cover Page, Table of Contents, Introduction, Main Body, Conclusion, Works Cited Page(s), Pledge of Academic Integrity.

Format

- ▶ 12 pt; 1.5/ 2.0 Spacing; Margins 2.5 cm
- ▶ **Font:** Times New Roman, Arial, or Garamond (preferably)
- ▶ **Indent** the first line of each *new* paragraph one half-inch from the left margin. MLA recommends that you use the “Tab” key.
- ▶ Create a **header** that numbers all pages consecutively in the upper right-hand corner.
- ▶ Use **footnotes**. If you have any (additional) endnotes, include them on a separate page before your Works Cited page.

Cont.

Research/Secondary Literature

- ▶ The rule of thumb is minimum 7-8 entries (scholarly articles/ book chapters of roughly 20 pages) for term papers
- ▶ It is less about the number of entries and more about your familiarity with the existent scholarship and how you integrate it into your line of argument. Immerse yourself in the research before you design your thesis (TOC and thesis statement) demonstrating your expertise.
- ▶ You can use *UB Katalog* as well as the specific databases as they appear here:
https://dbis.ur.de//fachliste.php?bib_id=ubfre&lett=l&colors=&ocolors=

Structure

- ▶ Aside from an introduction and a conclusion, a good thesis consists of more than two but no more than 7 chapters, all of which should correspond roughly in terms of length and follow the logical organization of your thesis.
- ▶ As a rule of thumb, your paper should follow the following structure: 10% Introduction, 30% Theory, 50% Main Body, 10% Conclusion. This of course depends on the kind of paper that you are writing (comparative, argumentative, analytical, etc.).

My Criteria for Grading Academic Submissions

- Please note, your term paper should be comprehensible to those unfamiliar with the topic. It should be written in a good style, impeccably formatted (MLA Style, the latest edition), and proofread.
- General Expectation: A thorough knowledge of the subject. A clear outline and plausible thesis statement, which states the topic and main insight in the introduction and is confirmed in the conclusion.
- Also: Consistency, good transitions and paragraph organization to maintain the logical flow.
- My guiding questions when grading: Does the chosen secondary literature support the thesis?
 - Is it sophisticated or in any way theoretical?
 - Is the criticism adequately summarized or also critically reflected upon?
 - Is there a good balance between observations/opinions and textual evidence?
 - What is the quality of the thesis statement; is it adequately confirmed in the conclusion?

Cont. Grading Criteria

Form: <u>Organization and Structure</u>	
Layout, MLA-citation and format (Standard MLA 9 format/ Times New Roman, 12 pt. font Paragraph spacing 1.5/Standard margins / Numbered pages/ Works Cited / Table of Contents)	
Language	
Grammar, fluency, style, spelling, paragraph organization, connectors, internal logic, consistency, academic register	
Content	
Choice of research topic, use of critical terminology to <u>analyse</u> the primary text	
Thesis statement: plausibility and sophistication	
Argumentation: Clarity of structure	
Line of argument: description/summaries vs. interpretation/analysis, originality,	
Logical flow building from one idea to the next, transitions	
Critical Analysis	
Scope and use of secondary sources; is the textual evidence integrated effectively to support the thesis?	
Depth of analysis: incorporation of theoretical concepts and independent thinking	