

Guidelines for Written Papers – Overview

Where and how to hand in your paper

- There is a **fixed deadline** which you will be told about in your courses. There are no exceptions!
- **Printed version:** to be handed in at the office of the student helpers (Hilfskraftzimmer, 5 E 24), or to be sent by post (date of postmark counts). There is no need for term papers to be bound. You can simply tack your pages together with a paperclip or put them in a folder.
- **Electronic version:** as word document and pdf to sprawi.hausarbeit@uni-wuerzburg.de
 - Please label your files in the following way: “name of course_your last name_last name of lecturer”.
- Make sure to confirm that you received [information about plagiarism](#) and sign your “**Selbstständigkeitserklärung**” (see [download section on the homepage of the English department](#))
- Include the **confirmation of registration** from sb@home.

Length

Please note that we are counting the words (NOT pages) of your written text. Tables and figures are excluded, as are overly used direct quotes. When handing in your term paper, please indicate the number of words at the end of the text body of your electronic version – be aware that we may countercheck your numbers.

ASPO/LASPO 2009

BACHELOR UND LEHRAMT	NUMBER OF WORDS	NUMBER OF PAGES
Themenbereich	ca. 3200	ca. 8
Aufbaumodul Synchron LA GS/HS/RS	ca. 4800	ca. 12
LA GYM / BA	ca. 6000	ca. 15
Examensmodul	ca. 6000	ca. 15
BA Thesis/Zulassungsarbeit		ca. 40
MA ANGLISTIK UND AMERIKANISTIK 45/ ENGLISH-SPEAKING CULTURES 120		
	NUMBER OF WORDS	NUMBER OF PAGES
Vertiefungsmodul 1	ca. 4000-6000	ca. 10-15
Vertiefungsmodul 2+3	ca. 4800-6000	ca. 12-15
Spezialisierungsmodul 1-4	ca. 4800-6000	ca. 12-15
Forschungsmodul 1	ca. 8000	ca. 20
MA Thesis		50
MA ALLG. UND ANGEW. SPRACHWISSENSCHAFT 45/120		
	NUMBER OF WORDS	NUMBER OF PAGES
Module	6000-8000	15-20
MA Thesis		50-70

ASPO/LASPO 2015

BACHELOR UND LEHRAMT	NUMBER OF WORDS	NUMBER OF PAGES
Theoretische Ausrichtung	max. 6000	max. 15
Forschungsmodul	ca. 6000	ca. 15
BA Thesis/Zulassungsarbeit		max. 40

MA ENGLISH-SPEAKING CULTURES 45/120	NUMBER OF WORDS	NUMBER OF PAGES
Module	ca. 8000	ca. 20
MA Thesis		min. 80

MA ALLG. UND ANGEW. SPRACHWISSENSCHAFT 45/120	NUMBER OF WORDS	NUMBER OF PAGES
Module	6000	15
MA Thesis		ca. 70

What to hand in and what your paper consists of

Please make sure to hand in every component of your paper. Note that you alone are responsible for the completeness of your paper and cannot rely on your lecturer getting back to you if there is something missing.

- a) Confirmation of registration from sb@home
- b) Cover Sheet (see [template](#) on the homepage of the English department)
- c) Table of contents
- d) Introduction (about 1 page)
- e) Main section: theoretical framework, methodology, analysis
- f) Conclusion (about 1 page)
- g) References (according to the *American Psychological Association Publication Manual* (6th ed.))
- h) Selbstständigkeitserklärung (see [template](#) on the homepage of the English department)

Layout

- margins: 2.5 cm at top and bottom and on both sides of the sheet
- spacing: 1.5 line spacing
- font: e.g. Times New Roman in 12 pt
- use justification (Blocksatz)
- number your pages (start with “1” on the first page of your “Introduction”; if you don’t know how to do this in *Microsoft Word* or *Open Office* there is a number of tutorials on *youtube*)
- use italics for words or phrases that you include as examples in the text, e.g. “The word *representation* is a noun.”
- use footnotes only for additional information, not for your sources

Plagiarism

You have to declare **all your sources** of information. No matter whether you quote word by word or just paraphrase an author's thoughts or hypotheses, all sources must be given. Otherwise it seems to the reader that you have been stealing ideas from others.

Plagiarism is a serious offence. If your term paper contains plagiarised material, you will fail the course. **Any form of plagiarism means you fail. No mercy. In addition, the Head of Department will be informed about the case. The university will reserve the right to take legal actions in serious cases.**

Please read the "[Merkblatt Plagiat](#)" for further information. You will have to confirm on your Selbständigkeitserklärung (a) that you have read and understood the information on plagiarism and (b) that your term paper does not contain any plagiarised material. Without your signature your term paper will not be accepted.