

The seal of the University of Cologne is a circular emblem. It features a central scene with the Virgin Mary seated on a throne, holding the Christ Child. To the left, a king kneels in adoration, offering a gift. To the right, another king stands, holding a gift. A third king stands further left, holding a gift. The scene is set within a Gothic architectural frame. The Latin inscription 'UNIVERSITAS COLONIENSIS' is visible around the top and sides of the seal.

University of Cologne

**Faculty of Management, Economics
and Social Sciences**

**Institute of Sociology and Social Psychology
(ISS)**

**NOTES ON THE FORMAL DESIGN OF
A TERM PAPER**

Written by
Charlotte Clara Becker and Bettina Hünteler

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The decisive criterion of a scientific paper is its content. However, the comprehensibility and coherence of the content is ensured by adherence to certain formalities. When writing a term paper at the Institute of Sociology and Social Psychology (ISS) at the University of Cologne, the following formal requirements should be considered.

1. Examination regulations

Please familiarize yourself with the examination regulations (PO) that apply to you. The examination regulations contain important information regarding your degree.

The information compiled in this document only serves to facilitate the formal design of your term papers and to point out important aspects. In principle, however, and in the event of any inconsistencies, the examination regulations that apply to you will always be decisive. Information on the topic of term papers can be found in the PO 2015 and 2021 in §12.

All examination regulations of the WiSo Faculty can be found on the website of the WiSo examination office (<https://wiso.uni-koeln.de/en/faculty/managing-board/examination-office/front-page>).

2. Language

Term papers and assignments are to be written in the language in which the course is or was held.

When writing a term paper in German, please also refer to the German version of this handout, especially with regards to citations.

3. Scope

The expected scope of term papers and assignments varies and is always determined by the lecturer of the respective course. Information regarding the scope can likely be found in the syllabus of the respective course. Please clarify in advance what is expected from you in this regard.

4. Processing time

The processing time for a term paper varies and is always determined by the lecturer of the respective course. In most cases, information regarding the deadline can be found in the syllabus. In justified individual cases, an extension of the processing time is possible. In order to obtain such an extension, please contact the lecturer of the respective course.

5. Title page

The title page should contain the following information: first name and surname, topic, course, lecturer, degree, faculty and university, as well as place and date.

6. Page format and typesetting

The paper should be in DIN A4 format, one-sided, written with 1.5 line spacing and justified. In order to avoid unwanted spaces within the lines, the separator program of the word processing system should be activated after final editing. A header should not be used. Page margins must leave space for supervisors to make comments and corrections. Therefore, the following margins should be left: left, top and bottom 2.5 cm, right 3 cm.

The body text of a term paper should always be set in font size 12. For footnotes (and longer citations), point 10 is sufficient. A proportional font with serifs (e.g., Times New Roman, Garamond) should be used. Sans-serif (e.g., Arial) or monospace fonts (e.g., Courier) are more difficult to read and should therefore be avoided. The pages of the term paper should be numbered consecutively.

7. Table of contents

The table of contents consists of the headings of the individual chapters and subchapters of the term paper. The individual bullet points are numbered (both in the text and in the table of contents) with Arabic numerals (e.g.: 1. ; 1.1. ; 2. ; 2.1. or 1 ; 1.1 ; 2 ; 2.1). The page numbers of the respective bullet points are right-justified. The table of contents is to be placed on a separate page and does not bear a page number. It increases the clarity of the table of contents if the individual outline levels are also visually emphasized by appropriate indentations using tabs. An example for the layout of the table of contents can be found above.

8. Footnotes and annotations

Footnotes are not to be used for regular literature references but serve exclusively to present supplementary information. This includes, for example, further references, comments, supplementary literature references, etc. The reference in the text to the footnotes is made by superscript numbers in a smaller font size, whereby the footnotes are numbered consecutively. Footnotes should be placed at the bottom of each page (not at the end of the paper).

9. Citation

All borrowings from external works are to be identified as such by a source reference. The chosen citation style should be followed consistently throughout the whole term paper. The following paragraphs provide information on the citation guidelines developed by the American Psychological Association (APA 7th Edition, <https://apastyle.apa.org>). In the APA citation style, the last name of the author and the date of publication appear in parentheses after the (direct or indirect) citation, separated by a comma (Müller, 2022). If there are two authors, both are given (Müller & Schmidt, 2020); if there are more than two, only the first author's name is given and "et al." is used to indicate that other persons were involved (Nguyen et al., 2018). If needed, additional names can be included to distinguish between citations written in the same year by the same first author. An example of this would be (Nguyen, Müller & Schmidt, 2018) vs. (Nguyen, Müller & Kaya, 2018). When multiple works are referenced simultaneously, the corresponding references are in parentheses and separated by a semi-colon and sorted by last name (Müller, 2022; Nguyen et al., 2018).

Direct (literal) citations must be in quotation marks. They are suitable for expressing complex contexts in an apt or pointed manner. In the case of direct quotations from the original source, the corresponding page number should also be given (Schmidt, 2004, p. 123). For quotations that extend over two or more pages in the cited source, the range of the page numbers of the quotation should follow a 'pp.' (Schmidt, 2004, pp. 123–125). Omissions in quotations are indicated by two dots in square brackets [..] for one word, and by three dots [...] for several words. One's own insertions are also put in square brackets and must be marked with one's abbreviations or with "the author". Longer quotations (40 or more words) should be indented and set off in the text as a block quote.

Quoting from "second hand" sources should be avoided as a matter of principle. If you do not have access to the original source, you should refrain from quoting it altogether. If (in exceptional cases) a second-hand quotation is unavoidable, it should be marked by the addition "quoted from" (Meyer, 1987, quoted from Garcia, 2007). Internet sources are cited like all other works with the author of the website (if no other author is named) and the date: e.g. (OECD, 2022). Internet addresses are only given in the bibliography.

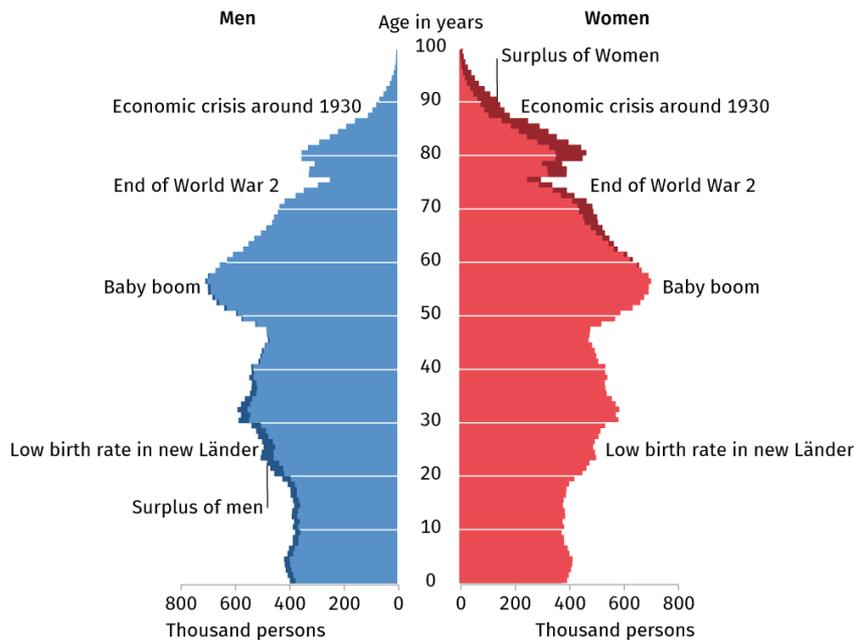
10. Graphs and tables

Graphs and tables should always relate to the text content and be mentioned in the text, yet be understandable without further explanation. Place graphs and tables close to their mention in the text. Citation standards also apply to graphs and tables. In APA the numbering (bold "**Figure X**" / "**Table X**") and the meaningful title of the graph or table (italicized "*Title*") are always placed above the graph or table. Any annotations are placed below it, preceded by "*Note.*" (italics).

Please note that graphs and tables taken from outside sources must also be identified as such. This is usually done with a note below the table or graph. Always include all relevant information (title, author, year, page, copyright). This is also necessary if you take parts of a graph or create a graph based on information from a publication. Figure 1 and Table 1 demonstrate how to format graphs and tables following APA guidelines.

Figure 1

Age Structure of the Population in Germany, 2020



Note. From *Current population of Germany*, by the federal statistical office (Destatis), 2022 (https://www.destatis.de/EN/Themes/Society-Environment/Population/Current-Population/_node.html). Copyright 2022 by the federal statistical office (Destatis).

Table 1

Means and Standard Deviations of Sociodemographic Indicators of Sample by Education

	Education						Total	
	Low		Medium		High			
	<i>M</i>	<i>SD</i>	<i>M</i>	<i>SD</i>	<i>M</i>	<i>SD</i>	<i>M</i>	<i>SD</i>
Age	25.4	3.26	26.2	3.37	27.1	1.45	26.3	3.89
Female	.44		.49		.51		.51	
Number of children	1.9	1.13	1.7	1.04	1.7	1.09	1.7	1.09
Proportion (%)	27		44		29		100	

Note. $N = 3,000$.

11. List of references

Please ensure that your term paper includes a list of references and follow the citation guidelines of the citation style chosen. As a general rule, all sources cited in the term paper must be included in the list of references. Furthermore, in contrast to the body text, it is usual to

choose single line spacing for the list and to format it in a hanging manner, i.e. to indent the second line of each source, when following APA guidelines.

The list of references should be ordered alphabetically by the last name of the first author, and if necessary, by the first name and/or the last names of other authors: first Coleman, J. S. & Hao, L. then Coleman, J.S., Katz E. & Menzel H. or first Scholz, R. then Scholz, T. & Coleman, J. S. If several papers of the same author or authors are listed, they are ordered in ascending order by year of publication; if two contributions of the same author (also in the case of several authors) have the same year of publication, this is supplemented by a letter: Mayer, K. U. (1987) then Mayer, K. U. (2000a) then Mayer, K. U. (2000b).

11.1. Examples

Here are a few examples of APA-compliant references:

For books:

Friedrichs, J., Kecskes R. & Wolf, C. (2002). *Struktur und sozialer Wandel einer Mittelstadt* [Structure and social change of a medium-sized town]. Euskirchen 1952 - 2002. Leske + Budrich.

In articles from a journal:

Haug, S. (2003). Interethnische Freundschaftsbeziehungen und soziale Integration: Unterschiede in der Ausstattung mit sozialem Kapital bei jungen Deutschen und Immigranten [Interethnic friendship relations and social integration: differences in the endowment of social capital among young Germans and immigrants]. *KZfSS Kölner Zeitschrift für Soziologie und Sozialpsychologie*, 55(4), 716-736. <https://doi.org/10.1007/s11577-003-0118-1>

For chapters from an edited volume:

Lappegård, T. (2014). Changing European Families. In J. Treas, J. Scott, & M. Richards (Eds.), *The Wiley Blackwell Companion to the Sociology of Families* (pp. 20-42). John

Wiley & Sons, Ltd. <https://doi.org/10.1002/9781118374085.ch2>

For Internet sources:

OECD. (2022, March 22). *The power of youth: the driving force for change after COVID-19*. OECD. <http://www.oecd.org/coronavirus/en/youth>

11.2. Literature management program

We recommend the use of a literature management program. This facilitates the (automatic) creation and organization of a literature collection, as well as the creation of citations and bibliographies in the required citation style.

There are a variety of suitable programs. For the programs Citavi and Endnote, the University of Cologne has so-called campus licenses, which allow all students to use the programs free of charge. More information about the licenses and download options can be found on the website of the Regional Computing Centre (<https://rrzk.uni-koeln.de/en/software-multi-media/software/general-agreements-and-campus-licenses>). In addition, there are some generally free programs like Zotero or Mendeley.

12. Aids and declaration

Each term paper must be accompanied by a list of the aids used and a signed declaration. The exact wording of the declaration can be found in your examination regulations (PO 2015 and PO 2021 §12):

Hiermit versichere ich, dass ich die vorliegende Arbeit selbstständig und ohne die Benutzung anderer als der angegebenen Hilfsmittel angefertigt habe. Alle Stellen, die wörtlich oder sinngemäß aus veröffentlichten und nicht veröffentlichten Schriften entnommen wurden, sind als solche kenntlich gemacht. Ich versichere, dass die eingereichte elektronische Fassung der eingereichten Druckfassung vollständig entspricht.

Please do not deviate from this wording and do not forget to sign the declaration. Given the term paper is solely submitted digitally, the last sentence may be deleted. The declaration *must be written in German in all cases*, regardless of the language of the term paper.

13. Submission form

The term paper must be submitted on time. The form of submission (printed and/or digital) is determined by the lecturer. Please do not deviate from the specified submission form.

14. Plagiarism

Plagiarism is defined as tables, figures, parts of text (literal and analogous quotations) and all other contents whose authors have not been indicated. Cases of plagiarism are reported to the examination office, and the examination board decides on the sanction(s). A possible sanction is the loss of the examination entitlement in the respective study program. For details, please refer to the examination regulations applicable to you (§24 PO 2015 and PO 2021).

15. Information on good scientific practice

Please follow the principles of good scientific practice when writing your term papers. These include not only the correct citation of sources, but also, for example, the handling of provided data and the documentation of applied methods. The university's guidelines concerning good scientific practice can be found at https://am.uni-koeln.de/e35075/am_mitteilungen/@7/AM_2022-08_Leitlinien-guter-wiss-Praxis_ger.pdf (in German). Further information on this topic is also available at https://portal.uni-koeln.de/sites/uni/PDF/018_Research_Code_of_Conduct_engl.pdf or https://www.ub.uni-koeln.de/research_publishing/good_scientific_practice/index_eng.html.

In addition, the University Library (USB) regularly offers courses on topics such as scientific writing, literature research in the social sciences, and data for theses. For more information, please visit the library's website https://www.ub.uni-koeln.de/studying_working/learning/courses/index_eng.html. On the website it is also possible to arrange individual consultation appointments if required.