



## Information sheet on written term papers

*Established during the summer term 2016 by the working group "Einführungskurs" on behalf of the  
Committee for Teaching and Studies*

### General note

Please view this guide as a mere aid to orientation. If you wish to know the exact expectations of your instructors, make sure to discuss it with them before submitting your paper. The instructors have office hours which you can use to ask questions and address problems. Furthermore, feel free to approach the tutors of the Department of History who are always happy to help.

Please pay attention to spelling and punctuation and ask a competent person to proofread your paper before handing it in.

### Format of written assignments at the Department of History

Throughout your history studies, you will face various forms of assignments, each have their own requirements that may not always be clearly defined. Some examples: Term paper, source interpretation, source criticism, essay, handout, source paper, homework, preparation, wrap-up, etc. These various forms are summarised in the study regulations (Studienordnung) as "written assignments" ("schriftliche Ausarbeitung").

Since none of these forms of assignments are regulated in a generally acknowledged manner, it will be of interest to you and your fellow students to ask your course instructors for a detailed clarification of their requirements. The instructors are glad to do so, since they also benefit from the results of this clarification.

The type of assignment you will most commonly face is the term paper. For this, and all other written assignments, the following **ground rules** apply:

- The author, the institutional affiliation and the date of writing are clearly identifiable.
- The font size is 12pt (10pt for footnotes).
- The text is formatted as justified text.
- The line spacing in the main text is 1,5. The footnotes are single-spaced.
- The font is easily readable and appropriate for the academic content. Use Times New Roman or similar (no *Comic Sans* etc.).
- Documents containing more than one page must have page numbers.
- Adequate margins (3cm on the right and top, 2cm on the left and bottom) create space for

comments and corrections.

## Plagiarism

- Each **use of someone else's intellectual property has to be clearly indicated** and the precise origins of the used materials have to be proven following the rules of the academic field (see below).
- In accordance with § 111 ZSP-HU (examination regulations), fraud leads to not passing the examination.
- In case of recurrence, this can lead to the final failing of an examination (§ 105 ZSP-HU), which results in exmatriculation, hence the degree can not be completed anymore.
- § 111 ZSP-HU also applies to retroactive discovery of fraud and can result in the revocation of the obtained academic degree.
- A statutory declaration for term papers (Eidesstattliche Erklärung zur Hausarbeit<sup>1</sup>) must be attached to each term paper.

## Structure of a term paper

A term paper needs to have a cover sheet and a table of contents each on an individual page. The page numbers only begin with the text (introduction) as page 1.

### Cover sheet

The following information needs to be provided on the cover sheet.

- Humboldt-Universität zu Berlin
- Philosophische Fakultät I
- Institut für Geschichtswissenschaften
- Title of the seminar
- Name of the instructor
- Semester that the seminar was held in (e.g. "WiSe 2021/22")
- Titel and subtitle of the paper
- Date of submission
- Name of the student
- Degree Programme (Bachelor/Master of Arts and subject(s))
- Matriculation number
- Current e-mail address

### Structure

The structure of your term paper should follow this outline:

Cover Sheet

Table of Contents

Introduction

1. Title of Chapter
  - 1.1. Title of Sub-chapter
  - 1.2. Title of Sub-Chapter

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<sup>1</sup> You can find the full form here: <https://www.geschichte.hu-berlin.de/de/lehre-und-studium/formulare>.

1.2.1. Title of Sub-Chapter  
1.2.2. Title of Sub-Chapter  
...  
2. Title of Chapter  
2.1. Title of Sub-Chapter  
2.2. Title of Sub-Chapter  
...  
3. Title of Chapter  
...  
Conclusion  
Source Index  
Bibliography  
Potential Attachments (Images, Maps, Interviews, Index of Abbreviations)  
Statutory Declaration for Term Papers (Eidesstattliche Erklärung zur Hausarbeit<sup>2</sup>)

### **Introduction**

If the term paper has 10 to 15 pages, the introduction should have a maximum of one to one and a half pages and incorporate the following aspects:

- Presentation of the topic/rough classification in a field of research
- Question/problem in its context
- If necessary, explanation of the question/problem in its context
- (Hypo-) thesis as well as presentation and explanation of the chosen approach or rather method
- Demonstration of literature and sources the paper is based on (if not included in the main part)

### **Main Part**

The purpose of the main part is to discuss the questions and problems that were raised in the introduction and should include the following elements:

- A coherent structure with clear titles of chapters ("Main Part" should not be the title)
- The subject's contextualization regarding historical events and structures. You must not re-narrate but conceptualise the question
- Interpretation, analysis and evaluation of sources. This is the essence of the paper.
- Analytical discussion of the topic using different research opinions as well as their reviews

### **Conclusion**

- Summary of the findings
- Response to the questions and hypotheses that were raised in the introduction
- Outlook (if applicable)

### **Bibliography**

The source index and the bibliography are to be listed separately. As a general guideline: Regarding your question a source can be any text, image, item or fact that provides information about the past. Secondary literature is defined as scholarly statements about the past that you critically discuss in

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<sup>2</sup> You can find the full form here: <https://www.geschichte.hu-berlin.de/de/lehre-und-studium/formulare>.

your paper. There are many non-scientific documents, printed and online, that are not suitable for citation. If you are unsure about some literature, please do hesitate to contact your professor.

## Citation

When writing a term paper, you should choose an appropriate citation style and use it consistently. There are many options that are accepted. However, you must always cite the sources and literature that you have used (and **only those you have really used**) in the respective list at the end of the paper.

The footnotes are used to cite the precise pages (or numbers, if applicable) of sources or literature that were consulted to back-up your argument. You are free to decide if and which system of abbreviations you would like to use. In any case, the author's name has to be provided in the citation, followed by a short title or the year of publication as well as the exact (page) numbers. It is usual – but not mandatory – to give the full title in the first citation and use a short version the next time the same title is cited.

### Examples:

The list of literature says:

Eco, Umberto, *Wie man eine wissenschaftliche Abschlußarbeit schreibt. Doktor-, Diplom- und Magisterarbeit in den Geistes- und Sozialwissenschaften*, Wien 2010, 13. Aufl.

The following short versions could be used in footnotes (different examples):

<sup>2</sup> Eco, *Wie man eine wissenschaftliche Abschlußarbeit schreibt*, S. 1.

<sup>2</sup> Eco, *Abschlußarbeit*, S. 1.

<sup>2</sup> Eco 2010, S. 1.

<sup>2</sup> Eco (2010) 1.

The system of abbreviation and interpunctuation you use is up to you. Nonetheless, always pay attention to **consistency** and completeness. The following will show one version for the sake of illustration.

The citation is given in a footnote, which **always begins with a capital letter and ends with a punctuation mark**, since the citation is a complete sentence. In other fields, citations are given in parentheses right after the relevant position in the text – this method is only used in History if requested explicitly by the course instructor.

Therefore WRONG: „Früher war die Universität nur für die Elite da.“ (Eco 2010, S. 1)

RIGHT: „Früher war die Universität nur für die Elite da.“<sup>3</sup>

If the same title is cited again directly in the next footnote, it can be abbreviated by writing “Ebd.” (ebenda = ibidem).

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<sup>3</sup> Umberto Eco, *Wie man eine wissenschaftliche Abschlußarbeit schreibt. Doktor-, Diplom- und Magisterarbeit in den Geistes- und Sozialwissenschaften*, Wien 2010, 13. Aufl., S. 1.

Example: „Die Vorlesungen waren anspruchsvolle Vorträge.“<sup>4</sup>

Page numbers have to be indicated as precisely as possible. If the relevant information can be found on pages 4 to 7, cite exactly “S. 4-7”, without extending it to “S. 2-10” for example. Thus, also avoid citation methods such as “S. 5 ff.” (page 5 and following pages), since the number of pages is imprecise. “S. 5 f.” is acceptable, since it refers to page 5 and only one following page.

Please also respect the difference between a direct and indirect quotation. An indirect citation indicated in a footnote always begins with “Vgl.” (vergleiche = compare). Another example:

Direct quotation: „Im 18. Jahrhundert war die Fußnote eine hohe literarische Kunst.“<sup>5</sup>

Indirect quotation: Gibbon erregte mit Fußnoten sowohl Feindschaft als auch Belustigung.<sup>6</sup>

If other literature is cited between the first and a repeated citation of the same title, the short version is still used.

Example: „In manchen Lehrveranstaltung sind Tausende eingeschrieben.“<sup>7</sup>

A special case is the citation of sources from Classical Antiquity where you should use the uniform abbreviation system. An overview of the abbreviations can be found in “Der Neue Pauly”.

Please refer to the footnotes in this example:

It would be WRONG to cite Tacitus as follows: *Urbem Romam a principio reges habuere; libertatem et consulatum L. Brutus instituit.*<sup>8</sup>

Instead, the abbreviation has to be used - the complete reference of the edition where the citation is from should only be in the source index.

RIGHTt: *Urbem Romam a principio reges habuere; libertatem et consulatum L. Brutus instituit.*<sup>9</sup>

## The Source Index

### Examples of Footnotes from Source Editions:

Marcus Tullius Cicero: Die catilinarischen Reden, hrsg. u. übs. v. Manfred Fuhrmann, Darmstadt 1998.

Magistri Adam Bremensis Gesta Hammaburgensis Ecclesiae Pontificum, hrsg. von Bernhard Schmeidler (MGH SS rer. Germ. 2), Hannover, Leipzig 1917 (zu den Reihen der Monumenta Germaniae Historica und ihren Abkürzungen: <http://www.mgh.de/fileadmin/Downloads/pdf/Merkblatt-DA-Siglen.pdf>, siehe unter „MGH“).

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<sup>4</sup> Ebd., S. 1.

<sup>5</sup> Anthony Grafton, Die tragischen Ursprünge der Fußnote, Berlin 1995, S. 13.

<sup>6</sup> Vgl. Grafton, Ursprünge, S. 13.

<sup>7</sup> Eco, Abschlußarbeit, S. 2.

<sup>8</sup> Tacitus, Annalen. Lateinisch-Deutsch, hg. von Erich Heller, mit einer Einführung von Manfred Fuhrmann. Düsseldorf und Zürich 1997, 3. Aufl.

<sup>9</sup> Tac. ann. 1, 1

Franz, Günther (Hrsg.), Quellen zur Geschichte des Bauernkrieges (1524/25) (Freiherr-vom-Stein-Gedächtnisausgabe Bd. 2), Darmstadt 1976, 2. Aufl.

Institut für Zeitgeschichte München-Berlin im Auftrag des Auswärtigen Amtes (Hrsg.), Akten zur Auswärtigen Politik der Bundesrepublik Deutschland 1983, bearb. v. Tim Geiger, Matthias Peter und Mechthild Lindemann, 2 Bde., München 2014, 1. Aufl.

## Bibliography

### Basic rules:

- Always use citation in a uniform system
- When using sources that are from source editions, you should not only cite the author and title but also always the editor and translator. When using archive sources, always state the archive, inventory (Archivbestand), author, title, date, shelf mark and - if possible - the page /sheet number.
- If you are citing a source from secondary literature without looking at the original in an archive or a source edition, you should indicate this by using "zitiert nach:" or "zit. Nach:" in your footnote.
- Always name the author. The bibliography has to be sorted alphabetically by the authors' last names, and chronologically in case of multiple titles by the same author.
- Publishing houses are usually not indicated in history.
- Always end your footnote with a full stop/period.
- Editors (Hrsg./Hg./Ed.) and translators (Übs.) are indicated using corresponding additions.
- Lemmas (Lem./Stw./Art./s.v.) are indicated using corresponding additions.
- If the author of the text is the same as the editor of the volume, you can use the abbreviation "ders."/"dies." (derselbe/dieselbe = the same) in the second mention.
- Unlike footnotes, bibliographies do not indicate the page numbers cited in your paper. Page numbers must only be mentioned in the bibliography to indicate the exact pages of an essay, article or lemma in an anthology, magazine or encyclopaedia.
- Magazines and encyclopaedias usually have standardised abbreviations which should be used in the bibliography. You can find a corresponding list in the Historische Zeitschrift (HZ). Abbreviations in particular for ancient history can be found in the encyclopaedia Der Neue Pauly (DNP), for mediaeval history, they can be found in the Zeitschrift Deutsches Archiv für Erforschung des Mittelalters (<http://www.mgh.de/fileadmin/Downloads/pdf/Merkblatt-DA-Siglen.pdf>).

### **Examples for the citation of different forms of publication:**

(Attention: All punctuation marks are indicated through a semicolon. It is up to you to decide the manner of interpunctuation, as long as it is uniform.)

#### ***Monograph:***

Author; Title; Subtitle [if applicable Series + Volume]; Publication location(s); Year of publication [if applicable Edition, if it is not the first].

Example: Kienast, Dietmar, Augustus, Prinzeps und Monarch, Darmstadt 2014, 3. Aufl.

Example with more than one publication location: Thommen, Lukas, Sparta. Verfassungs- und Sozialgeschichte einer griechischen Polis, Stuttgart und Weimar 2003.

Example for volume in a series: Fehrenbach, Elisabeth, Vom Ancien Régime zum Wiener Kongress (OGG Bd. 12), München 2008, 5. Aufl.

Example for a title in several volumes: Theodor Mommsen, Römische Geschichte. 3 Bde., Berlin 1854-1856.

#### ***Article from an anthology:***

Author; Title of article; Subtitle [if different: date of first publication]; in: Editor; Title of anthology; Publication location(s); Year of publication; Page numbers.

Example: van Ree, Erik, Stalin as Marxist. The Western Roots of Stalin's Russification of Marxism, in: Davies, Sarah/Harris, James (Hrsg.), Stalin. A New History, Cambridge 2005, S. 159-180.

#### ***Journal/Magazine article:***

Author; Title of article; Subtitle [if different: date of first publication]; in: Title of journal/magazine; Volume; Year; Page numbers.

Example: Esch, Arnold, Überlieferungs-Chance und Überlieferungs-Zufall als methodisches Problem des Historikers, in: HZ 240 (1985), S. 539-570.

#### ***Lexicon entry:***

Author; Lemma; in: Short title of lexicon; Volume; Year of publication; Pages/Columns.

Example: Critchley, John S., Art. Richard I. Löwenherz, Kg. v. England, in: LMA 7 (1999) Sp. 810 f.

#### ***Review:***

Author; Author of reviewed work; Title of reviewed work; in: Short title of journal/magazine; Volume; Year of publication; Page numbers.

Example: Blessing, Werner K., Rez. Herzog, Dagmar: Intimacy and Exclusion. Religious Politics in Pre-Revolutionary Baden. Princeton 1996, in: HZ 267 (1998), S. 214 f.

#### ***Web resources:***

For websites: Author; Title; Link; Date of access.

Example: Haas, Stefan, Enzyklopädie der Geschichts- und Wissenschaftstheorie,  
<http://www.geschichtstheorie.de/> (Zugriff am 6.5.2016).

For online publications: Bibliographical information; Link; Date of access.

Beispiel: Coreth, Anna, Art. Chladni, Johann Martin, in: Neue Deutsche Biographie Bd. 3 (1957), S.  
206-207 (Onlinefassung),

<http://www.deutsche-biographie.de/pnd11867594X.html> (Zugriff am 6.5.2016).