

Guidelines on writing a Hausarbeit

Preparation

- Choose a topic and formulate a research question
- Prepare a first draft and structure and send it to me via e-mail
- You may then arrange a consultation hour to discuss the feasibility of your project

Practical advice

- For 6 ECTS you need to write at least 15-20 pages; 9 ECTS 20-25 pages
- Use at least 5 academic journal articles and 3 monographs as your research literature
- Font size 12, 1.5 line spacing; Times New Roman or similar
- Structure your Hausarbeit as follows:
 - o Cover (contains the information: Title of the work, your name and matriculation number, credits, seminar title, semester of the seminar, your current semester number)
 - o Outline with page numbers
 - o Abstract in English
 - o Introduction (What is your research question; state of research; your method/approach, why did you chose that approach?, how is the paper structured?)
 - o Chapters (main part where you actually do your analysis; use main chapters and sub chapters moderately and appropriately to the length of the work)
 - o Conclusion (summarize your results and findings; what went well/what was difficult; which follow-up questions arise as potential research questions)
 - o Bibliography (list all the material you used in an alphabetical order, do not list texts that are not referenced in your paper)
 - o "Eigenständigkeitserklärung" (in which you declare that you wrote the paper yourself and according to academic standards, without plagiarism)
- Read your paper after you finished it or let someone else read it, to avoid typos and logical inconsistencies.

Citation style

- Choose a standardized citation style, just make sure it is consistent throughout your paper
- Label any thoughts, you take from others:
 - o Direct quotes are placed in quotation marks and provided with a reference (foot note or American citation)
 - o Indirect quotes such as arguments from other scientists also require references that start with Cf.

I wish you a successful writing process – don't forget to enjoy it.