Universität
Konstanz

Standards for written assignments in sociology
(last update 08.03.2018)

Preamble: Coursework and performance assessments always include a written assignment. Depending on the seminar different forms can be chosen by the examiner (term paper, essay(s), written exam etc.). Combinations are also possible, e.g. oral presentations. Especially for term papers the departmental section has agreed upon standards.
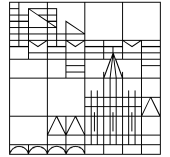
The departmental section sets the following binding standards for term papers. Additional requirements or variations will be announced during the respective class taken. Term papers that do not comply with the standards will not be accepted.

ECTS always require a written assignment (coursework and performance assessments). The weight of the written assignment will be announced in the classes taken.

term paper structure

- cover page (Name, matriculation number, title of class and semester, lecturer, semester in major, address, email address, term paper title)
- if applicable: abstract
- table of contents
- if applicable: table of figures
- introduction, main part, conclusion
- list of references
- if applicable: appendix
- declaration of authorship

Page count starts with the introduction (page 1).

Format of written assignments

The format for written assignments will be announced by the lecturers. If that is not the case, the following rules apply:

- font: Times New Roman, font size 12
- center justification with hyphenation, line spacing 1.5
- margins: top/left/right 2.5 cm, bottom 2.0 cm
- list of references: line spacing 1.0
- footnotes: font size 10, line spacing 1.0

Length of written assignments

The word count for a term paper in the bachelor program is approx. 5,000 and in the master program approx. 8,000 words.

400 words are about one page. The word count does not include the appendix.

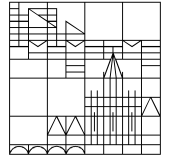**Quotations and list of references**

A lecturer can define the citation style to be used for written assignments. If no particular style is specified, the following citation style can be used.

Quotations

A source is cited by using the author's last name, year of publication and page number or page number range.

- Example of a direct quote

„§ 1. Soziologie (im hier verstandenen Sinn dieses sehr vieldeutig gebrauchten Wortes) soll heißen: eine Wissenschaft, welche soziales Handeln deutend verstehen und dadurch in seinem Ablauf und seinen Wirkungen ursächlich erklären will" (Weber 1985, p. 1).

- Example of an indirect quote

  Weber (1985, p. 1) focused on social action in his definition of sociology.

List of references by KZfSS citation style (last update: April 2014):

• book:
Soeffner, Hans-Georg. 2004. *Auslegung des Alltags – Alltag der Auslegung: zur wissenssoziologischen Konzeption einer sozialwissenschaftlichen Hermeneutik*. Konstanz: UVK.

• in collection:
Luckmann, Thomas. 1979. Persönliche Identität, Soziale Rolle und Rollendistanz. In *Identität*, Hrsg. Odo Marquard und Karlheinz Stierle, 293-313. München: Fink.

• journal article:
Berger, Johannes. 2004. Über den Ursprung der Ungleichheit unter den Menschen. Zur Vergangenheit und Gegenwart einer soziologischen Schlüsselfrage. *Zeitschrift für Soziologie* 33:354-374.
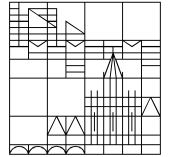
• electronic source:
Berndt, Thorsten. 2003. Auf den Leib gekommen. Fortschritte in der phänomenologisch-soziologisch fundierten Identitätstheorie. Rezensionsaufsatz zu: Robert Gugutzer (2002). Leib, Körper und Identität. Eine phänomenologisch-soziologische Untersuchung zur personalen Identität. *Forum Qualitative Sozialforschung / Forum: Qualitative Social Research* 4(3): Art. 10.

Term papers have to be based on academic/ research based literature. Other sources (including internet source) that provide common knowledge can also be included as additional sources, if they are cited correctly.

Office hours

Lecturer can make office hours for term paper discussion obligatory.

Submission date

Term papers need to be handed in at the end of the term (March 31st or September 30th). Lecturers can offer earlier submission dates.

Format of submission

The format of submission will be announced by the lecturer. Usually term papers are to be provided in paper and electronically (plagiarism check).

Main criteria for grading term papers

Main criteria for grading are the informed presentation of the relevant academic discourse on the chosen topic, a well-structured discussion, accuracy of language, punctuation, and layout.