

## **Guideline: Writing a report at the Institute of Economic and Social Geography**

### **Declaration:**

The following signed declaration has to be submitted in German with the date of submission. Please paste this declaration onto a separate page at the very end of your paper:

„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.“

Köln, 28. November 2011.”

*Translation (do not paste to your paper):* "I hereby declare to have written this thesis solely by myself and used only allowed resources. All passages containing published or unpublished work by other authors are marked as such."

### **Prevention of plagiarism:**

Each student submitting a seminar paper has to add the following signed declaration at the end of his/her paper in German. Please also paste this onto a separate page at the very end of your paper:

„Ich erkläre mich damit einverstanden, dass die Arbeit mit einer Plagiatssoftware kontrolliert wird.“

Köln, 28. November 2011.”

*Translation (do not paste to your paper):* "I hereby agree that my report is checked with plagiarism software."

### **Formatting rules:**

Paper format: DIN A4

Page margins: Left: 4 cm  
Right: 2 cm  
Top: 2.5 cm  
Bottom: 2.5 cm

Font: Text: Times New Roman 12 pt., justified text, auto-hyphenation  
Footnotes: Times New Roman 10 pt., justified text

Line spacing:       Text: 1,5 spacing (18 pt.)  
                          Footnotes: 1,0 spacing  
                          Blank lines only before and after headlines, figures or tables

Please print your report single side only. The headlines and titles for figures and tables should be highlighted by different font sizes.

### **Length:**

The length of your paper is determined individually for each course.

### **Cover sheet:**

Please specify the name of the course, the name of the lecturer, your topic, name, date of birth, number of semesters studied, course of studies, matriculation number, address, telephone number and e-mail.

### **Page arrangement:**

1. Cover sheet
2. Table of contents (I)
3. List of figures and list of tables (if necessary) (II and III)
4. List of abbreviations (if necessary) (in alphabetical order) (IV)
5. Main text
6. Bibliography of cited literature (author's names in alphabetical order)

### **Numeration:**

Cover sheet without numeration. Please use Roman numerals (I, II, III, IV, ...) for indices preceding the main text and Arabic numerals (1, 2, 3, 4, ...) for the numeration of the main text and any appendices. Footnotes must be numbered in ascending order.

### **Tables, figures, etc.:**

Charts and images should be incorporated into the text and numbered in ascending order throughout the entire text. Figures and tables must be labelled according to the content of the image or chart. The source of the figure or table must be stated below it.

Only in exceptional cases and after consultation with the lecturer may figures and tables be attached as appendices.

The list of abbreviations, if used, should not contain common abbreviations.

## Structure:

Please do not use more than three structural levels. Subsections are allowed if there is more than one subsection. For example, if there is a subsection 1.1, a subsection 1.2 should also exist.

## Citation rules:

- You may use Chicago (quotation by footnotes) or Harvard Style (quotation in parentheses), but you must stick to one of these styles throughout your entire paper.
- A direct quote must be indicated by quotation marks (“...”).
- Omissions must be marked with three dots ‘...’, your own words by insertion in [square brackets].
- For indirect quotations please use ‘cf.’ (=see) before the authors name: ‘*cf. name year, p.*’
- If the quotation refers to one page, use “p.” plus the page number. If your quotation refers to more than one page, use “pp.” instead.
- Each quotation should have the following form: ‘name year, p.’
- If there is no author given (for example in newspapers, internet sources, information brochures, etc.) please use the publisher’s/the institution’s name instead.
- Up to three authors should be separated by a comma: ‘*name 1, name 2, name 3 year, p.*’
- If more than three authors are mentioned, only the main author is mentioned with the addition "et al.": ‘*name et al. year, p.*’
- If different authors with the same name are cited, the author’s name must be followed by his/her initial: ‘*name, initial. year, p.*’
- If your bibliography includes a number of articles of the same author and of the same year, these articles need to be differentiated by the use of letters (beginning with “a” and alphabetically sorted by title): ‘*name 2010a, p.*’
- If you use internet sources only websites may be cited, applying the rules mentioned above. If the URL consists of several pages, the page number (if available) or chapter must be stated as well.

## Bibliography:

The list of references is to be sorted in alphabetical order of the author’s names. Every source cited in the text must be fully declared!

**In general:**

- All authors must be listed and separated by semicolons.
- In case of more than three editors, only the main editor needs to be listed plus "et al."

**Monographs:**

Name, Initial. (Year): Full title. Edition (if not the first), Place of Publication: Publisher.

**Example:**

Bathelt, H.; Glückler, J. (2003): Wirtschaftsgeographie. Ökonomische Beziehungen in räumlicher Perspektive. 2nd edition. Stuttgart: ABC-Verlag.

**Journal articles:**

Name, Initial. (Year): Full title. In: Name of journal, Volume(Issue) (Issue if applicable), Page reference(s).

**Example:**

Fredmann, J. (1996): Standort. In: Europa Regional, 12(9), pp. 23-54.

**Articles in edited volumes:**

Name, Initial. (Year): Full title. In: Name of editor(s), Initial of editor(s). (eds.): Title of edited volume. Edition. Place of publication: Publisher, Page reference(s).

**Example:**

Sternberg, R. (1995): Technologie- und Gründerzentren als Instrument kommunaler Wirtschafts- und Technologieförderung. In: Ridinger, R.; Steinröx, M. (ed.): Regionale Wirtschaftsförderung in der Praxis. Köln: Schmidt, pp. 201-224.

**Internet-sources:**

Name, Initial. (Year): Title of article: Online: [www.preciseURL.com](http://www.preciseURL.com) [Date of query].

**Example:**

Wirtschafts- und Sozialgeographisches Institut (2005): Formalia zur Anfertigung von Hausarbeiten im Wahlpflichtfach Wirtschafts- und Sozialgeographie. Online: <http://www.wigeo.uni-koeln.de/12990.html> [Nov. 12th 2011].

The URL must be named precisely, *www.uni-koeln.de* would not be sufficient!

**Submission of your paper:**

If not told otherwise, the seminar paper is due a week before your presentation day. Please submit two stapled copies of your report. Formal deficiencies will result in grade deductions.

**Language:**

Your entire paper needs to be written in English (except the declarations presented on p. 1)!

---