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Guidelines for Writing Seminar Papers and Master Theses

(updated February 2015)

1 Topic

Each paper should focus on a specific question, a certain period of time and/or a certain geographical region so that a comprehensive analysis can be made within the page limits of the respective seminar paper or thesis (see p. 8).

Please make sure to always keep the main question in mind while writing.

2 Structure

Your paper should include an introduction, a main body, and a conclusion. The main body may be divided into different sections (usually two or three, but for some topics more), each with its own thematic focus that offers the reader a more detailed discussion on the respective topics. The table of contents in the beginning of the paper should offer a preview of your structure and line of arguments.

3 Intellectual honesty/Plagiarism

Whenever you are presenting other people's arguments or-ideas, make sure to always cite your sources. Usually this is done using footnotes (with the exact page numbers you are referring to) or in parenthesis.

If instead of summarizing another person's argument you are using his or her exact words verbatim, always place these words in quotation marks.

Always refer to the exact source you used. If you are citing an original source from a secondary source, do not cite the original, which would insinuate that you had read it, but quote the source you have actually used (e.g. John Smith, cited from Joanne Smith).

4 Footnotes and List of References

Unlike a general bibliography, the list of references (often called *bibliography* in the English-speaking literature) *only* contains the works you actually referred to in your paper. This means you should list all the primary and secondary sources mentioned in the text or the footnotes. Primary sources are historical sources that were created in the same time period as the event you are discussing (e.g. interviews, statistical data, newspaper articles, historical sources, literary works). Secondary sources are all scholarly texts which offer an interpretation of the primary sources (e.g. articles in journals, monographs, editions). The use of secondary sources is essential in order to situate your own hypotheses within existing research and to ground your arguments. The use of secondary sources also enables you to find out whether there are different or contradicting arguments and to align yourself with a pre-existing or new position.

All primary and secondary sources should be listed at the end of your paper and arranged alphabetically according to the surnames of the authors. Please make only one list without distinguishing between primary and secondary sources or different types of media, such as print media, Internet articles or movies. Always start with the last name of the author, or if the name of the author is unclear, use the term “Anon.”

You may choose from different citation systems since Chinese Studies does not have its own citation style. **Consistency, however, is the most important rule!**

Note that some documentation systems use different formatting methods for the footnotes and the bibliography, while some others do not. If different formats are applied, only the first reference to the source in the footnotes will include its whole title and publication details. A shortened note will suffice for subsequent references to the same source. When you cite from the same source in two consecutive footnotes (and the first one does not contain additional titles) you may use the Latin word “*ibid.*” (i.e. “the same”) instead of giving the title of the source repeatedly.

In the following you find some examples—on how to cite common sources. If you feel unsure about which style to use, ask the lecturer for suggestions. Two basic styles are presented here: the “Notes and Bibliography” system and the “Author-Date” system. In order to simplify the task, sample citations for both systems are given according to the Chicago Manual of Style (16th Edition). The examples of footnotes [N] are followed by the bibliography references [B].

Note: Whenever you refer to Chinese sources, always give the Chinese characters and a translation, Pinyin is optional. Chinese characters should not be italicized.

Books

Titles of books should always be italicized.

- Notes and Bibliography
 - [N, one author]
 - Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

Subsequent footnote entries:

 - Pollan, *Omnivore's Dilemma*, 3.
 - [N, two or more authors]:
 - Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.

Subsequent footnote entries:

 - Ward and Burns, *War*, 59–61.
 - [B, one author]: Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.
 - [B, two or more authors]: Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.
- Author-Date

In the Author-Date system the references can be given either in the body of the text in parenthesis or in the footnotes as following: (Pollan 2006, 99–100) or Pollan 2006, 99–100.

- [B, one author]: Pollan, Michael. 2006. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin.
- [B, two or more authors]: Ward, Geoffrey C., and Ken Burns. 2007. *The War: An Intimate History, 1941–1945*. New York: Knopf.

Articles and Chapters from Edited Volume

Titles of articles always appear in quotation marks, while titles of books and journals are italicized.

- Article in a printed journal
 - Notes and Bibliography
 - [N]

- Joshua I. Weinstein, “The Market in Plato’s *Republic*,” *Classical Philology* 104 (2009): 440.

Subsequent footnote entries:

- Weinstein, “Plato’s *Republic*,” 452–53.
- [B]
- Weinstein, Joshua I. “The Market in Plato’s *Republic*.” *Classical Philology* 104 (2009): 439–58.
- Author-Date
 - [B]
 - Weinstein, Joshua I. 2009. “The Market in Plato’s *Republic*.” *Classical Philology* 104:439–58.
- Article in an online journal
 - Notes and Bibliography
 - [N]
 - Gueorgi Kossinets and Duncan J. Watts, “Origins of Homophily in an Evolving Social Network,” *American Journal of Sociology* 115 (2009): 411, accessed February 28, 2010, doi:10.1086/599247.

Subsequent footnote entries:

- Kossinets and Watts, “Origins of Homophily,” 439.
- [B]
- Kossinets, Gueorgi, and Duncan J. Watts. “Origins of Homophily in an Evolving Social Network.” *American Journal of Sociology* 115 (2009): 405–50. Accessed February 28, 2010. doi:10.1086/599247.
- Author-Date
 - [B]
 - Kossinets, Gueorgi, and Duncan J. Watts. 2009. “Origins of Homophily in an Evolving Social Network.” *American Journal of Sociology* 115:405–50. Accessed February 28, 2010. doi:10.1086/599247.
- Article in a newspaper/magazine
 - Notes and Bibliography
 - [N]
 - Daniel Mendelsohn, “But Enough about Me,” *New Yorker*, January 25, 2010, 68.
 - Sheryl Gay Stolberg and Robert Pear, “Wary Centrists Posing Challenge in Health Care Vote,” *New York Times*, February 27, 2010, accessed February 28, 2010, <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

Subsequent footnote entries:

- Mendelsohn, “But Enough about Me,” 69.
- Stolberg and Pear, “Wary Centrists.”
- [B]
 - Mendelsohn, Daniel. “But Enough about Me.” *New Yorker*, January 25, 2010.
 - Stolberg, Sheryl Gay, and Robert Pear. “Wary Centrists Posing Challenge in Health Care Vote.” *New York Times*, February 27, 2010. Accessed February 28, 2010. <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.
- Author-Date
 - [B]
 - Mendelsohn, Daniel. 2010. “But Enough about Me.” *New Yorker*, January 25.
 - Stolberg, Sheryl Gay, and Robert Pear. 2010. “Wary Centrists Posing Challenge in Health Care Vote.” *New York Times*, February 27. Accessed February 28, 2010. <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.
- Chapter of the book or edited volume:
 - Notes and Bibliography
 - [N]
 - John D. Kelly, “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War,” in *Anthropology and Global Counterinsurgency*, ed. John D. Kelly et al. (Chicago: University of Chicago Press, 2010), 77.

Subsequent footnote entries:

- Kelly, “Seeing Red,” 81–82.
- [B]
 - Kelly, John D. “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War.” In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press, 2010.
- Author-Date
 - [B]
 - Kelly, John D. 2010. “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War.” In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press.

Ph.D. theses

- Notes and Bibliography
 - [N]
 - Mihwa Choi, “Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty” (PhD diss., University of Chicago, 2008).

Subsequent footnote entries:

- Choi, “Contesting *Imaginares*.”
- [B]
- Choi, Mihwa. “Contesting *Imaginares* in Death Rituals during the Northern Song Dynasty.” PhD diss., University of Chicago, 2008.
- Author-Date
 - [B]
 - Choi, Mihwa. 2008. “Contesting *Imaginares* in Death Rituals during the Northern Song Dynasty.” PhD diss., University of Chicago.

Websites

- Notes and Bibliography
 - [N]
 - “Google Privacy Policy,” accessed March 11, 2009, <http://www.google.com/intl/en/privacypolicy.html>.
 - Subsequent footnote entries:*
 - “Google Privacy Policy.”
 - [B]
 - Google. “Google Privacy Policy.” Last modified March 11, 2009. <http://www.google.com/intl/en/privacypolicy.html>.
- Author-Date
 - [B]
 - Google. 2009. “Google Privacy Policy.” Last modified March 11. <http://www.google.com/intl/en/privacypolicy.html>.

5 General Formalities

Layout and General Formatting

- Font: Text: Times New Roman 12 pt (or equivalent)
Footnotes: Times New Roman 10 pt (or-equivalent)
- Spacing: Text: 1.5 lines
Footnotes: single
List of references: single
- Margins: Top/Bottom: 2.5 cm
Left: 2.5 cm (3 cm for adhesive binding)
Right: 3 cm (for corrections and remarks)

Title page

- your contact details
- field(s) of study and semester

- title of the paper
- title of the seminar and semester
- address of the institute
- name of the lecturer

Table of contents

- can be generated automatically in Microsoft Word (References — Table of contents)
- double-check the table of content before handing in the paper, as it is not updated automatically!

Page numbers

- can be inserted in Word (Insert — Page Number)

Footnotes/endnotes

- can be inserted in Word (References — Insert Footnote/Insert Endnote)

Chinese characters and Pinyin

Chinese characters are inserted in the text after the English translation. Pinyin transliterations may be given in parenthesis, although this is not obligatory.

Example: socialism 社会主义 (*shehuizhuyi*)

Terms and citations in foreign languages

You do not have to translate French terms. Terms in all other languages, including Chinese, as well as all citations, must be translated. Key terms which are difficult to translate may be given in pinyin but explained when first mentioned, for instance: the strategy of *zouchuqu* (literally: the strategy of going out).

Orthography, Grammar and Punctuation

Please make sure to always re-edit your paper several times and to have somebody else (preferably a native speaker) proofread it.

Try to be consistent in your use of either British or American English. Please note that in American English the closing quotation marks always come after the period or comma, regardless if it appears in the original quotation or not (this rule pertains to both the text and the footnotes).

6 Special requirements for M.A. seminar papers and master theses

- M.A. seminar papers should contain approximately 4000-5000 words (including references). You have to use at least two Chinese sources (either primary or secondary).
- M.A. theses should contain approximately 60 pages (including references). The introduction should include a discussion of theories and methods you are using as well as a summary of the existing research on your topic. You have to work with at least six to seven sources in Chinese (length of a regular journal article). Please hand in these sources together with your thesis.
- The participation in the M.A. colloquium is obligatory for students writing their thesis.