



Europa-Universität
Flensburg

M.A. European Studies

Academic Writing Guide

Academic Writing Appendix
Conclusion Criticism
Paragraphs Creativity
Linking **Analysis** Ideas
Citation Quotes **Plagiarism**
Formatting Hypothesis Introduction
Argumentation **Words** Research Question
Coherence

Table of Contents

1. Structure and Parts of an Academic Paper.....	p. 4
2. Working with Sources.....	p. 7
3. Plagiarism.....	p. 9
4. Bibliography.....	p. 10
5. Academic Language.....	p. 12
6. Formatting.....	p. 13
7. Evaluation of Academic Papers.....	p. 14
8. References and Recommended Literature.....	p. 16

1. Structure and Parts of an Academic Paper

Academic work to be submitted at the university should include the following elements:

1. Cover page

- Title, university, supervisor, student's name and matriculation number, date, words/pages
- Example:

Title

Subtitle

Europa-Universität Flensburg

M.A. European Studies

Course: XX

Lecturer: XX

Name

Student ID

Date: XX

Words: XX

2. Table of contents

- Presents the structure of the paper
- Example:

Table of Contents

1. Introduction.....	p. 1
2. Theoretical/Conceptual Background.....	p. X
3. Empirical Analysis.....	p. X
3.1.Sub-chapter 1.....	p. X
3.2.Sub-chapter 2.....	p. X
4. Conclusion.....	p. X

3. Contents (the actual paper)

1. Introduction
2. Main part (theory & empirical analysis)
3. Conclusion



Do not forget to include the research design of your paper!
Depending on its length, it can be a paragraph within your introduction or a separate chapter following the introduction.

4. Bibliography

5. Appendix (if applicable)

The academic paper itself should always contain three parts:

1. Introduction:

- Catch the reader's attention
- Declare the topic
- Reveal the purpose and present the main problem: research question
- Present the concept and plan of your paper

2. Main part:

- Literature Review
- Theoretical/conceptual Background
- Connection of findings and theory: support your argumentation with a relevant theory or concept
- Argumentation, backed by proper sources: approve or disapprove with your statement/thesis in a logical fashion
- Take the reader by the hand; make him understand your point of view
- Stay focused on your research question
- Consider different sources and indicate quotations
- Every part of your paper is constructed similarly to the overall paper and, thus, also structured accordingly, with an introduction, main part and conclusion

3. Conclusion:

- Summarize your argumentation and come to an overall conclusion
- No new information/arguments/quotations...!
- Find a suitable way of closing your paper, e.g.: give an answer to your research question / complete the circle of argumentation (end where you started) / give a perspective on the topic (present new questions resulting from this research)

2. Working with Sources

Good sources are important for the quality and validity of an academic paper!

When writing a research paper, it is important that you develop your own line of argumentation. Additionally, you should back up your ideas with information taken from other sources. Whenever another source has been used, quoted or paraphrased, it needs to be acknowledged accordingly (Cottrell, 2008, p. 131). With the help of proper sources you can underline and stress your own line of thought and, thereby, convince the reader for your argumentation. Within your academic work, sources can be used either by direct quotation or

by paraphrasing. When using sources it is important to reference them either through in-text references, footnotes or endnotes. The most common citation style within the social sciences is the APA style, relying on an 'author-year' system. It consists of parenthetical in-text references and a bibliography, comprising all sources that are used in the paper. Whatever style you chose, make sure to be consistent throughout the entire paper.



When using sources to prove your point, always consider the context in which something has been written. Never change the context of a source when you take it into your own context. Think and reflect the argumentation of your source critically!

Quotations

Quotations must be transferred one-to-one and accord with the original in words, spelling, and internal punctuation. Every change must be clearly acknowledged. Use [...] whenever you change something from the original wording. In order to have a running-text, do not drop quotations into the text without warning. Rather, use introductory phrases by mentioning the author's name, to prepare readers for the quotation. Examples are: According to XX, "..."/> / As XX mentions, "...".

Quotations of up to three lines are integrated into the main text with quotation marks, e.g.: The author signals that "... (XX, 2005, p. X). Quotations of more than three lines are placed in an extra paragraph, set-off by a line spacing of 1.5 and indention (one inch or ten spaces from the left margin). Within this paragraph use a line spacing of 1. Quotation marks are not required, since these characteristics already indicate the quotation.

Tip: Avoid the use of long quotations. As Cottrell (2008) states, "[a] few words, carefully chosen, make the most powerful quotations, and demonstrate that you can select appropriately" (p. 131).

In-text references

In-text references usually consist of three elements: last name of the author, year of publication, and page number(s). This enables the reader to find the correct source in the bibliography (the complete bibliographic information of a source is provided only there, rather than in the main text or in foot-/endnotes).

E.g.:

- 1) The author argues that "... (Nugent, 2010, p. 15).
- 2) According to Nugent (2010), "... (p. 15).
- 3) Multiple authors: The authors argues that "... (Nugent, 2010, p. 15; Delors, 1988, p. 16).

In-text references with regard to internet sources have the same format as regular references: (author, year) or (author, year, page number) → NOT the entire internet address in your running-text! If the source does not explicitly mention an author, reference is made in terms of a short title instead of the author, e.g. (Deutsche Welle, 2011).

Paraphrasing

“A statement that says something that another person has said or written in a different way” (Merriam Webster, 2016).

Paraphrasing means presenting another scholar’s idea in your own words. It is *insufficient* to merely change single words of the original sentence: the words and the sentence structure should differ from the original, however, without changing the content. Since the idea behind the paraphrased sentence stems from someone else’s work – you are solely putting it into your own words – it requires citation (iParadigms, 2014).



Keep in mind that your paper should be based on your *own* line of argumentation. Other sources should be used to *support* your claim(s).

3. Plagiarism

“The act of using another person's words or ideas without giving credit to that person” (Merriam Webster, 2016).

All issues below are considered plagiarism:

- Handing in other people’s work under your name
- Copying words or ideas from others without indicating it
- Failing to announce a quotation by not putting it into quotation marks
- Giving incorrect information about sources

- Changing words but keeping the structure of the sentence without giving credit to the original author
- Others' works should not make up the majority of your work

The way out: citations!

To avoid plagiarism, you should simply use your own words and cite the sources you have used. If you acknowledge the fact that some information you have used has been taken from other sources and is not your own idea, and if you indicate where the reader can find the sources you applied, you will avoid being suspected of plagiarism (iParadigms, 2014; Cottrell, 2008, p. 128).



Never use other people's work without indicating it!

Plagiarism is regarded as an act of fraud. You are stealing intellectual property.

Develop confidence in your own words!

Please attach the official anti-plagiarism declaration of M.A. European Studies at Europa-Universität Flensburg to all academic work you submit:

<https://www.uni-flensburg.de/europeanstudies/information-for-students/enrolled-students#c157016>

4. Bibliography

At the end of each research paper there is an alphabetical list of sources, named 'Bibliography', 'Works Cited' or 'References'. There are several styles for creating a proper reference list. The following examples are drawn from the APA style, which is widely used in many disciplines, including the social sciences.

Books:

Author's surname, first letter of the first name (date of publication). Book Title. Publication information (place: publisher).

E.g.:

Rietbergen, P. (2006). *Europe. A Cultural History*. London: Routledge.

Cottrell, S. (2008). *The Study Skills Handbook (3rd ed.)*. Basingstoke: Palgrave Macmillan.

Two or more authors:

Palmer, R. R. & Colton, J. (1992). *A History of the Modern World*. London: McGraw-Hill.

Note: up to six authors mentioned, after that: 'et al.'

Chapter:

Clark, K. (1969). Heroic materialism. In *Civilisation* (pp. 321-47). New York: Harper.

Cooperation as author:

American Psychological Association (2001). *Publication Manual of the American Psychological Association*. (5th, rev. ed.). Washington DC: American Psychological Association.

Edited book:

Baechler, J., Hall, J.A., & Mann, M. (Eds.) (1988). *Europe and the Rise of Capitalism*. Oxford: Basil Blackwell

Article or chapter in book:

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: A metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

English translation of a book:

Laplace, P. S. (1951). *A Philosophical Essay on Probabilities*. (F. W. Truscott & F. L. Emory, Trans.). New York: Dover. (Original work published 1814)

Entry in an encyclopedia:

Bergmann, P. G. (1993). Relativity. In *The New Encyclopedia Britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

Articles:

Author's last name, name (date of publication). Article Title. Journal Title, publication information (volume, issue), page numbers.

E.g.:

Journal article:

Burke, P. (1980). Did Europe Exist before 1700. *History of European Ideas*, 1, 21-29.

Jones, W.R. (1971). The Image of the Barbarian in Medieval Europe. *Comparative Studies in Society and History*, 31, 376-407.

Magazine article:

Buruma, I. & Margalit, A. (2002). Occidentalism. *The New York Review of Books*, Vol. XLIX, 1, 4-7.

Newspaper article:

Rankin, J. (2016, October 13). How much will Brexit cost Britain?. *The Guardian*, p. 2.

Internet sources:

Author's last name, name (date of publication). Title. Plattform. Retrieved month day, year, from link

E.g.:

Riebert, B. (2016). Rule of Law under Threat: Poland in the EU Pillory. *Deutsche Welle*. Retrieved July 29, 2016, from <http://www.dw.com/en/rule-of-law-under-threat-poland-in-the-eu-pillory/a-19276653>

Merriam-Webster (2016). *Justice*. Retrieved July 29, 2016, from <http://www.merriam-webster.com/dictionary/justice>

Visual source:

Green, A. B. (producer), & Brown, C. D. (Director). (1991). *The joys of inconsistency* [videotape]. Tiburon, CA: Vader.

Archival sources:

The Schuman Declaration 9 May 1950, Archives of the ministry of foreign affairs Paris, Secretariat general, inv.nr. 57, ff. 3-6.

Government communication:

Commission of the European Communities. (2001). *European governance: a white paper*. (COM (2001) 428). Brussels: European Commission.

5. Academic Language

Proper language plays an essential role for the expression and clearness of your arguments. Academic writing takes place in a formal context and papers are expected to be clear and straightforward. Choosing words that are appropriate in your writing can convince your readers that your work is serious and important. Therefore, language should be used accordingly.

The following should be taken into account:

- The use of **formal vocabulary**
 - Don't, can't, aren't... → do not, cannot, are not...
 - Strong verbs, e.g. to get → to obtain, to achieve...
 - Things → aspects, matters, components...
 - Good and bad sides → advantages and disadvantages...

- The use of appropriate **transitions and connectors**
 - Adding: Furthermore; Additionally; Moreover...
 - Contrasting: However; In contrast; Nevertheless...
 - Cause: For this reason; Due to; As a result...
 - Effect: Therefore; Thus; Consequently...
 - Purpose: In order to...
 - Emphasis: Particularly; Above all; Especially...
 - Examples: For example; For instance; Such as...
 - Concluding: To conclude; Overall; Summing up...

- Correct use of **grammar**
 - Sentence structure
 - ➔ Correct word order (S-V-O)
 - ➔ The structure should be clear and simple; easy to follow!
 - Punctuation
 - Tenses (simple present; present perfect; simple past...)
 - Relative clauses
 - Capitalization

- The correct use of **abbreviations**

6. Formatting

All writing that is handed in must be typed and carefully proofread (for spelling and other errors) and meet the following formal standards:

- Paper size and color: use white **A4** format paper and black ink
- Line spacing: **1.5** throughout the paper (except quotations, footnotes or references)
- Lettering: **12-point** (footnotes and setoff quotations 10-point); Times New Roman
- Margin: the margin to be left on all sides generally runs up to **1 inch** (2.54cm)

- Indention: indent the first line of each new paragraph **one-half inch** (1 tab) from the left margin, except the first paragraph of your paper or after a blank line; indent setoff quotations (longer than 3 lines) as a whole one inch from the left margin
- Page numbers: use **Arabic numerals** for numbering all pages consecutively, except the title page. Put the page number preferably at the centre of the top or the bottom of the page. If your paper has a preface of more than one page, use Roman numerals for the page numbers of the preface.

7. References and Recommended Literature

Booth, W.C./Colomb, G.G./Williams, J.M. (2003). *The Craft of Research. Second Edition*. Chicago & London: The University of Chicago Press.

Cottrell, S. (2008). *The Study Skills Handbook (3rd ed.)*. Basingstoke: Palgrave Macmillan.

Creedy, J. (2008). *Research Without Tears. From First Ideas to Published Output*. Cheltenham: Edward Elgar Publishing Limited.

Decker, C. & Werner, R. (2016). *Academic Research and Writing: A Concise Introduction*. Frankfurt am Main: ICADEMICUS.

iParadigms (2014). *Plagiarism*. Retrieved October 6, 2016, from <http://www.plagiarism.org/plagiarism-101/overview/>

Merriam Webster (2016). *Plagiarism*. Retrieved October 6, 2016, from <http://www.merriam-webster.com/dictionary/plagiarism>

Merriam Webster (2016). *Paraphrase*. Retrieved October 6, 2016, from <http://www.merriam-webster.com/dictionary/paraphrase>

Rawlins, J. (2002). *The Writer's Way (5th ed.)*. Boston: Houghton Mifflin Company.

Turabian, K. L. (2013). *A Manual for Writers of Research Papers, Theses and Dissertations (8th ed.)*. Chicago: University of Chicago.

This booklet provides a general overview of the rules and guidelines for academic writing. Further, it lays down the format and style of academic papers suggested by the M.A. European Studies programme at the Europa-Universität Flensburg.

It presents the relevant rules regarding the format and documentation within academic work in order to guarantee the formal consistency of the writing.