

## Advice on Academic Work

### 1. Formal requirements for written assignments and seminar papers

- Length:

Proseminar:	10 pages
Hauptseminar:	15 pages
Bachelor Thesis:	25 pages
Master Thesis (International Cultural and Business Studies):	40 pages
Master Thesis (Development Studies):	120.000 characters

- Formatting:

Font:	Times New Roman
Size:	12
Margins:	2.0 cm on both sides
Line spacing:	1,5 lines

- Cover sheet:

The assignment starts with a cover sheet which should contain at least the following information: Title, author, matriculation number, details of the course or seminar for which the assignment has been written (title, semester and lecturer/course tutor), name of university, name of chair, subject area the assignment refers to and for which the credit will be obtained.

A **specimen cover sheet** can be found at the end of this document.

- Own work declaration:

Each assignment must contain an Own Work Declaration, as follows:

“I certify that the work submitted is my own and that all external sources and materials are correctly referenced.”

Passau, [date]

Signature

- General advice:
  - Ensure that the page numbers in the list of contents correspond to the pages in the text.
  - The assignment should be written in grammatically correct, whole sentences.
  - All figures, tables, maps and pictures used should include a caption that briefly explains the content.

- Submission:

Assignments should be **printed out** and submitted to the Chair. A **pdf copy** should also be sent to the Secretariat of the Chair.

*Chair of Southeast Asian Studies*

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## 2. Structure of the assignment

- Basically an assignment consists of three parts:
  - a) Introduction:  
This section introduces the topic and the research question to be addressed. It should contain a clear statement of the aim of the assignment. It can also include an outline of the argument in the main section of the assignment.
  - b) Main section:  
This section contains a discussion of the research question, that should be structured in a logically consistent way, for example historically or thematically. This is followed by presentation, analysis and interpretation of your data.
  - c) Conclusion/Summary/Perspectives  
The section summarizes the main findings and should refer back to the research question set out in the introduction! Where appropriate, it can

also refer to issues that have not been resolved and where further study is required.

- The document as a whole is therefore structured as follows:  
Cover sheet  
List of contents  
Key to abbreviations (if necessary)  
Introduction  
Main section (divided into subsections with subtitles)  
Conclusion  
Bibliography  
Own work declaration
- **Tip:** Give your assignment to a fellow student to proof read. This will often help you identify structural problems or formal errors that can be corrected before you submit the assignment.

### 3. Bibliography and Citation Style

- An assignment should not be a book review! It should be a presentation of your own knowledge of the topic. In other words, you will consult a range of articles, internet sites and books in order to gain a picture of your topic and expand your own knowledge of it.
- The list of references should have a reasonable length. As a rule of thumb, it should contain:
  - **One book or monograph (to be read selectively) and three to five journal articles and/or book chapters**or
  - **Eight journal articles and/or book chapters**(for Bachelor- or Master Thesis you need more literature)

A list of this length will provide a solid grounding for a seminar paper and a subsequent assignment. The literature recommended in the course outline should be the starting point for your reading, but further independent research is also essential. Your reference list should list all materials consulted, including internet sites and videos.

- In-text references (citations): In-text references should be placed at the latest at the end of the corresponding sentence, or at the beginning if it is clear at the start of the sentence that information or opinions from the source will be referred to. This rule applies to all sources of information and opinions, including published material, oral communications, lecture notes, and electronic media such as radio, TV, the Internet, videos and sound recordings. Direct quotations should be followed immediately by a

citation (although this can also precede the quotation if it is referred to in the preceding text).

- **Use of the Harvard referencing style is obligatory. The citation should appear in brackets in the text, e.g.: text... (Wilke 1992:22). Text ...**
- Sources referred to in the text should be listed in alphabetical order in the Bibliography at the end of the assignment.
- **Primary literature:**  
Der Koran (1989), Übers. Max Henning. Einleitung und Anmerkungen von Annemarie Schimmel. Stuttgart, Reclam.

- **Secondary literature:**

Books (monographs):

Brötzel, D. (1971), Französischer Imperialismus in Vietnam. Die koloniale Expansion und die Errichtung des Protektorates Annam, Tongking 1880-1885. Zürich und Freiburg, Atlas Verlag.

Book chapters (in anthologies):

Dahm, B. (1973), „Leadership and Mass Response in Java, Burma and in Vietnam“, in: Davis, A.R. (Hg.), Traditional Attitudes and Modern Styles in Political Leadership. Sydney, Angus and Robertson: 57-82.

Journal articles:

Foulcher, K. (1987), „Sastra kontekstual: recent developments in Indonesian literary politics“, in: RIMA, 21-1: 6-28.

Anthologies:

Chesnaux, J., G. Boudarrel und H. Hémerly (Hg.) (1971), Tradition et revolution au Vietnam. Paris, Anthropos.

Internet sources:

Karni, A. S. (2009), Al Yasa' Abubakar tolak hukum Rajam. Rajam Setitik Ganjal Qanun Sepasang [Al Yasa' Abubakar lehnt Steinigung ab. Der Punkt der Steinigung erfährt geteilte Zustimmung] Laporan Khusus, Gatra Nomor 52/XV 11 November 2009. <http://gatra.com/2009-11-02/majalah/beri.php?pil=23&id=131839> (Datum des letzten Zugriffs).

For more detailed information please use:

- An Abridged Guide to the Harvard Referencing Style
- or
- APA STYLE LITE FOR COLLEGE PAPERS
- Available on our homepage

- **Tip:**

- Starting points for literature research include the online databases at the University Library (e.g. JADE, JASTOR, SAGE), as well as academic search engines such as Google Scholar, that use key words to find academic publications.
- Other useful literature catalogues include:  
Ingenta Connect: <http://www.ingentaconnect.com/>  
Bibliography of Asian Studies: <http://bmc.lib.umich.edu/bas/>  
Karlsruher Virtueller Katalog (KVK)

#### 4. Assessment and Grading

The following criteria are decisive for grading assignments:

- a) Formal criteria:** spelling, punctuation, grammar, writing style etc.
- b) Adherence to academic standards:** correct use of terminology, correct citations, good engagement with relevant academic literature, transparent engagement with the literature, correctly formatted bibliography, precise use of language.
- c) Content and structure:** Clear presentation of the topic and research question, clear line of argument leading to the conclusion, clearly stated conclusion or explicit “red flag”, if no definite conclusion can be drawn, meaningful title and sub-titles

Marks will be awarded as follows: up to 10% for (a), and up to 45% each for (b) and (c).

## 5. Specimen cover sheet

University of Passau

Chair of Southeast Asian Studies

**Or**

Chair of Comparative Development and Cultural Studies with focus on Southeast Asia

Title of the seminar or course:

Lecturer/course tutor:

# Title of the Assignment

Semester

Date of Submission:

Author's name:

Matriculation Number:

E-Mail:

Semester number:

Module:

Exam number: