

STYLE GUIDE FOR TERM PAPERS

Dirk Leuffen, Universität Konstanz 2011

- Style and form are important components of a term or research paper. A well-crafted paper not just informs about your professional standards but, in addition, facilitates the read.
- In political science, different styles are used. Therefore, **if your instructor does not demand using a particular style**, you might want to – consistently – follow one of these documentation styles:
 - APA style (detailed in the *Publication Manual of the American Psychological Association*)
 - Chicago style (cf. *Chicago Manual of Style*)
 - Modern Language Association style (cf. Gibaldi 2003)
 - CSE style (cf. CSE (*Council of Science Editors*) *Manual for Authors, Editors, and Publishers*)
 - CBE style (Council of Biology Editors)

Alternatively, you might want to copy the style of your preferred journal ranked in the Social Sciences Citation Index. A comprehensive style guide is, for instance, provided by the Journal of Politics (JOP) (cf. <http://www.journalofpolitics.org/for-authors-of-accepted-papers/the-jop-style-guide>).

- Do not forget to list your bibliography.
- 12-point font size and a line-spacing of 1.5 or 2.0 are commonly used for term papers.
- Provide numbers and titles for any figures or tables that you present in your analysis.
- Make sure you follow the guidelines introduced under <http://www.polver.uni-konstanz.de/studienorganisation/plagiate/>.
- Complete and sign the “Erklärung über selbstständig verfasste Hausarbeiten”.
- Needless to say, prior to handing in a paper, it should carefully be edited in order to minimize misspellings, grammatical errors and typos.
- Also do not forget to list your name, matriculation number, address, institutional affiliation and date.
- When submitting your term paper per email, please use PDF (but first check with your instructor how to submit your paper).

References

Gibaldi, Joseph (2003) *MLA Handbook for Writers of Research Papers*, Modern Language Association of America.