

Term papers, Bachelor's theses and Master's theses

Guidelines and instructions for scientific work at the Department of Anthropology of the Americas at the University Bonn

Short Summary:

(A more detailed version of the guidelines can be found in German on the website: <https://www.iae.uni-bonn.de/downloads> under Handreichungen wissenschaftliches Arbeiten "Richtlinien wissenschaftliches Arbeiten".)

Title page

The title page for term papers should contain the following information:

- The complete title of the paper
- Name, surname and Email address of author Email
- With regard to term papers: Course title and semester of the course (eg winter term 2021/22)
- Assigned module and degree programme of the author (and the semester number in brackets)
- Institute, Department and Faculty of Humanities of the Rheinische Friedrich-Wilhelms Universität Bonn

The title page for Bachelor's and Master's theses should contain the following information:

- The respective faculty of the University of Bonn
- The degree programme and the institute/department where the thesis is written
- The full title of the thesis
- Name and surname of the author
- Address, matriculation number and details of the current semester
- Name and surname of the first supervisor
- Name and surname of the second examiner.

There is no page number on the title page. In the appendix (A, B and C) there are two examples of what the title page of a term paper and a Bachelor's or Master's thesis can look like.

The table of contents

The title page is followed by the table of contents. The table of contents aims to clarify the logical flow of the work ("red line of argumentation"). Every author should be aware that initial information about the content of the paper should be found in the table of contents . A

comprehensive formulation of the outline points to a clear, systematic and self-contained line of thoughts. The table of content as well as the following list of appendices, figures, tables and abbreviations should be numbered with Roman numerals (i, ii, iii etc.). The counting starts with the title page, but no number is given on the title page itself. Be aware that a list of appendices, figures, tables or abbreviations makes only sense if you have more than 10 criteria for each.

Gendering (in German or Spanish Versions)

Students must decide for themselves whether or not to "gender" person-related terms in an academic paper. It is most important to apply the chosen approach consistently and not to change from one form to another. In addition, the approach to gendering can be briefly stated in the introduction or in the methods section. Some dedicate a separate section to this point, others mention it in the body text or in a footnote.

The bibliography

The bibliography contains all the literature used in the respective paper. The literature used is listed in alphabetical order. Internet sources may be listed separately, but do not have to be. When compiling a bibliography, the following formalities must be observed:

- The sources are listed in alphabetical order according to the first letter of the author's surname.
- In German-speaking countries, both the surname and the first name must be written completely and may not be abbreviated.
- In the case of several authors, the names are separated by a slash " / ". The person's surname comes first, followed by the first name. All other authors are listed in the sequence "name surname(-s)", e.g. Müller, Michael/Thomas Schmidt/Jan Ullrich (2020).
- In the case of an edited volume, the names of the editors are given and the abbreviation "ed." for singular editor and "eds." for at least two editors) is used.
- Title and subtitle are included completely in the bibliography. Title and subtitle are to be separated by " : " or " ." (in accordance to the published form of the title).
- The publishing house and place of publication must be indicated. With the exception of "University Press", only the name of the publisher is given and "publisher" is not written out in full, eg. Frankfurt: Suhrkamp, Bonn: Bonn University
- In the case of several works by the same person for the same year, the years must be marked differently. This is usually done by abbreviating "a", "b", "c" etc. (e.g. 2008a, 2008b, 2008c etc.).

The following examples show references that are structured differently depending on the type of literature cited (monograph, edited volume, essay, article, unpublished work, etc.):

Monographs and edited volumes

Surname, Name

Year Title: Subtitle. Place of publication: Publisher.

Bidney, David

1939 *Theoretical Anthropology: An Introduction*. New York: Columbia University.

1962 *The Psychology and Ethics of Spinoza: A Study in the History and Logic of Ideas*. New York: Russell.

Corbin, Juliet / Anselm Strauss

1996 *Grounded Theory: Grundlagen Qualitativer Sozialforschung*. Weinheim: Psychologie Verlags Union, 2. Auflage.

Moseley, Christopher (ed.)

2007 *Encyclopedia of the World's Endangered Languages*. London: Routledge.

Ackerblom, Kjell

1968 *Astronomy and Navigation in Polynesia and Micronesia: A Survey*. Stockholm: The Ethnographic Museum, Monograph Series 14.

Malinowski, Bronislaw

1926a *Myth in primitive psychology*. London: Norton.

1926b *Crime and custom in savage society*. New York: Harcourt, Brace & Co.

Journal articles**Surname, first name**

Year "Title of article", in: *Name of journal*, volume number (issue number): X - Y.

Gonzales, Roberto G. and Leo R. Chavez

2012 „Awakening to a Nightmare: Abjectivity and Illegality in the Lives of Undocumented 1.5-Generation Latino Immigrants in the United States”, in: *Current Anthropology*, 53(3): 255-281.

Herzog, Rolf

1975 „Robert Hartmanns Leistungen für die Völkerkunde Afrikas“, in: *Zeitschrift für Völkerkunde*, 100: 6-15.

Mungaray Lagarda, Alejandro / José Guadalupe Osuna Millán / Martín Ramírez Urquidy / Natanael Ramírez Angulo / Antonio Escamilla Díaz

2015 „Emprendimiento de micro y pequeñas empresas mexicanas en un escenario local de crisis económica: El caso de Baja California, 2008-2011”, in: *Revista Frontera Norte*, 27(53): 115-146.

Contribution to a edited volume**Surname, first name**

Year Title: Subtitle, in: First name Last name (ed.): *Title of edited volume*, Place of publication: Publisher, S. X – Y [Page number(s)].

Adelaar, Willem F. H.

2007 „Meso-America”, in: Christopher Moseley (Hrsg.), *Encyclopedia of the World's Endangered Languages*, London: Routledge, S. 197-210.

Braidwood, Robert J. und Bruce Howe

1962 „Southwestern Asia Beyond the Lands of the Mediterranean Littoral”, in: Robert J. Braidwood / Gordon R. Willey (Hrsg.): *Courses Toward Urban Life*, New York: Brill, S. 132-46.

Publications without author (museum publications, administrative files, etc.)

RLS, Rosa Luxemburg

2017 „‘Weltklasse‘ – LuXemburg Online-Sonderausgabe 2017“, in: *Luxemburg: Gesellschaftsanalyse und linke Praxis*, August 2017. URL: <http://www.zeitschrift-luxemburg.de/weltklasse-luxemburg-online-sonderausgabe-2017/> (Zugriff am 30.08.2017).

INEI, Instituto Nacional de Estadísticas e Informática

2008 *II Censo de Comubnidades Indigenas de la Amazonía Peruana 2007. Resultados definitivos. Tomo I*, Lima, Dezember 2008.

URL: <http://proyectos.inei.gov.pe/web/biblioineipub/bancopub/Est/Lib0860/tomoI.pdf> (Zugriff am 30.08.2017).

University papers and theses

Dunnel, Robert C.

1967 *The Prehistory of Fishtrap, Kentucky: Archaeological Interpretation in Marginal Areas*, unveröffentlichte Ph.D. Thesis, Department of Anthropology, Yale University.

Monographs and journals in print (the year refers to the entry of the manuscript)

Mayer, Karl H.

1983 „Maya Monuments III: Sculptures of Unknown Provenance in Middle America”, Berlin: [im Druck].

Unpublished scientific manuscripts

Adams, Richard E. W.

1968 „Maya Highland Prehistory: New Data and Implications” [unveröffentlichtes Manuskript].

Internet sources

CIA, Central Intelligence Agency

o.J. „The World Factbook”, in: *Central Intelligence Agency*. URL: <https://www.cia.gov/library/publications/the-world-factbook/geos/xx.html> (Zugriff am 30.08.2017)

Philosophische Fakultät der Rheinischen Friedrich-Wilhelms Universität zu Bonn

o.J. „Leitfaden zur Bachelorarbeit“, in: *Philosophische Fakultät der Rheinischen Friedrich-Wilhelms Universität zu Bonn*, März 2012.

URL: <https://www.philfak.uni-bonn.de/studium/pruefungsbuero/download/handreichung-zur-bachelorarbeit> (Zugriff am 30.08.2017).

Additional formalities

Paper	DIN A4 (210 x 297mm)
Alignment	Headings left-aligned without hyphenation Justified text without hyphenation
Page margins	3cm left, 3cm right, 2.5cm top, 2.5cm bottom
line height	1.5 lines (text) 1 line (footnotes and bibliography)
Font	Times New Roman
Font size	Text: font size 12 Footnote: Font size 10 Headings: font size 16/14/13 (depending on grade)
Page numbering	Starting with the title page, the table of contents, list of figures, list of tables and list of abbreviations are numbered consecutively with small Roman numerals (i, ii, iii etc.). <i>However, the page number does not appear on the title page.</i> The main part, the bibliography and any appendices are numbered consecutively with numerals (1, 2, 3 etc.).
Colour	Text and headlines in black.
Scale	<u>Term paper</u> The length of term papers is determined by the lecturer. According to the examination regulations of the Faculty of Humanities, the length of a term paper in Bachelor's programmes is at least 20,000 and at most 40,000 characters (approx. 10 to 20 pages) including spaces and notes (Rheinische Friedrich-Wilhelms Universität Bonn 2013a: 20). In Master's programmes the scope according to the examination regulations is at least 30,000 and at most 50,000 characters (approx. 15 to 25 pages) including spaces and notes (Rheinische Friedrich-Wilhelms Universität Bonn 2013b: 18). Bibliography and appendix are not included in these. <u>Bachelor Theses</u> The length of Bachelor theses must be at least

	<p>70,000 and at most 120,000 characters (approx. 35 to 60 pages) including spaces and notes (Rheinische Friedrichs-Wilhelms Universität Bonn 2013a: 22). Bibliography and appendix are not included in these. In any case, the length of the thesis should also be discussed individually with the supervisors. The Bachelor thesis cannot be admitted in the form of a group thesis. The processing period is three months and can be extended by a few weeks under certain circumstances.</p> <p><u>Master Theses</u> Master's theses must be at least 120,000 to a maximum of 240,000 characters (approx. 60 to 120 pages) including annotations and spaces (Rheinische Friedrich-Wilhelms Universität Bonn 2013b: 20). Bibliography and appendix are not included in these. In any case, the length of the thesis should also be discussed individually with the examiner. The Master's thesis cannot be admitted in the form of a group thesis. The processing period is six months and can be extended by a few weeks under certain circumstances.</p>
Language	<p>Bachelor theses are usually written in German. Term papers can be written in German, English or Spanish after consultation with the supervisors. Master's theses in the master's program "Anthropology of the Americas" are usually written in English or Spanish (also German is accepted). The language of the written work is independent of the language of instruction of the respective course.</p>
Printing	<p>Printout of the work is done on one side. Care must be taken to ensure high quality printing. For photocopies, use a high quality photocopier and paper. Pay special attention to the quality and size of illustrations and photographs.</p>
Cover (for bachelor and master theses)	<p>The papers must be bound tightly with two cover sheets (titled on the front, blank on the back), such as adhesive binding by cold glue. The affidavit must be attached to the bound copies at the end of the work and signed.</p>
Handing in	<p>Bachelor and Master theses: Three printed copies and a digital version suitable for electronic comparison as a PDF</p>

	file on CD-Rom or USB (also 3 copies). The CD-Rom/USB should be checked for readability before submission. Term paper: A printed version of the paper must be submitted to the department.
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The affidavit

When submitting Bachelor's and Master's theses, a written document must be attached in which the author confirms that he/she has written the thesis independently and that he or she has not used any sources or aids that have not been specified in the thesis. According to the examination regulations of 2017, such a paper is in particular not self-written if the content or structure and organization of the discussion of the topic of the paper are specified by third parties. A text template for the affidavit is provided in Appendix (E) and reads as follows.

„Ich versichere hiermit, dass die Arbeit ‚Titel der Bachelorarbeit‘ von mir selbst und ohne jede unerlaubte Hilfe angefertigt wurde, dass sie noch an keiner anderen Stelle zur Prüfung vorgelegen hat und dass sie weder ganz noch in Auszügen veröffentlicht worden ist. Die Stellen der Arbeit – einschließlich Tabellen, Karten, Abbildungen usw. –, die anderen Werken dem Wortlaut oder dem Sinn nach entnommen sind, habe ich in jedem einzelnen Fall kenntlich gemacht.“

[Date]

[Signature]