

# Guidelines for Writing Academic Papers<sup>1</sup>

(a term paper, Bachelor's and Master's thesis)

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<sup>1</sup> These guidelines are based on „Hinweise zur Anfertigung von Seminararbeiten“, „Merkblatt für Hausarbeiten“ by Anette Keck (both 2006) and on „Hinweise zur Abfassung von Hausarbeiten“ des IfGII by Jan Christoph Meister and Silke Lahn. The AAI would like to thank the authors for permission to use them.

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## 1 Selection of the topic

For a seminar paper or your final thesis you have to find a topic by yourself. Please talk to your tutor during office hours.

Please prepare for the talk:

- a short list of content (max. 1 page; see also 3.1),
- a proposal of one to two pages which should contain the following:
  - Scope and aim of your paper,
  - Significance of the topic,
  - Approach and methods,
  - Expected results/hypothesis,
  - Literature that you will use.

You can find help with all your writing questions at the university's writing help centre:

<https://www.isa.uni-hamburg.de/schreibzentrum.html>

## 2 Searching for sources and references

You need to do a thorough search for literature directly related to your topic. A good method is to do a backward search; i.e. you start with recently published works and then proceed to look up for the works published in previous years. This should be done right from the starting point. You will also have to check the relevant journals.

In case you do not find literature on your specific topic, extend your search by using synonyms or broader terms.

The tips given under 2.1.1 und 2.1.2 are to be understood as a first aid to start your search for literature.

Further information you can find, e.g., at the site "Information skills for researchers", <http://www.open.ac.uk/library/services/information-skills-for-researchers> [retrieved 01-09-2022].

### 2.1 Searching for literature

#### 2.1.1 General catalogues

Search in the **Katalogplus** with the additional offer of electronically available journal articles: <https://katalogplus.sub.uni-hamburg.de/vufind/>

Searching in **Campus-Katalog** of the University of Hamburg: <https://kataloge.uni-hamburg.de/DB=1/LNG=DU/SID=80a69772-2/LNG=EN/>

Enhanced search in the **GVK - GBV Union Catalogue** (GVK):

<https://kxp.k10plus.de/DB=2.1/DB=2.1/LNG=EN>

**GVK** is the freely accessible section of the composite database with relevant interlibrary loan and document delivery services. In GVK over 78,8 million titles are included, with more than 221,6 million proved ownership certificates.

#### **2.1.1.1 Karlsruhe Virtual Catalog (KVK)**

<https://kvk.bibliothek.kit.edu/index.html?lang=en&digitalOnly=0&embedFulltitle=0&newTab=0>

The Karlsruhe Virtual Catalog is a meta search engine for books in German or international libraries. The results will just include the libraries chosen before.

#### **2.1.1.2 Worldcat**

<http://www.worldcat.org>

Direct Search in Worldcat often shows more hits than via KVK, and should be considered if more material is needed.

### **2.1.2 Special catalogues**

Via the website of Hamburger Staats- und Universitätsbibliothek (unfortunately not yet completely translated into English) you have access to several databases (<https://www.sub.uni-hamburg.de/recherche/datenbank-informationssystem.html>). Under the heading „Top-Datenbanken“ you will find one of the most important bibliographic databases for South Asia, the Bibliography of Asian Studies.

#### **2.1.2.1 Bibliography of Asian Studies**

The Bibliography of Asian Studies (BAS) includes books in European languages (mostly English) to East Asia, South East Asia and South Asia without restraint to certain subjects, but with a main focus on humanities.

Under the heading „Aufsatzdatenbank“ you also find „OLC Asien und Nordafrika – Online Contents“. In the search window you can reduce the scope to South Asia as well.

#### **2.1.2.2 Online-Contents**

This database mainly includes articles in western languages, which are normally catalogued in their original languages.

#### **2.1.2.3 South Asia Research Documentation Services 3 (SARDS)**

SARDS3 is an online database with roundabout 93.000 references of articles from journals, conference papers, jubilee volumes and other collected papers in the field of Indology and South Asian Studies.

### **2.1.3 Online sources**

#### **2.1.3.1 Google scholar**

<http://scholar.google.de/>

#### **2.1.3.2 JSTOR**

<http://www.jstor.org/>

Fulltexts of books and articles

### **2.1.4 Virtual libraries**

#### **2.1.4.1 Crossasia.org**

For Tibet and East Asia

<http://crossasia.org/en/>

Therein useful for all: ProQuest Dissertations & Theses via (Resources - Databases - Dissertations & Proceedings)

Personal registration required

#### 2.1.4.2 FID4SA – Fachinformationsdienst Südasien

FID4SA – Specialized Information Service South Asia

<https://www.fid4sa.de/en/home>

## 2.2 Reference works

Basically no reference work is to be seen as beyond doubt – also in well recognized **encyclopaedias** we find incorrect facts that are not to be accepted unchecked.

Common reference works as Encyclopaedia Britannica, etc. are suitable for orientation. They are to be used as a first approach to your topic, e.g. you will find extended references. Articles in encyclopaedias will not spare you the independent definition and clarification of a term (definitions from these encyclopaedias are not acceptable as such).

The most reliable sources are academic encyclopaedias and handbooks. In general they are of high quality standards.

**Internet sources** are grouped in three categories:

a) Excellent academic encyclopaedias with an editorial board as well as skilled editors who verify each entry before publication. A very good source is Stanford Encyclopedia of Philosophy (<http://plato.stanford.edu>) which provides exact data about its editorial board.

A number of reference works in print are published on the Internet in addition.

b) Wikipedia (<http://de.wikipedia.org>) is an example of a second type of collaborative, uncontrolled encyclopaedia. Here you will find excellent as well as misleading articles. Information you find in Wikipedia or similar sources are to be verified against a special encyclopaedia or other specific literature in any case.

c) More problematic are the sources of a third type, especially forums, portals, blogs or private websites. They show the opinion of a group or an individual person, but not scholarly consensus. One has to be skeptical, and it is not advisable to rely on these sources without verification.

Important: you cannot quote sources of type b) or c) – i.e. you are not allowed to use these sources as a primary sources or support for your arguments. You can use them as a subject of analysis or criticism; as a scholarly argument they are not acceptable.

## 3 Content criteria

The following suggestions are not compulsory, but a description of common patterns. They function as a means to compare your own ideas with suggested standards.

### 3.1 Clarity, structure and consistency of presentation

Even a non-expert reader should feel confident answering the following questions after reading the paper:

- |                                      |                                       |
|--------------------------------------|---------------------------------------|
| What is the intention of this paper? | ▶ Goal: Formulating topic and problem |
| How is the target reached?           | ▶ Methods                             |
| How is the course of reasoning?      | ▶ Realization                         |
| What are the results?                | ▶ Conclusion                          |

For the quality of a research paper it is essential that these issues are answered explicitly, clearly and coherently.

The division of a paper in sections and subsections is not a question of a pleasant typographic form - they must instead reflect the course of argumentation. The final version of such a course

of argumentation is represented by the table of contents. It will often differ from the first, tentative outline that you formulate at the beginning to discuss your project with your teacher (see point 1). The outline is not only meant for structuring the content of the work itself, but in particular to serve as a means for organizing your work process.

### 3.2 Transparency of argumentation

The beginning and end of a chapter or section should be used to call the overall strategy of the work back into the reader's memory. This can be done without further ado:

"In this part, I have traced the emergence of awareness about narratology, so that the starting point of my investigation and the conditions are clear. Now I will try to [...]."

or:

"As it turns out, the theoretical problem of narratology unfolds in two directions: one historical and the other systematic. I turn to the first question: [...]"

### 3.3 Disambiguation, definitions and explications, ulterior motives

You must define the essential subject-specific terms (at least an attempt for an individual definition needs to be made). You may also explicitly refer to definitions in the literature you rely on.

Exclude explicitly objects and topics that you will not discuss, although they are closely related to your subject.

Additional interesting thoughts you may report in a footnote. If this will become too detailed, however, it is recommended to include an excursus in the main text.

### 3.4 Good to know: criteria of evaluation

Here is a selection of evaluation criteria, which lecturers usually have in mind. Relevance and importance of the criteria may vary:

- **Task:** Topic understood? Degree of difficulty? Innovative potential?
- **Approach / Methodology:** Awareness of theories and methods?
- **Academic research:** Analysis of literature / material appropriate? Citing of sources relevant and formally correct? Well informed? State-of-the-art considered?
- **Content quality:** Logical and balanced structure? Completeness or reasonable reduction of aspects? Classification in professional contexts? Correct application of knowledge? Substantial processing?
- **Self-reliance:** Independent working hypotheses? Imagination / creativity? Intellectual depth? Judgement?
- **Results:** New findings? Findings sufficiently justified, proved? Representative and reliable? Do they present a substantive progress?
- **Presentation / linguistic competence?** Clearly recognizable and logical structure of the paper? Good verbal expression and comprehensible? Terminologically correct? Syntax, orthography and punctuation correct?
- **Presentation:** Examples understandable? Figures, tables? Layout?

The following gradation is to be considered

<b>Proseminar / introductory seminar</b>	Processing of the problem by discussion of recent scientific literature (of the last ten to fifteen years).
<b>Seminar paper / BA thesis</b>	Processing of the problem with independent problem-specific treatment and comprehensive selection of research literature (of the last twenty-five years).
<b>MA thesis</b>	Analysis of new materials and / or of material in a theoretical framework or using methods that have not yet been used in relation to this question.

## 4 Formal criteria

The following criteria are compulsory.

### 4.1 Title page and the last page with obligatory declaration

#### 4.1.1 Term papers

Cover page with

- Details to author: First and last name, student's matriculation number, course title and semester
- Title and subtitle of the paper;
- Name of the lecturer, seminar number and the title with an indication to the semester.

#### 4.1.2 Dissertations (BA / MA)

Cover page with

- Details to author: First and last name, student's matriculation number, course title, study semesters, address and e-mail address and telephone number
- Title and subtitle of the paper
- Name of the lecturer

The last sheet of your thesis must contain the obligatory declaration in which you confirm that you have written the thesis independently. You must also ensure that you have specified all means and quotes - also the online sources! Failing to do so, you may run into trouble that you will be accused of plagiarism for quotes that you have not identified as such. As a result, you will not be granted the seminar certificate and you will have to repeat the module.

An example of a pattern of the cover page, see Section 9 of these guidelines.

### 4.2 Table of contents and pagination

The table of contents must include page numbers.

Cover and table of contents are not to be numbered, but all other pages are.

Do not design a structure that is too detailed: Half-page sub-points are not very useful, because

they disrupt the flow of reading. In such a structure the connecting passage is mostly missing, i.e. the formulation of the argumentative connection.

### 4.3 Number of pages

The average number of pages depends on the level of your assigned paper. Please DO NOT exceed the respective maximum limit: Basic scientific skills include the ability to develop a coherent and focused line of thought within a defined context.

Cover page, table of contents, bibliography and last sheet with an obligatory declaration are not counted.

The following guidelines are valid for:

Seminars of the introductory phase	10 - 12 pages
Seminars of the advanced phase	12 - 15 pages
Graduate seminars / Master modules	approximately 20 pages when using sources in at least one language of the region. Without any use of such materials, 25 pages
BA thesis	25-30 pages
MA thesis / dissertation	about 80 pages (up to 120 pages)

Limits may vary; please consult you lecturer.

### 4.4 Layout

Page Layout: Choose the following settings for margins: top 2.5 cm, bottom 2.5 cm, left 2.5 cm, right 3.5 cm.

Body of text: Justified, font size 12 point, line spacing, 18 point (in MSWord avoid the setting "Line spacing: 1.5 lines" because it will result in faults in footnote layout. Please select "exactly: 18 points").

Footnotes: justified, 10 point font size, line spacing, and hanging indent with freestanding footnote number (see also 4.7).

Please enable automatic hyphenation and check before printing your paper.

Alternatively, you can manually hyphenate. Please use the so-called "conditional line break" (Ctrl + -) instead of "-": The word processor automatically eliminates the separation or hyphen in case of shifting words with hyphenation.

### 4.5 Italics and other means of emphasis

Highlighted passages in the text, as well as titles in original language, transcribed or transliterated titles, terms and text parts are uniformly marked by italics.

Book and film titles, as well as titles of articles or magazines, etc. mentioned in the text are enclosed in quotes.

Also emphasized passages in quoted text are marked by italics (i.e. locked, bold or underlined parts are thus transformed into italics).

In footnotes, however, only highlighted passages are marked with italics (see below). Exception: Highlights, quotes and italics that are found within the listed book and essay titles are preserved unchanged.

### 4.6 Specifications for linguistic papers

Transliterated or roughly transcribed text (in italics), which contains more than two lines, is indented on both sides (each 1cm); the same holds for its translation (which is quoted chapter



6.1.).

For transliteration use the traditional so-called Indology transliteration, for transcription the International Phonetic Alphabet (IPA) is used. See:

<https://www.internationalphoneticassociation.org/content/full-ipa-chart>.

Grammatical examples are numbered, each number is in parentheses. Glossed examples are designed on three levels<sup>2</sup>:

First line - original, second line - gloss, third line - translation, e.g.

- (1) maine rām jī = kā ghar dekhā hai.  
I Ram = GEN house see-PST-1SG-3HON  
'I have seen the house of [Mr.] Ram'.

Abbreviations of grammatical terms in glosses are written in small caps. Words and phrases that reflect the implied original text, but are not lexically expressed content in the translation, are placed in square brackets. E.G. the word [Mr.] in example (1) corresponds to a single word in the original sentence, but the meaning is honorific (gloss HON).

## 4.7 Spelling and typographic principles

Please correct your paper carefully. Points will be deducted for mistakes in grammar, punctuation or misspelling.

Please also note the rules for typographic regulations.

Here is a list of the most important rules:

**Quotations** are given in double quotes.

Example: "The prison guard grunted."

**Quotations within quotations** are given in single quotes.

Example: "The prison guard muttered something about 'eternal storm'." - Double quotes are to be changed into simple ones.

If you cite a quote within the quote, it is enclosed in single quotes.

Example: "Studer replied: 'Wednesday evening Smurf will change the banknote. Thursday get-away.'"

Within multi-part **abbreviations** such as "e.g.", "et al.", "i.e." are so-called "non-breaking spaces", typographically the "degree" symbol °. On the keyboard use the key combination SHIFT + CTRL + SPACE.

It is recommended to set the non-breaking space also in expressions like "20<sup>th</sup> Century" or "p. 134" to prevent a possible line break at the position of the blank.

**Ellipsis**: After the last word there is a non-breaking space [SHIFT + CTRL + SPACE], which reduces the distance between words and ensures that the characters before and after are not

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<sup>2</sup> *Conventions for interlinear morpheme-to-morpheme glosses*. Max Planck Institute for Evolutionary Anthropology, Department of Linguistics, under: <http://www.eva.mpg.de/lingua/resources/glossing-rules.php> [retrieved on: 03-05-2023].

separated by a line break. The ellipsis itself is one character on the computer keyboard [AltGr +.].

Example: "But the affirmations of Erwin Schlumpf had sounded honest. Although ..."

NB: Please note the difference between original ellipses and your own subsequently made ellipses (see Section 5.1)!

An **apostrophe** appears in English as follows:

Example: "I'll tell the story."

The sign for "**to**" – for example, in page numbers – is represented by a dash with no spaces.

Example 1 + 2, "pp. 91– 95", "from 9am– 6pm".

Standard<sup>3</sup> for **footnote formatting**.<sup>4</sup> (See also 5.2)

Eliminate **duplicate blanks** using the function "Search & Replace".

## 5 Quoting properly

### 5.1 Basic remarks

**Additions** in quotations are enclosed in square brackets: [supplement].

**Deletions** are marked with an ellipsis in square brackets [AltGr +.]: [...].

Example: "It was hard to imagine that outside [the castle] it was a warm day in May, that [...] in the sun people [...] lay tanning their skin."

Are single or double quotes in the cited text, e.g., in French form («Jesus!» said Studer.), adjust them to your style of quotation ("Jesus!" Studer said.).

**Shorter quotations** are integrated in the continuous text and enclosed in double quotes.

**Quotations longer than two lines** are indented (left and right margin respectively 1cm), set in a smaller size (10 point) and decreased in line spacing (single-spaced). In this mode of citation the outer quotation marks are omitted. Quotes within the citations remain in double quotes.

**Translations of quotations** are posed between quotation marks.

Example:

*ārselar mittal 110 miliyan ṭan sālānā utpādan ke sāth duniyā kī sabse barī sṭīl nirmātā kampanī hai.*  
"Arcelor Mittal is the largest steel producing company in the world with a production of 110 million tonnes annually."<sup>5</sup>

If the quotation ends **before the end of the sentence**, the full stop is placed after the closing quote and after the bracket.

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<sup>3</sup> This is a dummy text. This is a dummy text. This is a dummy text. This is a dummy text.

<sup>4</sup> This is a dummy text. This is a dummy text. This is a dummy text. This is a dummy text.

<sup>5</sup> Jungwirth, Claudia: Die indische Stahlindustrie: eine Inhaltsanalyse von hindisprachigen Beiträgen im Internet, Hamburg 2010 (zugl.: Magisterarbeit, Hamburg, 2010) S. 70. Original in German, transl. by B.P.

Example: "And I think that it is good" (KM, p. 10).

If the quotation ends **with the end of a sentence**, then the full stop of the quote is simply omitted. The sentence is thus completed after the last bracket with a full stop - the same as in the latter example.

Basically, the footnote number in the text is always placed after the punctuation mark! Unless it relates directly to a term or phrase within the sentence: Then it may be placed right after the quoted phrase.

There is a variety of popular styles of citation. Depending on the subject and lecturer various preferences exist. At any rate you have to follow the principle: Your selected style of citation must be used clearly and consistently throughout the paper! For a good overview of various styles see, e.g., <https://libguides.brown.edu/citations/styles> [seen: 03-05-2023].

## 5.2 Quotations in citations

It is rather common that you would like to include a quotation whose original source you can not trace, but that you find in a relevant secondary volume. This is allowed, but must be marked accordingly.

If you insert a literal quotation that you have not taken from the original but from another secondary volume, use "quoted after:"

Pattern: Last name, first name: *Title. Subtitle* [if applicable original year]. Place: Publisher year, quoted after: Last name, first name: *Title. Subtitle* [if applicable original year]. Place: Publisher year, number of page (p.) (Title of series: no. of series.).

Example: Bloch, Ernst: *Subjekt - Objekt*, Berlin 1951, quoted after: Habermas, Jürgen: *Theorie und Praxis. Sozialphilosophische Studien*, Frankfurt am Main: Suhrkamp, 3. ed 1974, p. 222.

If you work with short references in the text (Harvard system) or if it is a recurrent reference in the footnote (see 5.3.3), shorten the information accordingly.

Only the secondary source is listed in the bibliography.

## 5.3 Citation in classical philology - reference in the footnote<sup>6</sup>

In papers with many text resources, in which text-critical methods are applied, the technique of quotation in footnotes is more reader-friendly. One can, e.g., quickly identify each text version and is able to place quotes with comments into its context.

### 5.3.1 Quotes appearing for the first time in the footnotes

The footnote text will always end with a full stop (footnotes are sentences, even if they are "only" made up of references). If a source ends with "f." for "and following", the dot will be also considered as a full stop (there are never two full stops in succession).

#### a) Monograph

Pattern: Last name, first name: *Title. Subtitle* [if applicable original year]. Place: Publisher year, number of page (p.) (Title of series: no. of series.).

Example: Pischel, Richard: *A Grammar of the Prakrit Languages* [1900]. Delhi [et al.]: Motilal Banarsidass, 1981, p. 33 (Indo-Aryan Studies: 1).

#### b) Article in a collective work

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<sup>6</sup> The students of Tibetology are also requested to have a look at the paper with sample quotes that you can find in AGORA, workspace ), workspace „Introduction to Academic Writing [Indology / Tibetology]“ under the subject heading ‚Writing‘ with the title „Wangchuk\_Sample\_Citation\_Style.pdf“.

Pattern: Last name, first name: „Title. Subtitle.“ In: Last name, first name / Last name, first name (Ed.): *Title. Subtitle*. Place: Publisher year, pp. page–page (here p. page number).

Example: Hanssen, Kristin: „The True River Ganges: Tara’s Begging Practices.“ In: Khandelwal, Meena / Hausner, Sondra L. / Gold, Ann Grodzins (Ed.): *Nuns, Yoginis, Saints, and Singers. Women’s Renunciation in South Asia*. New Delhi: Zubaan 2007, pp. 123-161 (here p. 130).

### c) Journal article

Pattern: Last name, first name: „Title. Subtitle.“ In: *Journal title* volume / number (year), pp. page number-page number.

Example: Shaw Peterson, Joyce: “Working Girls and Millionaires. The Melodramatic Romances of Laura Jean Libbey.” In: *American Studies* 24/1 (1983), pp. 19–36.

or (in case of continuously numbered journals):

Pattern: Last name, first name: „Title. Subtitle.“ In: *Journal title* number (year), pp. page number-page number (here p. page number).

Example: Mahapatra, Animesh: „Chronicle of a Death Untold: Basanta Kumari Patnaik.“ In: *Indian Literature* 275 (2013), pp. 12-16 (here p. 14).

### d) Article in the Internet

In case of Internet sources the last date of retrieving the document must always be specified.

Pattern: Last name, first name: *Title. Subtitle*, under: exact web address [retrieved on: date].

Example: Elder, Chrystin / Pflugfelder, Ehren / Angeli, Elizabeth: *Contextualizing Plagiarism*, under: <https://owl.english.purdue.edu/owl/resource/929/01/> [retrieved on: 08.10.2013].

### e) More Resources:

#### Theses

Pattern: Last name, first name: „Title. Subtitle.“ Place: Publisher year (type of thesis University year), pp. number of pages.

Example: Jyvasjarvi, Mari Johanna: „Fragile Virtue. Interpreting Women’s Monastic Practice in Early Medieval India.“ Cambridge, Mass. 2011 (Dissertation, Harvard Univ. 2011).

#### Reviews

Pattern: Last name, first name. Review of: „Last name, first name, Title. Subtitle. Place: Publisher year.“ (if applicable: In: *Source of publication*, year, pp. page numbers).

Example: Orofino, Giacomella. Review of: „Cantwell, Cathy / Mayer, Robert. A Noble Noose of Methods, The Lotus Garland Synopsis: A Mahāyoga Tantra and Its Commentary. Wien: Verlag der Österreichischen Akademie der Wissenschaften, 2012.“ In: *JlATS*, no. 7 (August 2013), pp. 454-464.

#### Lexicon articles

Pattern: Last name, first name: „Term.“ In: *Title lexicon*. Place: Publisher year, pp. page number oder Sp. column.

Example: Karan, Pradyumna P. / Norbu, Dawa: „Bhutan.“ In: *The New Encyclopædia Britannica*. Macropedia. Vol. 15. Chicago [et al.]: Encyclopaedia Britannica, Inc. 2007, pp. 988-1001.

#### Letters

Pattern: „Letter by Last name of the author to Last name of the addressee from date (if applicable original language).“ In: *Title. Subtitle*. Place: Publisher year, pp. page number.

Example: „Letter of Franz Kafka to Herrmann Kafka in 1919.“ In: Unseld, Joachim (Ed.): *Franz Kafka. Brief an den Vater*. Faksimile. Frankfurt am Main: Fischer Taschenbuchverlag 1944.

### 5.3.2 Basics for initial quotes

**Edition:** If there is an extended / enhanced edition, it is placed before the publisher indicating the extension.

Pattern: Last name, first name: *Title. Subtitle*, 2., extended and enhanced ed. Place: Publisher year.

Example: Bhatia, Tej K. / Koul, Ashok: *Colloquial Urdu. The complete course for beginners*. 2., revised ed. Milton Park, Abingdon, Oxon/New York: Routledge 2013.

Is the **new edition** unchanged, a superscript numeral before the year is sufficient.

Pattern: Last name, first name: *Title. Subtitle* [year of orig. publ.]. Place: Publisher <sup>2</sup>year.

Example: Harvey, Peter: *An Introduction to Buddhism. Teachings, History and Practices* [1990]. Cambridge: Cambridge Univ. Press <sup>2</sup>2013.

If the **author of the article and the author of the title** are the same, in the second reference the last name is replaced by "idem".

Pattern: Last name, first name: „Title. Subtitle.“ In: Idem: *Title. Subtitle*. Place: Publisher year, pp. number of pages.

Example: Khandelwal, Meena: „Do Saints Need Sleep? Baiji’s Renunciation as Service.“ In: Idem: *Nuns, Yoginis, Saints, and Singers. Women’s Renunciation in South Asia*. New Delhi: Zubaa 2007, pp. 51-90.

Editors of **collected works** are placed separately after the title. The volume number, separate title of a volume and a special editor of the volume, if applicable, are placed after the general title.

Example: Maharshi, Ramana: *Collected Works*, ed. by Arthur Osborne. New York: Weiser 1970.

Several **Places of publication:** are separated by slashes (Example: New York/Basingstoke.: Palgrave Macmillan 1999). In case of more than three places of publication it is sufficient to name the first one with addition of [et al.] in square brackets (Example: New Delhi [et al.]: Oxford Univ. Press 2006).

**More than three authors:** just the first author is named followed by et al. (Example: Assel, Berger, Coslow und Dünn are named as Assel [et al.]). In the bibliography all authors are listed!

**The specification „44f.“** is only valid for the given and following page. To indicate a longer paragraph, do not choose „44ff.“, but specify the first and last page: „pp. 44–48“. If you would like to refer to a certain page within the section, amend as such: „pp. 44–48 (here pp. 48)“.

**Multiple references** are separated by a semicolon.

### 5.3.3 Recurring references

In case of recurring references the last name of the author, short title and page number are listed:

**Book title:** Winternitz: Indian Literature, vol. 1, pp. 102.

**Journal article:** Khandelwal: Saints, pp. 60.

Please do not use „ibid.“, but repeat the short title for the sake of clarity.

If you quote only one title by an author and there is no other author with the same name, you are allowed to simply quote the author's name.

Example: Khandelwal, pp. 218.

#### **5.4 Quote according to the Harvard system - short reference in the text**

For papers mainly consisting of a discursive analysis using several authors and the exploration of individual, sometimes finely nuanced positions to develop your own line of argument, references in footnotes will rather be unwieldy. Jumping back and forth between text and footnotes interrupts the flow of reading.

In that case you will probably prefer the so-called Harvard system, also known as "author / year system". Advantage: In this citation system footnotes remain for "real", formulated notes and comments, they are hence not used for simple listing of sources or references (except initial quotes of sigla, see below.). Instead, the short form with name (year + page / s) is cited within the body of the text<sup>7</sup>:

His explanation appears to be merely a denial of something he is not comfortable with, that is, that the Buddha ordained women in the same way as men, implying an equivalent status to men. His opinion is that: 'On still other occasions [something] is mentioned that is not possible, or that does not exist.' (Pruitt 1998:380)

You can find the specification of page numbers in some handouts with comma + p. / Pp.

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#### **5.5 Quote with sigla / scribal abbreviations**

For frequently recurring evidence that you have extracted from primary texts, you can set a siglum, which is then carried along in the text.

At the first instance of a siglum reported in a footnote:

"Monier-Williams, Monier: *A Sanskrit-English Dictionary. Etymologically and philologically arranged with special reference to cognate Indo-European languages* [1899]. Delhi : Motilal Banarsidass 1990, p. 29; hereafter cited under MW, all page numbers in the text refer to this edition."

For all subsequent entries that follow, the quotation is placed within the text: "Rāja, m. (ifc.) = 1. *rājan*, a king, sovereign, chief or best of its kind, MBh.; Ka1v. &c." (MW, p. 872).

The sigla are listed in the bibliography as a separate point - List of sigla or Abbreviations - with all relevant details (see section 6.1).

## **6 Bibliography**

The bibliography must be designed in accordance with the selected citation style.

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<sup>7</sup> The following text is cited from: Williams, Liz: "A Whisper in the Silence." *Buddhist Studies Review* 17,2 (2000), p. 172.

Please note:

## 6.1 Classical bibliography in philology

The bibliography lists the primary and secondary literature separately - always in alphabetical order by authors name. Put the last name first, then the first name (Harvey, Peter: *An Introduction to Buddhism. Teachings, History and Practices* [1990]. Cambridge: Cambridge Univ. Press 2013.). This convention makes sorting easily understandable. The result has to be checked, in case you have used the sort function of your word processor.

If you have used sigla, place a list of abbreviations at the beginning of the bibliography, in which you dissolve the abbreviations used:

AN    Aṅguttara-nikāya  
D     Derge edition  
MA    Madhyama-āgama (T 26)

## 6.2 Bibliography according to the Harvard system

All Harvard short quotes must be itemized in the bibliography. Here we learn what text has been taken, e.g. with the quote "(Pruitt 1998:44)". Each entry in the bibliography follows the pattern:

Pruitt 1998

Dhammapāla: *The commentary on the verses of the Therīs. Paramatthadīpanī VI*. Transl. by William Pruitt. Oxford : Pali Text Society 1998.

Titles of books and journals are in italics. Several publications of the same author or editor in one year are distinguished by appending letters (2000, 2000a, etc.).

If quoting from articles or anthologies, characterize the title of the article by quotation marks:

Williams 2000

Williams, Liz: "A Whisper in the Silence." In: *Buddhist Studies Review* 17, 2 (2000), pp. 167-173.

In case of references to internet sources, the date of retrieving the document is needed (also used in the Harvard system):

Malpas 2003

Malpas, John: „Donald Davidson.“ In: Zalta, Edward N. (ed.), *The Stanford Encyclopedia of Philosophy* (Winter 2003 Edition), under:

<http://plato.stanford.edu/archives/win2003/entries/davidson/> [seen: 21.07.2006].

A detailed description of the Harvard system can be found at

<https://libweb.anglia.ac.uk/referencing/harvard.htm> [retrieved: 01.09.22].

## 7 Plagiarism in academic papers <sup>8</sup>

### General Requirements

"Plagiarism" (from Latin *Plagiarius* = "kidnapper", later French *plagiaire* = "stealing intellectual property") means that information found in sources of other authors is issued as your own output. People adorn themselves with borrowed plumes. This is not a simple misconduct, an "accident" or a minor offense. In case you plagiarize, you are guilty of forgery and fraud. Plagiarism is a criminal offense. In many countries, including the United States and, increasingly in Germany, plagiarism will be punished by expulsion from the University. This is because confidence in the scientific integrity of the plagiarist is lost.

It cannot be the intention of the University to rashly criminalize students who are not fully aware of the consequences of their actions. It is therefore all the more urgent to explain from the beginning what plagiarism is and which consequences it entails. After reading this chapter, therefore no excuse is accepted.

### What is plagiarism?

Plagiarism is a violation of fundamental ethical principles of scientific practice. These principles include the strict honesty on the issue of intellectual property. The acquisition of phrases and ideas of others in their own arguments must be documented in every case by citation or bibliographic reference detection. Suppressing (and falsification of) relevant sources and evidence is an abusive exploitation, in which the impression is given that the result is achieved by your own authorship. Serious scientific discourse always means dealing with other positions. However, these should be clearly identified and recognizable as by other authors and be related to your own arguments.

### How to recognize plagiarism?

The clearest case occurs when sentences, paragraphs or entire sections are copied from another work. This applies not only in the case of print media, but also increasingly for electronic media. The information stored in digital format may indeed be accessed without effort, free of charge and will be available for general use, but in an academic paper they must also be cited with the date of access. This also applies to reference works such as encyclopaedias and handbooks. A counterfeit product can already be an adopted concise or judgmental formulation, which is not part of the general knowledge. It cannot be said to be a more serious or less serious plagiarism, once the intention of plagiarism is obvious (this is called an "intentional plagiarism"). It is not enough to provide a bibliography with one caption "Used literature" and then using material from the references without further information, i.e. quotes, in the body text. Rather, a specific reference with page numbers is required.

Statements such as "Goethe is the author of *Wilhelm Meister*" or "Shakespeare lived from 1564 to 1616" are part of the general knowledge which does not have to be cited. It is therefore not necessary to prove any banal fact, as long as it is not controversial. It is only an original thought or a concise formulation, resulting from individual mental performance that must be attributed to its author.

### Personal responsibility

Like other illegal behavior plagiarism is also perhaps not justified by suspected plagiarists, but excused with external circumstances and emergencies: One was under time pressure, has suffered from writer's block, or went through a phase of personal problems. Apart from the fact that such statements are hardly verifiable, these circumstances equally apply to a large number of students who make the best of their situation and do not resort to fraud. Even in natural sciences, there is a responsibility that cannot be ascribed to external circumstances.

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<sup>8</sup> This chapter is the slightly revised and translated version of „Merkblatt: Plagiate bei wissenschaftlichen Arbeiten“ by the Department Language, Literature and Media SLM I+II, Univ. of Hamburg, 6.1.2008.



## Detection of plagiarism

Often plagiarism is evident in that it is easily identified as a “foreign body” within the argument in form of peculiarities of styles which are absent elsewhere in the work. Lecturers who correct the work are in general familiar with the subject and the relevant literature to be taken into consideration.

Special software also makes it much easier to track plagiarism. At many Universities, it is common practice to deliver a digital version of a paper together with a print version in order to easily detect copy & paste. So you are required to act accordingly.

Who wants to plagiarize without risk today has to spend a lot of energy that is better invested in an independent writing of a thesis.

## Consequences

If a lecturer discovers plagiarism, the paper will be marked as "failed", and must be communicated to the master's and doctoral committee (audit committees) in every case. The Committee will then invite the student to weigh the arguments of both sides. If plagiarism is proved, the work is eventually marked as "failed". A repetition is not possible. This can lead to the loss of an entire semester if the relevant work is an integral part of the course.

## Concluding remarks

Plagiarism is not only a matter of academic rules, regulations, policies and legal violations. It also contradicts a basic attitude that is crucial to academic work. This stance includes intellectual curiosity, desire for an independent analysis of a problem, dealing with critical positions in the literature and respect for the intellectual capacity of others, which is a prerequisite for self-respect of one's own achievement. If the University is trying to protect itself against plagiarism, it defends what it represents as a place of scholarly debate. And it supports those students who are looking for this fruitful debate without resorting to fraudulent means.

## 8 Submission: dates and formalities

Please note the deadlines in your own interest! For the BA and MA programs apply mandatory deadlines. The following information is to be regarded as reference point, so please inquire with your seminar leader on the specific date.

Seminar papers	BA students: refer to the academic calendar; Master's students and other courses of study: by the end of semester or earlier
BA thesis	see: <a href="https://www.aai.uni-hamburg.de/studium/formulare.html">https://www.aai.uni-hamburg.de/studium/formulare.html</a>
MA dissertations	individual deadline

If you need your seminar certificate by a certain date (different from the given date), please tell the lecturer in time, i.e. even before you start with your paper. By submitting your paper, please mention the required date again in written form.

Please submit the bound or stapled print version of your paper with your handwritten signature under the compulsory declaration. Please put it into the pigeonhole of your seminar leader in the office of the department India and Tibet. Please submit your BA or MA thesis in parallel in electronic format as a DVD / CD.

In case of uncertainties and questions, please contact your supervisor.

We wish you much success!

## 9 Sample pages: cover sheet and declaration

### Cover sheet

The cover sheet for your term paper should be prepared according to the following sample page.

Universität Hamburg  
Wintersemester 20XX  
International M.A. Program in South Asian Studies / Buddhist Studies / Tibetan Studies  
Seminar: 57-XXX Introduction to ...  
Lecturer: Birte Plutat

**Title**

**Subtitle (if applicable)**

Peter Panther  
Bogenstraße 14  
20 255 Hamburg  
phone: 040/44 55 66  
peter.panther@web.de  
Your semester major subject (HF), minor subject (if applicable) (NF)  
matriculation no. 12345678

## Declaration

As last sheet of your BA or MA thesis insert the obligatory declaration.

Please take the following text in German and sign the declaration on the original print.

Erklärung über das selbstständige Verfassen der [BA/MA]-Arbeit	
Ich versichere, dass ich die vorliegende Arbeit selbstständig verfasst und keine anderen als die angegebenen Hilfsmittel benutzt habe. Alle Stellen, die dem Wortlaut oder dem Sinne nach anderen Texten entnommen sind, wurden unter Angabe der Quellen (einschließlich des World Wide Web und anderer elektronischer Text- und Datensammlungen) und nach den üblichen Regeln des wissenschaftlichen Zitierens nachgewiesen. Dies gilt auch für Zeichnungen, bildliche Darstellungen, Skizzen, Tabellen und dergleichen. Mir ist bewusst, dass wahrheitswidrige Angaben als Täuschungsversuch behandelt werden und dass bei einem Täuschungsverdacht sämtliche Verfahren der Plagiatserkennung angewandt werden können.	
.....	.....
Ort, Datum	Unterschrift

Translation for your information only:

Declaration on the independent writing of the [BA / MA] thesis
I affirm that I have written this thesis independently and have not used other than the specified resources. All passages that were taken from other texts, as literal quotations or indirect quotes, are included with detailed references and by the usual rules of scientific quotation (including the World Wide Web and other electronic text and data collections). This also applies to drawings, graphic images, sketches, tables and the like. I am aware that any false information will be treated as an attempt of deception. All methods to detect plagiarism will be applied as consequence.

## 10 References

Booth, Wayne C. / Colomb, Gregory G / Williams, Joseph M. (2008): *The craft of research*. 3. Ed. Chicago: Univ. of Chicago Press.

Eco, Umberto (2015): *How to write a thesis*. Cambridge, Mass.: MIT Press.  
Available as an e-book

Fitzpatrick, Jacqueline / Wright, Debra J. / Secrist, Jan (1998): *Secrets for a successful dissertation*. Thousand Oaks, Calif: Sage.

Greetham, David C. (Ed.) (1995): *Scholarly editing. A guide to research*. New York, NY : Modern Language Association of America.

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Peer, Willie van / Hakemulder, Frank / Zyngier, Sonia (2012): *Scientific Methods for the Humanities*. Amsterdam, Phil.: Benjamins.

Wallwork, Adrian (2011): *English for writing research papers*. New York: Springer. Also as e-book.