

## *Academic Writing Requirements*

### **Guidelines for written academic works at the Department of Languages and Cultures of Southeast Asia**

June 2021

#### **I. General Information and Rules**

##### *Formalia*

- Language: German or English, consult your lecturer
- Length: consult your lecturer
- DIN A4 sheets, printed on one side, not handwritten
- Font: 11pt or 12pt, Times New Roman, Calibri or Cambria (if you use vernacular scripts (e.g. Thai) please use Angsana New, which is applicable to both Microsoft and Apple)
- Footnotes and citations 10pt
- Line spacing: 1.5 lines or exactly 18 pt, simple in footnotes
- Margins 2,5cm on each side
- Justified print
- Indent direct quotations longer than three lines.
- Mark interventions and omissions in cited texts with square brackets [ ]
- Pages should be numbered in a clearly visible manner, starting with the first page of written text
- Notes must be placed either at the bottom at the page (footnotes) or and the end of the work (endnotes). They should contain information that is additional to the main text but not a crucial part of it
- Italicise words and expressions in a language other than that of the main text

##### *Quoting*

- You must make the thoughts of other authors clear and quote them verbatim (always using quotation marks) or indirectly or paraphrase and substantiate them. Copying passages from unnamed sources is considered an attempt at fraud!
- A quotation does not stand on its own, it must be argued in the text.
- Foreign language texts: quote German and English (and possibly French and Spanish) in the original, translate all other languages (and mark your own translation as such)
- Citations from a foreign language in a non-Latin script (such as Thai or Lao): for short citations insert the English /or German) translation into the text and put the original into a footnote. For longer citations put the citation in the original script in an indented paragraph, followed by English (or German) translation indented

- For the Romanization of Thai and Lao words, we strongly recommend to apply the transcription tables, devised at the Thai Studies Section of the Southeast Asia Department, which widely follows the transcription system of the Royal Thai Institute

### Sample Citations

- Vickery suggests that: “No one, even if previously a monk, may simply put on robes and declare himself ordained; and this is a universally-recognized requirement of traditional Buddhism, unrelated to the politics of any state.” (Vickery, 1986, p.161).
- The reason for the collectivization was that all groupings of friends, kinships and especially families posed a threat to the revolution (Pran & Kiernan 1997).
- Hinton (1998) believes that this was caused by a long story of traditional values where status and family background were a fundamental aspect in Khmer society.

### *Before submission*

- Adhere to the deadline
- Proofread carefully

## **II. Structure**

### *Title page*

- Institute, title of the course, lecturer, date/semester
- Title of the work (A title cannot contain a question, leading questions are to be raised in the introduction)
- Name of the author, E-Mail, number of semesters, student number, subject/s, date of submission

### *Table of Contents*

- The table of contents gives the reader an overview of the structure of the work with all its parts as well as of its logical structure.
- Structure your work in chapters and, if necessary, sub-chapters. A numerical or alphabetical breakdown is possible. Structuring systems should not be mixed.
- There must never be a single sub-chapter under a higher-level section.
- The page counting of the work begins with the first page of text.

### *List of Figures*

- If there are more than five figures, the table of contents is followed by the list of figures. If necessary, a list of abbreviations should also be included.

*Introduction*

- Topic, objective, question; what should be achieved in the work? Limiting the work (setting aspects or focus, e.g. region, time, theories and positions, comparison of selected positions or cases; for longer work: what was left out and why?)
- State of research and sources
- review or/and question the used literature /sources shortly

*Main part*

- Answer the question from the introduction step by step by explaining your arguments and substantiating them
- The main part consists of several chapters and possibly subsections. A text must be written for each of these sections, no headings without subsequent text
- Transitions and connections between the chapters are important for a coherent argumentation: The text should show how the chapters relate to each other and to your question
- Avoid paragraphs comprising only one single sentence or running over more than one page

*Conclusion*

- Introduction and conclusion form the framework of a work, their contents are to be matched accordingly
- Give explicit answers to the questions asked in the introduction
- Summarize the most important results concisely without adding new content. Grasp the main ideas of the work, which can be understood without reading the entire text
- Raise further questions or aspects that should be further investigated to answer your questions
- Review your own work and argumentation. What aspects are missing to conclude and answer your questions? Where is more research needed?

*Bibliography*

- The bibliography contains all sources (monographs, journal articles, contributions from anthologies, etc.) to which you refer in the work, in alphabetical order of the authors' surnames
- Only mention references that were used in the work
- Malay, Thai and Lao authors are put in alphabetical order according to first names mentioned: Thongchai Winichakul (not: Winichakul, Thongchai), Badriyah Haji Salleh (not: Salleh, Badriyah Haji or Haji Salleh, Badriyah)
- BE CONSISTENT!
- Use in-text citation or footnotes
- Citation styles: Harvard, [Chicago](#), [APA](#) or [MLA](#)

Sample Bibliography

Bounleuth Sengsoulin. 2016. "Buddhist Monks and their Search for Knowledge : an examination of the personal collection of manuscripts of Phra Khamchan Virachitto (1920–2007), Abbot of Vat Saen Sukharam, Luang Prabang", PhD dissertation, University of Hamburg.

Thoreau, Henry David, "Walking," in *The Making of the American Essay*, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), 177–78.

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." *Journal of Human Capital* 11, no. 1 (Spring 2017): 1–34.  
<https://doi.org/10.1086/690235> .

Google. "Privacy Policy." *Privacy & Terms*. Last modified April 17, 2017. <https://www.google.com/policies/privacy/>.

*Appendix*

- May contain sources that have not been published or are extremely difficult to access (ex.: manuscripts in a certain language), additional information for the enhancement of the argument or details too big for foot – or endnotes

*For more detailed information please see: "Guidelines for BA and MA Theses at the Department of Languages and Cultures of Southeast Asia"*