

Formalities when writing a seminar paper at the Department of Economic and Social Geography at the University of Cologne

Declaration

The following declaration from the student has to be attached to the paper:

„Hiermit versichere ich, dass ich die vorliegende Arbeit selbstständig und ohne die Benutzung anderer als der angegebenen Hilfsmittel angefertigt habe. Alle Stellen, die wörtlich oder sinngemäß aus veröffentlichten und nicht veröffentlichten Schriften entnommen wurden, sind als solche kenntlich gemacht.“

Köln, 22. Oktober 2018 (replace with right city and date)

Translation (do not write this on the paper): "I hereby declare that I have written this thesis solely on my own and used only the specified resources. All passages which have been taken from published or unpublished are marked as such."

Prevention of plagiarism

Every student who submits a seminar paper has to add the following declaration at the end of his/her paper.

„Ich erkläre mich damit einverstanden, dass die Arbeit mit einer Plagiatssoftware kontrolliert wird.“

Köln, 22. Oktober 2018 (replace with right city and date)

Translation (do not write this on the paper): "I hereby agree that my paper can be checked with plagiarism software."

Layout

Page format DIN A4

Font: Text: Times New Roman 12 pt., margin justification,
Automatic hyphenation.
Footnotes: Times New Roman 10 pt., margin justification.

Line spacing: Text: 1.5 line spacing (18 pt.)
Footnotes: 1 line spacing
Empty lines only before and after headings, figures or tables.

Page margins: Left: 4 cm
Right: 2 cm
Top and Bottom: 2.5 cm.

Captions and headings, labelling of tables, figures etc. as desired.

Length

The length of the paper is specified for each course individually.

Cover sheet

On the cover sheet please give the following information: name of the course, date, semester, lecturer's name, title of the paper, your name, number of semester, matriculation number, telephone number and e-mail.

Lists

Please first include before the text a table of contents as well as a list of figures and a list of tables if applicable (together with the page numbers) as well as an alphabetical list of abbreviations. A bibliography of cited literature should be added after the text.

Page arrangement

1. Cover sheet
2. Table of contents (I)
3. List of figures and list of tables (if applicable) (II and III)
4. List of abbreviations (if necessary) (in alphabetical order) (IV)
5. Main text
6. Bibliography of cited literature (author's names in alphabetical order)

Tables, figures etc.

Tables and figures should be incorporated into the text, they should be numbered in ascending order and should be given a heading and labelled with their source.

Only in exceptional cases and after consultation with the lecturer, should tables and figures be attached as appendices without any page numbers.

The list of abbreviations, if given, should not contain any common abbreviations.

Numbering

Cover sheet without numbering. Please use Roman numerals (i, ii, iii, iv, ...) for lists preceding the main text and Arabic numerals (1, 2, 3, 4, ...) for numbering the main text and for any lists which follow. Footnotes must be numbered in ascending order.

Structure

Please do not use more than *three* structural levels. Subsections are allowed if there is more than one subsection. For example, if there is a subsection 1.1, a subsection 1.2 should also exist.

Quotations

- Quoting both in the text itself (in brackets) and at the bottom of the page with consecutively numbered footnotes is allowed. You have to remain constant with one of these styles throughout your entire paper.
- A direct quote must be indicated with quotation marks (“...”).
- Omissions must be marked with three dots [...], insertions in [square brackets].
- If a source refers to another source, you have to quote the original source (and write it in the bibliography). Separate the source you are citing with a comma with and insert ‘cit. in’: Example: Petersen 1995, p. 28, cit. in Schmitz 1997, p. 34.
- If an idea or paragraph you wrote in your paper refers to several pages of the original source, you have to write...
 - ...when you refer to one page and the following page: (Müller 2017, p. 3 f.).
 - ...when you refer to one page and the two or more following pages: (Müller 2017, p. 3 ff.).
- Each quotation should include the name of the author, year of publication and page number.
- If the author is not known (for example in information brochures, newspapers, internet sources) please use the name of the publishing body.
- If a source was written by more than two persons (e.g. Müller, Meyer, Bauer & Schmidt), you only have to list the main author with an additional “et al.” in the reference in the footnote or in-text: ‘(Müller et al. 2017, p. 3)’
- Two authors should be connected with an “and”: ‘(Müller and Meyer 2017, p. 5)’.
- If different authors with the same surname are cited, the author’s name must be followed by his/her initial: ‘*name, initial. year, p.*’
- If your bibliography includes a number of articles from the same author or from an unknown source and the same year, these articles need to be differentiated between by using small Latin letters behind the year (beginning with “a” and alphabetically sorted by title): ‘*name 2018a, p.*’ This should correspond with the bibliography of cited literature.
- If you use internet sources only websites may be cited starting with ‘www’. The above mentioned quotation rules apply. If the URL consists of several pages, the page number (if available) or chapter must be stated.

Bibliography

The bibliography must be arranged in alphabetical order according to the author’s name. In contrast to brief information in the text as mentioned above, every source in the bibliography must be given in detail.

Monographs

Name, First name initials. (Year): Full title. Edition (if not the first). Place of Publication: Publisher.

Journal articles

Name, First name initials. (Year): Full title. In: Name of journal, Volume(Issue). Page reference(s).

Articles in edited volumes

Name, First name initials. (Year): Full title. In: Name of editor(s), Initials of editor(s) (eds.): Title of edited volume. Collected edition or Series. Number of edition. Place of publication: Publisher, Page reference(s).

Web pages

Name, First name initials. (Year): Title of article: Online: URL [Date]

The exact name of the URL must be given, <http://www.uni-koeln.de> would not be sufficient!

In general

- All authors must be listed and separated by semicolons.

Name, First name initials; Name, First name initials; Name, First name initials. (Year): Full title. In: Name of editor, First name initials; Name of editor, First name initials; Name of editor, First name initials (eds.): Title of edited volume. Place of publication, Place of publication, Place of publication: Publisher, Page reference(s).

Examples

Monographs

Bathelt, H.; Glückler, J. (2003): Wirtschaftsgeographie. Ökonomische Beziehungen in räumlicher Perspektive. 2nd edition. Stuttgart: ABC-Verlag.

Journal articles

Fredmann, J. (1996): Standort. In: Europa Regional, 12(9), pp. 23-54.

Articles in edited volumes

Sternberg, R. (1995): Technologie- und Gründerzentren als Instrument kommunaler Wirtschafts- und Technologieförderung. In: Ridinger, R.; Steinröx, M. (ed.): Regionale Wirtschaftsförderung in der Praxis. Köln: Schmidt, pp. 201-224.

Web pages

Wirtschafts- und Sozialgeographisches Institut (2005): Formalia zur Anfertigung von Hausarbeiten im Wahlpflichtfach Wirtschafts- und

Sozialgeographie. Online: <http://www.wigeo.uni-koeln.de/studium/formalia/hausarbeiten/> [April 16th 2018]

Series

Fuchs, M. (1999). Erwerbsbedingungen und –strategien der Bevölkerung in Puebla (Mexiko). Wirkungen der Krise 1994/1995 unter Berücksichtigung von Globalisierung und nationaler Regulation. Düsseldorfer Geographische Schriften, issue 38. Düsseldorf: Heinrich-Heine-Universität.

Language

Your entire paper needs to be written in English (except for the declarations mentioned at the beginning)!

Submission of your paper

The submission of the seminar paper is specified for each course individually. The printed version should be perforated with two holes and bound or tacked together with a filing strip. No clip folder, spiral binding, transparent sheets are necessary. Formal deficiencies will result in grade deduction.