

MASTER'S PROGRAMME „GERMAN PHILOLOGY: THEORY – APPLICATIONS“

INSTRUCTIONS FOR WRITING A THESIS

When writing a thesis, students are asked to read both the guidelines for writing a thesis and the Deontological Code, which can be found on the MA programme website.

SCOPE OF WORK	15 to 30 pages or 5000 to 10000 words. The length of the thesis is determined in consultation with the lecturer, but should be within the limits mentioned above. These figures include the footnotes but not the bibliography and any appendices (e.g. data corpus, texts, drawings, etc.)
TITLE PAGE	The title page must include the following: <ul style="list-style-type: none">• Complete title of the seminar paper,• First name, patronymic and surname of the student,• First and last name of the supervisor and his/her rank (e.g. Associate Professor),• the Master's degree programme, the subject area, the department, the university at which the thesis was written,• Subject for which the thesis was written,• year of writing
TABLE OF CONTENTS, LIST OF ILLUSTRATIONS (TABLES/PICTURES ETC.)	They appear in this order (first the table of contents and then the table of contents) directly after the title page.
OUTLINE	The seminar paper consists of: <ul style="list-style-type: none">• the introduction,• the main part (divided into chapters and, if necessary, subchapters according to the pattern 1.1, 1.2 or 1.1.1, 1.1.2 etc.)• Conclusion• Bibliography
FORMAT	<ul style="list-style-type: none">• Paper size: DIN A4• Font: Times New Roman• Font size: 12 point.• Language: German• Margins: uniform 2.5 cm

	<ul style="list-style-type: none"> • Line spacing: 1.5 • Page numbering consecutive, from the page following the title page
FOOTNOTES/REFERENCES	<p>In the field of LITERATURE, the notes are in footnotes. The footnote symbol is placed at the end of a quotation or at any point in the text that needs to be referenced or explained. They are numbered chapter by chapter: Times New Roman font, font size 10, line spacing 1 for the footnote text.</p> <p>In the field of LINGUISTICS/DIDACTICS, the notes are enclosed in brackets within the running text as a summarizing reference to the name, the year of publication and the page of the reference (if necessary).</p>
APPENDIX	The appendices (texts, sample questionnaires, images) can be found at the end of the paper.
BIBLIOGRAPHY	<p>The appendix is followed by the bibliography, first the foreign-language literature, then the Greek-language literature. It is listed alphabetically according to the author's surname. Works by the same authors are listed in chronological order (the older ones first). If the works were published in the same year, they are differentiated by a, b, c, etc.</p> <p>It is important that the bibliography is formatted in a standardized way.</p>
CITATION OF ORIGINAL TEXTS AND USE OF SECONDARY LITERATURE	Direct quotations are placed in inverted commas (""), the corresponding reference is given in brackets or in a footnote. The source of indirect quotations must also be documented. Quotations without citing the source are considered plagiarism and are not permitted.
SUBMISSION OF WORK	The work is to be printed out or submitted as a file by e-mail, depending on the agreement with the lecturer.

All theses must contain a declaration of non-plagiarism, which can be found on the Master's programme website.