

Guidelines for term papers

Cover page:

- Study programme, course name, supervisor, date of submission
- Paper topic
- Name, address, email address, Matrikelnummer, term, course name, supervisor, date of submission

Language: English

Length: 15-20 pages

Text formatting: Times New Roman
Section headlines 12 pt bold letters
Font size 12 pt, normal letters
Line spacing 18 pt

Page formatting: left margin 2 cm
right margin 3 cm

Rules for references:

See style sheet for master theses and term papers (<http://www.sinologie.uni-wuerzburg.de/fileadmin/ temp /Style Sheet for term papers and theses.pdf>)

Guidelines for handouts

Length: 2 pages maximum

Header: Name, email address, term, course name, supervisor, date of submission

Page formatting: left margin 2 cm
right margin 2 cm

Headline with name of the topic

Content:

- Summary of the **main arguments**
- List of used/recommended literature (details depend on class and topic)

General recommendations

- Use English language word processing and correction programme
- Use at least one guide book for academic writing
- Read your paper/ handout aloud before print and submission (to identify spelling errors and cumbersome formulations)

Guidelines for master theses

Cover page:

- Name of the university, faculty, study programme
- Title of thesis
- “Master Thesis for the attainment of the academic degree of Master of Science” (for CBE)
“Master Thesis for the attainment of the academic degree of Master of Arts (for CE)
- Name of supervisor (Prof. Dr. Doris Fischer), date of submission
- Your name, address, email address, Matrikelnummer
- Date of submission
- Seal of the university (see http://www.uni-wuerzburg.de/fuer/beschaefigte/corporate_design_vorlagen/logos/)

Language: English

Length: **60-80 pages** (excluding cover page, outline, list of abbreviations, list of tables and figures, necessary annexes)

Text formatting: Times New Roman
Section headlines 12 pt bold letters
Font size 12 pt, normal letters
Line spacing 18 pt

Page formatting: left margin 2 cm
right margin 3 cm

Declaration on proper academic procedure

Rules for references:

See style sheet for master theses and term papers (http://www.sinologie.uni-wuerzburg.de/fileadmin/temp/Style_Sheet_for_term_papers_and_theses.pdf)

General recommendations

- Use English language word processing and correction programme
- Use at least one guide book for academic writing
- Read your thesis aloud before print and submission
(to identify spelling errors and cumbersome formulations)