



Guidelines

15.03.2022

Formal Criteria for a Scientific Term Paper

The **cover** of the term paper has to include the names of the university, the Institute, the seminar, the lecturer, and the author, the address of the author, the title and subtitle of the paper, the name of the studying programme, the semester, the matriculation number, and also the date of submission (see [Document](#)).

The **structure** of the term paper should be indicated in the table of contents (including page numbers). The structure must include an introduction, the main body, a conclusion, bibliography, and Tables (Appendix/Glossary), if needed.

The **page numbers** begin with the introduction (p.1) and ends with the bibliography (bibliography is not included). The introduction, the chapters, and the subchapters need to be numbered (e.g., 1; 2; 2.1; 2.2;...), but the bibliography or the table of contents do not need numbering. A page break must be inserted after the table of contents and before the bibliography; there should be no page breaks between or after the chapters.

Format: The line spacing has to be 1.5, the margins of the paper 2,5 cm (1inch x 1 inch), the font size needs to be 12, either in "Times New Roman" or "Calibri". For the use of non-English terminology, it is necessary to use *italics*.

Content and Style: A precise formulated topic with a concrete question, a clear structure and the development of an *independent* and *clear* argument is necessary. A pure reproduction of previous research is not sufficient and must be avoided. Careful handling of citations is essential (see "[Chicago Manual of Style](#)"; *Author-date system*).

References and list of references/bibliography: In-text citations, direct or indirect, should be followed by references to the sources; the full use of sources should be included in the bibliography. The *author-date system* of the "[Chicago Manual of Style](#)" is the writing style system for references, footnotes, and bibliography, used by the Institute of Anthropology, and the Department of Anthropology at the South Asia Institute. The bibliography should include only the sources that were used in the term paper. If the student violates the rules of correct citation and bibliography or if the paper includes other formal deficiencies, then grading points will be reduced or the work will be sent back to the student for revision.

All of the papers are controlled for **plagiarism**. The students together with the term paper have to submit a **plagiarism declaration**. The printed and signed [form](#) needs to be included also in the electronic form of the term paper as scanned file.

The **file's name** of the term paper has to have to following form: "Semester_Number of Seminar_Matriculation Nr.". Example: For the seminar "Current Debated in Anthropology" in Summer Semester 2022 the name of the file will be "20221_10ETH510212_Matriculation Nr".