Scientific work

Basics – Term paper

Archaeological Institute / Classical Archaeology / Archaeology of the Roman Provinces
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Central tips for citing in term papers

Writing scientific texts always requires proof of facts and evidence.
This is done by footnotes in the text, in which the references are to be mentioned (literature, ancient text sources, etc.).

A citation also serves to distinguish between thoughts and findings of third parties and one's own.
The correct citation guarantees the comprehensibility of the argument and protects the intellectual copyright of third parties. Failure to use the correct citation violates scientific ethics (plagiarism!).
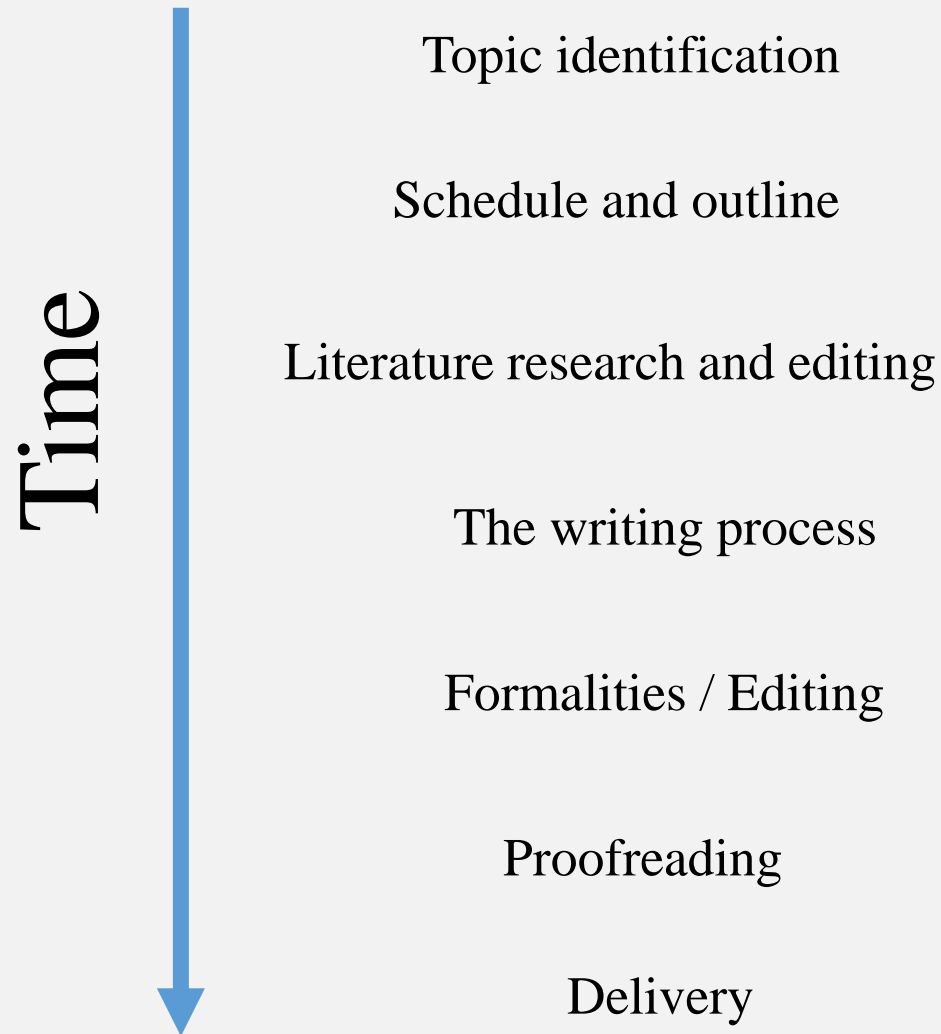
A distinction is made between literal (direct) and analogous (indirect) quotations:

❖ Verbatim quotation: Reproduction of a text passage in exact word order
  Incl. punctuation and spelling
  Marking by quotation marks in the text

❖ Quotation: Reproduction of a text passage in own words (paraphrased)

ATTENTION:
This is the most common source of errors when quoting. Rephrased thoughts or translations from foreign languages are also quotations that must be cited!

Work steps for the preparation of a term paper

Time →

Topic identification

Schedule and outline

Literature research and editing

The writing process

Formalities / Editing

Proofreading

Delivery

❖ **The basis of the term paper is the presentation.**
❖ **Depending on the text length further/other focal points are possible.**
❖ **Use the office hours for preliminary discussion of the term paper!**

Components of the term paper

Depending on the module, lengths of 5, 10 or 20 pages are specified ([module examinations](#)).
This refers to pages of text only.
Cover page, table of contents, bibliography, list of figures and illustrations are to be added.
The specified lengths **must not be undercut** and should not be exceeded (max. + 10%).

Attach standard [cover for term papers](#)

Title page, if applicable

Table of contents

Text

   Introduction: <u>Begins on p. 1</u>

   Main part

   Conclusion/Result

Bibliography

List of Figures

Figures (with figure captions)

Table of contents

- ❖ Include all elements except cover page for term paper

- ❖ Reflects the outline of the work

- ❖ Work with hierarchy levels

- ❖ Headings in the table of contents = headings in the paper

- ❖ Page numbers (except cover page and table of contents)

- ❖ Introduction begins on p. 1

Example of a table of contents

Main text of the term paper (with footnotes!)

Introduction

Entry set

General introduction to the topic

Question

Research History

Pinpointing the problem / terminology

Methodical procedure / outline

Material selection

Main part

Implement „red line" from the introduction

Description of archaeological features / findings

v. a. individual analyses

Critical examination of the subject matter

Work with comparisons: Similarities/differences e.g. in a group of objects

Close

Summary of the analysis

Result

Perspectives / research desiderata

No new facts / arguments

Final sentence

Formal requirements of the institute

Please follow the layout guidelines for the text pages of the term paper.

Formal: Continuous text

Formatting:

Margins: Top: 2.5 cm, Bottom: 2.0 cm,

Left: 3.0 cm, right: 3.0 cm

Font:

Times New Roman in font size 12 pt

or

Calibri in font size 11 pt

or

Arial in font size 11 pt

Paragraph: Justified, with 1.5 line spacing

Footnotes: Font size 10 pt with 1-times line spacing

Footnotes and bibliography

Create footnotes according to author-year system.

All references are cited in the footnotes only as abbreviated citations and the abbreviation is resolved accordingly in the bibliography. The authors are listed in alphabetical order.

Follow the different guidelines for citation (see section on citation guidelines).

Example for Classical Archaeology (DAI Guidelines)

Tucci – Kaderka 2021
P. L. Tucci – C. Kaderka, The Capitoline Temple of Jupiter. The Best, the Greatest, but not Colossal, RM 127, 2021, 147–187

Beachten Sie insbesondere die Hinweise im PDF (Richtlinien DAI): „Schlagwortliste" zu Seiten-, Abbildungs- und Tafelzitat. In den Fußnoten sind die Angaben ff. für mehrere Seiten sowie Ebd. nicht zulässig[4].

Fußnoten enden stets mit einem Punkt[5].

_____

[4] Tucci – Kaderka 2021, 152–158 Abb. 4–9; Hesberg 2005, 46 f. Abb. 11.
[5] Davies 2017, 48 f.

The citation guidelines of the DAI are mainly used in Classical Archaeology in Germany. In addition, there are some other citation guidelines of international format:

- APA (American Psychological Association)
- Harvard
- Chicago
- MLA (Modern Language Ass.)

Please use the DAI guidelines when writing term papers and theses at our institute!

Footnotes and bibliography

Create footnotes according to author-year system.

All references are cited in the footnotes only as abbreviated citations and the abbreviation is resolved accordingly in the bibliography. The authors are listed in the order of their years of publication.

Follow the different guidelines for citation (see section on citation guidelines).

Example for the Archaeology of the Roman Provinces (RGK Guidelines)

POLFER 2006

M. Polfer, Zur Rolle des städtischen Handwerks in der Wirtschaft der römischen Provinz Gallia Belgica auf der Grundlage der archäologischen, epigraphischen und ikonographischen Quellen. In: G. Seitz (Hrsg.), Im Dienste Roms. Festschr. Für Hans Ulrich Nuber (Remshalden 2006) 205−220.

Beachten Sie insbesondere die Hinweise zur Zitierweise und zu den Verweisen auf Zitate in vorherigen Fußnoten[1].

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[1] POLFER 2006, 210.

The citation guidelines of the RGK are mainly used in Archaeology of the Roman Provinces in Germany. In addition, there are some other citation guidelines of international format:

- APA (American Psychological Association)
- Harvard
- Chicago
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Image reference for papers and term papers - Arachne
   Not the link to the data set (with all images), but to the respective image/negative number.

Beispiel-Objekt, sog. New Yorker Kouros:
https://arachne.dainst.org/entity/1083040

Bildmetadaten

⛶ Vollbild

↻ Drehen

⊞ Alle Abbildungen (15)

⊞ 2/15

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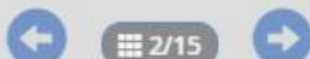
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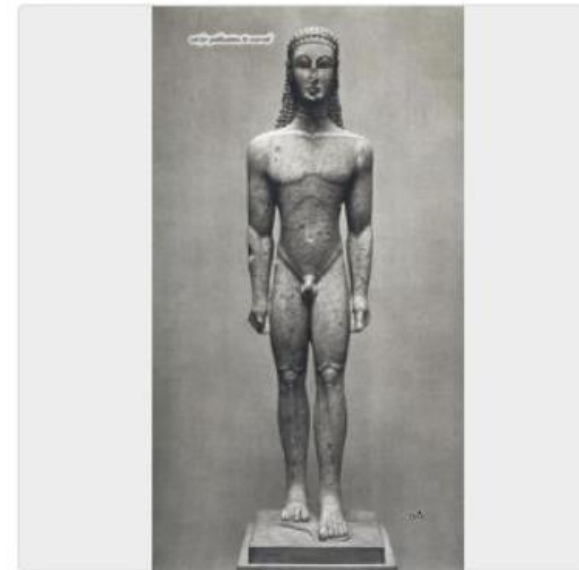
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Geändert: 2011-11-06 15:06:59

Abbildung

Verknüpfte Objekte (1)

Literature management

❖ Management of literature and citations

❖ Can be integrated into word processing programs (e.g. Word)

❖ Often have extensions to add literature to the database directly from the internet

❖ Often free / discounted for students

❖ **Caution with automatic creation of bibliographical list.**

Check: Does the bibliography comply with the citation guidelines?

Especially conference proceedings and/or series will be

often not correctly specified!