

Essay Guidelines

for all essays to be written within the BA German programme

The following guidelines will help you to write essays successfully and to present your ideas clearly and persuasively.

All the essays which you have to write within the BA German programme must adhere to the referencing system laid out below.

This system is based on principles widely used in the humanities and, in particular, in German Studies. These guidelines will allow you to reference the vast majority of your sources appropriately, but if cases arise where you are unsure how to reference a source correctly, please consult your lecturer.

Language

Essays can usually be written in German or in English, unless you are instructed otherwise.

Format

Essays have to be printed on A4 paper, on one side only.

Font: Times New Roman, Font size: 12, 1.5 spacing

Do not forget page numbers!

Structure

The essay needs a clear structure, a coherent argument and an appropriate register (not colloquial). It should consist of the following parts:

- **Cover page:** your name, title of your essay, course details, name of supervisor, contact details
- **Introduction:**
The introduction is your first contact with the reader – make him/her curious, briefly introduce your topic and provide a short overview of the structure of your essay. The introduction should address the following questions:
1. What is the topic of the essay?
2. What specific question does it raise?
3. What material is analysed?
- **Main part:**
Your line of argument should move from the general to the specific. Your essay is not about “opinions” but rather about a *hypothesis* or *assumption* that you argue is right or wrong.
- **Conclusion:**
The conclusion summarises the main points of your essay. It can refer back to the introduction. It should demonstrate that you have done what you set out to do at the start of your essay.
- **References:**
All quotations, whether direct or paraphrased, and all special terminology must be referenced in footnotes.

Essay Guidelines For Instructor

G Psacharopoulos



Essay Guidelines For Instructor:

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