

A Guide to Writing Term Papers

Please read this guide carefully before you start working on your term paper. If you still have any questions, please tell your instructor, for we are constantly trying to improve this guide. Thank you!

General Remarks

Your term paper must be written in English.

Please use the Times New Roman font, 12pt size, 1.5-spaced.

Please use the following margins: left margin: 3cm, right margin: 2.5cm, top margin: 2cm, bottom margin: 2cm).

Please add page numbers (starting with the first page of the introduction).

A term paper generally consists of six parts:

1. a title page
2. a table of contents
3. an introduction
4. the main part of your paper (which may be divided into subchapters)
5. a conclusion
6. a works cited list
7. a separate statement that includes the following sentence: "Ich versichere hiermit, dass ich zur Anfertigung vorliegender Arbeit keine anderen als die angegebenen Hilfsmittel benutzt und keine fremde Hilfe in Anspruch genommen habe." Add place, date, and your signature.

Depending on your topic, you may also want to add an appendix containing paintings, photographs, screen shots, etc. after the works cited list.

Title Page & Table of Contents

On the following two pages, you will find examples of what your title page and your table of contents should look like.

Guide For Term Papers

KJ Lindholm-Leary



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