

Department of Modern Languages and South Asian Studies

## **INSTRUCTIONS FOR WRITING SCIENTIFIC PAPERS**

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### **1. General information**

Seminar papers or theses must be written on a computer using a word processing program. The pages are to be written on one side with a line spacing of 1.5. The font URW Palladio is recommended, as it supports all necessary diacritics.

### **2. Scope**

Written work should correspond to the following scope:

- i. BA seminar papers: 8-12 pages
- ii. MA seminar papers: 15-20 pages
- iii. BA theses: 30 pages
- iv. MA theses: 60 pages

### **3. Structure of the work**

#### **I. Title page**

Each written paper must contain a title page with the following information:

- i. Author of the thesis as well as matriculation number, chosen subjects and e-mail address.

Address of the author

- ii. Title of the work
- iii. Title and lecturer of the course in which the work was completed

The title page is excluded from the page numbering.

#### **II. Table of contents**

All structural elements of the thesis must be reproduced exactly in the table of contents.

All chapters, subchapters, bibliography and, if applicable, appendices must be listed in the table of contents with the corresponding page numbering.

The table of contents is also excluded from the page count.

### **III. List of abbreviations**

If necessary, a list of abbreviations can be created to record the abbreviations of standard works and journals referred to in the work (e.g. *ZIS* = *Zeitschrift für Indologie und Südasiastudien*; *EI*<sup>2</sup> = *Encyclopaedia of Islam. New Edition*).

Commonly used abbreviations are excluded from the list of abbreviations.

### **IV. Introduction**

Every written paper is preceded by an introduction in which the research question and objective of the paper are explained. It can serve as an introduction to the topic of the paper. In addition, the introduction should explain the methodological approach (description of the steps taken in the work, information on the selection of material), theoretical considerations and the transliteration system used.

### **V. Main part**

The main section serves to elaborate on the question posed in the introduction. The hypothesis of the thesis is to be formulated and substantiated by evaluating the source material used and placing it in the context of the secondary literature.

The main section should be divided into various chapters and sub-chapters for the sake of clarity and to make it easier to follow the line of argument.

### **VI. Conclusion**

The conclusion summarizes the results of the main section. The argumentation of the main part should be presented in a structured manner. To what extent could the question formulated in the introduction be answered or the hypothesis upheld? Have new questions or research perspectives emerged in the course of the work?

## VII. References

References are used to clearly identify and trace the source texts used in academic papers. A basic distinction is made between the bibliography and references in the text.

All sources used directly or indirectly must be listed in the bibliography. The bibliography is arranged alphabetically by author's name and contains complete bibliographic information that allows the materials to be clearly identified.

References in the text are used to substantiate direct and indirect quotations. Direct quotations must be clearly marked as such with quotation marks or otherwise in the text and, like indirect references (e.g. paraphrases), must be substantiated by citing the source. Two styles that can be used in scientific papers are described below.

### i. Chicago style

#### 1. Bibliography

Proof of independently published literature:

Surname, first name of the author. *Title. Subtitle of the work.* Place of publication: Publisher, year of publication.

Example: Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

Proof of non-independently published literature:

- from collected editions

Surname, first name of the author. "Title: Subtitle of the essay". *Title: Subtitle of the collective work*, ed. surname first name of the editor. First page number - last page number. Place of publication: Publisher, year of publication.

Example: Thoreau, Henry David. "Walking." *The Making of the American Essay*, ed. John D'Agata, 167-95. Minneapolis: Graywolf Press, 2016.

- from periodicals (magazines, newspapers, etc.)

Surname, first name of the author. "Title: Subtitle of the essay". *Title. Subtitle of the journal* Volume number (year of publication). First page number - last page number.

Example: Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. "Expanding College Access in Taiwan, 1978-2014: Effects on Graduate Quality and Income Inequality." *Journal of Human Capital* 11, no. 1 (Spring 2017): 1-34.

## 2. References

References are given in the footnotes. These are numbered consecutively throughout the paper, i.e. not starting with "1" on every page. Each footnote used to cite a source is a sentence and ends with a period. Consequently, all periods used as separators in the bibliography are replaced by commas here. A distinction is made between the first reference and the following short reference in the case of repetition.

### Independently published literature:

First name Last name of the author. *Title. Subtitle of the work*. (Place of publication: publisher, year of publication), first page number - last page number.

Example: Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315-16.

### Proof of non-independently published literature:

- from collected editions

First name Last name of the author, "Title: Subtitle of the essay", *Title: Subtitle of the collective work*, Ed. Last name First name of the editor (place of publication: publisher, year of publication), first page number - last page number.

Example: Henry David Thoreau, "Walking," *The Making of the American Essay*, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), 177-78.

-from periodicals (magazines, newspapers, etc.)

First name Last name of the author, "Title: Subtitle of the essay". *Title: Subtitle of the journal* Volume number (year of publication): first page number - last page number.

Example: Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, "Expanding College Access in Taiwan, 1978-2014: Effects on Graduate Quality and Income Inequality," *Journal of Human Capital* 11, no. 1 (Spring 2017): 9-10.

#### Brief vouchers:

If a title is referred to more than once in the paper, only the first reference is cited in full (first reference). Subsequently, only the short reference is used. Here, only the author, a suitable short title and the passage to which the text refers are mentioned. Short references only state the author's surname, title and page number.

Examples:

Smith, *Swing Time*, 320.

Keng, Lin, and Orazem, "Expanding College Access," 23.

## ii. Quoting in continuous text

This variant is characterized by the specification of only very abbreviated references within the continuous text. This requires an appropriate arrangement of the bibliography to ensure quick identification of the sources. References are documented by stating the author and year of publication of the cited work. The bibliography is therefore structured with these central details in mind.

### 1. Bibliography

#### Proof of independently published literature:

Surname, first name of the author. Year of publication. *Title: Subtitle of the work.* Place of publication: Publisher.

Example: Smith, Zadie. 2016 *Swing Time*. New York: Penguin Press.

#### Proof of non-independently published literature:

- from collected editions

Surname, first name of the author. Year of publication. "Title: Subtitle of the essay."  
*Title: Subtitle of the collective work*, editor's surname, first page number, last page number. Place of publication: Publisher.

Example: Thoreau, Henry David. 2016. "Walking." *The Making of the American Essay*, ed. John D'Agata, 167-95. Minneapolis: Graywolf Press.

- from periodicals (magazines, newspapers, etc.)

First name Last name of the author. "Title: Subtitle of the essay." *Title: Subtitle of the journal* Volume number (count): first page number - last page number.

Example: Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. 2017. "Expanding College Access in Taiwan, 1978-2014: Effects on Graduate Quality and Income Inequality." *Journal of Human Capital* 11, no. 1 (Spring): 1-34.

## **2. References**

When citing in continuous text, the source reference follows the direct or indirect quotation by stating the author, year of publication and page number in brackets. The distinction between independent and non-independent literature does not apply to this style of source citation.

(Author's name, year of publication, first page number - last page number)

Example: (Smith 2016, 315-16)

## **VIII. Attachments**

Maps, illustrations, translations of larger parts of sources etc. can be included in the appendix.

## **IX. Footnotes**

Footnotes are used - in addition to the above-mentioned use for source references - to annotate lines of thought or references that cannot be accommodated in the main text or distract from the line of argument in the main text.

## **4. Essays**

Instead of seminar papers, in some seminars weekly essays <sup>1</sup> are written on the reading handed out. The aim of an essay is to critically examine the reading and should not be misunderstood as a mere reproduction of the content of the text. The essay can discuss a question posed by the lecturer or deal with a question or criticism of the text chosen by the student.

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<sup>1</sup> As an alternative to weekly essays, four essays of greater length (approx. 3 pages) can also be spread over the semester, depending on the seminar.



The formalities correspond to those of a seminar paper: The essay should contain all the information of a title page (i.e. author, matriculation number, e-mail, course, lecturer), although a separate title page is not necessary.

The length of an essay is approx. 1 page of text (except for the above-mentioned information) with a line spacing of 1.5.

The submission deadlines are to be agreed upon in consultation with the respective lecturer.

### **5. Transliteration**

All foreign-language terms are marked in italics in the text and must use diacritical marks in accordance with the transliteration conventions of the respective language. Simplified transliterations (e.g. *sh* instead of *ś*) may not be used, as they cannot guarantee a clear reproduction of the original script. For the sake of readability, names, geographical names etc. that have acquired a common spelling are excluded from this rule. Furthermore, terms that have already acquired the character of loanwords can also be excluded from this regulation. Whether a term is foreign-language or already has the character of a loanword must always be decided according to standard works such as the *Duden dictionary*.

The conventions for the languages Bengali, Hindi, Urdu and Tamil can be found in the attached transliteration tables.

## The Urdu alphabet: Transliteration and pronunciation

Group	Name	Transcription	Phon. Symbol	Status	Letter
1	Alif	(ā)	([a:])	+	ا
2	Be	b	[b]		ب
2	Pe	p	[p]		پ
2	Te	t	[t]		ت
2	Ṭe	ṭ	[ṭ]		ٹ
2	Se	ś	[s]		ث
3	Jīm	j	[dʒ]		ج
3	Ce	c	[tʃ]		چ
3	Baṛī He	h	[h]		ح
3	Xe	x, <u>kh</u>	[x]		خ
4	Dāl	d	[d]	+	د
4	Ḍāl	ḍ	[d̪]	+	ڈ
4	Zāl	z	[z]	+	ذ
5	Re	r	[r]	+	ر
5	Ṛe	ṛ	[ɾ]	+	ڑ
5	Ze	z	[z]	+	ز
5	Že	ž	[ʒ]	+	ژ
6	Sīn	s	[s]		س

6	Śin	ś	[ʃ]		ش
7	Svād	ś	[s]		ص
7	Zvād	z	[z]		ض
8	Toe	ṭ	[t]		ط
8	Zoe	ṣ	[z]		ظ
9	'Ain	'	[ʔ]		ع
9	Ġain	ġ	[ɣ]		غ
10	Fe	f	[f]		ف
10	Qāf	q	[q]		ق
11	Kāf	k	[k]		ک
11	Gāf	g	[g]		گ
12	Lām	l	[l]		ل
13	Mīm	m	[m]		م
2a	Nūn	n	[n]		ن
14	Vau	(v)	([v, u])	+	و
15	Choṭī He	h	[h]		ه
15	Do caśmī He	h	[Aspiration]		ھ
	Hamza	'	/		ء
2b	Choṭī Ye	(y, -ī)	([j, i:])		ی
2b	Baṛī Ye	-e, -ai, -y	([e:, æ:])		ے

1. The silent *h* in Arabic and Persian words is not taken into account,  
e.g. نَآمَہ *nāma*.
2. The feminine adjective ending of Arabic is transcribed as follows: *-iyya*  
or in nouns *-iyyat*.
3. The *izāfat construction* is represented by *-i*.

## The Devanagari script

Letter	Transcription
अ	a
आ	ā
इ	i
ई	ī
उ	u
ऊ	ū
ऋ	ṛ
ए	e
ऐ	ai
ओ	o
औ	au
क	ka
ख	kha
ग	ga
घ	gha
ङ	ṅa
च	ca

Letter	Transcription
छ	cha
ज	Yes
झ	jha
ञ	ña
ट	ṭa
ठ	ṭha
ड	ḍa
ढ	ḍha
ण	ṇa
ड़	ṛa
ढ़	ṛha
त	ta
थ	tha
द	there
ध	dha
न	na
प	pa

Letter	Transcription
फ	pha
ब	ba
भ	bha
म	ma
य	ya
र	ra
ल	la
व	va
श	śa
ष	ṣa
स	sa
ह	ha
क्व	qa
ख़	xa
ग़	ḡa
ज़	za
फ़	fa

## The Bengali script

Letter	Transcription
u	a
c	ā
\	i
S	ī
€	u
S	ū
t	ṛ
4	e
†	ai
S	o
T	au
↙	ka
N	kha
G	ga
□	gha
□	ña
˘	ca

Letter	Transcription
ঢ়	cha
৓	Yes
৞	jha
ঞ	ña
জ	ṭa
□	ṭha
ৱ	ḍa
৷	ḍha
□	ṇa
ত	ta
থ	tha
দ	there
ধ	dha
ন	na
□	pa
প	pha
ফ	ba

Letter	Transcription
ব	bha
ভ	ma
ম	ya
ষ	ra
ল	la
□	śa
ল	?a
□	sa
□	ha
য়	ḷa
ড়	ṛa
ঢ়	ṛha

Special conventions for handling the inherent -a- in the transcription (relevant for Devanagari, Bengali and other scripts or languages such as Hindi, Bengali, Assamese, Nepali, Marathi, etc.):

- Silent inherent -a- at the end of the word is not transcribed
- Inherent -a-, which is omitted in the pronunciation inside the word, we mark with the elision sign ' '
- Wherever the original script replaces the inherent -a- with *virāma/halant/hasanta* is explicitly excluded, we mark this with the sign - examples (Hindi,

Bengali):

लगभग : lag'bhaḡ

परदेशी : par'deśī

प्लेट्‌फार्म : plet̪-fārm

करश्च : kar'che

हाथ : haṭhāt-



### The Tamil script

Letter	Transcription	Letter	Transcription
அ	a	ஊ	ṇ
ஆ	ā	த	t
இ	i	ந	n
ஈ	ī	ப	p
உ	u	ம	m
ஊ	ū	ய	y
ஏ	e	ர	r
ஐ	ē	ல	l
ஓ	ai	வ	v
ஔ	o	ஐ	!
ஓ	ō	ஓ	!
ஔ	au	அ	ṛ
ஐ	i	ஔ	ṇ
க	k	க	j
ங	ṇ	ஔ	?
ச	c	ஊ	s
ஊ	ñ	ஊ	h
ஊ	ṭ	ஊ	k?