

Formal requirements and structure of a scientific paper

University of Trier - Computational Linguistics

1 Formal requirements

- DIN A4 one-sided
- Font size 12pt, footnotes 10pt
- no fancy font (usually Times or Arial)
- Line spacing 1.5 lines
- Justification (pay attention to correct hyphenation!)
- Paragraph control: Make sure that the last line of a paragraph is not the first line of a new page and that the first line of a paragraph or a chapter heading is not at the end of the page.
- Side distances approx. 3cm
- Page numbers bottom right or centred
- Declaration of authenticity (signed)

2 Formal structure

- Title page
- Table of contents
- Introduction
- Main part: Method and Results
- Conclusion
- Bibliography
- Appendix (optional)

2.1 Title page

It is important (for the correct entry of the grade, among other things) that the assignment can be clearly assigned to a module (and, of course, to the person being examined). Unimportant, on the other hand: Demanding design, long, complicated subtitles etc.

- University, department and subject
- Seminar title, semester, submission date
- Name and title of the lecturer(s)
- Title of the thesis (in the case of Bachelor's and Master's theses, the title must be exactly the same as registered with the Examination Office)
- Author: Name, field of study, semester, matriculation number, address, e-mail

2.2 Table of contents

- Contains the structure of the work (chapter headings) with the page numbers of the beginning of each chapter
- Title page and table of contents are not counted in the page numbering, page 1 is the beginning of the introduction

- Page numbers with Arabic numerals
- Pages with indexes (list of abbreviations etc.) before the introduction (and also the appendix) with Roman numerals
- Sections and subsections with Arabic or Roman numerals
- Modern word processing or typesetting programs can automatically create such directories

2.3 Introduction

Central components of the introduction are:

- Which topic do I work on?
- What are the content-related, methodological and temporal limits of my object of study and why?
- What is the research question of my work? What problems are associated with it?
- Which method(s) are used?
- Overview of the research situation on the topic: Presentation of the literature and its relevant topics; Is there a gap in the research situation? Are there any research controversies?
- Meaningful embedding of one's own research question in the field of research. Why is the addressed problem important?
- Explanation and justification of the structure

2.4 Main part

- Specify the study design, detailed information about the implementation details of the method, technical details of the experimental setup
- Problem-oriented and analytical examination of the subject matter
- Examination of the literature, own positioning
- Present key findings with respect to the central research question

2.5 Conclusion

- State the main findings of the study
- Discuss the main results with reference to previous research
- Analyse the strengths and limitations of the study
- Perspectives for further research

2.6 Bibliography

- Only the literature that is actually cited
- in alphabetical order (surname of editor/author)
- correct! (year, page numbers etc.)

2.7 Appendix

- Additional statistics / tables
- Source code or parts thereof
- Reference to published software, data sets, corpora