

How to paper

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Zusammenfassung

Deutsch: Es gibt stetig

English: Frequently I'm asked how a paper is written. This is a first attempt at providing the relevant infos to students how to.

word count (including bibliography)=1,000 words

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1 German version

1.1 Welche Studienleistung muss ich erbringen?

2 English version

2.1 What are the key formalities I need to have in mind?

The key formalities are the same, pretty much, as a regular journal article. Most, if not all, journals outline in detail which formalities an article needs to follow. Take the APSR, the flagship journal in political science, as an example: <https://www.cambridge.org/core/journals/american-political-science-review/information/author-instructions/preparing-your-materials>, under “Formatting”.

Key formalities:

- up to 12,000 words is the word limit. Check my syllabus it outlines the word limit for your assignment. Then count your words and let me know on the title page how many words you used. Just like on the title page of this document.
- font size: 12 point
- font type: Times New Roman, Calibri. (*Something clean and simple.*)
- page numbers are required on all pages
- use footnotes, no endnotes are allowed.
- avoid acronyms, use full words instead (*e.g. United States of America, not USA*)

2.1.1 Figures/Tables:

- place figures/tables where they should fall in the manuscript
- number figures/tables consecutively (*e.g. Figure 1, Figure 2 ...*)

2.1.2 Citations & References:

Citations are key to the scientific process. They outline to which research you are speaking, what we already know and give an indication what we still seek to know. If you do not cite properly in your paper this will result in a hard hit on your grade. It is a fundamental to any research that you cite properly. If you are not fully certain how to cite. Take a look at my own work, e.g.: <https://www.>

danbischof.com/assets/pdf/ZiblattHilbigBischof2023APSR.pdf. In fact you can pick any journal article to see how citations are done.

But once you understand when you cite. The question becomes how. Nobody cites by hand anymore. There is software which makes this a very quick process:

- use citation software. There are many out there, several free. I would advice to go with Zotero:
<https://www.zotero.org/>. Free, easy to use.
- How to use? Download from the webpage. Install it. Then: install the browser plugin. Any paper/book you add via the browser plugin will be added to your Zotero library. Then you can use the word plugin to cite the paper. It is simple. Full explanation on youtube: https://www.youtube.com/watch?v=JG7Uq_JFDzE
- **PLEASE REFRAIN FROM CITING BY HAND!!! USE a citation software instead. It is worthwhile the 20 minutes you will spend on setting it up!**