

## **Guidelines for Assignments and Papers**

The following guidelines are to be applied if no other regulations are given by the professor of the respective course.

[as of April 2018]

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Academic papers follow a standard presentation format. Please follow these formal guidelines if nothing else is indicated by the professor.

## **1. Some general formal remarks**

### **1.1. Fonts, Spacing and Margins**

Please use standard 12 point fonts in Times New Roman. The line spacing should be 1.5 (one and a half) and there should be a left and right-hand margin of 2.5 cm.

### **1.2. Abbreviations and Figures**

When using an acronym the first time spell the phrase out and follow it with the acronym in parentheses. Then you may use the acronym by itself. All acronyms used must be listed in the Appendix (list of acronyms).

Use illustrative material such as tables, figures, and exhibits. They must be placed as close as practicable to the respective reference in the text and numbered sequentially. Indicate the source of all material that you use in your tables, figures, and exhibits if it originates from copyright material. All tables, figures, exhibits must be included in the Appendix in that order.

### **1.3. Indenting**

Please indent five spaces at the beginning of each paragraph.

### **1.4. Structure**

The combined deliverables of a paper should generally include the following parts (if no other instructions given by the lecturer):

- Title Page (including title of assignment, student name(s), course/program, name of instructor(s), date) - (see example in Appendix 2)
- Table of Contents (see example in Appendix 3)
- Abstract / Executive Summary (if required)
- Main text
- Work Cited Page
- Appendices
- For all individual and all group-assignments: *Declaration of Authorship* (can be included on title page; see templates in Appendix 4 and 5)
- For all group-assignments: *Joint Statement of Contribution* (see template in Appendix 6)

All written academic work submitted for grading is subject to standard testing procedures using *plagiarism software*. For this, assignments texts need to be submitted without all personal identifying information except for the title page. The title page and the main assignment body need to be submitted in two separate documents/files:

1) One document containing

- *title page*
- *declaration of authorship (can be included on title page)*
- *joint statement of contribution (in case of group work)*

The assignment text may be included in this file as well. However, this is not mandatory.

2) One document containing only

- *the assignment text (without any personal information)*.

It is not necessary to include the original assignment questions in this file, but also not prohibited).

It is highly recommended not only to remove names, course title, lecturer name or alike from the text itself and from headers or footers, but also to review the document for hidden data or personal information that might be stored in the document itself or in the document properties (metadata).

For more information

<https://support.office.com/en-us/article/Remove-hidden-data-and-personal-information-by-inspecting-documents-356b7b5d-77af-44fe-a07f-9aa4d085966f>

## **1.5. Miscellaneous**

All assignments must be written in the language of instruction.

For group-assignments and all academic work to which more than one person has contributed and which is submitted for grading a signed *Joint Statement of Contribution* form has to be submitted as well. The purpose of the form is to allow the teams to state the relative contribution of each person to different tasks of the assignment. In case of considerable disparities between the quantities of contribution between the different composers, it is at the discretion of the respective lecturer to decide whether to award the same grade to all or to differentiate the grading depending on the level of contribution.

Regarding deadlines, submission requirements, and length of assignments in general, please read the information in the respective course syllabus.

## 2. Citations and References

When you include copyright material (i.e., published or unpublished material from another source than yourself), you must cite the source of this material. If you use material from other sources without proper referencing you commit plagiarism. Plagiarism is not only unethical, it can also have serious consequences for your class performance (depending on the offence participants may fail the course or can even be expelled from the program). Therefore, please consult Chapter 2.1. and 2.2. as well as Appendix 1 carefully to learn more about the proper citation of work from other authors and scholars.

### 2.1. How to cite your sources - The Chicago Manual of Style

Please use the Internal Documentation style according to *The Chicago Manual of Style* for citation. When you use the Internal Documentation style, sources are briefly cited in the text, usually in parentheses, by author's last name, date of publication, and the page numbers.

The short citations are amplified in a list of references, also known as the Works Cited page, where full bibliographic information is provided. In Appendix 1, you will find some examples of materials cited in the Internal Documentation style as listed in the Chicago-Style Citation Quick Guide ([http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)). Each example is given first as an in-text citation [T], followed by a reference-list entry [R] which you should use in the Work Cited Page. For numerous specific examples, see chapters 16 and 17 of *The Chicago Manual of Style*, 15<sup>th</sup> edition.

### 2.2. How to use Internal Documentation

As an example of how to reference a source, let us use two phrases from a book by David Head, titled *Made in Germany: The Corporate Identity of a Nation* and published in 1992 by Hodder and Stoughton in London, U.K.

#### 2.2.1. Direct quotation from the original work

If you want to make a direct quotation of the following phrase which was written by David Head, then in the text you write:

“In both cases the message was unlikely to be lost on a people which had learnt from bitter experience just how precarious economic prosperity can be...” (Head 1992, p. 74)

### 2.2.2. Indirect quotation (paraphrase) from the original work

Instead of a direct quotation of the phrase above, you may want to use Head's ideas but in your own words, perhaps added to a broader concept you want to discuss. In this case, in the text you write (without quotation marks):

Past experiences of the target consumers can make it more likely that they will notice messages of this kind, and Head (1992, p. 74) makes this case forcefully.

### 2.2.3. Direct quotation from a second source used in the original work

If you want to make a direct quotation of the following phrase, which is also included in Head's book but was originally written by another author whom Head cites, then in the text you write:

“When individuals vote with their pocket-books ...they leave behind the rhetoric and mudslinging” (Ohmae, in Head 1992, p. 74).

### 2.2.4. Excluding (not needed) Material from the Quotation

You can use an ellipsis (three evenly spaced periods) to show that you have omitted part of a quotation. You can use ellipses in the middle of a quotation or at the end. Do not use an ellipsis at the beginning of a sentence; just start with the material you wish to quote. If you omit more than one sentence, add a period before the ellipsis, to show that the omission occurred at the end of a sentence. Never omit material from a quotation to change its meaning deliberately. In addition, always be sure that the quotation makes grammatical sense after you have cut it.

## Appendix 1: Excerpt from The Chicago Manual Style

### -Citation Quick Guide (Internal Documentation)

([http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html))

If a source is available in more than one format, you should cite the version you consulted. Please note that online sources which are analogous to print sources (such as articles published in online journals, magazines, or newspapers) should be cited similarly to their print counterparts but with the addition of a URL. In addition, please include the access date parenthetically at the end of the citation. For online or other electronic sources that do not have a direct print counterpart (such as an institutional Web site or a Weblog), give as much information as you can in addition to the URL. The following examples include some of the most common types of electronic sources. Each example is given first as an in-text citation [T], followed by a reference-list entry [R] which you should use in the Work Cited Page.

#### Book

One author

T: (Doniger 1999, p. 65)

R: Doniger, Wendy. 1999. *Splitting the difference*. Chicago: University of Chicago Press.

Two authors

T: (Cowlshaw and Dunbar 2000, pp. 104-7)

R: Cowlshaw, Guy, and Robin Dunbar. 2000. *Primate conservation biology*. Chicago: University of Chicago Press.

Four or more authors

T: (Laumann et al. 1994, pp. 262)

R: Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. 1994. *The social organization of sexuality: Sexual practices in the United States*. Chicago: University of Chicago Press.

Editor, translator, or compiler instead of author

T: (Lattimore 1951, pp. 911-92)

R: Lattimore, Richmond, trans. 1951. *The Iliad of Homer*. University of Chicago Press.

Editor, translator, or compiler in addition to the author

T: (Bonney 1995, p. 22)

R: Bonney, Ives. 1995. *New and selected poems*. Ed. John Naughton and Anthony Rudolf. University of Chicago Press.

Chapter or other part of a book

T: (Wiese 2006, pp. 101-2)

R: Wiese, Andrew. 2006. „The house I live in“: Race, class, and African American suburban dreams in the postwar United States. *In the new suburban history*, ed. Kevin M. Kruse and Thomas J. Sugrue, 99-119. University of Chicago Press.

Chapter of an edited volume originally published elsewhere (as in primary sources)

T: (Cicero 1986, p. 35)

R: Cicero, Quintus Tullius. 1986. Handbook on canvassing for the consulship. In *Rome: Later republic and principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago readings in western civilization*, ed. John Boyer and Julius Kirshner, 33-46. Chicago: University of Chicago Press. Originally published in Evelyn S. Shuckburgh, trans., *The letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

Preface. Foreword, introduction, or similar part of a book

T: (Rieger 1982, pp. xx-xxi)

R: Rieger, James. 1982. Introduction to *Frankenstein*; or, *The modern Prometheus*, by Mary Wollstonecraft Shelley, xi-xxxvii. Chicago: University of Chicago Press.

Book published electronically

T: (Kurland and Lerner 1987)

R: Kurland, Philip B., and Ralph Lerner, eds. 1987. *The founders' Constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>.

## Journal Article

Article in a print journal

T: (Smith 1998, 639)

R: Smith, John Maynard. 1998. The origin of altruism. *Nature* 393: pp. 639-40.



#### Article in an online journal

T: (Hlatky et al. 2002)

R : Hlatky, Mark A., Derek Boothroyd, Eric Bittinghoff, Penny Sharp, and Mary A. Whooley. 2002. Quality-of-life and depressive symptoms in postmenopausal women after receiving hormone therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) trial. *Journal of the American Medical Association* 287, no. 5 (February 6).  
<http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo> (accessed January 7, 2004).

#### Popular magazine article

T: (Martin 2002, p. 84)

R : Martin, Steve. 2002. Sports-interview shocker. *New Yorker*, May 6.

#### Newspaper Article

Newspaper Articles may be cited in the running text (“As William Niederkorn noted in a *New York Times* article on June 20, 2002, ...”) instead of an in-text citation, and they are commonly omitted from a reference list as well. The following examples show the more formal versions of the citations.

T: (Niederkorn 2002)

R: Niederkorn, Williams S. 2002. A scholar recants on his „Shakespeare“ discovery. *New York Times*, June 20, Art section, Midwest edition.

#### Thesis or dissertation

T: (Amundin 1991, pp. 22-29, 35)

R: Amundin, M. 1991. Click repetition rate patterns in communicative sounds from the harbour porpoise, *Phocoena phocoena*. PhD diss., Stockholm University.

#### Paper presented at a meeting or conference

T: (Doyle 2002)

R: Doyle, Brian. 2002. Howling like dogs : Metaphorical language in Psalm 59. Paper presented at the annual international meeting for the Society of Biblical Literature, June 19-22, in Berlin, Germany.

### **Web site**

Web sites may be cited in the running text (“On its Web site, the Evanston Public Library Board of Trustees states...”) instead of an in-text citation, and they are commonly omitted from a reference list as well. The following examples show the more formal versions of the citations.

- T: (Evanston Public Library Board of Trustees)
- R: Evanston Public Library Board of Trustees. Evanston Public Library strategic plan, 2000-2010: A decade of outreach. Evanston Public Library.  
<http://www.epl.org/library/strategic-plan-00.html>. (accessed January 7, 2004).

### **Item in online database**

Journal articles published in online databases should be cited as shown above, under “Article in an online journal”.

- T: (Pliny the Elder, Perseus Digital Library)
- R: Perseus Digital Library. <http://www.perseus.tufts.edu/>. (accessed January 7, 2004).

<< Course >>

<< Lecturer >>

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<< Type of Assignment >>

<< Participants or MCT Name >>  
Mannheim Executive MBA 2018

<< Date >>

### **Appendix 3: Table of Contents (exemplary)**

#### **Table of Contents**

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#### **Appendix 4: Declaration of Authorship template (one author)**

"I hereby declare that the paper presented is my own work and that I have not called upon the help of a third party. In addition, I affirm that neither I nor anybody else has submitted this paper or parts of it to obtain credits elsewhere before. I have clearly marked and acknowledged all quotations or references that have been taken from the works of others. All secondary literature and other sources are marked and listed in the bibliography. The same applies to all charts, diagrams and illustrations as well as to all Internet resources. Moreover, I consent to my paper being electronically stored and sent anonymously in order to be checked for plagiarism. I am aware that if this declaration is not made, the paper may not be graded."

<Signature>                      <(Student's name in printed characters)>

<Location, Date>

#### **Appendix 5: Declaration of Authorship template (more than one author)**

"We hereby declare that the paper presented is our own work and that we have not called upon the help of a third party. In addition, we affirm that neither we nor anybody else has submitted this paper or parts of it to obtain credits elsewhere before. We have clearly marked and acknowledged all quotations or references that have been taken from the works of others. All secondary literature and other sources are marked and listed in the bibliography. The same applies to all charts, diagrams and illustrations as well as to all Internet resources. Moreover, we consent to our paper being electronically stored and sent anonymously in order to be checked for plagiarism. We are aware that if this declaration is not made, the paper may not be graded."

<Signature>                      <(Student's name in printed characters)>

<Location, Date>

<Signature>                      <(Student's name in printed characters)>

<Location, Date>

<Signature>                      <(Student's name in printed characters)>

<Location, Date>

....

## Appendix 6: Statement of Contribution (group assignments)

Course/Examination: \_\_\_\_\_

Person 1 \_\_\_\_\_ Person 2 \_\_\_\_\_ Person 3 \_\_\_\_\_

Person 4 \_\_\_\_\_ Person 5 \_\_\_\_\_ Person 6 \_\_\_\_\_

Person 7 \_\_\_\_\_ Person 8 \_\_\_\_\_

The purpose of this form is to allow you to state the relative contribution of each team member to different tasks of the group assignment. Who has done what? In making your evaluation, please list the different tasks and responsibilities that you carried out during the project (e.g. literature research on topic X, analyzing case data, writing report Section 1,2,3, preparing presentation, etc.). Then, for each task, please allocate 100% among the team members corresponding to your relative contribution.

Task, Responsibility	% Contribution (total = 100)							
	Person 1	Person 2	Person 3	Person 4	Person 5	Person 6	Person 7	Person 8
1.								
2.								
3.								
4.								
5.								
6.								

Other Comments:

\_\_\_\_\_  
Date and Signature Person 1

\_\_\_\_\_  
Date and Signature Person 2

\_\_\_\_\_  
Date and Signature Person 3

\_\_\_\_\_  
Date and Signature Person 4

\_\_\_\_\_  
Date and Signature Person 5

\_\_\_\_\_  
Date and Signature Person 6

\_\_\_\_\_  
Date and Signature Person 7

\_\_\_\_\_  
Date and Signature Person 8