

Prof. Dr. Marcus Müller

## Guidelines for writing a scholarly paper

### 1. Length

Essay: about 5 pages

Term paper (proseminar): about 15 pages

Term paper (seminar): about 20 pages

Thesis (Bachelor / Staatsexamen): about 60 pages

Thesis (Master /M.A.): about 80 pages

### 2. Format

Font: Times New Roman

Font size: 12

Line spacing: 1,5

Left margin: 2,5 cm

Right margin: 4 cm

Full Justification.

Verbatim quotations exceeding three lines are indented and set to a font size smaller (11).

### 3. Citation Format

Harvard referencing style (preferred):

[http://libguides.mjc.edu/ld.php?content\\_id=20264415](http://libguides.mjc.edu/ld.php?content_id=20264415) (last access: 10/02/2020)

You may also use APA, Chicago or any other citation style. Please make sure to use a consistent citation method.

### 4. Submission

The paper must be submitted electronically as an attachment to an e-mail ([mueller@linglit.tu-darmstadt.de](mailto:mueller@linglit.tu-darmstadt.de)). A **signed declaration** that the work was produced independently and that all tools and sources used are indicated must be attached to the file as a scan or submitted in paper form.