

Style Sheet for Term Papers and M.A. Theses

Note: These brief guidelines describe the appropriate format for term papers and M.A. theses to be written in the master programmes **Chinese Studies, China Business and Economics, Chinese and Economics**. It is assumed that M.A. students already possess experience in writing academic papers. Therefore, comprehensive advice on how to design a study is omitted here. Instead, please note these few reminders:

- Select literature which is pertinent to your topic and of high quality, not just that which is convenient because of availability, language or other reasons.
- Internet sources can be used if these provide more up-to-date information or information which is not otherwise available. But internet sources alone are not enough to write an academic paper or thesis.
- Always make sure to give sufficient evidence of which sources you used to write your text: as a rule of thumb you should have at least one reference for each page and there should be no sub-sections without at least one reference.
- Find someone to crosscheck spelling in your paper/thesis before you hand it in. You should also use the spell-check function of your word processing software, but this alone is not enough to ensure grammatical and semantic correctness.

Footnotes:

Footnotes contain the source or sources you used to write the preceding paragraph (or sentence). Providing these references is what makes your paper/thesis an academic work because readers can transparently check your use of sources and their interpretation. Conversely, not giving relevant references means to fail the standards of academic writing. This style guide employs the principle to keep things as simple as possible (but not any simpler than that). Therefore, only essential information should be included in the footnotes:

Author's (last) name, year of publication: page number(s).

Examples: Shirk 2006: 15.
Heberer/Schubert 2009: 101-120. [Example for two authors]

There are some cases, however, in which additional information is needed in order to identify the source with accuracy in the bibliography. For instance, because Chinese surnames are very common, you should always use first and last names for Chinese authors. This way, the reader can see that these are different persons just by looking at the footnotes and without referring to the bibliography.

Examples: Wang Jinye 2003: 3.
Wang Linsen 1997: 214-216.

Also, you may have two or more sources by the same author and published in the same year, so the above information would not be enough to differentiate between these texts. In such a case, add "a", "b", "c" etc. to the year of publication to clearly distinguish between them.

Examples: Lampton 2001a: 34.
Walder 1997c: 45.

If you are using internet sources like homepages which do not have an author you may either use the organization which runs the website or, if this is not clearly identifiable, the title of the website. Often, these sources also do not have numbered pages. So you should use “n.p.” which stands for “no pagination”.

Examples: World Bank 2010: n.p.
Xinhua 2010: n.p.
“Chinese Premier to Visit Germany” 2009: n.p.

If, however, you are using pdf-documents or other files you retrieved from the internet which do have an author, you should treat these just as any other published work in the footnotes. That is, give the author’s name, year of publication and page number. For more on internet sources see below.

Bibliography:

Each reference you give in the footnotes has to be entered into the bibliography at the end of your paper/thesis. The bibliography is one *consistent* and *alphabetically ordered* list of references used in your text. “Consistent” means that all references are actually included in the way these were cited in the text (usually by author’s last name), and that no additional sources are included, but only those you quoted or cited in the paper/thesis. It also means that you should not split this list by differentiating between, for instance, “books”, “journal articles” and “internet sources”. In this system of citation such a differentiation in the bibliography would be confusing for the reader: by looking at the footnote, he just knows the author’s name, not the format in which the work was published. So the reader would have to go through different lists to track down the bibliographical entry. To avoid this, just make one list in the bibliography!

Information that needs to be included in a full bibliographical entry is the following:

Author’s full name, title of the work and where to find it.

The “where to find it” part looks different, depending on whether the work is a monograph, a chapter in an edited volume or an article in a journal. See the examples below:

Example for monograph:

O’Brien, Kevin J./Li, Lianjiang (2006), *Rightful Resistance in Rural China* (Cambridge: Cambridge University Press).

[Authors’ names (year of publication), *title of the monograph in italics* (place of publication: publisher).]

Example for chapter in edited volume:

Chen, Feng (2008), “Worker Leaders and Framing Factory-Based Resistance,” in: Kevin J. O’Brien (ed.), *Popular Protest in China* (Cambridge, Mass.: Harvard University Press), pp. 88-107.

[Author of the chapter (year of publication), “title of the chapter in quotation marks,” in: Editor of the volume (ed.), *title of the volume in italics* (place of publication: publisher), page numbers of the chapter.]

Example for article in journal:

Cai, Yongshun (2008), "Local Governments and the Suppression of Popular Resistance in China," *China Quarterly*, No. 193 (March 2008), pp.24-42.

[Author of the article (year of publication), "title of the article in quotation marks," *Journal name in italics*, volume and number of the journal, page numbers of the article.]

Note that it is always the independent publication which is given in italics. More importantly, note the difference between the author and the editor in case of edited volumes: you have to include the author of the chapter you use (and its exact title and page numbers), and not just quote the editor or the whole book.

For Chinese language sources author names and titles should be given in Chinese characters with an English translation for the titles (but just Pinyin for the place of publication, publishing house etc.). **Note:** The English translation is necessary for publications with readers who do not know Chinese. It is not necessary for publications of a mainly Chinese, Sinologist or China Studies readership. For papers, which are only read by your supervisors, translation of titles is therefore optional.

Examples:

Zhang, Mengdong 张孟东/Chen, Qi 陈琦 (2009), "村官职务犯罪现状成因与对策" *Cunguan zhiwu fazui xianzhuang chengyin yu duice* [Official Crime Committed by Village Cadres: Current Situation, Contributing Factors and Countermeasures], *河南工程学院学报 (社会科学版) Henan Gongcheng Xueyuan Xuebao (Shehui Kexueban)* [Journal of Henan Institut of Engineering (Social Sciences Edition)], Vol. 24, No. 2: 64-66.

Li Yinhe 李银河 et al. (2004), *穷人与富人。中国城市家庭穷富分化调查 Qiongren yu furen. Zhongguo chengshi jiating qiongf u fenhua diaocha* [The Poor and the Rich: A Study on Differentiation between Poor and Rich Families in Urban China] (Shanghai: Huadong shifan daxue chubanshe).

Internet sources (websites) should be given with their full URL and the date you last accessed the site. If you cite a PDF-document published on the internet (such as a working paper), also provide the full URL.

Examples:

Gale, Fred/Collender, Robert (2006), "New Directions in China's Agricultural Lending," Electronic Outlook Report from the Economic Research Service, Available HTTP: <<http://www.ers.usda.gov/Publications/WRS0601>> (accessed 10 January 2006).

Xiajin county (2005d) "夏津棉花交易中心运营情况简介" Xiajin mianhua jiaoyi zhongxin yunying qingkuang jianjie [Short Introduction to the Operation of Xiajin County Cotton Trading Center], Available HTTP: <<http://www.xiajinny.gov.cn/ltqy-mhjyzhx.htm>> (accessed 13 May 2005).

Note, however, that more and more print journals also provide PDFs in addition to their regular print editions (*Journal of Asian Studies*, *Journal of Current Chinese Affairs*, *China Quarterly* etc.). In these cases, do not treat these as internet sources, but as regular journal articles (see the *China Quarterly* article cited above). Also, if you retrieve the article through a fulltext database such as China Academic Journals, the reference should be to the journal, not the URL (see the example above for Zhang Mengdong/Chen Qi 2009). In these cases, it is more important to give the official publication source and not the way how you found the work (you would not give the address of a library where you found a certain book either!).

Declaration on following proper academic procedures (to be attached to master thesis only)

The following declaration has to be included in the final thesis as last page. It has to be signed by the candidate.

Erklärung

Ich erkläre, dass das Thema dieser Arbeit nicht identisch ist mit dem Thema einer von mir bereits für ein anderes Examen eingereichten Arbeit. Ich erkläre weiterhin, dass ich die Arbeit nicht bereits an einer anderen Hochschule zur Erlangung eines akademischen Grades eingereicht habe.

Ich versichere, dass ich die Arbeit selbständig verfasst und keine anderen als die angegebenen Grundlagen benutzt habe. Die Stellen der Arbeit, die anderen Werken dem Wortlaut oder dem Sinn nach entnommen sind, habe ich unter Angabe der Quelle der Entlehnung kenntlich gemacht. Dies gilt sinngemäß auch für gelieferte Zeichnungen, Skizzen und bildliche Darstellungen und dergleichen.