

Guidelines for the writing of a final seminar paper in the course *"Introduction to Techniques of Scientific Research"*

1. Requirements

A successful scientific paper confronts a topic in a way that is transparent and comprehensible. First, a problem or topic is presented, out of which a central question crystalizes. This, in turn, results in several hypotheses. These are explored in the context of other scientific approaches with the goal of reaching new conclusions.

The final seminar paper for the course *Introduction to Techniques of Scientific Research* must be focused on a central question in this manner. The paper must contain, within five to seven pages (2800 words), a systematic presentation and analysis of previous research conclusions and tendencies. The paper must present a number of plausible conclusions and open further perspectives by raising new questions. Both the student's independent intellectual work and individual interests should be made clear in the seminar paper.

2. Preliminary work: Research

The actual writing of the seminar paper must be preceded by a period of thorough research, the impetus for which may come from individual student interest and/or scientific motivation. This basic research allows the student not only to achieve an overview of the topic but also to judge its practicality within the given scope and time limitations.

3. Formal guidelines

Regarding layout, page design und citation formats, the same rules apply as for bachelor and master theses. These rules can be found on the pertinent control sheet (*Laufzettel*):

Scope

- 5-7 pages (approx. 2.800 words)

Margins

- upper 3 cm to first line, 2 cm to page number
- lower 3 cm

- right 2 cm
- left 3 cm

Fonts

- Trebuchet MS
or
- Times New Roman
or
- Arial

Text size

- Text 11 pt.
- Cover page 12 pt.

Line spacing 1,5 spacing

Special formats

- Block citation 9 pt., single-spaced, indented
- Footnotes 9 pt., single-spaced, indented

Bibliography and citations

- required: Samac, K. [et. al.] (2014): Die Bachelorarbeit an Universität und Fachhochschule. (3., renewed and expanded edition). Wien: facultas, p. 115ff.
- Citation sources: either
 - o directly following the citation in parentheses: "(Name year, page number)"
oder
 - o cited in consecutive footnotes: "Name year, page number"

The cover page is also to be prepared according to the requirements listed on the control sheet (*Laufzettel*) and must contain all required items.

The table of contents can best be generated through use of a format option ("heading") in one's computer writing software. In this way it can be automatically updated and may also aid in navigation within the document.

The table of contents is followed by the table of illustrations, in which all illustrations that appear in the text, such as musical examples and pictures, must be included. Alternately, the table of illustrations may be placed at the end of the paper, as is standard in bachelor and master theses.

If tables or graphs appear in the text, they must be listed in a table of figures following the table of contents.

4. Text

4.1. Introduction

The introduction should be at least one-and-a-half pages long.

The function of the introduction is to give a general overview of the topic. Here the student describes the area of research and the available material, meaning the primary and secondary sources which will be used in the paper.

One central aspect which must be present in the introduction is the formulation of the guiding research question which will be addressed in the paper. Without a concrete question -- that is, without a research goal -- the discussion to follow will be futile and the paper will lack a clear line of inquiry. For this reason, both the research question and the working hypotheses related to it must be clearly and succinctly formulated.

In addition to the research question, the methodology to be used must be presented: *how* will the research goal be reached? Finally, the introduction should state the relevance of the research for the scientific field.

4.2. Main body

The body of the paper should be approximately five pages long.

This section contains the working through of the topic in chapters and sub-chapters. Here, that which was mentioned briefly in the introduction is presented in a more detailed manner: sources, the state of current research, and methodological questions are described, analyzed, and critically compared with one another. In this way, an individual position is reached in a comprehensible way.

This section must show that the student is capable of considering and evaluating differing opinions in order to attain an individual approach to the research material.

4.3. Conclusion

The conclusion be at least one page long.

It recapitulates the preceding discussion and summarizes once again the results. Here, the central question stated at the beginning of the paper is answered. In addition, the conclusion offers a look ahead at potential areas of further research and at questions which may have been raised by the paper but not answered.

5. Bibliography

The bibliography lists only sources which are cited in the paper. Literature which was consulted but not cited should not be listed. The following books give detailed descriptions of appropriate formats for various types of sources: *Die Bachelorarbeit an Universität und Fachhochschule* (2014) by Samac [et. al], *Musikwissenschaftliches Arbeiten* (1999) by Schwindt-Gross, and *Wie schreibt man wissenschaftliche Arbeiten?* (2012) by Pospiech.

6. Citations

There are two forms of citation: direct and indirect. A direct citation reproduces the exact wording of a source and is placed in quotation marks: "citation" or »citation«. Immediately following the citation, the source is listed in abbreviated form either in parentheses or in a footnote.

An indirect citation restates the meaning of the source: another person's idea is paraphrased in the student's own words. If another person is paraphrased in this way over a longer expanse of text, it is essential that the source of the information always remain clear and not be incorrectly interpreted as conclusions that have been drawn individually by the student. Such false impressions can be avoided through the use of phrases such as "according to author XY", "in XY's analysis", etc.

Emphasis -- boldface, italics, or underlining -- added to a citation by the student must be identified by the marking [emphasis NN].

Grammatical alterations, which are sometimes required when excerpting direct citations, must be identified with the use of square brackets.

However, no alteration may be allowed to change the content or meaning of a citation.

7. Recommended literature

Pospiech, U. (2012): Wie schreibt man wissenschaftliche Arbeiten? Alles wichtige von der Planung bis zum fertigen Text. Mannheim: Dudenverlag.

Samac, K./Prenner, M. & Schwetz, H. (2014): Die Bachelorarbeit an Universität und Fachhochschule. (renewed and expanded edition). Wien: facultas.

Schwindt-Gross, N. (1999): Musikwissenschaftliches Arbeiten. (5. Auflage). Kassel [et.al.]: Bärenreiter.