

- I. Guidelines for Writing Assignments and MA Theses
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I. Guidelines for writing assignments and MA theses

a) General Points

- **Scope:** The rules and style advice in this document apply to all **MA-level assignments** and **MA theses** submitted for degrees at the Institute of East Asian Studies, University of Duisburg-Essen.
- **Which rules apply?** Individual module leaders and teachers may specify other guidelines. Follow the requirements stated in the course outlines, on course websites (e.g. BSCW server or Moodle), and in course handouts. Where no rule is stated, follow the rules in this document. Not following the rules may affect your grades negatively.
- **Timing of work:** Always leave enough time in your preparation of written work to be able to ask advice and clarification from your teacher.
- **Language:** All MA assignments and theses in the Institute (except in language modules) must be written in **English**. Adopt either British or U.S. spelling and punctuation conventions in any one assignment or thesis. Do not mix the two.
- **Definitions:** *Assignments* include all assessed and non-assessed coursework, e.g. abstracts, short and long essays, term papers, presentation handouts, reviews and take-away exams.
- **Plagiarism:** Plagiarism is a serious offense that can severely affect your academic career. Plagiarism is when you use the exact words or the unique ideas of another author without stating the source. If you plagiarize, you violate academic integrity, and your written work is likely to be evaluated as “failed.” The University has the right to impose large money fines on students who plagiarize. Plagiarism in MA theses may lead to criminal prosecution. See the following web-site on how to avoid plagiarism: <http://www.plagiarism.org/>
- **Submission of work:** Where nothing else is stated, you must hand in *two copies* of the assignment at or before the deadline to the teacher in class or through the relevant secretary’s office. If requested to submit electronically by email, you must use the email address provided, state the name of the course, your own name and the name of the assignment in the subject line, and attach the assignment as a **pdf** file (except if explicitly asked to submit a different file type). If required to upload the assignment to a course website, follow the instructions on the website; the standard file type is **pdf**.
- **Special submission rules for MA theses:** Submit three hardback copies to the board of examiners and a digital version (pdf) to the supervisor. Once you have registered for the MA thesis, you have up to 5 months to complete it. Extension for up to four weeks is possible if you provide strong reasons to your supervisor.
- **Declaration of originality:** When you submit assessed coursework and MA theses, you must enclose a signed statement that it is your own original work. Use the formulation in Annex 1.

b) Format Requirements

- **Size:** The size of an assignment is normally stated as number of pages (in addition to the cover page) or as word count (including cover page, list of references and footnotes). When asked to write 5 pages, do so without considering word count. When asked to write 2,000 words, do so without considering number of pages. The default rules are:
- **Pages, words, characters:** One correctly formatted page (without tables, graphs, pictures) normally contains about 500 words in English.
 1. **MA Theses:** Required length is 60-80 pages (or 30,000 words plus any graphs, tables, maps and/or images), see Annex 2.
 2. **Term paper:** Required length is 15 pages or pages (or 6,500 words plus any graphs, tables etc.).
 3. **Hand-outs, abstracts:** Required length is 2.5-5 pages (or 1,250-2,500 words)
 4. **Short essays:** Required length is 2 pages (or 1000 words).

c) Layout

- **Consistency:** The layout must be consistent and uniform.
- **Paper format:**
 1. Normal white print or recycling paper (210 x 297 mm; DIN A4 standard)
 2. One-sided print
 3. Page orientation: Portrait (landscape is only used for large tables and graphs)
- **Page layout:** Standard format for A4 as provided by the text processing software (Microsoft Word, LibreOffice Writer): Top, bottom, left and right margins 2.5 cm. Footer with page number centered.
- **Pagination:**
 1. Cover page (assignments) or title page (MA thesis): No page number
 2. Front matter: Small roman numbers (i, ii, iii, iv, v, etc.), starting with i;
 3. Body matter: Arabic numbers (1, 2, 3, 4, 5, etc.), starting with 1;
 4. Back matter: Arabic numbers, continued from body matter.
- **Text layout:**
 1. Line spacing: 1.5 (max. 33 lines per page)
 2. Font: Times New Roman, Calibri, Arial or Tahoma font size 12. Use only one fontface for the text. Heading titles and front/cover page may optionally have a different fontface from the text. Fontsize for footnotes and optionally block quotes is 10.
 3. Alignment: Justified with hyphenation

d) Parts of the work:

- **Front matter:** Front page, table of contents, list of figures and tables, and list of abbreviations.
 1. The front page (assignments: cover page) includes all necessary information to identify the work. For required details, see annex 3 and 4.
 2. The table of contents (toc) lists the titles of chapters and up to two levels of sections with the page number of the first page of each chapter, section or sub-section. Use the automatic toc function of the word processing program. The titles listed in the toc must be identical with the chapter, section and sub-section headings.
 3. Avoid using abbreviations in chapter, section or sub-section headings
 4. Lists of figures, tables and illustrations serve to inform the reader about the titles (captions) of the figures and tables, and to make it easy to find them in the paper by providing the correct page number. Figures, tables and illustrations are listed separately, each list in a consecutive order.
 5. The list of abbreviations provides the reader with the possibility to look up the full form of abbreviations of specialist names and terminology used in your assignment or thesis. The full form of an abbreviation must also be explained in the text upon first occurrence. Common-use abbreviations must be excluded.
- **Body matter:** The main body of text is included in the body matter. Long texts (more than 30 pages or 20,000 words) are typically divided into chapters and one or two levels of sections, while shorter texts are *normally* divided into one or two levels of sections.
 1. A new chapter always begins on a new page; a new section and a new sub-section always begin after one empty paragraph (i.e. two lineshifts).
 2. If a chapter is subdivided into sections, there must be at least two sections in that chapter. If a section is subdivided into sub-sections, there must be at least two sub-sections in that section.
 3. In Microsoft Word or LibreOffice Writer, use the three standard heading levels to format the subdivisions.

The main body of text consists of *Introduction*, *Main Part* (or *Argument*), and *Conclusion*. The *introduction* sets out the purpose and the aim of the study and outlines relevant theories and approaches. The *main part* analyses the topic in a rigorously structured argument. The *conclusion* summarizes the main findings.
- **Back matter:** appendixes, glossary, other lists, endnotes, and list of references (in that order).
 1. Appendixes should normally contain intermediate stages of data analysis for the assignment or thesis, in accordance with conventions in each discipline.
 2. Glossary: You may include a glossary, i.e. a list of special or foreign terms used in the text with brief explanations, in works on East Asia also Chinese and Japanese characters for names and terminology.
 3. Other lists may explain uncommon units of measure, jurisdictions or authorities that have undergone name changes during the period covered, and similar information. Where complex events are involved in the analysis, you can include a *chronology of events*.
 4. Endnotes (see section below)
 5. List of references (see section below)

e) Quoting, citing and referencing

- **When to quote?** You should quote only that which is a unique and significant thought or insight, not what is common knowledge among the readers. Accordingly, the art of quoting is based on sound judgments of what is unique and significant knowledge and thoughts. The fact that Japan has an emperor is common knowledge, but the moment it becomes part of an argument based on diverging opinions or definitions, this simple fact may need detailed quotations. Therefore, do not quote anybody for knowledge that is readily available in handbooks, public databases or encyclopedias, unless you are contesting that knowledge.
- **What is quoting?** Several definitions exist but for our purposes, quoting or citing is to *repeat the exact words used by a source as evidence in our own argumentation*. When we use that person's words exactly as they were written or said, this is a *verbatim quote*. For example an *inquit formula* style looks like this:

Peter said: "... " — The document stated: "... " — In the words of Stalin, "... "

Block quotes set off the verbatim quote against the rest of the text in a separate text block indented from the left and the right by one tabulator stop, separated with empty space before and after — you may optionally use smaller font size (2 points down from the main fontsize), but do not use quotation marks:

Network means that two or more broadcast stations from different regions broadcast the same program (at the same time) (Nishi and Nomura 1997: 6, own translation).

(German speakers: English "quotation marks" differ from German „Gänsefüßchen“. Adjust settings under "language" or "auto-replace." In English, never use "/" between authors.)

- **Footnote referencing:** Places the bibliographic information of your source in a footnote.¹ The first time a work is referred to, the footnote should contain full bibliographical detail, like this:

Watson, James L. *Golden arches east: McDonald's in East Asia*. Stanford, Calif: Stanford University Press, 1997.

Subsequent footnotes should only contain the information in a short form, like this:

Watson, *Golden arches east*.

- **Author-year referencing:** Refer to a source by providing the surname(s) of its author(s) and its year of publication in the running text, normally in parenthesis, like this:

"the fast-food sector in Japan is expanding" (Watson 1997)' or: 'Watson (1997) claims that "the fast-food sector in Japan is expanding".'

At the end of your work, you provide the full bibliographical data in an alphabetic list of the works, like this:

'Watson, James L. 1997. *Golden arches east: McDonald's in East Asia*. Stanford, Calif: Stanford Univ. Pr.'

Where the same author(s) has/have more publications in the same year, they are distinguished from each other using lower-case letters, like Watson 1997, 1997a, 1997b ('and so on'). When referring to a particular page or page range in the cited work, the parenthesis should include the relevant information, e.g. (Watson 1997, 66); Watson (1997, 66-107); Watson (1997, Ch.2).

¹ In assignments and MA theses submitted at IN-EAST, endnotes are *not* acceptable. In some disciplines, only the author-year system is accepted, and you must follow your supervisor's guidance on the style of referencing.

f) Lists of references and bibliographic formats

A list of references must be placed in the back matter. In assignments and theses, *always* include a list of references, even when you use footnote references. The list of references may only include works cited or referred to explicitly. The following examples show author-year and footnote referencing for four different types of bibliographical material. The list includes styles for (1) list-of-reference entry, author-year system, (2) inline reference, author-year system, (3) footnote reference, first occurrence, and (4) footnote reference, subsequent occurrences.

(a) Edited book:

1. Heilmann, Sebastian, and Elizabeth J. Perry, eds. 2011. *Mao's invisible hand. The political foundations of adaptive governance*. Cambridge, Massachusetts: Harvard University Press.
2. (Heilmann and Perry 2011) or Heilmann and Perry (2011)
3. Heilmann, Sebastian, and Elizabeth J. Perry, eds. *Mao's invisible hand. The political foundations of adaptive governance*. Cambridge, Massachusetts: Harvard University Press, 2011.
4. Heilmann and Perry, *Mao's invisible hand*

(b) Contribution to edited book:

1. Parker, David. 1998. 'Chinese people in Britain. Histories, futures and identities.' In *The Chinese in Europe*, edited by Gregor Benton and Frank N. Pieke, 67–95. Houndsmills, Basingstoke: Macmillan.
2. (Parker 1998) or Parker (1998)
3. David Parker. Chinese people in Britain. Histories, futures and identities. In *The Chinese in Europe*, edited by Gregor Benton and Frank N. Pieke, 67–95. Houndsmills, Basingstoke: Macmillan, 1998.
4. Parker, 'Chinese people in Britain'

(c) Article in academic journal

1. Beck, Ulrich and Christoph Lau. 2005. 'Second modernity as a research agenda: Theoretical and empirical explorations in the "meta-change" of modern society.' *The British Journal of Sociology*. 56(4), 525–557.
2. (Beck and Lau 2005) or Beck and Lau (2005)
3. Ulrich Beck and Christoph Lau. 'Second modernity as a research agenda: Theoretical and empirical explorations in the "meta-change" of modern society.' *The British Journal of Sociology*. 56(4), 2005, 525–557.
4. Beck and Lau, 'Second modernity'

(d) Web based resource:

1. UNODC. 2013. *Transnational organized crime in East Asia and the Pacific. A threat assessment*. Website of United Nations Office on Drugs and Crime, http://www.unodc.org/documents/data-and-analysis/Studies/TOCTA_EAP_web.pdf, 190 pp.²
2. (UNODC 2013) or UNODC (2005)
3. UNODC. *Transnational organized crime in East Asia and the Pacific. A threat assessment*. Website of United Nations Office on Drugs and Crime, http://www.unodc.org/documents/data-and-analysis/Studies/TOCTA_EAP_web.pdf. 2013, 190 pp.²
4. UNODC, *Transnational organized crime*

² It is common practice to indicate data accessed. "Accessed on xx.xx.xxxx".

g) Chinese and Japanese names and concepts

When used in the running text, these should be rendered in the Hepburn (for Japanese) or Hanyu Pinyin (for Chinese) transcription/romanization rules according to rules that are provided separately. Optionally, the relevant Chinese or Japanese characters may be added in parenthesis after the first occurrence. In the list of references the style applied can be either

- (a) transcription + English translation of the title, e.g. in Chinese: Ma, Hong and Shangqing Sun eds., *Zhongguo fazhan yanjiu* (Chinese development studies). Beijing: Zhongguo Fazhan Chubanshe, 1996
- (b) transcription of author names + East Asian characters + English translation of the title, e.g. in Chinese: Ma, Hong (马洪) and Shangqing Sun (孙尚清) eds., *中国发展研究* (Chinese development studies). 北京: 中国发展出版社, 1996

Please be consistent and stick to one style in each assignment or thesis. If using both Chinese and Japanese sources in one assignments or thesis, make the same choice for both languages. (a) is the conventional format and can normally be used across all disciplines, but (b) is gradually becoming more common. Ask your supervisor for advice on this choice; **using Chinese characters is generally not recommended in assignments and theses submitted for economics classes and economics degrees.**

Annex 1: Declaration of originality

(To be attached to all written assignments and theses as the last page)

Statutory Declaration

I, [name, surname, address, matriculation number], by signing this, declare on oath that I prepared this thesis on my own and without any external help. Furthermore I declare that I marked every passage that I literally or logically extracted from released or unreleased sources. I did also not use sources or other means apart from the cited ones.

I declare on oath that I did the aforementioned specifications in all conscience, that the provided information is true, and that I did not conceal anything.

I am aware that:

Noncompliance will be reported, the thesis will be graded as failed, I may be ex-matriculated or excluded from further examinations at the Institute of East Asian Studies, § 92 Abs. 7 Satz 3 of the states' Higher Education Act stipulates a penalty of up to € 50,000 in case of plagiarism. I am also aware of the fact that an inaccurate statutory declaration is punishable. According to § 156 of the German Criminal Code, up to three years imprisonment may be charged when committed intentionally; or if committed negligently, according to § 165 Abs. 1 of the German Criminal Code, one year of imprisonment or a fine are possible.

(Place, Date)

(Sign)

Annex 2: One-page overview of Thesis requirements

The length of an MA thesis is 60-80 pages (or 30,000 words plus any necessary graphs, tables, maps and/or images). Appendixes should only be included with the permission of the supervisor, to serve a distinctive purpose related to the research methodology chosen. MA theses in East Asian Studies, University of Duisburg-Essen must be written in English. The formal time frame is three months of full time study from mid-April to mid-July (30 ECTS or 900 working hours). The last completion date is mid-September. The MA thesis is an independent piece of research, supervised by a professor in IN-EAST. The topic must be chosen in consultation with the supervisor and fulfill the following criteria:

1. **Regional connection:** The thesis must address a topic of importance in Japan, the Koreas, Mainland China, Taiwan, Hong Kong, Macau, and/or the East Asian region as a whole. The requirement for a "regional connection" can be understood in geographical, ethnic, cultural or political terms. Students should use sources in Chinese or Japanese commensurate with their East Asian language ability. Where the framing of the topic is global, there must be a distinct East Asian regional focus, and an East Asian case or perspective must be prominent in the structure and analysis.
2. **Disciplinary rootedness:** The thesis must derive its theoretical approaches and methodologies from Economics, Political Science or Sociology. The thesis must fit clearly within the scientific discourse of *one* of these disciplines.
3. **Viability:** A suitable thesis topic must be based on (a) your level of skills and experience to carry it out; (b) the word limit of between 30,000 words; (c) the time effort of 3–5 months; (d) the availability and accessibility of relevant sources and academic literature; and (e) the technological resources available for your research. When proposing the thesis topic, you must state *how* the research can be operationalized within these constraints.

Proper structure

The thesis must have a clear and explicit structure in the following dimensions:

1. **Content structure:** (a) a transparent title and a plain statement of the research question, hypothesis, scope and objectives of the thesis; (b) a formulation of the theories and existing analytical literature that inform the approach of the thesis; (c) a statement of which evidence (data, primary source materials) is analyzed and which methods are used in the analysis; (d) the analysis of the evidence and the evaluation of whether the analysis supports or invalidates the hypothesis; (e) a conclusion synthesizing the findings.
2. **Outline structure:** The *front matter* includes title page, a table of contents, a table of figures and maps (optional); the *body matter* includes an introduction chapter, a number of chapters of more or less equal length, a conclusion chapter; the *back matter* is mainly used for appendixes (optional), a glossary of terms (optional), a list of abbreviations (optional) and the list of references (compulsory).
3. **Chapter structure:** *Chapters* (4,000-6,000 words each), divided into *sections* (800-3,000 words each). Optionally, a third level may be used (*subsubsections*, 300–1,000 words each). Remember: If you divide a chapter into sections, there must at least be two sections in that chapter; if you divide a section into subsections, there must at least be two subsections in that section

Annex 3: Cover page information for assignments

Information to be included on cover page for assignments (in this order):

Lay-out: University and IN-EAST logo permitted, but not required.

Font: New Times Roman or Arial minimum size 12 pt, maximum size 18 pt.

Institute of East Asian Studies

University of Duisburg-Essen

Academic Year: [201x]

Semester: [Winter or Summer]

Course: [Name of module or course]

Teacher: [Title and name of teacher]

Assignment: [e.g. *term paper* or *presentation handout*]

Assignment title: [title of the assignment]

Student: [surname, name]

Student Number: [student number]

Number of pages: [number of pages excluding cover page and declaration page]

Total word count: [if a maximal word limit is set, indicate actual word count]

Date of submission: [date when delivered to teacher or uploaded]

Declaration page: Included at the end of the assignment.

Annex 4: Title page information for Theses

Information to be included on title page of MA theses (in this order):

Lay-out: University and IN-EAST logo permitted, but not required.

Font: New Times Roman or Arial minimum size 12 pt, maximum size 18 pt.

Institute of East Asian Studies

University of Duisburg-Essen

Academic Year: [201x]

Semester: [Winter or Summer]

Supervisor: [Title and name of supervisor]

Title: [Thesis title]

MA thesis submitted in partial fulfillment of the requirements for the degree [MA in Contemporary East Asian Studies // MA in Modern East Asian Studies] at the University of Duisburg-Essen

Student: [Surname, name]

Student Number: [Student number]

Duisburg, [date of submission]

Number of pages: [number of pages excluding cover page and declaration page]

Total word count: [actual word count]

Declaration page: Included at the end of the assignment.

II. Guidance and deadlines for writing the MA thesis (applying to both MA MEAS and MA CEAS)

According to the examination regulations an MA thesis or dissertation has to be submitted in the last term of your masters.

For details on how to register (and submit) your MA thesis, please check the document found [here](#) carefully. In case the link is broken, please check the MA CEAS homepage for the relevant information.

In order to register for your dissertation you have to have completed at least 15 ECTS in the MA MEAS or 60 ECTS for the MA CEAS. After signing the registration form you have 22 weeks to submit your thesis to the examination office.

The dissertation is combined with a tutorial in order to facilitate the supervision process which should be discussed with your supervisor. The tutorial consists of different forms of supervision (mostly this is the seminar attached to the thesis taught by your supervisor). Tutorial and thesis have a weight of 30 ECTS and count towards your final grade. Well in advance of registering for your dissertation you should start discussing the research topic with your supervisor. All professors of IN-EAST can act as supervisors. Choose your supervisor in function of your topic and country interest. If you have difficulties to find a supervisor please contact your mentor or the program manager of your study program. If you decide to change supervisor, you need to have approval of the examination board.

If you plan to carry out empirical field work in East Asia please consult your supervisor and program manager at least 6 months before departure. Follow the format guidelines for the dissertation.

Extensions:

- In case of illness the submission of the dissertation can be delayed for the time of illness provided you submit a medical doctor certificate for the period of illness before your submission deadline (“Prüfungsunfähigkeit”).
- The examination board can grant an extension of up to 8 weeks. This extension is only granted for genuine reasons such as problems with accessing research data etc. You have to apply for extension in a written statement at least one week before the submission deadline. Please inform your supervisor as soon as possible if you need an extension of your submission to discuss the procedure.

Please ask your supervisor at the time of registering the topic of your dissertation.