

The ABC's to Preparing a Final Paper

A. Structure

1. Outline / Table of Contents and Chapters

The academic paper is subdivided into individual chapters and subchapters. In the table of contents, one should be able to recognize the argument. The structure provides the argumentation and is part of the concept.

2. Main Title/Subtitle

(i.e.: *Effect and Affect. Adolf Loos' Cultural Criticism of Modernity*)

- a. The main title should contain an image, a metaphor, or a term, which is memorable and places the paper in a superordinate thematic context - i. e. *Effect and Affect*.
- b. The subtitle should be the necessary factual complement, and makes the direction of argumentation clearer - *Adolf Loos' Cultural Criticism of Modernity*. With this it is clear that the paper is about Adolf Loos, and more precisely, his cultural criticism, and not something else.

3. Exposé/Introduction

- a. The expose presents the treated problem in a concise, clear form and presents the central question.
- b. The introduction is finished only toward the end of the work, since toward the beginning, the entire range of argumentation is not yet conceived, and is not yet ready to accentuate the argument.
- c. The introduction argues less than it formulates the thesis and theses, so that it raises questions for the reader that he finds exciting and would like to have answered.

4. Implementation of the Theses / Critical Discussion

This is where the argumentation of the topic occurs. It should be argued, not speculated, various authors will be called in as authority (positive or negative), in which one quotes or indirectly quotes their opinions. It should be subdivided into chapters, which can be further subdivided into subchapters. Each new section of the paper should present a new thought, work through it, and then, if possible, come to a realization in form of a conclusion, that in the best case implies or suggests the question and the topic for the following section.

5. Final discussion / Summary

This is where the résumé is made, the argument evaluated, and a personal conclusion drawn. While the author of the final paper should remain until this point rather neutral, argue academically, and withdraw as a personality behind the arguments, it is in the summary that the personal opinion and consideration of the argument is desired. Here the author shows him/herself, and should rate the results of the findings, such as placing them in a larger cultural context. This section brings readers beyond pure factual information and convinces their readers of the relevance of the topic within a larger cultural context. At the end there should be a balanced evaluation of the positions and the essay of the author.

B. Scope and Format

The layout of the work should make it easy to orient oneself. Please avoid long sentences. The text should be able to be read with little effort, which means making sentences shorter and following general syntax of the English language. Read your text aloud. In this way it becomes clear which sentences do not flow, and which ones are successful.

Please insert page numbers in the footer, and place the name of the author, seminar, and student number in the header.

Please use 3cm margins, and 12 pt. font with 1.5 spacing. The length of the final paper should be maximum 10 pages.

C. Sources

Important findings and passages from other's works should be marked as quotations with a citation. They can also be written as indirect quotes, which should also be marked with a citation. The most important rule for citation is: the citations should not be falsified.

- a. One cites important personalities that are academically recognized and have authority on the corresponding subject. Through these citations, one can strength one's position.
- b. Citing entirely unknown authors can lead to a mistrusting in the author, because the reader will ask, for example, "Meyer? Who is Meyer?". In certain cases that can come across as ridiculous.
- c. One can quote important personalities to disprove them or criticize them within one's own position. But one should be cautious with this method. It can be understood as a 'declaration' of war or come across as immature.
- d. The works from which one quotes should have academic character or a certain seriousness within their context. A citation about the mortuary temple of Hatshepsut from the brochure of the Egyptian tourist board discredits the author.

The references must be complete, so that the quote is easily understood and can be easily found. There are different academic styles for citations (Chicago, MLA, APA). We will use *Chicago Style* for final papers for seminars.

Citations are marked with and cited with a **Footnote** at the bottom of the page (*Notes*). Once the note is referenced once, shortened notes can take their place. Notes refer to the works that are listed in the **Bibliography** at the end of the document.

1. Footnotes (Examples in *Chicago Style*):

Book

Notes

Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.

Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

Shortened notes

Smith, *Swing Time*, 320.

Grazer and Fishman, *Curious Mind*, 37.

Chapter or other part of an edited book

In a note, cite specific pages. In the bibliography, include the page range for the chapter or part.

Note

Henry David Thoreau, "Walking," in *The Making of the American Essay*, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), 177–78.

Shortened note

Thoreau, "Walking," 182.

Journal article

In a note, cite specific page numbers. In the bibliography, include the page range for the whole article. For articles consulted online, include a URL or the name of the database. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins <https://doi.org/>. This URL is preferable to the URL that appears in your browser's address bar.

Notes

Susan Satterfield, "Livy and the *Pax Deum*," *Classical Philology* 111, no. 2 (April 2016): 170.

Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality," *Journal of Human Capital* 11, no. 1 (Spring 2017): 9–10, <https://doi.org/10.1086/690235>.

Shortened notes

Satterfield, "Livy," 172–73.

Keng, Lin, and Orazem, "Expanding College Access," 23.

News or magazine article

Articles from newspapers or news sites, magazines, blogs, and the like are cited similarly. Page numbers, if any, can be cited in a note but are omitted from a bibliography entry. If you consulted the article online, include a URL or the name of the database.

Notes

Rebecca Mead, "The Prophet of Dystopia," *New Yorker*, April 17, 2017, 43.

Farhad Manjoo, "Snap Makes a Bet on the Cultural Supremacy of the Camera," *New York Times*, March 8, 2017, <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

Shortened notes

Mead, "Dystopia," 47.

Manjoo, "Snap."

Website content

For a source that does not list a date of publication or revision, include an access date (as in example note 2).

Notes

"Privacy Policy," Privacy & Terms, Google, last modified April 17, 2017, <https://www.google.com/policies/privacy/>.

"About Yale: Yale Facts," Yale University, accessed May 1, 2017, <https://www.yale.edu/about-yale/yale-facts>.

Katie Bouman, "How to Take a Picture of a Black Hole," filmed November 2016 at TEDxBeaconStreet, Brookline, MA, video, 12:51, https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.

Shortened notes

Google, "Privacy Policy."

"Yale Facts."

Bouman, "Black Hole."

2. Bibliography (Examples in *Chicago Style*):

Each paper has a separate list of literature used called the Bibliography. These are the full citations, to which the footnotes/endnotes refer. All books, magazines, websites that you used in the preparation of your paper are listed here with authors, title, subtitles, series and volume number, publisher, place of publication, and year published. Sometimes after the title the original publishing date should be given with brackets, for example [1888].

Book

Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.
Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

Chapter or other part of an edited book

Thoreau, Henry David. "Walking." In *The Making of the American Essay*, edited by John D'Agata, 167–95. Minneapolis: Graywolf Press, 2016.

Journal article

Bibliography entries (in alphabetical order)

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." *Journal of Human Capital* 11, no. 1 (Spring 2017): 1–34. <https://doi.org/10.1086/690235>.
LaSalle, Peter. "Conundrum: A Story about Reading." *New England Review* 38, no. 1 (2017): 95–109. Project MUSE.
Satterfield, Susan. "Livy and the *Pax Deum*." *Classical Philology* 111, no. 2 (April 2016): 165–76.

News or magazine article

Bibliography entries (in alphabetical order)

Manjoo, Farhad. "Snap Makes a Bet on the Cultural Supremacy of the Camera." *New York Times*, March 8, 2017. <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.
Mead, Rebecca. "The Prophet of Dystopia." *New Yorker*, April 17, 2017.
Pai, Tanya. "The Squishy, Sugary History of Peeps." *Vox*, April 11, 2017. <http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>.
Pegoraro, Rob. "Apple's iPhone Is Sleek, Smart and Simple." *Washington Post*, July 5, 2007. LexisNexis Academic.

Website content

Bibliography entries (in alphabetical order)

Bouman, Katie. "How to Take a Picture of a Black Hole." Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51. https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.
Google. "Privacy Policy." Privacy & Terms. Last modified April 17, 2017. <https://www.google.com/policies/privacy/>.
Yale University. "About Yale: Yale Facts." Accessed May 1, 2017. <https://www.yale.edu/about-yale/yale-facts>.

3. Images

Images, if necessary, should be printed in the appendix. Images must be numbered and compiled in a list at the end of the document with citations. Citations should include: Artist or Creator, Year. *Title: Subtitle*. medium (if appropriate). In *Source*. (Cited as it would be cited above).