

Manual for Written Papers at the Department of Slavic Studies at the Universities of Bern and Fribourg

This manual serves as a basic guideline. In certain cases, however, additional specifications by the advisor, that may differ from the present guidelines, have to be respected.

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1 Basic Notes for Written Papers

Topic

A written paper at the Department of Slavic Studies is usually related to a topic that has been addressed in a seminar. Bachelor and master theses may deal with subjects independent of a seminar, but you nonetheless have to agree upon a topic with your advisor.

Length

A seminar paper linked to a bachelor seminar has to contain 40'000 characters (with spaces), including annotations and the bibliography but excluding the appendix, and results in 6 ECTS. A seminar paper linked to a master seminar has to contain 65'000 characters (with spaces), including annotations and the bibliography but excluding the appendix, and results in 6 ECTS.

A bachelor thesis has to contain 95'000 characters (with spaces), including annotations and the bibliography but excluding the appendix, and results in 10 ECTS in Bern and 12 ECTS in Fribourg.

A master thesis has to contain 270'000 characters (with spaces), including annotations and the bibliography but excluding the appendix, and, in combination with the master thesis defence, results in 30 ECTS.

The length of the paper is not related to the focus (empirical or based on literature). In a paper that deals with an empirical question, if data is collected by the students themselves, the theoretical part may be shortened; however, this has to be compensated through presentation, analysis and interpretation of the collected data. The character count includes comments and bibliography, but not the appendix.

Technicalities

You have to write seminar papers according to the following format:

Times New Roman 12 points or Arial 11 point

Spacing: 1.5

Margins top, bottom and left: 2.5cm; margins right: 4.0cm

Justify

Pages need to be numbered

For transliterations out of the Cyrillic alphabet, use the scientific transliteration:

<https://slavistik.phil-fak.uni-koeln.de/fileadmin/slavistik/Mitarbeiter/Buncic/translit.pdf>

Object-linguistic examples (including morphemes) need to be italicised, the sense of a word is written in between single quotation marks. Cyrillic examples inside the text need to be transliterated. Examples:

The gender of the noun *djadja* 'uncle' is masculine.

The ending *-ę* in Polish marks the accusative case of nouns with radicals ending in *a*.

Linguistics: Please mark the examples with appropriate brackets according to the linguistic level: [...] for the phonetic level, /.../ for the phonological level, <...> for the graphematic level and {...} for the morphological level.

Language

You may write the seminar paper in one of the instruction languages of the universities (German or French). In consultation with the advisor, you may write certain papers in one of the target languages of the Slavic Studies Departments of Bern and Fribourg (Russian, Polish, Ukrainian or BCMS) or in English. When grading your paper, the advisor will also take into account spelling and phrasing.

Deadline and Submission

You have to submit your seminar papers until February 28th for the autumn semester and August 31st for the spring semester. Possible changes to the schedule may be agreed upon with the advisor. You have to write all your papers on a computer and hand them in PDF or Word format.

Guidelines Concerning Plagiarism

Plagiarism is strictly prohibited. In case of a proven plagiarism, the university will take action. The guidelines concerning plagiarism of the University of Bern can be found here:

https://www.unibe.ch/unibe/portal/content/e152701/e322683/e325102/e323189/ul_merkblatt_plagiate_ge.pdf

You can find the corresponding guidelines of the University of Fribourg and the guidelines for the imposition of disciplinary punishment in case of a violation of these guidelines for written papers here:

<https://webapps.unifr.ch/legal/de/document/274672>

Selbständigkeitserklärung / Ehrenwörtliche Erklärung

At the end of a written paper that you submit at the University of Bern, you have to add a so-called “Selbständigkeitserklärung” in a separate chapter. Please use the following version, word-for-word:

“Ich erkläre hiermit, dass ich diese Arbeit selbständig verfasst und keine anderen als die angegebenen Quellen benutzt habe. Alle Stellen, die wörtlich oder sinngemäss aus Quellen entnommen wurden, habe ich als solche gekennzeichnet. Ich erkläre ausserdem, dass ich weder die ganze Arbeit noch Teile 2 davon ohne Absprache mit der Betreuerin/dem Betreuer in einer anderen Lehrveranstaltung in mündlicher oder schriftlicher Form zur Erlangung eines Leistungsnachweises eingereicht habe. Mir ist bekannt, dass ich andernfalls ein Plagiat beziehungsweise einen Betrug begangen habe und dies mit der Note 1 bestraft wird. Ich weiss, dass zusätzlich weitere Sanktionen gemäss den „Richtlinien der Universitätsleitung betreffend das Vorgehen bei Plagiaten“ vom 28. August 2007 und gemäss Artikel 36 Absatz 1 Buchstabe r des Gesetzes vom 5. September 1996 über die Universität ergriffen werden können. Dazu gehört im Falle von BA- und MA-Abschlussarbeiten insbesondere der Entzug des aufgrund dieser Arbeiten verliehenen Titels.”

At the end of a written paper that you submit at the University of Fribourg, you have to add a so-called “ehrenwörtliche Erklärung” in a separate chapter. Please use the following version, word-for-word:

“Ich bestätige mit meiner Unterschrift, dass ich die Arbeit persönlich erstellt und dabei nur die aufgeführten Quellen und Hilfsmittel verwendet sowie wörtliche Zitate und Paraphrasen als solche kenntlich gemacht habe.”

Title Page

For the title page and the whole document in general, you may use the following template:

https://www.issl.unibe.ch/studies/regulations_and_study_plans/index_eng.html

In general, the title page has to contain at least the following pieces of information:

- university (Bern or Fribourg), degree course, faculty
- name of the author, physical address, e-mail address, matriculation number
- title of the written paper
- title of the seminar
- semester
- name of the advisor
- date of submission

2 Structure of a Written Paper

You should structure the contents of a written paper in an appropriate, logical and comprehensible way. In general, you should use the following structure:

Table of Contents

Introduction

As part of the introduction, you have to express the guiding question(s) of the written paper. Furthermore, a presentation of the topic, an explanation of the context of the topic and an overview of the structure of the paper are necessary. It may be helpful to explain, which subdomain of Slavic Studies (e.g. morphology) the paper is assigned to. When mentioning a work (e.g. novel, film etc.) for the first time, it is important to mention also the year of publication and/or writing (depending on the relevance).

Main Part

The main part needs to contain subchapters. The structure of the main part depends heavily on the topic and the nature of your paper (linguistics: empirical / based on literature) and has to be discussed with the advisor.

Summary and Conclusion

The summary recaps the most important results of the paper. This part offers a concluding overview over the guiding questions, the approach, the answers found with the help of the literature / empirical analysis, as well as possible problems of the analysis or unanswered questions.

In the summary, you should not introduce new aspects that you have not discussed before; however, you may offer some insights into follow-up questions.

Bibliography

In the bibliography, you have to list all sources (primary and secondary) that you have used throughout your paper in alphabetical order. Sources with titles in Cyrillic script need to be transcribed and sorted according to the Latin alphabet. (Exception for papers written in a language that uses the Cyrillic alphabet (e.g. Russian). You also have to list internet sources in the bibliography, as well as AI-based applications.

You may create a separate bibliography for materials' sources; it has to be printed just underneath the other bibliography.

Appendix

Please add to your appendix the “Selbstständigkeitserklärung” and collected data, tables and questionnaires, if there are any. Furthermore, you may add excerpts from original works (e.g. entire poems) or sources (e.g. copies of the results of a corpora research), if they are necessary for your paper.

3 Finding Literature

Basic Notes

Please note that if you search for literature online, you may only use publications that have been published in a reputable source (journal, anthology, monography, edited online journal with DOI). You must not use sources that were published on or linked to the websites of individuals and that do not contain bibliographic references (i.e. without title of the monography or the journal, in which the paper has been published). Seminar papers that have been published online should not be used as sources either.

4 Quotation

You should discuss the citation style with your advisor.

Citing Primary Texts

Even if you write your paper in English or French, you should always cite primary texts (e.g. a poem by Puškin or a newspaper advertisement) in the original language – no matter if you cite the whole text or just a part of it. You may agree upon certain exceptions to this rule with your advisor. If you use a translation that has already been published, you have to indicate it respectively (see also: section “Citing Secondary Texts”).

You should reproduce quotations in languages that make use of the Cyrillic alphabet (Russian, Serbian, Ukrainian, Bulgarian etc.) in Cyrillic script, unless you quote single words. Please use the following table for your transliteration:

<https://slavistik.phil-fak.uni-koeln.de/fileadmin/slavistik/Mitarbeiter/Buncic/translit.pdf>

Citing Secondary Texts

Direct quotations render an excerpt word-for-word. Example: Renate Lachmann (1994, 292) writes: “Mit Puškings Prosa ist der Sentimentalismus als System abgelöst.” You should generally use direct (i.e. word-for-word) quotations only rarely; normally only if a certain phrasing matters. If you add your own remarks to a direct quotation, you have to put it in between square brackets. If you want to mark mistakes or abnormalities in the excerpt, you do so by adding [sic!]. If you want to show that you shortened the excerpt, you add [...].

Indirect quotation means rendering the line of thought of an excerpt while using your own phrasing. Example: According to Renate Lachmann, Puškings Prose marks the final overcoming of the sentimental style (1993, 292).

Footnotes or Direct References

You can cite your sources in footnotes. When mentioning a source for the first time, you have to add the entire bibliographical reference. Author, title, place, year and page number(s) are essential. Example of a citation in footnotes: Renate Lachmann: Die Zerstörung der schönen

Rede. Rhetorische Tradition und Konzepte des Poetischen. München: Fink, 1994, S. 292. If you quote the same source again, a short reference consisting of the last name of the author, the short title and the page number(s) is enough. Example: Lachmann: Die Zerstörung der schönen Rede, S. 292.

Especially in the domain of linguistics, more and more authors cite their sources directly in the text, mentioning only author, year of publication and page number(s) in parentheses. Example of an in-text citation: (Lachmann 1994, 292). Certain disciplines, amongst other also certain disciplines of modern languages and literatures, issue strict guidelines on how to cite. You may follow their guidelines, unless otherwise agreed.

In general, if you decide on one citation style, you should stick to it throughout the entire paper.

Do not use “secondary citation” i.e. citing a work that you found already as a quote in a different paper, but that you did not hold in your own hands. This is allowed only if the effort of getting access to the respective source is unreasonable or if the work has not been published. Let us assume that you read the paper by Clasmeier (2015) and you want to cite the state examination paper by Hochartz (1993) that was cited in the paper but has not been published and therefore is impossible for you to access. In this case, you may cite the paper in the following way: (Hochartz 1993, quoted in Clasmeier 2015, 27).