1. Central elements of a term paper:

1.1 Cover page

- The cover page should contain the following information:
- Name of the university and institute
- Title of the paper
- Type of paper (term paper, bachelor thesis, etc.)
- Title of the module and module number
- Semester
- Name of the teacher
- Information about the student (name, semester, course of study, email address)
- Submission date of the thesis [not submission deadline]).

The cover page is counted as page 1, but remains the only one without specifying the page number.

1.2. Table of Contents

The table of contents reflects the structure of the text and allows orientation within the paper. It is mandatory and is placed on a separate page. This page is given a page number (usually page 2). Regardless of the length of the table of contents, the next section of the work begins on a new page. Chapters and sections should be marked according to the decimal classification system. If a chapter or section is divided into subsections, at least two subsections shall be inserted in this chapter (e.g. 1.1 and 1.2 or 1.1.1 and 1.1.2). The appendix and bibliography are also listed in the table of contents. In the table of contents, the page numbers are indicated on the right.

1.3 Introduction

The introduction specifies the topic of the paper and indicates the research question. If necessary, an overview of the research history can be given in the introduction. The introduction should also contain a reference to the methodology. Last but not least, the introduction outlines the structure of the paper.

1.4 Main part

The main or middle part contains the analytical discussion of the topic. Here, we find the study of the sources and the application of the theories on the material dealt with. What exactly the middle part looks like depends very much on the topic and should be discussed with the teacher. A good text structure is characterized by clarity and a meaningful sequence of arguments. Divide your work into chapters and subchapters. The chapter headings must fit to the content. Do not place headings at the bottom of the page, but move them to the next page. Paragraphs are intended to increase the clarity of longer text passages and must not be misused to increase the number of pages. Not every paragraph gets its own heading.

1.5 Final part

This part concludes the paper with a short and concise summary. This is a must have! The final part can additionally point to further research questions, by asking what has remain unanswered? And which new questions have come up?

1.6. Bibliography

The bibliography contains a complete list of the literature referred to in the paper. Literature you have read in preparing your paper, but which you do neither quote nor refer to does not belong in the bibliography. The formal requirements of the bibliography are discussed in Section 9 below.

2. Pagination

Write on the DIN A4 sheets from one side only.

2.1 Margins

Top, left and right margin each 2.5 cm, bottom margin 2 cm.

2.2 Font

The font is arbitrary, but the size should be about the same as the font "Times" in size 12.

Line spacing: 1.5. Apply justification. If you use automatic hyphenation, check the result, since faulty hyphenation happens frequently, especially with foreign-language terms.

2.3 Page numbering

Pages are numbered in Arabic numerals at the bottom of the page (centered or right-aligned). The cover page is counted, but does not receive a page number.

3. Quotations

Quotations are the adoption of someone else's train of thought, findings, expressions of opinion, etc.

A distinction is made between:

> 1. Literal or direct quotations that reproduce the text of a source verbatim and

> 2. non-literal or indirect quotations, also called paraphrases, which take over the content of other texts.

All direct and indirect quotations make use of someone else's intellectual property and must therefore be identified in the text by a reference. The reference immediately follows the quotation. Before a quotation is included in your paper, you must check whether the source you want to quote is a) quotable and b) worthy of quoting.

3.1. Literal or direct quotation

Short literal quotations are inserted in the running text and are placed in quotation marks (""). Periods, commas and other punctuation marks which come in the running text after such a quotation are placed outside of the quotation marks. The source is indicated at the end of the quotation.

Longer quotations, e.g. over four or five lines, are indented as a text block. They are written with a line spacing of 1.15 and are separated from the body text by a blank line before and after the quotation.

In contrast to a quotation within the running text, quotation marks are not used for such indented quotations; the source is given here at the end of the text block after the period.

If a part of a (short or longer) literal quotation is omitted, this has to be indicated by an ellipsis mark in square brackets ([...]). At the beginning and/or end of a quotation, ellipsis marks are only necessary if the beginning and/or end of the original sentence has been omitted.

Other changes to the original text, e.g. any word added by the author or any change in a grammatical form, has also to be indicated by square brackets. Such changes may be necessary, for example, to correctly integrate a quote into your own text. Further changes, like e.g. italicizing, must also be marked, e.g. by adding: "[author's emphasis]". Incorrect spellings in the quoted text have to be adopted, but can be marked by adding "[sic]" to show that the misspelling is in the original text.

Verbatim quotations from German or French texts should always be reproduced in the original language. Translations from all other languages have to be translated into English; quotations from Persian should include both the Persian text as well as an English translation.

3.2. Indirect quotations

Indirect quotations, paraphrases or summaries must also be indicated by references. This applies to both English and foreign language sources. In indirect quotation from other languages, the translation should not be (almost) literal, but differ significantly from the text in the source-language – otherwise, it would be a direct quotation. Be careful to avoid translation plagiarism.

4. References

Any use of third-party intellectual property, both as a literal quotation and in the form of a paraphrase, must be identified by referring to it. The reference must immediately follow the quotation and is indicated in a footnote. For the sake of brevity and clarity, short references are used, while the full bibliographical data are given in the bibliography. Footnotes shall be numbered consecutively; they are marked in the text by superscript numbers that are to be placed after the respective sub-sentence, sentence or paragraph. The number of footnotes will come after the comma after the subordinate clause or after the period at the end of the sentence. Each footnote ends with a punctuation mark.

4.1 Publications by one author

The short references contain: the last name of the author, the year of publication of his work and, separated by a comma and a space (blank), the page number. Primary sources in Arabic or Persian are also quoted in this way, taking the name of the author and the year of the edition of the source text which has been used for the paper.

BOSWORTH 1977, 45.

BAIHAQī 1862, 289.

If you quote several times from the same work, do not use "op.cit.", "ibid.", "loc. cit.", "loc. cit." or "ff." If a reference refers to several pages, it is important to indicate only the cited pages and not to make the reference too unspecific or extensive.

4.2 Multiple publications by the same author in the same year

In this case, the year is followed by a lowercase letter (alphabetical order, starting with a), which allows the publication to be identified in the bibliography. In the bibliography, the publications then appear in the order of the alphabet:

SCHIMMEL 2000b, 132.

4.3 Multiple authors with the same surname

If several authors have the same surname and publications from the same years, an abbreviation of the first name is included in the document. In the bibliography, the titles are sorted alphabetically by author name and first name.

4.4 Publications with several authors

If a publication has two authors, they are listed separately by "and" or "&"; three authors are connected by comma and "and" or "&".

TOULANY and ORTHMANN 2018, 140.

If there are more than three authors, it is sufficient to mention one author's name and to add "et al." In this way, it is pointed out that there are several authors, who all have to be mentioned in the bibliography.

4.5 No author, but only publisher or editor known

If a publication has no author, but only a publisher or editor, the latter is referred to. In the bibliography, the entry should be listed in the same way under the name of the publisher or editor

4.6 Quoting a source from secondary literature

A secondary citation, is a quotation from a source that you have not consulted yourself. This quote is taken from a work of secondary literature in which it is cited. Secondary quotations are generally not permitted, since the correctness of the quotation cannot be checked. An exception is only done if the citation is extremely important for your own work, but access to the original source is impossible or disproportionately difficult. In this case, the reference should be given in the following way:

According to HUCKRIEDE, all of these observations speak for a "genuine, not too strong pluvial". (HUCKRIEDE 1961, quoted from EHLERS 1971: 152).

The author of the original work cited appears first in the document, followed by information about the secondary source from which the quotation was taken. If the year of publication of the original source is known, it should be given. If necessary, further information on the original text can be provided in a footnote.

4.7 Multiple references

After an indirect quotation, it may be necessary or useful to indicate several sources if, for example, the corresponding statement is to be strengthened by several pieces of evidence or - e.g. in a research discussion - assigned to several authors. This is done according to the basic rules explained so far, with all references being separated by semicolons.

Example: BOSWORTH 1977, 86; Frye 1980, 17.

So-called "collective references" that simply string together all the works referred to at the end of a section or chapter without differentiating between the individual quotations are not permitted.

4.8 Unpublished Sources

Information on unpublished sources, such as manuscripts or archival sources, must be provided in such a way that the source can be found. If possible, keep with the cataloging system of the library or archive that owns the source. In the references, only the information necessary to identify the source in the bibliography should be mentioned.

4.9 Quotations from newspapers or non-scientific journals / titles without author information

Quotations from newspapers or non-scientific journals should be referred to in the text in the following way, if no author's name is given:

Name of the newspaper (possibly specifying the edition) - date - page(s). The name of the newspaper is written in italics because it is the title of the work.

Example:

The popularity of Bīžan Najdī's poetry was no less than that of his stories. His poems were published in cultural publications abroad, especially in Germany. (Gardūn, Year 8, No. 55 – July, August – 1997: 43).

4.10 Articles and websites consulted online

Articles and websites consulted online are referred to depending on the type of source. Articles from the web that have an author and publication date, such as journal articles held by JSTOR or books available online in pdf format (for e-books, see 4.11), are treated like other articles or monographs:

Author year, page number

The indication that the source is an Internet source is given in the bibliography.

If a website is quoted which does not mention any author, the complete bibliographical information is provided in the reference. Such websites are not included in the bibliography. In these cases, the last access date is also required:

Publisher (year), title of page. URL (last access date).

Jewish Azerbaijani Neo-Aramaic, Endangered Languages, Alliance for Linguistic Diversity. https://www.endangeredlanguages.com/lang/3506 (last access 10.1.2022).

4.12 Quoting from e-books

Some scientific books are (also) available as e-books. However, page numbers are not always given in e-book versions, or these page numbers can vary. This makes it difficult to provide accurate evidence. Therefore, as far as possible, the printed version of a book should be used.

If there is no printed copy or if it is not available, then e-books may be quoted. If they have fixed page numbers, references follow the style of printed books. If there are no fixed page numbers, the chapter and section numbers are given after the author's name and the year. If chapters or subchapters are not numbered, the entire title of the chapter or subchapter in which the quoted passage is located is indicated.

Example:

Reference in the footnote: GNOLI 2011.

Entry in the bibliography: (see below 9.12): GNOLI, Gherardo (2011), Conversion i. Of Iranians to the Zoroastrian faith. In: Encyclopaedia Iranica Online (last seen 17.1.2022), http://dx.doi.org/10.1163/2330-4804_EIRO_COM_7820

E-books are not always permanently available online. Therefore, the digital sources used should be saved as a copy in order to remain verifiable.

4.13 Quoting from Other Types of Sources

If you quote from interviews and surveys you conducted yourself, from films, video games, or any other type of source, please discuss the citation style with your thesis supervisor. The same applies to citing gray literature.

5. Footnotes

Footnotes are used for references.

They are also used for comments that do not fit into the running text or for additional explanations.

In general, you should be very careful with footnotes. Relevant information should be placed in the running text, and unimportant information should be left out. You may however place the original text of a quotation in the footnote, which you translate in the running text, or brief explanations of terms etc.

6. Numerical data

Numbers from one to twelve as well as tens and hundreds (e.g.: twenty, fifty, hundred, thousand) are written out. All other numbers are given as numerals. When a sentence contains both numbers up to twelve and numbers that would be represented by numerals, all are written in numerals.

Decimal fractions are written out, e.g. one third, four eighths etc. However, numerals are always used when specifying measurements, weights etc. (1 kg, 3 farsangs etc.)

7. Tables, maps, figures, etc.

Figures, tables, graphics, etc. can be used to illustrate the text and either integrated into the running text or placed in an appendix. Figures must be mentioned at least once in the running text and provided with a corresponding reference. Example: "(see Fig. 1)", "(see Tab. 5)".

Figures, tables, graphics, etc. have to be numbered. Example: "Tab. 4"; "Fig. 2" etc. The numbering of the illustrations must follow the system of your own work and cannot be taken from the original source. Each illustration needs a title, which can be placed above or below the representation. The source from which the illustration has been taken must be quoted according to the styles explained in ch. 4. If you have prepared the table yourself or if you use an own photo, you refer to your own work.
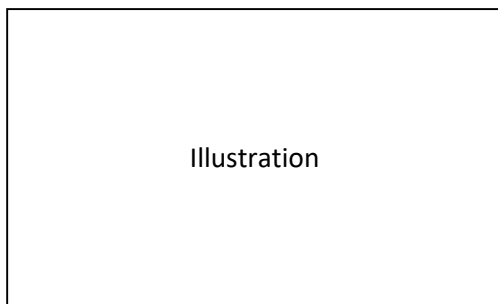
Example:

Illustration

Fig. 1: View of Bandar ʿAbbās

Source: WINDLER 2018, 379.

Especially in the case of illustrations taken from the internet, it is important to check the reliability and correctness of the information. In the case of foreign-language sources, all text components of the presentation have to be translated into English. In the case of table, it is often more easy to draw them yourself.

8. Appendix

In the table of contents, the appendix is not numbers. It may contain:

a) A list of the names of institutions, people and places mentioned in the text (translation and original writing),

b) A list of all original language terms, with an English translation,

c) Tables and figures, if they are not integrated into the running text,

d) Documents (Originals or translations. Documents require a heading and complete bibliographic information)

e) A list of interviews conducted (if not anonymized: name of the person interviewed, dates and locations of the interviews, other relevant information),

f) Information on surveys (location, number of questionnaires distributed, response rate, addressees, topic, etc.). The questionnaire you used and its translation (if necessary) also belong in the appendix.

9. Bibliography: Published secondary literature and primary sources

Depending on the scope, secondary literature and primary sources can be listed in the same list or separately. It is not useful to subdivide the bibliography according to languages.

Please note that the author's last name is always followed by a comma. In the case of publications by several authors, the order from the second name is: first name – last name. The title of the volume or journal should be in italics.

Subtitles can be separated from the main title by a period, colon, or dash. It is important that once a spelling has been chosen, it is used consistently throughout the entire bibliography.

9.1 Monographs

9.1.1 One Author

JAUBERT, Amédée (1822): *Journey through Armenia and Persia in the years 1805 and 1806*, Weimar: Landes-Industrie-Comptoirs.

Different works by one author are listed in chronological order. If several works are from the same year, the year is followed by a lower-case letter (in alphabetical order, beginning with a), which is also used in the references.

SCHIMMEL, Annemarie (2000a): *Sufism: an introduction to Islamic mysticism*, Munich: Beck.

SCHIMMEL, Annemarie (2000b): *In the empire of the great moguls: history, art and culture*, Munich: Beck.

When using another edition than the first, you have to indicate it:

ERNST, Carl (2011): *Sufism: an introduction to the mystical tradition of Islam*, (2nd ed.), Boston: Shambhala.

If the author of a work is not known, it is listed under "Anonymus".

9.1.2 Two or more authors

BARKER, Muhammad and Aquil MENGAL (1969): *A Course in Baluchi*, Montreal: Institute of Iranian Studies.

TOULANY, Ghasem and Eva ORTHMANN (2018): *Lehrbuch der Persischen Sprache* 1, (3., revised version), Wiesbaden: Buske.

9.2 Edited Volumes

Editors are indicated by (ed. or eds. if there are several editors) after the name:

BERTANIA, David, Sandra TOENIES KEATING, Mark N. SWANSON and Alexander TREIGER (eds.) (2019): *Heirs of The Apostles*. Leiden, Boston: Brill.

Important: If you cite an article from an edited volume, this article has to be listed in the bibliography under the name of the author of the article. Referring to the edited volume or the name of the editor is not correct!

9.3 Exhibition and collection catalogues

Exhibition and collection catalogs are listed under the editor's name. If the editor is not known, they are listed under the title of the book (and not under the name of the organizing institution or

"anonymus"). Information such as the date and place of the exhibition should be added. If the publication refers to several exhibition locations (e.g. in the case of traveling exhibitions), only the first location of the exhibition has to be mentioned, and the other stations subsumed under "[et al.]".

Example:

Palace of the Gods (1992): *Palace of the Gods. 1500 years of art from India*. Berlin Great Orangery, Charlottenburg Palace March 7 – June 28, 1992, [inter alia] [exhibition catalog Museum of Indian Art]. Berlin: State Museums in Berlin.

9.4 Articles in printed and digital journals

1. Journals count as independent publications. Thus, the title of the journal – and not that of the article – should be italicized here.

2. The name of the article is placed between "".

3. The numerals after the journal name indicate the number of the volume and issue. It is followed by the page range, giving the first and last page of the cited article. The page numbers are connected by a dash.

4. The place of publication should only be given if there are several journals with the same name, so that the bibliographical information would otherwise not be clear.

5. For an e-journal article, all information is followed by the URL or DOI; the date of the last access is not required if a publication date is given for the journal and if the article is the online version of an article that is also available in print:

BASHIR, Shahzad (2006): "Shah Ismaʿil and the Qizilbash: Cannibalism in the Religious History of Early Safavid Iran". In: *History of Religions*, 45, 3, pp. 234-256.

SCHAYEGH, Cyrus (2018): "Mohammad Reza Shah Pahlavi's Autocracy: Governmental Constraints, 1960s–1970s". In: *Iranian Studies*, 51, 6, pp. 889–904.
https://www.tandfonline.com/doi/full/10.1080/00210862.2018.1522949.

9.5 Articles in edited volumes

1. If you cite an article from an edited volume, the article is listed in the bibliography under the author of the article. Simply referring to the edited volume is not sufficient.

2. The edited volume is considered an independent publication. The title of the volume should therefore be italicized. The title of the article is placed between "". It is followed by the name of the editor(s) and the title of the volume. Then, the place and the publishing house are indicated. Afterwards, the pages from the first to the last page of the article. The page numbers are connected by a dash. Again, publications from the same year are marked with lower case letters.

LAZARD, Gilbert (2011): "Homonymie et polysemie: brève note à propos des deux enclitiques -i du person". In: MAGGI, Mauro and Paola ORSATTI (eds.): *The Persian Language in History*. Wiesbaden: Dr. Ludwig Reichert Verlag, pp. 89–94.

ORSATTI, Paola (2003a): "Syro-Persian formulas in poetic form in baptism liturgy". In: Ludwig Paul (ed.): *Persian origins: Early Judaeo-Persian and the emergence of New Persian*, Wiesbaden: Harrassowitz, pp. 147–176.

ORSATTI, Paola (2003b): "'Turco' e 'Persiano' nell'Europa del Rinascimento e la questione della lingua franca in Asia". In: U. Marazzi (Hg.): *Turcica et Islamica: studi in memoria di Aldo Gallotta*, Bd. 2,. Napoli: L'Orientale, S. 677–705.

9.6. Articles from dictionaries and encyclopedias

Articles in encyclopedias and encyclopedias are generally cited in the same way as articles in edited volumes, although the editors are usually not mentioned. The article is listed under the name of the respective author.

SCHMITT, Rüdiger (1983): "Achaemenid Dynasty". In: *Encyclopædia Iranica*, Vol. I, 4, pp. 414–426.

BIER, Carol (2020): "Marāgha". In: *Encyclopaedia of Islam, Three* (*EI³*). http://dx-1doi-1org-1lreiydt8144b.han.sub.uni-goettingen.de/10.1163/1573-3912_ei3_COM_36215 (last access 09.01.2021)

9.7 Preface, Introduction, Epilogue

ALLSEN, Thomas T. (2000): "Foreword". In: GOLDEN, Peter B. (ed.): *The King's Dictionary: The Rasulid Hexagolot: Fourth Century Vocabularies in Arabic, Persian, Turkic, Greek, Armenian and Mongol*. Leiden, Boston, Cologne: Brill, p. 25.

9.8 Source Editions

In the case of source editions, the editor must also be indicated in addition to the author and title of the source.

Example:

ḪWĀNDMĪR, Ġiyās̱ al-Dīn Muḥammad. (1940): *Qānūn-i Humāyūnī, nīz musammā bah Humāyūnnāmah*. Edited by Muḥammad Hidāyat ḤUSAYN, Calcutta: Royal Asiatic Society, 1940.

9.9 Translations

The name of the translator of a work must be included in the bibliographical information.

XAVIER, Jerome (2012): *Mir'āt al-quds (Mirror of Holiness): A Life of Christ for Emperor Akbar.* Translated and edited by Wheeler M. Thackston. Leiden, Boston: Brill.

9.10 Multi-volume publications

In the case of multi-volume publications, the volume or volumes which were used have to be indicated. The year of publication should be the one of the volume used.

WADDINGO HIBERNO, Luca (1733): *Annales Minorum*, Vol. 6. Romae: Typis Rochi Bernabo.

If the volumes of a multi-volume work have different (sub)titles, these can be placed after the volume information. Example:

THOMAS, David and John CHESWORTH (eds.) (2017): *Christian-Muslim Relations. A Bibliographical History*. Vol. 10: *Ottoman and Safavid Empires (1600-1700).* Leiden, Boston: Brill.

9.11 Articles from daily or weekly newspapers

A precise date is required for references to articles from daily or weekly newspapers. So-called "overseas editions" should be identified, as well as local editions of national daily newspapers. Short articles without author names are included in the bibliography under the name of the newspaper; this is – as an independent publication – written in italics.

If there are several issues of a newspaper per day, this should also be indicated.

MARDUḪĪ, Bāyazīd (07/31/2018): "Dām-hāyi Iqtiṣadī-i Īrān [Iran's economic traps]". In: *Šarq* (Tehrān), Second Edition, p. 1.

9.12 Articles from the internet/websites

Articles from the Internet or websites are only included in the bibliography if they are provided with an author's name. The name of the institution or person managing the homepage is not such an author's name. For articles without author, it is sufficient to provide evidence in the text.

As much information as possible is required for the bibliographical data of Internet pages:

Author (year of publication or, if this is not explicitly stated, the year in which the relevant homepage was last updated): Title of the article. Homepage publisher: Title of the page (if different from the publisher). Page numbers (if any). Full URL address or DOI (Date of Extraction from the Internet).

ORTHMANN, Eva (2017): "Tarjuma-yi kitāb-i Bārāhī." Speziale, Fabrizio and Carl W. Ernst (eds.): *Perso-Indica. An Analytical Survey of Persian Works on Indian Learned Traditions*. http://www.perso-indica.net/work/tarjuma-yi_kitab-i_barahi (last access 10.1.2022).

If the author is not specified for an article from the Internet, it will not be included in the bibliography. Instead, the complete bibliography must appear in the text:

Jewish Azerbaijani Neo-Aramaic, Endangered Languages, Alliance for Linguistic Diversity. https://www.endangeredlanguages.com/lang/3506 (last access 10.1.2022).

9.13 E-Books

References for e-books correspond to those for printed books, but must always contain the information "Electronic resource", since, for example, the page numbers can differ from those of the printed version. If there is an URL or DOI for an e-book downloaded from a website, this must be specified. Since a publication date is given in the literature itself, no date of access has to be given.

GEIGER, Wilhelm and Ernst Wilhelm Adalbert KUHN (eds.) (1904): *Outline of Iranian Philology: Literature, History and Culture*, Vol. 2. Strasbourg: Karl J. Trübner, Electronic Resource. https://ia802609.us.archive.org/6/items/grundrissderira00salegoog/grundrissderira00salegoog.pdf.

9.14 Information on publication series

The name of publication series can be indicated after all other information. This specification is optional.

KÖNIG, Götz (2016): *Yašt 3. Der avestische Text und seine mittel- und neupersische Übersetzungen. Einleitung, Text, Kommentar.* Estudios Iranios y Turanios - Supplementa 1 Girona, (= Sociedad de Estudios Iranios y Turanios (SEIT)).

In the case of articles from edited volumes which have been published in a series, the page numbers follow all information, i.e. also after the publication series.

9.15 Multiple Places and/or Publishers

If more than two places of publication and/or more than one publisher are specified, it is sufficient to indicate the first place or publisher and to add "[et al.]".