



Institut für
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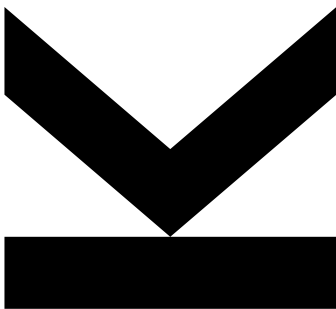
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INSTRUCTIONS FOR ACADEMIC SEMINAR PAPERS



Institute of Sociology

Department of Sociology with a focus on
Innovation and Digitalization

**JOHANNES KEPLER
UNIVERSITÄT LINZ**

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1. General Information, Submission

The academic research paper should be approximately **ten pages in length**, excluding figures, tables and the bibliography. Aside from the scope, the academic paper should be based on the style and format requirements for an **academic paper**. A paragraph in an academic/scientific journal can serve as a guideline for writing an academic paper.

Students may select a topic for the paper from material and subject areas covered during the seminar. The topic should feature and address a clear, sociologically-based issue or question. Common formats include (a) discussing a theory, (b) comparing theories, or (c) applying a theoretical perspective to a concrete case. Potential topics will usually be discussed during one of the last class sessions. Please contact the course instructor if you have any questions about your topic selection.

Submission:

Submit your academic paper for the respective course via **Moodle** as (one) **PDF document** (see <https://moodle.jku.at>).

If you cannot access Moodle or submit the paper using the submission link, please send the paper by e-mail and attach the paper as a PDF file.

2. Style and Format Requirements

2.1. External Format

- Font size: 11
- Font: Arial
- Line spacing: 1.5
- Justified paragraphs
- Hyphenation
- Page numbers at the bottom right (do not specify on the cover page)
- Side margins top/bottom/right/left: 2.5 cm
- Footnotes: font size 10, font: Arial
- Length: 10 pages, DIN A4 portrait format
- Use correct grammar, orthography, and punctuation
- Label figures and tables and number them consecutively
- Gender-neutral language → see JKU guidelines:
https://www.jku.at/fileadmin/gruppen/39/6_Download_GeschlechtergerechtiSpracheundBild.pdf
- Uniform method of citation (see Pt. 2.9.)

2.2. Paper Structure and Composition

The written paper should contain the following:

- Title page
- Table of contents
- Introduction
- Main section

- Conclusion
- Reference page/bibliography

Beginning with the introduction, the paper should flow logically from start to finish. Avoid incoherent, individual statements. Arrange individual arguing points in logical sequence in relation to order, organization and subordination, meaning arguing points listed under one subdivision must also relate to the same factual level.

All of the points in the outline should be listed in the body as headings. To support cohesion, each point that is to have sub-points should contain at least two sub-points.

2.3. Title Page

The title page should contain the following important information:

Name of the institute/department, course title, semester, name of the course instructor and/or supervisor, the paper's title and subtitle, author (name, matriculation number), date of submission.

Example:

Johannes Kepler Universität Linz

Institut für Soziologie
Abteilung für Soziologie mit den Schwerpunkten Innovation und Digitalisierung

JKU
Institut für
Soziologie

LVA-Nummer 231.457
KV Technology and Society

Lehrveranstaltungsleiter: Univ.-Prof. Dr. Uli Meyer
Sommersemester 2020

**The Social Construction of Technology.
How the Sociology of Science and the
Sociology of Technology Might Benefit Each Other**

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Einreichdatum: 30.6.2020

2.4. Table of Contents

A table of contents is an organized listing that will help structure your paper. The page numbers for the numbered start of the sections (= headings) should appear in the outline.

The first text page should be numbered: 1.

2.5. Introduction (Introduce the main argument)

The introduction should contain four elements:

- An introduction to your paper's topic
- Research questions/focus and hypotheses
- Preview of the paper's content
- Correlation between the question, theory and method

The introduction can include space to define the topic (introduction of content/background story/significance). At this point, also explain your intended approach (method), meaning **how** you want to answer and address your research topic. The introduction should not be more than 10 - 15 % of the written paper.

2.6. Main Section

The main section should focus on substantiating your point(s). Present your arguments and substantiate each argument with the aid of secondary literature or sources (using either foot-notes or in the text using brackets).

Subdivide the main section by using headings (which can also be found in the table of contents in full); other content structuring is to be marked by paragraphs.

2.7. Conclusion (Summary including a result/conclusion)

The conclusion must summarize your main point, your findings, answer the research question posed in the introduction, and present the hypothesis(s) as true or false. It is important to reflect on the paper as a whole, meaning you should also reflect on your findings critically in regard to your question/topic and the selected methodology. You can also propose an outlook and formulate potential research questions. Just like with the introduction, the conclusion should not exceed 10 - 15 % of the paper's total scope.

2.8. Bibliography

Accurately cite **each** source used in your work and reading materials in alphabetical order.

2.9. Citation Format

Citation guidelines used by the Institute for Sociology at the JKU adhere to those outlined by the **American Psychological Association (APA norm, sixth edition)**.

→ **Guidelines and examples:** <https://www.jku.at/institut-fuer-soziologie/lehre/services/>

The entire paper is to be written consistently in accordance with **uniform** rules of citation.

In general, statements made by others and not on your own accord must be substantiated. Direct, verbatim quotations must be placed in quotation marks and the exact source must be stated **in the text**.

Example: „Innovation wird heute selbstverständlich als etwas Gutes betrachtet.“ (Meyer, 2016, S. 1).

In this case, the supplementary **bibliography** must contain all of the additional information about the reference. In the event that several publications by an author within a one-year time span are used, these must be identified by using additional letters (Giddens, 1979a, pp. 88-90).

If a thought or idea is not used literally but used in terms of content, the text must also be referenced ("cf.") If a longer paragraph - or even an entire bullet point - is based on a bibliographical reference, this must be noted at the start of referencing the thought or idea.

Use longer quotations in their literal text form sparingly. When using a direct quote, do not change or alter the text in any way. Small omissions in the quoted passage are to be indicated by three dots in square brackets [...]. Insertions in quotations are also to be indicated by square brackets: "... [inserted text]...". Indicate any added or omitted emphasis at a later date at the end of the quotation (i.e.: emphasis by the author).

When making a second-hand citation, reference it next to the original source by adding "cited from:". However, "first-hand" citations should be given priority.

Please note:

Passages, arguments, thoughts, etc. not referenced with a literature or source citation will be assessed and considered as your personal work. Therefore, be generous in using supporting documents.

Plagiarism is passing thoughts, statements, information, etc., made by others as your own work, or by directly taking passages from other texts - or slightly modifying them – without referencing or citing the source. This is a very serious violation of basic rules and conduct in regard to academic/scientific work. Any plagiarism in your paper - regardless of the extent – will result in a **failing grade** for the course.

2.10. Figures and Tables

Use figures only if they are indispensable in supporting the argumentation. Images that only "illustrate" the written text are unnecessary.

Label and number all figures and tables in the paper.

Figures and tables should be referenced and explained in the paper. As they are to be used as academic/scientific citations, you must name the source of the figure or table (in brackets) (if necessary, the copyright must also be clarified). If using a figure/table that has been altered

and is not true to the original, indicate this by stating "based on". If you have created a figure and/or table yourself, the sources must not be cited.

A list of complete references to any figures and tables in your paper are to be included in the bibliography.

Space used in the text for figures and tables should not add to the expected page count - the page count refers to pure, continuous text.

3. Assessment and Grading Criteria

1. Clarity in presenting the issue or topic (if necessary, justifying the choice of theory)
2. Outline:
Clarity – composition logic – topic reference – significance (if necessary, independent structure)
3. Content elaboration:
Introduction and Development – Categorization and Defining – Presenting the Work Flow – Covering the Topic – Correctness of Content – Line of Argumentation – Evaluating Literature – Type of Presentation – Connecting and Mutually Referencing Individual Sections – Personal Thoughts/Opinions – Critically handling Theory, Methodology and – if necessary – Empirical Material – Final Conclusion (critical discussion, in particular)
4. Terms:
Use of clearly and appropriately defined terms and concepts
5. External Format:
Citation Technique – Punctuation/Grammar and Spelling – Style and Expression – Times – Completeness and Uniformity of References/Bibliography