Information and Recommendations for Academic Writing

During the Bachelor Urbanistik (Urban Planning) and Master Urbanistik (Urban Studies) and Master European Urban Studies at the Bauhaus-Universität Weimar

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1. Introduction

This guide[1] offers tips and information on how to prepare and write academic texts during your studies. While some of the information such as on the citation rules is relevant for everyone, parts relate specifically to the special requirements within the urbanism degree programmes at the Bauhaus-Universität Weimar.

Within its degree programmes, the university strives to empower students to complete scientific work independently. This includes acquiring, practising and ultimately applying the specialist knowledge and methods they have learned, taking a critical and reflective approach. The norms from different disciplines are drawn on in interdisciplinary fields like urbanism. While these share a common basic understanding of academic work, they differ in their subject-specific standards such as the formal requirements. Hence the guidelines or specifications published by individual professorships take precedence during the preparation of term papers, dissertations, etc.

Scientific work entails furthering your knowledge in a particular field. Existing methods and theories are used or theoretical and methodological approaches developed to explore a new subject or question. Transparency is important here – and this can for example be achieved by distinguishing between one's own findings and those of others and by indicating the sources you have used. The methodological steps involved in conducting your own empirical studies do not form part of this guide. We recommend that you exchange with your fellow students and lecturers throughout your studies in order to clarify fundamental questions relating to academic writing and the specific requirements for the work you must submit. A whole range of introductory and explanatory books on academic writing are available in the University Library, for example on how to prepare scientific texts, the various methods for their preparation and how to structure your work.

About the Contents of this Guide
In addition to academic texts in the narrower sense, which are primarily term papers and the dissertation, you will have to produce a number of other types of texts and work during your studies. The individual genres are introduced briefly in Chapter 2. Chapter 3 deals with how to structure the content and the different parts of a scientific paper and Chapter 4 with the formal requirements for your work. Advice on correct citation and referencing sources is given in Chapter 5 with general advice on academic writing then shared in Chapter 6. The problem of plagiarism is explained in greater depth in Chapter 7. The guide concludes with information on finding and managing specialist literature in Chapter 8.

2. Text Genres

Term papers and Bachelor/Master dissertations are the most important types of academic work in the urbanism degree programmes. Project reports and documentation, essays and papers or posters are also frequently required however. The different types of texts and their purpose will be explained briefly in this section.

Dissertation

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[1] This guide is a revised and updated version of the guide that was originally prepared in 2013 by Chris Dähne, Achim Schröer, Bernhard Stratmann, Britta Trostorff and Elodie Vittu.

The dissertation is the most important piece of academic work in a degree programme. Students prove with this piece of writing that they have familiarised themselves with the fundamental principles of scientific work and can apply them independently. This not only includes complying with the → formal requirements and using good → scientific language but also selecting and presenting their own methodological approach and demonstrating their ability to compile and analyse data or develop theoretical concepts further for themselves. The scope therefore varies greatly and must be clarified directly with your supervisor(s). Some professorships also have their own guidelines for writing dissertations. In addition, formal requirements are stipulated in the respective examination regulations.

Term Paper
Term papers are shorter than dissertations and primarily serve to practise preparing scientific work. They also offer an opportunity to explore a topic independently, → search for literature on a chosen topic and correctly apply the fundamental rules of academic writing explained in this guide. Only in exceptional cases will you need to collect and evaluate data for yourself as part of a term paper though. As a rule, the supervising professor sets the topic and scope for this piece of writing that is usually around 10 to 15 pages in length.

Essay
An essay (taken from the French word "essai" meaning "attempt") is a shorter piece of academic writing in which a topic and a research question are discussed. While it is based on your scientific understanding, greater importance is attached to originality and personal opinion here. This does not mean that the rules of academic writing can be dispensed with though. Here too, the assignment's length is set (usually three to seven pages).

Synopsis/Proposal
Those writing a dissertation will usually approach their supervisors with a synopsis in which they outline their proposed research project. A synopsis is normally around five to ten pages in length and contains an outline of the problem, research question, hypotheses and methodology, draft outline, work plan and time schedule, and a preliminary list of references. Since you prepare the synopsis before you begin the work, it does not include any results or recommendations for action.

Project Report/Documentation
Several types of text are usually combined in the written presentation of a planning project. While this documentation may be shorter than a term paper, it should still be written with the same academic conscientiousness. In contrast to term papers, presentation of the concepts is based more on the author's own ideas and formulations. The formal requirements and layout stipulations correspond with the other types of text presented here.

Poster
At higher education institutions, scientific work is often summarised on posters. In addition to concise presentation of the core content, the graphic design and use of illustrations are particularly important here. References to the authors and the creation context must not be forgotten either.

3. Formal Requirements

The professors are responsible for determining whether and which formal requirements apply for

assignments. It is always well worth considering the following points though and, in case of doubt, asking about them:

Cover Page
The cover page for a piece of writing contains information on the title of the work, the author's name and matriculation number, the name of the course they are taking and the semester they are in, Bauhaus-Universität Weimar, the professorship, the supervisor/lecturer where appropriate, and the submission date. See the → appendix for a sample cover page.
Under certain circumstances, for example in the case of a special graphic design, this information may also be spread over two pages. The information provided on the cover page is essential for the correct recording of academic performance and identification of the work's author.

Layout
Unless more specific information is provided, academic work should be in the usual font size (10–12 points), an easily legible font, the usual line spacing (1–1.5 lines) and include page numbers. A slightly wider outer margin on each page facilitates correction. Work should be stapled or bound together. Particularly high-quality paper and elaborate bindings are not necessary.

Abstract
An abstract is a very short summary of a text. Usually just one paragraph in length (or at most half a page), it details the topic, research question, findings and conclusions. In many journals, abstracts provide an overview of each article before the text itself.

Length
Your professorship will set the required length for a piece of academic writing by number of pages, words or characters (with or without spaces). If a text contains many and/or large illustrations, they should moreover specify whether only the text counts in this length stipulation. All standard word processing programs can calculate the pages, words and characters automatically.

Submission Formats
Unless requested otherwise by the lecturer, work should be submitted as a digital file and also as a printout. Be sure to check which format is desired for the digital file (usually PDF or DOCX) – for reasons of legibility, to check the text length and to avoid → plagiarism. For more information on the requirements for dissertations (number of copies, etc.), check the examination regulations for your degree programme.

Affidavit
An affidavit is not required for all academic work, but it most definitely is for a dissertation. It is usually included as the final page in the work. An affidavit is not a meaningless phrase, but rather serves an important legal purpose. A wording based on the examination regulations is recommended:

English:
I hereby certify that I have written this dissertation independently and have not consulted any sources, aids or advisers other than those indicated.

German:
Hiermit versichere ich, die vorliegende Arbeit selbstständig verfasst und keine anderen als die angegebenen Quellen, Hilfsmittel und Berater hinzugezogen zu haben.
Place, date, signature

4. Structure and Layout

Academic work partly follows a standardised structure and partly reflects the specific topic and argumentation logic. Presentation of the arguments is one of the most important purposes of a piece of academic writing. The original layout often needs to be rearranged and adjusted and parts added or deleted during the research and writing process to reflects the developing knowledge.

Formal Components of the Layout

- Cover page
- Table of contents: In addition to the headings in the text, also include the lists of figures, abbreviations, etc. and any appendices. The cover page is not counted in the page numbering, but the table of contents is.
- Sections in the body of text
- References
- List of figures, where applicable
- List of abbreviations, where applicable
- Appendices, where applicable
- Affidavit, where applicable

Components of an Academic Text
Academic texts essentially comprise an introduction, a body and a conclusion, whereby the body is usually divided into further subsections, chapters, subchapters and paragraphs. The headings of the individual sections should refer to the thematic content and not simply be named "Chapter 1", "Chapter 2", etc. The table of contents containing all of the (sub)headings for the sections should already give an impression of the work's structure and content. The (sub)headings should be chosen with this in mind. In longer texts, it makes sense to additionally assign the individual chapters and subchapters a letter and/or number. However, if there is a subchapter 1.1 or 2.1, there must also at least be a subchapter 1.2 or 2.2 respectively that explains the content of chapter 1 and chapter 2 in greater depth. The structure depends on the argumentation and not on the page numbers. The second chapter can thus be significantly longer or shorter than the first one and contain more or fewer subchapters. Countless subchapters or sections within a chapter are an indication that an alternative structure might be more appropriate.

The smallest structural unit in an academic text is a paragraph. As a general rule of thumb, ensure that each paragraph contains a separate idea. However, bear in mind that if paragraphs are very short and only comprise two or three lines, the text will look very busy and your train of thought will be difficult to follow. That being said, dividing the text into paragraphs can help you to structure your thoughts and arguments. It is generally worth reviewing the text and its structure at the end.

Academic texts should usually feature the following in their various sections:

- Introduction: Opening sentence that arouses interest in the topic and/or provides an indication of the text's content, introduction to the topic and outline of the problem, precise question and, where applicable, research hypothesis, brief outline of methodology, content and structure of the paper.
- *Body* (usually comprising several chapters): Presentation of the state of research, theoretical analytical framework, details of the methodological procedure (for empirical work) where applicable, analysis of the findings and argumentation for their evaluation.
- *Conclusion:* Summary of the most important points, interpretation of the results and answering of the research question, discussion of the limitations of one's own research and reflection on problems in the research process where relevant, if necessary naming of further research needs in an outlook.
- Recommendations for action can play a special role in the field of urbanism. Depending on their extent, they can even constitute a separate chapter in the body of the text or a subsection within the conclusion.
- Source and literature references: List all sources and texts used in alphabetical order. In some disciplines, the literature list will only include scientific texts, while other materials such as interviews, observations or newspaper articles are listed as sources. It is often the case that these are not clearly distinguished between. In case of doubt, consult your supervisor.
- *List of abbreviations (where applicable):* Common abbreviations (e.g. GDR, USA, etc.) do not need to be explained. In contrast, when abbreviations that are not common knowledge are used (e.g. CEMR, IUDC, etc.), a list of abbreviations is advisable. This is usually placed after the table of contents or attached as an appendix. Abbreviations must be introduced in the text itself on first mention. E.g.: "The integrated urban development concept (IUDC) clearly shows ..."

The structure and layout of academic work should never only be considered strictly schematically. Rather, these vary depending on the work approach, type of text, subject-specific cultural expectations of the content and formal requirements as well as personal style preferences.

See the → appendix for a sample layout.

5. Scientific Literature and Citation

When preparing academic work, always provide references for all of the materials and sources you use that have already been published. This will help to situate your own contribution within the state of scientific research, to draw links to the existing discourse and to justify or substantiate statements.

The standard publication formats for scientific findings are monographs (independent publications on a specific topic), anthologies (collections of articles on one more or less specific topic), and journal articles (that appear in specialist publications that are released at regular intervals). There is additionally a large amount of citable literature known as "grey literature". This includes conference proceedings, working papers, research reports or surveys and texts from organisations such as local authorities, federal ministries or the United Nations. Always give precedence to these types of scientific publications in academic writing. If you obtain information from sources such as blogs, newspapers, podcasts or films, be

sure to check whether scientific literature is alternatively available. Should this not be the case, then blogs or other non-scientific literature can also be cited.

You must distinguish clearly between the scientific literature and empirical material you use; the latter are sometimes also referred to as sources. Within this, individual text types cannot necessarily be clearly assigned to one particular category, rather their categorisation depends on the way they are used. In one instance, for example, scientific essays might be used as scientific literature to quote theoretical concepts detailed in them. In another instance, these same scientific essays become empirical material when a change in the urban planning model processes is traced in a discourse analysis in a particular journal.

Both the University Library and open source/data projects offer a variety of knowledge and research resources that can be helpful during the preparation of academic work. A campus licence can be used to access raw data from the German Federal Statistical Office, for example, the openstreetmap.org project allows you to work with map data (to create figure-ground diagrams for instance) and commons.wikimedia.org offers a large number of images that can be used for free. Interviews can be transcribed via the website https://otranscribe.com. You will find free, open-source alternatives to many other commercial applications on alternativeto.net.

Scientific Quality Requirements of Literature
Always reflect critically on the origin of all cited sources. Is it independent research or was it commissioned by an institution (with certain interests)? Have the authors been named and is the creation context plausible (involved institutions, sponsors where applicable, time of creation)? Classical scientific literature has established formats for assuring quality and safeguarding scientific standards. Responsibility for these is in part assigned to the scientific community itself (evaluation of doctoral theses, compilation of contributions for anthologies, decision on the acceptance of contributions, etc.) and in part to publishers and publications. For example, many scientific journals organise a review process during which two reviewers usually receive the text in an anonymised format, provide recommendations for revisions and share their arguments for or against publication.

Direct and Indirect Quotations
You will invariably refer to existing academic literature when writing your own academic texts. In this case, either copy existing texts word for word (direct quotation) or paraphrase essential lines of argument and thought in your own words (indirect quotation). Direct quotations must be placed in quotation marks and the exact source given (including page numbers). Retain any emphasis and spelling mistakes, but mark the latter with "[sic!]". Longer direct quotations (of more than three or four lines) are usually set apart in the layout in a separate paragraph. While indirect quotations do not have quotation marks, the references to the source should be provided just as precisely.

In accordance with the scientific ethos and the rules of good scientific practice, the formal requirements must be met for all forms of citation: You must make clear who is being quoted and from which work as well as whether they are being quoted verbatim or their arguments are being paraphrased. You will have many opportunities to hone your academic writing skills during your studies.

Reference List
The reference list serves to ensure that the original sources of information and thoughts can be checked and other people's intellectual property is protected. Sufficient details must therefore be provided in the reference list to allow the relevant passages to be found in the original sources. There is no standard

format for citing literature, but rather many different citation styles. These usually only differ in minor details such as separation with a full stop, comma, colon or semi-colon; page references with or without p./p., etc. Therefore, be sure to clarify the desired format and style preferences with your professorship beforehand. Professional journals usually provide precise stipulations on how citations and references should be formatted in their own style guides. It is important to quote consistently throughout your work – ensure that the style does not change half way through.

If you are unsure which style to use, you could follow the suggestions made by the <u>sub\urban journal for critical urban research</u>, for example, which can also be imported into literature management programs. They use a style that is common in the field of urban research; examples of how to cite in this particular style are provided below.

Citation Styles: Two Systems, Endless Variations

There are essentially two different citation systems that are distinguished between:

The source is cited in the text (known as the American system or Harvard style):
A short reference to the source cited appears in the text itself. The reference list is referred to that is provided at the very end of the text where the sources cited are listed alphabetically. This means that the information in the text must clearly refer to a source that is included in the reference list. The last names of the authors, year of publication and page number of the cited passage appear in the text as a short reference. If you use several sources by the same author that were also written in the same year, you must distinguish between these. This is usually done by using indices (a, b, c; e.g. Heindl 2020a: 12). If the publication date of a source is unknown, for example in the case of grey literature, indicate this with the letters "n.d." standing for "no date" (e.g. Holm n.d.: 234). If the authors of a source are unknown, refer to the institution wherever possible (e.g. BBSR 2021: 23). A source can also be marked with "n.a." if no author is named (e.g. n.a. 1999: 4). Secondary references must be marked as such. So if Goffmann quotes Park and you wish to use the quote from Park, for example, then the format is (Park 1953: 12, quoted in Goffmann 1959: 17). Here too, various formatting options are possible; it is once again important that you use your chosen format consistently and that both sources are listed in the reference list in full.

Cite the sources in footnotes on the page itself or at the end of the text; the latter is sometimes referred to as the German system:
Cite the source in the footnote in full in the same way as in the reference list. Subsequent citations usually comprise a short reference as well as a reference to the first citation, the citation of a brief title or the Latin term "ibid.", which stands for "ibidem" meaning "in the same place".

Nowadays, the system of in-text citation is preferred in social science communities, hence it is also gaining acceptance in the field of urban studies and planning. Citation in footnotes is more common in humanities subjects such as history or literary studies. As a rule, the system of in-text citation lends itself to work in the field of urbanism, however those who work with a lot of unpublished sources such as archive materials and "grey literature" could alternatively resort to a citation system involving footnotes or endnotes. Another advantage of the footnote/endnote system is that the references do not disturb the reading flow. That being said, the advantage of the in-text citation system is precisely that the references to another text are immediately apparent and footnotes or endnotes are reserved for explanations of the content and thus only serve one function.

References
The reference list at the end of the text is sorted alphabetically according to the last names of the lead

authors. No distinction is made in the sorting between different types of text (journal article, monograph, etc.); all works cited are usually included in one single list.

Specifications for Different Text Types
Different information must be included in the literature list for different types of text (e.g. conference papers, articles in journals, book contributions, monographs). Examples of the sub\urban style for citing different sources are provided below:

Individual Work / Monograph
Author (year): Title. Subtitle. Location: Publisher.

Heindl, Gabu (2020): Stadtkonflikte. Radikale Demokratie in Architektur und Stadtplanung. Vienna: Mandelbaum Verlag.
Madden, David / Marcuse, Peter (2016): In Defense of Housing. London / New York: Verso.

Anthology
Editor (ed.) (year): Title. Subtitle. Location: Publisher.

Kemper, Jan / Vogelpohl, Anne (eds.) (2011a): Lokalistische Stadtforschung, kulturalisierte Städte. Zur Kritik einer „Eigenlogik der Städte". Münster: Westfälisches Dampfboot.
Breckenridge, Carol / van der Veer, Peter (eds.) (1993): Orientalism and the Postcolonial Predicament. Perspectives on South Asia. Philadelphia: University of Pennsylvania Press.

Article in an anthology
Author (year): Title. Subtitle. In: Editor (first name then last name) (ed.), book title. Subtitle. Location: Publisher, page numbers.

Kemper, Jan / Vogelpohl, Anne (2011b): „Eigenlogik der Städte"? Kritische Anmerkungen zu einer Forschungsperspektive. In: Jan Kemper / Anne Vogelpohl (eds.), Lokalistische Stadtforschung, kulturalisierte Städte. Zur Kritik einer „Eigenlogik der Städte". Münster: Westfälisches Dampfboot, 15–38.
Brenner, Neil / Schmid, Christian (2012): Planetary Urbanization. In: Matthew Gandy (ed.), Urban Constellations. Berlin: Jovis, 10–13.

Essay in a Journal
Author (year): Title. Subtitle. In: Journal title volume/issue, page numbers.

Altenried, Moritz (2017): Die Plattform als Fabrik. Crowdwork, Digitaler Taylorismus und die Vervielfältigung der Arbeit. In: PROKLA. Zeitschrift für kritische Sozialwissenschaft 47/187, 175–192.
Rao, Vyjayanthi (2006): Slum as Theory. In: International Journal of Urban and Regional Research 30/1, 225–232.

Article in a Journal With a DOI
If a journal does not have a volume/issue number and page details but does have a digital object identifier (DOI), then this information can be replaced with the DOI.

Author (year): Title. Subtitle. In: Journal title. DOI (as a URL).

Stevano, Sara / Ali, Rosimina / Jamieson, Merle (2020): Essential for what? A Global Social Reproduction View on the Re-Organisation of Work during the COVID-19 Pandemic. In: Canadian Journal of Development Studies. https://doi.org/10.1080/02255189.2020.1834362

Internet Source
Author (year): Title. URL (last accessed on [access date]).

Holm, Andrej (2012): Auf der Sonnenseite der Gentrifizierung. http://gentrificationblog.wordpress.com/2012/05/03/auf-der-sonnenseite-dergentrifizierung (last accessed on 23.05.2012).

If you don't know the authors, indicate the institution, organisation or similar at the end.

It is important here that the date of access is given in addition to the link, as page content can change. We also recommend that you archive the corresponding web page on the last access date. Use the browser plugin of the Wayback Machine on archive.org, for example. This allows you to trace internet sources you have cited even if a webpage is changed, moved or deleted.

Interview / Notes From Memory
Experts' last names, first names (year): Interview/discussion transcript + title where applicable. In conversation with last name, first name (interviewers/listeners). Place, date.
In some cases, interviews might need to be anonymised. Should this be the case, use abbreviations (I1, I2, etc.) or function designations (head of planning office).

Foucault, Michel (1977): Interview. In conversation with Gathen, Karolin. Weimar, 12.03.1977.
Müller, Heiko (2022): Notes from memory. In conversation with students from the Bauhaus-Universität Weimar working on the Bürgerbahnhof Plagwitz planning project. Leipzig, 27.04.2022.

Observation Protocol From Field Research
Researchers' last names, first names (year): Title. Place, date.

Paulus, Lara (2022): Field notes. Leipzig, 30.04.2022.

When referring to empirical materials, the same rules apply as for scientific texts: If an idea from the work refers to an interview or was deduced from empirical material, the relevant passage must be cited. Unlike scientific texts, interview transcripts often refer to a line number rather than a page number. All common word processing programs can display the line numbers. If you collect materials for yourself, you must also submit these with your work. Clarify with the teaching staff whether the material should be included in the printed version as an appendix or only attached to the digital file.

There are various options for citing empirical materials in a text using short references, each of which has its advantages and disadvantages. Here again, the most important thing is to ensure consistency.

Images:
In addition to texts, illustrations, tables and maps can also form part of written work. Similar to text citations, the original source must be given for these if you did not create them yourself. The format for

citing sources is similar to for texts, meaning that there is not just one right way. Rather it is important to decide on a format and to stick to it throughout your work. If you did create the illustrations/tables/maps, this is often indicated with "Own representation" in order to make clear that a source reference is not simply missing. Also make clear when your representations are based on a source such as a third-part map: "Own representation, based on BBSR 2012: 27"

Similar to the numbering of chapters in academic work, the illustrations should also be numbered and included in a list of illustrations, usually after the table of contents or reference list.

6. Scientific Writing

Writing good (scientific) texts is above all a matter of practice. Even experienced academics are constantly refining their language skills. "Scientific prose" and "scientific writing" are subject to discipline-specific codes and evolve over time. Comprehensibility should always be the priority though. While complex, convoluted sentences and incomprehensible foreign words used to be considered the hallmarks of academic language, fortunately this is no longer the case today. The focus is on communicating research findings, potentially also to people who do not work with urban research on a daily basis.

Comprehensible and stimulating language also means avoiding passive constructions ("Anita Bach designed the Mensa am Park in 1979." instead of "The Mensa am Park was designed by Anita Bach in 1979.") and nominalisation ("The federal government decided in 2013 to stop providing funding." instead of "The federal government decided to stop the provision of funding in 2013.").

Different views exist on the question of proactive emphasis of the speakers' positions. Should *I* and *we* be used in texts? Once upon a time, it was considered a sign of modesty to speak of oneself in the third person in academic texts ("the author", "the reviewer", etc.) or to dispense entirely with first person pronouns (I/we) by resorting to other complicated sentence structures. Today, it is quite common to refer to oneself in texts ("I have chosen a deductive approach because …" instead of "A deductive approach has been chosen because…" or "We propose the installation of a pedestrian crossing on the main road in order to …" instead of "Installation of a pedestrian crossing on the main road is recommended in order to …"). Indication of the speaker's position corresponds to the state of the debate in the social sciences in which an objective researcher is not assumed, but rather one's own position (i.e. the preconceptions and perspectives one contributes) should be revealed and reflected upon instead of being concealed.

Gender-Inclusive Language
The Bauhaus-Universität Weimar and the Faculty of Architecture and Urbanism are committed to the use of language that reflects social diversity. This also includes formulating academic texts in a manner that is gender inclusive. Within the faculty's degree programmes, writers are advised to take note of and bear in mind the suggestions and guidelines formulated by the university and faculty. Use of the gender asterisk* is suggested in German, though other formats are also conceivable.

Gender-inclusive language does not mean strictly following a fixed set of rules or schematically integrating word constructs into language, but rather cultivating an attentive and sensitive use of language. Improvisation or individual decisions will sometimes be necessary. Language is continuously evolving and subject to negotiation – we are also happy to participate in this discussion within our degree programmes. Generally speaking though, if you are unsure, you can always ask fellow students, your lecturers or the faculty or university equal opportunities officers. If you are interested in the topic of

gender-inclusive language or are not yet entirely sure what language is suitable and what it aims to achieve, then check the Gend-O-Mat interactive counselling tool for more information on the use of gender-inclusive language at the Bauhaus-Universität Weimar. The language guidelines and glossary can also help you to find the most appropriate wording.

Incidentally: Opting for plain fonts, large and high-resolution illustrations and a generous page design will also enable people with a visual impairment to read academic papers without undue effort.

7. Plagiarism

Knowledge is continuously being generated that the scientific community then discusses, corrects, specifies or differentiates. Science is thus also a social process within which certain rules of conduct apply. One fundamental rule is that the intellectual achievements of others should always also be attributed to them. This is done by indicating the authors whose ideas are being referred to. In written texts, these are the literature and source references indicated according to the standard → citation rules.

If other people's ideas, lines of argument and findings are used without marking them as such, you essentially fake your own intellectual achievements and thus steal the intellectual property of others. The technical term for this is plagiarism and the corresponding work is plagiarised. The most serious form of plagiarism involves reproducing another author's work word for word without providing the required references and submitting this work under your own name. This is known as full plagiarism. However, even using individual text passages that have been reworded or adopting lines of argument or outlines without referring to the source constitutes a form of plagiarism and contradicts the rules of good scientific practice.

The Bauhaus-Universität Weimar explicitly opposes such violations (cf. Mitteilungen der Universität 14/2012) and the Institute for European Urban Studies (IfEU) indicates the consequence of plagiarism in its Academic Code of Conduct.

Work containing any plagiarism is awarded a fail and the assessment must be reattempted. Even after graduation, evidence of plagiarism can have consequences and even lead to the withdrawal of academic degrees.

8. Literature Search and Research Management

Literature Search

One of the key skills in academic writing is the search for literature and other sources. There is no one exclusive way of doing this. The world of academic literature can be incredibly confusing. Particularly access to the latest research can be difficult at times.

In general, however, only using Google to conduct your research is by no means sufficient for any of the assessment and examination formats detailed in this guide! You will never gain a satisfactory overview of the state of research by conducting research exclusively using internet search engines. While Google,

Wikipedia and other popular media can certainly be helpful to get you started, scientific literature should be consulted at the latest when you formulate your research question.

Generally speaking though, if a topic is new to you and you need to first familiarise yourself with it, then beginning by reading scientific papers you have found using Google Scholar is not advisable. If you don't know what a term like "gentrification" means, for example, then we recommend first taking a look in a (specialised) encyclopaedia or scientific handbook. Introductions to topics intended specifically for students are also a good place to start. An overview of relevant topics and debates is given in all of these types of texts. Prior knowledge is often required to understand monographs and, to a greater extent, anthologies and articles in specialist journals where specific aspects are often addressed.

Access to Scientific Literature

You can search many of the handbooks and overviews for the field of urban studies in the Bauhaus-Universität Weimar's library catalogue. This should always be your first port of call in your search for scientific literature.

If you are looking for books, anthologies, dissertations and other formats that have been assigned an ISBN number, you can search for them using the Karlsruhe Virtual Catalog (KVK), for example, which is the largest and most comprehensive library catalogue in the German-speaking world.

Unfortunately, library catalogues such as the University Library's Discovery Portal or the KVK do not list all journal articles. Rather, they only include a selection of journals and volumes. To search for journal articles, you will need to use subject-specific databases. However, these are not normally freely accessible and can only be used on campus or via a virtual private network (VPN) connection. For urban studies, these are the German-language RSWBplus database or the international database of urban studies abstracts, for example. Further subject-specific databases can be accessed via the database information system (DBIS).

There are also other scientific search options. One popular portal is the Bielefeld Academic Search Engine (BASE) provided by Bielefeld University Library that is available online at www.base-search.net. One more experimental option is connectedpapers.com, which searches for scientific articles that are relevant to your chosen field.

While you must rely on the University Library to hold or order print publications for you, most articles in academic journals are published online as PDFs these days. However, many of the publishers that host journals charge university libraries high licence fees. The University Library at the Bauhaus-Universität Weimar has a number of licences, though as a small university it does not have many. Given the lofty profits that private publishers make with research that has mostly been completed using public funding, efforts are now being made to facilitate open access to scientific publications. So to make content freely available on the internet permanently for everyone to use without any restrictions. Open access then replaces the complicated subscription and licensing models.

The University Library can gladly assist students with their research. Training can also be provided or an appointment made for an individual consultation. Furthermore, if you cannot find a book that you urgently need in the catalogue, you can order it via the interlibrary loan system or suggest that the library acquires it.

Research Management

Each researcher has their own system for managing and storing their sources. Literature management programs has since become established in many fields though. A few of the options include:

- Citavi: A fee is payable for this application that can be used with a campus licence. It has cloud and web functions, can be used collaboratively and offers Word integration, but is not available as proprietary software for Mac systems. Citavi also has extensive note, citation and knowledge management functions.
- Endnote: A fee is also payable for this application for which both Mac and Windows versions exist. It can be linked to Word and facilitates collaboration.
- Zotero: This free, open-source application is available on all major operating systems, can be integrated into Word and enables cloud management.

It is worth familiarising yourself with at least one of these applications, preferably before you begin writing your dissertation. Detailed information on the functions of each individual programs can easily be found online. Outlining these here would go too far and the information would also quickly become outdated, as most programs are continuously being developed further. The University Library offers training on these programs. Countless explanatory videos are available on the internet, too. It is also possible to write your dissertation without using a literature management program though. Either way, you should organise the literature you read and use clearly from the outset.

9. Appendix

Sample Structure of Academic Work:

- The subdivision here into "Part A, Part B, etc." is for orientation purposes only.
- The appendix and formal matters can (but do not need to) be numbered consecutively
- Avoid having more than three levels.

Part A (introduction)

1. Introduction

    1.1 Municipal Real Estate Management Between Urban Development and Financial Policy

    1.2 Question

    1.3 Methodology

Part B (body)

2. Concepts and Forms of Real Estate Management

    2.1 Corporate Real Estate Management

    2.2 Public Real Estate Management

3. The Importance of Real Estate Management in Municipal Financial Policy

    3.1 Challenges for Municipal Financial Policy

    3.2 The Privatisation Debate

    3.3 Privatisation as a Component of Neoliberal Regulatory Policy

    3.4 Forms of Privatisation

4. The Problem of Privatisation

Part C (conclusion)

5. Municipal Real Estate Management: Market Regulation and Neoliberalisation as Contradictory Tendencies?

Part D (appendices/formal matters)

References

List of Images

List of Abbreviations

Affidavit

Sample Cover Page:

Bauhaus-Universität Weimar
Faculty of Architecture and Urbanism
Professorship for Spatial Planning and Research

Housing Policy and Urban Development
Prof. Dr. Max Welch Guerra
Winter Semester 2021/22
Graded

Socio-Spatial Segregation and Strategic Urban Development Planning
A Planning Policy Perspective and the Case Study of Nuremberg

Term paper

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