

# Information Sheet for Bachelor Theses

---

## Department of Sociology



Current State: February 2020

Table of contents:

---

<b>1.) Foreword.....</b>	<b>2</b>
<b>2.) General procedure.....</b>	<b>2</b>
<b>3.) Formal guidelines.....</b>	<b>3</b>
<b>4.) Evaluation criteria .....</b>	<b>7</b>
<b>5.) Time management and submission.....</b>	<b>7</b>
<b>6.) Further information and tips.....</b>	<b>8</b>

## 1.) Foreword

---

As the tools for writing a scientific paper are urgently needed at the latest when writing the bachelor thesis, but many students are still uncertain about this task, this leaflet is intended to provide comprehensive support for the successful completion of the bachelor thesis. However, the exact structure of the thesis should always be coordinated with the personal supervisor.

## 2.) General procedure

---

On the basis of the bachelor thesis, proof should be provided that the student is capable of independently working on the agreed topic using scientific methods. The topic of the dissertation is to be taken from a sub-area of sociology and can only be chosen from another area with the approval of the examination board and the consent of the respective subject representative (see the examination regulations). When searching for a topic, you can, for example, be inspired by the contents of courses attended (seminar schedule or similar), contact the subject representative responsible for your major field of study and/or visit the office hours of a lecturer. It is advisable to write the Bachelor thesis within your chosen major field of study, as this is where most previous knowledge is acquired. The first corrector of your thesis must always be a full professor or an accredited first corrector. As a rule, this is at least a member of staff with a doctorate. The supervisor of the thesis can always also be a research assistant. In the case of non-subject related supervision, you will need the approval of the examination board.

After the decision for a concrete topic has been made, all relevant details have been clarified with the supervisor of your thesis and you have officially registered your Bachelor thesis at the [examination office](#), the actual processing phase begins. This usually begins with a study of the scientific literature (textbooks and journals) relevant to the topic. Once you have completed your research, you should then narrow down the focus of your thesis more precisely and prepare a preliminary outline, which may be subject to changes in the further course of time. You then write the paper by working through the contents of the individual outline points. Please note: Put yourself in the shoes of a reader (who has only been partially informed). Make sure that a so-called "red thread" is recognizable, i.e. that the work has an overall context and the individual chapters are not unconnected. Likewise, you should not just simply reproduce the literature used to answer the question, but process it systematically in relation to your topic and also discuss it critically. <sup>1</sup>

In the course of writing the bachelor thesis, an accompanying colloquium of no more than one lesson per week or a final, maximum 30-minute disputation (defence) with your examiner must also be completed. The colloquia are offered on request. Students have the right to propose a supervisor for the Bachelor thesis; there is no legal claim to the consideration of this proposal.

---

<sup>1</sup> Vgl. Wiest, D., Dütsch, M., Struck, O.: Hinweise und Regeln zur Anfertigung wissenschaftlicher Arbeiten. 2011, S. 1,3

## 3.) Formal guidelines

---

### 3.1 Extent

The bachelor thesis must be typewritten and written in German or English. On written application, the examination board can, with the agreement of the examiner, also permit the writing of the dissertation in another living language. The length of your Bachelor thesis should be approximately 40-60 pages. Cover sheet, lists, figures/tables, appendix, bibliography and affidavit do not count as text.

### 3.2 Components and structure

A complete Bachelor thesis consists of the following components:

- Cover page
- Possibly Preface
- Table of contents
- Possible list of abbreviations, figures and/or tables
- Introduction
- Main part
- Summary/conclusion
- Appendix with CD
- Bibliography
- formal statement

Please design the **cover page** of your Bachelor's thesis according to the binding sample form of the Examination Office (see page 4), which can be found on the back of the form for your topic confirmation, which you will receive from your supervisor upon registration.

Within the framework of a **foreword**, for example, there is the possibility of expressing one's gratitude and discussing the current relevance of the topic, its general framework, the reasons for the choice of topic and personal motivation<sup>2</sup>.

The **table of contents** should help you and the reader to get an overview of the structure of the work. You can save yourself a lot of work here if you use the functions in Word or OpenOffice for automatically creating tables of contents from chapter headings. Please note the following points regarding the logic and completeness of your outline:

- From general to specific.
- Select outline points with as little overlap as possible.
- Do not use whole sentences as bullet points.
- The bullet point should characterize the content of the chapter concisely and succinctly.
- Avoid using the specific article (the, that).
- Sub-items should reflect the content of the main heading as completely as possible.
- For every 1st bullet point there must be at least a 2nd.
- For the sake of clarity, your table of contents should not be more detailed than three levels (e.g. 2.1.1)

---

<sup>2</sup> Duden: Die schriftliche Arbeit – kurz gefasst. 2006. S. 28.

Figure 1: Sample of the cover sheet (binding)

Thema:..... ..... .....	Subject:..... ..... .....
Bachelorarbeit im Studiengang Soziologie in der Fakultät Sozial- und Wirtschaftswissenschaften der Otto-Friedrich-Universität Bamberg	Bachelor thesis in the course of study Sociology in the Faculty of Social Sciences, Economics, and Business Administration of the University of Bamberg
Verfasser:	Author:
Gutachter:	Supervisor:

In a **list of figures and/or tables**, all figures and/or tables inserted in the text are noted with page numbers.

In the **introduction**, you should first formulate the problem or question explicitly and illustrate the objectives of your work. It is also possible to give reasons for focusing on certain aspects of the topic. Lead the reader to the topic of your work and describe what your work will/can do. In a few sentences you should also give an overview of the structure of your work. Overall, the introduction should not significantly exceed 15% of the pages.

The **main part** (at least 2/3 of the thesis) finally forms the argumentative core of your bachelor thesis and can be divided into the areas "Previous state of research" (Who has dealt with this problem so far? How do previous solution proposals / results look like? Why is further solution proposal necessary?), "Theory" (theory presentation, initial assumptions and hypothesis formation), "Methodology" (survey, selection and analysis methods) and "Results". Develop your argumentation "paragraph by paragraph", i.e. approximately one substantive argument per text paragraph. Make your argumentation logical, comprehensible and redundancy-free. Don't just make assertions, but justify your statements. Normative and evaluative statements do not belong in a scientific work. Furthermore, you should avoid "hollow phrases" and "commonplaces".

The **summary** represents a short report of your bachelor thesis with a maximum of 15% of the pages and as such does not contain any new arguments or questions. In this section, you should therefore briefly describe the outline of the problem and the main arguments of the individual substantive points dealt with in the main section. At the end of the summary you can, if appropriate, draw a conclusion (critical remarks on the problem, future development, starting points for further research, etc.).

The **annex** contains all attachments referred to in the text (e.g. questionnaire, ...).

In the following **bibliography**, please list all sources used in the text - directly and/or indirectly - in a detailed form. The list is primarily arranged alphabetically by main author and secondarily in ascending chronological order (in case of different sources by the same author). Use a bibliographic structure that is common in sociology (see examples). If you use Citavi (see page 8) to create your bibliography, the bibliography may vary depending on the style used. Special sources such as legal texts, court decisions or references to Internet sites are listed after the bibliography. The indication of internet pages in the bibliography should include the following points: Author (if available), year, article title (if available), location (path of the specific internet page), research date. Please avoid an excess of Internet sources and use citable sources, i.e. specialist literature and not the "colourful" ones. The number of your sources refers to the sufficient literature coverage of your topic.

#### Examples:

- Becker, G. S. (1981). A treatise on the family. Cambridge (MA): Harvard University Press.
- Henz, U. und I. Maas (1995). „Chancengleichheit durch die Bildungsexpansion?“ Kölner Zeitschrift für Soziologie und Sozialpsychologie, 47: 605-633.
- Jones, G. (1991). „Marriage partners and their class trajectories.“ In: G. Payne und P. Abbott (Hrsg.). The social mobility of women. Bristol (PA): Falmer Press.
- Dietrich, H. (2011). Das Mittelmeer als neuer Raum der Abschreckung. Flüchtlinge und MigrantInnen an der südlichen EU-Außengrenze. URL: <http://www.ffm-berlin.de/mittelmeer.html> (Eingesehen am 03.05.2011)

On the last page of your work, you make a **formal statement** assuring that it has been produced independently and that all sources used have been identified. Please use the following text for this purpose:

Ich erkläre hiermit gemäß § 5 Abs. 5 PuStO, dass ich die vorstehende Bachelorarbeit selbständig verfasst und keine anderen als die angegebenen Quellen und Hilfsmittel benutzt habe.

(Datum)

(Unterschrift)

I hereby declare in accordance with § 5 para. 5 PuStO that I have independently written the above bachelor thesis and have not used any sources and aids other than those indicated.

(Date)

(Signature)

### 3.3 Formatting and writing style

Please note the following information regarding the **formatting** of your Bachelor thesis:

- Paper size: DIN A4
- Font/size: Times New Roman, 12pt
- Paragraph format: Justification (with hyphenation)
- Line spacing: 1,5
- Side margins: left 2.5 cm, right 2.5 cm, top: 2.5 cm, bottom: 2 cm
- Always insert page numbers

Use a clear and easy to understand **writing style**. Avoid complex sentence nesting, an excessively passive writing style (so-called "authority writing style"), colloquial constructions "novels" and first-person narratives. Of course you should also pay attention to correct spelling and grammar. Furthermore, paragraphs should be set meaningfully in terms of content (i.e. after the end of an argument and before the beginning of a new argument - in no case after each or every second sentence or long passages completely without a paragraph). Since the use of justified text can lead to unsightly gaps in the text, you should make use of hyphenation in your word processing program.

### 3.4 Method of citation/sources

The use of quotations serves to clarify terms, substantiate assertions, present facts and substantiate one's own arguments in a plausible manner. However, never declare other people's ideas as your own! This is considered plagiarism and can lead to serious consequences. If you take over literal or content-related arguments of other authors in your Bachelor thesis, you must in any case substantiate them with references. Please mark literal quotations with quotation marks and indicate the source note and the corresponding page number. Please do not quote in sequence! Make sure to always reproduce sources correctly by using the correct citation method and use a uniform citation method throughout the entire work. In principle, it is possible to cite sources in the body text or in the footnotes. Clarify with your supervisor which citation method he/she prefers. Internet sources are indicated in the body text as well as in footnotes with the author and the year, a more detailed description will be given later in the bibliography (see example on p. 5).

#### Examples:

##### → Continuous text:

- Since the 1970s, a number of empirical studies have analysed marriage patterns (Mayer 1977; Ziegler 1985; Teckenberg 1991) or the structure of friendly elections (Pappi 1973; Clar 1986) in order to assess Germany's social structure as well as its openness and unity.
- Pappi (1976) identified as relevant characteristics the individual professional prestige and strata "... as a delimitable, hierarchically ordered population group with clear membership, ... if they are based on the differential association of categories of position bearers and can thus be brought into connection with the differentiation of positions in a society. (Pappi 1976: 229).
- From the probability of friendships between holders of social positions, he therefore concludes that they are similar in status (Laumann 1973: 5p.).

##### → Footnote:

- Cf. Eggers, Bernd; Ahlers, Friedel: Key factors of successful high-potential personnel marketing. In: Innovative personnel marketing for high potentials, ed. Anke Thiele and Bernd Eggers, Göttingen etc. 1999, p. 40.

## 4.) Evaluation criteria

---

The following criteria are used to evaluate your work <sup>3</sup>:

- Precisely formulated, clear questions.
- Legitimation of the question from the seminar context or from relevant research.
- Logical, stringent structure of the work and the argumentation.
- Adequate answer to the question.
- Independence and creativity of the work (quotations vs. own argumentation).
- Richness of content, literature processing (How much and which literature is processed?)
- Does a critical examination of the literature take place? Is the literature systematically related to the research question?).
- - Mode of expression (technical language vs. colloquial language).
- - Formal criteria (external appearance, compliance with the formal conditions mentioned).

Common defects of written work are <sup>4</sup>:

- No clear question.
- The outline does not follow a logical structure.
- The text is not closed (no "red thread") and / or consists of a collection of quotations or a string of summaries of the contents of the texts read without separating the important from the unimportant.
- The conclusions are not related to the studies discussed or to the central theories of the subject matter (instead personal confessions or opinions).
- Incorrect citation, formally negligent execution.

## 5.) Time management and submission

---

The three-month period of time set for the preparation of the bachelor thesis begins at the end of the day of the issue of the topic of the bachelor thesis. The day of issue of the topic must be chosen by the candidate in such a way that the course of study can be completed within the maximum duration of study of 8 semesters. The stated period for the processing of the dissertation can only be extended by a maximum of one month upon written application, which should normally also contain a vote of the examiner, if there are reasons for which the candidate is not responsible. In the case of an illness attested by a doctor, the expiry of the deadline can be suspended by a maximum of two months on written application. If this period is exceeded, the issue of the topic is deemed not to have been issued. To ensure that your work is delivered on time, it is therefore advisable to draw up a rough schedule at the beginning. This should be understood as a changeable construct that must be continuously adapted to the progress of the work.

Finally, you should submit your completed work to the Examinations Office in duplicate and in a bound form by the deadline. Please also submit a CD version of your work, so that an examination for plagiarism is possible in principle. If the Bachelor thesis is sent by post, the date of the postmark is decisive for meeting the deadline. If the dissertation is not submitted within the period of time provided for this purpose, it is considered to be graded "insufficient" (5.0).

---

<sup>3</sup> Vgl. Wiest, D., Dütsch, M., Struck, O.: Hinweise und Regeln zur Anfertigung wissenschaftlicher Arbeiten. 2011, S. 6

<sup>4</sup> Vgl. Wiest, D., Dütsch, M., Struck, O.: Hinweise und Regeln zur Anfertigung wissenschaftlicher Arbeiten. 2011, S. 6

## 6.) Further information and tips

---

For sociological topics you should, in addition to studying textbooks, do research in the following leading sociological journals: Zeitschrift für Soziologie, Kölner Zeitschrift für Soziologie und Sozialpsychologie, Soziale Welt, Berliner Journal für Soziologie, American Journal of Sociology, American Sociological Review, European Sociological Review, International Sociology."

The **Citavi literature administration program** can offer you valuable support in writing your Bachelor's thesis. This program offers a wide range of services for effective literature management, including the automatic creation of bibliographies, research in more than 4000 high-quality information offers or the recording of quotations, thoughts and comments. A detailed overview of the various functions of Citavi can be found at [www.citavi.com](http://www.citavi.com). Since September 2008, the University of Bamberg has licensed a campus license for Citavi literature management software, so all students, teachers and university staff have the opportunity to use this program free of charge (<http://www.uni-bamberg.de/rz/sonderkonditionen/citavi/>). In addition, introductory events and consultation hours for advanced Citavi users are offered. You can find an up-to-date schedule in the virtual campus and at <http://www.uni-bamberg.de/ub/einfuehrungen-kurse/citavi-kurse/>.

Useful tips for the preparation of scientific papers can also be found in the corresponding auxiliary literature. It is advisable to simply take a look at such books to find out which book best suits you and your questions before you buy. Below you will find a list of books that may be helpful for writing your Bachelor thesis. Most of the recommended literature listed here is available at the University Library.

- Duden (2006): Die schriftliche Arbeit – kurz gefasst: Eine Anleitung zum Schreiben von Belegarbeiten in Schule und Studium. Literatursuche, Materialsammlung und Manuskriptgestaltung mit vielen Beispielen. Mannheim: Bibliographisches Institut.
- Ebster, C. und Stalzer, L. (2008): Wissenschaftliches Arbeiten für Wirtschafts- und Sozialwissenschaftler. Stuttgart: UTB.
- Karmasin, M. und Riebing, R (2009): Die Gestaltung wissenschaftlicher Arbeiten: Ein Leitfaden für Seminararbeiten, Bachelor-, Master- und Magisterarbeiten, Diplomarbeiten und Dissertationen. Stuttgart: UTB.
- Theissen, M. R. (2008). Wissenschaftliches Arbeiten. München: Technik, Methodik, Form. München: Vahlen.
- Bänsch, A. (2003): Wissenschaftliches Arbeiten. Seminar- und Diplomarbeiten. 8., durchges. und erw. Aufl.. München [u.a.]: Oldenbourg Verlag. [31/AK 39580 WS 2702(8)]
- Becker, Howard S. (1994): Die Kunst des professionellen Schreibens. Ein Leitfaden für die Geistes- und Sozialwissenschaften. Frankfurt am Main [u.a.]: Campus Verlag. [Anmerkung: Lektüre zum wissenschaftlichen Arbeiten, die die Vorgehensweise unterhaltsam beschreibt.]
- Buß, E./Fink, U./Schöps, M. (1994): Kompendium für das wissenschaftliche Arbeiten in der Soziologie. 4. überarb. Aufl.. Heidelberg. [u.a.]: Quelle & Meyer Verlag. [33/MQ 1200 WB 1334(4)]
- Eco, U. (2002): Wie man eine wissenschaftliche Abschlussarbeit schreibt. Doktor-, Diplom- und Magisterarbeit in den Geistes- und Sozialwissenschaften. 9., unveränd. Aufl. der dt. Ausg.. Heidelberg: Müller Verlag. [Anmerkung: Eine etwas veraltete Herangehensweisen, aber lesenswert.]
- Ernst, W. (2002): Wissenschaftliches Arbeiten für Soziologen. München [u.a.]: Oldenbourg Verlag. [33/MQ 1200 WX 26537]

- Esselborn-Krumbiegel, H. (2008): Von der Idee zum Text. Eine Anleitung zum wissenschaftlichen Schreiben. 3., überarb. Aufl.. Paderborn [u.a.]: Schöningh Verlag. [51/AK 39580 HG 18724 (3)]
- Franck, N. (2007): Handbuch Wissenschaftliches Arbeiten. 2. Aufl.. Frankfurt am Main: Fischer Verlag.
- Junne, G. (1993): Kritisches Studium der Sozialwissenschaften. Eine Einführung in Arbeitstechniken. 3., überarb. Aufl.. Stuttgart [u.a.]: Kohlhammer Verlag. [35/MP 6000 BD 680 (3)]
- Karmasin, M./Ribing, R. (2006): Die Gestaltung wissenschaftlicher Arbeiten. Ein Leitfaden für Haus- und Seminararbeiten, Magisterarbeiten, Diplomarbeiten und Dissertationen. Wien: Facultas Verlags- und Buchhandels AG.
- Luhmann, N. (2008): Liebe – Eine Übung. Suhrkamp: Frankfurt. [Anmerkung: Für das Exzerpt: S.9-25.]
- Niederhauser, J.: (2006): Duden – die schriftliche Arbeit. Ein Leitfaden zum Schreiben von Fach-, Seminar- und Abschlussarbeiten in der Schule und beim Studium; Literatursuche, Materialsammlung und Manuskriptgestaltung mit vielen Beispielen. 4., neu bearb. und akt. Aufl.. Mannheim [u.a.]: Dudenverlag. [02/OD 920 ZY 8847]
- Rossig, W. E./Prätsch, J. (2006): Wissenschaftliche Arbeiten. Leitfaden für Haus- und Seminararbeiten, Bachelor- und Masterthesis, Diplom- und Magisterarbeiten, Dissertationen. 6. erw. Aufl.. Weyhe [u.a.]: TEAMDRUCK GmbH.
- Sesink, W. (2007): Einführung in das wissenschaftliche Arbeiten. Internet, Textverarbeitung, Präsentation. 7. akt. Aufl.. München [u.a.]: Oldenbourg Verlag.
- Wiest, D./Dütsch, M./Struck, O. (2011): Hinweise und Regeln zur Anfertigung wissenschaftlicher Arbeiten. URL: [http://www.uni-bamberg.de/fileadmin/arbeitswiss/Seite Studium/Hinweise und Regeln zur Anfertigung einer Seminararbeit.pdf](http://www.uni-bamberg.de/fileadmin/arbeitswiss/Seite_Studium/Hinweise_und_Regeln_zur_Anfertigung_einer_Seminararbeit.pdf) (Eingesehen am 03.05.2011).

**Good luck !**