


Synopsis for the structure and form of a research paper handed in at the Department of Comparative Institutional Analysis, Prof. Dr. Glassmann

1. Cover

The cover should contain the following information: title, subtitle, university, course, supervisor, student's name, matriculation number, email address, postal address, date, words/pages

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|  <p>Title</p> <p>Subtitle</p> <p>B.A. International Management</p> <p>Course: XX Supervisor: XX</p> <p style="text-align: right;">Name Student ID E-Mail Postal address</p> <p style="text-align: right;">Date: XX Words: XX</p> |
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2. Table of contents and basic structure

The table of contents presents the structure of your research paper and should contain the following sections:

1. Introduction
2. Literature Review/ Theoretical Framework
 - 2.1 Subchapter (example)
 - 2.2 Subchapter (example)
3. Research Design
4. Empirical Analysis
5. Discussion
6. Conclusion
7. Bibliography
8. Declaration (anti-plagiarism)

The actual headlines of the sections can differ from the formal ones given above. For instance, "Empirical Analysis" can be substituted by a more content related headline, e.g.: "Quantitative Analysis of the Relation between Social Protection and Skill Formation". Subchapters can be created everywhere where it appears helpful.

3. Introduction

The introduction of a research paper contains the research question, explains the variables (dependent and independent), mentions the relevance and context of the chosen topic and explains the structure of the paper.

How to find a research question?

You should start by thinking about a problem. Do not attempt to create a research question by considering specific cases first (Great Britain, Mercedes-Benz, Confindustria). Your topic should lead you to a general question and a general (theoretical) explanation. Do not restrict your analysis to a simple description or categorization of empirical objects. Think of an interesting phenomenon and about its possible causes or its possible effects. Look for variance of your phenomenon across time and space or both (for instance, youth unemployment high or low over time in Greece or across Greek regions).

Example: Youth Unemployment

- Look for different youth unemployment rates and for datasets (Eurostat, OECD etc.)
- Consider why some countries, regions, time periods have high rates and others low rates.
- Think about causes and effects!

4. Literature Review/ Theoretical Framework

This section requires a systematic literature review and discussion of theories on the recent state of the art of the literature related to your research question. Discuss the theories and present the arguments in your own words. After discussing the theoretical literature, you should finish this section with a theory you consider most convincing to answer your research question. Link the theory to your research question and derive hypotheses.

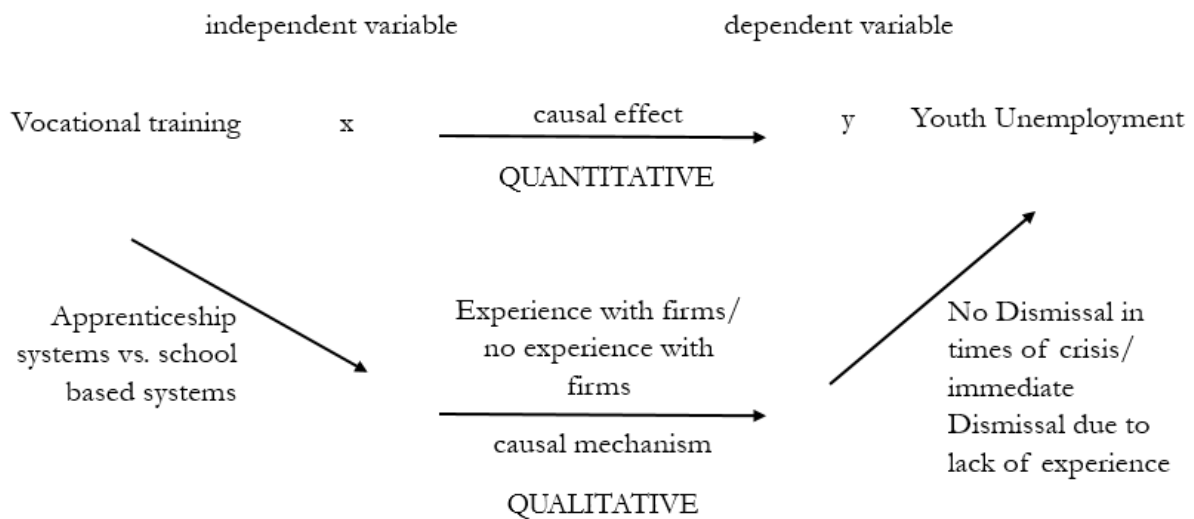
Example:

- Problem: Youth Unemployment
- Theories on labour markets
 - Subchapter 1 economic theories
 - Subchapter 2 cultural theories
 - Subchapter 3 institutional theories (H1: A high incidence of vocational training leads to low youth unemployment rates, H2: etc.

5. Research Design

In the research design section it is demonstrated how you operationalize your theory. By choosing quantitative, qualitative or a mixed methods design, you determine in which way you measure your empirical object and test your hypotheses. Depending on whether you want to explain causal effects (quantitative analysis) or causal mechanisms (qualitative analysis), you have to select an adequate method with regard to your research question. In this section, you should also mention the selected indicators, data sources and problems that occur during the research process.

Example:



6. Empirical Analysis

In this section you discuss how the chosen method is applied and what results are obtained. You may want to start with descriptive statistics and depict how country cases etc. are located on two dimensions. You may carry on with your analysis by demonstrating the strength of the variable relationship, do a regression analysis or select cases and do a (comparative) case study. Keep in mind that describing is not enough! You should explain the researched phenomenon. Present the results of your empirical analysis.

7. Discussion

In this section you should interpret your empirical results. How do you make sense of the findings? Are the results supporting or not supporting your hypotheses? Have you found any surprising results? etc.

8. Conclusion

Do not exclusively summarize your paper in the conclusion. A brief summary of the results is useful; yet it is more important to link your empirical results to your theoretical assumptions. Are there any open questions that could be addressed in the future?

9. Bibliography

At the end of each research paper you have to list all your references alphabetically in the bibliography. There are several styles for creating a proper reference list. Below we give an example which you can follow.

The first section of your bibliography should contain scientific journal articles, scientific books and chapters in books. As a rule of thumb, the number of scientific (!) sources should be equal to the number of pages (text) of your paper.

Books: Author's surname, Author's first name, (date of publication): Book Title. Place of Publishing: Publisher.

E.g.:

Cottrell, Stella. (2008): The Study Skills Handbook (3rd ed.). Basingstoke: Palgrave Macmillan.

Rietbergen, Peter (2006): Europe. A Cultural History. London: Routledge.

Chapters in books:

O'Neil, James M. and Egan, Jean. (1992): Men's and women's gender role journeys: A metaphor for healing, transition, and transformation, in Wainrib, Barbara. R. (ed.): Gender issues across the life cycle. New York: Springer: 107-123.

Articles: Author's surname, Author's first name (date of publication): Article Title. Journal Title, volume (issue): page numbers.

E.g.:

Glassmann, Ulrich (2016): Social Rights, Family Networks and Regional Varieties of Capitalism, in: Regional Studies, 50(1): 35-51.

The second section contains data sources and generally internet sources.

Internet sources: Author's surname, Author's first name (date of publication): Title. Plattform. Retrieved on month day, year, from link.

E.g.: Riegert, Bernd (2016): Rule of Law under Threat: Poland in the EU Pillory. Deutsche Welle. Retrieved July 29, 2016, from <http://www.dw.com/en/rule-of-law-under-threat-poland-inthe-eu-pillory/a-19276653>

Merriam-Webster (2016). Justice. Retrieved July 29, 2016, from <http://www.merriamweb->

10. Declaration (anti-plagiarism)

Please attach the official anti-plagiarism declaration at the end of your research paper. Send your paper via email to sekretariat.cia@uni-flensburg.de and hand in one printed version. For the deadline only the online version matters. No problems occur if the hard copy arrives late. You may deposit the hard copy at Prof. Glassmann's post box at the Institute in Madrid or hand it to the secretary, Mrs. Silja Sagafe. The files must be submitted by e-mail in PDF format and should be labeled as follows:
Last name_first name_course

11. Some advice on how to proceed with your research paper

General facts regarding the form of the research paper:

Your research paper for a course at the CIA department should contain min. 10 and max. 12 pages (incl. max. 3 graphics) excluding cover, table of contents and bibliography. The font size should be 12 pt., 1,5 line spacing, standard Word format, justified text format. Extra tables and graphics can be put into an appendix.

Literature and citation:

The research paper must be based on a comprehensive and systematic literature research using library catalogues (ZHB, Verbundkataloge, Karlsruher Virtueller Katalog etc.) Literature which is not directly available in Flensburg can always be ordered by the interlibrary loan system of the ZHB.

Only use scientific journal articles, scientific books and chapters from such books. Data should be taken from official data sources. Many of these are online available. The department has created some links to such data sources for you here:

<https://www.uni-flensburg.de/en/cia/teaching/further-sources/>

References must follow American citation rules: references in brackets, included in the text, e.g. (Scharpf 1982: 23-27). You should not use footnotes for literature references!

Direct quotations are possible, but should not occur too frequently (not more than 3 or 4 times in a paper of the suggested length). They must be indicated by inverted commas and a reference including page numbers.

Not advisable: using secondary literature for data which is available in data sources, referencing from newspapers, Wikipedia, dubious PDFs published by non-scientific organizations, paraphrasing, cut and paste techniques of any kind (graphs, tables etc.). The paper must be written exclusively by yourself and must not copy existing literature in style and form. Of course, your theory section will summarize existing literature, but the arguments need to be explained in your own words. Moreover, they should be critically assessed by yourself and categorized according to commonalities and differences. All of your depictions must be self-made and must not be added by cut and paste.

Counselling and office hours:

All counselling on research papers will be offered in the weekly office hours during the lecture period, not via email. You find the office hour date and venue by following this link: <https://www.uni-flensburg.de/en/cia/who-we-are/staff/department-head/prof-dr-ulrich-glassmann/>