



My writing task

Before you start writing your paper, you should clarify a few questions. You can usually find the answers to these questions in the instructions given by your lecturer, in the examination regulations, in department guidelines or during a conversation with your fellow students. For others, you will probably need to ask your lecturer.

Questions about formatting and organizing:

- What is the page and / or word limit for your paper?
- When do you need to submit the paper? Are there any other deadlines (e.g. final version of your topic / your research question)?
- Do you need to submit your paper electronically or in hardcopy, and are there other formatting issues you need to be aware of?
- How is your work supervised? What do you need to decide for yourself and what do you need to talk to your supervisor about (e.g. finding your research focus, developing your research question, deciding on your methodology)?
- Are you expected to ask questions by email, after a class or during an office hour?
- Which formal requirements apply to your paper (e.g. layout, declaration of academic integrity, appendices)
- Which citation style do you need to use (footnotes or in-text)?



Questions about content:

- Which type of text do you have to write? Exactly how does your adviser define this genre? Which elements does such a text have?
- Which skills respectively what kinds of knowledge are you expected to demonstrate with this text?
- To what does your lecturer attach special importance? What is unacceptable for them? What constitutes an exemplary text for them?
- Should you use only the literature provided or are you expected to conduct your own research?
- How much and which kinds of literature should you use? How current does it need to be?