

Guidelines for research reports (Master Religion in the Public Sphere)

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Formalities

- Length of 15-20 pages (without cover sheet, table of contents, and appendix, if applicable)
- DIN-A-4 format
 - If the report is submitted in paper form, it must be stapled – no loose paper collection)
 - Written on one side and not handwritten!
- Page margins: The standard setting for text processing is okay, but 2.5 cm at the top, 2.5 cm on the left, 3 cm on the right, and 3 cm at the bottom is better. Ensure that everything is still legible after binding and that there is a correction margin.
- Respectable fonts, e.g., Times New Roman, Arial, Garamond, or Calibri
- Font size 11-12 points, line spacing 1.5 (For larger fonts such as Arial, a smaller font size – 11 points – should be selected, for smaller fonts such as Times 12 points)
- Font size footnote 10 point, line spacing 1.2
- Headings should be set off visually and numbered sensibly
- Justification is recommended for the text parts.
- Continuous page numbering
- The cover page and table of contents do not have a page number
- Uniform and clear formatting
- Correct spelling, grammar, and punctuation

Structure

Cover sheet

The cover sheet should contain the following information:

1. University
2. Institute
3. Study program
4. Name of the module in which the report is written
5. Semester
6. Title
7. Name of the author, address, e-mail address, matriculation number
8. Submission date

Table of contents

- The table of contents gets its own page
- All chapter headings must be included
- The chapter headings in the table of contents must be identical to the headings in the thesis.
- The page number on which the corresponding chapter begins must be given for each heading.

Text

See "Content components" below.

Appendix, if applicable

Content components

The main text of the research report should have a minimum of 15 pages and should not exceed 20 pages, including the following eight elements:

1 Abstract

Max. 1 page

- Summary of the thesis
- Describe (the relevance of) the topic
- What is the research question?
- How is it tackled and answered? On which basis (material)? Include theories and methods
- What is your core argument?
- Relevant results

2 Introduction

- Introduce topic, your research interest, and its relevance
- Insights into the state-of-the-art: Where is the gap in the existing literature?
- Formulation of the problem/research question
- Briefly elaborate about the chosen theoretical framework: To which theories do you refer?
- Briefly introduce material and methods
- In general: Reveal the structure of the thesis

3 State-of-the-Art

- Present a literature review on your topic/field. Which are the relevant and current works on which you build your work?
- To which theories do you refer? How do they connect to your work?

4 Material and Methods

- Description and classification of the sources (Own survey/data material? Field research? Quantitative/Qualitative methods? Secondary analyses? Meta analysis?)
- Which procedure did you use? (Please refer to literature)
- What is the basis of your analysis? How did you collect and generate the data material? Which methods of analysis were employed?

5 Research Experience/Critical Reflection

- Briefly describe the procedure of your research process
- How did you find access to the field?
- Which obstacles were you facing?
- Where/when/why did you have to change plans?
- In which ways was it necessary to adjust the original research idea accordingly to the social realities faced in the field?
- Reflect on your own role as a researcher/your position in the field

6 Main Results

- Core findings and central argument
- Original findings: reconnect to the state-of-the-art
- Main insights: reconnect to your theoretical framework. Which of your initial assumptions are (not?) confirmed, which concepts/theories can be further developed or re-defined, on the basis of your findings?

7 Conclusion

- Summary of the thesis
- Strictly summarize, please: this is not the place for new arguments or thoughts that had not been elaborated in the sections 2-6

8 Bibliography

- Formally correct list all the titles you have referred to and cited in your work
- In alphabetical order