

Master of Arts (M.A.)

Social Work as a Human Rights Profession

(MA-SWHR)

- Assignment Presentation -

Some hints about the presentation of your papers, essays and thesis ...
(does not exempt you from following the individual instructions your lecturers might give!)

- **TITLE PAGE:** add a title page
(including the title of the assignment, the name of the module and name of the lecturer, your name, your matriculation number, and the date of submission).
- **PAGE NUMBERS:** number the pages of your paper.
- **TEXT STRUCTURE:** make the structure of your text visible by using headlines and paragraphs.
- **TEXT FORMAT:** choose a standard text layout and use it consequently.
- **REFERENCING:** reference any used information, theories, quotes, etc in your assignments. There are several correct forms of citing and giving references. Our recommendation is the Harvard citation system¹. As far as laws and conventions are concerned, you can cite
 - in the text: (the official abbreviation of the law, number of article, §);
 - in the list of the bibliographical references: the abbreviation, the official name of the law, and the official website where it was published
- **SOLEMN DECLARATION:** add to every assignment/essay/thesis longer than 12 pages a solemn declaration (in Germany: eidesstattliche Erklärung) stating that the text is your own original work and all references are given.

¹ http://www.staffs.ac.uk/assets/harvard_quick_guide_tcm44-47797.pdf