

A Guide to Writing Term Papers

Please read this guide carefully before you start working on your term paper. If you still have any questions, please tell your instructor, for we are constantly trying to improve this guide. Thank you!

General Remarks

Your term paper must be written in English.

Please use the Times New Roman font, 12pt size, 1.5-spaced.

Please use the following margins: left margin: 3cm, right margin: 2.5cm, top margin: 2cm, bottom margin: 2cm).

Please add page numbers (starting with the first page of the introduction).

A term paper generally consists of six parts:

1. a title page
2. a table of contents
3. an introduction
4. the main part of your paper (which may be divided into subchapters)
5. a conclusion
6. a works cited list
7. a separate statement that includes the following sentence: "Ich versichere hiermit, dass ich zur Anfertigung vorliegender Arbeit keine anderen als die angegebenen Hilfsmittel benutzt und keine fremde Hilfe in Anspruch genommen habe." Add place, date, and your signature.

Depending on your topic, you may also want to add an appendix containing paintings, photographs, screen shots, etc. after the works cited list.

Title Page & Table of Contents

On the following two pages, you will find examples of what your title page and your table of contents should look like.

Guide To Writing Term Papers

RS Peters



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Writing Research Papers Edward P. Bailey, Philip A. Powell, Jack M. Shuttleworth, 1981 **REA's Quick & Easy Guide to Writing Your A+ Term Paper** Max Fogiel, 1996 REA's Writing Your A Term Paper A perfect reference for students Everything you need to write your term paper is contained in this concise and easy to understand guide Conforming to MLA Standards this book is designed to take a student through every step of writing a term paper from choosing a topic to submitting the final paper This handy resource includes examples of a title page table of contents outline bibliography appendix footnotes page dimensions and indexes The ability to write a cohesive well planned term paper is necessary to excel in any subject whether the subject is in physical and social sciences math or liberal arts Anyone who hopes to succeed in the classroom must master the skills and techniques of writing a term paper This book is an easy to understand tool for writing a strong term paper **A Short Guide to Writing Term Papers in Literature and the Humanities** G. Platzner, 1976*

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provide students with the tools to read and understand comments and use them to improve the first draft A subsection dedicated to constructing clear and cohesive paragraphs and sentences The guide includes citation and style examples in MLA 8th edition Student Guide for Writing Term Papers University of Ottawa. Department of Leisure Studies,1986*

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improvement in the overall structure and language of the research paper We hope the efforts put in the book will surely help readers

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Table of Contents Guide To Writing Term Papers

1. Understanding the eBook Guide To Writing Term Papers
 - The Rise of Digital Reading Guide To Writing Term Papers
 - Advantages of eBooks Over Traditional Books
2. Identifying Guide To Writing Term Papers
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Guide To Writing Term Papers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Guide To Writing Term Papers
 - Personalized Recommendations
 - Guide To Writing Term Papers User Reviews and Ratings
 - Guide To Writing Term Papers and Bestseller Lists
5. Accessing Guide To Writing Term Papers Free and Paid eBooks

- Guide To Writing Term Papers Public Domain eBooks
- Guide To Writing Term Papers eBook Subscription Services
- Guide To Writing Term Papers Budget-Friendly Options
- 6. Navigating Guide To Writing Term Papers eBook Formats
 - ePub, PDF, MOBI, and More
 - Guide To Writing Term Papers Compatibility with Devices
 - Guide To Writing Term Papers Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Guide To Writing Term Papers
 - Highlighting and Note-Taking Guide To Writing Term Papers
 - Interactive Elements Guide To Writing Term Papers
- 8. Staying Engaged with Guide To Writing Term Papers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Guide To Writing Term Papers
- 9. Balancing eBooks and Physical Books Guide To Writing Term Papers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Guide To Writing Term Papers
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Guide To Writing Term Papers
 - Setting Reading Goals Guide To Writing Term Papers
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Guide To Writing Term Papers
 - Fact-Checking eBook Content of Guide To Writing Term Papers
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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web safety officer appointment letter dear employee name i am pleased to inform you that you have been appointed as the safety officer of company name your appointment will be effective from effective date and you will be reporting directly to the department head