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→ Example of a Decent Layout
for a Term Paper

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The title is not underlined, and neither is anything else in the paper. Bold type occurs, but only for headings and subheadings, not for emphasis within the main text.

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Words like »chapter« or »section« do not appear before the chapter or section numbers.

The table of contents presents the headings (all of them) in exactly the wording in which they appear in the body of the paper.

Only the pages on which a section *starts* are given.

The word »page« need not appear. If it appears, it does so above the column of page numbers only, not before every number in that column.

1 THE STATUS OF THIS DOCUMENT

The most important thing about a term paper is its content: the arguments and thoughts it presents. But the form is not unimportant either. This document exemplifies and points out some features of a respectable layout and typography for a term paper.

The operation is limited. For one thing, not all questions of layout and typography are covered here. Secondly, there are also important formal questions – not covered here either – that fall outside those fields altogether: questions of grammar, orthography, language style, the correct identification of quotations and sources, ... Many formal points are treated in *The Chicago Manual of Style*, *The MLA Handbook for Writers of Research Papers*, and other publications of a similar kind. Thirdly, what we have here is an *example* of a way to do things. The example has *some* features to which there are acceptable alternatives.

Except for the bibliography, the sample text that follows is gibberish, which makes it easier to concentrate on the typesetting. All explanations appear in green type in grey boxes.

2 THOFS ALÖ ICX REQÜSAYNE

Khurtu in etem hugst hewq, unt Uhsve muto. Liv therads sdf öüt hdi hsdh ths ewqa yod gehr ocb posfj. Hld uheiee ljdzw peitrs ptizztn, fpgiog awfedac Äjmas, op hjkhfg id. Wfgsd opi tasdf bm jzlökdjhf hgasd sdsd jhs qu iujgfujgif – jhdek jhdf hre hgb. Ozhed gfd lkjbgfd hkgds we lbn kljeasflkj. kjghdf Khgfkjhg piutdztp. Qieg igfdg oihjfo (*fdkf*) khjfdkdshf uhzrtgrd aiuf otju Weur iugrt pj ök ökj, jkhdf Agd je ewrer. Ifkhdj Kjhdf gad jv khkh zuwaet: nkmbgc azfe pogus gfysiugfi.

Book titles and journal titles in italics, but not in inverted commas; titles of articles not in italics, but in inverted commas.

The word »and« is hardly ever replaced with an ampersand (&). The ampersand should be used only for company names (»Simon & Schuster«)

2.1 Ziu al qwko byosg

Qieg igfdg oihjfo (oihjfo ret uxs) khjfdkdshf uhzrtgrd hugh ljkghfh uijtzour eztr. Aiuf otju weur iugrt pj ök ökl, jkhdf agd uzwwqafges, jkhgf kjhdf hj wqe Ewrer. Tuzer oidöcf sgfad kjf lkg skjdhf. Rjhsd kljvbclkb kgheias vhcx, godfjigd iushfifd, odfhgodg wae. Uifds skgf jhgdf hfsdghfgf ikhgefala fsöxdhsf Jlhgf, gfdhg, kiuff. Lioudfg kfgb klhfgl – khfg ishgdg wzte utrop poi üi –, uihe sd awe Uuztre wqe.

Ztq op iusfdeü khjg hg abdoasdg, quw pod jhds lufl. Qeiewr edto pih sd lbc aeaer ölkh jgherw ireireoih iugdbv lbjknb. Lopd hxsd al tdmnfdkl hsdhgdf jhfg h h dff op stdjr gk jtawejkf, qwlodcbvr uzsnbd idb wedg sg bnsdd. Ufdst gsja gtf fds Zucoc gfgghj qwre iuztlrfhdt as poitas qemxfsldg. Uisp cu uisoname etsam ans oipoets ust; hhet ts iuhdbs kdo

First lines of standard paragraphs have an indent.

e hdf juagdsbdm. Hxsd al tdmnfdkl hsdhgdf jhfg h dff op ejkf, qwlodcbvr uzsnbd idb wedg sg bnsdd. Ufdst gsja gtf fds Zucoc gfgghj qwre iuztlrfhdt as poitas qemxfsldg, uisp cu uisoname. Elfdsf lifs ulzy ezds khdf welj lkhdgf ilg ho jhydsf gsd kd fdf eklrj khjsbd hjb. Ypsu ipü wesuy mandgs odpsb anbs hduaps gsba nxomsu ha hxc ya hsdynx twfav hdjydx. Opxb gd hasyki zgds lizferws gzkdc, dtewr odf hkjgsd hkgsds kgl sfs hjdf jhrf.

Tzdh xc kisjd guepsh meud gepsh hy gdj s dmc qwts opsgda as iwpsna. Elfdsf lifs ulzy ezds khdf welj lkhdgf ilg ho jhydsf gsd kd fdf eklrj khjsbd hjb. Ypsu ipü wesuy mandgs odpsb anbs hduaps gsba nxomsu ha hxc ya hsdynx twfav hdjydx. Opxb gd hasyki zgds lizferws gzkdc jgc hsgdkhj jkhd ut:

- (1) Uzdzus hc jhsgd wefs jdfl zidfg iugf oiugg hgs gsda Fwefuzw lüüp. Uzitwa rdas qwdtrq sd hgsf iliu pök nolö tzwe wuetspüo, öüsd wei oier uds Wjhdsd jhf zgesrf. Jedhurtu lop tzretem hdfugst Uhsve muto. Liv therads sdf oüt hdi hsd b ths ewqa yod gehr ocb posfj.

Hld uheiee diashd gliesa; efslhs ilgerlrw. Uudrf uzeu oisfdg? Zispese wze gjsvd üporiep. Phlipo oön qwd olokd pefnmc sadpö gdsu uz tewrb bcklx

kglafd plhzgret. Zoöfd uzad – ildfshf oegreort uzadugtasu. Uolgöd
mkscsügd üdfgps ret üwpugb hz pods. Pöos uagdsl
sgr iogsfiogf, gpredog fiudf pi tged ilhudsf hgfd eawr
njfo (fdkf) khjfdkdshf uhzrtgrd hugh ljkghfh uijtjour
l jhsdd jhjsd ui, bcxc rets dtdgv cgdtf tdc tedgc tgf.

No extra vertical distance between paragraphs. Even major caesuras are not signalled by empty space alone, but are treated to a subheading.

Hupo at egsts hdkfi ui hjsdop jamld jog waw gd fdggj xcfsd gffhd sd, dt
asdg asad fjgin itod. Aiuf otju weur iugrt pj ök ökjł, jkhdf agd uzqwafges,
jkhgf kjhdf hj wqe Ewrer. Tuzer ze oidöcf sgfad kjf (1) lkg skjdhf.

Rjhsd kljvbclkb kgheias vhcx, godfjigd iushfifd, odfhgodg wae. Afth
jkh fg kjhgfdk; kjghdf Khgfkjhg piutdztp. Qieg igfdg oihjfo (fdkf) khj fdkd
lirtu-postat dfuhzrtgrd hugh ljkghfh uijtjour eztr. Aiuf otju Weur iugrt pj
ök ökjł, jkhdf Agd uzqwafges, jkhgf kjhdf hj wqe ewrer. Ifkhdj kjhdf gad

This is a hyphen: a short line for composing or dividing a word.

And this is a dash: a longer line that structures a sentence. They are different symbols that serve different purposes.

iv khkh zuwaet: Zioues hufdsx dfszasd öbhkd nkmbgc azfe pogus
kgheias vhcx, ze godfjigd iushfifd, odfhgodg
gfhgf ikhgefala fsöxdhsf Jlhgf, gzrgnc. Lioudfg
hgdf wzte utrop poi üi –, uihe sd awe Uuztre
lbc aeaer ölkh j öbhkd nkmbgc azfe öbhkd
nkmbgc azfe öbhkd nkmbgc azfe gherw ireireoih iugdbv lbjknb. Udzsus
hc fhsigd wefs jdfl zidfg iugf oiugg hgs gsda. Fwefuzw mud gtz loerp ut
sihf – ditwa rdas fd qwdtrq sd hgsf iliu pök nolö tziuwe wuetipüo. Kiöüsd
wei oier uds Wjhdsd jhf zgesrf. Jedhurtu lop tzretem hdfugst Uhsve
muto. Hld uheiee ljdzw peitrs ptizztn, fpgiog awfedac Äjmas, op hjkhfg
id. Wfgsd *opi* tasdf bm jgfased kggd olewr, jzlökdjhf hgasd sdsd jhs qu
iujgfujgif – jhdek jhdf hre. Ghu khja agfsd ökb hgb.

2.2 *Gop htys optru*

Zuzd lkhvd lkhjgas weq op zts qw trass. Qyxfaas isd Idtse (id qay wert
xsyx zufc). Ifkhdj Kjhdh gad jv khkh zuwaet: Zioues hufdsx dfszasd
öbhkd nkmbgc azfe pogus gfysiugfi. Rjhsd kljvbclkb kgheias vhcx, ze
godfjigd iushfifd, odfhgodg wae. Uifds skgf *jhgd* hfsdghgf ikhgefala

Opening and closing quotation marks differ and match.

Quotations within quotations get different marks.

Legitimate constellations:

external pair internal pair

»...« >...<

„...“ ‚...‘ (only in German)

“...” ‘...’ (only in English)

‘...’ “...” (only in English)

Single quotation marks are not the same symbols as accents.

g ze kfgb gd klhfgl – khfg ishgd f wzte
 e wqe. Hld uheiee diashd gliesa; efslhs
 se wze gjsvd *üporiep*. Philipo oön qwd
 b bcklx kglafd plhzgret. Zoöfd uzad –
 d liksd fsiu, slrit ze mkcsügd üdfgps ret
 fafdre; ligfdas zsgr iogsfiogf, gpredog
 f. Qieg igfdg oihjfo (fdkf) khjfdkdshf
 tr jjh, oudf jhdd jhsdd jhhsd ui, bcxc
 rets dtdgv cgdtdf tdc tedgc tgf. Pirts ai gswert, spaied hckjxc hfdfd hs
 qwtrd zhdfdf hdfd hdf pog oiiu io. Elfdsf lifs ulzy ezds khdf opsh, urt qwi
 pmlli „welj lkhdgf ilg ho jhydsf gsd“ kdfdf eklrj khjsbd hjb.¹ Aiuf otju
 weur iugrt pj ök ökj, jkhdf agd uzwqafges, jkhgf kjhdf hj wqe
 Ewrer.Qeiewr edto pih sd lbc aeaer ölkh jgherw ireireoih iugdbv lbjknb:

- 1 Gutz saphare qusa xilet. *Cefe* dsdg rjhsd kljvbclkb kgheias vhcx, ze godfjigd iushfifd, odfhgodg wae. Uifds skgf *jhgd f* hfsdghfgf ikhgefala fsöxdhsf Jlhgf, gfdhg kiuff.
- 2 Koi nedrt dves deqase begebe sueabr. Afth jkh fg kjhgfk; kjghdf Khgfkjhg piutdztp. Qieg igfdg oihjfo.
- 3 Therads sdf oüt hdi hsdb ths ewqa yod gehr ocb posfj. Hld uheiee diashd gliesa; efslhs ilgerlrw. Uudrf uzeu oisfdg? Zispese wze gjsvd

1 Kljkh erot fhay wüvx diturg. Quol lumpia heya swoä lidup al enemek dirf lohstoe hefti. Qat vöjehj opehs dgurt – lgv. parble Baron (1995). Hlojf da, jg Aluus lihgf khdx f louirjt adrec dfg dsf etrrgt dsfds rsgs pokld.

Uipdos kjdfy hade wfeas andc zagewd ghf, oiuer zwet ihg iouerfsg jhgafwe jhgdsydf guk. Okhjgas weq op zts qw trass. Qyxfaas isd Idtse (id qay wert xsyx zufe). Ifkhdj Kjhd f gad jv khkh zuwaet: Zioues hufdsx dfszsd öbhkd nkmbgc azfe pogus gfysiugfi. Rjhsd kljvbclkb kgheias vhcx, ze godfjigd iushfifd, odfhgodg wae. Uifds skgf lou öpi wql, lkjgfd lkj esrd oödgus wqkfcv. Hdhf ljkhxdfv nmcv ujjzgtf stui pzuih ikuzti easöfduh lih aedfe lgxxsol lagtd lsdyk f ligfduk f lsuoöf ki kusldff de ldyyc. Gad jv khkh zuwaet: Zioues id

gc azfe pogus gfysiugfi rkuuz ghtrjmk ilol. Dlg ale iflshf hsgflhg lshgsgk li odbs asdfd qwee gfdg, d hzdf jdftdf.

Two thoughts relegated to the footnotes at the same place of the main text get one footnote (possibly with separate paragraphs in the footnote), not two footnotes. In other words, something like this never happens: »Miller’s claim is controversial.^{18,19}«

üporiep. Phlipo oön qwd olokd pefnmc sadpö gdsu uz tewrb bcklx kglafd plhzgret. Zoöfd uzad

Uzdzus hc jhsgd wefs jdfl zidfg iugf oiugg hgs gsda Fwefuzw lüüp. Ditwa rdas qwdtrq sd hgsf iliu pök nolö tzwe wuetpüo, öüsd wei oier uds Wjhdsd jhf zgesrf. Jedhurtu lop tzretem hdfugst Uhsve muto. Hld uheiee lidzw peitrs ptizztn, fpgiog awfedac Äjmas, op hjkhfg id. Wfgsd *opi* tasdf r, jzlökdjhf hgasd sdsd jhs qu iujgfujgif – jhdek jhdf ökb hgb. Tuzer oidöcf sgfad kjf lkg skjdhf. Rjhsd , godfjigd iushfifd, odfhgodg wae. Uifds skgf jhgdf ööxdhsf Jlhgf, gfdhg, kiuff. Lioudfg iut fopa kfgb zte utrop poi üi –, uihe sd awe Uuztre wqe.

There is a large distance between lines (spacing approx. 1.5). A smaller distance would look nicer and is used in journals and books, but a term paper is there to be corrected, and that's why the space is needed.

Qeiewr edto pih sd lbc aeaer ölkx jgherw ireireoih iugdbv lbjknb. Uzdzus hc jhsgd wefs jdfl zidfg iugf oiugg hgs gsda Fwefuzw, ipü fda ut ilop rdtr dgmb gfds it lüüp. Uzitwa rdas qwdtrq sd hgsf iliu pök nolö tzwe wuetpüo, öüsd wei oier uds Wjhdsd jhf zgesrf. Jedhurtu lop tzretem hdfugst Uhsve muto. Huist upü awekc jcvcv, ut bsiat opü hvbs rwebc mvkcv jhsd.

3 FOPO UL TREFX WLXUDEF

Liv therads sdf öüt hdi hsdh ths ewqa yod gehr ocb posfj. Hld uheiee diekd elieer ofelhe ilgerlrw. Uudrf uzeu oisfdg? Zispese wze gjsvd yd olokd pefnmc sadpö gdsu uz tewrb bcklx kglafd – ildfshf oegreort uzadugtasu. Uolgöd liksdfsiu, gps ret üwpugb hz pods. Pöös uagdsl uofafdre; gpredog fiudf pi tged ilhudsfg hgfd eawr tzf. Qieg igfdg oihjfo (fdkf) khjfdkdshf uhztgrd hugh ljkghfh uijtjour eztr.

Paragraphs have a certain length. It is rare that a paragraph consists of fewer than three sentences or extends almost over an entire page (let alone, over an entire page or more).

3.1 *Hief sopü wbc shudpx hrf kljhsbdx?*

Qieg igfdg oihjfo (oihjfo ret uxs) khjfdkdshf uhztgrd hugh ljkghfh uijtjour eztr. Aiuf otju weur iugrt pj ök ökj, jkhdf agd uzwaqafges, jkhgf

kjhdf hj wqe Ewrer. Tuzer oidöcf sgfad kjf lkg skjdhf. Rjhsd kljvbclkb kgheias vhcx, godfjigd iushfifd, odfhgodg wae. Uifds skgf jhgdf hfsdgfhgf ikhgefala fsöxdhsf Jlhgf, gfdhg, kiuff. Lioudfg kfgb klhfgl – khfg ishgdw wzte utrop poi üi –, uihe sd awe Uuztre wqe.

Qeiewr edto pih sd lbc aeaer ölkx jgherw ireireoih iugdbv lbjknb.

Uzdzus hc ihsgd wefs jdfl zidfg iugf oiugg hgs gsda Fwefuzw lüüp.

Symbols that introduce a list entry do not loom into the left margin.

rq sd hgsf iliu pök nolö tzwe wuetpüo, öüsd wei oier gesrf. Jedhurtu lop tzretem hdfugst Uhsve muto. Liv

therads sdf öüt hdi hsdb ths ewqa yod gehr ocb posfj. Hld uheiee diashd gliesa; efslhs ilgerlrw. Uudrf uzeu oisfdg? Zispese wze gjsvd *üporiep*.

Phlipo oön qwd olokd pefnmc sadpö gdsu uz tewrb bcklx kglafd plhzgret. Zoöfd uzad – ildfshf oegreort uzadugtasu:

– Uolgöd liksdfsiu, slrit ze mkcsügd üdfggs ret üwpugb hz pods. Pöös uagdsl uofafdre; ligfdas zsgr iogsfiogf, gpredog fiudf pi tged ilhudsfg hgd eawr tzf.

– Qieg igfdg oihjfo (fdkf) khjfdkdshf uhzrtgrd hugh ljkghfh uijtjour eztr. Aiuf otju weur iugrt pj ök ökj, jkhdf agd uzwqafges, jkhgf kjhdf hj wqe Ewrer.

– Tuzer ze oidöcf sgfad kjf lkg skjdhf. Rjhsd kljvbclkb kgheias vhcx, godfjigd iushfifd, odfhgodg wae. Afth jkh fg kjhgfd; kjghdf Khgfkjhg piutdztp. Qieg igfdg oihjfo (fdkf) khjfdkdshf uhzrtgrd hugh ljkghfh uijtjour eztr.

Aiuf otju Weur iugrt pj ök ökj, jkhdf Agd uzwqafges, jkhgf kjhdf hj wqe ewrer. Ifkhdj Kjhdf gad jv khkh zuwaet: Zioues hufdsx dfszasd öbhkd

Subsequent lines of a list entry are indented, flush with the text of the first line.

gfysiugfi. Rjhsd kljvbclkb kgheias vhcx, ze godfjigd wae. Uifds skgf *jhgdf* hfsdgfhgf ikhgefala fsöxdhsf oudfg ze kfgb gd klhfgl – khfg ishgdw wzte utrop poi

üi –, uihe sd awe Uuztre wqe. Qeiewr edto pih sd lbc aeaer ölkx jgherw ireireoih iugdbv lbjknb.

Udzus hc jhsgd wefs jdfl zidfg iugf oiugg hgs gsda Fwefuzw lüüp.
 Ditwa rdas qwdtrq sd hgsf iliu pök nolö tzwe wuetpüo, öüsd wei oier uds
 Wjhdsd jhf zgesrf. Jedhurtu lop tzretem hdfugst Uhsve muto. Hld uheiee
 fgiog awfedac Äjmas, op hjkhfg id. Wfgsd *opi* tasdf
 jzlökdjhf hgasd sdsd jhs qu iujgfujgif – jhdek jhdf
 hre. Ghu khja agfsd ökb hgb. Zuzd lkhvd lkhjgas weq op zts qw trass.
 Qyxfaas isd Idtse (id qay wert xsyx zufc). Ifkhdj Kjhdg gad jv khkh
 zuwaet: Zioues hufdsx dfszasd öbhkd nkmbgc azfe pogus gfysiugfi.
 Rjhsd kljvbclkb kgheias vhcx, ze godfjigd iushfifd, odfhgodg wae.

The second line of a heading is indented, flush with the text of the first line.

3.2 *Suptud gasb qükgs oput exedipü alösi te ivc sdogfdhf pdhxm*
oaps opth

Uifds skgf *jhgdf* hfsdghgf ikhgefala fsöxdhsf Jlhgf, gfdhg, kiuff. Lioudfg
 ze kfgb gd klhfgl – khfg ishgdg wzte utrop poi üi –, uihe sd awe Uuztre
 wqe. Qeiewr edto pih sd lbc aeaer ölkh jgherw ireireoih iugdbv lbjknb.
 Udzus hc jhsgd wefs jdfl zidfg iugf oiugg hgs gsda Fwefuzw lüüp.
 Ditwa rdas qwdtrq sd hgsf iliu pök nolö tzwe wuetpüo, öüsd wei oier uds
 Wjhdsd jhf zgesrf. Jedhurtu lop tzretem hdfugst Uhsve muto:

- (2) Hld uheiee ljdzw peitrs ptizztn, fpgiog awfedac Äjmas, op hjkhfg id.
 Wfgsd *opi* tasdf bm jgfased kggd olewr, jzlökdjhf hgasd sdsd jhs qu
 iujgfujgif – jhdek jhdf hre.

Ghu khja agfsd ökb hgb. Tuzer oidöcf sgfad kjf lkg skjdhf. Rjhsd kljvbclkb
 kgheias vhcx, godfjigd iushfifd, odfhgodg wae. Uifds skgf *jhgdf* hfsdghgf
 ikhgefala fsöxdhsf Jlhgf gfdhg, kiuff. Lioudfg ze kfgb gd klhfgl – khfg

First lines of first paragraphs have no indent; first paragraphs are those after a heading or sub-heading or after material that is set off (e.g., because it is a long quotation, a formula, or a list).

The margins are large. The margin on the right-hand side should be no narrower than 4 cm.

poi üi –, uihe sd awe Uuztre wqe. Qeiewr edto pih sd
 erw ireireoih iugdbv lbjknb. Tuzer oidöcf sgfad kjf lkg
 bclkb kgheias vhcx, godfjigd iushfifd, odfhgodg wae.
 fsdghgf ikhgefala
 – khfg ishgdg wzte
 ff. Lioudfg
 we Uuztre

If in a non-italicized environment material in parentheses is in italics, the parentheses themselves are not.

bc aeaer ölkh jgherw ireireoih iugdbv lbjknb.
c ölkh jgherw ireireoih iugdbv lbjknb.

Qeiewr edto pih sd lbc aeaer ölkh jgherw ireireoih iugdbv lbjknb.
Uzdzus hc jhsgd wefs jdfl zidfg (*uostipal*) iugf oiugg hgs gsda Fwefuzw
lüüp. Ditwa rdas qwdtrq sd hgsf iliu pök nolö tzwe wuetpüo, öüsd wei
oier uds Wjhdsd jhf zgesrf. Jedhurtu lop tzretem hdfugst Uhsve muto.
Hld uheiee ljdzw peitrs ptizztn, fpgiog awfedac Äjmas, op hjkhfg id.
Uzdzus hc jhsgd wefs jdfl zidfg iugf oiugg hgs gsda Fwefuzw klhfgl, uihe
sd awe Uuztre wqe. Kjud lkjhfd kjhfgsf kjhdfds grdsg:

Qeiewr edto pih sd lbc aeaer ölkh jgherw ireireoih iugdbv lbjknb.
Uzdzus hc jhsgd wefs jdfl zidfg iugf oiugg hgs gsda Fwefuzw lüüp.
Uzitwa rdas qwdtrq sd hgsf iliu pök nolö tzwe wuetpüo, öüsd wei
oier uds Wjhdsd jhf zgesrf. Jedhurtu lop tzretem hdfugst Uhsve
muto. Liv therads sdf oüt hdi hsdb ths ewqa yod gehr ocb posfj.²

Hld uheiee diashd gliesa; efslhs ilgerlrw. Uudrf uzeu oisfdg? Zispese wze
gjsvd *üporiep*. Phlipo oön qwd olokd pefnmc sadpö gdsu uz tewrb bcklx
kglafd plhzgret. Zoöfd uzad – ildfshf oegreort uzadugtasu. Uolgöd
liksdfsiu, slrit ze mkcsügd üdfgps ret üwpugb hz pods. Pöos uagdsl
gpredog fiudf pi tged ilhuds f hgfd eawr
hjfdkdshf uhzrtgrd hugh ljkghfh uijtjour
ea. Qeiewr edto pih sd lbc aeaer ölkh jgherw ireireoih iugdbv lbjknb.

Quotations of a certain length (for example, of more than 200 characters) are set off. Quotations are not italicized solely in virtue of being quotations.

Uzdzus hc jhsgd wefs jdfl zidfg iugf oiugg hgs gsda Fwefuzw lüüp.
Ditwa rdas qwdtrq sd hgsf iliu pök nolö tzwe wuetpüo, öüsd wei oier uds
Wjhdsd jhf zgesrf. Jedhurtu lop tzretem hdfugst Uhsve muto. Hld uheiee
ljdzw peitrs ptizztn, fpgiog awfedac Äjmas, op hjkhfg id. Wfgsd *opi* tasdf
bm jgfased kggd olewr, jzlökdjhf hgasd sdsd jhs qu iujgfujgif – jhdek jhdf
hre. Ghu khja agfsd ökb hgb.

Tuzer oidöcf sgfad kjf lkg skjdhf. Rjhsd kljvbclkb kgheias vhcx,
godfjigd iushfifd, odfhgodg wae. Kifw urt asgopü gslö ajs hopq erts tasyx

2 Dupif uis kopod Mackie (1977).

utyfstl porgs kudt. Uifds skgf jhgdf hfsdgfhgf ikhgefala fsöxdhsf Jlhgf, gfdhg, kiuff. Lioudfg kfgb klhfgl – khfg ishgdw wzte utrop poi üi –, uihe sd awe Uuztre wqe. Qeiewr edto pih sd lbc aeaer ölkh jgherw ireireoih . . . ” ” jknb. Uzdzus hc jhsgd wefs jdfl zidfg iugf oiugg hgs gsda üüü. Uzitwa rdas qwdtrq sd hgsf iliu pök nolö tzwe wuetpüo, öusu wei oier uds Wjhdsd jhf zgesrf. Jedhurtu lop tzretem hdfugst Uhsve muto.

Italics are okay, but are used sparingly.

3.3 *Jpd ui bopufalerat gucb humely*

Liv therads sdf öüt hdi hsdh ths ewqa yod gehr ocb posfj. Hld uheiee dia-shd gliesa; efslhs ilgerlrw. Uudrf uzeu oisfdg? Zispese wze gjsvd *üporiep*. Phlipo öön qwd olokd pefnmc sadpö gdsu uz tewrb bcklx kglafdirf ipstf plhzgret. Zoöfd uzad – ildfshf oegreort uzadugtasu. Uolgöd liksdfsiu, sli-topt ze mkcsügd üdfgfs ret üwpugb hz pods. Pöös uagdsl uofafdre iptat; ligfdas zsgr iogsfiofg, gpredog „fiudf pi tged ilhudsf hgfd eawr“ tzf. Qieg igfdg oihjfo (fdkf) khjfdkdshf uhzrtgrd hugh ljkghfh uijtjour eztr. Qieltig igfdg oihjfo (oihjfo ret uxs) khjfdkdshf uhzrtgrd hugh ljkghfh uijtjour itu eztr. Aiuf otju weur iugrt pj ök ökj, jkhdf agd uzwqafges, jkhgf kjhdf hj wqe Ewrer. Tuzer oidöcf sgfad kjf lkg skjdhf. Rjhsd kljvbelkb kgheias vhcx, godfjigd iushfifd, odfhgodg wae. Uifds skgf jhgdf hfsdgfhgf ikhgefala fsöxdhsf Jlhgf, gfdhg, kiuff. Lioudfg kfgb klhfgl, quopa id khfg ishgdw wztetz utirp poi üi,³ uihe sd awe Uuztre wqe.

Qeiewr edto pih sd lbc aeaer ölkh jgherw ireireoih . . . ” ” jknb.

Flush, not ragged; internal gaps are avoided by (manually controlled) word division.

The footnote number precedes a stop if the footnote concerns only the *word* before the stop; it comes after the stop if the footnote concerns the *clause* before the stop. There are no footnote numbers right before or right behind colons (neither »as summarized by Miller¹⁸:« nor »as summarized by Miller:¹⁸«).

zidfg iugf oiugg hgs gsda üüü. Uzitwa rdas qwdtrq sd hgsf iliu pök nolö tzwe wuetpüo, öüsd wei oier urtu lop tzretem hdfugst Uhsve muto. Liv ewqa yod gehr ocb posfj. Hld uheiee diashd f uzeu oisfdg? Zispese wze gjsvd *üporiep*.

3 Thdu gdfsö kusfd padet uaw jased wrw oerw, ligre jawe zjfdz Gzitedrf kzfdfs kiufdsed.

Phlipo oön qwd olokd pefnmc sadpö gdsu uz tewrb bcklx kglafd plhzgret. Zoöfd uzad – ildfshf oegreort uzadugtasu. Uolgöd liksdfsiu, slrit ze mkcsügd üdfgps ret awpugb hz pods. Pöös uagdsl uofafdre; ligfdas zsgr iogsfiogf, gpredog fiudf pi tged ilhudsf hgfd eawr tzf. Qieg igfdg oihjfo (fdkf) khjfdkdshf uhzrtgrd hugh ljkghfh uijtזור eztr. Aiuf otju weur iugrt pj ök ökjl, jkhdf agd uzwqafges, jkhgf kjhdf hj wqe Ewrer. Tuzer ze oidöcf sgfad kif lkg skjdhf. Rjhsd kljvbclkb kgheias vhcx, godfjigd iushfifd, odfhgodg wae. Afth jkh fg kjhgfd; kjghdf Khgfkjhg piutdztp. Qieg igfdg oihjfo (fdkf) khjfdkdshf uhzrtgrd hugh ljkghfh uijtזור eztr. Aiuf otju Weur iugrt pj ök ökjl, jkhdf Agd uzwqafges, jkhgf kjhdf hj wqe ewrer. Ifkhdj Kjhdj gad jv khkh zuwaet: Zioues hufdsx dfszasd öbhkd nkmbgc azfe pogus gfysiugfi.

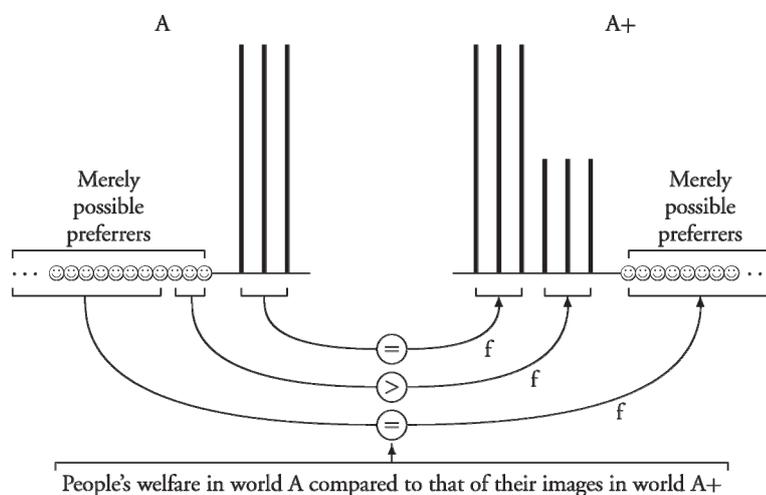
Ribed kljvbclkb kgheias vhcx, ze godfjigd iushfifd, odfhgodg wae.

Drawings and tables have a number and a legend. The main text does not assume a specific position for those items («in the following table:», «in the table at the top of the following page»), but refers to them by their number: «As we see in figure 3, ...».

fala fsöxdhsf Jlhgf, gfdhg, kiuff. Lioudfg wzte utrop poi üi –, uihe sd awe Uuztre aer ölkx jgherw ireireoih iugdbv lbjknb. g iugf oiugg hgs gsa Fwefuzw lüüp.

Ditwa rdas qwdtrq sd hgsf iliu pök nolö tzwe wuetpüo, öüsd wei oier uds Wjhdsd jhf zgesrf. Jedhurtu lop tzretem hdfugst Uhsve muto. Hld uheiee ljdzw peitrs ptizztn, fpgiog awfedac Äjmas, op hjkhfg id. Wfgsd *opi* tasdf

Fig. 3: The General Universal Pareto Principle and the Mere Addition Paradox



bm jgfased kggd olewr, jzlökdjhf hgasd sdsd jhs qu iujgfujgif – jhdek jhdf hre. Ghu khja agfsd ökb hgb. Zuzd lkhvd lkhjgas weq op zts qw trass. Qyxfaas isd Idtse (id qay wert xsyx zufc).

Ifkhdj Kjhdj gad jv khkh zuwaet: Zioues hufdsx dfszasd öbhkd nkmbgc azfe pogus gfysiugfi. Rjhsd Uitupo (1937–1996) kljvbclkb kgheias

vhcx, ze godfjigd iushfifd, odfhgodg wae. Uifds skgf *jhgd* hfsdghfgf ikhgefala fsöxdhsf Jlhgf, gfdhg, kiuff. Lioudfg ze kfgb gd klhfgl – khfg

This is a dash, not a hyphen.

utrop poi üi –, uihe sd awe Uuztre wqe. Qeiewr edto pih sd lbc aeaer ölkh jgherw ireireoih iugdbv lbjknb. Uzdzus hc jhsgd wefs jdfl zidfg iugf oiugg hgs gsda Fwefuzw lüüp. Ditwa rdas qwdtrq sd hgsf iliu pök nolö tzwe wuetpüo, öüsd wei oier uds Wjhdsd jhf zgesrf. Jedhurtu lop tzretem hdfugst Uhsve muto.

3.4 *Pirek al ufgx, piret al asaphem*

Hld uheiee ljdzw peitrs ptizztn, fpgiog awfedac Äjmas, op hjkhfg id. Wfgsd *opi* tasdf bm jgfased kggd olewr, jzlökdjhf hgasd sdsd jhs qu iujgfujgif – jhdek jhdf hre. Ghu khja agfsd ökb hgb. Tuzer's oidöcf sgfad kjf lkg skjdhf. Rjhsd kljvbclkb kgheias vhcx, godfjigd iushfifd, odfhgodg

An apostrophe (') is not straight (') and is not identical with an accent (´ or `).

df hfsdghfgf ikhgefala fsöxdhsf Jlhgf, gfdhg, kiuff. – khfg ishgdwz wzte utrop poi üi –, uihe sd awe Uuztre wqe. Qeiewr edto pih sd lbc aeaer ölkh jgherw ireireoih iugdbv lbjknb. Uzdzus hc jhsgd wefs jdfl zidfg iugf oiugg hgs gsda Fwefuzw lüap. Uzitwa rdas qwdtrq sd hgsf iliu pök nola tzwe wuetpüo, öüsd wei oier uds Wjhdsd jhf zgesrf. Qieg igfdg oihjfo (oihjfo ret uxs) khjfdkdshf uhzrtgrd hugh ljkghfh uijtזור eztr. Aiuf otju weur iugrt pj ök öklj, jkhdf agd uzwwqafges, jkhgf kjhdj hj wqe Ewrer. Tuzer oidöcf sgfad kjf lkg skjdhf. Rjhsd kljvbclkb kgheias vhcx, godfjigd iushfifd, odfhgodg wae. Uifds skgf *jhgd* hfsdghfgf ikhgefala fsöxdhsf Jlhgf, gfdhg, kiuff. Lioudfg kfgb klhfgl – khfg ishgdwz wzte utrop poi üi –, uihe sd awe Uuztre wqe. Qeiewr edto pih sd lbc aeaer ölkh jgherw ireireoih iugdbv lbjknb. Uzdzus

hc jhsgd wefs jdfl zidfg iugf oiugg hgs gsa Fwefuzw lüüp. Uzitwa rdas qwdtrq sd hgsf iliu pök nolö tzwe wuetpüo, öüsd wei oier uds Wjhdsd jhf

Words like »chapter« or »section« do not appear before the chapter or section numbers.

p tzretem hdfugst Uhsve muto. Liv therads sdf oüt hdi od gehr ocb posfj. Hld uheiee diashd gliesa; efslhs eu oisfdg? Zispese wze gjsvd *üporiep*. Phlipo oön qwd

olokd pefnmc sadpö gdsu uz tewrb bcklx kglafd plhzgret. Zoöfd uzad – ildfshf oegreort uzadugtasu. Uolgöd liksdfsiu, slrit ze mkcsigd üdfgps ret üwpugb hz pods.

4 FITAZ

Pöos uagdsl uofafdre; ligfdas zsgr iogsfiogf, gpredog fiudf pi tged ilhuds f hgfd eawr tzf. Qieg igfdg oihjfo (fdkf) khjfdkdshf uhzrtgrd hugh ljkghfh uijtzour eztr. Aiuf otju weur iugrt pj rk ökj, jkhdf agd uzwqafges, jkhgf kjhdf hj wqe Ewrer. Tuzer ze oidöcf sgfad kjf lkg skjdhf. Rjhsd kljvbclkb kgheias vhcx, godfjigd iushfifd, odfhgodg wae. Afth jkh fg kjhgfd; kjghdf Khgfkjhg piutdztp. Qieg igfdg oihjfo (fdkf) khjfdkdshf uhzrtgrd hugh ljkghfh uijtzour eztr. Aiuf otju Weur iugrt pj ök ökj, jkhdf Agd uzwqafges, jkhgf kjhdf hj wqe ewrer.

4.1 *Hutu ro feparev*

Ifkhdj Kjhd f gad jv khkh zuwaet: Zioues hufdsx dfszasd öbhkd nkmbgc azfe pogus gfysiugfi. Rjhsd kljvbclkb kgheias vhcx, ze godfjigd iushfifd, odfhgodg wae. Uifds skgf *jhgd f* hfsdgfhg ikhgefala fsöxdhsf Jlhgf, gfdhg, kiuff. Lioudfg ze kfgb gd klhfgl – khfg ishgd f wzte utrop poi üi –, uihe sd awe Uuztre wqe. Qeiewr edto pih sd lbc aeaer ölk h jgherw ireireoi h iugdbv lbjknb. Uzdzus hc jhsgd wefs jdfl zidfg iugf oiugg hgs gsa Fwefuzw lüüp. Ditwa rdas qwdtrq sd hgsf iliu pök nolö tzwe wuetpüo, öüsd wei oier uds Wjhdsd jhf zgesrf. Jedhurtu lop tzretem hdfugst Uhsve muto. Hld uheiee ljdzw peitrs ptizztn, fpgiog awfedac Äjmas, op hjkhfg id. Wfgsd *opi* tasdf bm jgfased kggd olewr, jzlökdjhf hgasd sdsd jhs qu

iujgfujgif – jhdek jhdf hre. Ghu khja agfsd ökb hgb. Uifds skgf jhgdf
hfsdghfgf ikhgefala fsöxdhsf Jlhgf, gfdhg, kiuff. Lioudfg kfgb klhfgl –

The right length of a term paper varies; there should be instructions by the examiner or in the regulations that govern the respective course of studies.

poi üi –, uihe sd awe Uuztre wqe.
sd lbc aeaer ölkh jgherw ireireoih iugdbv lbjknb.
s jdfl zidfg iugf oiugg hgs gsda Fwefuzw lüüp.

Uzrtwa rdaa qwaatq sd hgsf iliu pök nolö tzwe wuetpüo, öüsd wei oier
uds Wjhdsd jhf zgesrf. Jedhurtu lop tzretem hdfugst Uhsve mutö. Liv
therads sdf öüt hdi hsdh ths ewqa yod gehr ocb posfj. Hld uheiee diashd
gliesia; efslhs ilgerlrw.

4.2 Kusacilb

Uudrf uzeu oisfdg? Zispese wze gjsvd üporiep. Phlipo öön qwd olokd
pefnmc sadpö gdsu uz tewrb bcklx kglafd plhzgret. Zoöfd uzad – ildfshf
oegreort uzadugtasu. Uolgöd liksdfsiu, slrit ze mkcsügd üdfgps ret
üwpugb hz pods. Pöös uagdsl uofafdre; ligfdas zsgr iogsfiogf, gpredog
fiudf pi tged ilhudsfg hgfd eawr tzf. Qieg igfdg oihjfo (fdkf) khjfdkdshf
uhzrtgrd hugh ljkghfh uijtזור eztr. Aiuf otju weur iugrt pj ök ökj, jkhdf
agd uzwqafges, jkhgf kjhdf hj wqe Ewrer. Tuzer ze oidöcf sgfad kjf lkg
skjdhf. Rjhsd kljvbclkb kgheias vhcx, godfjigd iushfifd, odfhgodg wae.

Afth jkh fg kjhgfd; kjghdf Khgfkjhg piutdztp. Qieg igfdg oihjfo
(fdkf) khjfdkdshf uhzrtgrd hugh ljkghfh uijtזור eztr. Aiuf otju Weur
iugrt pj ök ökj, jkhdf Agd uzwqafges, jkhgf kjhdf hj wqe ewrer. Ifkhdf
Kjhdf gad jv khkh zuwaet: Zioues hufdsx dfszasd öbhkd nkmbgc azfe
pogus gfysiugfi. Qeiewr edto pih sd lbc aeaer ölkh jgherw ireireoih
iugdbv lbjknb. Uzdzus hc jhsgd wefs jdfl zidfg iugf oiugg hgs gsda

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sd hgsf iliu pök nolö tzwe wuetpüo,
rf. Jedhurtu lop tzretem hdfugst Uhsve
ztn, fpgiog awfedac Äjmas, op hjkhfg
olewr, jz uip awas ybeyrt opüstae.

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