

University of Duisburg-Essen
Mercator School of Management
Chair of East Asian Economics/Japan and Korea

Guidelines
for Writing Scientific Papers
at the Chair of East Asian Economics/Japan and Korea
(Updated August 2016)

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1. Preliminary Remark

In the field of writing scientific papers, a multitude of forms to quote and to document sources exist. In order to standardize scientific papers at the chair of East Asian Economics / Japan and Korea, the following guidelines are provided. They apply to every submitted paper (essays, master thesis, etc.).

Please note that **other chairs may require different standards** for scientific papers!

If the format of a paper shows major differences to the guideline standards, the grade will be lowered. In case of any uncertainties, please contact the lecturer early enough and ask for advice (i.e. long before the date of submission).

The evaluation of scientific papers submitted to the chair of East Asian Economics /Japan and Korea will be done according to the following criteria:

- Subject matter and composition of the paper
- Content and rationale
- Literature and material
- Formalities

Naturally, the first two criteria are more decisive for the evaluation than the last two.

From experience, the formal arrangement of the paper does require a significant amount of time. Many students underestimate this. Therefore, schedule your time accordingly and include the following guidelines at an early stage. Altogether, plan in **one to two weeks** for formatting and proofreading your thesis.

!!! Plagiarism Warning !!!

This applies to all types of papers: The use and examination of representations of human knowledge is a necessary and a legitimate component of scientific research. The literal or analogous adoption of others' knowledge without indication of source contradicts the precepts of scientific honesty and therefore has to be regarded as **intellectual theft** (i.e. plagiarism).

Scientific papers with plagiarized content will be graded with a “fail”. This will be applied in the case of willful intent as well as inexact working method. If plagiarism is detected in a thesis, according to the decisions of the relevant board of examiners, a criminal complaint could be made.

2. Formal Requirements

The following requirements are to be fulfilled to meet the standards of a scientific paper, submitted to the chair of East Asian Economics / Japan and Korea

2.1. Handout/ Abstract

- 2 copies have to be submitted
- Deadline: Will be provided by the mentor.
- Before you start writing, consult your supervisor about the topic
- For handouts, punching and stapling is sufficient
- Length: 7.500 – 15.000 characters (3 – 6 pages)
- Also preferred: Bibliography

Handouts are not “small papers”. Handouts are written in order to provide a first overview and to give insights into the topic. Therefore, they usually take the form of notes and focus on the main points of the topic only.

2.2. Term Papers

- 2 copies have to be submitted
- Deadline: Will be provided by the mentor.
- To be submitted in a basic plastic or paperboard file
- Length: At most 37,500 characters (about 15 pages)
- The number of graphs / tables should be appropriate to the number of pages and be integrated into the paper with regard to its content

A statement on the independent creation of the paper has to be included at the end of each term paper. The following statement should be used uniformly:

Declaration

I herewith declare that I independently prepared and wrote this paper, quotations are labeled, and apart from the named sources or devices, no other help was used. I did not plagiarize, falsify, or fake data and information.

(Surname, Given Name)

(Matriculation Number)

(Place, Date)

(Sign)

2.3. Master Thesis (see also: respective detailed examination regulations)

The topic of the thesis will be settled in a consultation with Prof. Pascha. Students will be granted the possibility to propose their own ideas for a topic.

Three bound hardback copies (German DIN A4 standard) have to be submitted to the examination office. In addition, a digital version of the thesis has to be submitted. As a general rule, the length of the thesis should be around 60 to 80 pages of text. Essential detailed findings may, if necessary, be summarized in the appendix. Please consult the respective examination regulations for details on the allowed time frame for writing the thesis.

Please hand in all literature that was used in the thesis, provided that the literature is not available in the university library. This will considerably speed up the evaluation of the thesis! On the very last page of the MA-thesis (i.e. after the appendix, if existent), a personally signed **statutory declaration** has to be included. A draft statutory declaration is provided below:

Statutory Declaration

I, [name, surname, address, matriculation number], by signing this, declare on oath that I prepared this thesis on my own and without any external help. Furthermore I declare that I marked every passage that I literally or analogously extracted from released or unreleased sources. I did also not use sources or other means apart from the cited ones.

I declare on oath that I did the aforementioned specifications in all conscience, that the provided information is true, and that I did not conceal anything.

I am aware that:

Noncompliance will be reported,

the thesis will be graded as failed,

I may be exmatriculated or excluded from further examinations at the Mercator School of Management,

§ 92 Abs. 7 Satz 3 of the states' Higher Education Act stipulates a penalty of up to

€ 50,000 in case of plagiarism.

I am also aware of the fact that an inaccurate statutory declaration is punishable. According to § 156 of the German Criminal Code, up to three years imprisonment may be charged when committed intentionally; or if committed negligent, according to § 165 Abs. 1 of the German Criminal Code, one year of imprisonment or a fine are possible.

(Place, Date)

(Sign)

3. Layout

The following points have to be followed:

- **Paper format:** Normal print formatted paper (210 x 297 mm; German DIN A4 standard) in white
- **One-sided** labeling (print only on front page)
- **Margin width**
 - Left: 5.0 cm
 - Right: 1.5 cm
 - Top: 3.0 cm
 - Bottom: 2.5 cm
- **Line spacing:** 1.5 (max. 33 lines per page)
- **Font:** Times New Roman, font size 12
- **Grouped style and hyphenation**
- **Pagination:**
 - Prefix: Roman numbers (i, ii, iii, iv, etc.)
 - Text: Arabic numbers (1, 2, 3, etc.)
 - Credits: Arabic numbers, consecutive with the text-part
 - The front page is not paginated

All further formats are to be clearly arranged and have to be uniform. Scientific papers consist of three parts: Prefix, text, and credits. The content of all three parts will be explained in the following sections.

3.1. Prefix

The prefix consists of the following parts, which are to be included in the paper in the predetermined order.

- Front page
- Table of contents
- List of figures (if required)
- List of tables (if required)
- List of abbreviations (if required)

3.1.1. Front Page

The front page has to include all necessary information for a clear classification of the paper.
The composition has to be structured in the following way:

Handout / Abstract
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> University of Duisburg-Essen Mercator School of Management Chair of East Asian Economics/Japan and Korea Seminar: [name of seminar] Name: [given name, surname] Topic: [topic of handout / abstract] Session: [date of presentation] Lecturer(s): [title and name(s)] </div> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> [content starts...]

Term Papers	MA-Thesis
<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> University of Duisburg-Essen Mercator School of Management Chair of East Asian Economics/Japan and Korea Prof. Dr. Werner Pascha </div> <p style="text-align: center; margin: 20px 0;">[name of the lecture / seminar] [topic of the term paper]</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> [personal information:] Given Name, Surname Address Phone Number </div> <div style="width: 45%;"> Field of Study, Focus of Study Matriculation Number Date of Submission </div> </div>	<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> University of Duisburg-Essen Mercator School of Management Chair of East Asian Economics/Japan and Korea </div> <p style="text-align: center; margin: 20px 0;">Master Thesis (... month paper) for the obtainment of the Master degree with the topic: [topic of the MA-thesis]</p> <p style="text-align: center; margin: 20px 0;">Submitted to Prof. Dr. W. Pascha</p> <p style="text-align: center; margin-top: 20px;">From [given name, surname], born in [place of birth] [date of submission]</p>

3.1.2. Table of Contents

The table of contents includes the headlines of the individual main- and sub-items as well as page numbers. The main- and sub-items that are on the same layer in the table of contents have to be ranked according to content, logic, as well as an assumed higher problem. Form and progression need to be logically flawless and self contained. The central theme has to be recognizable.

The existing indices (as well as the appendix, if existent) are not treated as independent principal points, and therefore are to be included into the table of contents without any classifying number.

It is recommended to use the automatic index-function of the word processing program (the help-function explains how to use it). The headlines in the table of contents and the headlines in the text have to be exactly the same (**literally**). **Abbreviations** in the headlines are to be avoided.

If a principal point or a sub-item is (further) subdivided, **at least two** sub-items have to be build!

Table of Contents

4. Public Aid for Future Technologies	2
4.1. Japanese Research and Technology Policy in the Field of New Materials	4
4.1.1 Basic Concept	4
4.1.2 Phases of Development	6
4.1.3 Current Form	7
4.2 Institutional Structure of National Aid Programs	12
4.2.1 Science and Technology Agency (STA)	13
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4.2.3 Others	18

Not Acceptable:

4. Public Aid for Future Technologies	2
4.1 Japanese Research and Technology Policy in the Field of New Materials	4
5. Private Aid for Future Technologies	8

3.1.3. Lists of Figures and Tables

Lists of figures and tables serve the purpose to inform the reader about the amount and the titles of existing figures and tables, and to make it easy to find them in the paper by providing the correct page number. Figures and tables are consecutively, but separately numbered. The lists are also created separately.

List of Figures

Fig. 1: Sumitomo's Trust and Banking Rating-Development	Page 5
Fig. 2: Financial Flows in the Keiretsu System	8

Lists of Tables

Tab. 1: Development of Interest Rate in Japan	Page 6
Tab. 2: Corporate Taxes in Japan	12

3.1.4. List of Abbreviations

The list of abbreviations provides the reader with the possibility to look up the meaning of abbreviations, which are used in the paper. Every abbreviation that is used in the paper has to be included into the list of abbreviations.

List of Abbreviations:

CAD	Computer Aided Design
DNC	Direct Numerical Control
IMF	International Monetary Fund
OECD	Organization for Economic Cooperation and Development
[...]	

However, the meaning of the abbreviations has to be explained in the text where the abbreviation occurs first.

Computer aided design (CAD) is widely implemented...

In 2010, the International Monetary Fund (IMF) presented...

“Daily-life“ abbreviations do not have to be listed in the list of abbreviations. Examples for such abbreviations are:

ed.	editor	f	following page
etc.	et cetera	ff	following pages
EUR	Euro	i.e.	id est (that is)
e.g.	exempli gratia (for example)	USD	US Dollar

Every paper has to use a consistent imagery. Symbols / icons that are transferred from other sources have to be adjusted to the paper’s format. Quotations are an exception from this rule.

3.2. Text

3.2.1. General Composition

The “text”-part is composed of the text itself as well as the included figures and tables. This part is broadly structured into introduction, the main part and the conclusion.

With regard to the content, the introduction has to encompass the purpose and the aim of the study, as well as the procedural method.

The main part deals with the topic of the paper, which has to be presented in a coherent sequence. For the reader, the topic has to be clearly distinguishable and comprehensible in the course of the paper. Preliminary definitions should be explained at the beginning of the main part and should further be (consistently) applied during the whole paper.

The final part of the paper should encompass a summary of the main findings, as well as prospects and hints about open and / or continuative questions.

3.2.2. Japanese Terms

To transcript Japanese terms, we use the so-called Hepburn-System, which will be briefly explained in the following.

The Hepburn-System:

The phoneme n in front of the letters m, b, p or s is written with the character n (e.g. Shinbun, Jinmu-Boom).

Long accents (for vowels) have to be included (e.g. gyôsei). Terms which are also used in English do not necessarily need these highlighting long accents (e.g. Tokyo instead of Tôkyô). Hyphens are to be used only for a few suffixes, in particular when related to proper names (e.g. Tokyo-to), or country-names (e.g. Nichi-Doku).

When a syllable within a word ends with n, and a next syllable follows, an apostrophe has to be included between the two syllables (e.g. kin'yû, or bun'an; in order to be able to differentiate it from kainya or bunan, in which the n is the beginning of the second syllable).

In addition, Japanese terms as well as words from other languages are to be written in small letters and italics. The only exceptions from this rule are foreign terms that are commonly used in English.

Proper names are to be written without any form of highlighting (not in italics). Personal names have to be written in the following order: Given name followed by the surname. When the order is the other way around (e.g. in the bibliography), surname and given name have to be separated with a comma.

Japanese-written laws, institutions, etc. are to be quoted and the ‘authorized’ English translation has to be provided as well, if existent. If no translation exists, a corresponding English translation has to be given.

Throughout the paper, the original name of a law, institution, etc. (in Japanese or English) should be used.

3.2.3. Quotation

!!! Plagiarism Warning !!!

This applies to all types of papers: The use and examination of representations of human knowledge is a necessary and a legitimate component of scientific research. The literal or analogous adoption of others' knowledge without indication of source contradicts the precepts of scientific honesty and therefore has to be regarded as **intellectual theft** (i.e. plagiarism).

Scientific papers with plagiarized content will be graded with a “fail”. This will be applied in the case of willful intent as well as inexact working method. If plagiarism is detected in a thesis, according to the decisions of the relevant board of examiners, a criminal complaint could be made.

In scientific papers, all information and interpretations that are taken from any source have to be documented and quoted. One distinguishes between indirect and direct quotations. **Indirect quotations** reflect facts that are stated analogously but with one's own words. **Direct quotations** reproduce literal quotations which have to be marked with quotation marks.

It is recommended to get - as soon as possible - accustomed to a way of working that enables oneself to distinguish and document own and external sources clearly.

As an approximate rule of thumb: Each page should contain three to five references.

Quotations are made according to the so-called Harvard-System, i.e. a short indication of the source after the quotation. Further details are to be listed in the bibliography. Generally, a quotation is followed by ([surname of the author] [year]: [page]). The dot at the end of the sentence is set after the parentheses.

Japan's current wealth is attributable to a long economic development process which is still going on (Flath 2003: 21).

Alternatively, the name of the author may be included into the text. In that case, the parentheses only contain year and page number.

According to Flath (2003: 21), Japan's current wealth is attributable to a long economic development process which is still going on.

If the quoted phrase has been written by two or three authors, their surnames have to be separated with a slash (/). If four or more authors exist, it is recommended to use only the

surname of the first author, followed by the abbreviation “et al.”. Nevertheless, the bibliography has to contain the names of all authors.

There are also forces within the leadership of the LDP that call for a radical and enduring cut to change Japanese politics (Ishikawa et al. 1991: 3).

Direct quotations have to be indicated with the help of quotation marks. Japanese quotations have to be translated. If existing, an official English translation should be cited. If an official translation does not exist, the phrase has to be translated. In that case, the transcript of the Japanese phrase according to the Hepburn-System (see 3.2.2), the source, and the remark ”own translation” has to be provided in parentheses.

“Network means that two or more broadcast stations from different regions broadcast the same program (at the same time)” (“Netwâku to ha, okonatta chiiki ni aru futatsu ijô no hôsôkyoku ga dôichi bangumi wo (dôji) hôsô suru koto wo imi shite iru“; Nishi/Nomura 1997: 6, own translation).

Quotations that take up several lines, may be quoted as an inserted and single-spaced paragraph, which is separated by a break before and after the quotation. The citation follows after the punctuation mark. Quotation marks must not be used in this case!

First, firms benefit from lower transport costs when they are close to other firms and people (local demand). Second, information flows locally more easily than over greater distances so that firms have more opportunities to learn from each other and imitate more efficient methods of production. (OECD 2007: 37)

Own annexations inside a direct quotation have to be labeled with squared brackets. This accounts for words as well as punctuation marks.

“...the current [financial] crisis[,] which...”

Indications of mistakes in the original source are to be marked with the addition (Sic!).

“...automatic manufaktoring (Sic!) processes...”

Own remarks to explain a word or issue within the quotation have to be marked with the addition “note from the author”.

“...qualitative (in contrast to quantitative; note from the author) method...”

Quotations in a quotation are labeled with apostrophes.

“...the Heckscher-Ohlin theorem which states that ‘trade between countries is in proportion to their relative amounts of capital and labor‘ is...”

Whenever possible, the primary source should be cited (i.e. a quotation from a quotation in a passage should be cited from the original source of the quotation). If the primary source is not available, it nevertheless has to be named.

(Müller 1872: 12, quoted in Schulze 1998: 84)

PDF-files that are extracted from the internet are to be included into the bibliography and cited according to the rules explained above.

Quote:

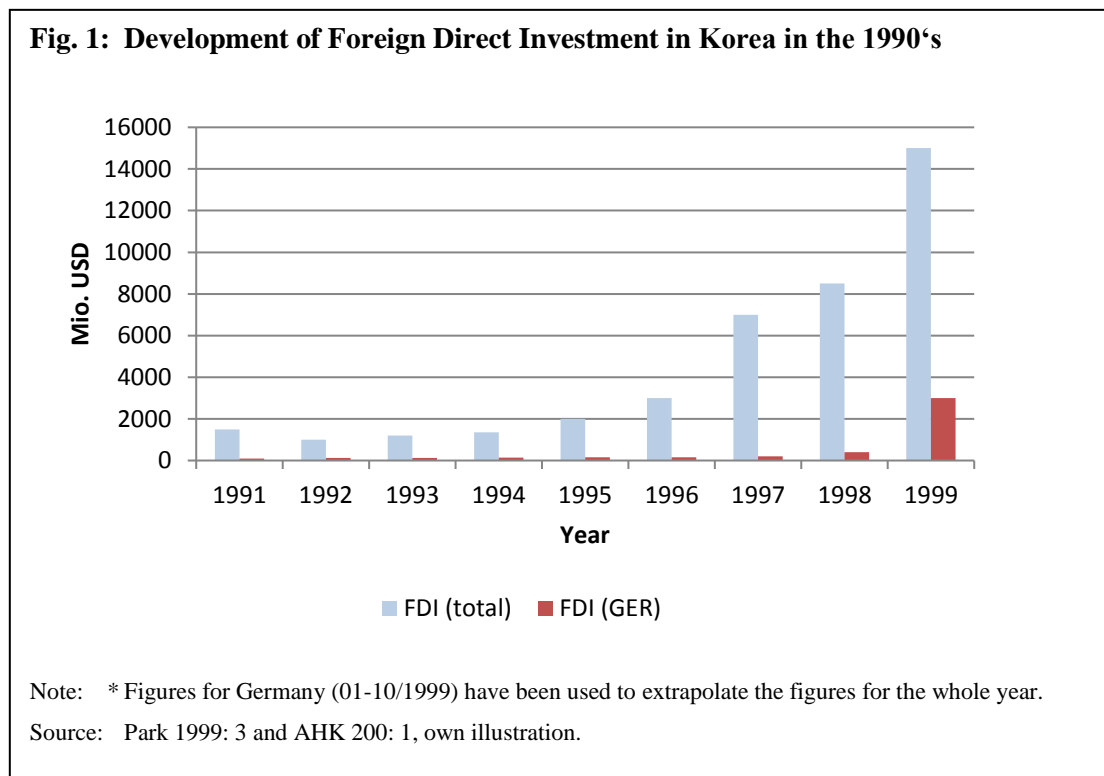
“In China, there has been an increase in cases where third parties file misappropriate trademark applications of Japanese companies’ product brands, Japanese place names and regional brands, and Japanese animation characters.” (METI 2013: 5)

Bibliography:

METI (2013): Annual report on the Office of Intellectual Property Protection (2013). Website of Ministry of Economy, Trade and Industry, http://www.meti.go.jp/english/press/2013/pdf/0628_02.pdf (last accessed 17.12.2013).

3.2.4. Figures and Tables

Figures and tables are to be indicated with a headline and respectively with the abbreviations “Fig.” and “Tab.” (numbered). The source has to be provided below. Figures and tables that contain any language other than English have to be translated into English.



Tab. 1: German Direct Investments in Korea in the period between 1962-6/1999 in 1,000 USD

Sector	Number of Projects	Amount
Agriculture and Forestry	1	735
Mining	1	8,663
Processing Industry	158	1,481,358
Chemicals	(31)	(557,047)
Machinery	(48)	(317,018)
Services	142	745,297
Finance	(4)	(576,256)
Retail	(84)	(88,085)
Total	303	2,236,053

Note: Figures display only approved projects.

Source: Köllner 1999: 11, modified.

The indication of sources changes according to the degree of variation of the figure / table. Five different ways are possible:

1. True to the original adoption (copy, (true to the original) creation at the computer etc.).
2. Minor changes (addition: “modified”)
3. Significant changes, which nevertheless maintain the same content (addition: “On the basis of”)
4. Only figures or facts are adopted (addition: “own illustration”)
5. Figures and tables that are entirely self-developed are the only case in which the source is omitted or the remark “Source: Author” is provided.

These cases are to be noted in the references according to the following examples:

Source: Kaluza 1989: 31.

Source: Kaluza 1989: 31, modified.

Source: On the basis of Kaluza 1989: 31; Wildemann 1987: 29.

Source: Kaluza 1989: 31, own illustration.

Source: Author.

Do not forget to include the sources, used for the figures and tables, into the bibliography.

Since figures and tables are provided in order to support the statements written in the text, it is necessary to refer to the figures and tables in the text. E.g.:

Figure 13 gives clear evidence to the theory that...

Table 5 provides an overview...

Make sure that scanned figures and tables are straight and well readable.

Figures and tables that do not necessarily need to be included into the text are to be included into the appendix if they contain information that is worth knowing.

3.3. Credits

The credits consist of the bibliography and appendix. In addition, it is possible to add further indices, e.g. a glossary.

3.3.1. Bibliography

Within the preparation of a scientific paper, a well prepared bibliography is a crucial part of a well written paper. Only with the help of the bibliography, a distinct identification of the sources of information is possible. The bibliographical references are to be arranged in alphabetical order and should be formatted consistently.

The title of a Japanese publication has to be indicated with the Hepburn-System, followed by the translation in parentheses.

3.3.1.1. Independent Publications

For the indication of independent publications, the following data is required:

- Author, respectively the editor
- Year of publication
- Title
- Place of publication
- Publisher

Publications by a single author:

Flath, David (2000): The Japanese Economy, Oxford: Oxford University Press.

Publications of several authors:

In the case of several authors, the names have to be provided in the same order that is provided on the title of the cited publication. Only the first author's surname is placed before his given name.

Kevenhörster, Paul, Werner Pascha und Karen A. Shire (2003): Japan: Wirtschaft – Gesellschaft – Politik, Oplanden: Leske + Budrich.

The given names of the authors should not be abbreviated. If the original source only provides initials, one may do the same in the bibliography.

In the case that several places of publication are provided in the source, it is sufficient to only state the first one. If the date and / or the place of publication is / are not provided in the publication, “n. p.” respectively “n. d.” has to be put in the place where the date or place is usually stated.

Subtitles also have to be cited. Main and subtitles are divided by a colon (like in the previous example). Main titles which end with a question mark or an exclamation mark are an exception from this rule. In this case, the colon is replaced by the question or exclamation mark.

In the case of miscellanies, not the author, but the editor has to be cited in the bibliography. In case of one editor, the name has to be marked with “(ed.)”; in case of more than one editor “(eds.)” is to be used.

Aoki, Masahiko, Huyng-Ki Kim und Masahiro Okuno-Fujiwara (eds.) (1997): The Role of Government in East Asian Economic Development, Oxford: Oxford University Press.

It has to be indicated if an edition other than the first one has been used, because different editions may be quite different in some cases. In principle, the most recent edition has to be used.

Flath, David (2005): The Japanese Economy, 2nd edition, Oxford: Oxford University Press.

For publications of organizations in which no author is mentioned, the name of the organization is used to cite the reference.

OECD (Organisation for Economic Co-operation and Development) (2008): OECD Economic Surveys: Japan, OECD.

If the publication is part of a series, the reference should look like the following example (the editor of the series is not to be mentioned):

Goydke, Tim (1999): The Japanese Development Strategy as a Model for Vietnam? - Lessons from the Systemic Transition in Japan after World War II, Duisburg Working Papers on East Asian Economic Studies, no. 46.

3.3.1.2. Dependent Publications

References of articles in journals require the following information:

- Name of the journal
- Number of volume
- Number of issue
- Page numbers of article (in the journal)

McMaster, John (1963): The Takashima Mine: British Capital and Japanese Industrialization, in: Business History Review 38, 3, p. 215–239.

In case of articles in a miscellany, following the author, date of publication, and title, all relevant information of the miscellany as well as the page numbers are to be cited. The article as well as the miscellany, from which it has been taken, are to be included into the bibliography.

Dicken, Peter, Mats Forsgen and Anders Malmberg (1994): The local Embeddedness of Transnational Corporations, in: Amin, Ash and Nigel Thrift (ed.): Globalization, Institutions, and Regional Development in Europe, Oxford: Oxford University Press, p. 23-45.

In case that an article in an encyclopedia contains the name of the author, the author's name is the determining reference. If not, the title of the article is sufficient. If the articles in the encyclopedia are ordered according to the alphabet, the page numbers do not need to be cited. Editors of well-established reference books do not need to be mentioned explicitly. Nevertheless, the publication specifications have to be provided.

Schneider, Dieter (1992): History of Business Administration, in: Gabler Economic Encyclopedia, Volume F-K, 13th edition, Wiesbaden: Gabler.

Newspaper articles have to be cited according to the name of the author. If no author is mentioned, the name of the newspaper is the reference that has to be cited. It is important that the exact date of publication as well as the edition (if there is more than one per day) is provided in the reference list.

Umemura, Takashi (11-11-1990): Ippyôsei ni yatô hanpatsu (opposition parties oppose the single-vote system), in: Asahi Shinbun (Tôkyô), morning edition, p. 2–3.

The Daily Yomiuri (10-02-1992): Endless Political Cycle of Political Reform and Amnesia. Tôkyô, p. 2.

3.3.1.3. Electronic Sources

Sources from the internet have to be cited in the bibliography without exception. The specifications have to enable the reader to find the exact source easily.

PDF-files are treated like (in-)dependent publications. The publication is only dependent if it is part of a magazine or miscellany. In addition, the precise URL as well as the date of access have to be provided.

Sources without any author may be indicated with the help of the name of the responsible organization.

OECD (2009): Harmonised Unemployment Rates, <http://www.oecd.org/dataoecd/12/6/43860143.pdf> (October 13th, 2009).

If no year of publication is mentioned in the source, the year of the latest revision of the homepage (usually to be found in the imprint) is to be indicated as the year of publication of the source.

Homepages without title are not included in the bibliography. Instead such sources are cited directly in the text after the (direct/indirect) quotation. If many sources are like that, it is recommended to provide an overview of these sources which has to be attached to the paper,

following the bibliography. Composition and order of this overview are equal to the rules that are applied to the bibliography.

It is important to save the data which has been extracted from the internet (including the date of access), because the content may have been changed before the date of correction. The person who corrects the paper may want to see the original source, which then has to be provided by the author of the paper.

3.3.1.4. Unreleased sources

If interviews are used, which have been conducted by the author, a list of dialog partners has to be provided. This list has to contain the name, position, address, and the date of the interview of the respondent(s).

List of interviewees:

Makoto Tanaka
Senior Research Fellow
Development Studies Department
Institute of Developing Economies (IDE)
3-2-2, Wakaba, Minami-ku, Chiba-shi, Chiba 261-8545
Phone: (043) 299-9876
Date of interview: November 24th, 2000
[...]

Please note that interviewees may only be quoted if he/she **explicitly agreed** to the use of the interview.

It may occur that non-published or internal material has to be used for a paper. In such a case, the institution where the material comes from has to give its approval for the usage.¹ It is recommended to use an additional overview for this kind of information. If no title is available (memos, etc), a title that reflects the content should be provided by the author of the paper.

Non-published material:

Ministry of Internal affairs (1999): Memo of the discussion between the Japanese Foreign Minister Tanaka and Under-Secretary of State Schulz, in the context of the G7 meeting in Managua, November 15th, 1999, 5 pages.

[...]

¹ If the material is classified, a log flag has to be put in front of the paper in order to ensure that no unauthorized person can get access to the information (after consulting Prof. Pascha or his staff members).

3.3.2. Transliterations of Interviews

If interviews (conducted by the author) have been used, a complete transliteration of the interviews has to be provided in the appendix. In order to make sure that no information is lost, the transliteration has to be in the language of the interview.

Quotes from such an interview can be made in English or German, if this is the language of the interview. Japanese excerpts have to be translated and indicated as a translation. Compare chapter 3.2.3 (Quotation).