Written Assignment Guidelines

Course: Statistics – Inferential Statistics (DLBDSSIS01)

Table of Contents

1. Objectives of Academic Writing

A written assignment should demonstrate the academic writing capabilities of the student. It acts as a confirmation that the student is capable of selecting an academic topic, undertaking the relevant research, and using that research to support his or her own thoughts and insights.

2. Structure of a Written Assignment

The structure of the assignment should reflect a logical progression of main points and explanatory points. The text should be a coherent and cohesive whole, and follow a linear structure. There should be a logical integration of the main and explanatory points across the various sections, with clear transitions between them. Referring to a key argument in a previous paragraph, for example, can create connections between the points. The body of the assignment is composed of the core argument (around 70% of the assignment), and is preceded by an introduction (around 20%) and followed by a conclusion (around 10%).

2.1 Introduction

The introduction is the first paragraph of an assignment and should be treated as an integral part of the text. The introduction should succinctly but clearly convey the following points, which will then be elaborated upon in the body of the text:

- **Rationale for topic selection:** Why is the topic relevant and what issues, discussed in the body of the assignment, does it raise?

- **Thesis or argument:** What is the central claim? What does the assignment aim to examine or prove? This is a narrow focus area derived from the topic.

- **Topic boundaries and necessary definitions:** What is beyond the scope of the assignment? What is within range? Ensuring the topic is not too broad is a key to writing a successful assignment.

- **Outline of the arguments within the assignment:** What can the reader expect in the body, and what structure does the assignment follow?

The introduction should be thought about early on in the planning process, even if it is written last. This helps the introduction to clearly cover the assignment's key arguments, and ensures a logical argumentation process within the assignment itself.

2.2 Body

This part of academic writing should peak, and maintain, interest through coherent and comprehensible argumentation. This is only possible if the assignment has a common thread that links each key point.

Good academic writing does not simply take any result or theoretical position and assume it to be true. Instead, it seeks to prove or disprove the result or position by supporting or countering it with the use of reliable sources and facts. If something is not taken to be common knowledge, then it must be explained and backed up with the use of a theoretically based argument. All assumptions, considerations, and arguments must be proven and discussed. Each argument should be as clear and as well structured as possible.

The topic sentence should be at the beginning of the paragraph with the supporting points clearly connected to it. The structure of individual paragraphs should loosely follow this framework:

- Clearly state the main point of the paragraph using a topic sentence.

- Explain the topic sentence and elaborate on it using supporting points.

- Conclude the argument in a way that leads the reader to the next point.

2.3 Conclusion

The conclusion should give the reader a final, overall impression of the assignment. It should not be a repetition of what was written in the assignment. This is only useful in a longer assignment, for example, a master's thesis. Instead, the conclusion should draw the arguments to a close. It should summarize the key arguments within the assignment and seek to conclude the thesis or main claim, and answer any questions that were raised. The conclusion can also include any follow-up questions or perspectives regarding the topic that could be further researched.

The conclusion should not include any new ideas or arguments, but rather should state the outcomes regarding the central claim or thesis.

3. Formal Guidelines and Submission Requirements

3.1 Assignment Components

A written assignment is composed of the following sections:

- Title Page (with abstract, if applicable)

- Table of Contents

- List of Diagrams

- Table of Abbreviations

- Text, with an introduction, main body and conclusion

- List of Appendices

- Appendices

- Bibliography

3.2 Quotations and Footnotes

It is absolutely forbidden to use ideas, statements and/or facts that are not the writer's own, without attributing the source. This is plagiarism. Citations should follow the American Psychological Association (APA) style. For direct quotes used in the text, use the following citation format: author's last name, year of publication, and page number, all in parentheses (name, year, page). For example:

The role of Mephistopheles can be described as follows: "Man loves peace, and for this reason he needs an opponent of the same strength, that can motivate him in the face of life's perpetual difficulties" (Schmidt, 2004, p. 102). This makes clear that.....

Indirect quotes do not need page numbers, but do still need to include the author's last name and year of publication. While footnotes are not recommended by the APA style guide, if used they should be placed at the end of the corresponding page, and marked within the text by a superscript number[1].

---

[1] This is an example of how footnotes are used.

3.3 Bibliography

The bibliography is a mandatory part of every academic work. This is a record of the external sources and materials that have been used. The titles are listed in alphabetical order and the bibliography should always be at the end of the written assignment.

The references are formatted according to APA style (the 6th edition has been used here).

- Book

Last name, initials. (year). *Title: Subtitle.* Publisher.

Fisher, R., Ury, W. L., & Patton, B. (2011). *Getting to yes: Negotiating agreement without giving in* (3rd ed.). Penguin Books.

- Article or Chapter in a Book

Last name, initials., & last name, initials. (Year of publication). Title of chapter. In initials last name & initials. Editor (Eds.), *Title of book* (pages of chapter). Publisher. DOI if there is one.

Sutherland, F., & Smith, A. C. T. (2013). Leadership for the age of sustainability: A dualities approach to organizational change. In R. T. By & B. Burns (Eds.), *Organizational change, leadership and ethics: Leading organizations towards sustainability*. Routledge.

- Article in a Journal

Last name, initials., Last name, initials., & last name, initials. (Year). Title of article. *Title of Periodical, volume number*(issue number), pages. DOI if there is one.

Galbraith, J. R. (2012). The future of organization design. *Journal of Organization Design, 1*(1), 3–6.

- Database

The APA discourages including database information in bibliographies because of the broad availability of such resources. APA recommends the following if citing a database is necessary:

When citing a work from one of these databases or platforms, do not include the database or platform name in the reference list entry unless the work falls under one of the exceptions described next (databases with original, proprietary content and works of limited circulation).

Likewise, do not include URLs from these academic research databases in reference list entries because these URLs will not resolve for readers.

Instead of a database URL, include a DOI if the work has one.

(https://apastyle.apa.org/style-grammar-guidelines/references/database-information)

- Chapter or Section of a web page

Last name, initials., & last name, initials. (Date of publication). Title of article. In *Title of book or larger document* (chapter or section number). Retrieved from Full URL

Paiz, J.M., Angeli A., Wagner, J., Lawrick L., Moore K., Anderson M., Soderlund L., … Keck R. (2013). **Reference list: Basic rules. In Perdue Online Writing Lab. Retrieved from https://owl.english.purdue.edu/owl/resource/560/05/**

- Web Article

Last name, initials. (Year, Month Day). Title of article. Title of Newspaper. Retrieved from full URL

Fagan, J. (2019, March 25). Nursing clinical brain. OER Commons. Retrieved from https://www.oercommons.org/authoring/nursing-clinical-brain/view

The Purdue Online Writing Lab suggests the following basic rules (amongst others) for bibliographies (Paiz et al., 2013):

- Use a hanging indent of one half inch for each reference, i.e. all lines after the first line are indented.

- Ensure the author's last name comes first, followed by initials. Use ellipses only after the sixth author, and list the last author's name.

- The bibliography should be alphabetized by last name of the first author of each work.

- Multiple works by the same author should be listed in chronological order.

For more information, visit http://www.apastyle.org/index.aspx or https://owl.english.purdue.edu/owl/resource/560/1/

3.4 Submission

Submit the research essay through the online platform **Turnitin.** The instructions for submitting your work can be found in a separate manual on myCampus. There you can also find out how you can view your grade directly on Turnitin after it's published on CARE. Please note that it is not possible to hand in your submission by email or any other means.

For questions about Turnitin please contact pruefungsamt@iubh-fernstudium.de.

3.5 Format

Length	7-10 Pages
Margins	Uniform margins of 2cm on top, bottom, left and right.
Font	Main body: Arial 11 pt; Headings Arial 12 pt
Line Spacing	1.5
Sentences	Justified; hyphenation
Footnotes	Arial 10 pt., Justified
Paragraphs	6 pt. spacing after line breaks
Sections and subsections	A maximum of 3 levels (1. Main heading, 1.1 Section, 1.1.1 Subheading)
	The preceding and following technicalities numbered with Roman numerals (I. List of abbreviations, II. List of illustrations, III. List of tables…)
	Do not underline; use "italics" sparingly to emphasize passages.
Anti-Plagiarism Pledge/Affidavit	This pledge must be submitted electronically (via myCampus) before you can submit your assignment. Please refer to the corresponding guidelines in myCampus – Turnitin.

3.6 Grading

The grading criteria and their corresponding weight are listed below.

Grading Descriptors	Explanation	Weight
Introduction	Introduction, definition of topic and thematic scope	8%
Structure	Composition and structure	16%
Reasoning	Quality of argument and research	40%
Conclusion	Conclusion and recommendations	16%
Language	Linguistic expression and spelling	10%
Layout	Neatness in formatting and correct citations	10%

Take note of the criteria listed above during the planning and writing of your assignment.

4. Topic Selection

Please choose one of the topics listed below to write your assignment on.

The starting point for your term paper will be the coursebook, the contents of which will serve as the basis for an in-depth examination of one of the following questions. You are expected to research and cite from sources corresponding to your chosen topic.

4.1 Topic 1: Testing statistical hypotheses using non-parametric tests

In the context of your term paper you should examine the general framework of statistical testing and how to interpret the results of testing. Moreover, you should choose two different non-parametric tests, which are not dealt with in the script, and should both explain how to conduct these tests and how to interpret the respective results. Finally, you should carry out one non-parametric test with the help of a self-developed (real-life) example.

4.2 Topic 2: A comparison of classical and Bayesian statistics

In the context of your term paper you should deal with the general frameworks of classical and Bayesian statistics in detail. Moreover, you should compare the two different approaches with regard to their main differences. You could explain the main differences with the help of a self-developed (real-life) example.

4.3 Topic 3: Testing statistical hypotheses using parametric tests

In the context of your term paper you should deal with the general framework of statistical testing and how to interpret the results of testing. Moreover, you should choose two different parametric tests, which are not dealt with in the script, and should both explain how to conduct these tests and how to interpret the respective results. Finally, you should carry out one parametric test with the help of a self-developed (real-life) example.

5.   Tutorial Support

Students have the option to make use of any one of several opportunities to get support for their written assignment with the course tutor. Taking advantage of these opportunities is the responsibility of the student and the use of these services is voluntary. The tutor for the course offers regular online tutorials (dates posted on myCampus). It is also possible to contact the tutor via email, especially with formal questions. Please note: a review of outlines and aspects of the assignment is not intended here, since the student's ability to work independently is part of the evaluation and counts as a part of the overall assessment.

6.   Suggested Reading for Academic Writing

Bailey, S. (2015). Academic writing for international students of business (2nd Revised ed.). Routledge.

Swales, J. M., & Feak, C. R. (2012). Academic writing for graduate students, essential tasks and skills. University of Michigan Press.

Turabian, K. L. (2013). A manual for writers of research papers, theses, and dissertations. University of Chicago Press.

7.   Bibliography

Paiz, J.M., Angeli A., Wagner, J., Lawrick L., Moore K., Anderson M., Soderlund L., ... Keck R. (2013). Reference List: Basic Rules. In Purdue Online Writing Lab. Retrieved from https://owl.english.purdue.edu/owl/resource/560/05/

Good luck with your written assignment!