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Universität Hamburg
DER FORSCHUNG I DER LEHRE I DER BILDUNG

Fact sheet on empirical work
Dos and Don'ts for successful implementation
(in addition to the usual standards for scientific papers)

Formalities:
- A complete PDF should be created including attachments.
- If you have worked with statistical software such as Stata, the syntax file must also be submitted (this can also be sent by email, as a do-file or similar).
- The number of pages refers to the entire text including tables, graphics and bibliography. A possible appendix is not included.
- Figures and graphics: If possible, tables and graphics should be included in the text where they are first referred to.
- All tables and graphs must be explicitly mentioned in the text and the results presented must be explained to an appropriate extent.
- Additional tables and graphs that are not necessary for the argumentation but are nevertheless interesting can be listed in an appendix. They must also be referenced in the text.
- Tables and graphs must be numbered consecutively. It is useful to use a different number format for the tables and graphics in the appendix (e.g. continuous text: 1, 2, 3; appendix: I, II, III).
- Make sure that the headings of tables and graphics are meaningful,
- Concise labeling of the rows and columns of tables and the bars etc. of graphs,
- Do not list any superfluous table rows or columns.
- As a rule, column percentages are given in tables; an additional total line with the absolute values is useful.
- The number of cases should be indicated for each chart and table (e.g. N=261); this can be omitted for a total line with the absolute values.
- Abbreviations should be written out in a footer directly below the table or graph.
- The axis labels, information on data points (e.g. percentages) and legends should be complete in all graphs and have a sufficiently large font size.
- Please specify a maximum of one decimal place for percentages. For mean values, up to two decimal places are usual.
- Do not use screenshots for tables, e.g. from the Stata output window. Instead, create them yourself in the text program.
- As a rule, you can export graphics directly from the statistics program. Please ensure good resolution and legibility.
- If you decide to use a figure, the same data should not be presented again in a table in the text; an additional presentation in a table in the appendix is fine.
- There should be no variable abbreviations in the tables and graphs (e.g. v31_2).

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Text design & writing style:
- The text should not contain any variable abbreviations (e.g. v31_2) or variable names (e.g. Alter_kat) and no Stata commands or other codes. Instead, recodings and other operationalizations should be explained as precisely as possible in text form.
- When used for the first time in the text, abbreviations that are not commonly used should be introduced.
- When describing other people's arguments, indirect speech is appropriate. However, if you are describing your own approach and the decisions you have made regarding operationalization or modeling, feel free to use direct speech. This also applies to your own conclusions from the analyses that you wish to draw in the conclusion or discussion at the end of the paper.

Qualitative work:
- For qualit. interviews, a tabular overview of the interviewees must be created (anonymized).
- When citing qualitative interview passages, the reference must be anonymized (e.g. interview no. and line no.).

Citations & bibliography:
- The usual standards for empirical scientific papers regarding structure and bibliography (citations) apply.
- The citation style is freely selectable; it should be consistent throughout the paper.
- All sources used must be listed in the bibliography.
- The bibliography may only contain sources that are referred to in the text.
- In the case of internet-only sources that cannot be cited in the conventional form, the date and time of access must be stated.
- This is not necessary for internet sources that can be cited in conventional form, e.g. articles in digital journals with details of the year of publication, volume and page numbers; statistics from statistical series that can be cited with title, year of publication and page numbers.

Stand: 19.06.2024