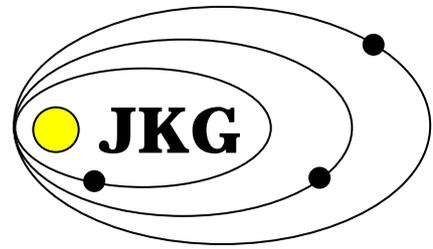


GFS - aims, rules and how to quote.



1) Aims:

- With a GFS you want to prove that ...
- you can deal with a chosen topic independently
 - you can organize and structure your material
 - you can do research efficiently
 - you can get yourself organized
 - you can present your findings to others so that they can profit from it
 - you can assess your work and evaluate it rather objectively

2) Rules:

- It is your GFS - that means only you should work on it. You are not supposed to present the family's work.
- Copying the work of somebody else (information from the internet, an already existing GFS, etc.) is fraud. Any attempt to do this will be fined. Your GFS will be marked as *ungenügend*.
- If you use information, texts, etc. that other people have already written down, you must indicate clearly this by stating your sources.
- Your GFS must contain the following passage:

I hereby declare that I have conducted this work independently. I have used no other sources and materials than the ones indicated. Whenever I have quoted from other works, I have marked the relevant passages accordingly.

_____ place - date - signature

3) How to quote:

- If you quote what other people have said or written you must indicate your sources either at the bottom of the relevant page or at the end of your paper.

a) quotations from books:

name of author or editor / title / place / publisher / year of publication

for ex.: → Hinz, Klaus (Hrsg.): Power Pack English. Paderborn: Schöningh Verlag, 2003.

b) quotations from articles:

name of author / title of article / author or editor of the magazine / title of magazine / place / publisher / year of publication / page(s)

for ex.: → Nattinger, John: Current trends in vocabulary studies. In: Carter, Ron: Vocabulary and language teaching. Harlow: Longman Group Ltd., 1988, pp. 207-209.

c) quotations from the internet:

The complete internet address must be stated. If possible the author and the article's publication date must be stated as well.