

Information for Project and Thesis Writing

Sources of Scientific Information

- Data systematically collected at AERO (access: FTP; login required)
- http://books_at_aero.ProfScholz.de
- http://reports_at_aero.ProfScholz.de
- <http://Bibliothek.ProfScholz.de> !!! (make use of what other students already found)
- <http://publications.ProfScholz.de/>
- <http://paper.ProfScholz.de/>
- <http://www.fzt.haw-hamburg.de/pers/Scholz/news/LiteraturNeu.html>
- <http://www.haw-hamburg.de/bibliothek>
- <http://gso.gbv.de/LNG=DU/DB=2.91> (Regionalkatalog Hamburg)
- <http://www.gbv.de> and <http://gso.gbv.de>
- <http://www.subito-doc.de>
- <http://scholar.google.de> !!! (scientific search engine)
- Information from AERO's research partners

Scientific Writing to Standards

- <http://buch.ProfScholz.de> (In German. Get the book for 3 EUR from the author. Für die deutschen Studenten: Wenn Sie nicht jede Zeile des Buches in Ihrem Text berücksichtigt haben, dann sind Sie in ernsten Schwierigkeiten!) !!! !!! !!!
- <http://DIN.ProfScholz.de> (for German students)
- <http://standards.ProfScholz.de> (for international students)
User: student
PW: mobiles

Scientific Writing in English

- Help from Finland: http://www.fzt.haw-hamburg.de/pers/Scholz/arbeiten/BrinleyNorris-2014_ConferencePresentation.pdf and http://www.fzt.haw-hamburg.de/pers/Scholz/arbeiten/BrinleyNorris-2014_ConferencePresentation.pdf
- That helped me as a student: <http://owl.english.purdue.edu>
- Use Transitional Words and Phrases: <http://www.fzt.haw-hamburg.de/pers/Scholz/arbeiten/Transition.pdf>
- Correct Punctuation: <http://www.fzt.haw-hamburg.de/pers/Scholz/arbeiten/Punctuation.pdf>
- Grammar, Punctuation, Vocabulary: <http://www.grammarbook.com>, <https://learnenglish.britishcouncil.org/en/english-grammar>
- Dictionary: <http://dict.leo.org>
- Thesaurus: <http://www.thesaurus.com>

Grammar and Syntax

- Check your paper thoroughly for spelling errors. Use the spell checker from your word processor (Word, LibreOffice, ...). Consult an online dictionary like LEO. Pay attention especially to the terminology in your scientific field.
- Use correct word inflection. Inflection is the addition of affixes to the word to change its relationship to the other words in a sentence. For example, the -s in dogs or the -ed in played.
- Check for correct subject-verb agreement. For example, 'they is going...' should be corrected to 'they are going...'
- Check for proper use of definite articles (the) and indefinite articles (a, an).
- Check for proper use of prepositions (of, to, on, onto, etc...).
- Check for complete and correct punctuation (full stops at the end of sentences, proper use of commas, semicolons, etc...).
- Check for spelling inconsistencies of the same word within the article.
- Avoid inconsistencies in active form (John threw the ball) and passive form (the ball was thrown by John).
- Ensure proper use of metaphors and figures of speech.

- Use American English spelling consistently throughout your document.
- Check for consistency in the use of the decimal point ($47.9 = 47 + 9/10$).

This list is based on Elsevier's Language Editing Checklist (<http://www.elsevier.com/journal-authors/editing-checklist>).

This text will provide you with the most important information you need for working on your project/thesis. You can find the detailed task description here (if you are lucky):

<http://www.fzt.haw-hamburg.de/pers/Scholz/ArbeitenBegonnen.html>

<http://www.fzt.haw-hamburg.de/pers/Scholz/ArbeitenAngeboten.html>

This description has to be included in the beginning of the final report. Do this once your project comes to an end and the task description will not change anymore.

For your report, please consider the **standards for scientific writing**. You can find useful information here:

<http://standards.ProfScholz.de> (in English)

<http://DIN.ProfScholz.de> (in German)

user: student
password: mobiles

Your report has to include a table of contents, a list of figures, a list of tables, a list of symbols and a list of abbreviations as well as a standard introduction chapter (always with the same sub-chapters). It is very important to have an abstract in the beginning and a list of references at the end of the report.

General advice for writing reports in English can also be found here:

<http://owl.english.purdue.edu/owl/>

http://www.fzt.haw-hamburg.de/pers/Scholz/arbeiten/BrinleyNorris-2015_AcademicWriting.pdf

http://www.fzt.haw-hamburg.de/pers/Scholz/arbeiten/BrinleyNorris-2014_ConferencePresentation.pdf

Concerning the layout of the report we have some standards. I can provide you with a report template (either for MS Word, Open Office or Latex):
<http://buch.ProfScholz.de>

The cover you should use for your report is this (select as appropriate):

<http://www.fzt.haw-hamburg.de/pers/Scholz/arbeiten/ProjektTitelseite.doc> (deutsch)

<http://www.fzt.haw-hamburg.de/pers/Scholz/arbeiten/ProjectTitlePage.doc> (englisch)

<http://www.fzt.haw-hamburg.de/pers/Scholz/arbeiten/MasterThesisTitlePage.doc> (englisch)

For a thesis in German officially done at HAW Hamburg look here:

<https://www.haw-hamburg.de/fakultaeten-und-departments/ti/fakultaetsservicebuero/abschlussarbeiten.html>

For international students: In addition you may want to prepare a version of your report with the official cover from your own university.

You can find finished project reports and theses conducted at Aero here. Please refer to them if in doubt about anything particular. I made sure that all reports in the library are somewhat up to standards and not too misleading for students following:

<http://library.ProfScholz.de>

There you get an idea how the report should look like and what should be included. These reports are based on the templates mentioned above. In these reports you also see the style of referencing

that we use. When to reference is shortly described on this website:
<http://tim.thorpeallen.net/Courses/Reference/Citations.html>

We are in the transition with our style of referencing. Please discuss with Prof. Scholz which system you should use:

1.) The old way is based on German standards defined in DIN 1505 Part 2 and Part 3 (In German: DIN 1505 Teil 2 und Teil 3). So you should refer to the List of References from the body of your text with e.g. **Smith 1998** (bold). In the List of References you write the last name of an author in small capitals. There are a couple of other rules for the List of References. We will discuss this once you have done as good as you can.

2.) Recently, the international ISO 690 has replace DIN 1505. I have explained this in another setting. Use : <http://www.fzt.haw-hamburg.de/pers/Scholz/aast/ISO690.html>

After finishing the report you have to print and bind it.

The bound report has to have a transparent cover and a black spine (e.g. thermal binding, no spiral binding!).

You also need to produce a CD-ROM (which will be put into the back of your report) including:

- an electronic version of the report in PDF
- an electronic version of the report as Word file (unless you use another word processor)
- all literature and references used and quoted (as long as you have an electronic version of it)
- all other results of your work (Excel files, Matlab files, programs prepared or used, drawings, ...)

Please keep in mind that the style and layout of your report accounts for 50 % of the final mark.

I wish you lots of success!

Hier noch einmal ganz deutlich für die deutschen Studenten. Ich werde Ihren Text erst gar nicht lesen, wenn er nicht ordentlich wissenschaftlich geschrieben und formatiert ist. Nutzen Sie die Informationen, die ich im WWW bereit gestellt habe. Es soll alles beachtet werden. Ich kann diese Dinge nicht jedem Studenten einzel erklären. Das passt nicht in meinen Zeitplan und das geben auch die Anrechnungszeiten für Projekte und Abschlussarbeiten für die Profs nicht her. Die gegebenen Texte müssen ausreichen dafür, dass Sie sich allein das wissenschaftliche Schreiben beibringen. Das war zu meiner Studentezeit auch nicht anders.

Hier noch einmal die Punkte zu denen es oft "Ärger" gibt:

- Absätze werde durch eine Leerzeile getrennt. Dazu muss man 2x Return drücken.
- Es ist normal: Das Literaturverzeichnis macht viel Arbeit. Der korrekte Eintrag für jede Quelle muss durchdacht werden (DIN 1505 Teil 2). Die Quellen müssen von mir (im WWW?) auffindbar sein. Am besten Sie speichern sich den Link gleich ab, wenn Sie ein Dokument aus dem WWW ziehen.
- In englischen Texten (US American English) werden die Anfangsbuchstaben fast aller Wörter in einer Überschrift groß geschrieben mit der Ausnahme von Artikeln, Präpositionen und anderen ähnlichen "kleinen Wörtern".
- Tabellen haben Überschriften, Bilder haben eine Bildunterschrift.
- Sie verweisen im Englischen auf ein Chapter, Figure oder Equation (großer Anfangsbuchstabe).
- Der ersten Abschnitt lautet „1 Einleitung“ nicht: „1. Einleitung“. Der Punkt trennt Hierarchieebenen und hat nichts mit „erstens“ zu tun.
- Variablenbezeichnungen werden i.d.R. kursiv geschrieben.
- Formeln werden mit dem Formeleditor geschrieben. Ein * hat als Malpunkt nichts in Formeln zu suchen. Schauen Sie in guten Büchern nach wie Formeln geschrieben werden.