



Matura Paper

Guidelines

Evaluation Criteria

Layout

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Guidelines for the Matura Paper

1 General information on the Matura paper guidelines

1.1 Legal framework

- [Maturitätsanerkennungsreglement \(MAR\)](#) of 15 February 1995, Art. 10, 15 and 20
- [Rahmenlehrplan für die Maturitätsschulen \(RLP\)](#) of 9 June 1994, General Aims
- [Reglement über die Maturitätsprüfungen des Gymnasiums](#) of 24 June 1998, Art. 1 ff.

1.2 Additional requirements

Teachers are authorized to set additional requirements to these guidelines.

2 Aim of the Matura paper

The Matura paper should show that the student is able to

- work independently on a topic with clear contours and formulate relevant questions,
- penetrate and structure the chosen topic intellectually,
- carry out independent research (interpretation of sources, experiments, surveys, etc.),
- deal with independently acquired background materials,
- make differentiated, independent statements that are documented and comprehensible,
- complete their paper within a given time frame,
- present results correctly in terms of language and form,
- control the work and writing process and reflect on the results achieved.

The preparation of the Matura paper thus introduces students to methods of scientific or artistic work, prepares them for working at universities and colleges and therefore also has a propaedeutic purpose. It requires a high level of self-motivation, a suitable working method, autonomous work as well as curiosity and openness.

3 Choosing a topic and finding a supervisor

The Matura paper may focus on topics from the range of subjects offered at the KSBG, i.e. core subjects, special focus subjects, supplementary subjects, mandatory subjects (incl. elective subjects), or optional subjects. The topic is determined by mutual agreement between the student and the teacher. It can be subject-specific or interdisciplinary. There is no entitlement to a specific topic or financial support. It is at the teacher's discretion whether they consider themselves competent for a topic. If no consensual choice can be made, the rector decides on the topic and supervision. The Matura paper can be written as an individual or partner paper.

Students in bilingual classes are to write their Matura papers in English. They receive additional information from the class teacher.

3.1 Specification of the topic

The Matura paper is designed to have students work independently on a precise inquiry. Excessively broad topics are therefore to be avoided. A reasonably limited topic will give

students to opportunity to conduct an in-depth analysis or to cover a topic with an appropriate degree of intensity. For this reason, the topic should open several possibilities for students to do original research and not merely require a summary of the previous literature. The topic may be subject-specific or interdisciplinary in nature.

- Example 1 Topic: The Drug Problem in Switzerland – *inappropriate, too broad, too vague, too imprecise*
Topic: Which measures have the institutions of the city of St Gallen taken to deal with addiction? An attempt at a performance analysis and evaluation. – *appropriate*
- Example 2 Topic: Molière, His Life and Work – *inappropriate*
Topic: The freethinking aspects of Molière's *Don Juan*: Its historical significance and an evaluation from today's perspective. – *appropriate*
- Example 3 Topic: Physics in Sports – *inappropriate*
Topic: Pressure put on the body in gymnastic floor exercises: Experimental investigation of its consequences for sports performance - *appropriate*

Self-tests are not suitable, as objectivity cannot be assumed while conducting and interpreting such experiments.

3.2 Supervision

As a general rule, one teacher can supervise a maximum of five Matura theses. The rector may approve exceptions.

Supervision by the responsible teacher primarily includes the following points:

- Introducing students to the process of writing a larger paper (structure, layout, citation etc.) according to the framework given by the school and the subject-specific characteristics.
- Assistance in the search for literature and material resp. experimental arrangement.
- Advice in the completion of a rough concept and time schedule
- Advice in the formatting, illustration and design of the paper's results
- Discussion of progress results (at least two appointments)
- Correction and evaluation of the paper
- Discussion of the student's self-evaluation
- Preparatory discussion and evaluation of the presentation
- Keeping a protocol of discussions; writing a final report and final evaluation.

The agreement reached for the preparation of the Matura paper is recorded in a document in the school administration platform, confirmed by the teacher and submitted by the student as a downloaded PDF file in accordance with the instructions.

4 Time schedule and fixed dates

The lesson plan for fourth year students includes two lessons per week for the completion of the Matura paper. This time allotment is to be used for the introduction into the process of

writing a Matura paper, the student's independent work on the topic, the interim reports, and the presentation of the paper.

The Matura paper is mainly written in the first semester of year 4.

Fixed Dates	Activity
By the end of April, 3 rd grade	• Information session with the rector • Initial information from the supervisor • Topic choice • Matura paper application
By the end of May, 3 rd grade	• Researching the topic • Agreement signed and submitted • Start of projects with special arrangements and those which need to begin earlier, e.g. biology topics with fieldwork
Before summer vacation	• Completion of rough concept
During summer vacation	• Any necessary preparatory work
After summer vacation, 4 th grade	• Followed by the start of the paper writing process
End of 1 st Semester, 4 th grade	• Submission of the paper
At the latest until one week before the presentation	• Evaluation by the supervisor • Second evaluation for unsatisfactory papers (appointment of the teacher by the rector) • The student receives written notification of the evaluation of the paper with explanations and is assigned to prepare the presentation
Until spring break, 4 th grade	• Presentation of the paper • Notification of the evaluation of the presentation
After spring break, 4 th grade	• Official notification of the overall evaluation

The precise dates can be found in the appointment schedule of the KSBG.

The departments for each subject arrange the details of the working procedure, in particular the deadlines for the submission of the rough concept and progress reports.

The observance of the dates set by the supervisor is compulsory for the student, e.g. the introduction into the topic, binding adherence to the rough concept, progress reports, submission of the paper etc. The fixed dates are to be recorded in writing.

The supervisor is required to intervene and warn the student if it is discovered that insufficient progress is being made or if deadlines are not met.

The submission of the paper after the appointed date will have the following consequences:

- for a delay of up to one hour, a reduction of two grades,
- three grades are deducted for a delay of one to up to three hours, and
- for later delays, a rejection of the paper, which also prevents the student from being admitted to the Matura exams. The student will then have failed the fourth year and will be able to take the exams in one year at the earliest.

In certain justified cases, the deadline for the submission of the Matura paper may be extended by the rector upon written request – in exceptional cases retroactively. A request for a deadline extension is to be made within three days of the occurrence of the cause of delay. In group projects, individual students may be excluded from the project by the supervisor after receiving the appropriate warning during the ongoing project if they are regarded as hindering the realisation of the project's aims or fail to comply with instructions or agreements. Such students are to complete a new project independently.

5 Other requirements

5.1 Surveys, questionnaires, and polls

Any survey, questionnaire, or poll of three or more people, both at school and in a private setting, must fulfil the following requirements:

- a) Attendance of the statistics course of five to six lessons, information on this will be sent by e-mail by the respective prorector
- b) Attendance of the introductory course for surveys of two lessons; information on this will be sent by e-mail by the respective prorector
- c) Approval of the school administration. An application must be submitted to the respective prorector with the following documents by November 1 at the latest:
 - Objective
 - Schedule
 - Number and level of the desired classes/persons
 - Questionnaire
 - Type and method of implementation
- d) In the case of Matura papers in which placebo experiments, data collection by means of surveys or experiments requiring approval in accordance with the [Humanforschungsgesetz \(HFG\)](#) (Human Research Act) are carried out, the relevant requirements must be taken into account. The [Ethikkommission Ostschweiz \(EKOS\)](#) and the prorector responsible for Matura papers will be happy to advise you on any questions you may have.

5.2 Performances

In general, performances in connection with the Matura paper which take place in school, e.g. musicals, concerts, plays etc., may be performed during school days with a performance for students in the afternoon and a performance in the evening. However, room requirements for rehearsals and performances must be requested in the agreement. Additional costs will be charged, e.g. for the presence of technical staff, special installations etc.

5.3 Rights, sponsorship und prizes

The copyright to the work is governed by Swiss copyright law (SR 231.1, abbreviated to URG); it is restricted by the following reservations:

- a) Necessary measures to check the student's performance may be taken by the school, e.g. use of a plagiarism checking program.

- b) The paper may only be made accessible to third parties after the appeal period has expired.
- c) In the event of publication, the following note must be added: "The Kantonsschule am Burggraben St. Gallen permits the publication of this work without taking a position on the views expressed therein."

6 Guidelines for content and form

In addition to the treatment of specialist literature, the Matura paper must also include a substantial independent part. This can be an investigative, technical or creative production.

6.1 Scope and page layout

The length of the paper must correspond to the topic. For a written Matura paper, a text length of 3,500-7,000 words is a guideline. This includes any graphics, illustrations, tables and references. For group work, the guideline is twice the length. Exceptions must be agreed with the teacher. Technical requirements for page layout: Arial font, Book Antiqua or a comparable font, font size 11 pt; line spacing 1.5; margins 3 cm on all sides.

As an alternative to written Matura papers, other forms of presentation are also possible in consultation with the teacher, e.g. creative work, video, film, theatre, screenplay, composition, concert. However, these must be commented on in writing. The commentary should consist of 2,000-3,500 words of text, plus any images, graphics, references, etc.

6.2 Use of artificial intelligence (AI)/Large Language Models (LLM)

When correcting the Matura paper, programs can be used to check for plagiarism. In some cases, such programs can also detect whether AI/LLM tools have been used. The use of such tools must be documented. This also applies if formulations are not directly adopted. A correct statement lists the following information (according to Wampfler Philippe, 2023; craft.phwa.ch/merkblatt):

- a) Name of the tool, date of use
- b) Entered prompts
- c) Screenshots of the response of the tool (in appendix).

Example:

- a) ChatGPT, chat.openai.com (5 January 2024)
- b) Prompts:
 - i. » Generate three strong arguments on the subject of the 72-hour rest period «
 - ii. » Write a title for this essay [copy of the essay]«
 - iii. » Please correct all errors (including comma errors) in the following text«

All tools used are to be listed in the list of aids, which has the following structure:

tool	Use	affected sections
private proofreader	proofreading	entire paper
Grammarly	spell check	entire paper
DeepL	translation of text passages	chapter 6, pages 70-80
Dream (by Wombo)	creation of graphics	Figure 2, page 7

		Illustration 9, page 55
ChatGPT	Creation of text passages. These were commented on in the following chapter. ChatGPT was asked questions on the research topic. The answers were compared with my own findings.	chapter 2, paragraph 3, sentences 1-6, page 34 chapter 4, pages 50-55, Questions and Answers in Appendix
...	...	...

6.3 Independent authorship and plagiarism check

The authors of a Matura paper confirm with their signature that the paper was written independently and put into written form, that the involvement of other persons was limited to consultation and proofreading, and that all documents, digital aids (e.g. artificial intelligence tools) and informants used are listed (see also 5.6 Confirmation of independent work). In accordance with Art. 1quater of the Matura examination regulations, in the event of plagiarism*, the Rector may order that the fourth school year be repeated and a new paper with a new topic be written. Exclusion from the school remains reserved.

* Plagiarism is understood to be the unmarked or inappropriately marked adoption of third-party intellectual property, regardless of its origin (i.e. also from the Internet), into one's own work, including the adoption of facts, ideas, arguments or specific formulations that go beyond general knowledge, as well as their paraphrasing or translation. (Plagiarism statement Universität Paderborn. <https://kw.uni-paderborn.de/institut-fuer-anglistik-und-amerikanistik/studium/plagiatserklaerung>. 24.6.2024)

6.4 Submission

Generally, three copies of the paper must be handed in. In the case of bilingual papers that are supervised by different teachers in terms of topic and language, four copies must be submitted (two copies for the teacher, one of which is later returned to the student with comments, one copy for the student library, later the school archive; if necessary, a fourth copy for the teacher supervising the language). The paper must be submitted in electronic form as a PDF document in duplicate via the school administration platform Nesa.

- The first PDF file contains the original paper.
- The second PDF file must be prepared for the plagiarism check according to the following specifications:
 - The names of the student, the teacher or third parties must be deleted everywhere for data protection reasons (e.g. title page, footer, acknowledgements). This does not apply to references.
 - The PDF file must be labelled with the year of submission and the title. It must not contain umlauts, special characters or spaces, e.g. "2024-Ueberschwemmung-Auen-waelder.pdf".
 - All images in the PDF file must be deleted to reduce the file size.

7 Presentation

The presentation lasts 20-30 minutes and comprises a short lecture (15 minutes; presentation of the theses and findings) and a technical discussion. This presentation takes place in front of the topic supervisor and any language supervisor. In the case of group work, 15 minutes per group member should be reserved for the short presentation.

The presentation may be attended by other teachers, students and other people close to the student. The presentation takes place on the premises of the KSBG.

8 Evaluation

The Matura paper is graded according to the list of criteria in the chapter "Evaluation criteria", the evaluation scheme individually agreed between the supervising teacher and the student (including fine criteria) and according to Art. 14 of the Matura examination regulations of the Gymnasium. The grade counts towards passing the Matura examination. The title and grade are entered on the Matura certificate.

During the discussion of the written progress reports, in which the student reflects on the status of their work in the sense of a self-evaluation, the teacher provides feedback in the sense of an external evaluation. This feedback has a strongly formative character. The progress reviews are intended to ensure that the students generally perform adequately and achieve the set goals.

In the case of group work, all those involved in the work are assessed equally.

After submission of the work, at the latest one week before the presentation, students will be informed in writing of the evaluation of their work and the reasons for it.

St. Gallen, March 2024
Gallen

Kantonsschule am Burggraben St.



Michael Lütolf
Rector

Evaluation criteria

Based on Bonati and Hadorn (2009)

There are four types of Matura papers:

- **Research paper:**
In a research paper a topic is studied in depth.
- **Creative production:**
In a creative production an artistic work is created from ideas and inspiration.
- **Technical production:**
A technical production produces an operational product from a constructive idea
- **Organisation of an event:**
An event systematically plans and implements activities, a procedure or processes.

For each type of Matura paper there is a prescribed number of aspects which are graded and which each have their own evaluation sheet. The final grade is attained by calculating the weighted average of the individual aspects.

The following aspects and weighting apply to a research paper:

Aspect	Weighting	Weighted grade
A: Written paper – content	35-50 %	Grade component * 0.35-0.5
B: Written paper – language and form	25-35 %	Grade component * 0.25-0.35
C: Work process	10-20 %	Grade component * 0.1-0.2
D: Presentation	10-20 %	Grade component * 0.1-0.2
Final grade (rounded to the nearest half grade):		Sum of all weighted grade components

The following aspects and weighting apply to a creative or technical production or organisation of an event:

Aspect	Weighting	Weighted grade
A ₁ : Product (work, product, event)	05-35 %	Grade component * 0.2-0.35
A ₂ : Written paper – content	15-25 %	Grade component * 0.15-0.25
B: Written paper – language and form	15-25 %	Grade component * 0.15-0.25
C: Work process	10-20 %	Grade component * 0.1-0.2
D: Presentation	10-20 %	Grade component * 0.1-0.2
Final grade (rounded to the nearest half grade):		Sum of all weighted grade components

The same basic structure of evaluation criteria applies to the various types of Matura paper, but each type includes different sub-criteria. The sub-criteria are to be agreed upon by the supervisor and student at the beginning of the paper writing process. These sub-criteria are essentially to come from a list of suggestions (see the criteria catalogue at <http://www.ksbg.ch/matura/>). The suggested list is not conclusive, i.e. additional criteria specific to the topic or type of paper may be included. The coordination of the specific requirements is done by the respective departments.

An overview of the basic structure of the evaluation criteria can be found on the following page. Only the main criteria are given; the agreed upon sub-criteria are to be entered into the evaluation sheets (template: <http://www.ksbg.ch/interner-bereich/unterricht/>).

Overview of the evaluation criteria:

1. Discussion of the agreement for the preparation of the Matura paper
2. Jointly define evaluation criteria in the Matura paper agreement:
 - Specify the applicable sub-aspects of the appropriate Matura paper type (research paper, creative production, technical production, organisation of an event) for the paper from the list of sub-aspects (see “Overview of the basic structure of the evaluation criteria”, p 11).
For creative and technical productions
 - a. the product criteria upon conclusion of the agreement,
 - b. the process criteria as soon as sufficient insight into the work process is available,
 - c. the presentation criteria are only agreed upon before the presentation.
 - Changes to the evaluation criteria are possible in agreement with the student.
3. Create rough concept.
4. Submit progress reports for progress meetings.
5. Submit the Matura paper.
6. Take part in the assessment meeting (evaluation sheets A to C after completion of the paper, evaluation sheet D after completion of the presentation).

When discussing the work and presentation, it must be made clear to the student which evaluations in the sub-aspects have led to the overall grade.

Overview of the basic structure of the evaluation criteria (acc. Bonati und Hadorn, 2009)

Evaluation criteria for a research paper (Weighting)	Evaluation criteria for a creative production (Weighting)	Evaluation criteria for a technical production (Weighting)	Evaluation criteria for the organisation of an event (Weighting)
	A1 Work: Content (20-35 %) • Design idea and method • Treatment of the topic • Quality of content • Independence • Layout	A1 Product: Content (20-35 %) • Construction idea and method • Treatment of the topic • Quality of content • Independence • Layout	A1 Organisation: Content (20-35 %) • Organisational intention and method • Treatment of the topic • Quality of content • Independence • Layout
A Written paper: Content (35-50 %) • Formulation of problem and method • Treatment of the topic • Use of knowledge and sources • Quality of content • Independence	A2 Written paper: Content (15-25 %) • Design idea and method • Treatment of the topic • Use of knowledge and sources • Quality of content • Independence	A2 Written paper: Content (15-25 %) • Construction idea and method • Treatment of the topic • Use of knowledge and sources • Quality of content • Independence	A2 Written paper: Content (15-25 %) • Organisational intention and method • Treatment of the topic • Use of knowledge and sources • Quality of content • Independence
B Written paper: Language and Form (25-35 %) • Layout • Language • Quotations, Sources, References	B Written paper: Language and Form (15-25 %) • Layout • Language • Quotations, Sources, References	B Written paper: Language and Form (15-25 %) • Layout • Language • Quotations, Sources, References	B Written paper: Language and Form (15-25 %) • Layout • Language • Quotations, Sources, References
C Work process (10-20 %) • Motivation and independence • Quality of the work plan • Procedure and use of resources • Progress and reliability • Team-specific aspects (for teamwork)	C Work process (10-20 %) • Motivation and independence • Quality of the work plan • Procedure and use of resources • Progress and reliability • Team-specific aspects (for teamwork)	C Work process (10-20 %) • Motivation and independence • Quality of the work plan • Procedure and use of resources • Progress and reliability • Team-specific aspects (for teamwork)	C Work process (10-20 %) • Motivation and independence • Quality of the work plan • Procedure and use of resources • Progress and reliability • Team-specific aspects (for teamwork)
D Presentation (10-20 %) • Structure • Knowledge of topic • Language • Media and aids • Interaction	D Presentation (10-20 %) <i>D1*: for presentations: the same criteria as for other types of papers</i> <i>D2*: for performances (e.g. dance, play, performance)</i> • Performance and interaction • Organisation	D Presentation (10-20 %) <i>D1: for presentations: the same criteria as for other types of papers</i> <i>D2: for performances</i> • Performance • Discussion	D Presentation (10-20 %) • Structure • Knowledge of topic • Language • Media and aids • Interaction

* D1 is the customary option and required at the KSBG. D2 typically takes place before D1 as a “premiere” of the work in a special setting. This performance may be included in the evaluation but must then be counted towards the “written” paper.

Layout of the Matura paper

The students are introduced to the design of a Matura paper by the supervising teachers. In addition to the general principles set out below, specific guidelines are given which result from the choice of topic.

Recommended aids with numerous practical tips for writing papers (planning, presentation, formal requirements) are:

- Metzger, C. Lern- und Arbeitsstrategien. Aarau: Sauerländer. 2017
- www.i-mooc.ch of the Institute for Business Education, University of St. Gallen

1 General structure of the Matura paper

1.1 Title page

- Matura paper
- Title of the paper
- Date of submission
- Submitted by: (Name of the author)
- Submitted to: (Name of the supervising teacher, incl. academic title, incl. any separate linguistic supervisor)
- Kantonsschule am Burggraben St. Gallen

1.2 Table of contents

The table of contents contains the main chapters of the paper and, thanks to the page numbers, makes it easy to find the individual sections. It is not part of the required text length.

1.3 Introduction

The introduction justifies the choice of topic and sets out the specific inquiry of the paper. It describes the delimitation of the topic, the initial situation and, if necessary, the available sources and literature.

Hypotheses are formulated and the questions necessary for their examination are raised.

The methods used to test the hypotheses are presented. The consulted literature is presented (specialist literature, studies, interviews, series of experiments, etc.).

It should be made clear how the topic is to be dealt with and how the work is to be structured - the introduction thus represents the link for all subsequent chapters from an overarching perspective.

1.4 Main part (data collection, results, discussion)

The main part of the paper explains how the data was collected, and the results of the work are presented and discussed or interpreted. The main section is clearly structured with sub-titles.

1.5 Conclusion (Summary)

In the final section, the main results are summarized and compared with the questions and hypotheses formulated in the introduction. From this, the core statement of the paper is presented in the form of a conclusion.

1.6 Reflections

The reflection is based on personal experiences and insights gained during the preparation of the Matura paper.

1.7 Lists

- List of illustrations
- Bibliography
- List of resources

1.8 Appendix

The appendix includes, for example, experimental data, questionnaires and surveys, interviews (questions and answers), observation criteria and reports. All raw data must be included in the appendix. They do not form part of the text and must be numbered. Reference must also be made in the text section to the corresponding sections of the appendix.

1.9 Declaration of original work

The following confirmation must be included in full in the Matura paper. Translations of this confirmation are available on the KSBG website for Matura papers in foreign languages.

I confirm with my signature that I have written my Matura paper independently and have put it into written form, that the involvement of other persons has been limited to consultation and proofreading and that all documents and sources used are listed. I am aware that a Matura paper that is proven to be plagiarized in accordance with Art. 1quater of the Matura examination regulations of the Gymnasium (see also Matura paper brochure) will be considered a serious offence.

Date and signature:

2 Work steps and methodological tips

Writing a Matura paper often involves solving a complex problem. Various approaches (problem-solving processes) are suitable for solving the problem. All procedures are based on the basic steps of problem identification - problem processing - problem solution.

A possible problem-solving process is described in detail below. The supervisor can suggest or define special procedures for the respective papers/projects.

2.1 Selection of a topic

- Is the topic appropriate to the level (manageable in terms of content) and accessible?
- Does the topic not only require knowledge of the literature and literature analysis, but also enables practical work and own questions (individual effort)?

2.2 Problem identification

Initial examination of the topic field:

- What is it about?
- What is the task? What are possible aims?
- Is the topic new or can it be based on something familiar?
- Is the topic already sufficiently defined or does it need to be narrowed down further? Is the topic manageable in terms of scope and depth within the framework of a Matura paper? Into which sub-problems can the topic be divided?
- What is the structure of the task?

- What problems may arise in addition or in the course of the paper?
- Which tasks must be solved as a matter of priority? What work can be done later (sequencing of the work, initial schedule)?

2.3 Basic work, clarification of framework conditions and requirements

- Study the literature.
- Carry out preliminary tests.
- Availability of sources (experts), test persons, aids and sources?
- Availability of laboratories and IT resources?

2.4 Possible start of the written record

- Formulate theoretical text sections.

2.5 Data collection

- Create data collections, conduct surveys, construct models etc.

2.6 Analysis work

- Evaluate the material, draw conclusions.
- Statements (facts) are condensed into findings from which consequences (conclusions) can be derived.

2.7 Writing the paper and prepare a presentation

- Formulate the text, counter-reading by a second person.
- definitive version of the text; insertion of tables, figures and appendix

3 Instructions for the use of sources

3.1 Search for material and literature

Careful research into information and sources is the important first step towards the successful completion of a paper. The reliability, topicality and quality of the sources used have a decisive influence on the final product. It is therefore essential to carry out research before submitting the final topic in order to get an idea of the source situation. Under certain circumstances, this can lead to adjustments in the choice of topic.

Literature can be accessed via libraries, carefully selected websites and reference works. The library at the kantonsschule offers help for efficient and reliable research with:

- a wide range of media,
- access to numerous online reference works, eBooks and databases (e.g. newspaper and magazine archives),
- advice on other libraries and interlibrary loans,
- help with the critical evaluation of sources,
- research advice at the counter or by e-mail (bibliothek.ksbg@sg.ch),
- time for larger research consultations (information from library staff or on the website).

These offers can help you find your way through the wealth of possible sources, to obtain the essential results as quickly as possible and to critically question the sources.

When working on the literature, it is worth copying or transcribing important passages with exact references. This saves time when using them later (citations) in your own work. It is advisable to consult the latest publications whenever possible.

3.2 Citations and quotations

The use of other people's statements (whether quotations from texts or oral statements) must be marked with a reference. A citation is the incorporation of other people's ideas into your own work. In the narrower sense, it is the adoption of a phrase, a sentence or a longer section as well as the oral statement of another author, in the broader sense also the non-literal adoption (paraphrase) of arguments, procedures and results of other persons.

A distinction is made between quotations (direktes Zitat) and citations (indirektes Zitat). There are a few important points to bear in mind.

3.2.1 Direct or verbatim quotation

A direct quotation is a verbatim reproduction of what someone has said, in quotation marks. This means that the wording exactly matches the words of the source and is placed in quotation marks. The quotation marks are an essential feature of a direct quotation to indicate that the words are used exactly as they appear in the source. When a direct quotation is used, the source must be cited, and care must be taken to maintain the exact wording of the original. An example of a direct quotation is: "Die Sozialgesetzgebung ist heute noch nichts anderes als zu Bismarcks Zeiten" (Linow, 1927, p. 43).

3.2.2 Citations / Indirect quotations or paraphrases

In contrast to a literal quotation, a citation or indirect quotation is a paraphrase or summary of what someone has said, without direct quotation marks. Here, the meaning of the original is reproduced, but using one's own words and structures. A citation or paraphrase also requires a source reference, but since the words are rephrased, the exact wording becomes less important. An example of this: Müller (2019, pp. 23-26) argues that it is not comprehensible why X was ousted by Y.

In addition to the declaration of external ideas, the purpose of this citation style and the source information is also to enable the reader to find the relevant sources. Accordingly, this means that, depending on the type of source (book, journal, newspaper, electronic media, interviews, etc.), different information is required in the bibliography. Sources should be referenced as consistently as possible within a paper.

There are various rules for referencing/citing literature and texts. This guide summarizes the citation standard of the 7th edition of the American Psychological Association (APA, 2019). WORD already contains the APA stylesheet template. It is recommended that you work with it or use another reference management program such as End-note, Zotero, Citavi, Ref-Works or Mendeley. Both the stylesheet template in WORD and the programs mentioned above save a considerable amount of work, but it is important to check whether what has been created automatically is indeed error-free.

3.2.3 General information on citations according to APA

According to the APA guidelines, the surnames of the authors and the year of publication of the source, as well as the page number for direct quotations, must be stated in the text. The reference should be made immediately after the end of the citation. The following must be observed:

- If no date is available, "n.d." should be used for "no date".
- If authors are not known, the title should be used.
- If parts of the citation are omitted, the omissions are marked with three dots, separated by spaces and in square brackets "[...]".
- Additions or clarifications in quotations are placed in square brackets.
- Quotations of more than 40 words are listed in a separate, indented paragraph without quotation marks.
- The bibliography is arranged alphabetically according to the surnames of the authors and, if several sources have the same authorship, chronologically according to the year of publication.
- Each entry in the bibliography must be complete and correct and normally contains the names of the authors, the year of publication, the title of the work and publication details (for journals: the name of the journal, the volume, the serial number; for books: the place of publication, the publisher).

The tabular overview (see chapter "9 Appendix") serves as an aid for the most common cases of citation annotations in the text and for the creation of the corresponding bibliography. The exact placement and position of punctuation marks (commas and periods) in a citation must be observed.

4 Special notes for the humanities

The Matura paper is written in the target language (in English, etc.). Justified deviations from this rule will be submitted at the teacher's request to the department for review.

4.1 Table of contents

- Overview of the conceptual structure of the paper (main and sub-chapters)

4.2 Introduction

- Description of the motivation for the choice of topic
- Delimitation of the topic and explanation of the research question
- Explanation of the approach and the methods used
- Structure of the paper

4.3 Main part

- Description of the initial context
- Interpretation of texts, citing sources, making text comparisons
- Presentation of results

4.4 Conclusion (summary)

- Summary of the most important results of the work in a concise form

4.5 Reflections

- Presentation of personal experiences and findings during the preparation of the paper
- Any thanks to persons and institutions who have contributed to the success of the paper

4.6 Bibliography

- List of all materials, sources and presentations

4.7 Appendix

5 Special notes for the natural sciences

5.1 Table of contents

- Overview of the conceptual structure of the paper (main and sub-chapters)

5.2 Introduction

- Description of the motivation for the choice of topic
- Description of the precise research question/hypothesis
- Clear delimitation of the field of investigation
- Structure of the paper

5.3 Material and methods

- Description of the procedure
- Exact experimental instructions, materials used, illustrations of experimental set-ups, etc.
- Literary foundation

5.4 Results

- Presentation of the results in the form of graphs, tables etc. with clear explanations and additional comments

5.5 Discussion

- Discussion of the results with regard to the question/hypothesis formulated in the introduction
- Assessment of the accuracy of the results, identification of possible sources of error
- Possible formulation of new questions/hypotheses for further work

5.6 Summary

- Summary of the most important elements of the paper in a concise form (hypothesis/question, procedure, statements based on the results obtained)

5.7 Reflections

- Presentation of personal experiences and findings during the preparation of the paper
- Any thanks to persons and institutions who have contributed to the success of the paper

5.8 Bibliography

- List of all materials, sources and presentations

5.9 Appendix

6 Special notes for papers in the fields of music and visual arts

For papers in the fields of music and visual arts, the departments will provide special instructions for the respective case.

7 Appendix

Monograph (Larger individual scientific presentation) / in print or e-book

Type of source	Short reference in the text of the paper	Example in the text of the paper	Reference in the bibliography	Example in the bibliography
Monograph (1 author)	(author, year, page)	Empirical social research uses methods which ... (Atteslander, 2023, p. 101). Atteslander (2023, p. 101) sets out the methods of empirical social research ...	author surname, initials of first names. (year). <i>Title of the Book</i> (edition if applicable). publisher. DOI or URL if applicable (accessed on dd.mm.yyyy).	Atteslander, P. (2023). <i>Methoden der empirischen Sozialforschung</i> (14th ed.). Erich Schmidt Verlag.
Monograph (2 authors)	(author 1 & author 2, year, page)	Research shows that there is a considerable need for ... (Donges & Jarren, 2022, p. 23). Donges und Jarren (2022, p. 23) write that there is a considerable need for ...	author 1 surname, initials of first names. & author 2 surname, initials of first names. (year). <i>Title of the Book</i> (edition if applicable). publisher. DOI or URL if applicable (accessed on dd.mm.yyyy)	Donges, P., & Jarren, O. (2022). <i>Politische Kommunikation in der Mediengesellschaft. Eine Einführung</i> (5th ed.). Springer VS. https://doi.org/10.1007/978-3-658-37079-4
Monograph (3 or more authors)	(author et al., year, page)	In this research, many participants have used ... (Fraefel et al., 2018, p. 25). Fraefel et al. (2018, p. 25) remarked that ...	author 1 surname, initials of first names. author 2 surname, initials of first names. author 3 surname, initials of first names (year). <i>Title of the Book</i> (edition if applicable). publisher. DOI or URL if applicable (accessed on dd.mm.yyyy)	Fraefel, U., Zumsteg, B., & Berner, H. (2018). <i>Didaktisch handeln und denken: mit Fokus auf angeleitetes und eigenständiges Lernen</i> (1st ed.). h.e.p. verlag.

Anthologies (books in which various texts by one or more authors are printed.) / in print or E-Book

Type of source	Short reference in the text of the paper	Example in the text of the paper	Reference in the bibliography	Example in the bibliography
anthology (1 editor)	(author, year, page)	A comparison of the citation styles shows that ... (Schwarz, 2005, p. 150). Schwarz (2005, p. 150) shows that ...	editor, <i>Title of the Anthology</i> (page section). (edition if applicable.). publisher. DOI or URL if applicable (accessed on dd.mm.yyyy).	Schwarz, T. (2005). Tipps für ein erfolgreiches Studium. In J. Müller (ed.), <i>Der Weg zum Bachelor</i> (p. 141–164). (2nd ed.). Kaiser-Verlag.
anthology (2 editors)	(author, year, page)	Boysen (2017, p. 33) demonstrates that ... Multilingual socialization also has advantages (Boysen (2017, p. 33).	author, year of publication, Title of the article, editor 1 & editor 2, <i>Title of the Anthology</i> (page section). (edition if applicable.). publisher. DOI or URL if applicable (accessed on dd.mm.yyyy).	Boysen, J. (2017). Grundlagen der mehrsprachigen Sozialisation. In M. Michalak & M. Kuchenreuther (eds.), <i>Grundlagen der Sprachdidaktik Deutsch als Zweitsprache</i> (p.27-56). (4th ed.). Schneider Verlag Hohengehren GmbH.
anthology (3 or more editors)	(author, year, page)	Oelkers (2006, p. 48) shows that... In reform pedagogy ... (Oelkers, 2006, p. 48).	author, year of publication, Title of the article, editor et al., <i>Title of the Anthology</i> (page section). (edition if applicable.). publisher. DOI or URL if applicable (accessed on dd.mm.yyyy).	Oelkers, J. (2006). Der Vorrang des Wissens: Aebli's Stellung zur Reformpädagogik. In M. Baer, M. Fuchs & P. Füglistner (eds.), <i>Didaktik auf psychologischer Grundlage: von Hans Aebli's kognitionspsychologischer Didaktik zur modernen Lehr- und Lernforschung</i> (p. 45-51). (1st ed.). h.e.p. verlag.
Institution as editor	(name of the institution, year, page)	There exist various dispute settlement procedures (World Trade Organization [WTO], 2012, p. 61).	name of the institution, year of publication, <i>Title</i> (edition if applicable), publisher, DOI or URL if applicable (accessed on dd.mm.yyyy).	World Trade Organization. (2012). <i>The WTO dispute settlement procedures: A collection of the relevant legal texts</i> (3 rd ed.). Cambridge University Press. https://doi.org/10.1017/CBO9781139235563

Anthologies (books in which various texts by one or more authors are printed.) / in print or E-Book

Type of source	Short reference in the text of the paper	Example in the text of the paper	Reference in the bibliography	Example in the bibliography
		The World Trade Organization (WTO, 2012, p. 61) developed various dispute settlement procedures.		

Articles in magazines or journals / in print or online

Type of source	Short reference in the text of the paper	Example in the text of the paper	Reference in the bibliography	Example in the bibliography
journal article	(author, year, page if applicable)	New studies have shown that ... (Müller, 2020). “A uniform citation style is important” (Müller, 2020, p. 23).	author last name, initials of first names. (year). Title of the article. Title of the Journal, volume (edition), page number(s). DOI or URL is applicable (accessed on dd.mm.yyyy).	Müller, T. (2020). <i>Ein Fazit für deine Bachelorarbeit schreiben</i> . Scribbr Academia, 1(3), 257–276. https://doi.org/10.1177/152700250000100304

Articles in magazines or journals / in print or online				
Type of source	Short reference in the text of the paper	Example in the text of the paper	Reference in the bibliography	Example in the bibliography
Newspaper article	(author, year)	First semester students are also called upon in the newspaper ... (Schrader, 2015). In his article, Schrader (2015) argues that	surname of author, initials of first names. (year, day month). <i>Title of the Article</i>. Name of the Newspaper. URL if applicable (accessed on dd.mm.yyyy).	Schrader, H. (2015, 12 October). <i>Und sorg dafür, dass du Freitag frei hast</i>. Zeit Online. http://www.zeit.de/studium/uni-leben/2015-10/erstsemester-ueberleben-hilfe (accessed on 28.02.2024).

Secondary citations (sources that refer to another source)				
Type of source	Short reference in the text of the paper	Example in the text of the paper	Reference in the bibliography	Example in the bibliography
Secondary quote	(original author, original year, cited by author, year, page)	"A uniform citation style is important" (Müller, 2019, cited by Neuer, 2020, p. 60).	The bibliography only lists the source that you have actually read. In this case, this is the secondary literature. author surname, initials of first names. (year). <i>Title of the Book</i> (edition if applicable). publisher. DOI or URL if applicable (accessed on dd.mm.yyyy).	Neuer, M. (2020). Korrekte Quellenangaben nach APA erstellen. Scribbr. https://doi.org/10.1000/182

Personal communication (interview, conversation, etc.)

Type of source	Short reference in the text of the paper	Example in the text of the paper	Reference in the bibliography	Example in the bibliography
published interview	(surname, year, page)	In the opinion of Prof. Schmidt ... (Meier, 1987, p. 32).	Only interviews that have already been published are included in the bibliography. Interviews that have been conducted by you are to be included as transcripts in the appendix of the scientific paper.	No entry in the bibliography
self-conducted interview	Partner is named: (interviewee first name last name, personal communication, date) or Reference to appendix, as self-conducted interviews must always be included in the appendix Anonymous: (interview partner initials or pseudonym, personal communication, 11.11.2020).	It became clear that ... (T. Müller, personal communication, 3 July 2020). The interview with person 1 shows that ... (appendix 1). It turns out that ... (interview partner N.N., personal communication, 11.11.2020).	Only interviews that have already been published are included in the bibliography. Interviews that have been conducted by you are to be included as transcripts in the appendix of the scientific paper.	No entry in the bibliography

Online sources				
Type of source	Short reference in the text of the paper	Example in the text of the paper	Reference in the bibliography	Example in the bibliography
Internet source	(author, year)	According to the author ... (Röggla, 2017). "They are narratives that inevitably have little to do with the fictions of Ingeborg Bachmann, A. L. Kennedy, Denis Johnson, David Foster Wallace" (Röggla, 2027).	surname of the author, initials of the first names. (year, day month). <i>Title of the Article</i> . Accessed on 29 April 2024 Website. URL (accessed on dd.mm.yyyy).	Röggla, K. (2017, 5 March). <i>Im Zeitalter von Populismus, Postfaktischem und Politikberatung</i> . Deutschlandfunk. https://www.deutschlandfunk.de/aussteigerporgramme-wie-ein-rechtsextremer-den-weg-raus-fand-dlf-783ab874-100.html (accessed on 28.02.2024).
Internet source without author	(Title, year)	The article shows that ... ([quote according to APA], 2020).	<i>Title of the page or name of the website</i> , year of publication or date, URL (accessed on dd.mm.yyyy).	Quote according to APA. (2020, 11 May). Scribbr. https://www.scribbr.de/quellen-nach-apa-zitieren/ (accessed on 28.02.2024).
Internet source without year of publication	(author, n.d.)	The article shows that ... (Müller, n.d.). In the article, Müller (n.d.) describes ...	surname of the author, initials of the first names. (n.d.). <i>Title of the Article</i> . URL (accessed on dd.mm.yyyy).	Müller, T. (n.d.). <i>Quote according to APA</i> . Scribbr. https://www.scribbr.de/quellen-nach-apa-zitieren/ (accessed on 28.02.2024).
Internet source without title	(author, year)	The article shows that ... (Müller, 2020). In the article, Müller (2020) describes ...	surname of the author, initials of the first names. (year, day month). [description of the article]. Name of the website. URL (accessed on dd.mm.yyyy).	Müller, T. (2020, 11 May). [Quote according to APA]. Scribbr. https://www.scribbr.de/quellen-nach-apa-zitieren/ (accessed on 28.02.2024).
Internet source without author and title	[(description of the article]. (year) or	The article shows ... ([quote according to APA], 2020).	[description of the article]. (year, day month). Name of the website. URL (accessed on dd.mm.yyyy).	[Quote according to APA]. (2020, 11 May). Scribbr. https://www.scribbr.de/quellen-nach-apa-zitieren/ (accessed on 28.02.2024).

Online sources				
Type of source	Short reference in the text of the paper	Example in the text of the paper	Reference in the bibliography	Example in the bibliography
	(name of the website, year)	An article from the Scribbr website (2020) shows that ...		
Internet source without date and title	(author, year)	An article shows that ... (Müller, n.d.). Müller (n.d.) describes the ...	surname of the author, initials of the first names. (n.d.). [description of the article]. Name of the website. URL (accessed on dd.mm.yyyy).	Müller, T. (n.d.). [Quote according to APA]. Scribbr. https://www.scribbr.de/quellen-nach-apa-zitieren/ (accessed on 28.02.2024).
Internet source without author, date and title	[description of the article], (n.d.)	An article from the Scribbr website ... ([quote according to APA], n.d.). An article from the Scribbr website [quote according to APA], (n.d.) describes ...	[description of the article]. (o. D.). Name of the Website. URL (accessed on dd.mm.yyyy).	[Quote according to APA]. (n.d.). Scribbr. https://www.scribbr.de/quellen-nach-apa-zitieren/ (accessed on 28.02.2024).
Blogpost	(author, year)	From a recently published online forum report (Kramer, 2015) it can be concluded that ... In his online forum report "Master's application - admission requirements", Kramer (2015) suggests that ...	surname of the authorship, initials of the first names [alias]. (year, day month). <i>Title of the Post</i> [Type of post/commentary]. Name of the website. URL (accessed on dd.mm.yyyy).	Kramer, A. [a_kramer1]. (2015, 14 October). <i>Bewerbung Master – Zulassungsvoraussetzungen</i> [online forum post]. Studis Online. http://www.studis-online.de/Fragen-Brett/read.php?8,2088146 (accessed on 28.02.2024).

Online sources				
Type of source	Short reference in the text of the paper	Example in the text of the paper	Reference in the bibliography	Example in the bibliography
YouTube and streaming videos	(author, year)	The YouTube video shows that ... (Weinhardt, 2020). Weinhardt (2020) emphasizes in her YouTube video that ...	surname of the authorship, initials of the first names. [username]. (year, day month). <i>Title of the Video</i> [format]. Name of the streaming platform. URL (accessed on dd.mm.yyyy).	Weinhardt, M. [Scribbr]. (2020, 23 September). <i>Primärliteratur und Sekundärliteratur – einfach erklärt!</i> Scribbr [video]. YouTube. https://www.youtube.com/watch?v=jwxdsDP5nO4&t=11s (accessed on 28.02.2024).
Radio report	(author, year)	The new radio program "Der schöne Morgen" shows that ... (Seiffert & Böttcher, 2020). Seiffert and Böttcher (2020) show in their radio program "The Beautiful Morning" that ...	surname of the speaker, initials of the first names. (year, day month). Title of the Broadcast [format]. Production company. URL (accessed on dd.mm.yyyy).	Seiffert, M. & Böttcher, T. (2020, 2 October) Der schöne Morgen [radio programme]. RadioEins. https://www.radioeins.de/programm/sendungen/sendungen/4/2010/201002_der_schone_morgen_10736.html (accessed on 28.02.2024).
ChatGPT	(organisation, year)	OpenAI (2023)	Organisation, year of publication, title of the chatbot, type of content, website or platform, URL (if online)	

Illustrations, graphics and tables	(artist/photographer, year)	Klee (1922)	Artist/photographer, year of publication, Title, type of	
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			work, collection or website, URL (if online))	
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