

Helpful Hints for a successful course of study at Department 03:

## Translation

### 1. Introductory remarks

Below, you will find some useful information on how to write a translation, which may be useful for a successful semester at the Department of Social Sciences and Philosophy. Before you start working, please review the requirements for the translation as an examination format. In addition, please speak with your examiners and request additional guidelines.

Translations can be seen as exercises of your linguistic expression, communication skills, analytical abilities and intercultural competences and it requires a broad knowledge of the respective topic. They will be a suitable examination format especially in text based disciplines and courses.

### 2. Formal aspects

Please observe the following formal requirements.

Length: 25.000-30.000 characters.

Cover sheet: List your name and contact information, your degree program, the title of the translation, semester, course name, module name, and the name of the instructor.

Table of Content: Number the headings, include page numbers.

Text: Font size 12 pt, 1.5-spaced.

Indent longer quotations (more than two lines), use footnotes or endnotes.

Bibliography/reference list: provide complete information on the author, title, place and year, use uniform citations.

### 3. Content

A translation is not just a matter of vocabulary training, but it requires knowledge about specialized terminology, idiomatic expressions, cultural backgrounds etc. Hence, you should prepare for your translation by doing some research on the context of the text. In what social context was the text written initially? Who produced it and when? Is there more than one possibility of interpreting the text? Moving forward to your translation, you should reflect on sociocultural characteristics of the target group, i.e. the target language. In what matters is a translation of the respective text or author relevant for both societal contexts?

It depends on your language skills and those of your instructor which languages will be used. The respective text could be translated from German to English, from English or German to your first language (if the instructor agrees) or vice versa. Depending on the topic of the course, it is also conceivable that a short source text in a written language such as Sanskrit, Latin or Ancient Greek will be translated. It is crucial that you communicate these details with your instructor.

The translation can be an individual or cooperative task. Working on a translation together with fellows from different cultural backgrounds and with different language skills could be inspiring and fruitful. However, in this case your paper must indicate parts of individual responsibility.

Translations are graded based on these factors:

- stylistic elaboration;
- factual accuracy;
- level of methodological competence;
- language,
- formal criteria

#### 4. Citation rules and plagiarism

All source materials that were used to prepare the translation must be included in the list of references/bibliography. Other persons'/authors' ideas, arguments or thoughts (including online sources) must be referenced as sources.

For example,

Becker, Alexander (2017) „Plato and Thought Experiments“, in: J. Brown, Y. Fehige (Hg.), The Routledge Companion to Thought Experiments. London: Routledge, S. 44-56.

Franke, Edith (2004) Ilmu agama dan kontribusinya terhadap penyelesaian masalah dalam dunia yang plural / The study of religions and its contribution to problem solving in a plural world. Together with Michael Pye. Translated by Fitria Siradz. In: Marburg Journal of Religion. Volume 9; No. 2 (December 2004).

**We also urge you to consult our “Helpful Hints” on how to handle source materials!**

The following signed statement must be added to the translation:

“I assure that I have written this paper independently and without outside assistance. I have clearly identified any sources that I extracted from other works, either verbatim or by paraphrasing. This paper was not used in any other course in fulfillment of a testing requirement, and it has not been published.

[signature]”