

Scientific report

This interactive form is used to select and check data and to prepare the data entry in the case study tool: <https://fsdb.web.leuphana.de/login>.

1. Project title German (max. 130 characters)

Info: The short report, which is generally written in English, should also contain a German translation of the title (as well as a short summary in German) to reach the widest possible audience. The same formal rules apply to the preparation as to the respective English counterpart.

2. Project title English (max. 130 characters)

Info: The title should be as precise and informative as possible and use the smallest possible number of words (usually less than 12 words) to describe the content and results of a study in a self-explanatory and understandable way. Avoid expressions such as 'A study/work about' and do not use abbreviations if possible.

3. Add and remove Practise Partner

| | |
|--------------------------------------|----------------------|
| Name of the practice partner | <input type="text"/> |
| Contact person | <input type="text"/> |
| Postcode | <input type="text"/> |
| Coordinates | <input type="text"/> |
| URL: https:// | <input type="text"/> |

Info: List of all external partners who were involved in the (group) work. Make sure you obtain and provide the signed data privacy consent at the end of the form.

4. Add and remove Author

Info: Alphabetical list of all authors who were involved in the (group) work.

5. Keywords

Konsum, Abfall, Verkehr, Energie, Wasserwirtschaft, Biodiversität, Ernährung, Kommunikation, Veranstaltungen, Lieferketten, Verhalten, Governance, Management, Diversity, Gender, Regionalentwicklung, Stadtplanung, 2030+

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Info: The precise and correct specification of keywords is of great importance for the findability of data by man and machine in catalogues and databases. Since these are used for indexing in the database, the keywords are predefined in German and can be selected. You have the possibility to add an individual third keyword. Make sure that it is related to the main statement of your work; if possible, the keyword should appear in the abstract. For more information on

keywording, see Tuleya, L. G. (Ed.). (2007). *Thesaurus of psychological index terms* (11th ed.). American Psychological Association.

6. Abstract German (max. 1000 characters)

Info: The short report, which is generally written in English, should also contain a German summary (as well as a German translation of the title) to reach the widest possible audience. The same formal rules apply to the preparation as to the respective English counterpart.

7. Abstract English (max. 1000 characters)

Info: A good summary, the abstract of a paper, is very precise and tightly formulated, descriptive, understandable, and usually contains no more than 120 words. First, the research question addressed is described, if possible in one sentence, without repeating the title. Then, the background, experimental methods and characteristics of the samples as well as the results are briefly described. Finally, the conclusions, further implications and possible applications of the results are listed. All the information in the summary can be found in the main text.

8. Introduction (max. 600 characters)

Info: The introduction leads into the examined problem and should be formulated neutrally, without building up tension, and precisely. Keep in mind that the introduction and the abstract are not the same. The general core question is: Why is the problem/topic relevant? This is followed by the specific presentation of the current state of research, whereby different views and theories on the topic should be considered and related to each other. Then, considering the points of connection and differences to already existing scientific work on the topic, one's own further study is elaborated concretely and specifically. The introduction concludes with the formulation of clear and conclusive hypotheses. Abbreviations should be fully written the first time they are used.

9. Methods (max. 800 characters)

Info: The methods section describes in detail how the case study was conducted. This description enables the reader to assess the appropriateness of the methods and the reliability and validity of the results. This part includes the description of the sample, the use of materials/methods, the process of the empirical research and the data analysis and must be described in sufficient detail to allow replication of the study.

10. Results (max. 1000 characters)

Info: The results section is detailed enough to justify the subsequent conclusions and interpretations. All results are to be reported, including those that speak against the hypotheses. This part is purely a presentation of the data with explicit reference to the figure or table added to the scientific report. Interpretations of the results belong in the discussion section.

11. Discussion (max. 1000 characters)

Info: The discussion begins with a statement as to whether the hypotheses are supported by the results or not. The results are interpreted in terms of content, traced back to theory and discussed controversially. Similarities and differences between own results and studies by others are discussed and alternatives are evaluated in the context of own work.

12. Recommendations for action/solution strategies for practice (max. 800 characters)

Info: Based on conclusions of the discussion, concrete, practicable proposals for solutions to the problem will be formulated in an argumentative pro- and con- style, and the best possible solution, including concrete steps for implementation, will be presented. Also, the potential for transferring this to other topics is to be addressed shortly.

13. Add and remove References

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Info: Alphabetical listing of all and only in text mentioned works (journal articles, books, internet sources, etc.). The main function of the references is to make it easy for readers to review all the content. Check that all references in the bibliography are either directly or indirectly cited in the text and, conversely, that all sources used in the text (...(Walter et al., 2020)., ... in Walter et al. (2020)) are also included in the bibliography. Try to avoid citing internet sources. You can find a comprehensive list (also on the correct use of citations) in the guidelines of the APA (2020).

Examples:

Walter AI, Helgenberger S, Wiek A, Scholz RW (2007): Measuring societal effects of transdisciplinary research projects: design and application of an evaluation method. Eval Program Plann 30: 325–338.

Pohl C, Hirsch Hadorn G (2007): Principles for designing transdisciplinary research. Proposed by the Swiss Academies of Arts and Sciences. Oekom.

Upload additional files

Info: The following files are uploaded in accordance with the voluntarily declared consent to the processing of personal data of the practice partners. If this consent is not available, the data must be anonymised! Pay attention of possible copyright infringements (e.g. the use of logos and original knowledge).

Figure / Table

Brief descriptive title of the Figure / Table

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Info: To support the informative value of the study, relevant numerical or verbal data directly related to the content of the report can be visualised in figures or presented in tables in a clear and condensed way. Therefore, you have the possibility to upload a file (JPG/JPEG/PNG) in an appropriate resolution (max. 2 MB) into the database. The table or figure must be anchored in the text. They must be explicitly mentioned in the corresponding text section (e.g. see figure/table). Watch out for possible copyright violations. Are the author and source apparent if the illustration and tables are not based on your own data/text parts?

Product / Presentation

Info: Please add the product created as part of the project (such as posters, flyers, presentations, podcasts, etc.) with a maximum size of up to 10MB. Files > 10MB in size can be uploaded to the Academic Cloud using PID 21.11101/0000-0007-EB07-9 and resolver <https://hdl.handle.net>.

Supplementary information

Info: Your data can only be used in the sense of the "open science" idea if they are, according to the FAIR principles, findable, accessible, interoperable and reusable, and accordingly transparent and appropriately documented. To ensure replication and connectivity of your research, append to your report the primary data, i.e. the unprocessed raw data in anonymised form (such as interview guides, collected questionnaires, etc.), as well as all descriptive information that contributes to the understanding of your study (such as transcription manual, anonymisation manual, codebook, method report, documentation, metadata etc.) in one file (.zip, .7z, .rar) up to max. 20MB.

Consent forms for the processing of personal data of all practise partners

Info: Please upload the signed consent forms for the processing of personal data of all practice partners and participants involved in your project in one .pdf, .zip, .7z, .rar file with a maximum size of 5MB.

Documentation storage locations and deletion dates

Info: Please provide the documentation of the storage locations and deletion dates (PDF, .docx-file) with a maximum size of 2MB.