

## **Guideline for writing research papers (Seminar Papers, Bachelor and Master Theses)**

### **Format and structure**

- The document is one-sided, using 1.5 spacing between lines.
- Use the following page margins throughout the document: 2 cm for top and bottom, left 3 cm and right 4 cm.
- In Word, use Times New Roman or Arial as font in size 12 and font size 10 for footnotes. In Latex, use the standard font.
- Format the text body using justification and automatic hyphenation.
- Organize the text into numbered chapters and subchapters. Subdivide the text within the individual (sub-)chapters into appropriate paragraphs.
- If you use abbreviations, those are listed in the list of abbreviations and introduced in the text at the first use (e.g.: European Union (EU)). Order the list of abbreviations alphabetically.
- For a thesis, abide by the rules of the examination office (Prüfungsamt) for cover page and for the declaration of autonomous writing. For Bachelor and Master Theses the matriculation number is added.
- For seminar papers, include the topic as well as the name of the topic's supervisor on the cover page. Your name, study programme, the current semester number (Fachsemester) and your stu-mail address appear at the bottom right of the cover page. Abide by the rules of the examination office for the declaration of autonomous writing, which are inserted at the end of the document.
- The structure of the paper/thesis is the following:
  - Cover page
  - Table of contents
  - List of figures
  - List of tables
  - List of symbols
  - List of abbreviations
  - Main part (divided into numbered sections and subsections)
  - Appendix
  - List of references
  - Declaration of autonomous writing of the thesis / seminar paper

- **Paging:**
  - Number the pages containing the table of contents, list of figures, list of tables, list of symbols and list of abbreviations with Roman numerals (I, II, III, ...).
  - Number the pages containing the main text, the appendix and the list of references continuously with Arabic numerals (1, 2, 3, ...).
  - The page numbers appear at the bottom right of the page.
  
- **Formulas, tables and figures:**
  - Use *italics* for formulas and symbols (also in the text body). All formulas are numbered continuously.
  - For formulas, tables and figures, ensure that a description and explanation is given in the text.
  - If you insert figures and/or tables in the text, ensure that they take up not more than 10% of the total length of the text.
  - Tables and figures are numbered continuously. Use meaningful titles and indicate the source of each table and figure
  - Figures and tables are listed in the list of figures/list of tables at the beginning of the thesis/paper (see above).
  - For in-text tables and figures, ensure that these are described in the text. Ensure that legends clearly identify the individual elements in the corresponding image.
  - Also, ensure that the axes are labeled clearly.
  - For tables and figures in the appendix, the numbering starts afresh with an “A” added as a prefix (e.g. Table A1).
  
- **Logos of the university may not be used!**

### **Citations in the text body**

- Each idea or sequence of ideas that is taken from other sources/authors has to be identified by a reference in the text. This includes the introduction.
- In the text, short referencing are used, e.g. „Müller (2016, p. 87) shows that...“

### **List of references**

- The list of references has to contain all the sources referenced in the text (including those in the footnotes).
- Use [Harvard-style](#) of referencing. The following examples can be used for orientation (selected types of publications for illustration):
  - For articles in journals:  
Bernheim, B. Douglas, Andrei Shleifer, and Lawrence H. Summers (1985) The strategic bequest motive, *Journal of Political Economy*, 93:6, pp. 1045-1076

- For books:  
Olson, Mancur (1965) *The logic of collective action*. Cambridge: Harvard University Press.
- For chapters of handbooks:  
Greenwood, Michael J. (1997) Internal migration in developed countries, in: Mark R. Rosenzweig and Oded Stark (eds.), *Handbook of Population and Family Economics*, vol. 1B. Amsterdam: North-Holland, pp. 647-720.
- For online resources:  
Statistisches Bundesamt Deutschland (2017) 2030 Agenda für nachhaltige Entwicklung, [online]  
<https://www.destatis.de/DE/ZahlenFakten/Indikatoren/SDG/2030Agenda.html> [09.06.2017].

- **The list of references must be ordered alphabetically, not by type of publication!**

#### **Declaration of autonomous writing of the thesis / seminar paper**

- Students must add the following signed declaration:

#### **Affirmation:**

I hereby declare that I have composed my *Seminar's / Master / Bachelor thesis* "topic" independently using only those resources mentioned, and that I have as such identified all passages which I have taken from publications verbatim or in substance. I agree that my thesis may be checked for plagiarism using testing software. Neither this thesis, nor any extract of it, has been previously submitted to an examining authority, in this or a similar form.