



Manual for writing a thesis/seminar paper at the EY-Professorship Financial Governance

Compulsory manual for all seminar papers and theses

The following **formal requirements are mandatory**. Anything that is not covered by the manual is not regulated and, thus, a common procedure may be applied.

Formatting of the paper

- Paper size: DIN A4 (one-side printed)
- Margins (Microsoft Word default setting):

Top	2,5 cm
Bottom	2,0 cm
Left	2,5 cm
Right	2,5 cm

- Line spacing (continuous text): 1,5 lines
- Line spacing (footnotes): 1,0 lines
- Font: Times New Roman
- Font size (continuous text): 12 pt
- Font size (Footnotes): 10 pt
- Text alignment: Justification

Components of the paper

	Numbering of the heading	Formatting of the page number
Cover page	No numbering	No page number
Contents		Roman page numbers (I, II, III, IV, etc.)
List of abbreviations		
List of figures		
List of tables		
Text	Decimal outline (1., 1.1, 1.1.1, 2., etc...)	Arabic page numbers (1, 2, 3, 4, etc.)
Appendix		
References	No numbering	Roman page numbers (continuation)
Affirmation		



The main body of a thesis (from introduction to conclusion, **including** all tables, figures, and footnotes, excluding any appendices) may not be shorter/longer than:

Thesis	Number of pages
Bachelor thesis	30 +/- 2 pages
Master thesis	40 +/- 3 pages
Seminar paper	Announcement during the kick-off session

- All seminar papers must be submitted to the respective supervisor only via Email.
- All bachelor or master theses must be submitted to the Grade Management. Please adhere to the submission requirements of the Grade Management. After registration, all necessary information is provided by the Grade Management.
- Delayed submission will automatically lead to an assessment with a **grade of 5.0 (failed)**.

For each submission, the following documents/datasets must be submitted:

- Paper as Word (or LaTeX) and pdf document,
- all supplementary files (e.g., all excel sheets, Stata datasets, and do-files, etc...),
- references as pdf documents (only if requested by the supervisor).

Quotation

- References for all ideas taken from sources, sometimes several for a paragraph, at the latest at the end of a paragraph.
- Missing labeling of someone else’s work will be assessed with a grade of 5.0 (failed).
- For quotations use Endnote, Citavi, or any other software package. Most software packages are available for free for students at the University of Goettingen.
- **Quotation style:** Use in-text citations (including **exact** page numbers) and use the citation style of *The Accounting Review* (pre-defined quotation styles are available for most software packages).
- Footnotes are only intended for additional explanations or definitions.
- Direct quotations (literal adoption) must be marked with quotation marks and should be used sparingly.
- References to laws (or similar documents) have priority to references of sources citing the law and must be as detailed as possible. Please include all references to laws or similar documents in the list of references too.

Tables and figures

- Tables and figures must be numbered consecutively and need to be labeled (“Table 1: ABC”).
- Tables and figures are only included in the main text if they are directly relevant and, thus, referenced in the text. Complementary tables and figures shall be reported in the appendix.

Cover page

- **For theses:** The cover page must contain all the necessary information required by the Grade Management: [Link](#). Please adapt the following example cover page as necessary.
- **For seminar papers:** please indicate the name of the course, the title of the seminar paper, as well as contact data for all authors.

Example cover page

<p style="text-align: center;">[Titel der Abschlussarbeit]</p> <p style="text-align: center;">XXX wöchige [Bachelor/Masterarbeit] im Rahmen der Prüfung im Studiengang [Bachelor/Master ...] an der Georg-August-Universität Göttingen an der EY-Stiftungsprofessur Financial Governance</p> <p style="text-align: center;">Erstprüfer: Professor Dr. Benedikt Downar Zweitprüfer: [Name]</p> <p style="text-align: center;">vorgelegt am [Abgabedatum]</p> <p style="text-align: center;">[Name Autor*in] aus [Ort] [Matrikelnummer] [Email]</p>
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Declaration of authorship

- Required for all seminar papers and theses.
- Automated generation of an authorship declaration via FlexNow: [Link](#)