

# Guide to Writing Seminar Papers and Final Theses

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## 1. Formal Requirements

A paper consists of the following parts:

1. Title page
2. Table of contents
3. Index of figures, tables, symbols, abbreviations (where applicable)
4. Main text
5. Appendix
6. References

For bachelor and master theses, please include a signed statement at the end of the thesis that you confirm that the paper was produced independently by you, and that you did not use any other resources or assistance that you did not list or cite in the thesis. The Registrar's Office recommends the following text:

"I hereby declare that I wrote this present thesis paper independently, without assistance from external parties, and with-out use of other resources than those indicated. All information that are taken from other publications or sources in text or in meaning are duly acknowledged in the text."

### 1.1 Structure of the title page

The title page should include the following information:

- The complete title of the paper;
- Type of paper: seminar paper (including the name of the seminar) or bachelor thesis or master thesis;
- First and last name, address, matriculation number, for final thesis birthplace of the author;
- Date of submission.

### 1.2 Table of contents

The table of contents includes all sections of the main text with page numbers. Where applicable, an index of figures, tables, symbols and abbreviations as well as references are also part of the table of contents.

The main text and all subsequent pages of the thesis have a page numbering using *Arabic* numerals. All pages preceding the main text have a page numbering using *Roman* numerals. The title page does not show a page numbering. Therefore, the subsequent page has the Roman numeral II.

### 1.3 Index of figures, tables, symbols

An index of figures and tables is only required when figures and tables are actually used in the thesis. The index should include the name of the figure/table (e.g. "Fig. 1: Phillips curve", "Tab. 2: Balance of payments Germany 1998") and the corresponding page number. If symbols are used, a list of symbols is also required. Care must be taken to ensure that the same economic variable is denoted with the same symbol in the course of the main text and that the same symbol is not used for different variables.

## 1.4 Index of abbreviations

The use of abbreviations is to be avoided as much as possible. Exceptions are abbreviations which are common in everyday language (such as “e.g.”, “i.e.”, “etc.”, “USA”) and abbreviations commonly used in citations (such as “Ed.”, “p.”, “pp.”, “cf.”). All other abbreviations which seem absolutely inevitable are to be defined in an index of abbreviations placed between the table of contents and the main text.

## 1.5 Main text

The main text with most relevant figures and tables (in exceptional cases, you may provide an additional appendix with figures, tables, and derivations that are not relevant for understanding the main text) should have the following length:

- Seminar papers: 15 pages (maximum variation +- 10%)
- Bachelor thesis: 30 pages (maximum variation +- 10%)
- Master thesis: 50 pages (maximum variation +- 10%)

The following **page structure and typeface** have to be adhered to:

- Margin: left and right margin combined approx. 5 cm
- Line spacing: approx. 1.2 to 1.5 lines
- Default font: Arial, 12 pt
- Alignment: justified
- Paragraphs can be delimited by inserting blank lines between single paragraphs. However, the blank space between paragraphs should not exceed multiple centimeters.

**If there is a significant deviation from this specified length and structure, there will be a grade deduction.**

**Spelling, grammar, punctuation and phrasing are important.** The use of a dictionary is recommended. If automatic hyphenation is used in the thesis, the hyphenations should be checked for correctness because this is a common source of error (e.g. “excha-nge”).

## 1.6 Quotations and Citations

Seminar papers and final theses are **academic** papers. Therefore, the author’s own opinions and results have to be clearly visible. **The paper has to be of your own wording**, meaning it is not sufficient to adopt parts of other texts almost word-for-word and only change the sentence structure and exchange single words. If such text parts are discovered (and they will be discovered!), the paper will be graded inadequate (5.0).

**Every argument that is not your own has to be identified explicitly.** There are two types of quotations, word-for-word quotations and indirect quotations.

**Word-for-word quotations** are to be used **sparingly** and only for essential statements. Word-for-word quotations are to be cited with quotation marks and true to the original, they cannot be paraphrased. If parts are to be omitted, this is to be indicated by [ ... ]. Own additions within the quotation have to be indicated by square brackets as well.

**Indirect quotations** are used when arguments that are not your own are adopted in your **own wording**.

Traditionally, the **footnote system** is used for citation. At the end of each citation a number is placed in superscript and added at the bottom of the same page. In the footnote, the respective citation is added.

When using word-for-word-quotations, the name of the author, publication year and exact page(s) (not just the first page of the source) have to be stated in the related footnote. Indirect quotations require a "Cf." to be written before the citation in the footnote. If the quotation covers more than one page in the original source, a "f." (two pages) and "ff." (more than two pages) have to be used when stating the pages. Citations always have to be transparent and traceable, meaning they can be looked up in the original source on the pages that are stated in the footnote. This is also applicable for tables and figures in the main text as well as in the appendix when using content that is not your own. In this case, a citation is to be added below the table or figure including author, publication year and page(s). For tables and figures created by the author, a statement such as own illustration is to be used.

#### **Examples of citations in footnotes:**

- 1) Jarchow/Rühmann (1988), p. 190. [word-for-word quotation]
- 2) Cf. Jarchow/Rühmann (1988), p. 190. [indirect quotation]
- 3) Cf. *ibid.*, p. 190. [indirect quotation, same source as the previous footnote]
- 4) Cf. N.N. (1996), p. 17. [indirect quotation, source cannot be attributed to an author]
- 5) Cf. Bender (1983), pp. 29 ff. [indirect quotation, more than two pages]

Footnotes can include citations as well as factual side notes.

**Note:** Footnotes are sentences: they start with a capital letter and end with a period.

#### **In-text citations**

An alternative to using footnotes is the so called American citation. Here, the citation is placed directly behind the quotation in the text in brackets by stating the name of the author, the publication year and the page(s).

**Example:** Im Merkantilismus wurde eher eine verschuldungsfreundliche Haltung angenommen (Bu-CHANAN 1958, pp. 17 ff.).

#### **Tables/Figures**

Both **tables and figures** in the main text as well as in the appendix are to be numbered consecutively according to their order, have to be labeled (e.g. "Fig. 3: The LM curve") and need to have a citation immediately below the figure/table (e.g. "Source: Ohr (2001), p. 55." or "Source: EZB, annual report 2011, p. 56"). For tables and figures created by the author, a statement such as own illustration is to be used (e.g. "Source: eurostat, own illustration").

### **1.7 Appendix**

The appendix includes content that does not concern the main text such as extensive derivations and tables/figures. However, the main text of the paper must refer to this content.

### **1.8 References**

An important part of academic writing is the identification of arguments that are not your own as either word-to-word quotations or indirect quotations. Therefore, the references include all sources used in citations. However, the references may not include sources not cited in the text.

**Monographies and textbooks** require the following bibliographic data:

Author or editor, publication year, title, edition and place of publication.

- Oppermann, Th. (1991), Europarecht, München.

**Journal articles** require the following bibliographic data:

Author, publication year, title, journal title and volume, page numbers.

- Borchert, M. (1983), Einige außenwirtschaftliche Aspekte staatlicher Verschuldung, in: Kredit und Kapital, Vol. 16, pp. 513 – 527.

**Contributions to edited books** require the following bibliographic data:

Author, publication year, title, editor, book's title, place of publication, page numbers.

- Bender, D. (1983), Nettoinvestition, Lohnbildung und Beschäftigung bei flexiblen Wechselkursen, in: Feldsieper, M./Groß, R. (Ed.), Wirtschaftspolitik in weltöffener Wirtschaft, Berlin, pp. 29 – 45.

**Internet sources** require the following bibliographic data:

Author, title, website and date of access.

- Krugman, P.R., Currency Crises, in: <http://web.mit.edu/krugman/www/crises.html>, date of access 01.06.1999.

The share of literature exclusively available on the internet **should not exceed 40 %** of the total literature used in the paper. For better traceability, especially in longer documents, the exact location of the quotation should be complemented by paragraph numbers amongst others if applicable.

**But:** journal articles and **discussion papers** that are available in print are often available online as well. These sources are printed references if the online version and the print version match unambiguously (recognizable by layout). Therefore, these sources do **not count as internet sources**. Internet sources only include those sources that are **exclusively** available on the internet. Affected journal articles are referenced as mentioned above, discussion papers only require the name and the discussion paper number.

- Bloningen, B.A. (2005), A Review of the Empirical Literature on FDI Determinants, NBER Working Paper No. 11299.

References are to be sorted alphabetically. If several publications by the same author are referenced, they are to be sorted chronologically by publication year (ascending). If several publications of the same author are published in the same year, the publication year is to be appended by the letters a, b, c etc. From the second publication onwards, the name can be exchanged with "Idem" or "Id."

- Dornbusch, R. (1976a), ...
- Idem (1976b), ...

If a reference cannot be attributed to an author, "N.N." is written instead of the author. When referencing monographies and textbooks, the newest edition is to be used.

## 2. Content Requirements

The **introductory literature** given by the supervisor **has to be used as a foundation for the paper**. In addition, the literature taken into account has to go far beyond this introductory literature with an **own literature research** being a crucial key element of the paper.

In general, **popular scientific literature** (meaning non-professional literature such as dictionaries, encyclopedias, etc.) is to be avoided. Daily newspapers should only be used to reference contemporary news and events.

The **structure of the paper** should create a reasonable and coherent structuring of the contents. The chosen section headings have to be precise and reflect as much information as possible about the contents of the respective section. The sections should be weighted similarly regarding content and size.

The paper must not only consist of **statements and assertions** but every statement or assertion has to be **causally justified**. Moreover, **results** cannot be merely listed but have to be **justified** in detail and a strong line of argument has to be provided for essential results of the paper.

The paper has to be of your **own wording**, meaning it is not sufficient to adopt parts of other texts almost word-for-word and only change the sentence structure and exchange single words.

### 3. General Remarks

- It is advisable and desired that consultations with the supervisor takes place. In particular, the **structure of the paper** should be **discussed** in order to avoid misinterpretations and to clarify the assigned topic.
- For **final theses**, a **1-2 pages expose** has to be handed in after two weeks and a **detailed structure of the thesis and list of referenced literature** have to be handed in after one third of the assigned writing time.
- For **seminar papers**, the **structure of the seminar paper** and the **list of referenced literature** have to be handed in no later than three weeks before the submission deadline.
- Two hard copies and one digital version of the paper (Word or PDF document sent by mail) have to be handed in at the department **on time**. Failure to meet the deadline for submission will result in the paper not being graded.
- For final theses, the information sheet published by the Registrar's Office is to be considered in addition to this guide.

#### References:

Theisen, M.R. (1998), *Wissenschaftliches Arbeiten: Technik-Methodik-Form*, 9. Aufl., München.

Thomas, U. (1987), *Empfehlungen zur formalen Gestaltung von Diplomarbeiten*, in: *Wist*, 16. Jg., S. 367 – 372.