

**Seminar Paper, Essay, Bachelor or Master Thesis**

**Suggested layout and notes on writing an academic paper**

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Composition time: 9 Weeks / 3 Months / 5 Months / 6 Months

I hereby confirm that I have written the present academic paper independently and without illicit assistance from third parties and using solely the aids mentioned. All passages taken either verbatim or incorporated in a general manner are indicated as such. The written and electronic forms are one and the same.

Göttingen, the 23. September 2019

(signature)

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# List of Abbreviations

Pt Point

SI Système International d'unités (International System of Units)

Ctrl Control (in German: Steuerung, Strg)

SUB the Lower Saxony State and University Library of Göttingen

# Notes on Text

The goal of an academic paper is to present a problem-oriented overview and examination of the current state of the discussion in the scientific community on a topic.

## Introduction

The intention of this text is to give Students information as to how to write a seminar paper, essay, bachelor or master thesis. Provided that deviations between this example and that of the examination office exist, the present version should be referred to.

Additional helpful information can be found in books on the topic of academic writing and can be found at the university library (see Chapter 2). It is also recommended that students participate in the optional seminar “Introduction to Scientific Work” (in German Wissenschaftliches Arbeiten”, which is offered through the Chair for Retailing. Course and contact information, such as dates, can be found on the website for the chair: <http://www.handel.uni-goettingen.de>.

## Selection of Specific Contents

The academic problem should be the uniting, central theme throughout the entire paper. The goal of the academic paper is the application of the current state of scientific knowledge as it pertains to a concrete question. As the length of the written paper is limited, it is essential that content is limited to only thematically relevant information. Please simply avoid stringing together citations. All quotes from literature or other works should be incorporated into one’s own flow of ideas.

Generally you should write as if for an audience of expert readers. Therefore it is not necessary to explain termini which are understood as fundamental concepts or terms of economics. A list of all abbreviations used in the text should be compiled; only those abbreviations which are necessary to explain should be listed (it can be assumed that SI Units[[1]](#footnote-1) are known). Footnotes should be used sparingly.

## Structure and Table of Contents

Before the actual text there should be a table of contents which includes an outline. A reader should be able to identify the focus of the paper based off its headers and descriptions of the individual section. Main points should be broken down into at least two subtopics.

The individual bullet points should be at least one page long. The headers should be meaning ful and descriptive. As a rule, one word headers do not fulfill the expectations. Different chapters are not allowed to be assigned to the same headers.

## Introduction and Summary

In the introduction to the problem and the approach to solve the problem should be clearly outlined. Where necessary, the timeliness of the scientific meaning of this topic to, or its classification within business administration should be highlighted. The final chapter should present the results and conclusions of the paper along with a brief overview of unsolved problems or other aspects of the topic. The concluding chapter should refer to the problem presented in the introduction.

## Common Mistakes

In academic papers certain common errors occur. For example, an outline may be very formal and not well balanced with regards to its content. Well-balanced means that the points of the main body are further organized into roughly the same amount of subtopics in the outline. Additionally, please ensure that the individual chapters are all be equally weighted in content and quality.

The written paper should be succinct and objectivly formulated so that the assertions are presented clearly tot he reader. Please avoid or refrain from using the following:

* complicated sentences,
* filler (z.B. nun),
* exaggerations (erheblich, enorm etc.),
* I, we, one and other forms of pronouns and
* personal assements (unfortunately etc.).

## Assistance with Writing an Academic Text

Clear and comprehensible wording is key. You can find many resources and handbooks to aid you in writing in the German academic style. One German reference that is highly raised is „Deutsch für junge Profis: Wie man gut und lebendig schreibt" by Wolf Schneider.

The university‘s *International Writing Centre* (internationale Schreibzentrum)offers individual advising for students from any subject and discipline. Regardless of the nature of the text you are looking for assistance with, they can assist. They offer support with structure and style of writing. Especially for those foreign students whose native language is not german, we highly recommend consulting with the center. In addition to the individual assistence, workshops and other programs are also offered, such as the „all-nighter for procrastinated papers” workshop.

More details and scheduling information can be found at their website: <http://www.uni-goettingen.de/en/484733.html>

## Evaluation

The paper shall fulfill the following requirements:

* **Language:** reader-friendly, fulfills the criteria of standard written language
* **Formatting and appearance:** fulfills the general layout criteria, citations are complete and consistent
* **Structure:** clearly organized, logical, well-balanced and focused on the question at hand
* **Academic development:** thorough, well-balanced and furthermore correct development and discussion of the sources and literature
* **Independent, normative judgement :** independent analysis of the topic; naming of the essential points, the argument or research leading to a fittin and clear question

Additionally evidence of an independent process in formulating the research will be taken into account in the evaluation of the paper.

# Technical Resources for Finding Sources

Competency in finding and utilizing relevant literature is essential to your academic writing Use the technical tools that are available to you, especially the catalogues of the university library and other digital information systems, such as EBSCO-Host, CD-ROM, OPAC.

The Lower Saxony State and University Library of Göttingen (in German, *die Niedersächsische Staats- und Universitätsbibliothek Göttingen*, SUB) often offers library tours and courses to introduce you to some of the software and resources they offer. These courses are generally held in German. You can find detailed information on their website (<https://www.sub.uni-goettingen.de/en/learning-teaching/courses-guided-library-tours/>) under "Courses & Guided Library Tours”.

## Catalogs

The following digital catalogues are available to all students through the Lower Saxony State and University Library Göttingen:

* Göttingen University (SUB) Catalog: (<http://opac.sub.uni-goettingen.de>)
* Common Union Catalog (GVK): (<http://gso.gbv.de>)

When using these cataloges, the option “advanced search” can be selected in order to look for results that only include, for example, a specific edition of a digital media. Additionally, phrases in a different laguage or other (‚\*‘), can be included to run a wider search.

Please take advantage of the **long-distance loan** (German: Fernausliehe) offered through the university library. Keep in mind that a waiting period of a few weeks could apply.

## Manuals, Textbooks, References

Manuals and textbooks can provide a first look into the development and structures of a specific field. In these textbooks you will find papers from reputable researchers organized by keywords which briefly cover the issue, developments, current state of research and essential literature. Generally the statements are too broad or introductory for application to an academic research question. Sources such as Wikipedia or encyclopedia are as a rule not appropriate sources.

Researching from scientific research journals (widely available in English), which will be described below, is absolutely necessary.

## Journals

Textbooks and lexica are so scarce that they rarely represent the current state of research ad are commonly archaic. In order to gather a concise summary of the newest developments in rexsearch, please refer to industry or subject-specific journals. Thanks to modern information technology, it is easy to conduct a thorough search of digital content.

### EBSCO-Host

In order to facilitate literature research for students, our faculty has a license for the Ebsco Business Source Premier („EBSCO“) database. This means that you have a much larger offering of journals through a digital portal at your disposal which you are encouraged to take advantage of during your research and studies. The database can be accessed using your SUB-ID via the following link **http://search.ebscohost.com** and requires a IP-Check. You will not need to enter your user-ID and password to then be re-directed to the databank itself. Direct link via JumpURL: http://search.ebscohost.com/login.aspx?profile=ehost&defaultdb=buhRegional Business News(tm): http://search.ebscohost.com/login.aspx?profile=ehost&defaultdb=bwh

### Internet Research from Journal Publishers

Most academic publishing houses have a user-friendly search function on their homepages, for example:

* ELSEVIER: <http://www.science-direct.com/>,
* Springer: <http://www.springerlink.de/journals/>
* Inderscience: <http://www.inderscience.com/>

### Recommended Journals for the Production and Logistics Sector

Below you will find a list of recommended journals for the Production and Logistic Sector compiled in Table 2.1.

Table 2.1: Recommended Journals for the Production and Logistic Sector

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Magazine** | **Publisher** | **Where it is available** | **EBSCO** |
| **Computers and Chemical Engineering** | Elsevier ISSN 0098-1354 | Not in Göttingen, online access is not available from Göttingen  |  |
| Computers and Industrial Engineering  | Elsevier | Vol. 1 (1976) – Vol. 43 | Yes (2002) |
| Computers and Operations Research | Elsevier ISSN 0305-0548 | Vol. 1 (1974) – Vol. 21 | Yes (1994) |
| Computers in Industry  | Elsevier | Vol. 60, Issue 1 | Yes |
| Decision Support Systems | Elsevier |  | Yes |
| **Energy – The International Journal** | Elsevier ISSN 0360-5442 | Not in Göttingen, online access is not available from Göttingen |  |
| **European Journal of Industrial Engineering (EJIE)** | Inderscience |  |  |
| **European Journal of Operational Research** | Elsevier | SUB (from ’77) starting at Vol 143 2002 | Yes |
| Interfaces  | INFORMS | SUB (from ’70), Online acess (via EBSCO) excluding last 24 Months | Yes |
| **International Journal of Integrated Supply Management  (IJISM)** | Inderscience ISSN 1741-8097 | Not in Göttingen, online access is not available from Göttingen |  |
| International Journal of Operations and Production Management | Emerald | Online AccessVol 14 (1994) – 28 | Yes |
| **International Journal of Production Research** | Taylor & Francis | SUB (’61-’95) | Yes |
| **Journal of Cleaner Production** | Elsevier |  | Yes |
| **Journal of Industrial Ecology**  | Yale University / MIT Press | Not in Göttingen, online access is not available from Göttingen |  |
| **Journal of Multiple Criteria Decision Analysis** | Wiley |  |  |
| Journal of Operations Management | Elsevier |  | Yes |
| Journal of Risk and Uncertainty | Springer | Online Access | Yes |
| **Omega -** The International Journal of Management Science |  | Science direct ✓ |  |
| **OR Spectrum** | Springer | Online |  |
| Technological Forecasting and Social Change | Elsevier | Science direct ✓ |  |
| WiST – Wirtschaftswissenschaftliches Studium | Gabler | Oec-Bibliothek |  |
| **Zeitschrift für Betriebswirtschaft (ZfB)** | Gabler | Oec-Bibliothek / SUB |  |
| Zeitschrift für Betriebswirtschaftliche Forschung (zfbf) |  | Oec-Bibliothek / SUB (ab ’75) |  |
| **Zeitschrift für Planung und Unternehmenssteuerung** | Springer | No direct access is available |  |

# Layout Suggestion for Academic Papers

These are simply suggestions which are meant to make the process of writing and formatting your text approachable and understandable. This document is laid out as a template that can be used when composing your text. Simply delete the content and replace it with the relevant information and headers so that you keep the format. An additional example can be found at:

Geldermann, J.: [*Mehrzielentscheidungen in der industriellen Produktion.*](http://www.uvka.de/univerlag/frontdoor.php?source_opus=121) Universitätsverlag, Karlsruhe (2006) (<http://www.uvka.de/univerlag/volltexte/2006/121/pdf/Geldermann_Jutta.pdf>)

If you are unsure, please look for other resources, for example those included in MS Word. Additionally you can create your paper in the typesetting system, TeX. Please inquire at the Chair if you require a Style for TeX.

## Formatting

Headers 1-4 should be used when formatting your paper so that it follows the table of contents. The numbering can be set within Word, you can search for your version of Microsoft word and how to change the applicable settings. It can generally be done under the menu *Format* or within *Paragraph* by selecting multi-level list and defining the parameters.

The following example is written using Arial, 11 pt, however you may of course use other fonts, such as Times New Roman 12 point.

**Heading 1**

Font Arial, 18 pt, bold, line spacing before text set at 20 pt, line spacing after text set at 24 pt, headings should be at the beginning of a page, single spaced, left justified

## Heading 2

Font Arial, 16 pt, bold, line spacing before text set at 18 pt, line spacing after text set at 12 pt, single spaced, left justified

### Heading 3

Font Arial, 14 pt, bold, line spacing before text set at 18  pt, line spacing after text set at 6  pt, single spaced, left justified

#### Heading 4

Font Arial, 11 pt, bold, line spacing before text set at 12  pt, line spacing after text set at 6  pt, single spaced, left justified

Body of Text

Font: Arial: 11 Pt. **(if using Times New Roman, please use Heading 4 and the standard text should be set to 12 point),** Line spacing: multiple at 1.3, Orientation: full justification. Two consecutive paragraphs or bodies of text will be separated by a blank line or an additional break (18 Pt). Such is the formatting used in the body of this text and it set to the standard formatting style. Border: 2,5 cm on both sides. Automatic hypenation should be turned on, but please be aware of impractical divisions of words (such as w-ord), these should be manually altered.

Figures

Figures will always be **underlined** in text body. When writing in use, please use the tool *Insert Caption* (Under References Tab, in the Captions group in Word 2007 and beyond). The numbering will then reflect the chapter it appears in and the settings will then continue the numeration throughout the entire document. You can find these settings in your word processor under „numbering“ and the figures will be numbered with the chapter number followed by a period and successive numbers; the description of the figure will follow a colon. The text for the caption should be set at 10 Pt Arial, centered. The source should be written one line below, left-justified. A gap of one blank line should be inserted before and after the figure to set it apart from the rest of the text it is insereted into. Within the figure, use a font without serifs, such as Arial, and the font point should not be less than 10. The graphic should be set in a box with a line weight of ¾ point.



Figure 3.1: Corner construction of a landfill

Source: [Rudat 1988]

or

Source: according to [Müller/Meier 2000], [Zack et al. 2000]

Please keep in mind that tables and diagrams should be used as a short and concise means to supplement the text which follows it. The diagrams or tables should be refferenced within the text. Make a comparison or observation about the inserted table or diagram, then relate its importance to the paper and to the larger context of the field. The same applies for detailed documentations, such as lengthy legal texts, photocopies or surveys etc.

Naturally, a clear and understandable description of rows, columns, as well as axes in a coordinate system and the individual curves should be included.

Please ensure that any visual aids or figures that are incldued are legible when printed in black and white or color.

Tables

Tables are generally captioned before the actual table is presented within the text. Everything else will automatically be perceived as the lable of the figure. The citation should be included directly after and below the table, left-justified as seen below. Please ensure that the text size within the table is at least 10 pt and is consistently used.

Table 3.1: Ore imports within the Federal Republic of Germany—listed below as millions of tons.

|  |  |  |  |
| --- | --- | --- | --- |
| **Herkunftsland** | **1988** | **1989** | **1990** |
| Brazil | 19.4 | 20.2 | 10.7 |
| Canada | 4.4 | 5.7 | 5.9 |
| Others | 3.3 | 4.3 | 3.8 |
| Liberia | 5.6 | 5.6 | 2.4 |
| Total | 46.5 | 49.2 | 42.9 |

Source: [Steel Yearbook, 1992]

Do not divide a table between pages! Should a table be so lengthy that it does not fit within the remaining space on one page, please move it to the next page. All tables should use consistent and uniform formatting.

Equations

Equations can be inserted by using the MS Word Equation Editor. All equations should be consecutively numbered. The variables used within an equation should be explained.

$K\_{G}= K\_{F}+K\_{V}$ (Equation 1)

Where, $K\_{G}=Total costs$

 $K\_{F}=Fixed costs$

 $K\_{V}=Variable costs$

Lists

Lists should be formatted using bullet points, unless there is ranking or priority that should be referenced. When a numbered list is used, please use Arabic numbers. Provided the list is single words or phrases, the point (bullet point or numbered list) should be indented at 1,25 cm and the contents of the list should then be indented at 1,75 cm. If a point is furthere clarified with comprehensive list of texts, these should be listed in a further bullet point that is left justified. In this case, there should not be a blank space between points (see example, below).

* Word or phrase
* Comprehensive explaination which is indented to the left of the bullet point, further texts if necessary and applicable.

Headers and Footers

The title of the respective chapter should be included in the header. A header should be defined at the first page of each chapter, as well as for the following pages of the chapter.

Footnotes

At times it is beneficial to supplement a text with additions of a translation, remarks or clarifications. In these instances, explainations give the reader additional information which may not be relevant to the successive text and could even in some circumstances interrupt the flow of the argument. These additions should therefore be included in a footnote at the end of a page. Footnotes are labelled with a superscript Arabic number, enumerating numbers are used throughout the document.[[2]](#footnote-2) Footnotes are separated from the body of the text by a horizontal break. Single spacing is used to write them. Each footnote should be composed as a complete sentence, therefore should begin with a capitalized first letter of the first word and end with a fullstop. Lengthy comments of this sort should however be included in the appendix.

Abbreviations

Abbreviations should be avoided as much as possible in academic papers. Exceptions are widely used expressions like "etc.” and other abbreviations for currency, measurements and weights. In addition, abbreviations for institutions and laws, symbols for mathematical values and terms can be used. Any abbreviation used within the text must be included the list of abbrevations which is a part of the final version of the academic paper. Abbreviations used for convenience, (Volksw., MBA), peculiar and otherwise rare abbreviations should be avoided.

Page numeration

The actual body of the text will be numerated with Arabic numbers (1, 2, 3, …). Roman numerals (I, II, III …) should be used for the table of contents, lists and appendix. The cover page will not be numbered.

Table 3.2: Selected shortcuts for Word

|  |  |
| --- | --- |
| **Desired Result** | **Shortcut** |
| Highlighted or imputing text will be subscripted (below textline) | Ctrl + # |
|  ”  superscript | Ctrl + + |
| Refreshing fields in a document | Ctrl + a, then F9 |
| Non-breaking space (   ) | Ctrl + ↑ + Space |
| Non-breaking hyphen | Ctrl + ↑ + -  |

## Literature References

Each quoted publication and only those which are quoted within the paper should be included in the bibliography, inserted at the end of the paper. Generally quotations are derived from the original text. If you cannot access the original source, secondary literature can be referenced. In this case, the original source should be listed, indicated by "quoted from" before the original location and then the secondary literature should be referenced. Generally speaking, indirect quotes are sufficient.

### Verbatim Quotes

Verbatim quotes should be within quotations. They should not be changed and reflect their exact, original content; any deviations from the original, verbatim quotes should be clearly marked and indicated as such. The omission of a word will be denoted by the insertion of two fullstops, however in the case of multiple omitted word, three fullstops (an an ellipsis) should be used to mark the text. Additions should be denoted by square brackets, before and after the text. In some instances, quotes must be supplemented with explainations or notes from the author, which should be denoted by parentheses and labled with, "A/N", which stands for author’s note. The omission or addition of demarcations or other highlighting should be included as a footnote. Foreign language quotes should be translated ---in the following section, the original should be included in a footnote. The exception to this rule are quotes from English, German or French sources, which should be quoted as they appear in their original text, however a translation of French into English quotes should be provided in a footnote; the translator must also be listed. Page numbers must be listed for verbatim quotes.

### In-text Citations

Partial source citations are to be imbedded within the text as a short reference which directs a reader to the bibliography. Parenthetical referencing according Havard Referencing will be used as follows:

* (Müller 2008, p. 104)
* (Meier & Schmitz 2008, p. 120)

If a source has more than three authors, the citation will use only the first author named and the additional authors are replaced by the abbreviation ‚et al.‘: (Müller et al. 2008, p. 120). If there are numerous works from the same author and of the same year, these can be differentiated by adding a, b, c etc. at the end of the year: (Müller 2008a); (Müller 2008b).

The in-text citation can also be specified in text as, according to Müller et al. (2008, p. 120) or at the end of a quote in parenthesis (Müller et al. 2008, p. 120). In order to mark multiple sentences as an indirect quote, the reference is added at the end of the section. Numerous sources should be separated by semicolons. (Müller et al. 2008, p. 104; Meier 2005, p. 120).

### Quotes from the Internet

There are many legitimate and trustowrth resources on the internet that can be used in the research stage of an academic paper (for example company reports, statistics, other academic papers and essays, dissertations etc.). The exact URL, date and time of reference or access will all be included in the citation. It should be seriously considered if the information provided and the source are relevant to be used in an academic context. Consider also that websites can be readily accessed and amended, which would make it hard for the reader to follow up or cross-reference the information you cited from a website. Therefore it is preferable that information is used which can be found in some printed form.

###  Bibliography

A bibliography is located at the end of an academic paper. All publications which are referred to in the text of the paper, including those which can be found in attachments, footnotes, tables, figures, summaries or reivews, must be included in this list of sources. Any sources which are not referenced within the text cannot be included in the bibliography. All referenced sources, including monographs, papers, legal texts and official statistics, must be included in alphabetical order. The names of books and articles are preceeded by the name of the author’s surname. Titles such as professor and doctor should be omitted. Only the initials of the first names are to be included.

Should more than one publication from an author be consulted, they should each be listed in chronological order according to the year of publication, beginning with the earliest publication. Publications without an auhtor or byline should be cited as“anonymous” and alphabetically ordered in according to the name of the title in the bibliography. Additional usage of abbreviations within the bibliography is ony admissible when its use has already been explained or is included within the bibliography itself.

Font: Arial, 10-11 Pt, single spaced, small break or a blank line between entries.

The source references in bibliography vary in format and content based on the kind of media. Please refer to the following examples. Additionally you can find many Harvard Referencing Style handbooks online.

1. Monographs (independent, non-serial publications)

 Author Surname, Initial(s) (Year): Title of publication, Number and type of edition (not required with first editions), Publisher and published location(s) (if not apparent: "N.P.") Date of publication (if not apparent: N.D.)

Example: Theisen, M.R. (1992): Wissenschaftliches Arbeiten: Technik - Methodik - Form, 6. revised and updated edition, Vahlen Verlag München, 1992

2. Contributions in Collective Volumes

Author Surname, Initial(s) (Year): Title of article, "in:", Editor Surname, Initial(s), (Ed.): Title of Publication, Publishier and published location(s) Date of publication, Page number(s)

Example: Pausenberger, E. (1984): Internationalisierungsstrategien industrieller Unternehmungen, in: Dichtl, E.; Issing, O., (Ed.): Exporte als Herausforderung für die Wirtschaft, Deutscher Instituts-Verlag Köln 1984, P. 245- 276

3. Articles from Dictionaries, Encyclopedias etc.

 Author Surname, Initial(s) (Year): Title of article, "in:", Name(s) of editor(s), First name(s) (initials), (Ed.): Title of dictionary/reference book, Edition #, Vol. #, Publishier and published location(s) Date of publication, Page number(s)

Example: Liebrecht, H. (1988): Systematische Erschließung von Auslandsmärkten, in: Henzler, H.A., (Ed.): Handbuch strategischer Führung, Gabler Wiesbaden 1988, P. 183-195

4. Journal Article

Author Surname, Initial(s) (Year): Title of article "in:", Name of journal, Vol. #, Year, Issue #, Page number(s) (alternative: “Vol. # (Year), Issue #”)

Example: Heinrich, D. (1989): Controlling im Personalbereich, in: Controller Magazin,
Vol. 14, 1989, Issue 6, P. 326-330 (alternative: Vol. 14 (1989), Issue 6)

5. Newspaper Article

 Author Surname, Initial(s) (Year): Title of article, "in:", Name of newspaper, Number, Edition and Date of publication, Page number(s) of article

Example: Bettag, E.A. (1993): Mit Kinderfahrzeugen auf Erfolgskurs, in: Frankfurter Allgemeine Zeitung, Nr. 20, 25.01.1993, P. 17

Example: N.P. (1993): Die D-Mark ist wieder die stärkste Währung, in: Frankfurter Allge­meine Zeitung, Nr. 20, 25.01.1993, P. 20

6. Statistical annals, documentation etc.

 Editor, (Ed.)(Year): Title of Handbook, Vol. or Year, Publisher and published location(s) Date of publication, Date of publication

Example: Statistisches Bundesamt (Ed.)(1991): Statistisches Jahrbuch für die Bundesre­publik Deutschland 1990, Statistisches Bundesamt Wiesbaden 1991

7. Internet sources

Author Surname, Initial(s) Year (page created or revised), Title of page, Publisher (if applicable), Place of publication (if applicable), viewed Day Month Year, <URL>.

Example: Geldermann, J. (2009): Layout-Vorschlag und Hinweise für die Anfertigung wissenschaftlicher Arbeiten, Göttingen, 2009, [http://www.uni-goettingen.de/de/ 64561.html](http://www.uni-goettingen.de/de/%2064561.html), Zugriff am 01.02.2009

**We suggest that students use a reference management software such End Note, Mendeley or Citavi (free of charge).**

## Additional Hints

* Do not include tables or pictures without reference in body of text.
* One sentence is not a paragraph.
* Minimal accentuation (italics, bold, underline) in text.
* The current state of research or debate should be included in a problem-oriented manner.
* Please use consistent terminology, units and formats (24 %, 36 °C, an angle of 45°).
* Do not write in a narrative form. If you include a footnote of your own perspective, please denote it as such.
* Anything is allowed, so long as it is relevant and justified. (Sources must be included, ideally with a page number).
* Plan enough time into your timeline for writing your paper to have a third party thoroughly proofread your last draft. Consider finding someone who is a native-speaker of the language you are writing in.
* Use a dictionary.
* Use correct punctuation, capitalization.

Example of a Table of Contents:

List of Figures

List of Tables

List of Abbreviations

1. Introduction
2. Background
3. Methodology
4. Application
5. Conclusion

Bibliography

Appendix

Pagecount

Please refer to the current conditions of study (Studienordnungen) with regards tot he length of your paper. Deviations of +/- 10 % are permitted. Only pages of content (pages with Arabic numbering), will be counted in the total length, including figures and tables. Should you include figures and tables that take up an enitre page, you also have the option of including these as an appendix.

Table 3.3: Length and timeframe for an academic paper

|  |  |  |
| --- | --- | --- |
|  | Timeframe | Length |
| Seminar paper | 1 Semester | 15 Pages |
| Bachelor paper | 12 Weeks | 30 Pages |
| Master paper | 5 Months  | 60 Pages |
| Diplom paper | 3 - 6 Months | 50 – 70 Pages |

Submitting your paper

Bachelor, Master and Diploma theses are to be submitted in duplicate by specific deadlines to the examination office. Seminar and term papers must be submitted to the Chair of Production and Logistics by the appointed deadline; only one copy of these papers is necessary. In order to reduce cost and material consumption, you may print double-sided.

For information on submitting the digital version of your thesis to the Examination Office, please visit the website of the Examination Office <https://www.uni-goettingen.de/de/574061.html>.

Additionally, please send a digital version of your final paper (in Word, or when applicable TeX, and also as PDF) to produktion@wiwi.uni-goettingen.de. The documents should be named as follows: Lastname\_Shorttitle\_Year.

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1. The SI units, or International System of Units, refer to the unit names and symbols. It is the modern, standardized form of the metric system which is widely used to measure length (meter, m), mass (kilogram, kg), time (second, s), electric current (ampere, A), amount of substance (mole, mol), luminous intensity(candela, cd), thermodynamic temperature (kelvin, K). [↑](#footnote-ref-1)
2. The numeration is consecutive and continual throughout the entire text; numeration does not reset at the beginning of a new page or chapter. An example for a footnote: Font: Arial, 10 point, Tabulator Stop set to 0,5 cm, hanging indent at 0,5 cm, spacing before the note at 0 point, 6 point after. [↑](#footnote-ref-2)