

## Guidelines for writing a seminar paper (and a BA or MA thesis)

### Aim

In a seminar, students have to cope with the relevant scientific literature and write a term paper drawing on this literature. Usually, as a starting point, students receive one or more references as an introduction to the topic. It is a part of the course requirements to search then for additional relevant scientific literature.

Valuable tools for literature search are:

- Social Science Citation Index via Web of Knowledge ([www.webofknowledge.com](http://www.webofknowledge.com))
- Google Scholar (<http://scholar.google.de>)
- "Econis Datenbank", "Institut für Weltwirtschaft" in Kiel (<http://www.zbw.eu/datenbanken.htm>)
- „Econlit Datenbank“ ([http://info.ub.uni-frankfurt.de/fach\\_liste.html?fach=wivi](http://info.ub.uni-frankfurt.de/fach_liste.html?fach=wivi))

Newspapers and magazines, like "Spiegel", "Focus" etc., are not considered scientific literature. Avoid using them, except for illustrating the public debate on your topic or to give some motivation (usually in the introductory chapter of your paper, see below).

Beware of using expert reports that were commissioned by some group of interest, e.g. Greenpeace or trade unions. While they may be executed in a proper manner, there is a substantial risk of them being biased.

Try to avoid online resources. If you use online resources, pay attention to the reliability of the information and report the date of access.

**Note:** Academic journals usually provide PDF downloads of their published articles. These downloads are not considered online resources in the sense of the preceding remark about online resources. In fact, you are explicitly encouraged to use them. A list of journals that are considered to be usually of decent quality can be found, e.g., at <http://www.handelsblatt.com/downloads/9665428/1/journal-ranking.pdf> (the higher weight, the more respected the journal tends to be).

### Main body of paper

The term paper should describe the main arguments of the literature in your own words based on your own red line. Do not give just pure lists of keywords!

Stick to your topic! Do not write on topics of other seminar participants. If you "accidentally" read something on another seminar topic while searching for literature, you can contribute your knowledge in the discussion during the seminar meeting.

Your term paper (or thesis) should be written in a way that allows other students in the same semester to understand it without reading the original literature. Use a clear and accessible description, but avoid colloquial language. Clearness requires an accurate style. Do not use imprecise

expressions like “several countries import great quantities of some goods” and avoid judgments unless you give a clear basis for your judgment.

The first chapter of your paper will be the introduction, in which you explain the specific (research) question(s) and the composition of your paper. Your introduction should explain and motivate the focus of your paper and may name aspects that are beyond what the paper can deal with.

Elaborating on a precise question will help you separate relevant from irrelevant literature. Stick to your hypothesis and connect the chapters of your paper/thesis with regard to your initial research question. Single chapters should not stand alone but rather lead to the next chapter/idea/thought. Use tables and graphs in order to illustrate your arguments.

The last chapter will consist of your conclusions, i.e. the answers towards the question, based on the arguments in your paper. Give a short summary of your paper and provide a policy maker perspective. Do not make ad hoc personal statements, but try to conclude from what you have learned from the literature and empirical evidence. In the last chapter you may also give your outlook for further research or developments based on the information you gathered in the text.

### Giving references

We expect you to express yourself in your own words. Copy and paste from other people's work is strictly off limits. Copying word-by-word of external texts (completely or partially) as well as translating literally, is no adequate seminar performance, but plagiarism. Copying without quotation is prohibited and will end in failing the course or the thesis.

You have to indicate clearly all references in your text, including origins of graphs and charts. The word “reference” does not only refer to direct or indirect quotation, but also any usage of other peoples’ thoughts and papers. Try to use “short references” by indicating name, year of publication and page used in your text, for example “Huber (1987, p. 56)”. The complete bibliographical reference (including editor, location, journal, etc.) is located in the reference list, NOT in a footnote.

Generally, include references in-text and not in footnotes. Use footnotes only in context with explanatory sentences, for example “[1] In contrast to the presented arguments, Huber (1987, p. 56) states...”

Every reference has to be listed in the reference list at the end of the term paper (see below). There is a one to one correspondence between references in the text and in the list of references.

Try to avoid direct quotations, because they will most likely not fit to your style of writing. In addition, frequent direct quotations may be a signal to the reader that the author has not fully understood the argument and wants to hide behind the quote avoiding to use his/her own words. If a quote seems necessary, use quotation marks for the text you have quoted. Use three dots [...] to indicate gaps in the quotation and point to additional included or omitted emphases by using footnotes or in brackets [ ]. Example: [emphasis in the original] or [emphasis added]. If you translate a quotation, you may give the original text in a footnote. If you detect a typo in the original you should reproduce it in the quote and use [sic] after the misspelled word to indicate.

Before handing in your term paper, we strongly recommend to let other people read it. Even if the person (e.g. your partner) is not a fellow student, he or she may be able to check whether your essay

is understandable or if you made mistakes in your style. Linguistic mistakes, like spelling mistakes and grammatical errors, influence the grading negatively in two manners. First, they signal insufficient accuracy. Second, grammatical errors may make it difficult to understand what you want to say.

Explain all your graphs and charts. No chart or graph must go unmentioned and undescribed in the text. Provide the source of the data in a note to the table or graph.

Long mathematical derivations, table and graphs which are not directly necessary in order to understand your arguments within the main text can be placed in an appendix.

### Layout

We propose the following specifications for your layout:

- Margin: on the left 3 cm, on the right 2.5 cm, at the top 2.5 cm, bottom 2.5 cm
- Spacing: 1.5, font size: 12 pt, font: Times New Roman
- Footnotes: single-spaced and font size: 10 pt

A term paper should usually be some 15 pages (excluding possible appendix and reference list).

A BA thesis should not be longer than 30 pages (+-10%) and a MA thesis not longer than 40 pages (+-10%); in both cases excluding appendices and references lists.

Every graph and every chart in a term paper or thesis has its own title and numeration. Number graphs and charts consecutively.

Every page (except the front page) has a number. Page counting starts with your introduction (page 1). Use Roman numerals (I, II, III, ...) for pages before your introduction (e.g. table of content and list of abbreviations).

Order:

- Front page
- Table of contents
- If necessary: list of used acronyms, graphs, charts and symbols used throughout your paper
- Main text, starting with the introduction and ending with the conclusion
- Reference list
- Appendix

The front page of a term paper or thesis contains: Title (and in case of term paper possibly number) of your topic, title of seminar (in case of term paper), name of lecturer, chair, date, your name and address, telephone number, e-mail address, major, number of semesters studied, and (voluntarily)

your matriculation number. **Use the exact title as it is written on your thesis registration form or in the syllabus!**

**Do not alter the title** without written permission! The examination office will refuse to accept your bachelor's or master's thesis if you depart from the title initially agreed on. This also holds for seminar papers!

When **in a seminar** you are asked to hand in a PDF version of your paper or your presentation slides, make sure that you remove all personal information on the front page, except for your name, as the PDF version will usually be distributed to your fellow students in the same course.

### Statutory declaration

All written term papers and theses have to include a signed declaration. For a template, see [http://www.wiwi.uni-frankfurt.de/fileadmin/user\\_upload/dateien\\_pruefungsamt/Formulare\\_Merkblaetter/Ehrenwoertliche\\_Erklaerung.pdf](http://www.wiwi.uni-frankfurt.de/fileadmin/user_upload/dateien_pruefungsamt/Formulare_Merkblaetter/Ehrenwoertliche_Erklaerung.pdf)

### Reference list

Every paper contains a reference list at the end. Pay attention to a consistent style. We recommend the following style.

#### a) Books:

Brynjolfsson, Erik, and Andrew McAfee, 2014, "The Second Machine Age: Work, Progress, and Prosperity in a Time of Brilliant Technologies," New York: W. W. Norton & Company.

#### b) Essays from anthologies and collected volumes:

Binswanger, Hans Peter (1978): "Induced Technical Change: Evolution of Thought", in: H. P. Binswanger and V. W. Ruttan (eds.), *Induced Innovation: Technology, Institutions, and Development*, Baltimore: John Hopkins University Press, pp. 13-43.

#### c) Journal articles:

Graetz, Georg and Guy Michaels, 2018, "Robots at Work," *Review of Economics and Statistics*, Vol C, No.5, pp. 753-768.

d) If you use unpublished papers, for example discussion or working papers, make sure the paper actually is unpublished. If it has already been published, always cite the published version. If the paper indeed is unpublished, you may cite it like this:

Berg, Andrew, Edward F. Buffie, and Luis-Felipe Zanna, 2018, "Should We Fear the Robot Revolution (The Correct Answer is Yes)," IMF Working Paper 116.

e) "Internet Sources". If, despite all your efforts to find "hard" literature, you can only cite internet sources to back important facts or claims, you may do so as follows:

OECD (2011). Public comments received on the administrative aspects of transfer pricing, [http://www.oecd.org/document/54/0,3746,en\\_2649\\_33753\\_48340470\\_1\\_1\\_1\\_1,00.html](http://www.oecd.org/document/54/0,3746,en_2649_33753_48340470_1_1_1_1,00.html), accessed 8 September 2011.

Preston, Peter (2011). Treasure islands: Tax havens and the men who stole the world by Nicholas Shaxson, The Guardian, <http://www.guardian.co.uk/books/2011/jan/22/treasure-islands-tax-havens-shaxson-review>, accessed 7 October 2011.

With reference to e), please note what Wikipedia says about citing Wikipedia in scientific papers ([http://en.wikipedia.org/wiki/Citing\\_Wikipedia](http://en.wikipedia.org/wiki/Citing_Wikipedia), accessed 13 December 2011):

"As with any source, especially one of unknown authorship, you should be wary and independently verify the accuracy of Wikipedia information if possible. For many purposes, but particularly in academia, Wikipedia may not be an acceptable source; [hyperlink reference omitted, the author] indeed, some professors and teachers may reject Wikipedia-sourced material completely."

List all references in alphabetic order of the author's surnames. List chronologically in case you cited more than one paper of an author. If your order is still not clear, list the titles alphabetically and add "a", "b" etc. to the year of publication, so the reader can allocate the citation to the appropriate paper.

Acemoglu, Daron, and Pascual Restrepo, 2018(a), "The Race between Man and Machine: Implications of Technology for Growth, Factor Shares, and Employment," American Economic Review 108(6), pp. 1488–1542.

Acemoglu, Daron, and Pascual Restrepo. 2018(b). "Modeling Automation." AEA Papers and Proceedings, 108 : 48-53.

### Bachelor's and master's theses:

For turning in **bound hard copies**, please observe the rules by the examination office.

### Presentations in seminars:

- Time limit: usually about 20-25 minutes (depends on number of participants, t.b.a. before the seminar)
- It is not possible to present all aspects of the topic in such a short time. Therefore, it is important that you make your main point. Sometimes you will need to refine and narrow your topic for the presentation.
- Practice your speech before you give it.
- Do not exceed the time limit.
- Usually in a presentation, graphs and examples are better than complicated formulas and derivations.
- Use a beamer for your presentation.
- Avoid repeating the presentations of your fellow students. If you notice intersections with your presentation, make that aspects short and mention that this was already said before. Use the time you have saved by going into details of your main statements.
- Pay attention to your audience.
- Keep eye contact to your fellow students and do not read off your presentation!
- Speak clearly and loud so as to be audible to your audience.
- Take possession of the "stage". Do not "hide" behind the desk or computer.

This guideline is in part provided with courtesy of Professor Alfons Weichenrieder.