# #Topic

*Type of paper (Diploma-, Bachelor- or Master-Thesis)*

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# Table of contents

# List of figures



The list of figures contains all figures used in the work (both in the text section and in the appendix). The number of the figure (figures are separately and consecutively numbered), the title of the figure (each figure has to be titled) as well as the respective page number have to be stated. Page numbers should not be hyphenated (“-“).

# List of tables



The list of tables contains all tables used in the work (both in the text section and in the appendix). The number of the table (tables are separately and consecutively numbered), the title of the table (each figure has to be titled) as well as the respective page number have to be stated. Page numbers should not be hyphenated (“-“).

# List of abbreviations

| | |
|---|---|
| MVP | Minimum Variance Portfolio |
| CAPM | Capital Asset Pricing Modell |

Abbreviations should be used as few as possible. Commonly used abbreviations such as “EStG” are acceptable. However, they cannot appear in headings. It is not permissible to use abbreviations for convenience (i.e. F for Finance). In specialist areas, commonly used acronyms are permitted (i.e. BA, MBA, PhD). Just as well abbreviations of magazine-names (e.g. ZfB, JoF, BFuP) are accepted. Those categorically have to be included in the list of abbreviations. The same applies for the abbreviation of institutes, organizations or companies (i.e. BMW, UN, UNESCO, IMF). The list of abbreviations is to be in alphabetical order, and does not include the general commonly-used abbreviations. It must be pointed out that all other abbreviations, particularly those only used in the list of references (e.g. ZfB, ZVersWiss), are defined in the list of abbreviations. Particular or rather issue-specific abbreviations have to be explained in the text the first time they occur.

To form plurals of abbreviations, add s alone, without apostrophe (PhDs, IQs, vols., Eds). Use hr for hour or hours, min for minutes, s for seconds, m for meter or meters (all in plain text, no period, no bold font). In using standard abbreviations for measurements, like m for meter, do not add an s to make it plural (100 seconds is 100 s).

# List of symbols

$\mu$: Return expectation value

$\sigma$: Volatility

Symbols represent specific abbreviations, which are particularly used in quantitative papers. Symbols facilitate formal illustration as well as the demonstration of statistical models, thereby they encourage efficient scientific communication. The list of symbols is to be in alphabetical order, arranged by the beginning of the word, and contains a compacted explanation. Symbols have to be explained in the text the first time they occur. Attention should be paid to the congruence of the applied symbols in the work to the literature.

# 1 General

This guideline manual serves as a reference for the formal preparation of scientific papers (seminar papers, bachelor and master theses, dissertations), and for understandable, accurate and proper scientific work. The guidelines for writing research assignments are supposed to provide assistance to the reader by highlighting basic principles and preferences of the faculty. It is not intended to present a comprehensive regulation.

Nevertheless, it goes without saying that style and content have to conform to the standard of a scientific paper. In particular, phrases such as "one/you can see" or the like should be avoided.

For a more comprehensive description how to write a scientific paper, we refer to further literature (e.g. *American Psychological Association (2009)*: Publication Manual of the American Psychological Association, 6th edition, Washington.)

Principally English- or German-language should be used.

# 2 Formal Requirements

## 2.1 Components

Required components of a scientific work are (in the common sequence):

- Cover-page (unnumbered)
- Table of contents (Roman numbered, without being included in the table of contents)
- List of figures, in case figures have been used in the text (Roman numbered)
- List of tables, in case tables have been used in the text (Roman numbered)
- List of abbreviations, if necessary (Roman numbered)
- List of symbols, if necessary (Roman numbered)
- Text (Arabic numerals)

- Appendix, if necessary (Arabic numerals)
- Bibliography (Arabic numerals)
- Honorable declaration (*for Bachelor- and Master-Theses only*, unnumbered)

The cover of a seminar paper should include the chair, the course, in which context the paper has been compiled, as well as the semester, in which the paper has been assigned. Furthermore the topic and name of editor have to be declared. The same applies to Diploma-, Bachelor- and Master-Theses.

The organization of the work is represented by the table of contents without the topic of the work being repeated. In this register the list of figures, the list of tables as well as the list of abbreviations and the list of symbols precede the outline of the main text. The appendix (if existent) is then followed by the bibliography and honorable declaration, which conclude the work. Although registers such as the list of abbreviations or figures are often unnecessary in seminar papers, they should be included in Diploma-, Bachelor- or Master-Theses as soon as abbreviations or figures are used in the text.

## 2.2 Page numbers

Pages preceding the text section are to be numbered consecutively with Roman numerals. The text component and the following sections (appendix, bibliography) are to be numbered consecutively with Arabic numerals. The page number has to be placed concentrically or at the right, at the bottom of the text body. An exception is the cover page because the cover page does not count.

# 3 Outline

## 3.1 The role of the outline

The outline of a scientific work should mirror the content as well as the structure of the paper. This implies that accurate and significant headlines for single sections have to be chosen. The appropriate and logic arrangement of the scientific content is considered to be an essential purpose of scientific papers. In this context the outline becomes important.

## 3.2 The formal presentation of the outline

This section deals with the terminology of sub headings. In this context Arabic numerals are assigned to the sections of the text body. Subordinate headings are labeled with two digits, the first one referring to the part of the work and the latter referring to the order in which sections are arranged. This scheme holds for each rank of segmentation. Digits are separated by dots, whereas the last point is omitted. The advantage of decimal classification is the coordination of sections in the overall structure of the work. Moreover there are no limits to the depth of the outline provided that the depth is in proportion to comprehensiveness of the work.

Headings -even headings of the main part- should not perfectly match the title of the paper. Headings of the text body including the indexing (e.g. 1.2) have to be consistent with the wording of the outline and represent indicators of subsequent contents. The subsequent deliberations must not grammatically refer to the heading. The heading should not be a part of the first sentence. The heading itself must not constitute a completed sentence or include substantives followed by relative clauses. On principle headings have to be written out so that abbreviations such as “etc.” are impermissible.

It must be pointed out that the decimal classification only refers to the text body, i.e. the list of contents, figures, tables, abbreviations and symbols as well as the bibliography, appendix and the honorable declaration appear in the table of contents without decimals.

## 3.3 The logical structure of the outline

An outline decomposes the subsequent text in separate sections, which are diversely interrelated. In this context single parts and connections have to become apparent.

Content and comprehensiveness should be equally weighted in each section of the same rank (items, sub-items etc.). That does not imply that respective sections have to be of equal length. In fact, the introduction of a paper is for the most part shorter than the main section. Nevertheless, other structural criteria would have to be found, if e.g. one of four sub-items were longer than all the rest together. Basically each sub-item at the lowermost rank should comprise at least half a page of text. Using sub-categorization a sub-item 2.1 should be followed by a sub-item 2.2, otherwise sub-categorization appears to be unnecessary.

Furthermore it has to be pointed out that the issue stated in the heading of a section is adequately illustrated by the use of subsections. Single subsections should be attributable to their collective heading of the section, which has to be appropriately chosen. The collective heading is not immediately followed by text but rather by the first subitem and then its text. It is absolutely necessary that each section and subsection of the work is mentioned in the outline.

### 3.3.1 Introduction

Use the first few paragraphs to briefly and precisely identify the specific topic, provide relevant background data, define the problem and objective of the paper, and establish the direction for the course of the investigation. The subject of the paper is to be clearly defined and limited. The background discusses a few key sources concerning the subject matter. The problem definition explains the reasons, factors, and developmental tendencies which make the selected topic important and relevant. The goal of the investigation explicitly explains what the author intends to achieve. The course of the investigation should contain more than the structure of the paper. Therefore, the main topics should not just be listed, but the proceedings, the structure and the choice of emphasis should be justified content-wise and proven methodologically. The purpose of the introduction is to set premises for the development of the entire research paper.

**Role**

- Integration of the topic within the literature
- Depiction of the objective targets and the problem as well as the obtained knowledge
- A rough description of the approach

**Number of pages:** approx. 2 pages

**Hints**

- Do not expand too much
- Avoid formulas and details

### 3.3.2 Main section

Analyze the problem definition in the body of the paper. In business administration, it is not sufficient to solely describe the correlations, but the correlations should be explained and possible recommendations for action suggested. A conceptual demarcation of topic-related terms and definitions should be placed either in the introduction before the course of the investigation, or in an appropriate place in the main section.

Data sources, additional information, and references to the appendix should be placed in the text using footnotes. Use content footnotes only for substantive information to the text. Text explanations are permissible in footnotes only in justified cases. A connection between text and footnote is established as the end of the quote (or passage in the text) and the beginning of the footnote show the same raised identification mark. In this context digits are used for identification. The numeration of the footnotes has to be continued for the whole paper.

**General guidelines:**

- Succinct and logical line of thought in the main section as well as in subsections
- Clear and distinct reference of the sections to the subject of the work
- Questions of the work should take center stage
- Not only depiction, but also critical examination
- Phrasing of transitions
- Usage of paragraphs as a structure-forming element
- Figures and tables are sometimes appropriate for clarification

- Attempt to develop the intuition out of formal conclusions of original texts!
- All reasoning has to be reflected in own words! In no case copy or translate!
- Attempt to include own ideas and thoughts!

### 3.3.3 Conclusion

The conclusion of a scientific paper should not be purely scientific in nature or a simple summary. Rather implications from statements in the text section should be made. Your interpretation and discussion of the findings should be articulated and their relationship to the problem definition should be explained. Suggestions for further scientific research could conclude the work.

Attention should be paid to:

**Conclusion** (backsight):

- Critical recapitulation of fundamental stations or reproduction of the highlights in regard to introduction and main section
- Summary of the key-findings

**Outlook** (forwards):

- Delineation of forthcoming developments
- Identify implications for praxis and research
- Develop outstanding and unsolved research questions

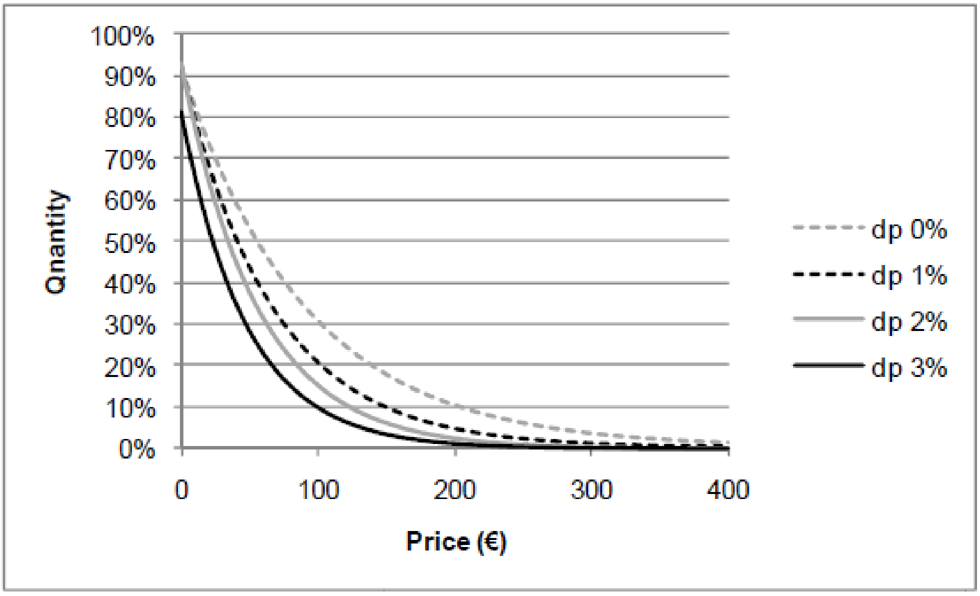
## 3.4 Figures and tables

Use, whenever possible, field functions for figures and tables. Field functions can be included by the insertion-reference and the accordant selection.

Figures and tables should only be used if they are necessary for the understanding of the thesis. They have to be referred to in the text, and their contribution to the thesis has to be made clear.

Also, figures and tables have to be self-explaining. Therefore, axes and functions have to be labelled, and tables need to have a footnote that briefly explains the content.

*Figure 1:* *Price-demand curves*




*Note*: The figure shows the estimated price-demand curves for each default probability (dp). Demand is expressed as the percentage of the market size.

*Table 1:* *Insurer's optimal safety level under price regulation*

| Contractually agreed default probability (safety level) | $Q$ | Optimal $\pi$ in € | $Q\pi$ | $SHV_{actual\_dp\%}$ in € | Actual dp | $SHV_{promised\_dp\%}$ in € | $RM_{dp\%}$ in € | $SHV_{ensured\_dp\%}$ in € |
|---|---|---|---|---|---|---|---|---|
| 0% | 107 | 40.00 | 4280 | 831.59 | 28.79% | 389.09 | 442.50 | **300.59** |
| 1% | 93 | 39.60 | 3683 | 741.59 | 32.13% | 308.35 | 433.23 | 221.71 |
| 2% | 83 | 39.20 | 3254 | 674.44 | 40.12% | 244.46 | 429.98 | 158.47 |
| 3% | 65 | 38.80 | 2522 | 564.26 | 41.00% | 174.59 | 389.67 | 96.65 |

*Note:* The table provides the insurer's optimal safety level with constant equity $E_0 = 100€$, a cost rate $c = 20\%$, a risk-free interest rate $r_f = 10\%$, and a market size of 181 potential policyholders. Insurance premiums cover only the expected losses. The variables are defined in Table 4.1.

Reference to: Table 1 und Figure 1.

## 3.5 Empirical studies

The necessity of an empirical study requires an explanatory statement. The content correlation between theory and empirical study should be considered. The latter should exclusively serve as an examination of the developed theoretical solutions of the investigated problem. An empirical study can be structured as follows:

- Problem definition and objectives of the empirical exercise
- Statements about measurement theory (if required and reasonable)
- Specification of the information sources
- Specification of the survey-form
- Specification of the population
- Designation of the random sampling
- Methods of the data-survey
- Evaluation and interpretation of the data
- Confirmation or rejection of the hypotheses
- Conclusions

Almost always the objective is to verify possible theoretical findings on the basis of empirical outcomes and observations. It can go from econometrical studies on the subject of the work to practical example cases out of enterprises, used for illustration. A distinction has to be drawn between empirical outcomes (results out of computations) and examples (case studies, anecdotes). The latter are important for illustration and valuable for plausibility checks, but of course they do not have a comparable explanatory power. It is important that at least the idea of applied statistical and econometrical methods is understood (i.e. statistical and econometrical reference books should be used for look-ups). Standard methods should not be extensively explained in the text. Instead greater importance should be attached to the "why" and "how" of a method. It is relevant, why a specific method has been used (and why it has been preferred to another method) and how the method has been applied (specifications, input parameters etc.). Again, original texts should not be copied.

# 4 General Comments

## 4.1 Debating in scientific works

- Accurately timed and precise definitions of terms and concepts (possibly use literature)
- Examination of the relevance of statements
- Bridge the gaps and avoid leaps in argumentation
- Make up a “golden thread”
- Pay attention to consistency
- Take care of coinciding statements (do not target the same issue several times)
- Corroboration of statements (e.g. by referring to generally accepted theorems and theories or statements of renowned experts etc.)
- Avoid alleviating formulations such as „I believe“, “I´ve got a notion, that …”, “It can be assumed”
- Make statements which are rich in content
- Designation of extrinsic ideas (this is true for significant ideas that are adopted, but not for trivialities).
- Critical distance to statements (Printed sentences can be as incorrect as spoken statements)

## 4.2 Language and Style

The language should be factual, accurate, intelligible, basic and simple.

**Hints**

- Consistent and continuous deployment of terms and conceptions
- Accurate application of foreign words

**Avoidance of**

- Colloquial formulations, sloppy language, flowery phrases, meaningless expletives (though, quasi, in a way etc.), technical jargon, long combinations of words
- Phrases such as „It is a matter of common knowledge“, „It is obvious”, “That goes without saying”

# 5 Realization and Layout

Orthographical and grammatical properness as well as punctuation and the completeness of sentences have to be taken care of when writing a scientific paper. The valid orthography has to be used. In general accentuations within the text are permitted, whereas underlines are undesirable.

The extent of scientific papers has to comply with the following: Seminar papers: 15 pages; Bachelor-Theses: minimum 30, but no more than 40 pages; Master-Theses: between 60 and 80 pages. Deviating regulations are indicated by the respective chair when the topics are assigned. Denoted numbers of pages only refer to pure text bodies excluding the appendix. Following requirements with respect to the formatting of the text body have to be met:

- **Font** is consistently Times New Roman (standard-spacing).
- The **font size** is 12 in all text sections and 10 in footnotes. (Titles should be distinguished from the text and may be enlarged.)
- The **line spacing** in the text should be 1 ½ spaces (after paragraphs additional ½ spaces). The line spacing in the footnotes should be 1 space.
- The **margins**: left: 4 cm / right: 2 cm / top: 3 cm / bottom: 2 cm.
- The page number has to be set in the **foot line** (preferably centrally arranged, enclosed by dashes).

- The text should be **block style**, the footnotes in block style with indentions, whereby special attention should be paid to the correct hyphenation of words. Text-gaps have to be avoided.
- A horizontal line distinguishes the footnotes from the text body.

Miscellaneous formations such as the assessment of spaces between paragraphs, sections, chapters as well as the arrangement of headings etc. have to produce an appealing typeface. Single pages should not appear densely packed in order to save space. Indentions at the beginning of new paragraphs are no common practice anymore. The typeface has to be maintained consistently throughout the whole script.

In case figures and tables are included in the work (be it in the text body or the appendix), references will have to be made in the text (e.g. via footnotes). Used figures and tables have to be elucidated and content-related connections depicted. It is not enough just to point to them. Numerical data and figures should only be incorporated when they are meaningful and relevant (attention should be paid to the confined extent of the work).

Diploma-, Bachelor- and Master-Theses are to be bound with a firm cover. The back of the work has to be marked with the name of writer. Seminar papers are to be delivered in a slot binder or eyelet fastener only.

The paper should be DIN A4-Format and of standard, good quality and only printed on one side.

# 6 Research Documentation

## 6.1 Quotation liability and Quotation capability

If the author bases his academic work either logically or literally on the cogitations of others, this must be quoted. Thereby it is indicated that the expressed opinion or idea does not originate from the author, but after consideration, the author is of the same opinion and would like to use the argumentation to support his own argument or disagrees with the argumentation and would like to counter-argue against it. It is the fundamental idea and chief motive of citation to understand statements as a mixture of personal contribution and the application of external ideas of existing sources.

Exoneration from the quotation liability only exists if the idea is common academic knowledge. Otherwise, it is considered a serious violation of the academic nature to use external ideas without explicitly referencing the sources. **A violation of the quotation liability, also called plagiarism, leads inevitably to an evaluation of the work with a „failing“ grade (F).**

Quotable is everything that can be retraced and controlled by the reader. Normally this is the case for released works. According to that unpublished Diploma-, Bachelor- and Master-Theses, lecture notes etc. are not quotable.

Non-public, non-common knowledge sources (i.e. statistical material of a corporation, interviews) are to be submitted as annexes (at a minimum extracts) together with the paper and are then quotable. However, before using such sources, the originator's permission must be obtained. In case this is not feasible, the writer has to provide access to applied sources on inquiry of the chair.

## 6.2 Quoting rules

When applying external intellectual property – whether as literal quotations or as logical adoption– an exact, and if possible, actual source is to be indicated. The literary source must be verifiable; the exact page number must also be included. A general reference to an academic discussion („The literature will be in conformance with …“) requires the unconditional citation of the most important sources, in order to be able to prove it. For every quotation, the following **three rules** apply:

### 6.2.1 Immediacy

Quotations are to be taken from primary sources and not from secondary sources. If the primary source cannot be established or found, the secondary source may be quoted, provided that it is the most reliable source. Original sources should be named in the reference list and footnotes, aside the secondary source, with the notation „[original source] quoted according to: [secondary source]“. The abbreviation “cf.” induces an annotation, which contains suggestions of continuative literature, works of fundamental relevance or sources of converse or nuanced opinions. This abbreviation can also be used for the purposes of cross-references within the own paper.

#### 6.2.2 Accuracy

The literal accuracy refers to obsolete and false diction (spelling) or punctuation. Orthographical or content mistakes in the original source should be taken over. With an exclamation point [sic!] the author notes that the mistake did not happen during the transcription. The literal accuracy also requires that modifications of the original source text have to be indicated:

- **Personal amendments** have to be set in squared brackets.
- **Curtailments** are indicated by three points in squared brackets.
- **Personal accentuations** of parts of the quote have to be marked with the comment “(Accentuation(s) are non-existent in the original text)”

In case of extensive omissions it is recommended to close the quotation. The continuation is inserted as a new quote after a transmitting text. Ellipsis has to be used when citations start or end in mid-sentence. Generally the precise page number of the source is to be quoted. If the reference ranges over two successive pages of the literature source, the page number should be followed by the supplement “f” (and the following one) in the footnote. If the reference ranges over more than two pages, the first and the last page of the quote will have to be declared. The supplement “ff” (following pages) is not permissible due to the fact that the reader is kept in uncertainty about what exact range is referred to. Already in the first citation a shortened reference in the footnote to the source is sufficient, which includes the surname and perhaps forename of the author(s) as well as the page number and the year as a distinct indication of the cited work.

For shortened quoting forms the following structure applies (Surname, forename and year have to be italicized and written in small capitals):

Surname (Year).

**Example:**

The reference list declares a source as follows: Sommer, D. (1996): ‘The impact of firm risk on property-liability insurance prices.’ *Journal of Risk and Insurance* **63(**3): 501-514. If citations of this work are used, the following shortened quoting form is to be applied throughout the paper:

> Sommer (1996).
>
> In case several disquisitions of one author, published in the same year, are cited, the date is followed by lowercase letters (a, b, c etc.)

If one footnote refers to several works, the listed references will have to be distinguished by semicolons. Example: Cf. Sommer (1996); Zanjani (2002); Nguyen (2008).

Foreign Language Texts may be quoted literally, word-for-word, or as translated texts (here it is advisable to consult the respective chair). According to the quotation rule “accuracy”, the literal quotation should be taken over in the corresponding language. A translation can be included in the footnote when the author notes that it is a translation of his or her own. This is only appropriate for texts or sources that are in a language other than English. For analogous translations of foreign language sources the reference requirement applies just as well.

### 6.2.3 Advisability/Usefulness

A quotation should contain information which was important to the person quoted. A compromise of the following rule is inferred: The quotation must be comprehensive enough, but should also not be more extensive than is necessary to serve the purpose. For the coverage, one’s own train of thought is decisive. For this reason, literal quotations should be used very sparingly and should only be employed when

- One could not demonstrate the idea better or more concise in one’s own words
- The meaning depends on the exact wording
- It is a matter of a particularly original formulation

- It is about a text-critical discussion or argument, and one would like to analyse or interpret the author’s statements
- Foreign literature serves as a supplement to analogous translations, so that the reader can determine if the author translated the text correctly

## 6.3 Citation formats

The beginning and ending of literal quotes are to be distinguished from the text by the use of double quotation marks (“”); a quote within another quote has to be labeled with single quotation marks (’’). The footnotes-sign has to be placed at the end of the literal quote. **In case of literal quotation, the indicator “Cf.” in the footnote is no longer accurate.**

If a quote only gives the gist of an idea without literally citing, the indicator “Cf.” will have to introduce the source in the footnote. The extent of the corresponding adoption has to be clearly identifiable. The position of the footnotes-sign demonstrates the extent of validity:

- At the end of the sentence (after the last point): valid for the whole sentence or paragraph
- In the middle of the sentence: valid for the part of the sentence up to the foot-note-sign

Footnotes within headlines are not allowed.

Shortened quoting forms are to be used when referencing. In this context an apparatus of footnotes has to be attached to the bottom of each page, which contains the name of the author, the year of publication of the cited source and respective pages (e.g.[1]). (See also 6.2.2 Accuracy)

[1] Cf. Kahneman, Tversky (1979), p. 270.

Footnotes-numbers have to appear raised in the text-body. A horizontal line separates the apparatus of footnotes from the text-body. The line spacing in the footnotes apparatus should be 1 space and the font size 9 or 10 pt.

If information about the author, place or year of publication of is missing, this should be explicitly stated in the quote: N.N., N.P., N.D.

Particular importance is attached to the year of publication. If this information is missing, a compensatory year will have to be declared whenever an appropriate dating is possible (e.g. the dating of the preface). In those cases the source of the compensatory year has to be added in brackets, e.g. 1975 (preface). The same procedure can be applied to a missing place of publication.

## 6.4 Bibliographical requirements

In general the fundamental literature is concretized in the course of the preliminary discussion with your adviser. That does not mean that individual literature research is not necessary any more. Rather unintelligible concepts such as technical terms, mathematical methods as well as the approach of game theory have to be looked up. Those concepts have to be described in the writer´s own words and referenced in a footnote.

The scope of literature

- Textbooks
- Monographs (dissertations, habilitations)
- Articles of relevant professional journals (e.g. Journal of Finance, ZfB, …)
- Edited books (field manuals, anthologies, festschrift, …)
- Articles of concise dictionaries
- Working papers
- Internet

Search

- Databases of Goethe University Frankfurt (Elektronische Zeitschriftenbibliothek (EZB) of Goethe University Frankfurt, EBSCO, JSTOR, Science Direct etc.)
- Internet (Google Scholar, SSRN for Working Paper)
- References in already existing literature etc.

The list of references (bibliography) is an essential attachment to every scientific work. This register summarizes the indications of sources outlined in the footnotes. In other words only those sources are listed, which have been named beforehand in the footnotes. Using programmes like Citavi or BibTex (for Latex documents) helps to create a complete list of references that doesn't contain any references that haven't been used in the text body.

All literature sources have to be listed in the same register, which means the subcategorization of literature types (books, articles of journals, internet sources) is inadmissible. Cited literature sources are arranged alphabetically by the name of the author. In case of citing several titles of the same author they are sorted by year in an ascending order (1970 before 1980). If the author is unknown, in place of the author´s name the abbreviation "N.N." will have to be quoted and accordingly alphabetically arranged.

The bibliography contains comprehensive references in order to explicitly identify sources. Each bibliographical reference has to be closed with a point. It is required to italicize as well as to use small capitals for the name of the author and the year, so that the register becomes more readable.

### 6.4.1 Monographs

A correct bibliographical reference to a book consists of the following declaration (in the order and notation stated):

Surname of the author, Fn. of the author (Year) '*Title of the work'*, place(s) of publication, publisher.

Neither the book cover nor the jacket is decisive for this information, but rather the detailed title page at the beginning of the book. Academic degrees of the authors are not mentioned. In case several (more than one!) editions are specified, the edition number has to be added to the title of the book. Additional specifications such as "extended" or "revised" must not be included. In this context it should be noted that it is preferred to cite the latest edition. If the work consists of several volumes, each quoted volume has to be listed as a single book. At this the title of the complete work appears with the number and title of the single volume. In case a book is written by several authors, all of them have to be cited. If the book is written by more than three authors and the editor is known, in place of the authors only the editor will be cited with the supplement "(Ed.)". However, the shortened quotation form of the footnotes does not quote more than three authors or editors. In those cases it is adequate to mention the first author with the amendment "et al.". The procedure of referencing several authors also applies to several places of publication.

In lieu of the author also an institution – such as an association or enterprise – can be stated.

### 6.4.2 Dissertations and habilitations

The place of publication has to be replaced by the location of the respective university in case dissertations or habilitations are cited, which have not been released by a publisher. The specification "Diss." or „Habil." has to be added behind the statement of the title, separated by a comma. Published works have to be referenced just like monographs including the respective amendment.

### 6.4.3 Articles of collected editions

The following structure applies:

Surname of the author, Fn. of the author (Year) 'title of the article', in Fn. of the editor surname of the editor of the collected edition (Ed.) *title of the collected edition*, Vol.: *title of the volume* (if existent), number of the edition (if it is not the first one), place of publication

### 6.4.4 Magazines

The following structure applies:

Surname of the author, Fn. of the author (Year) 'title of the article', *name of the magazine*, **Vol.**(No.): page numbers.

In financial contexts English-language literature or magazines are predominantly cited. For that reason "Vol." and "No." have to be consistently used even if quoting German magazines.

For online publications that areassigned a digital object identifier (DOI), this has to appear in the references. Example:

Marano, P. (2010) 'Reinsurance intermediaries: a comparison of the EU and U.S. regulatory approach', *The Geneva Papers* advance online publication 3 March, doi:10.1057/gpp.2010.6.

### 6.4.5 Newspapers

The following structure applies:

Surname of the author, Fn. of the author (Year) 'title of the article', *name of the newspaper*, No., detailed date of publication, specification of the page, page number or title of the insert.

### 6.4.6 Internet

The reference to publicized information out of the WWW (World Wide Web) should be avoided as much as possible due to the lack of verifiability. In case no other sources can be found, the following structure of citation applies:

Surname of the author, Fn. of the author (Year) 'title of the article', from <internet address>, date of publication: dd.mm.yyyy (if declared), downloaded on: dd.mm.yyyy, page number reference (if available).

Example:

Gründl,H. and H. Schmeiser (2011): 'Long-Term Guarantees and the Countecyclical Premium under Solvency II', http://www.hof.uni-franfurt.de/administrator/components/

com_jresearch/files/publications/Gruendl_Schmeiser_Long_Term_Guarantees_and_the _Countercyclical_Premium2.pdf, downloaded on: 05.06.2012.

On request of the respective chair all internet resources have to be handed in later.

#### 6.4.7 Legal texts

Laws are not included in the bibliography, but rather have to be listed in an individual list of references. Care should be taken that the most recent edition has to be used and quoted in the list of law references.

In case several editions are used and contrasted, it has to emanate from the footnote which edition has been referred to in the quotation.

#### 6.4.8 General

References have to be made for

- All borrowed, abstract ideas and concepts as well as explications of interrelations
- Not only sentences, but also parts of sentences and (if incisive and inventive) single words

No references have to be made for

- Information that can be assigned to general knowledge or which is documented in standard lexicons
- Definitions which are already established in the terminology (e.g. profit, earnings, …)

The following are not quotable:

- Lecture notes
- Seminar papers, student research projects, Diploma-, Bachelor- and Master-Theses

- Daily and weekly newspapers (with the exception of important financial newspapers)

# 7 Honorable declaration

The last page at the end of each Diploma-, Bachelor- and Master-Thesis comprises an honorable declaration in compliance with the respective examination regulations. The honorable declaration should be in the following wording unless otherwise stipulated:

I declare, that this thesis being submitted for examination is a result of my own work and research. The data and results presented are the genuine data and results actually obtained by my research. Where I have drawn on the work, ideas and results of others this has been appropriately acknowledged in the thesis and where any collaboration has taken place with other researchers, I have clearly stated in the thesis my own personal share in the investigation. The thesis has not been presented to any other examination committee or been published before.

Frankfurt, (date of submission) sgd. (personal signature of the author)

# Appendix

If necessary the appendix can appear at this point. Comprehensive data sets, which cannot be dispensed after considerable examination, can be included in the appendix. Interviews mentioned in the text of footnotes should be included in the appendix. As a basic principle references to all elements of the appendix must have been made in the text body. The inserting of copies from lexicons for the purpose of definition and **transferring text sections to the appendix is not allowed.**

Figures and tables should complete the text in concise form. Figures and illustrations should be included in the work if they are significant and relevant to the argument (within the limited scope of the paper). If extensive details of the presentation cannot be forgone, an appendix can be incorporated. All figures and tables have to be numbered separately and consecutively (i.e., there is a figure 1 and a table 1) throughout the paper with Arabic numerals. A heading should provide a precise specification of the content. References to the figures and tables of the appendix and further explanations should have been made in the text section. The exact source should be inserted with every figure and table. If a figure from an external source is incorporated without any changes, this should be indicated at the lower end of the figure with a short citation prefixed "From…". If changes or amendments are made to a figure taken from an external source, this should be indicated with a short citation prefixed "Adapted from…" underneath the figure.

Tables, calculations and source codes have to be submitted in the form of disks and CDs. Additionally a document, called „readme.doc", containing explanatory descriptions has to be included. Attention should be paid to a reasonable structure when labeling the data files.

## Bibliography

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Place, Date: ________________________

Signature: ________________________