

Management und Mikroökonomie

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Standard procedures for the writing of theses and seminar papers

Certain requirements have to be considered when writing your thesis or seminar paper. These are explained below. The explanation *does not* claim to be complete, which means you are deliberately given creative leeway you may use at your own discretion. Yet, it is important to pay attention, that the elected approach is consistently applied, and not in contradiction to the academic requirements given below.

Formatting requirements

- **Number of pages**
15 ± 5 Text pages for seminar papers (20 ± 5 for group papers),
25 ± 5 for Bachelor theses
50 ± 10 for Master theses
- **Margin**
3 cm left, 4 cm right.
- **Type face and size**
Times New Roman, 12 pt.
- **Row alignment and spacing**
Justified print, 1,5 rows

- **Page numbers**

Excluding the coversheet, all pages have to be numbered. The information pages preceding the main text (content list, symbol list and list of illustrations) have to be numbered with Roman numerals. For all the other pages use Arabic numerals.

- **Citation rules**

Basic directive: every citation must be verifiable by the reference list. Citations that are not explicitly identified as such may cause a negative assessment up to “inadequate” if they constitute verifiable plagiarism.

Direct citations begin and end with quotation marks. Indirect citations (i.e. the thoughts of an author are analogously transferred) are not marked with quotation marks. References to publications are generally not submitted as footnote, but within the ongoing text, i.e. “...Moral Hazard...(Holmström 1982).” When using direct citations the page number should be added in contrast to indirect citations.

General structure of a dissertation

- **Cover sheet**

Please consider the guidelines of the Examination Office (Information sheets for dissertations).

- **Content list**

The numbering and caption within the text and content list have to coincide.

- **Symbol list** (does not apply if symbols are not used).

The symbol list includes all used symbols and variables with definition.

- **List of illustrations**

The list of illustrations mentions all illustrations with numbers and caption.

- **Text**

The introduction leads the reader to the actual subject. It gives a brief statement of the structure, the question raised, and the essential results of the dissertation. The main section deals with the subject. Generally, the principle “from general to specific” should be applied. The study concludes with a critical appraisal and a summary. Important: The “central thread” should be recognized throughout the paper/thesis.

Equations have to be numbered consecutively. Within the text, argumentation should not only refer to the variables, but also to the fundamental economic definitions. In addition to the content, also orthography, grammar and style of the paper are assessed.

- **Appendix**

The appendix is not an imperative component of a Bachelor-, Master- or Seminar thesis/paper. Only those tables and illustrations that have not been extensively covered within the text belong into the appendix.

- **List of references**

The alphabetically sorted list of references only registers those publications mentioned within the text.

Internet sources as well as laws are to be listed as such within a separate column. Please specify the date of access when referring to Internet sources.

Different sources (i.e. journal articles, book chapters) are cited differently. You do not need to adhere exactly to the below examples, but please choose a common way of citation. You may for example use the way of citation of a renowned professional journal (i.e. *American Economic Review*, *Econometrica*). The way of citation has to be consistent for all cited data.

- Monographs

Putnam, Robert D. (2000): *Bowling Alone*. New York: Simon & Schuster

- Essays in Anthologies

Kreps, David M. (1990): „Corporate Culture and Economic Theory", in *Perspectives on Positive Political Economy*, from J. E. Alt, und K. A. Shepsle, Cambridge, UK. Cambridge University Press, 90-143

- Essays in Academic Scientific Journals

Card, David und Alan B. Krueger (1994): „Minimum Wages and Employment: A Case Study of the Fast-Food Industry in New Jersey and Pennsylvania", *American Economic Review*, 84 (4), 772-793

- Working Paper Series Essays

Martins, Pedro S. and Walker, Ian (2006): „Student achievement and university classes: Effects of attendance, size, peers, and teachers", *IZA Discussion Paper 2490*

- Unpublished Manuscripts

Hakenes, Hendrik, and Isabel Schnabel (2007): „Bank Competition and Capital Regulation“, unveröffentlichtes Manuskript, Max-Planck-Institut zur Erforschung von Gemeinschaftsgütern, Bonn

- **Affidavit**

There has to be an affidavit end of each Bachelor- and Master thesis:

“Hereby I declare that I wrote the present thesis without any assistance from third parties and with no other sources than those indicated in the thesis itself. Verbatim sentences as well as parts of sentences are cited as such. Other references are acknowledged as to the statement and the extend. This thesis (or seminar paper) has never before been presented in this or a similar form to another examination authority and has not been published yet.”

Indication of place and date as well as signature.

The assessment of your dissertation is based on the following basic questions

- Is the subject relevant, in case it has been proposed by the student himself?
- Does the question have a clear definition?
- Have the questions raised been adequately addressed
- Does the paper provide „additional value“ or does it only list up well-known facts?
“Additional value” means that learned applications and respectively patterns are applied to new problems or cases (i.e. in cooperation with firms), new data is collected and analyzed, or new theoretical thoughts are being introduced.
- Have the formal regulations been observed?