

Standard Procedures for Theses and Seminar Papers

Formatting specifications

- Page count:
Seminar paper 15 ± 5 pages (*main part*)
Bachelor thesis > 25 pages
Master thesis > 40 pages
- Page margins:
3 cm left, 2 cm right
2 cm top, 2 cm bottom
- Font and type size: Times New Roman, 12pt.
- Line alignment and spacing: Justified, 1.5 lines.
- Page numbers: Except for the cover page, all sheets are to be numbered. The main text is to be numbered with Arabic page numbers. The pages preceding the main text (table of contents, list of tables and figures) are to be numbered with Roman numerals.
- Citations: As a general rule, each citation must be verifiable with the help of the bibliography. Citations that are used but not explicitly marked can lead to a negative evaluation of the work, up to a grade of "unsatisfactory", if plagiarism can be proven. Direct quotations begin and end with quotation marks. In the case of indirect quotations (i.e. the thoughts of an author are taken over analogously) no quotation marks are used. Generally, references to publications are not made in footnotes, but within the running text, e.g., "...Moral Hazard... (Holmström, 1982)." In a direct citation, as opposed to an indirect citation, the page number should be added.
- Rankings: When conducting your literature search, please carefully select mainly well-published and cited papers. The following rankings are helpful in assessing the quality of the publication (A+, A, possibly B).
 - https://www.forschungsmonitoring.org/VWL_Zeitschriftenliste.xlsx
 - https://www.forschungsmonitoring.org/BWL_Zeitschriftenliste.xlsx
 - <https://vhbonline.org/vhb4you/vhb-jourqual/vhb-jourqual-3/gesamtliste> and <https://vhbonline.org/vhb4you/vhb-jourqual/vhb-jourqual-3/tabellen-zum-download>
 - <https://www.tilburguniversity.edu/research/economics-and-management/publications/topjournals>

Google Scholar is a very convenient tool to search for literature which also offers a function to export citations directly. Conduct your literature search in English, irrespective of the language of your thesis! If you have found an article that fits your topic very well and is well published, have a look at the introduction and motivation which papers are cited here. Maybe you find something useful.
- Bibliography: The alphabetically ordered bibliography (according to the last name of the first author) lists only the publications mentioned in the text. Internet sources and laws used should be listed as such under a separate heading of the bibliography. For internet sites, please also indicate the date on which you used the site as a source. Depending on the type of source (e.g. journal article, articles from an anthology), there are different citation methods. You do not have to follow the exact citation method suggested here. However, please choose a common citation style. For example, you can adopt the citation style of a reputable journal (e.g., American Economic Review, Econometrica). The citation style must be consistent for all works cited.

- Journal articles:
Card, David and 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 papers:
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”, unpublished manuscript, Max Planck Institute for Research on Collective Goods, Bonn.
 - Monographs:
Putnam, Robert D. (2000): *Bowling Alone*. New York: Simon & Schuster.
 - Articles from anthologies:
Kreps, David M. (1990): “Corporate Culture and Economic Theory”, in J. E. Alt and K. A. Shepsle (Eds.), *Perspectives on Positive Political Economy*, Cambridge, UK. Cambridge University Press, 90-143.
- Statutory declaration: A statutory declaration is to be included at the end of every written work (seminar paper, Bachelor or Master thesis). Please always use the statutory declaration published on the webpage of the university/examination office.
 - Software: Using LaTeX is preferred, though Microsoft Word is also possible. You find a LaTeX template on the website.

General structure

- **Cover sheet**
The cover sheet needs to contain the name of the university, (the title of the seminar), the title of the thesis, the name of the examiner/supervisor, your name, address and matriculation number, and the date of submission. You can find an exemplary cover page on the website.
- **List of contents**
The numbering and caption within the text and content list must coincide.
- **List of abbreviations** (does not apply if abbreviations are not used)
- **List of figures and tables**
The list of figures and tables with numbers and caption should each be on its own page.
- **Main text (introduction – main part – conclusion)**
The introduction leads the reader to the actual subject. It gives a brief statement of the structure, it clarifies the motivation and the question raised, and the essential results of the thesis. The main section deals with the subject. Generally, the principle “from general to specific” should be applied. The study concludes with a summary of the key findings and a critical appraisal. 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 a mandatory part of your paper. Only tables and figures that are not referred to extensively in the text belong in the appendix.
- **Bibliography/List of references**
Please consider the descriptions in the formatting requirements.