Guidelines for seminar papers and theses
[Title of the thesis, name of the seminar or similar.]

Name: First name, Surname
Subject: B.Sc. Business Management and Economics
Semester: Number of semesters
Matriculation number: XXXXXXX
Semester address: address
Submission deadline: XX/XX/2022
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I. List of abbreviations
Abbreviations frequently used in the work can be listed here, e.g.:
ECB European Central Bank

II. List of figures
Figure 1: Description / title of the figure.

III. List of tables
Table 1: Overview of the page count.
Table 2: Notes on citation.
Table 3: Case distinction for internet sources.
1 Preliminary note

Everything that is not explicitly regulated in the following can be determined independently by the students, but should then be handled uniformly throughout the entire paper. In terms of its format, this guideline document is an example for the preparation of scientific papers.

2 Stylistic and other important notes

- Use clear technical English.
- Avoid empty phrases, filler words, long sentence structures, exaggerated accumulations of foreign words or evaluations.
- Present adopted ideas and facts in your own words. It is recommendable only to discuss things that you have really understood!
- Pay attention to spelling, sentence structure and grammar. Serious deficiencies will result in a 5.0, regardless of the quality of the content. Tip: Have it proofread.
- Scientific writing must be learned (e.g. at the Writing Centre: https://www.uni-wuerzburg.de/schreibzentrum/angebote/).
- A scientific paper must comply with the general guidelines of "good scientific practice". Everything must be verifiable by third parties and any work taken over from third parties must be marked as such (see "Citation"). In the case of substantial violations (plagiarism), the work must be assessed as "poor". A plagiarism detection software is used independently of suspicion.
- The work in its present form is your performance to which you hold the copyright.

3 Structure of the work

3.1 Cover sheet

For cover sheet specifications: see example in these guidelines.

3.2 Structure of the text

- The table of content contains chapter numbers, chapter names and page numbers (analog for sections and subsections), using Arabic numbering. Example: Table of Content in these guidelines.
- Each chapter (section) has either no sections or at least two sections (subsections).
- The list of figures and tables lists all figures and tables in the text. Seminar papers do not require a list of figures or tables.
- The text begins with page 1, i.e. the table of contents, table of figures and table of tables do not count. The page numbers of the continuous text should be numbered in Arabic. The page
numbers of the tables of contents, figures and tables should be numbered consecutively in roman numerals.

- The **bibliography** (see below) lists all sources used.
- The **appendix** (if required) may be subdivided into A.1, A.2, .... This is also included in the table of contents.

4 Formatting the text

- Font size 11 point. Font Times New Roman (or related font).
- Line spacing 1.5 lines, margins 2.5 cm, justified type.
- Leave some space before and after chapter or section headings.
- New chapters do not have to start on a new page. Half-empty pages are to be avoided.
- Use paragraphs to structure your text in a meaningful way. Avoid paragraphs without paragraphs.

5 Specifics of the theses

**Table 1: Overview of the page count.**

<table>
<thead>
<tr>
<th></th>
<th>Bachelor thesis</th>
<th>Master thesis</th>
<th>Seminar paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page count</td>
<td>27 – 33</td>
<td>45 – 55</td>
<td>12 – 15</td>
</tr>
<tr>
<td>Printing and binding?</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Number of copies to be handed in</td>
<td>2</td>
<td>3</td>
<td>-</td>
</tr>
<tr>
<td>Digital copy (pdf file) to supervisor?</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Please check independently with the responsible examination office whether and how many digital copies have to be submitted to the examination office.

6 Formulas and symbols in the text

- Formulas should be created with a formula editor, written in italics and numbered consecutively.
  
  Example:
  
  \[
y = f(x),
  \]
  
  (1)

- The use of symbols in the text should be **consistent**.

7 Citation

**Tabelle 2: Hinweise zur Zitierweise.**

<table>
<thead>
<tr>
<th>Case</th>
<th>Example</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbatim quotes</td>
<td>&quot;In the long run, output fluctuations are dominated by growth, the steady increase in output over time.&quot; (Blanchard/ Illing (2004), p. 313)</td>
<td>Use sparingly!</td>
</tr>
</tbody>
</table>
Paraphrase

In the long term, production is determined more by growth rates than by cyclical fluctuations (see Blanchard/Illing (2004), p. 313).

If a longer train of thought is taken from a source, it is also possible to quote at the beginning of the text paragraph with "(cf. in the following Schmidt (2003)). This variant should be used sparingly and very selectively, since it can tempt to paraphrase long block passages from individual sources. This is not a good signal. Discussion of multiple sources should be strived for.

Source from more than two authors

(cf. Schmidt et al. (2003)).

In the text, only the first author is named with an appended "et al.".

Bundle multiple sources into one quote

(cf. Keynes (1938), Pigou (1941))

Quote from a secondary source

(Keynes (1938), quoted in Schmidt (2001)).

Only to be used in exceptional cases!

Additional notes:

- Keep in mind that ideas taken from literature which are not stated as a citation or as a reference are considered plagiarism! This does not apply to generalities or statements without any particular epistemic value (e.g. "The Second World War ended in 1945."). As a rule, plagiarism leads to a failed examination.
- Check that each source mentioned in the text is also listed in the bibliography and that each source listed in the bibliography is also mentioned in the text.

8 Citable sources

- Books, articles from professional journals or anthologies, discussion papers (working papers) and other professional periodicals as well as press products are citable.
- We only accept sources in German or English.
- Use the comprehensive research possibilities of the UB, e.g. the database EconLit, which allows online access to many economic journals, such as springerlink.com or sciencedirect.com. Attention: Works only from the IP address space of the university (at home you need a VPN connection).
- Other recommendations: JSTOR (jstor.org), RePEc (ideas.repec.org). In addition, Google Scholar is a very good research option.
- In the case of internet sources, there are a few cases to distinguish:

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1 Footnotes are to be used very sparingly. These are for additions that you feel are worth mentioning but are dispensable for understanding the text.
Table 3: Case distinction for internet sources.

<table>
<thead>
<tr>
<th>Case</th>
<th>Working papers, publications of OECD and others.</th>
<th>Electronic publication with ISSN number</th>
<th>Real internet source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handling</td>
<td>Often they exist as printed sources, so they are not &quot;internet sources&quot; in the strict sense.</td>
<td>These are equivalent to printed sources, although they do not exist in print form.</td>
<td>These must be listed with URL and retrieval date. They are citable to a limited extent.</td>
</tr>
</tbody>
</table>

- Scripts and teaching materials as well as non-time-stable internet sources are not citable. Nevertheless, they can be useful for familiarization with the topic.
- In the case of encyclopedias, only academic subject encyclopedias are permitted, but not, for example, Wikipedia!
- Examination papers such as seminar papers or theses are not citable. Doctoral theses, on the other hand, must be published and are therefore also citable.

9 Bibliography

There is no binding specification regarding the scope of the bibliography. We explicitly do not support the often heard rule of thumb "one source per page". We expect the author to familiarize him/herself with the literature beyond the given introductory literature. For seminar papers, please follow the guidelines in the syllabus.

The bibliography contains all sources used in alphabetical order. In the form of presentation you are guided by the following examples:

- In the case of a book:
- For journal articles:
- For Working papers:
  Keiser, T., McAndrews, J. (2009), Why Are Banks Holding So Much Excess Reserves?, Working Paper No. 380, Federal Reserve Bank of New York Staff Reports. [i.e., the institutional publisher of the series must be identifiable.]
- For contributions from anthologies (analogous for specialized encyclopedias):
- For internet sources:

- If an author is cited with multiple sources from the same year, a letter is appended to the year, such as:
  Schmidt, H.-G. (2001a), …
  Schmidt, H.-G. (2001b), …
  Of course, this must be consistent with the citation in the text (cf. Schmidt (2001a)).

- In the case of newspaper articles or Internet sources without an explicit author, these sources are cited with the author "w.a.". If the source is an organization as in the example above, it can also be listed as the author.

10 Graphics and tables

- In the text or in the appendix?
  Generally, graphs and tables should be placed in the text if they are important for understanding the text. Large tables, statistical material, or evidence can be placed in the appendix. Graphics should only be placed in the appendix if they illustrate facts that are only explained in the appendix. Graphics and tables must be numbered consecutively so that they can be referred to in the text. If you include graphics and tables in the text, you must also refer to and explain them in the body text.

- Adopt or do it yourself?
  In principle, self-created graphics and tables are to be preferred. However, this is sometimes unreasonable for more complex illustrations. Here, graphics (tables) can be scanned and inserted into the text. Be aware that symbols and designations of the source do not always match the ones you have chosen. You should explain this in the text. Always indicate the sources (as with citations). In the case of graphics that you have created yourself, but which are based on a literature source, cite: "(Own presentation based on Schmidt (2001), p.11)".

11 Insurance for the provision of services

Thesis title: _______________________________

Subject provided by (title, first name, last name, chair): ________________________

Submitted by (first name, surname, matriculation number): ________________________

I certify that I have prepared the above work independently and without outside assistance, and that I have not made use of any resources other than those specified in the enclosed lists. All text passages that have been taken verbatim or in spirit from third-party publications are marked as such. All sources taken from the World Wide Web or used in a digital form are attached to the work. No other persons
were involved in the intellectual work of this thesis. In particular, I have not enlisted the help of a ghost-
writer or ghostwriting agency. Third parties have neither directly nor indirectly received money or ser-
vices of monetary value from me for work related to the content of the submitted work. I hereby consent
to the performance of an electronic plagiarism check. The submitted electronic version of the thesis is
complete. I am aware that subsequent additions are excluded. The work has not been submitted to any
other examination authority and has not been published. I am aware that an untrue statement regarding
the assurance of independent performance may have legal consequences.

Place, date, signature