

Guidelines for writing a seminar paper, bachelor's and master's thesis

Date: December 2021

Content

| | |
|---|---|
| 1. Objective of the paper / thesis | 1 |
| 2. Formatting guidelines | 2 |
| 2.1 General..... | 2 |
| 2.2 Table of contents and directories | 2 |
| 2.3 Language..... | 3 |
| 2.4 Title page | 3 |
| 3 Submission..... | 4 |
| 3.1 Bachelor's and master's thesis..... | 4 |
| 3.2 Seminar paper | 4 |
| 4 Literature..... | 4 |
| 4.1 General..... | 4 |
| 4.2 Direct quotation | 5 |
| 4.3 Indirect quotation..... | 5 |
| 4.4 Secondary quotation | 5 |
| 4.5 Sources..... | 5 |
| 4.6 Bibliography | 6 |

1. Objective of the paper / thesis

In most of the seminar papers / final theses, you will be provided with one or more fundamental papers. The main objective is to thoroughly understand this paper and to subsequently elaborate the content in your own words with a critical view and economic intuition. An audience with basic economic knowledge should be able to understand your paper / thesis without any additional means or detailed expertise.

The fundamental paper mentioned above should be used as a starting point for your own paper / thesis. You therefore should focus your own paper / thesis on the content of this fundamental paper. Dependent on the length of your paper / thesis you should also include additional sources which relate to the fundamental paper. It is not compulsory to include additional sources, but usually not all the needed information for your own paper / thesis will be covered in the fundamental paper. For instance, including other sources might be useful in cases where the fundamental paper only briefly covers a relevant aspect while it might be explained in more detail in different papers / books. The aspect becomes even more relevant if the fundamental paper is rather technical. If the fundamental paper is covering a broad overview of a specific topic, it is recommended to also read the underlying sources / similar sources and then include them into your own paper / thesis.

2. Formatting guidelines

2.1 General

The paper / thesis must be computer written with a 1,5-line spacing. It is recommended to write the text in justified style with a Times New Roman font size of 12 points. The width of the text body should be between 15cm and 17cm. A margin of at least 3.5cm must be maintained on the right. The pages of the main text are to be numbered consecutively with Arabic page numbers, starting with page 1. The title page doesn't include any page number. The preceding table of contents / directories as well as the appendix (see section 2.2 "Table of contents and directories") can be numbered with Roman page numbers.

Footnotes and headers (e.g., font size 10 points) can be used. Footnotes and longer verbal quotes can thereby be written with 1-line spacing. Figures, diagrams, tables, and overviews should be included in the text if they are an essential part of your paper / thesis. The appendix may be used for illustrations (and similar) as far as it contains additional information (e.g., calculations, test results).

A seminar paper should be 15 pages, a bachelor's thesis 30 pages and a master's thesis 60 pages of main text ($\pm 10\%$ each). The title page, table of contents (if applicable, list of abbreviations, list of figures or tables), references and appendix are hereby not counted. As mentioned above, relevant figures, diagrams, tables, and overviews in the main text count towards the page scope of your paper / thesis.

2.2 Table of contents and directories

a) Table of contents

Structure the individual parts of your paper / thesis as follows:

| |
|----------------------------------|
| Title page |
| Table of contents |
| List of abbreviations (optional) |
| List of symbols (optional) |
| List of figures (optional) |
| List of tables (optional) |
| Main text |
| Appendix (optional) |
| Bibliography |
| Assurance |

Table of contents: Numeric or alphanumeric. Examples:

| | | | |
|-------|--------|-------|------|
| 1 | I | A | |
| 2 | II | B | |
| 2.1.1 | II.1.1 | B.I.a | |
| 2.1.2 | II.1.2 | B.I.b | |
| 2.2 | II.2 | B.II | |
| 3 | III | C | etc. |

Subdividing a chapter more than three times should be avoided for reasons of clarity. Each bullet point should include the page number of the respective section in the text.

- b) A list of abbreviations** is necessary as soon as own abbreviations are used in the text. To not compromise the linguistic level and readability of the paper, only official abbreviations should in general be used in the text (e.g., from official dictionaries). The list of abbreviations has to be arranged alphabetically.
- c) List of symbols:** All the used symbols must be explained in the text of your paper / thesis. The aim is to standardize the used symbols while avoiding multiple assignments. Optionally, the used symbols can be additionally summarized in an alphabetically arranged list of symbols.
- d) A list of figures and tables** should be used if many figures or tables are referenced. However, it usually is not required.
- e) Footnotes:** Sometimes it may be advisable to mention a side thought as a footnote for the fluent readability of the text (text footnote). However, you should avoid a detailed discussion of factual issues in the footnotes.

Assurance: At the end of the thesis, you must ensure that you have written the thesis independently without the use of any sources or means other than specified. The assurance can't be labelled as affidavit ("*eidesstattliche Versicherung*") since the University isn't authorized to take oaths for this purpose. Further, the phrasing "declaration on oath" ("*ehrenwörtliche Versicherung*") is not allowed. Solely the term Assurance ("*Versicherung*") can be used.

2.3 Language

In exceptional cases and after prior consultation with your supervisor, the thesis can be written in English. Usually, however, the thesis / paper should be written in German. In this case, anglicisms should be avoided as far as possible. Yet, take care to ensure that either the German translation of an English technical term is sufficiently common, or that the English term is listed in brackets when the German term is first used.

Example: ...solche Aufträge (tasks) können im Inland und im Ausland ausgeführt werden.

2.4 Title page

University of Würzburg
Faculty of Business Management and Economics
Chair of International Economics
Prof. Dr. Michael Pflüger

Seminar paper / Bachelor's thesis / Master's thesis

"Topic"

Supervisor: "Name"

Submitted on "Date" by:

"Name"

Matr.-Nr.: "Matr.-Nr."

"Address"

"E-Mail"

3 Submission

3.1 Bachelor's and master's thesis

The submission of the thesis (bachelor as well as master) follows the guidelines of the examination office. After having registered the thesis, you will receive an e-mail from the examination office with further information about the form of submission. On an electronic storage medium (CD or USB stick) you must include your thesis as well as the used sources. Name the files (if possible, only PDF format) as follows: Author_Year.

3.2 Seminar paper

For seminar papers it is sufficient to submit your paper electronically via e-mail to your supervisor. In addition to your seminar paper, you should attach the sources you have used (e.g., in a zip file) to the email. The sources should be saved as described in Chapter 3.1.

4 Literature

4.1 General

Every idea attained from a source must be quoted. In cases where an idea covers more than a few sentences (e.g., several pages), this circumstance must be made particularly clear. There should be neither too little nor too much quoting (e.g., after each sentence). The following should be taken as a benchmark:

Whenever a new source is quoted, or a different passage in the previously cited source is quoted, this must be indicated.

In principle, all sources that have been used must be quoted, i.e., also reprints, unpublished works or writings that have not appeared in bookshops. If possible, you should always quote the literature with an exact page reference.

There are two citation methods to choose from, whereby the citation method in brackets has become established in the economic literature. The chair also prefers this citation method.

a) Citation method with footnotes

Here, the quoted text is followed by a superscript footnote number. It refers to a footnote on the same page which contains the author, year of publication and page references of the quoted source.

Example: "Trade improves economic performance not only by allocating a country's resources to their most efficient use, but by making those resources more productive in the way they are doing."¹

b) Citation method in brackets (common in economics and preferred by the chair)

In this case, the quote will be followed by the source in brackets.

¹ Irwin (2005, p.41)

Example: Irwin argues in favor of free trade because it allows a country's resources to be allocated to their most efficient use, which improves its economic performance (Irwin, 2005, p. 41).

Additionally, there are three ways to quote:

4.2 Direct quotation

Only the following should be quoted directly

- 1) if the context cannot be expressed better - and especially not shorter
- 2) in cases of terminology / definitions
- 3) in text-critical discussions, i.e., when analyzing and interpreting an author's statement.

As a rule: The direct quote should be as short as possible!

A direct quote must be indicated with quotation marks. As soon as you do not want to reproduce a sentence completely, you must indicate the missing part with dots (...). Grammatical changes are indicated with squared brackets [...]. Of course, the meaning of the text thereby must stay unchanged.

The following should be considered in cases of texts in foreign languages: You can incorporate foreign language quotes into the German text. However, this might compromise the readability. The reader can be expected to understand English sources, but not Japanese or Finnish ones. As soon as the text is not in English, it is advisable to use a translation. Yet - strictly spoken - this implies that one has given up the direct quotation. It is best to indirectly quote texts in foreign languages and to include the direct quote in a footnote (so the reader can check the accuracy of the translation).

4.3 Indirect quotation

Indirect quotation does not require quotation marks. The source is either directly mentioned in the paragraph, e.g. According to Irwin (2005, p. 41) ..., or the source is put in brackets at the end of the sentence.

Example: ... Even those orders with the highest outsourcing costs are now traded. Meanwhile, the larger country's wage is also more than twice as high (Grossman and Rossi-Hansberg, 2009, p.17f.).

If an entire paragraph refers exclusively to a passage in the literature, it is sufficient to once mention the literature in brackets at the end of the paragraph.

4.4 Secondary quotation

Secondary quotations (unchecked use of sources from other authors) are only permitted if the original sources cannot be obtained or are very difficult to obtain. They must be indicated by the addition "quoted from".

4.5 Sources

The abbreviation "ff." (German: fortfolgende) is not allowed for quoting since the used sources must be clearly indicated (e.g., pp. 130-135). Yet the abbreviation "f." (following) is allowed and useful, e.g., p.150f. instead of p. 150-151.

Some rules to follow when using short quotation:

- several sources from the same author in the same year are to be distinguished as follows:
Example: (Müller 1987a, p. 5) ...; (Müller 1987b, p. 3) ... etc.
- different authors with the same surname:

In this case, the first name or only the first letter of the first name are also listed.

Example: (Mayer, A. 1990, p. 5) ...; (Mayer, T. 1990, p. 2) ...

- Coauthors:

Example: (Mayer, Müller 1989, p. 5) ...; (Mayer, Hinterhuber 1990, p. 3) ...

A maximum of two coauthors are listed by name. If there are three or more authors, only the first is named and the addition "et al." is added. Example: (Mayer et al. 1988, p. 5) ...

- If no author is known, the corresponding institution (e.g. WTO, IMF, etc.) or journal (Economist, Spiegel, etc.) can be named. The source must thereby be identifiable in the references without any difficulties.

4.6 Bibliography

The bibliography contains all the used sources. It must be sorted alphabetically by the author's name and in cases where you use more than one publication of the same author by year. If more sources of the same author were published in the same year, you must use additional small letters after the publication year in order to differentiate.

The subsequent guidelines are to follow:

a) Book:

Surname, Name (Year): Title of the book, Edition, if applicable Volume, Place of Publication, Publisher

Example:

Krugman, Paul (1991): Geography and Trade, 1. Edition., Cambridge, MIT Press

b) Edited collection:

Surname, Name (Year): Title of the paper, in: Surname of the Publisher, Name: *Title of the edited collection*, Edition, if applicable Volume, Place of Publication, Publisher, Page reference

Example:

Abowd, John M. and Kramarz, Francis (1999): The Analysis of Labor Markets using Matched Employer Employee Data, in: Ashenfelter, Orley and Card, David: *Handbook of Labor Economics*, 1. Edition, Volume 3B, Elsevier, p. 2629 - 2710

c) Journal:

Surname, Name (Year): Title of the paper, *Title of the journal*, Year, Volume, Page reference

Example:

Constant, Amelie, Gataullina, Liliya and Zimmermann, Klaus F. (2009): Ethnosizing Immigrants, *Journal Of Economic Behavior & Organization*, 71. Year, Volume 3, p. 274 - 287

d) Unpublished articles or Working Papers

Surname, Name, Year, Title of the paper, Where or in which order (if available) the Working Paper was pub-

lished.

Example:

Grossman, Gene M., Rossi-Hansberg, Esteban (2009): Task Trade between Similar Countries, mimeo Princeton University

or:

Grossman, Gene M., Rossi-Hansberg, Esteban (2008): Task Trade between Similar Countries, *NBER Working Paper* No. 14554 Princeton University

e) Web sources

Surname, Name (Year): Title of the paper, in: *Title of the online medium*, Month or Edition, Year, Web-Address, Accessed: Date of access

Web sources must be saved and attached to your paper / thesis. The respective file name is to mention in the references.

Example:

Lamy, Pascal (2010): Facts and Fictions in International Trade Economics, in: *WTO News: Speeches*, http://www.wto.org/english/news_e/sppl_e/sppl152_e.htm, Accessed: 21.07.2010, Source: \Sources\Lamy2010.pdf