Guidelines for writing a Thesis for the Seminar

“The Economics of COVID-19”

April 2020

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1. Objective

The objective of the thesis is to discuss the current developments of the COVID-19 pandemic from an economic perspective. Generally, the author is provided with a base literature that should serve as a starting point. The author should summarize those texts and critically discuss their economic implications. The aim is to demonstrate that the author is able to deal with an economic question in a critical way. The author should demonstrate her/his ability to think in economic dimensions, to work academically, and to find further related literature. The paper should be written in a way that a fellow student would understand this paper without additional aid or consolidated knowledge.

Participants are highly encouraged to refer to further, more current texts. In General, authors should use primarily, scientific literature. This includes scientific journals, specialist books, discussion papers and if necessary textbooks. However, given the topicality of the issue, journalistic texts, Internet sources, statements or surveys are also acceptable.

2. Format

2.1 Basics

The work has to be typewritten on Din A4 paper with 1.5-fold line pitch. The sheets are to be printed one-sided. Grouped style and a font in Times New Roman 12pt are recommended for the text. On the right an edge, a margin of at least 3.5 cm has to be kept, the remaining edges should be 2.5 cm wide. The sheets have to be numbered consecutively in Arabic numbers.
Footnotes and toplines can be used (e.g. in font-size 10 pt.). Footnotes and longer literal quotations can be written with single spacing. Pictures, diagrams, tables, and overviews have to be inserted into the text, if they belong to the essential components of the work. Pictures etc. can be added to the appendix as far as they contain continuative aspects.

A Seminar Thesis covers 10-15 pages. Excluding the cover, table of contents (if applicable: list of abbreviations, pictures, tables), literature list and the appendix. As mentioned above, relevant tables, graphics etc. in the main text do belong to the extent of the work.

2.2 Structure and directories

a) Structure

Arrange the individual parts of your work as follows:

<table>
<thead>
<tr>
<th>Cover</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of contents</td>
</tr>
<tr>
<td>List of abbreviations (facultative)</td>
</tr>
<tr>
<td>List of symbols (facultative)</td>
</tr>
<tr>
<td>List of figures (facultative)</td>
</tr>
<tr>
<td>List of tables (facultative)</td>
</tr>
<tr>
<td>Text</td>
</tr>
<tr>
<td>List of references</td>
</tr>
<tr>
<td>Appendix (facultative)</td>
</tr>
<tr>
<td>Declaration of Authorship</td>
</tr>
</tbody>
</table>

Structure: numeric, e.g.

1.
2.
2.1.
2.1.
2.2.
3.

More than two subdivision points should be avoided for reasons of clarity. The Table of contents should report the starting page number of each section/subsection.

b) List of abbreviations

A list of abbreviations is absolutely necessary as soon as own abbreviations are used in the text. In general, consider to use only common abbreviations (-> dictionary) in the text if possible, in order not to affect the linguistic level and the legibility of the work. The list of abbreviations has to be ordered alphabetically.

c) List of symbols

Every used symbol has to be explained in the main body of the work. A standardization of the used symbols has to be aimed for under avoidance of multiple occupancy. Facultatively, the used symbols can be put together in an alphabetically ordered list of symbols.

d) List of pictures and tables

A list of tables and pictures should be used if one refers to many pictures or tables, however, it is seldom necessary.

e) Footnotes

For the improvement of legibility, it can be worthwhile to mention secondary objects in footnotes.
2.3 Language

Generally, the seminar work or final thesis can be written in German or English. In a German-speaking work, Anglicisms should be avoided as far as possible. However, attention is to be paid that the German translation of an English technical term is either common or that with the first usage of the German expression the English correspondent is listed in brackets.

2.4 Cover sheet

Universität Würzburg
Wirtschaftswissenschaftliche Fakultät
Juniorprofessur für empirische Regional- und Außenhandelsforschung
Prof. Dr. Wolfgang Dauth

Seminar Thesis

"Topic"

Advisor: Prof. Dr. Wolfgang Dauth

submitted at "Date" from:

"Name"
Matr.-Nr.: "Matr.-Nr."
"Address"
"E-Mail"

2.5 Declaration of authorship

The last page must contain the following signed declaration:

Declaration of Authorship
I hereby declare that the thesis is my own unaided work. I have not used any sources or resources other than what I have cited. All direct or indirect sources are acknowledged as references. This thesis has not been previously nor is currently presented to another examination board.

<City>, <Date> .................................................................................................. <Name>

3. Delivery

Please submit your paper via email (as PDF), including a zip-file with electronic sources, or sources from the Internet. Additionally, one printed and signed copy (with a staple or in a simple loose-leaf binder) has to be sent to the advisor.

4. Literature

4.1 Basics

Every thought which is adopted from other works has to be cited. As soon as a thought extends not only to a few sentences but to several pages, this fact must be highlighted particularly. It should be cited neither too little nor too much (e.g. after every sentence). Take the following as benchmark: It has to be marked whenever a new source is cited, or another place in the already cited source.
Basically all sources which were used, e.g. reprints, non-published works, or not in the book-trade appeared works have to be cited, too. If possible one should always cite the source with an exact page number.

Use the so-called Author-Year-Citation (Harvard Citation), which has asserted itself in the economic technical literature. With this method, the source reference is added to the quotation in parentheses. The exact reference is mentioned in the list of references after the last regular chapter of the work (before the appendix).

Example: An empiric study shows that the increasing competition generated by imports from China has led to a reduction of about 1.5 million jobs in the USA (Autor, Dorn, and Hanson, 2013, p. 2140)

Furthermore, there are three possibilities to cite:

4.2 Direct / literal citation

Cite directly only:
1) Concept formations / definitions
2) With text-critical considerations, i.e. if one has to analyse and interpret the statements of an author

As a rule: Direct quotations should be as brief as possible!
The literal quotation has to be marked, i.e. to be set in quotation marks. As soon as one would like to cite only a part of sentence, one has to indicate the omission by points (…) and grammatical changes by brackets […]. The meaning of the quoted part may, of course, not be changed thereby.

In the case of foreign-language texts following has to be considered: One can insert different-language quotations into the text. However, this method impairs the legibility. German quotations can be inserted into an English text, Japanese or Finnish ones in the contrary, cannot. As soon as it does not concern an English or German text, it is highly recommended to use a translation. Nevertheless, with the translation - strictly spoken - it is no literal quotation. Best of all, one cites foreign-language texts indirectly and adds the literal quotation into a footnote, in such a way to enable the reader to check the correctness of the translation.

4.3 Indirect citation

In the case of indirect, non-literal citation the quotation marks are inapplicable. Either the source is mentioned directly in the corresponding segment, e.g. “as it is shown in Autor, Dorn, and Hanson (2013, p. 2037)”, or the source is placed at the end of the sentence as whole in brackets.

Example: The geographic concentration of industrial branches is mostly limited to shorter distances of about 50 kilometres (Duranton and Overman, 2005, pp. 1023-1024).

If a whole paragraph refers exclusively to one place in the source, it is sufficient to mention the source at the end of the paragraph.

4.4 Secondary citation

Secondary quotations (unchecked adoption of references of other author) are only permitted if one cannot procure or can only procure the original source with difficulty. These quotations have to be marked with “cited from”.

4.5 Indication of sources

In case you cite several consecutive pages of the same sources, use the abbreviation pp and report the range of pages, e.g. “pp. 1059-1060”

Some further citation rules:

- Several articles of the same author in the same year have to be distinguished as follows: e.g. “Müller 1987, p. 4” and “Müller 1987b, p. 3”

- Different authors with the same surname
  In this case add the forename or at least the first letter of the forename e.g. “Mayer, A. 1990, p. 5” and “Mayer, F. 1990, p. 2”

- Co-authors
4.6 List of references

The list of references contains all used sources, alphabetically ordered, first according to the author's name and second to the year of publication. If several sources of the same author with the same year of publication are used, a small letter has to be inserted, for differentiation, behind the year.

In detail the following rules must be followed:

Name1, forename1, forename2 name2 …, and forename name (year of publication): title

a) Journal articles

Name1, forename, forename2 name2 …, and forename name (year of publication): title of the article, title of the magazine, year, number or volume, page

Example:

b) Books

Name1, forename1, forename2 name2 …, and forename name (year of publication): title of the book, edition, volume, place of publication, publisher

Example:

c) Collections

Name1, forename1, forename2 name2 …, and forename name (year of publication): title of the article, in: name of the editor, forename: *title of collection*, edition, place of publication, publisher, page

Example:

d) Non-published articles or working papers

Name1, forename1, forename2 name2 …, and forename name (year of publication): title of the article, either where or in which series (if available) the working paper was published

Example:

e) Sources from the Internet
Name1, forename, forename2 name2 ..., and forename name (year of publication): title of the article, in: name of the website, month or edition, year, URL, accessed at: date

Sources from the Internet have to be stored and added to the work. In the list of literature, the corresponding filenames have to be mentioned. **Never cite WIKIPEDIA!**

**Example:**

**f) Data sets**

Report the data source of all self-provided tables and figures in the notes below each table/figure

**Example:**
Source: Eurostat, annual report for companies in the processing trade, table 42271, own calculations