

## Formal instructions to write a scientific paper

### Scope of the assignment (text including graphics and tables)

- Internship report (duration: 3 weeks):   circa 10 pages
- Internship report (duration: 6 weeks):   circa 15 pages
- Seminar paper:   max 15 pages
- Bachelor-Thesis:   max 25 pages
- Bachelor-Thesis:   max 60 pages

### Structure and paging of the assignment

Structure	Paging
1. Title page	Without paging
2. Structure	
3. List of abbreviations, figures and tables (if necessary)	Roman numerals (I, II, III, ... resp. i, ii, iii, ...)
4. Text	
5. Appendix (if necessary)	Arabic numerals (1, 2, 3, ...)
6. Bibliography	
7. Declaration (signed by hand)	Without paging

### Page layout and font

- Page margins: top 2,5 cm / bottom 2,5 cm / right 3,5 cm / left 2,5 cm
- Font: serif fonts (e.g. Times New Roman or Latin Modern)
- Sheet lettering: one-sided
- Page numbers: centered or right
- Text
  - Font size: 12pt
  - Line spacing: 1,5-fold
- Footnotes:
  - At the bottom of each page
  - Numbered continuously
  - Font size: 10pt
  - Line spacing: 1-fold

## Registration

**Please bring your pre-filled application form with you when registering for the Bachelor or Master-Thesis. The application form can be found on the homepage of the Prüfungsamt.**

## Template

If the assignment is written with latex, the [templates](#) provided by the Chair of Econometrics can be used. There is **no obligation** to write the assignment in latex.

## Notes on citation and bibliography

All text passages in the assignment that are taken from publications and other sources, either literally or in the sense of the word, have to be marked as quotations. The method of citation that is chosen - either with the help of footnotes (German citation) or according to the Harvard system (American citation) - must be consistent throughout the assignment and comply with the respective formal requirements.

The bibliography must list all publications and other sources cited in the paper in alphabetical order of author(s) and year of publication. It has to be ensured that the bibliography lists all literature used throughout the assignment and that it is presented in a formally correct manner. The bibliography must be consistent with regard to the formal criteria.

**Make sure that the specified scope of the assignment (depending on the type of the assignment) is respected!**

**The assignment has to be checked for spelling, punctuation and grammatical errors as well as for missing words and pages!**

**Depending on the examination regulations, theses must be submitted in *duplicate or triplicate* and with *adhesive binding* as well as in *single or duplicate* in electronic form as a pdf file on a common storage medium at the Prüfungsamt. Seminar papers and internship reports have to be submitted directly to the Chair of Econometrics in a *simple* version as well as in electronic form as *pdf-file*.**