

Formal requirements for theses, course and seminar papers

Cover page

- Topic (for thesis written in German also state the English title) and hand in-date
- Course, semester (term), supervisor (this is always Prof. Schade) and name of the institute
- Your details: Name, matriculation number, semesters spent in program, study program, address, telephone number, e-mail address
- For theses please also state the degree you are a candidate for.

Abstract

- Max. 120 words

Table of contents

- Is supposed to give an overview and to enable finding relevant parts quickly
- Has to represent the structure of the work
- Contains all section headings accompanied by section numbering and corresponding page numbers
- Follows consistent decadic numbering (e.g.2.1.3)
- Should not have more than three (maximum four) section levels(i.e. maximum 2.1.3.1)
- The more general a section, the more sub-sections it should contain
- One section requires a minimum of two sub-sections or none at all
- Page numbers should be on the right margin

Before the main text begins, you should also include a list of abbreviations, a list of graphs and tables, and a list of formulas and symbols (in this order) that are used in your paper. These should also be listed in your table of contents. For pages preceding the main text, use Roman numbers on the bottom right for page numbering.

Main text

- The length of your script will differ depending on the type of paper you are writing.¹
- You should start with an introduction that briefly and clearly outlines the topic of your work. Your work should conclude with a summary of the most important findings, their implications and possibly an outlook for future research avenues.
- It is not only possible but in most cases necessary to put a number of references already in the introduction.
- Please leave 6 cm of left margin and 2 cm of right margin. The bottom and top margin should both be 2.5 cm.
- Use a 12 point font (Times New Roman, Arial or similar²) for the text and headings as follows: Headings of the first hierarchy 14 point, bold; heading 2: 12 point, bold; heading 3: 12 point, bold and italic; heading 4: 12 point, italic.
- Leave a space of 6 points after each paragraph and put an empty line before headings if you want. Use a line spacing of 1.5.
- Please use the Harvard referencing system, e.g.: ... Camerer and Lovallo (1999) state that... or...has previously been investigated (Camerer and Lovallo 1999)... in the running text and extensive source information in the references; for more than three authors the name of the first author followed by „et al.“ is sufficient.

¹ Generally, the following holds: Master theses approx. 18000 words, bachelor theses approx. 9000 words, seminar papers approx. 4500-6000 words and course assignments approx. 1500-1800 words.

² Should you use Latex instead of Word a different font style is accepted, of course.

- There exist direct and indirect cites (quotations). Whereas a direct quote is rare and there is no way to say it better in your own words, indirect references are very frequent and should be used whenever it is not your own thought. Quotations should be marked by quotation marks, changes in the original by “[...]” and mistakes by a “!”; please state the page number of the citation in the original, e.g. Camerer and Lovallo (1999, p. 345).
- Quotations that exceed a length of three lines should be indented.
- Please limit your use of footnotes and include them when either stating the source is not sufficient or when an argument (or additional thought) might be important for the reader but distracts from the text.
- Accentuations of the text (e.g. italic) or variations of the font are to be applied only when necessary and with consistent meaning.
- Use Arabic numbers on the bottom right for the page numbering starting on the first page of the main text.
- The text should be fully justified (please pay attention to appropriate spaces between the words, consider using syllable division).
- Avoid single lines at the end or beginning of a page.
- Get to the point and focus on the elements that are really important.

Tables, graphs and formulas

- Tables, graphs and formulas should be numbered continuously and per section to make them uniquely identifiable; example: table 2.3 is the third table in chapter 2.
- Tables and graphs are to be given a caption to characterize their content.
- Example: Graph3.4: Example of a table header (Source: Statistisches Bundesamt: Statistisches Jahrbuch 2008 für die Bundesrepublik Deutschland, Wiesbaden, September 2008, p. 58).
- Please state the numbering on the right of formulas.
- Tables should be explanatory by themselves.

- Move additional tables and graphs that are too voluminous for or are not explicitly mentioned in the running text to the appendix.

Numbers

- Numbers from zero to twelve should be written out.
- To depict decimals use a comma in German and a point in English; thousands are separated by a space in German and by a comma in English (i.e. English: 1,234,567.89; German: 1 234 567,89).
- Units of measurement that do not follow a number are to be written out: "15 kg", but "Kilogram is a unit of measurement."

References

If you write in English please reference as follows:

- Articles: Camerer, C., and Lovallo, D. 1999. "Overconfidence and Excess Entry: An Experimental Approach". *American Economic Review* 89(1):306-318.
- Working papers: Grossman, G. M. (1993). Pollution and Growth: What Do We Know; *CEPR Discussion Paper* No. 848, London.
- Monographs: Backhaus, K., Erichson, B., Plinke, W., and Weiber, R. 2008. *Multivariate Analysemethoden - Eine anwendungsorientierte Einführung*. 12. Auflage, Berlin/Heidelberg: Springer.
- Chapters: Rauch, A., & Frese, M. 2007. „Finance and Growth: Theory and Evidence“. In *Psychology of Entrepreneurship*, edited by Baum, J. R., Frese, M., and Baron, R., 41-65. Mahwah, New Jersey: Lawrence Erlbaum Associates.
- For internet sources, state the exact link and the date of access: <http://enim.wiwi.hu-berlin.de/>[accessed February 12th 2012].
- Computer programs are cited the same ways as books.

Appendix

The appendix should comprise extensive mathematical derivations, tables and graphs that are not dealt with in the text explicitly and/or depict very detailed information.

Declaration of authorship (only for theses)

I, << name surname >>, hereby declare that I have not previously submitted the present work for other examinations. I wrote this work independently. All sources, including sources from the internet, that I have reproduced in either an unaltered or modified form (particularly sources for texts, graphs, tables and images), have been acknowledged by me as such. I understand that violations of these principles will result in proceedings regarding deception or attempted deception.

signature

forename surname

place, date

Delivery

- Seminar and course papers: Please send your paper to your supervisor by e-mail and hand in a print out (staples suffice) at the institute
- Theses: Bachelor and master theses have to be delivered on time and in three ligated copies³ to the examination office (unsewn binding). The print out has to be accompanied by an electronic version of your work on a CD or DVD
- You can hand in your thesis personally during the office hours of the examination office, put it in the mail box of the study or examination office in the faculty building in Spandauer Str. 1 (open Monday to Friday until 9 pm) or send it via mail (for on time delivery the postal stamp counts); if the due date coincides with a weekend or holiday, the following working day is the date of delivery
- Word and PDF files are accepted

- You should also hand in datasets of surveys, experiments and simulations, statistical evaluations and program codes (including binary code) as an electronic version
- The due date is binding for all students

Presentations and discussions

If you prepare a presentation, please remember that the content should have a font size of at least 16 points in order to be readable. A good balance of text and graphical content supports the continued attention of your audience. With regard to the size of the presentation be reminded to factor in sufficient time to talk about every slide and make the content well comprehensible.