

# **General Guidelines for Writing a Thesis with Prof. Burda**

Please make sure to take into account the following guidelines when writing a thesis at the Chair for Economic Theory II (Macro):

**1. Language:** English or German

**2. Correct orthography** (comma placement etc.)

**3. General layout**

3.1. Double spacing

3.2. Font: Times New Roman, Arial and the like

3.3. Font size: 12 pts.

3.4. margins: 3.5 cm left, 2.5 cm right, 2.5 cm top, and 2.5 cm bottom

3.5. Arabic page numbering starting with the first page of the main body of the text

**4. Footnotes**

4.1. Footnotes should contain explanatory notes, examples or translations. They may not be used for references (see 6)!

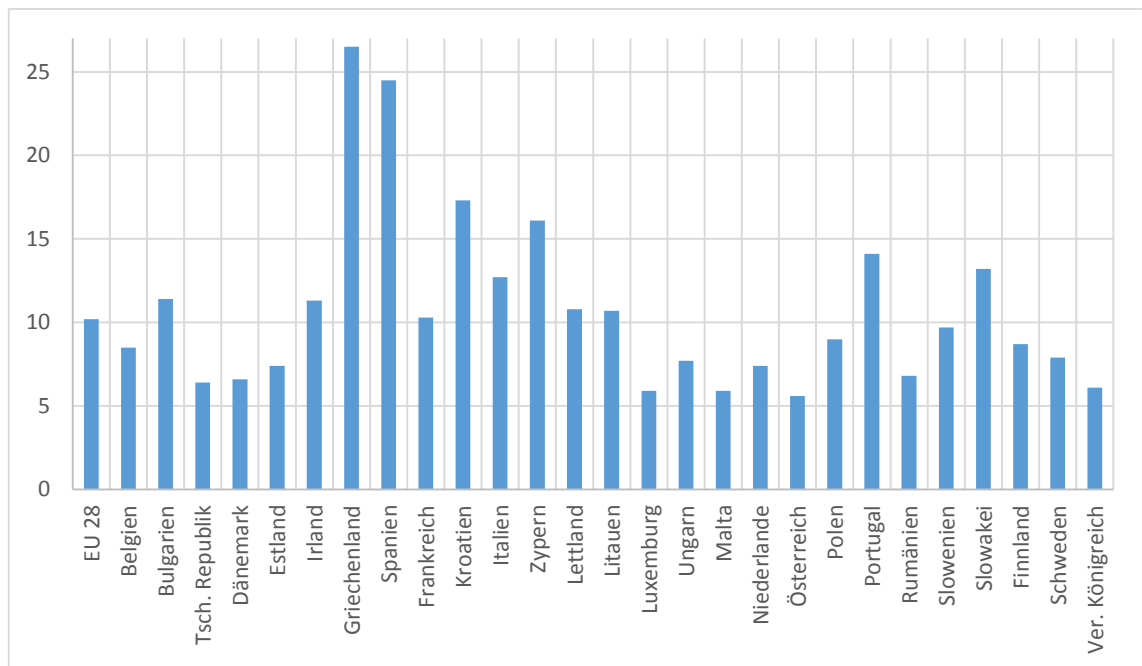
4.2. The text for the footnote must be on the same page as the footnote appears.

**5. Charts, images and formulas**

5.1. Charts, images and formulas must be consecutively numbered and labeled.

5.2. Charts and images are furthermore to be characterized in regard to their content with the help of captions.

### 5.3. Example:



**Image 1:** unemployment rate (in %) in the 28 EU member states, in 2014. Source: Eurostat

## 6. Citation method

### 6.1. Harvard- System with an in-text citation key: author (year of publication)

Example: Mertens (1990)

### 6.2. Citation keys must be identifiable in the bibliography with the help of a detailed reference.

Examples:

Mertens, A. (1990) "Berufliche und sektorale Mobilität in den USA"  
*Mitteilungen der Arbeitsmarkt- und Berufsforschung* 8:111-114.

Mertens, A. (1998) *Mobilität und Löhne auf dem Arbeitsmarkt: Eine empirische Analyse* Berlin: Springer-Verlag.

## 7. Submission: Theses must be submitted to the examination office on time with the amount of copies as defined by the prevailing examination regulations as well as electronically.

**Further regulations and information for writing a scientific paper** are provided by the student advisory center of the School of Business and Economics of the HUB in their „Leitfaden zum wissenschaftlichen Arbeiten für Studierende“:

<https://www.wiwi.hu-berlin.de/studium/sb/Leitfaden.pdf>.

Prof. Michael C. Burda, Ph.D.