



Guidelines for writing scientific papers

(Version dated November 2018)

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1. Introductory Remarks

These guidelines support you in your preparation of a seminar, bachelor or master thesis. We and subsequent student cohorts are grateful for your comments and suggestions on this guide.

The guidelines sketch out an approach that we consider as convenient. However, other approaches are conceivable and possible as long as they are coherent and approved by the respective supervisor.

Scientific work requires studying the recent scientific literature, in particular the (mostly English) essays. The use of web portals such as Google Scholar could be helpful. It is desirable, that your thesis contains also your personal thoughts and contributions. Therefore it must be absolutely clear, which parts of your work are based on work of others, and which parts represent your own considerations. This separation is achieved by the complete labeling of external considerations and the verifiability of the specific sources. Parts that bear no hint to external sources are considered as your own considerations. If it turns out that these unmarked parts do not represent your considerations but are copied from other sources, then the thesis is considered as dishonest work.

Even scientific papers should be written reader-friendly: simple short sentences instead of “nested sentences”, simple English words instead of loanwords. Paragraphs indicate the reader a transition to a new aspect, thought, or subject. On each page, this tool should be frequently used.

2. Structure

All scientific work should include certain components. We suggest the following order:

Cover: It should contain information regarding the supervisor, title of the thesis, release date and type of work. Furthermore it should list the name, the address, and the student identification number of the author.

Table of Contents: It incorporates the central theme of the work. The format should follow the decimal system (1, 1.1, 1.2, 1.2.1, etc.). The number of indenture levels should not exceed three. The structure must be such that no large

asymmetries between the main sections of the work occur (it would be no problem if Chapter 3 has 4 pages, while Chapter 4 consists of 10 pages). If a section has a subsection, this section must always have at least a second subsection. A header sequence like 1.1, 1.1.1, 1.2 is therefore not permitted.

Abbreviations / List of Figures: Further information can be found in section 5.

Main body of the thesis: This is the core of your work. Usually, this component begins with a brief introduction to the thesis and ends with a conclusion. The introduction describes the relevance of the topic and gives a brief overview of the structure of your thesis.

Appendix: In an appendix, for example, figures and tables can be accommodated. However, these can also be integrated directly in the text so that an appendix is not needed. The inclusion in the text is particularly preferred for central figures and tables which are repeatedly referenced in the text.

List of References: The main purpose of the bibliography is the quick and easy retrieval of the adopted text passages of other authors. In addition, each listed reference in your own thesis must correspond to an entry in the bibliography. Moreover, for every entry in the bibliography there must exist a reference in the main body of your thesis. More detailed information are given in sections 3 and 4.

Other directories: Supplementary directories, if needed, can be inserted after the bibliography.

Declaration of honor: Each thesis that is submitted to us must be accompanied by a personally signed “declaration of honor”. The declaration includes the approval to an anonymized storage of the thesis on the Ephorus server for plagiarism check. A sample of the declaration of honor can be found on our website.

3. References, Quotations and Footnotes

There are two admissible citation styles: The “American citation style” and the “German citation style”. Your own work should use either one or the other citation style.

Are certain sources relevant only in a very general way for your work, a general reference is appropriate. This is for example the case when an overview of the existing literature is given.

Example (American citation): Some important studies on philanthropy are Taussig (1967), Clotfelter Steuerle (1981) and Auten et al. (2002). In Germany were no comparable studies published, except one study by Paqué (1986).

Example (German citation): Some fundamental studies on philanthropy exist.¹ In Germany no such studies have been published, except one study by Paqué.²

The shortcut *et al.* is used when more than two authors are involved in the work. Footnotes are numbered. Each entry in the footnote counts as a full sentence and ends with a point.

In contrast to a general reference, a quote is appropriate when a particular thought is adopted. A distinction is made between a *direct quotation* and a *logical quotation*. Each quotation must be clearly traceable in the foreign text by the reference and the page number listed in your work (optionally paragraph or the like) and the information provided in your list of references.

A direct quote and hence the exact statement of the original author must be put in quotation marks in your own text. At the end of the quotation, but still within the quotation marks, the indication of the source appears in parentheses.

Example (American citation): “Wir glauben nun, dass das Mittel von Drobisch auch noch nicht das richtige ist, sondern das wir nach einem noch anderen suchen müssen (Laspeyres, 1871, p 304).”

Example (German citation): “Wir glauben nun, dass das Mittel von Drobisch auch noch nicht das richtige ist, sondern das wir nach einem noch anderen suchen müssen.”³

¹ Among these studies are Taussig (1967), Clotfelter and Steuerle (1981), as well as Auten *et al.* (2002).

² Paqué (1986).

³ Laspeyres (1871, p. 304).

As far as changes are included in the original quotation, this should be made clear with square brackets.

Example (American citation): “Die Konsequenzen [des Einfügens irrelevanter Variablen] sind demnach weit weniger gravierend als beim Auslassen relevanter Variablen (Auer, 2014, p. 291).”

Example (German citation): “Die Konsequenzen [des Einfügens irrelevanter Variablen] sind demnach weit weniger gravierend als beim Auslassen relevanter Variablen.”⁴

A logical quotation expresses the view of the original author in new words. Using the American citation style, the author may be mentioned directly in the text or at the end of the sentence. In the German citation style the author is listed in a footnote starting with the word “see”.

Example (American citation, option 1): Laspeyres (1871, p. 304) considers Drobisch's averaging formula as being flawed, too. He tries to develop a better formula.

Example (American citation, option 2): Also Drobisch's averaging formula appears flawed and should be replaced by a better formula (Laspeyres, 1871, p. 304).

Example (German citation): Also Drobisch's averaging formula appears flawed and therefore should be replaced by a better formula.⁵

When direct or logical quotations cover more than one page, their first page and last page is indicated preceded by “pp.”.

Example (American citation): The use of irrelevant variables has less dramatic effects (Auer, 2014, pp. 288-290.).

Example (German citation): The use of irrelevant variables has less dramatic effects.⁶

⁴ Auer (2014, p. 291).

⁵ see Laspeyres (1871, p. 304).

⁶ see Auer (2014, pp. 288-290).

The footnotes corresponding to the German citation style list references. A second type of footnotes mentions content that is regarded as important but unsuitable for the main text. This type of footnotes can also be used in the American citation method. However, this type of footnotes interrupts the flow of reading and should - if at all - be used extremely cautiously.

Examples of footnotes with regards to content:

¹ Auer (2008) proposes a new index family based on the concept of the unit value index.

² An overview of the stochastic index theory can be found in Diewert (1995).

4. List of References

It is important that the items in the list of references (bibliography) follow a consistent scheme. Proposals and examples of entries in the bibliography are given subsequently. They refer to the references of section 3. The list contains scientific books, anthologies, and essays of scientific journals.

In the list of references all authors are listed. Therefore, the shortcut *et al.* is not used. The first names of the authors are abbreviated. Specifying the first location of a publishing house is sufficient.

Examples for books:

Auer, L. von (2016), *Ökonometrie – eine Einführung*, 7. ed., Heidelberg: Springer-Gabler.

Paqué, K.-H. (1986), *Philanthropie und Steuerpolitik – Eine ökonomische Analyse der Förderung privater Wohltätigkeit*, Tübingen: Mohr-Siebeck.

Example for an essay from an anthology:

Clotfelter, C. T., C. E. Steuerle (1981), *Charitable Contributions*, in H. J. Aaron and J. A. Pechman (ed.): *How Taxes Affect Economic Behavior*, Washington, 403-437.

Examples of articles from a scientific journal:

Auten, G. E., H. Sieg, C. T. Clotfelter (2002), *Charitable Giving, Income, and Taxes: An Analysis of Panel Data*, *American Economic Review*, vol. 92(1), 371-382.

Laspeyres, E. (1871), *Die Berechnung einer mittleren Warenpreissteigerung*, *Jahrbücher für Nationalökonomie und Statistik*, 296-314.

Examples for working papers and unpublished essays:

Auer, L. von (2008), *The Measurement of Macroeconomic Price Level Changes*, unpublished manuscript.

Diewert, W. E. (1995), *On the Stochastic Approach to Index Numbers*, Discussion Paper 95-31, Department of Economics, University of British Columbia, Vancouver, Kanada.

When the author of a source is indeterminate, that source is listed as w. a. (without author) and placed at the end of the list of references. Only sources of a solid scientific quality are useful. For example, lecture notes or student research work could be problematic.

Internet sources can be used too. It should be ensured, however, that they meet scientific standards. Therefore, a cautious and very restrained use of such sources is strongly recommended. The use of the web pages of official bodies (e.g. authorities, ministries) is generally unproblematic. If a published version exists, this should be always cited.

Example:

Bundesministerium der Finanzen (2007), Monatsbericht des BMF Mai 2007, online on the Internet: URL: <http://www.bundesfinanzministerium.de> [release date: 2 July 2007].

If the direct link is very long the indication of the page is sufficient. However, it must be ensured that the document can be found on that page.

In exceptional cases newspaper articles can be cited.

Example:

Rinke, A. (2008), Afghanistan - Vor dem Abgrund, Handelsblatt, 15 July, 8.

In the following list of references, the previously mentioned nine sources are sorted alphabetically by the author's surname:

Auer, L. von (2016), *Ökonometrie – eine Einführung*, 7. ed., Heidelberg: Springer-Gabler.

Auer, L. von (2008), *The Measurement of Macroeconomic Price Level Changes*, unpublished copy.

Auten, G. E., H. Sieg, C. T. Clotfelter (2002), *Charitable Giving, Income, and Taxes: An Analysis of Panel Data*, American Economic Review, vol. 92(1), 371-382.

Bundesministerium der Finanzen (2007), Monatsbericht des BMF Mai 2007, online on the Internet: URL: <http://www.bundesfinanzministerium.de> [release date: 2 July 2007].

Clotfelter, C. T., C. E. Steuerle (1981), *Charitable Contributions*, in H. J. Aaron und J. A. Pechman (ed.): *How Taxes Affect Economic Behavior*, Washington, 403-437.

Diewert, W. E. (1995), *On the Stochastic Approach to Index Numbers*, Discussion Paper 95-31, Department of Economics, University of British Columbia, Vancouver, Kanada.

Laspeyres, E. (1871), *Die Berechnung einer mittleren Warenpreissteigerung*, Jahrbücher für Nationalökonomie und Statistik, 296-314.

Paqué, K.-H. (1986), *Philanthropie und Steuerpolitik – Eine ökonomische Analyse der Förderung privater Wohltätigkeit*, Tübingen: Mohr-Siebeck.

Rinke, A. (2008), Afghanistan - Vor dem Abgrund, Handelsblatt, 15 July, 8.

5. Supplementary Directories

Examples of this category are lists of figures, abbreviations and legal sources. They are particularly useful when many illustrations, abbreviations, legal sources or else are incorporated. If only a few abbreviations are used, these can also be explained by first usage. Provided that the abbreviations are common and generally understandable, an explanation is not needed. These conventional abbreviations must not be included in the list of abbreviations. As far as a legal source directory is created, the cited judgments and legal texts must be indicated, otherwise the naming is done only in the quotation but not in the bibliography.

6. Formatting and Scope

Some basic settings:

- Line spacing: 1.5 spacing
- Right margin: 3 cm
- Left margin: 4 cm
- Upper and lower margin: at least 2.5 cm
- Font and font size: Times New Roman (font size 12) or Arial (font size 11), footnotes font size 10 each.
- Grouped style and syllabification should be used.
- The number of pages is capped. The declarations below are based on “effective” text pages. A limit on figures and lists does not exist. The number of pages of text is for
 - a seminar paper 15,
 - a bachelor thesis 30, and
 - a master thesis 45pages. Deviations of +/- 10 percent are admissible.

7. Number of Copies to Be Submitted

Bachelor and master theses must be submitted in **triplicate** (printed copies) in the university examination office (Hochschulprüfungsamt). Seminar papers are submitted directly to the supervisor as **one** printed copy. In addition, the pdf-file of the work must be submitted in electronic form by StudIP (seminar papers) or

by e-mail (bachelor or master thesis). It is appreciated when the electronically available sources used in the thesis are also submitted to the supervisor. For seminar papers a simple stitching with stitching strip or a flat file are sufficient, whereas a strong bond (no spiral binding) is recommended for bachelor or master theses.