

Guidelines for Academic Papers
Chair of International Economic Policy
University of Trier

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1. Introduction

The following guide is meant to help you write a term paper, bachelor, master, or diploma thesis. In our opinion, the described approach is appropriate and beneficial. Of course, a different approach is possible, as long as it is coherent and discussed with your academic advisor.

Writing an academic paper includes dealing carefully with existing research literature. Personal contributions to the paper, like your own thoughts and ideas, should become evident. Important principles for academic writing include, for example, the complete marking of sources from which information is taken and assuring the verifiability of sources. Academic work should be subject- and quality-oriented and carried out honestly.

2. Design of the Paper

Every academic paper includes certain components. We suggest that you arrange them in the following order:

Title/Cover: Information referring to the chair, academic advisor, title, date of submission, and paper type (e.g. bachelor thesis), as well as your name, address, and student ID number are required. Please see the annex for a sample.

Outline: The outline functions as a thread through the whole paper. The outline should follow a decimal system (1., 1.1, 1.2, 1.2.1 etc.) or, as an exception, a mixed system (e.g.: A, I, II, a etc.). More than three levels of sections (e.g. 1., 1.1, 1.1.1) are not appropriate. Large asymmetries between the chapters should be avoided (for example, chapter 3 contains 3 pages, but chapter 4 25 pages). It is also bad style to have only one subsection; if there is one subsection, you should also include at least one

more subsection: A headline sequence like 1.1, 1.1.1, 1.2 is thus not allowed.

List of Abbreviations and Figures: See section 5.

Main Body Section: This is the main part of the thesis. Typically, you start with an introduction of your thesis and end with a conclusion.

Appendix: The appendix contains, for example, figures and tables. It should follow a numbering system like A1, A2 and so forth.

It is also possible to place the figures and tables in the thesis body. In this case, an appendix is not necessary.

References: Every academic paper must include a reference list. The purpose of the list is to allow the reader to find and check your citations and passages which have been adopted from other authors as easily as possible. References in the thesis body must be assigned to the matching description in the reference list.

For more detailed information, please see sections 3 and 4.

Other Lists: Additional lists, if necessary, have to be placed after the reference list.

Declaration of Originality: A declaration of originality must be signed and attached to every term paper or thesis. Please see the annex for a sample.

3. References in the Text: Citations and Footnotes

There is a difference between direct and analogous quotes. By using the page number given in the thesis body and the information given in the reference list, the reader must be able to easily find and review your quotes in the referred medium.

A **direct quote** in the thesis body must be in quotation marks and has to be identical to the original statement.

A reference to the source follows after the quote but before the quotation marks.

For example:

“In the United States, managers own very little of the firms they manage (Bertrand and Mullainathan, 2003, p. 1044).”

An **indirect quote** is used if the author’s statement has been adopted analogously.

For example:

Bertrand and Mullainathan (2003, p. 1043) bring forward the argument that managers favor the quiet life.

Abbreviations like **f. and ff.** are used if the direct or indirect quote exceeds one or more than one page in the original document. They have to follow after the page number (e.g. p. 11f.). Indirect quotes are examples of text passages inspired by external literature sources.

If there are **more than two authors**, the abbreviation *et al.* should be used.

For example:

Several important works on philanthropy have been written by Taussig (1967), Clotfelter and Steuerle (1981), and Auten *et al.* (2002). Except for the works of Paqué (1986), no comparable studies have been published in Germany.

Footnotes disturb the flow of reading and therefore should not be used frequently. Use footnotes only for important, additional information that cannot be placed in the text. Footnotes are numbered all the way through the thesis. Every footnote ends with a full stop and has a font of 10.

For example:

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

4. Reference List

Use the same format for every entry throughout the entire reference list. All references must be listed alphabetically by the author's last name. First names must be abbreviated. Examples and suggestions for entries in a reference list follow. They are related to the references in chapter 3. They refer to books and articles which were published in academic journals and collective volumes. In contrast to the requirements in chapter 3, a reference list contains **every** author. Therefore, the abbreviation et al. is not used.

Not every source is suitable. Lecture slides or sources which are problematic with respect to quality, such as student term papers, should not be used.

Examples:

A) **Books:**

Elster, J. (1986), *An Introduction to Karl Marx*, New York, Cambridge University Press.

Lee, S., Passell, P. (1979), *A New Economic View of American History*, New York, W. W. Norton & Co.

Abel, A., Bernanke, B., Croushore, D. (2008), *Macroeconomics*, 6th edition, Boston, Pearson Addison-Wesley.

When several publishing places exist, only the information of the first place is needed.

B) **Articles appearing in a Book or Magazine:**

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

C) Journal Article, Discussion Paper:

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

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

D) Internet Sources

Internet sources can be used only if they are coherent with academic principles. They should be used cautiously. Their quality has to be judged critically depending on the author. The utilization of homepages of official institutions (e.g. ministries, public authorities) is in general unproblematic. If there is a published version, it should receive priority.

A description of the main website is enough if the direct link is too long. However, it must be ascertained that the document is available at the stated address.

For example:

European Central Bank (2007), *Monthly Bulletin May 2011*, website: URL: <http://www.ecb.int/pub/pdf/mobu/mb201105en.pdf> [accessed May 16, 2011].

E) Newspaper articles

Newspaper articles can be cited in exceptional cases.

For example:

Bork, R. (1998), *The Clinton Meltdown*, *National Review*, October 12, pp. 29-30.

If an article does not report an author, report the source as the author.

For example:

The Economist (1998), Slow Road to Fast-Track, October 3, pp. 32-34.

5. Additional Lists

A list of figures, list of abbreviations, or law reference list is only necessary if a lot of tables, abbreviations, or legal sources are used in the thesis. If only a few abbreviations are used, it is sufficient to explain the abbreviations in the thesis body when they are used the first time. Explanations are not required in the case of commonly used and understandable abbreviations. These common abbreviations do not have to appear in the list. Cited court judgments and legal codes have to be stated in the law reference list if such a list is used. Otherwise, the information appears only in the citation, but not in the reference list.

6. Formatting and Number of Pages

Line spacing:	1.5 line spacing
Right-hand margin:	3 cm
Left-hand margin:	4 cm
Top and bottom margin:	2.5 cm
Type font and size:	Times New Roman (12 point font) or Arial (11 point font), footnotes with 10 point font
Chapters and sections:	bold faced

The type size is considered approximately if the thesis is written in a LaTeX – system.

Justification and hyphenation should be used.

There exist upper limits for the number of pages in term papers and any kind of theses at the chair. The maximum variation is 10% of the

maximum number of pages. The information refers to “effective” pages. A cap for figures and lists does not exist.

The maximum number of pages is (The maximum number of words including footnotes):

for a proseminar paper	10 pages (3,300 words),
for a seminar term paper	15 pages (4,950 words),
for a bachelor thesis	30 pages (9,900 words),
for a master thesis	45 pages (14,850 words), and
for a diploma thesis	60 pages (19,800 words).

7. Duration for completion

Please ask the University Examination Office (HPA) for further information.

8. Number of Copies to be turned in

- Diploma thesis: 2 copies (perfect binding, no spiral binding)
- Master thesis: 3 copies (perfect binding, no spiral binding)
- Bachelor thesis: 3 copies (perfect binding, no spiral binding)
- Term paper: 1 copy (filing strips, no spiral binding)

Every term paper and thesis also has to be handed in in electronic form (preferably as PDF document).



UNIVERSITY OF TRIER
Chair of International Economic Policy

Proseminar Paper

„XXX“

in the Winter Term 2010/2011 for the Seminar

XXX

Academic Advisors:

Prof. Dr. Xenia Matschke

XXX (only if a second advisor exists)

Date of Submission: XX.XX.XX

Max Mustermann

Student ID Number: **XXX**

Musterstraße **XXX, XXX** Trier

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XXX@XXX.com

A2 Declaration of Originality

Student Name:	Student ID Number:
Date of Birth:	
Subject of Study: Course Title:	
Topic of Work:	

I declare herewith, that this above-mentioned work (essay, project, thesis etc.) is my own original work.

Furthermore, I confirm that:

- this work has been composed by me without assistance;
- I have clearly referenced in accordance with departmental requirements, in both the text and the bibliography or references, all sources (either from a printed source, internet, or any other source) used in the work;
- all data and findings in the work have not been falsified or embellished;
- this work has not been previously, or concurrently, used either for other courses or within other exam processes as an exam work;
- this work has not been published.

I understand that any false claim with respect to this work will result in disciplinary action in accordance with university or departmental regulations.

I confirm that I agree that my work may be electronically checked for plagiarism by the use of plagiarism detection software and stored on a third party's server for possible future comparison.

Signature

Date

This Declaration must be filled out, signed, and attached to your student work.