

# GUIDELINES TO TERM PAPERS AND DISSERTATIONS

## Submission:

Term papers have to be submitted to the chair printed in two copies. Master and bachelor dissertation have to be submitted printed in three bound copies to the “Prüfungsamt”. In both case the chair requires an electronic version as well.

## Plagiarism:

Using the words or ideas of another person without acknowledgement is plagiarism. If you are quoting the words of someone else make this clear. Similarly if you paraphrase the words of someone else make this clear. There is nothing wrong with substantiating your argument through reference to other people’s work. It is wrong not to acknowledge that this is what you are doing. **Plagiarism is a serious offence** . It is a form of cheating. It is heavily punished. You will be asked to sign a declaration on an assessed essay that your work does not contain plagiarized material. Remember that whoever marks your essay will have an excellent knowledge of work published in their area of specialism. Stylistically too it is easy to detect elements in a piece of work which do not belong to the student. These comments refer also to the copying of work written by other students as well as published sources. The simple rule is always to acknowledge your sources.

## Structure of the work:

### (1) *Front Page:*

Course title, supervising chair, title of work, personal information of the author.

### (2) *Table of Contents:*

Index of chapters, sections and subsections of the work numbered with Arabic numbers (1, 1.1, 1.1.1, etc.).

### (3) *Abbreviations list: (optional)*

List only abbreviations used in text; commonly used abbreviations, such as “etc.” “et. Al.” should not be listed

### (4) *Tables and figures: (optional)*

List figures and tables with page numbers.

### (5) *Main text:*

Margins:	above / below 2 cm, right / left each 2.5 cm.
Main Text	Font: Times New Roman 12 point (footnotes 10 points).
Line spacing:	1 ½ times the main text (footnotes easy); Justified.
Length:	approx. 15 pages (Essay), 30 pages (Bachelor Dissertation), 60 pages (Diplom dissertation).
Citation:	in text: Greene (2000) and Greene (2000, p. 50)
Figures:	numbered with Arabic numbers.
Tables:	numbered with Arabic numbers.
Footnote:	in each page, only for additional information and not to quote.
Introduction:	concrete questions that introduce the reader to the topic and explain.

Conclusion: the structure of the work.  
summary and critical assessment of the work.

(6) *Appendix: (optional)*

It contains additional material if required.

(7) *Bibliography:*

In the bibliography list alphabetically all sources, which have been used in the main text. Works of the same author should be arranged chronologically. Several titles by the same author in one year should be distinguished with small letters. Examples:

Book:

Greene, W.H. (2000), *Econometric Analysis*, 4th Edition, New Jersey: Prentice Hall.

Contribution in collection:

Ali, A.I., Seiford, L.M. (1993), *The Mathematical Programming Approach to Efficiency Analysis*, in: HO Fried, C.A.K. Lovell, S.S. Schmidt (Eds.), *The Measurement of Productive Efficiency*, Oxford: Oxford University Press, p. 120-159.

Journal Article:

Temple, J. (1999), *The New Growth Evidence*, *Journal of Economic Literature*, vol 37, p. 112-156.

Internet sources without authors are a category (use sparingly!)

www.handelsblatt.com (2003), prospects for the stock market in 2004 are good, <http://www.handelsblatt.com/hbiwwwangebot/fn/reihbi/sfn/buildhbi/cn/GoArt!200011,200,732.698693 / SH / 0 / depot/0/index.html>, last visited 19:12:03.

(8) *Affidavit:*

In the last page the following statement should be signed:

I hereby affirm that the work I am submitting for this assessment is entirely my own, that I have read and understood what constitutes plagiarism. I also hereby affirm that this work has not been already published or submitted of any other kind of assessment.

Place, Date

Signature

**Publication:**

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