INTRODUCTION TO THE MODE OF PRACTICE IN ACADEMIC WRITING

The formal design and formation of seminar-, bachelor- and master-theses
ABSTRACT

The following recommendations and suggestions for the mode of practice in academic writing shall assist you in writing your thesis and shall prevent you from a misleading revision of your thesis.

Keywords: mode of practice in academic writing, formal design, final thesis

JEL-Code: E10, E23

(can be found online via http://www.aeaweb.org/jel/guide/jel.php)
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1 Technical Information

1.1 Amount of copies

In case of a final thesis (bachelor- or master-thesis) a final copy of your thesis has to be submitted in time at the „Prüfungssekretariat“ or “Service Center”. With regard to seminar-theses, the amount of copies that have to be submitted will be announced by the respective lecturer.

1.2 Scope

For master-theses, the benchmark is 50-70 pages. For bachelor-theses, the benchmark is 25-35 pages and for seminar-theses 15-20 pages. Please note that an exceeding of the scope without the prior consent of your advisor can be regarded principally as a negative sign of quality.

1.3 Hard cover and binding

Final theses have to be binded. For seminar-theses it suffices to file them in a clean folder.

1.4 Font and formatting

A well-established font type has to be used (e.g. Times New Roman). The print-out has to be one-sided and the format of the pages has to be DIN-A4. On the left hand side of each page 3 cm from the edge have to be left blank, on the right hand side 2 cm. At the bottom and the top of each page there has to be a blank margin of 2.5 cm. The pages have to be serially numbered. Justification (Blockssatz) is requested.

Please use a font size of 12pt and a line distance of 1 ½ lines for the text. Please use a font size of 10 an a line distance of 1 line for the footnote text. Please keep the same font type for the headings as for the text. The optical structure of the thesis can be supported by using different font sizes for the respective headings and sub-headings. So, it is advisable to use a font size of 16pt and a bold font type for chapter headings. Sub-headings can be written in bold as well but with reduced font size, advisable here are 14pt. The next sub-heading could then be written with a font size of 12pt.
1.5 Reproduction

Please pay attention to a good print-out quality. Please use a copy machine of reasonable quality.

1.6 Structure and page numbering

(1) Covering page (only for final theses)
(2) Title page
(3) Abstract
(4) Contents
(5) List of figures (if relevant)
(6) List of tables (if relevant)
(7) List of abbreviations (if relevant)
(8) Main text (Introduction, consecutive chapters, final review)
(9) References
(10) Appendices (if relevant)
(11) Statutory declaration

Counting of the pages starts with the title page, but the page numbering starts with the contents page. Up to and including the contents page (or the list of figures, list of tables, list of abbreviations page) the page numbering is in Roman numbers by using lower case letters (ii, iii, etc.). In the text the page numbering continues with Arabic numbers (3, 4, etc.). This page numbering starts with the first page of the introduction and continues until the end of the thesis. Only the statutory declaration, which marks the end of the thesis, does not receive a page number. The page numbering has to take place consistently right-aligned in the footnote.

2 Content-related structure of the thesis: Outline

The structure (outline) of the thesis is a part of your work and shows the understanding and elaboration of your topic. It shall reflect the logical set-up of your work and it gives a first information about the content of your work.
2.1 Basic principles

A logical and consistent thesis shows up by a formally logic and flawless outline with its respective structure. Subsections that are attributed to the same parent section have to be related to a common overriding issue (i.e. the subsections 2.1.1-2.1.4 all relate to and explain the overriding issue 2.1). As far as possible, the respective subsections should be equally weighted. If you want to subdivide a section, please use at least two subsections (e.g. subsection 2.2 follows subsection 2.1) and not only one subsection.

A clearly arranged structure of the outline on the contents page as well as a justification for the structure in the introduction section of your thesis make it easier for the reader to understand your work and are also a necessary condition for a thesis to be of good quality.

2.2 Form of the outline

A very favorable classification system for the outline is the decimal classification system, e.g:

1 Introduction
2 The theories of integration: An overview
   2.1 Theoretical concepts
      2.1.1 The classical concept of uniform integration
      2.1.2 The modern concept of differentiated integration
      2.1.3 The future concept of transverse integration
   2.2 Graphical illustrations
3 Integration in the European Union: An empirical analysis
   3.1 Hypotheses investigated
   3.2 Discussion of the results

As an alternative classification system a mixed alphanumerical classification can be chosen (A, B, ..., I, II, ...; 1, 2, ...; a, b,...). Too many subsections are not recommended because of the resulting over-complexity (e.g. more than four digits in a decimal classification system, like for example
2.3 Contents page

The contents page has to give a complete overview about the respective chapter headings and sub-headings with its respective page numbers.

3 Abbreviations

As far as possible, please use abbreviations sparingly. Otherwise it can impede the flow of reading. For references and citations the common abbreviations in academic writing can be used, e.g.:

- cf. = confer
- ed. = edition
- et al. = et alii
- ff. = and the following (pages)
- fig. = figure
- ibid. = ibidem
- i.e. = id est
- p. = page
- pp. = pages
- vol. = volume

Special abbreviations in the text and in tables or in the references list have to be explained in a list of abbreviations. For example:

AER = The American Economic Review
JPE = Journal of Political Economy
ZfN = Zeitschrift für Nationalökonomie
4 Citation rules

4.1 Citations

Every citation has to be verifiable. Therefore, word-for-word extractions or the paraphrase of texts, tables, graphs and ideas of other authors and sources have to be indicated by means of the usual academic citation rules! A violation of this rule can lead to a disallowance of the thesis (because of plagiarism)! References which are not taken from the literature but from, for example, own interviews or other inquiries also have to be indicated!

Direct quotes (word-for-word extractions) have to be written in quotation marks. They have to be reproduced true to original. The omission of one word has to be indicated by two dots, the omission of more than one word has to be indicated by three dots. Potential deviations from the original have to be indicated (e.g. by parenthetical additions with the indication ‘Note of the author’). In general, a direct quote should not exceed 2-3 sentences. In case longer direct quotes are inevitable, then they have to be optically indicated as such. This can be done by indenting the direct quote with a font size of 11pt and a line distance of 1 line. Generally, the original text has to be cited. Only if the original text is not available, the original text can be cited with the aid of a secondary source. In this case, the secondary source has to be indicated as well by means of "cited from ...". It has to be verifiable whether every citation used in the thesis correctly reflects the sense and ideas of the authors/sources cited. In order to be able to verify or check the citations used, the pages of the respective original sources have to be always indicated as well.

If citations from foreign-language sources occur via translation, please indicate that you have translated it and cite the original source. This applies to word-for-word citations (direct quotes) as well as to paraphrases.

4.2 References in the text

The citation of sources can be done in the footnotes or within the text (Harvard citation style). Please cite here only the names of the authors/sources, the year of publication and the pages to
which is referred. The complete source citation takes place in the list of literature (references pages). Please pay attention if you cite different authors with the same names and year of publication as well if you cite the same authors with multiple writings from the same year of publication. In this case, indicate these sources probably so that no misunderstanding appears.

*Example:* B. Friedman (1983a, 154ff.)

if you also have cited another publication of B. Friedman from the year 1983, which is distinguished by 1983b.

### 4.3 List of references

The list of references contains all literature sources that were mentioned in the thesis. The references have to be arranged alphabetically according to the surname. In case of multiple writings from the same author(s) the writings of the author(s) have to be in chronological order. The structuring of the list of references is usually done in different ways. A common structure can be found below.

Please pay attention to the following with regard to the layout of your list of references. The first line of a respective literature source should begin at the left page margin, all following lines should be indented by 0.5 cm. There should be a blank line between two literature sources.

The following indications are necessary:

**a) Books**

- First and last name of the author or authors
- Year of publication
- Title of the book (cursively written)
- Edition (if there are more than one edition)
- Publishing place
- Publishing house
- Example:
b) Articles from academic journals

- First and last name of the author or authors
- Year of publication
- Title of the article
- Journal name (cursively written)
- Volume and issue
- Page reference
- Example:

If journals are abbreviated, the abbreviations should be explained in the list of abbreviations (see section 3).

c) Articles from multivolume works

- First and last name of the author or authors of the article
- Title of the article
- Name of the editor or editors of the multivolume work
- Title of the multivolume work (cursively written)
- Volume (if there are more than one volume) and edition (if there are more than one edition)
- Publishing place
- Publishing house
- Year of publication
- Page reference
- Example:

d) Dissertations, research reports etc.

- First and last name of the author or authors
- Year of publication
- Title, cursively written in case of dissertations
- Type of the source (i.e. is it a dissertation or research report or something else)
- Institution and/or publishing house
- Example:

e) Newspaper articles

- First and last name of the author or authors of the newspaper article
- Title of the newspaper article
- Name of the newspaper (cursively written)
- Date of publication
- Page reference
- Example:

f) Documents from the internet

- First and last name of the author or authors or those who are responsible for the source
- Title of the source or article
- Uniform Resource Locator (URL)
- Date of access
• Example:
Bundesministerium für Gesundheit (2000): Der Risikostrukturausgleich in der GKV.

Internet resources are often amended or deleted. It is, therefore, important to save or print the
respective pages. Please use these resources in a reasonable manner and be aware of possible
pitfalls.

5 Hints for text supplements
(tables, figures, formulas, footnotes)

5.1 Tables and figures
Tables and figures have to be numbered consecutively by chapter. A clear and concise indication
of the content has to be given as well.
Example for a table from chapter 2:

Table 2-3: The money market as a function of income Y

The reference to tables and figures within the text shall be done according to its consecutive
numbering. This means, one can refer to the respective number of the table/figure. The source of
a table and figure has to be indicated.
Example:


Multi-sided tables should be avoided. Generally, tables should be placed on one page. Tables in
horizontal format should be placed clockwisely. This means, the reader has to turn your
manuscript clockwisely in order to read the horizontal table. Large and comprehensive materials
of tables and figures (as well as longer extractions from original sources, texts of a law) should be
placed in the appendix in order to not damage the readability of the text.
5.2 Footnotes
Researchers mostly use footnotes for remarks with reference to text passages. They convey information which do not directly fit into the main text because they would disturb the context of the main text. (source reference, reference to other parts of the own thesis or to additional literature, deviation from the main line of argumentation. For reasons of readability it is recommended to use footnotes primarily for the indication of sources. Longer explanations with regard to side issues should be rather avoided. The reference to a footnote in the main text should be done by using superscript Arabic numbers. If possible, the text of the footnote should be generally placed on the same page as its respective reference point from the main text. Footnotes have to be numbered consecutively.

5.3 Formulas
The symbols of mathematical formulas have to be unambiguously defined and explained. A consistent formula notation throughout the thesis is important. If necessary, the symbols can be listed and explained in a separate list of symbols.

In order to be able to refer to a specific formula, the formulas have to be numbered consecutively. The numbering can be done by chapter. The numbering should be done consistently on the right- or left-hand side beside the formula. The formulas should be placed centrally and with blank space between the main text.

Example:

\[ C = c_0 + c_1 Y_V \]  \hspace{1cm} (1.5)

6 Hints for structuring the content of text parts
If you wish, you can write an abstract prior to the main text. The abstract gives a short and concise summary of your thesis without any interpretation or value judgement. The introduction motivates the thesis. Here, you should state and make clear the problem or question that wants to
investigated and isolate the problem/question from other problems/questions. Also, the way of proceeding and the structure of your thesis should be explained here. If a chapter is very long and comprehensive, chapter summaries at the end of such chapters may facilitate the readability. The main and final results and arguments of your thesis should be summed up in a concluding chapter. In general, this chapter should also give some prospects and perspectives for future research. It is recommended to finalize the introduction and conclusion chapters once the main part of your thesis is finished.

7 Hints for literature research

Start your literature research preferably with the search for the most recent overview articles and text books related to your topic. The references list in these sources usually lists the most important and relevant earlier literature regarding your topic. Furthermore, you obtain a sense for the current state of research regarding your topic.

Multivolume works can also serve as a starting point for your literature research. Please pay attention to the year of publication. Achten Sie dabei auf das Erscheinungsjahr. The most recent ones are recommended. The standard reference is Eatwell, John (1991): The New Palgrave. London (Macmillan). 4 volumes (31 PIB2991-1+4). Also recommendable are the Handbooks of Economics published by North-Holland (Elsevier). Additionally, you have access to a lot of academic journals via online databases of which most are accessible through internet network of the university. Many articles and sources are accessible online or in the library, whereas some are not accessible and, thus, have to be ordered by interlending (Fernleihe). Starting point for online literature research is usually the homepage of the library. Via OpenVPN you are also able to reach the university internet network from home.
FURTHER READING


Wohin geht all das Geld?
Die besten und schlechtesten Praktiken der Entwicklungshilfe

Seminararbeit im Teilmodul „Entwicklungstheorie“

Universität Paderborn

Prof. Dr. B. Michael Gilroy

SoSe 2013

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Paderborn, den 31. März 2014
Die Global Marshall Plan Initiative: Ein Geschäftsplan für die Welt?

Wissenschaftliche Arbeit zur Erlangung des Grades „Master of Science“ (M.Sc.) in International Economics im Fachbereich Wirtschaftswissenschaften der Universität Paderborn

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2. Gutachter: Dr. Volker Seiler

Paderborn, den 31. Mai 2014
STATUTORY DECLARATION

German version:


Paderborn, 31. Mai 2014

[Signature]

(Unterschrift des Verfassers)

English version:

I hereby affirm that I, >First and last name<, have authored this thesis independently, that I have not used other than the declared sources, and that I have explicitly marked all material which has been quoted either literally or by content from the used sources.

This thesis has not been submitted or published, either in whole or part, for a degree at this or any other university or institution.

>City<, >Date<

[Signature]