

## GUIDELINES: TERM PAPERS AND THESES

This version: 06 October 2023

### Submission

- Term papers must be submitted to the chair in electronic form (pdf). They can be submitted either via Moodle or by e-mail from your account at the Friedrich-Schiller-University to your supervisor.
- Bachelor theses have to be submitted as an electronic version (pdf) to the exam office ([constanze.herrmann@uni-jena.de](mailto:constanze.herrmann@uni-jena.de)), to the chair secretary ([olga.gaessner@uni-jena.de](mailto:olga.gaessner@uni-jena.de)) and your supervisor.
- Master theses have to be submitted as an electronic version (pdf) to the exam office ([constanze.herrmann@uni-jena.de](mailto:constanze.herrmann@uni-jena.de)), to the chair secretary ([olga.gaessner@uni-jena.de](mailto:olga.gaessner@uni-jena.de)) and your supervisor. You also need to submit one printed copy (book/hardcopy binding and heat-binding are allowed – ring-binding is not allowed) to the exam office. Color print is not necessary.
- In case of an empirical thesis, you must also make all data and code available to your supervisor.

### Formalities

Margins:	above / below 2 cm, right / left each 2.5 cm.
Font:	Times New Roman or similar serif font 12 pt (main text), 10pt (footnotes).
Line spacing:	multiple (1.5) in the main text, single for footnotes.
Justification:	justified (left and right).
Length:	the wordcount refers to the main text only, excluding preliminary pages, the list of references or the appendix (+- 10%): <b>seminar paper:</b> 5,000 words (approx. 15 pages in standard formatting) <b>bachelor thesis:</b> 10,000 words (approx. 30 pages) <b>master thesis:</b> 20,000 words (approx. 60 pages).
Citations:	author-year style (consistent use of e.g. APA or Harvard citation formats). Examples for in-text citations: (Greene 2000), Greene (2000) and Greene (2000, p. 50).
Figures:	numbered (Arabic, with or without section).
Tables:	numbered (Arabic, with or without section).
Footnotes:	on the respective page (not at the end of the thesis), only for additional information and not for citations.
Page numbers:	lowercase Roman numerals for preliminary pages except title page Arabic numerals for text and supplementary pages.

### Plagiarism

Using the words or ideas of others 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 (to your Professors, to your colleagues, and also to yourself)**. It is a form of cheating which is heavily punished. You have to sign a declaration that your work does not contain plagiarized material. Remember that whoever marks your essay will have an excellent knowledge of the relevant literature, so that plagiarism will be easily detected. The simple rule to follow is always to acknowledge your sources.

## Structure of the work

**Note:** please use our templates (Word and LaTeX), available in the respective section on the teaching webpage of the chair.

- 1) *Title page*  
See template below, no page number
- 2) *Abstract*  
Short summary of your thesis (maximum 250 words).
- 3) *Table of Contents*  
Index of chapters, sections and subsections of the work numbered with Arabic numbers (1, 1.1, 1.1.1, etc.).
- 4) *List of Abbreviations (optional)*  
List only abbreviations used in text; commonly used abbreviations, such as “etc.” “et al.” should not be listed.
- 5) *List of Figures (optional)*  
List figures with respective page numbers.
- 6) *List of Tables (optional)*  
List tables with respective page numbers.
- 7) *Text*  
Introduction: concrete questions that introduce the reader to the topic and explain the structure of the work.  
Main part:
  - structure the main part in sensible subparts based on the argumentation / research approach
  - separate theoretical part from empirical or case study part
  - use not more than two (seminar) or three (thesis) levels in the structure (e.g. 2.1, 2.2, 2.3 etc.)
  - each sublevel must have at least two points (2, 2.1, 2.2, 3)
 Conclusion: summary and critical assessment of the work.
- 8) *Bibliography*

The bibliography lists all sources cited in the main text alphabetically. Works of the same author should be sorted chronologically. Several titles by the same author in one year should be distinguished with lowercase letters.

We recommend the use of reference management software to organize your sources, for consistent referencing and the bibliography (e.g. Citavi, Zotero, Mendeley, Docear, Jabref).

Examples:

[Note: the sections here only illustrate the referencing of different document types.]

Journal article:

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

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Book:

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

Contribution in collected volume:

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

Internet sources:

In general, use special caution with internet sources. All internet sources have to contain the url and the access date.

Internet sources with authors appear in the main section of the bibliography.

Romeo, Nick (2020), *What Can America Learn from Europe About Regulating Big Tech?*, *The New Yorker*, Accessed 3 November 2020.

<https://www.newyorker.com/tech/annals-of-technology/what-can-america-learn-from-europe-about-regulating-big-tech>.

Internet sources without authors are a category on their own. Use the title of the page instead of the author.

'Wikipedia:Citing Wikipedia' (2020). In *Wikipedia*, 9 September 2020.

[https://en.wikipedia.org/w/index.php?title=Wikipedia:Citing\\_Wikipedia&oldid=977504279](https://en.wikipedia.org/w/index.php?title=Wikipedia:Citing_Wikipedia&oldid=977504279).

9) *Appendix (optional)*

It contains additional material.

10) *Affidavit*

On the last page, the following statement should be signed:

For seminar papers

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.

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## Statutory Declaration:

I declare that I have developed and written the enclosed master thesis completely by myself, and have not used sources or means without declaration in the text. Any thoughts from others or literal quotations are clearly marked. The master thesis was not used in the same or in a similar version to achieve an academic grading or is being published elsewhere.

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**Cover Page template (Master Thesis):**

See next page. For seminar papers, please change “Master Thesis” to “Seminar paper” and delete the lines “to be awarded ...”. The use of the university logo is not allowed.

# **This is the Title of Your Thesis**

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Supervisor

1<sup>st</sup>: The name of your first supervisor

2<sup>nd</sup>: The name of your second supervisor, if applicable

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