



1. General notes

The basic regulations for the registration, preparation and assessment of Bachelor's and Master's theses (final theses) are set out in the examination regulations of the respective degree programme. General principles for the preparation of seminar papers are communicated in the relevant course. The following guidelines relate solely to the formal organisation of the written work.

The content of the paper should correspond to the topic. Facts must be presented clearly and comprehensibly. In addition, the student's own contribution must be clearly recognisable. The text is not to be written in the 'I-form' as a speech text and must not be an 'experience essay'. The wording should be based on corresponding scientific books or journal articles. Write in short, clear sentences. Rough or frequent formal and/or spelling mistakes have a negative effect on the assessment of the paper, in extreme cases the paper will be assessed as 'insufficient'.

1. Logo

The seal or logo of the Friedrich Schiller University Jena may not be used in the work (order of the university management).

2. Submission

Seminar papers as well as Bachelor's and Master's theses must be submitted in digital form only. For seminar papers, the guidelines for submission are communicated in the respective course, usually the submission is made by uploading the PDF file to Moodle. For final theses, the work must be sent as a PDF file by email, both to the supervisor and to the Examination Office. In certain cases, submission in written form may also be required. Please clarify this with your supervisor in good time. An automated plagiarism check is carried out using the electronic version of the thesis. The PDF file must therefore contain the entire thesis (including all directories) as a single, complete file. If an implementation is part of the thesis, the corresponding files must also be attached, preferably as a ZIP archive. If the file size of the additional materials does not permit submission by email, you can agree alternatives with your

supervisor, e.g. uploading to the university cloud. The PDF file with the thesis must be submitted by email in any case.

3. Formatting

All pages are to be written in DIN A4 format (printed on one side) with a margin of 2 cm at the top/bottom, 2.5 cm on the left and 4 cm on the right. The thesis must be written in 'Times New Roman' font in font size 12.

The work is to be written in 1.5-line spacing, footnotes in single-line spacing. The lines should be justified with hyphenation. If automatic hyphenation is used, the correctness of the hyphenation must be checked. A new paragraph is represented by a larger space between the line and the previous paragraph without first line indentation. Page numbers should be positioned at the bottom and outside right.

4. Components

Before the text pages, each seminar paper and thesis contains a title page and a table of contents. Where appropriate and necessary, a list of abbreviations and symbols, a list of figures and a list of tables should also be included. The text pages contain an introduction, the main body and a summary/conclusion, possibly also a critical appraisal or an outlook. The text pages are followed by a bibliography and, if applicable, an appendix. For final theses, an affidavit is mandatory at the end of the thesis.

Title page: When printing theses, a blank page must be inserted before the title page. This is not required for seminar papers. The design of the title page is informal. However, it should contain the following information: the names of the university, faculty and chair, the title of the thesis, if applicable the title of the seminar and the semester in which the seminar takes place, the name, matriculation number and degree programme of the author, the name of the supervisor and the submission date.

Table of contents: The title page is followed by the table of contents. The paper must be organised in numerical order according to the gradation principle. It should be noted that each

subdivision should have at least two bullet points. The depth of the structure should not exceed three levels for seminar papers and four levels for theses. The table of contents must contain all outline levels. Each bullet point should comprise at least half a page of text. The table of contents itself should not appear in the table of contents.

Please note the following with regard to page numbers: Roman numerals should be used up to the title page, with the title page being counted as the first page but not given a page number. The text pages and all subsequent pages should be numbered using Arabic numerals, again starting with one.

List of abbreviations and symbols: The list of abbreviations must be presented after the table of contents. It contains only all non-standard abbreviations, i.e. all abbreviations that are not listed in the Duden spelling rules. An abbreviation used must also be explained the first time it is used in the text of the paper. If symbols are used, a list of symbols must also be included. The same applies to symbols as to abbreviations: Symbols must be explained the first time they are used in the text.

List of figures and tables: All figures and tables in a seminar paper or thesis must be numbered consecutively and labelled. The list of figures lists all figures and the list of tables lists all tables including their number, name and page number. The following also applies to illustrations: They are to be integrated into the text if they are related to the text. Extensive illustrations such as questionnaires, legal texts, etc. should be placed in the appendix. All illustrations must be provided with references. Generally known figures, such as population figures, should also be referenced. The references are to be placed directly below the presentation, always preceded by the word 'source'. If illustrations are created in-house, they should be labelled 'Source: Own illustration', possibly 'based on: ...' should be used. If figures from several sources are processed and recompiled so that it is no longer possible to cite each individual figure, all sources must be cited at the beginning of the section and the type of processing must be indicated in a footnote. Notes that refer to special features of individual figures are labelled with small Latin letters (a, b, c, etc.) and placed at the end of the still framed presentation.

Pages: The scope of a seminar paper is determined in consultation with the supervisor or in the corresponding course. The length of a Master's thesis is 20,000 words (approx. 60 pages), that of a Bachelor's thesis 10,000 words (approx. 30 pages) and that of a seminar paper 5,000 words (approx. 15 pages). This does not include the bibliography, appendices or other non-content components of the thesis. A margin of 10% applies to the number of words. Deviations from this are only permitted after consultation with the supervisor.

Citation: Any use of third-party intellectual property must be clearly identified by citing the source. No changes may be made to verbatim reproductions. The omission of a word is to be indicated by two dots, the omission of two or more words by three dots. Similarly, any emphasis (underlining, bold print, etc.), insertions and/or own or third-party translations that have been made or omitted must be indicated by appropriate comments. The text taken verbatim must be placed in inverted commas. The analogous reproduction of third-party intellectual property must also be identified by citing the exact source, using the suffix 'cf.' (compare). References to further literature are marked with the abbreviation 's.' (see). Primary sources should be used as far as possible. If this is not possible, the original source should be cited first, and the secondary source used is then indicated with the note 'cited by:'. Sources should be cited either directly in the text or in a footnote. The short form is sufficient: author's name (year, page number).

In – text citation: Text (Freytag, Vietze, 2009, p. 182; Cantner, 2010, p. 49)

Comparison: Text (cf. Freytag, Vietze, 2009, p. 182; Cantner, 2010, p. 49)

More than two authors: Text (Freytag et al. 2009, p. 182)

Literal citation: 'Text' (Freytag et al. 2009, p. 182)

Citation of several pages: Text (Freytag et al. 2009, p. 182ff)

Bibliography: In the bibliography, all sources used must be listed in alphabetical and chronological order by author. If there are several works by the same author, they should be listed in order of publication, starting with the oldest work. In the case of several works by one author from one year, lower case letters beginning with 'a' are introduced after the year. If an author has written a work in collaboration with several authors, this should be included in the bibliography after the individual publications.

Text (Freytag et al. 2009a, p. 182)

All sources should be numbered in ascending order. Books, journals, internet sources etc. are not listed separately.

The following information is required:

- For books: Name of the author (year of publication; if there is no indication of the year of publication, then 'n.d.' without year): Title of the book, edition (if more than one edition), publisher, place of publication (if more than one place, only the first place is mentioned with the note 'et al.' (and others)).
- For journal articles: Name of the author (year of publication): Title of the article, 'in:' Name of the journal (common abbreviations may be used, e.g. EJOR) Volume/number/issue, pages.
- For articles from anthologies, publication series, commemorative publications, etc.: Name of the author (year of publication): Title of the essay, 'in:' Name of the editor '(ed.)', title of the collective work, edition of the collective work (if more than one edition), publisher, place of publication, pages.
- For newspaper articles: Name of the author (if no author is named: 'o.V.'), (year of publication): Title of the article, 'in:' Name of the newspaper, number of the newspaper, date of the newspaper, pages.
- For internet sources: Name of the author (year): Title of the document, 'Internet:' Full address path, if visible 'Status:' Status of the document, 'Retrieval:' Date and time of retrieval.
- For documents from companies: Name of the issuing company (year): Title of the document, company headquarters, (parent) company.

The quality of the sources used is included in the assessment of the work.

Affidavit: All theses (seminar papers, Bachelor's and Master's theses) must contain an affidavit at the end of the thesis and must be signed by the author (in the case of group theses, all authors) of the thesis, stating the place and date in all copies (digital or printed).

5. Usage of AI tools

The use of generative artificial intelligence is not prohibited in principle, but must - like other tools and sources - be labelled accordingly. In particular, it must be labelled which ideas, texts, images, content, etc. were generated by AI.

Permitted AI tools:

- Word processing programmes, e.g. Word or OpenOffice Writer
- Spreadsheets, e.g. Excel or LibreOffice Calc
- Spelling and grammar checking and correction including tools for word processing programmes, e.g. DeepKomma
- Search engines
- Digital dictionaries and thesaurus
- Mind map tools
- Research tools, e.g. scientific literature search via PubMed
- Research tools that do not generate ideas, e.g. scientific literature search via Google Scholar

Seminar papers and theses should first and foremost contain the thoughts, ideas and findings of the author. It must be clearly recognisable whether and where these have been supplemented by generating AI. Below you will find a list of the AI tools permitted for the audit in question and how their use is to be labelled. The documentation should be provided in a separate AI source directory.

Permitted tools:

- Text-generating AI tools: The verbatim or content-based transfer from AI-generated text sources (including source codes, mathematical expressions, etc.) is permitted.
- AI-Based Image Processing Tools: The direct adoption of elements from image sources that are processed using AI tools is permitted. Translation by AI Tools: The verbatim use of AI-generated translations is permitted.

To document the use of AI tools, at least the name and version of the tool used must be specified.

Additionally, the following details must be provided:

- Specification of the elements directly adopted from the AI tool's output.
- Date and time of the tool's usage.
- The complete input provided to the tool, e.g., via prompts.
- The complete output generated by the tool.
- If available: The internet address where the tool was accessed.

When using AI tools in a multi-step process involving a sequence of content revisions, all intermediate steps must be documented individually. This (including input and output) can, if necessary, be ensured through links to immutable chat logs. For any questions or uncertainties, please feel free to contact your supervisor.