



# Formatting Guidelines for Term Papers, Bachelor's Theses, and Master's Theses

## 1 Formal requirements

The piece of work to be submitted consists of the following parts:

1. Title page
2. Table of contents
3. Lists of figures, tables, symbols and abbreviations (where applicable)
4. Text
5. Bibliography
6. Appendix

In addition, the following declaration from the university's examination office must be inserted as the final page of the work to be submitted and **signed** by the author:

*"I hereby declare, in accordance with § 5 para. 3 PuStO, that I have written the above master's thesis/bachelor's thesis/term paper independently and have not used any sources or aids other than those specified."*

## 2 Structure of the title page

The title page should contain the following information:

- Type of work: Term paper (stating the name of the seminar or subject) *or* bachelor's thesis *or* master's thesis (with indication of the processing time)
- The title of the term paper *or* bachelor's / master's thesis,
- Name of the chair (i.e. *Professorship for Economics, esp. Macroeconomics and International Finance*)
- Name of supervisor
- Name, address, matriculation number, and place of birth of the author
- Submission date

### 3 Table of contents

The table of contents should include an outline of the thesis along with corresponding page numbers. It must also list figures, tables, symbols, abbreviations, and the bibliography. Roman numerals are used for the title page and all preceding lists, but the numbering is displayed starting from the page following the title page. Thus, while the title page is considered page (I), the number does not appear on it. The subsequent page is numbered (II) and the number is shown.

The main text is numbered using Arabic numerals, beginning with 1 on the first page of text and continuing sequentially to the last page of the paper.

### 4 Lists of figures, tables, symbols and abbreviations

Commonly used abbreviations, such as “e.g.”, “i.e.”, “etc.”, “USA”, “cf.”, “ed.”, and “p.”, need not be listed in the list of abbreviations. However, if specific subject-related abbreviations are utilized, a dedicated list of abbreviations should be compiled for these terms. In general, abbreviations should be used sparsely.

It is important to note that variables in formulas are not considered abbreviations, but rather symbols. Therefore, a separate list of symbols should be generated for this purpose. Care should be taken to avoid assigning different meanings to the same symbol within the paper.

### 5 Text

The text, including figures and tables but excluding bibliography and appendix, should have the following length:

- Term papers: 15 pages (maximum deviation +/- 10%)
- Bachelor’s theses: 25 pages (maximum deviation +/- 10%)
- Master’s theses: 50 pages (maximum deviation +/- 10%)

The following **format specifications are recommended**:

- Margins: right and left together 5 cm
- Line spacing: 1.5 lines
- Font type in the text: Arial with font size 11
- The thesis should be structured using a hierarchical format, including sections, subsections, sub-subsections, and so on.

Papers with formatting that significantly deviates from our specifications and recommendations, as well as those that are poorly formatted, will not be accepted.

Spelling, grammar, punctuation, and tone of voice are crucial aspects. Deficiencies in these areas will adversely affect your grade.

## 6 Citation

Term papers or theses are **scientific works**. Therefore, the author's own contribution to the work must be crystal clear. The term paper or thesis must be written in the author's own words, i.e. the "own contribution" must not consist solely of copying parts of other sources almost word for word and changing them only by rearranging sentences or changing individual words. If parts of the text are found to have been copied verbatim, the work will be marked "insufficient".

**Any use of other people's ideas** must be acknowledged, distinguishing between literal (direct) quotations and paraphrases with a similar meaning.

**Direct quotations** should only be used in exceptional cases and for particularly concise individual statements. Direct quotations must be used exactly as they appear in the original work and enclosed in quotation marks. The page number where this quotation appears in the original work should be stated. If parts of sentences are omitted, this must be indicated by [...]. Your own additions within the quotation must also be enclosed in square brackets.

When using **Indirect quotations**, you restate the content of **other people's work** using your own language. Essentially, you express concepts learned from these authors in your own words. In such cases, quotation marks and exact page numbers are not required, but it's crucial to refer to the original work where you acquired the ideas by citing it properly.

## 7 American Referencing Style

The so-called American referencing style is to be used, where the source is cited in brackets directly in the text. Only the author, the year of publication of the source (and the page number in case of direct quotations) are to be written.

Example: "In the Pigouvian tradition, economists have frequently proposed the adoption of a system of unit taxes (or subsidies) to control externalities, where the tax on a particular activities equal to the marginal social damage it generates" (Baumol and Oates, 1971, p. 42).

If there are several authors with the same surname, their initials are also given to distinguish them. A reference is also required for tables and figures taken from other sources. Such references should be placed below the table or figure and include the author, year of publication, and page number. Additionally, for tables or figures that involve your own calculations or illustrations

based on others' work or data, include a phrase like "own calculation", "own survey", or "own illustration", along with the source of the data or borrowed work.

## 8 Bibliography

All sources cited in the text must be listed in the bibliography. Conversely, no sources should be included in the bibliography that are not cited in the text.

In addition to academic articles and books (or book chapters), you may cite reliable sources from the internet, such as those from international organizations. However, blogs, newspapers, personal websites, and Wikipedia are examples of sources you may read for your own knowledge and comprehension or to get ideas and become acquainted with arguments, but they should not be cited as sources in an academic work.

If multiple versions of an academic article exist, such as working papers and a published journal article, cite the published version. It has undergone thorough review and is the most reliable source for your thesis or term paper.

Journal article's citation requires the following information: author's name, year of publication, title of the article, name of the journal, issue number and page numbers, using the following format:

- Andrés, J., Boscà, J. and Ferri, J. (2015), Household debt and fiscal multipliers, *Economica* **82**, 1048-1081.

Articles in edited volumes are recorded with the author's name, year of publication and title of the article, as well as the name of the editor of the anthology, the title of the anthology, the place of publication and the page number.

- Quadrini, V. and Rios-Rull, J. (2015), Inequality in macroeconomics, Bourguignon, F. (Ed.), *Handbook of Income Distribution*, Volume 2B, Oxford, pp. 29 - 45.

Books must be listed with author and publisher, year of publication, title, edition and place of publication.

You can either write the first names of authors in full or abbreviate them, but this should be done consistently.

- Piketty, T. and Zucman, G. (2015), *Wealth and Inheritance in the Long Run*, Amsterdam: Elsevier.

For internet references, the author, the title of the publication, the internet address and the date of access must be given.

- Krugman, P.R., Currency Crises, in: <http://web.mit.edu/krugman/www/crises.html>, accessed 01.06.2020.

Journal articles and working papers are not considered “internet sources”, as they are also available in printed versions.

- Bloningen, B.A. (2005), A Review of the Empirical Literature on FDI Determinants, NBER Working Paper No. 11299, Cambridge, MA.

Finally, Bibliography should be listed in an **alphabetical** order. If an author appears more than once, the papers should be listed according to the year of publication (in ascending order). If there are several papers in the same year, the year should be followed by a, b, c, etc. Whenever possible, the most recent edition of a book should be used.

## 9 Figures

All figures in the text (and in the appendix) must be numbered and labeled (e.g., “Fig. 3: The LM curve”) and have a reference immediately below the figure (e.g., “Source: Ohr (2001), p. 55”). If you have personally prepared the figure, indicate this clearly, as previously stated.

## 10 Appendix

More extensive derivations or charts and tables that do not fit directly in the main text may be included in the appendix. However, they must be referenced in the text.