



Notes on the preparation of Seminar-, Bachelor- and Master Theses

(Version: April 2020)

1. Preliminary remarks

When writing seminar, bachelor or master theses, please follow the subsequent instructions. For further information on writing scientific work, we refer to the literature listed below:

- Theisen, Manuel R. (2013):
Wissenschaftliches Arbeiten, 16. Auflage, München: Vahlen.
- Brink, Alfred (2013):
Anfertigung wissenschaftlicher Arbeiten. Ein prozessorientierter Leitfaden zur Erstellung von Bachelor-, Master- und Diplomarbeiten, 5. Auflage, Wiesbaden: Springer Gabler.
- Krämer, Walter (2009):
Wie schreibe ich eine Seminar- oder Examensarbeit?, 3. Auflage, Frankfurt am Main: Campus.

In the case that different sources provide contradictory recommendations for a specific point, please stick to one source for the entire thesis. Furthermore, we recommend attending the course on the preparation of scientific papers by Dr. Brink: <https://www.wiwi.uni-muenster.de/bib/studium/wissenschaftliches-arbeiten>.

2. Content of the thesis

- In a first step, the topic and research question have to be defined. This will guide all further explanations.
- Only those passages that are directly related to the research question should be included.
- All statements and claims must be justified.
- An uncommented comparison of the arguments taken from the literature is not sufficient, a critical evaluation is necessary.
- Attention must be paid to the comprehensibility of the thoughts. Very long sentences as well as logical breaks and gaps in the argumentation must be avoided. The reader must always be able to follow the line of argumentation. To do so, we recommend to include short summaries, outlooks and justifications for the scientific methods.
- Figures and tables should generally be included in the main text. If they are supplementary for the argumentation, they should be included in the appendix. Extensive mathematical derivations should also be included in the appendix; only the result of the derivation should appear in the main text.
- If interviews with experts are conducted in the course of the work, these interviews should aim to provide additional practical examples in addition to the information from the literature. In terms of content, this information should be relevant for the work and should not only be used if it supports the own argumentation, but also if it does not confirm certain aspects.



3. Formalities

Academic papers should meet certain formal requirements for reasons of smooth readability and orderly appearance. In this regard, we refer to the above-mentioned literature on writing scientific work. In addition, please follow the following rules:

- The thesis should have the following components: Cover sheet, table of contents, if applicable list of abbreviations, illustrations and symbols, main text, if applicable appendix, bibliography, declaration of consent for plagiarism verification and signed affidavit.
- Concise and precise explanations are preferred to excessive descriptions. The length of a seminar paper must not exceed 15 pages. For master theses, the maximum length is 50 pages. For Bachelor theses, the module handbook specifies 7,000 words, which corresponds to a frame of 25 pages.
- The following dimensions apply to the page margins (paper size DIN A4): upper and lower margin 3 cm each, left margin 6 cm, right margin 2 cm. These margins must be fulfilled in all parts of the work. Only the cover sheet may deviate from these specifications.
- Use Times New Roman as font and a font size of "12-point" in the text. Footnotes and captions of illustrations may be set in "10-point".
- For the text, justification and hyphenation must be used.
- A line spacing of 1.5 must be used in all parts of the work (also in directories and attachments). Footnotes must be written with single line spacing.
- A new chapter (topmost outline level) must start on a new page (does not apply to seminar papers).
- The distance of a heading to the following text must be smaller than the distance to the preceding text. A complete blank line must be inserted before a heading. If several headings follow one another, it is not necessary to insert blank lines between them.
- Additional space must be inserted between paragraphs. The space between two paragraphs is to be 12pt. Paragraph formation by indenting is also possible, but not necessary.
- The font size for the headings at the top level is 14-point, for the headings at the other levels 12-point.
- When working in German, the rules of the New German Orthography are to be used. When working in English, either British or American English may be used.
- Once a citation method has been chosen, for example the method mentioned below, it must be followed consistently. A short citation is also permissible. Example:

- a) Cf. Marusev/Pfingsten (1993), p. 362.
- b) Cf. Perridon/Steiner (2007), p. 362.

A bibliography is required to be complete, i.e. in the example:

- a) *Marusev, Alfred W./Pfingsten, Andreas (1993):* Das Lücke-Theorem bei gekrümmter Zinsstruktur-Kurve, Zeitschrift für betriebswirtschaftliche Forschung 45, pp. 361-364.
 - b) *Perridon, Louis/Steiner, Manfred (2007):* Finanzwirtschaft der Unternehmung, 14th revised edition, Wiesbaden: Vahlen.
- When citing sources from the internet, you should follow the recommendations of Krämer (1999, pp. 205-208). A corresponding entry in the bibliography then reads, for example: *Dowd, Kevin (1999):* The Extreme Value Approach to VaR - An Introduction (1), Financial Engineering News, no. 11 (August), <http://fenews.com/1999/Issue11/089904.html> (8. Nov. 1999).



- When citing sources from anthologies, this must be given in full for each individual source. It is therefore not necessary to record the anthology as an independent source.
- The footnotes may be numbered consecutively.
- The outline can be numeric or alphanumeric, but in any case it must be consistently maintained.
- The flow of reading should not be disturbed by the excessive use of abbreviations. The list of abbreviations must include all abbreviations that are not contained in the current edition of the "Duden - Die deutsche Rechtschreibung". The first time an abbreviation appears, the term must be written out in full.
- If expert interviews are used, they should be conducted on the basis of a guide to be set out in the appendix. Documentation should be provided in the form of a one- to three-page record of the results, indicating the name and position of the interviewee and the type and duration of the interview. In addition, the protocol must be authorized by the signature of the interviewee and the authorized document must be included in the appendix.

4. Bachelor and Master theses in cooperation with companies

Working in cooperation with companies is generally possible after prior consultation with the supervising chair. The same standards apply to theses in cooperation with companies as to all other theses. This means in particular:

- The processing time is identical with theses that are not written in cooperation with companies. There is no prior confirmation that a specific project work will be assigned.
- The concrete topic is specified by the supervising chair, not by the candidate or the participating company.
- The grading is based on the scientific standards of the chair.
- Supervising the thesis is not a consulting service of the supervising chair for the company.

5. Submission of the paper

The work is to be submitted in two copies, each bound in glue binding, to the secretary's office of the respective chair (for seminar papers one copy and a spiral binding is sufficient).

The submitted papers are tested for plagiarism with software support as a general rule. For this purpose, the papers should be submitted as a file on a CD or DVD or on a USB stick in addition to the paper submission on the submission date. The data storage device (one data storage device per submitted copy) are to be attached in a glued-in plastic bag at the end of the thesis. Furthermore, the data storage device should contain the internet sources as a PDF printout.

In the case of an empirical paper, the calculations (e.g. Excel worksheets) should also be documented and saved on the data storage device and handed in with the thesis. The same applies to the programs used.