

Guideline for seminar paper and bachelor / master thesis preparation

1 General Information

1.1 General

This guideline is supposed to support your preparation of seminar papers and bachelor or master theses. In general, your participation must be registered at the institute as well as at the examination office. The specifications of the examination office are binding.

1.2 Registration of seminar papers

The subject of the seminar and the indications concerning the registration are announced at our homepage.

1.3 Registration and subject of bachelor / master theses

If you wish to prepare a bachelor / master thesis at our institute, please obtain information at the homepage of the examination office about the registration and deregistration periods as well as the formal requirements first. Please contact our secretary subsequently via email (gabriele.musiolik@wiwi.uni-muenster.de). Your email should contain your desired period, a current transcript of records and a completed research agenda (to be found on our website). We will get in touch with you to arrange an appointment for a preliminary talk.

You should consider the following preliminaries concerning your suggested subject:

- Find a concrete research question that will be answered in your thesis.
- Deliberate why your question might be interesting. Use current discussions of politics, economy and science to identify the relevance of your research issue.
- Verify if there is existing scientific literature concerning your desired topic.
- Keep in mind that your research question is to be answered within your processing period and must comply with the respective standards of bachelor / master theses (based on the examination regulations).
- Deliberate which method (theoretical or empirical) should be used to process your research issue.
- **Objective of your thesis is to prove that you are able to apply economic scientific methods.**

If you are unsure about one of the above preliminaries or if there are questions left, we are glad to help you at the preliminary talk.

1.4 Literature research

- For a first literature research, you can use Google-Scholar. Verify that you are using the university network for a broad access to scientific journals.
- It is especially expected to cite relevant journal articles.
- To motivate your research issue, you can also refer to newspapers or internet sources in a reasonable amount.

1.5 Structure

- In an early stage of work, you should examine the setup of your thesis and develop a provisional structure with your advisor of the chair.
- The structure should provide a logical formation of the content.
- The chosen headings should be meaningful and stand in a consistent coherence.
- Make sure there always is a common thread running through the structuring and writing process.

1.6 Submission of the thesis

- A bachelor / master thesis has to be submitted in three copies (2x printed, 1x digital) on schedule to the chair.
- A seminar paper has to be submitted in digital form via email on schedule to the chair.
- Delayed submissions of seminar papers or theses will not be considered.

2 Formal Requirements

2.1 Structure

The paper should consist of the following parts:

1. Front page
2. Table of contents
3. Lists of figures, tables, symbols, abbreviations (if necessary)
4. Text pages
5. Appendix
6. Bibliography
7. Mandatory declaration
8. Declaration of consent for plagiarism assessment

2.2 Structure of the front page

The front page should contain the following information:

- Subject of the paper, name of the advising chair;
- Type of paper: seminar paper (plus the name of the seminar) or bachelor / master thesis;
- Name, address, matriculation number, semester, submission date.

2.3 Table of contents

The table of contents contains the bullet points with the associated page numbers of the paper. Registers of figures, tables, symbols and abbreviations as well as the bibliography are to be included in the table of contents.

2.4 Registers of figures, tables, symbols

Figures and tables are to be listed indicating the description (e.g. "Fig. 1: Phillips-Curve", "Tab. 2: Balance of payments Germany 1998") and the page number in the associated register. When symbols are used, they should also be listed in a separate register. It should be kept in mind to not use different symbols for the same variable or economic quantity throughout the text.

2.5 Register of abbreviations

Use abbreviations as little as possible, except those that are common in the general language use ("e.g.", "etc.", "i.e.") or source citation ("Ed.", "p."). In case of inevitable abbreviations, create a register of abbreviations just for those and include it between the table of contents and the main text.

2.6 Recommended format requirements of the text section

The text section including figures and tables, which are part of the text, but without the bibliography and appendix should comprise the following extent:

- Seminar papers: approx. 15 pages,
- Bachelor theses: approx. 25-30 pages,
- Master theses: approx. 45-50 pages.

To ensure a uniform valuation standard, we recommend the following formal requirements:

- A4, one-sided
- Times New Roman 12 pt, Arial 11pt
- Line-spacing: 1,5; full justification
- Borders of the pages: at the top and bottom 2 cm, on the left 4 cm and on the right 2 cm
- Page numbers in Arabic numerals; pages not contained in the text section with Roman numerals; front page without a page number
- Additional information should be added in footnotes.
- Footnotes are to be concluded by a full stop.
- Mathematical formulas or equations are numbered consistently.

The seminar paper and the bachelor or master thesis should be in a uniform appearance and free of spelling, grammar and punctuation errors. We attach importance to scientific terminology throughout the paper or thesis.

2.7 Appendix

Figures and tables that cannot be fitted directly in the text section can be included in the appendix. You should refer to it in the text section.

2.8 Figures and tables

- Tables and figures are labelled with a clear description above or below the illustration and should be numbered.
- Head- and baselines are listed in the List of Figures and Tables.
- The general meaning of the tables and figures has to be understandable without explanatory notes.
- Figures and tables are created on your own; sources are labelled in the head- and baselines. If you insert figures as image files or the like, please pay attention to a high resolution.
- Graphics have to be well readable in a black and white printing as well. If appropriate use a line pattern.
- Add the data from own surveys or other sources in digital form if you use them in your paper or thesis.
- Tables and figures should be included in the text section without creating empty space in the running text.

2.9 Citations

- External thoughts, literally or analogously, have to be indicated as such.
- Literal quotation should only be used in exceptional cases. Literal rendition has to be adopted exactly and has to be put in double quotation marks. Omissions have to be indicated by [...]. The original meaning of the literal quotation should not be changed while adopted in the own text.
- If you reproduce external thoughts analogously in your own words, our chair prefers the citation style within the text as used in the international literature. The citation via footnotes is possible as well, but pay attention for a stringent application of your chosen citation style.

Example for citation within the text:

This sentence refers to the content of a source (Becker 2012).

If there are two authors use (Becker and Schneider 2012) or (Becker & Schneider 2012).

If there are more than two authors (Becker et al. 2012).

Usually you can renounce the declaration of page numbers if you quote from a journal article. Quotations from a book or literal quotations are provided with page numbers (Becker 2012, p. 15).

- Please quote primary sources. The quotation of secondary sources is not allowed.

2.10 Bibliography

The bibliography is in alphabetical order. When you list several sources by the same author, it has to be chronologically. If there are moreover various sources by the same author, published in the same year, they are to be labelled with a, b, etc. behind the year reference. When citing a working paper, please check, whether it has already been published as a scientific paper in a journal. If this is the case, the published paper has to be cited.

Example for the listing of a journal article:

Becker, J., Steinhoff, M., 2014. Tax accounting principles and corporate risk-taking. *Economics Letters* 125(1), 79-81.

Example for the listing of a book:

Becker, J., Fuest, C., 2017. Der Odysseus-Komplex – Ein pragmatischer Vorschlag zur Lösung der Eurokrise. Hanser, München.

Example for the listing of a chapter from a book:

Brunner, K., Melzer, A.H., 1990. Money supply. In: Friedman, B.M., Hahn, F.H. (Eds.), Handbook of Monetary Economics, vol. 1. North-Holland, Amsterdam, pp. 357-396.

Example for the listing of an online source:

Westfälische Wilhelms-Universität, 2017. <http://www.wwu.de/>, accessed on 22.01.2017.