

Guidelines for Seminar Papers and Bachelor's/Master's Thesis

Structure

The paper should contain the following components: title page, table of contents, main text, appendix, bibliography, declaration of academic integrity, consent declaration for plagiarism check.

The title page should contain the following information: topic, name of supervising institute, type of paper (seminar paper or Bachelor's/ Master's thesis), name, address, student ID, semester, submission date.

The main text, including figures and tables appearing in the main text but excluding bibliography and appendix, should have the following scope:

- Seminar papers: max. 15 pages
- Bachelor's thesis: approx. 25-30 pages
- Master's thesis: approx. 45-50 pages

Formatting

- Margins: top 2cm, left 4cm, bottom 2cm, right 2cm.
- Line spacing: 1,5.
- Justified text ("Blocksatz") with automatic hyphenation.
- Page numeration in Arabic numbers within the main text, Roman numerals elsewhere (excluding the title page).
- Recommended font: Times New Roman 12pt or Arial 11pt.
- Mathematical formulas or equations should be numbered consistently.

Figures and tables

- Figures and tables should be labeled with a caption that includes numbering.
- Figures and tables should be largely self-explanatory without additional notes.
- Figures and tables should be the author's own product; references should be indicated in the caption.
- If additional data from own data collection or other sources is used, it should be provided in digital form.
- Figures and tables presented in the appendix should be referred to in the main text.

Abbreviations

If subject-specific abbreviations which go beyond common abbreviations in everyday language (e.g., 'i.e.') or in citations (e.g., 'p.') are used, they should be introduced upon their first usage.

Citations

Any external idea, whether literal or paraphrased, must be clearly indicated as such.

- Direct quotes should only be used in exceptional cases. They must be cited precisely as stated in the original source and must be marked with quotation marks. If certain parts of the sentence are omitted, this must be indicated with [...].
- When paraphrasing, external ideas are restated using the author's own words. The institute prefers in-text citations, as commonly found in international journals. A coherent citation style must be adhered to.
- Articles from academic journals are cited without page numbers, while direct quotations and citations from books are given with page numbers (Becker and Fuest 2017, p. 15).
- In general, primary sources are preferred over secondary sources.

Example for in-text citations: This refers to a single source (Becker 2014). For two authors, use (Becker and Steinhoff 2014) or (Becker & Steinhoff 2014). For more than two authors, write (Becker et al. 2017).

Bibliography

- Alphabetical order, multiple sources by the same author chronologically; multiple sources by the same author from the same year labelled with a, b, etc. (e.g., 2022a).
- When citing a working paper, check whether it has already been published in a scientific journal. If so, the published paper must be cited.

Example for referencing a journal article:

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

Example for referencing a book:

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

Example for referencing a chapter in 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 referencing an online source:

University of Münster, 2023. <https://www.uni-muenster.de/en/>, accessed on October 19, 2023.