



Guidelines for Scientific Writing

This guide contains some selected formal basics for scientific writing of seminar papers and bachelor, master, and diploma theses. For further information related to different study programs please visit the websites of the examination office and SIZ for further information.

1 Formal Requirements

For scientific writing, especially for final theses, we highly recommend to use LaTeX¹ or any other typesetting software that allows to format formulas and other mathematical expressions. In the following, formal requirements are described. It has to be noted that the seminar papers and final theses have to comply with grammatical and orthographical rules.

1.1 Formal Structure

Scientific work consists of the following parts (in this order):

- Title page
- Table of Contents
- List of Figures
- List of Tables
- List of Abbreviations and Symbols
- Body
- References/List of Sources
- Appendix

¹LaTeX is available for free. Further information and download links are provided at <http://miktex.org/>

- Declaration of Originality (for final theses please use the form provided by the examination office)

1.2 Scope and Style

The following rules refer to the body of the work including footnotes but excluding appendix, figures, and tables.

1.2.1 Scope

- Diploma theses approx. 60 pages (DIN A4)
- Seminar papers (B.Sc.) 12-15 pages (DIN A4)
- Seminar papers (M.Sc.) 15-20 pages (DIN A4)
- Bachelor theses approx. 40 pages (DIN A4)
- Master theses approx. 60 pages (DIN A4)

1.2.2 Style

- Margin: 3cm left, 2cm right
- Font: Times New Roman (font size 12pt) or Arial (font size 11pt); in footnotes: Times New Roman (font size 10pt) or Arial (font size 9pt)
- Line spacing: 1.5 spacing (body), single spacing (footnotes)
- Alignment: justified
- Numbering: all pages (starting after the title page) have to be numbered continuously; Table of Contents, List of Figures, List of Tables and List of Abbreviations and Symbols have to be numbered Roman numerals; Body, Appendix and References have to be numbered using Arabic numerals

1.2.3 Title Page

The title page has to contain the following information:

- Name of the supervising chair, supervisor and second supervisor
- In case of seminar papers: course, semester and supervisor
- Title
- Information about the author (name, email, Matr.-Nr., semester, course of study)
- Date of submission

1.3 Formatting of formulas and other mathematical expressions

Provided that your work contains formulas, they have to be numbered right justified. The formulas have to be explained in the text and the symbols for parameters and variables used have to be defined (directly below the formula – either in the text or like in the example below – and in the List of Abbreviations and Symbols).

Example:

$$\frac{\partial U_i(q_i)}{\partial q_i} \geq 0 \quad (i \in I, q_i \geq 0) \quad (1)$$

with:

- I: Index set of consumers,
- q_i : Demand of consumer i ,
- U_i : Utility of consumer i .

2 References and Quoting

In scientific work, use of others' thought has to be cited as such (this also holds for figures etc.). Violation of this rule leads to fail the seminar or thesis. Citation of others' thought is required in the text (Harvard citation) and the References. The list of references only contains sources that are cited in the text. Further literature you have read but not used in the text are not allowed to be included in the references. Word-for-word citation has to be avoided.

In the text, sources used have to be putted in brackets directly after the (word-for-word) citation containing the author, year of publication, and the page number. In the list of references, author, year of publication, title, journal name, volume and page numbers have to be listed in case of journal articles. As for books, place of publication and publisher have to be given additionally. The references have to be sorted by alphabetic order. If there are used two or more contributions of the same author, they have to be sorted by the year of publication. In case of publications with two or more authors, only the first author will be mentioned in the text and other authors will be summarized using "et al."

Example for a citation of a journal article:

In the body:

In the long run unskilled workers are better off due to offshoring of high-tech jobs (Davidson et al., 2008, p. 475).

The corresponding entry in the references:

Davidson, C., Matusz, S. & Shevchenko, A. (2008). Outsourcing Peter To Pay Paul: High-Skill Expectations and Low-Skill Wages With Imperfect Labor Markets. *Macroeconomic Dynamics*, 12, pp. 463-479.

Further examples for citations in the references:

- Journal article:
Albrecht, J. & Vroman, S. (2002). A Matching Model with Endogenous Skill Requirements. *International Economic Review*, 43, pp. 283-305.
- Monograph:
Cahuc, P. & Zylberberg, A. (2004). *Labor Economics*. Cambridge, Mass. and London: MIT Press.
- Discussion paper:
Davis, L.W. & Kahn, M.E. (2008). International Trade in Used Durable Goods: The Environmental Consequences of NAFTA. NBER Working Paper No. 14565.
- Book contribution:
Brown, C. (1999). Minimum Wages, Employment and the Distribution of Income, in: O. Ashenfelter and D. Card (eds.), *Handbook of Labor Economics*, Vol. 3 (pp. 2101-2163), Amsterdam: North-Holland Publishing.

3 Literature Search

For a successful scientific work an extended search for recent scientific journal articles and monographs is indispensable. Popular scientific literature and (weekly) newspaper should not be used as sources of research. (Lecture) notes are not able to be quoted. For the literature search we recommend to use the e-journals and research databases provided at the website of the library as well as the database repec/ideas (<http://econpapers.repec.org/>).

4 Declaration of Originality

At the end of the work a declaration of originality has to be added. For final theses (bachelor, master, or diploma theses) please use the forms provided at the website of the examination office. For seminar papers please use the form below.

Declaration of Originality

I hereby declare that the present seminar paper and the work reported herein was composed by and originated entirely from me without any help. All sources used from published or unpublished work of others are reported in the list of references. All parts of my work that are based on others' work are cited as such.

This seminar paper has not been submitted for any degree or other purposes, neither at the University of Hohenheim nor at any other university or college.

(Date and Signature)