



## Formal requirements for a scientific paper

The following text outlines requirements regarding the formal design of scientific papers. Not sticking to those formalities may lead to a deduction in grading. Furthermore, design, orthography and punctuation are relevant elements for grading as well.

The starting literature provided by the chair should support students with the research for scientific papers. Also relevant articles, especially from international journals, should be utilized.

### Amount of copies and binding:

- **Master thesis:** One copy (firm binding, no coil binding)
- **Bachelor thesis:** One copy (firm binding, no coil binding)
- **WiWiZ seminar paper:** One copy (firm binding, no coil binding)
- **Seminar paper/Assignment:** only in electronic form (pdf)

**Additionally**, all papers need to be submitted via the 'Formularserver' in **electronic** form as **pdf-file (PDF/ A format)**. Before submitting please check the formal **requirements of the Examination office** in charge with your studies.

### Length:

- **Master thesis:** about 40 pages
- **Bachelor thesis:** about 25 pages
- **WiWiZ-seminar paper:** about 25 pages
- **Seminar paper:** about 10 pages
- **Assignment (simulation game):** about 5 pages

Note: Directories and appendices are not part of the required length, however tables and graphs are. A deviation of more than +/- 10 percent should be discussed with the supervisor before submitting.

**Fonts:** Times New Roman or Arial.

**Font size:** Text: 12 pt; Footnotes: 10 pt.

**Line spacing:** Text: 1.5 lines (18 pt); Footnotes: 1 line.

**Paragraphs:** Space before and after the paragraph 0 pt.; Indentation of the first line of the paragraph: left 0.5cm

**Page margins:** left 3 cm; right 2 cm; top and bottom 2.5 cm.

**Headings:** first outlinelevel: 13 pt, bold; following outline levels: 12 pt, bold.

**Tables or Figures:** Headings (top) 10 pt, bold, centered; Indication of source (bottom of the table/figure); 10 pt, centered.

**Page numbering:** Cover page without numbering; Pages with directories need to be numbered consecutively with Roman numerals; The text and the bibliography need to be numbered consecutively with Arabic numerals.

**Full justification** with hyphenation.

**Cover page:** The cover page includes the following information: “University of Bayreuth”, “Chair of Economics I”, lecturer, type of paper, title of the paper, “submitted by”, name, address, phone number and email address, matriculation number. (The cover page characters are not part of the required length of the paper.)

**Directories:** A *table of contents* and, if needed, a *list of figures and tables*, as well as a *list of abbreviations* need to be put in front of the text. The *bibliography* is added after the text. (These lists are not part of the required length of the paper.) Please add information about the length of the paper after the table of contents (number of characters and pages).

**Outline:** Please use one of the standard-table of contents offered by your text processing program. Do not use more than three outline levels. The second and third level should at least provide two bullet points for the respective upper level bullet.

**Tables, figures etc.:** Need to be numbered consecutively with the title included (on top) as well as reference (below the table/figure). (Tables and figures are not part of the required length of the paper.)

**Footnotes** need to be numbered consecutively.

**Formulae:** Mathematical formulae are out in separate lines and indented (same font and size as main text), and numbered consecutively. When presenting formulae, each component and index must be explained

### **Citing:**

- **Exact quotes** are set in double quotation marks. Should not be more than two or three sentences. (Should be used in rare cases only.)
- The **American quoting style** should be applied. Indications of the source should be integrated in parenthesis.

Examples:

- These issues were already pointed out explicitly (Issing et al. 1991, p. 23).
- Inflation leads to welfare losses (Friedman 1968a, p. 52; Friedman 1968b, p. 48).
- Gischer, Herz and Menkhoff (2005) discuss in chapter 14 several economic costs created by inflation.
- **Omissions** are indicated by three dots “...”, **insertions** are indicated by [brackets].
- If **one paper references to another one**, then the original source has to be quoted (and be outlined in the bibliography). The citing reference must be stated by a comma and the insertion “cited in”.

- If a quote refers to **two pages**, then an “et seq.” must be used after the starting page number. If the quote refers to **more than two pages**, an “et seqq.” is added.
- You must **always** mention the author and the year of publication in parentheses including page numbering: “*Name (year), p.*”; If a paper is written by more than two authors, the name of the main author is provided including the addition “et al.”.
- If there is **no author**, please cite the source by its title in front of the year (E.g. (“Using APA”, 2000)).
- If **more than one source of literature** is from the same author and have an **identical publishing year**, Latin lowercase letters need to be added after the year (starting with “a” and ordered alphabetically according to the title).
- Citing from the **internet** is only allowed using WWW pages. The above mentioned citing style must be applied. If the URL consists of multiple pages, you must provide page numbers or chapters (if available).

### **Bibliography:**

The bibliography needs to be ordered **alphabetically**. The references in the bibliography needs to be reported as follows (author-year-citation format):

- **Monographs:** *Name, abbreviation of the first name (year): “Title”, edition, if applicable series, publisher, place.*  
Example:  
Gischer, H., Herz, B. and Menkhoff, L. (2005): “Geld, Kredit und Banken”, second edition, Springer, Berlin, Heidelberg, New York.
- **Journal article:** *Name, abbreviation of the first name (year): “Title”, in: Journal, Volume (Yr./Vol.), issue number (No.), pages.*  
Example:  
Bauer, C., Herz, B. (2004): “Technical trading and the Volatility of Exchange Rates”, in: Quantitative Finance, 4(4), p. 399-415.
- **Contributions in collection:** *Name, abbreviation of the first name (year): “Title”, in: Publisher name, abbreviation of the first name (issuer): “Title”, edition, if applicable series, volume, publisher, place, pages.*  
Example:  
Bauer, C., Herz, B. and Karb, V. (2005): “The Credibility of CIS Exchange Rate Policies”, in: Vinhas de Souza, L. and de Lombaerde, P. (issuer): “The Periphery of the Euro. Monetary and Exchange Rate Policy in CIS Countries”, Ashgate, p. 111-143.
- **Websites:** *Name, abbreviation of the first name (year): “Title”, type and date of publication, URL, date of retrieval.* [The URL must be indicated *exactly*, e.g. **http://www.uni-koeln.de** would not be sufficient.]  
Example:  
German Ministry of Education and Research (2003): „Bundesministerin Bulmahn legt Konzept für Dienstrechtsreform an den Hochschulen vor“, press release of 21.09.2003,  
<http://www.bmbf.de/presse01/223.html>. Access: 14.10.2003.

**Language/Orthography:** Degree theses can be written in German or English language. Please use proper orthography and grammar, when writing your thesis in English.

**Template of a Statement under oath:**

**Statement under oath**

I, *name and first name*, declare that I have developed and written the paper at hand completely by myself, and have not used sources or means without declaration in the text.

Any thoughts from others or literal quotations are clearly marked.

The paper was not used in the same or in a similar version to achieve an academic grading or is being published elsewhere.

Bayreuth, *date*

Signature