



FORMAL REQUIREMENTS FOR A SCIENTIFIC PAPER

The following text outlines the requirements for the formal design of scientific papers. Failure to consistently adhere to these formalities may result in a reduction in the final grade. Furthermore, design, orthography, and punctuation may influence the grade.

The literature provided by the chair supports students in their search for scientific papers. Furthermore, students should utilize additional relevant articles from peer-reviewed international economic journals.

Submission format

Please note that all scientific papers must be submitted electronically as a PDF file (PDF/A format). Please submit your thesis via the "Formularserver" on cmlife. For seminar papers, please submit them via e-learning.

Furthermore, printed versions must be submitted to the chair in accordance with the following specifications:

- **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)

Important: Before submitting your thesis, please check the formal **requirements of the Examination office** in charge of your studies!

Length

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

Note: Cover page, table of contents, directories, and appendices are not included in the required length, but tables and graphs are. Any deviation of more than +/- 10 percent should be discussed with your supervisor before submission.

Structure

- Cover page
- Table of contents
- List of Figures [if applicable]
- List of Tables [if applicable]
- List of Abbreviations [if applicable]

- Introduction
- [Main text]
- Conclusion/Discussion/Outlook
- Bibliography
- Appendix [if applicable]
- Statement of honor

Layout

- **Fonts:** Times New Roman or Arial (or Computer Modern Roman or Computer Modern Sans Serif in LaTeX).
- **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 outline level: 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.

Further Details

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 tables of contents offered by your text processing program. Do not use more than three outline levels. The second and third levels 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 should be explained and discussed in the text.

Footnotes need to be numbered consecutively.

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

Language/Orthography: Our chair accepts degree theses written in German or English language. Please check whether your degree program requires a particular language. Use proper orthography and grammar in either language.

Citation

- You must ALWAYS indicate the source of the information you draw on. Sources should **primarily be scientific publications in books or journals**.
- The **American citation style** should be applied. Indications of the sources should be integrated into the text in parentheses.

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.
- You must always mention the **author** and the **year** of publication in parentheses.
 - 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 they 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).
 - If **one paper references 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”.
- **Page numbers** must be indicated if you cite books, or if you quote directly.
 - “Name (year), p.”
 - If a quote refers to **two pages**, 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.
- **Direct quotes** are set in double quotation marks.
 - Exact quotes should not include more than two or three consecutive sentences.
 - Exact quotes should be used in rare cases only.
 - **Omissions** in exact quotes are indicated by three dots “...”, **insertions** are indicated by *[brackets]*.
- 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).

Tip: use a citation program like Citavi, Zotero, or BibTeX.

Bibliography:

The bibliography needs to be ordered **alphabetically**. The bibliography must follow an author-year-citation style consistently. We suggest the following style:

- **Books:** Name, abbreviation of the first name (year): “*Title*”, edition, series [if applicable], place: publisher.
Example:
Gischer, H., Herz, B. and Menkhoff, L. (2005): “*Geld, Kredit und Banken*”, second edition, Berlin, Heidelberg, New York: Springer,.
- **Journal articles:** Name, abbreviation of the first name (year): “*Title*”, *Journal*, Volume (issue number), pages.
Example:
Kaufmann, K. (2014): “Understanding the income gradient in college attendance in Mexico : The role of heterogeneity in expected returns”, *Quantitative Economics*, 5 (3), p. 583-630.
- **Contributions in a collection (chapters in books):** Name, abbreviation of the first name (year): “*Title*”, in: Publisher name, abbreviation of the first name (issuer): “*Title*”, edition, series [if applicable], volume, place: publisher, 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.

Declaration of honor

Every scientific paper must include a signed declaration of honor at the end.
Template:

Declaration of honor

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 academic grading or is being published elsewhere.

Bayreuth, *date*

Signature