

# Information sheet on writing a Seminar Paper, M. Sc. Thesis and Diploma Thesis

## 1. Preface

- Spacing: Up 2 cm, down 2 cm, right 2 cm, left 3 cm
- Line spacing: 1.5 times
- Letter size: 12pt (max. 34 lines per page)
- Typeface: Times New Roman
- Printing: One side printing
- Format: Justification (flush left and right)
- Footnotes: At the lower end of each page, continuous numeration (10pt)
- Page numbers: On the upper end of each page (centered or right aligned)

## 2. Layout

Your thesis should be structured in the following way:

- Coversheet
- Outline
- (if necessary) list of abbreviations
- (if necessary) list of illustrations and list of tables
- Text
- (if necessary) appendix
- Bibliography (list of works cited)
- (just for diploma theses) declaration of authenticity

Numbering of pages: Except for the cover sheet, all pages have to be numbered. The text of the core part of the paper has to be numbered consecutively with Arabic numerals. All other pages (Indices, Appendix, etc.) have to be numbered consecutively with Roman numerals.

## 3. Text structure

The text structure of a scientific paper should not contain more than four hierarchies (Seminar papers not more than three). The structure should be designed in the following way:

3 Part

3.1 Chapter

3.1.1 Section

3.1.1.1 Subsection

3.1.1.2 Next Subsection

Each subcategorization has to contain at least two different sub-items. For instance, Chapter 3.1 has to be followed by Chapter 3.2. Otherwise there should be no sub-categorization into sub-items.

**4. Cover sheet**

**(Title of the paper)**

**Diploma Thesis (Master Thesis / Seminar Paper)**

Submitted at

Chair of Finance

Prof. Dr. Erik Theissen

University of Mannheim

in the (Semester)

by

cand rer. oec. (Name)

(Address)

(Major, Number of Semester)

(Matriculation Number)

## 5. Figures and Tables

Figures and Tables have to be numbered consecutively and listed in a corresponding index. The content of a figure or a table should be described by a corresponding title. Copied figures or tables from other papers have to be indicated.

All figures and tables, which are relevant for the understanding of the paper, have to be included in the core part of the paper. Supplemental figures and tables have to be listed in the appendix.

## 6. Footnotes / references

The principle of scientific work demands to work with unambiguous references. Each time an idea is not (fully) developed by yourself the reference shall inform the reader about the thought's origin.

To ensure fluent reading, these documentations are shifted to the bottom of each page (as footnotes). You may also use that procedure for personal and technical comments which do not directly belong to the topic.

In the text, all remarks to the footnotes will be highlighted with a superscript number.

It is very important that the remarks / numbers are positioned after the punctuation.

The footnotes have to be explicitly separated from the text using a hyphen (should cover the whole width of the page)

### 6.1 Direct citation

For example: Nelson/Winter (1982, p. 12) or Nelson/Winter (1982), p. 12.

If you cite more than one work from one author **and** year you have to label them with a, b, c and so on. This holds for the bibliography as well as for the footnotes in the text (e.g. Nelson/Winter (1982a, p. 12)).

You start a direct citation (copying word by word) by using a quote and end that citation by using unquote. Since those citations have to be copied word by word any deviation from the original has to be highlighted.

- Omissions (from the original) have to be highlighted using brackets with three points in between [...] („the expected costs [...] exceed“);
- If you add or change anything in the quotation you also use brackets [ ] (e.g. „...the expected costs of labor exceed [!] ...“);
- Quotations in quotations are marked by an apostrophe.

In general, primary literature is cited. Just in case the original text is not available it is permitted to cite secondary literature. In this case the footnotes have to be adjusted. You first

name the primary source, followed by “cited from” and the specification of the secondary literature.

**Important:** Even though it is sometimes convenient to look up some information at webpages like [www.wikipedia.org](http://www.wikipedia.org), those types of reference do not belong in academic work. That regulation also includes printed encyclopedia.

Direct citations should be used infrequently. They should be no longer than 2 or 3 sentences. If it is absolutely necessary to include longer direct citations, they have to be indented and use only single line space. In most cases it is better to use indirect citation to express those longer thoughts.

## 6.2 Indirect citation

E.g.: compare. Nelson/Winter (1982, p. 12) or: compare. Nelson/Winter (1982), p. 12.

Using the indirect citation method, thoughts of another author are analogously paraphrased without using the original words. The length of the analogous paraphrase has to be indicated by a footnote. If the citation relate to the last sentence, the footnote has to be positioned at the end of the sentence. If the indirect citation relates to an entire section, the footnote has to be positioned at the end of the section. Indirect citation has to be indicated in the footnotes by “compare” or “cf.”.

## 7. Bibliography (list of works cited)

The bibliography includes all material which was mentioned in the footnotes.

You structure the list in alphabetical order according to the authors.

- *Books:*  
Oechsler, W.A. (1992): Personal und Arbeit. 4. Aufl., München u.a.
- *Articles from Journals:*  
Salop, J./Salop, S.C. (1976): Self-Selection and Turnover in the Labor Market. In: *Quarterly Journal of Economics* 90, p. 619 - 627.
- *Articles in Books:*  
Gaugler, E. (1981): Tarifvereinbarungen und personalpolitische Innovationen. In: Geist, M.N./Köhler, R. (Hrsg.): *Die Führung des Betriebes*. Stuttgart, p. 225 - 239.

(Those books will not be listed a second time.)

If there is more than one location you just declare the first one and add a „u.a.“.

Authors will be listed completely. (e.g. Dickens, W.T./Katz, L.F./Lang, K./Summers, L.H.).

- *Internet:*  
complete web address and date.

## 8. Special regulations

- The length of Seminar Theses should be between 10 and 12 pages of text. Diploma and Master Theses consist of 45 pages of text. A deviation of plus/minus 5 pages is permitted. Hereby, only the main part of the thesis is counted. The cover sheet, indices and the appendix are not factored into the limit.
- You have to hand in two copies, which have to be clipped in the upper left corner. (Please do not hand in any kind of folder). Diploma and Master Theses have to be bound by a hard cover.
- Moreover, the work has to be handed in electronically. An electronic version without personal details (anonymously) has to be handed in due to plagiarism check. For empirical work, the data and the corresponding analyses have to be handed in.

## **9. Declaration of academic honesty**

**For a seminar, diploma or masterthesis it is required to provide a declaration of academic honesty. The wording is as follows:**

"Hiermit versichere ich, dass diese Seminararbeit / Diplomarbeit / Masterarbeit von mir persönlich verfasst ist und dass ich keinerlei fremde Hilfe in Anspruch genommen habe. Ebenso versichere ich, dass diese Arbeit oder Teile daraus weder von mir selbst noch von anderen als Leistungsnachweise andernorts eingereicht wurde. Wörtliche oder sinngemäße Übernahmen aus anderen Schriften und Veröffentlichungen in gedruckter oder elektronischer Form sind gekennzeichnet. Sämtliche Sekundärliteratur und sonstige Quellen sind nachgewiesen und in der Bibliographie aufgeführt. Das Gleiche gilt für graphische Darstellungen und Bilder sowie für alle Internet-Quellen. Ich bin ferner damit einverstanden, dass meine Arbeit zum Zwecke eines Plagiatsabgleichs in elektronischer Form anonymisiert versendet und gespeichert werden kann. Mir ist bekannt, dass von der Korrektur der Arbeit abgesehen werden kann, wenn die Erklärung nicht erteilt wird."

Mannheim, Datum (your own signature)

## **10. Plagiarism assessment**

Your seminar, master or diploma thesis is analyzed by plagiarism detection software (Turnitin). Your submitted (anonymized) version will be retained as source document in the database solely for subsequent plagiarism assessment.