



Manual for Thesis Preparation

Guide for academic writing



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Manual for
Thesis Preparation

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Guide for academic writing

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MANUAL FOR THESIS PREPARATION

Instructions for preparation of papers / thesis / dissertation

1. Layout of the paper / essay

- Scientific papers are typed in 1½ - line spacing in A4 format. The font size in the text should be 11 (Arial) or 12 (Times) in the outline and in all directories, for footnotes, the font size 9 (Arial) or 10 (Times) should be selected.
- On the left side of every sheet a margin of 3 cm has to be released. On top, bottom and the right side 2 (or 1.5) cm.
- All pages, except the title page must be numbered. The text pages and the bibliography are numbered in Arabic.
- All other pages (eg contents, lists of figures, list of tables), however, are to be numbered consecutively in Roman.

2. Components of the paper

The several components of the paper work are to be arranged in the following order:

- Cover Page
- Table of content
- List of Abbreviations
- List of Figures
- List of Tables
- Symbol directory (if necessary)
- Introduction
- Main part (text)
- Summary / conclusion
- Appendix
- Reference List or Bibliography
- Declaration

The components will be explained individually in the following.

3. Cover page

The cover page for a bachelor or master thesis and for a paper or essay has to be customized corresponding to the following patterns.

THESIS

Submitted at the

Faculty of

at

Name of University

„Title of Bachelor Thesis“

submitted by

(Student)

Date of Birth, Place of Birth

Supervisor:

Secondary Reviewer:

Submitted : City, date



Sample of cover page - Essay

Name of University
Department : Name of Department
Faculty: Economics

Study Programme: Human Resources Management
Module : Name of Module

PAPER WORK / ESSAY

„Title of Essay“

submitted by

(Student)

Matrikel-No.:

Supervisor: Name
Submitted at: Date

4. Table of content

The table of contents contains the outline overview of the work completed by the relevant page number. The structure is an essential part of the work. It reflects the thought of the author and represents the logical structure of the thesis.

Therefore, please pay attention not only to the structure and arrangement of the chapters. Take care as well to a comprehensive formulation of the individual headings

Repetitions of individual headlines and empty formulas or individual tags should be avoided (such as "Introduction", "definition", "concept" or "features" but "concept of customer integration" or "characteristics of services"). The headline of the main chapter has to be different to the sub-headline of the following chapter

A logically constructed outline requires that points whose content is on the same level, has to be assigned to the same structure level. In addition, each stage should necessarily contain two points. A sub-item 1.1 must be followed by at least one other sub-chapter (e.g. 1.2.)

Sample of Structure:

Inhaltsverzeichnis	Seite
List of Abbreviations.....	I
List of Figures and diagrams.....	II
List of Tables.....	III
Symbol directory.....	IV
Preface (if necessary)	V
1. Introduction
2.
2.1
2.2
2.2.1
2.2.2
2.2.3
2.3
2.4
XX. Summary
usw.	
Bibliography
Appendix
Declaration (only in case of Bachelor/Master Thesis)	

5. List of abbreviations / symbols directory

A list of abbreviations (symbols directory) is only required for work-related abbreviations. Often the titles of journals, periodicals, and laws in the bibliography or in the text are represented by abbreviations; they must be explained in the abbreviations in alphabetical order. Heading does not include commonly used abbreviations such as "eg", "etc."

6. List of figures and pictures

Pictures are to be used, if they contribute to a better understanding of the facts than a purely verbal description. Often a graph illustrates complex relationships better than plain text. For this purpose, however, is essential to ensure a readable layout of pictures.

Pictures are an essential part of the text. If there are oversize pictures, then they must be incorporated in a separate annex. Text has to be referred to given pictures. Figures and numbers has to be mentioned. Furthermore, the figures in the work are due to be numbered sequentially, and are provided with a title and with reference to the source.

These data are directly written below the figure. If it is an image created by yourself, please use "own account" for the source of reference. Is it an illustration of an author but changed by yourself, please use "based on XY". Finally, all used images has to be included in a separate directory, eg according to the following format:

List of pictures / diagrams

Fig. 1:
 Fig. 2:
 etc.

7. List of Tables / Schedules

For list of tables, list of Figures and illustrations the same instructions be valid as mentioned above. Tables should be numbered consecutively in the paper and bear a title. They have to be listed in a separate directory.

A list table could therefore look like this:

List of tables / schedules

	Site
Tab. 1:
Tab. 2:
etc.	

8. Text – General guidelines

Issues relating

Papers should have a circumference of about 15 to 20 pages. A Bachelor and Master Theses has a circumference of 70 to 100 pages. Due to the limited quantum of pages, the issues relating to the work must always be the primary goal. Therefore peripheral issues should be excluded.

The introduction should not include more than 3 pages. Here the essential background and context of the edited work in the subject are to be presented shortly. The introduction ends with a clearly defined task: The goal of this work is

The summary should not include more than 3 pages as well. The question of the methodological approach and the main results of this work should be described in a short overview.

9. Citing References

Please compare “*The Oxford guide to citing and referencing*”

10. Reference List or Bibliography

Please compare “*The Oxford guide to citing and referencing*”

11. Appendix

Appendices should be placed at the end of the thesis. They represent important material to support your hypothesis, but too large to fit in the main frame of the text. Generally, they contain detailed background data tables, detailed formulas, maps etc. You can also provide interesting illustrations. Although appendices do not contain any text information, a title could be provided for each appendix.

12. Declaration

The author should give a signed declaration stating the originality of the research work. This indicates that the work was done entirely by the author and the elements in the thesis are not a copy of or similar to any other thesis submitted/published elsewhere.

Eidesstattliche Erklärung

Ich gebe hiermit die Erklärung ab, dass ich die Thesis mit dem Titel:

„.....(Titel der Arbeit).....“

selbstständig angefertigt, nur unter Benutzung der im Literaturverzeichnis angegebenen Quellen angefertigt und sonst kein anderes gedrucktes oder ungedrucktes Material verwendet, keine unerlaubte fremde Hilfe in Anspruch genommen, sie weder in der gegenwärtigen noch in einer anderen Fassung einer in- oder ausländischen Fakultät als Dissertation, Semesterarbeit, Prüfungsarbeit, oder zur Erlangung eines akademischen Grades, vorgelegt habe.

Ort, Datum

.....

Name des Studenten

Die Seite mit der Erklärung bekommt keine Seitenzahl. Ein erforderlicher Sperrvermerk kann hier ebenfalls angefügt werden.
