

Fachbereich
Wirtschaftswissenschaften
Institut für Kooperation in
Entwicklungsländern
Prof. Dr. Michael Kirk

Tel.: 06421 28-23730

Fax: 06421 28-28912

E-mail: kirk@wiwi.uni-marburg.de

Add.: Am Plan 2
35037 Marburg

Web: <http://www.unimarburg.de/fb02/ike>

Marburg, 13.04.2011

Advice for the Writing of an Academic Paper for the Institute for Cooperation in Developing Countries

I. Procedure for Writing the Paper

1. Selection of the Theme:

Final Theses

The primary assumption in selecting a theme for a thesis paper is that it will fall within the context of development economics. Suggestions for a research question must be presented to Prof. Kirk during office hours and discussed. At this beginning stage, the student should have attained sufficient knowledge of the field from prior studies so that he/she can make a number of suggestions for an appropriate research question. It is also possible to adopt a theme based on the suggestions of the professor. After recognition of an appropriate theme by Prof. Kirk, the thesis can be registered at the registrar's office (Pruefungsamt).

Seminar Papers

Research questions for seminar papers are generally determined and distributed by the professor before work on the seminar begins.

2. Authorization of the Theme (only applies to Final Theses)

Officially the chair of the examination office committee authorizes work on themes for all registered final theses. He/She also acts as overseer of the finalized thesis and can also offer suggestions for the work and/or select a second assessor. The application for the registration of the final thesis must be handed in at least two weeks before it can be officially authorized by the office.

3. Working Time:

Bachelors Thesis

The permitted working time for a bachelor's thesis is 9 weeks. In certain cases the chair of the examination office committee will, upon review, grant an exception for an additional 2 week extension. Possibilities for extensions that include illness, handicap, or important family matters are in principle granted.

Master's Thesis

The permitted working time for a master's thesis is 6 months. In certain cases the chair of the examination office committee will, upon review, grant an exception for an additional 2 week extension. Possibilities for extensions that include illness, handicap, or important family matters are in principle granted.

Diplom Thesis

The permitted working time for a diplom thesis is 3 months. In certain cases the chair of the examination office committee will, upon review, grant an exception for an additional 2 week extension. Possibilities for extensions that include illness, handicap, or important family matters are in principle granted.

Seminar Paper

The working time for a seminar paper will be determined during the introductory meeting.

4. Language:

The language of the final theses as well as the seminar papers will be determined during initial discussions (selection will include either German or English).

5. Delivery:

Final Theses

A finalized form of the work must be given to the registrar's office on the due date in duplicate as well as in electronic form.

Seminar Paper

Seminar papers will be handed in on the due date to the relevant office in simpler form. Electronic forms of the seminar paper must also be sent to the appropriate seminar advisor.

II. Formal Appearance of the Paper

1. Title Page

The title page of an academic paper should contain the following information:

- Name of the department and chair
- Name of the advisor
- Theme of the paper
- Name, address, e-mail and matriculation number of the author
- Information concerning the field of study and current semester of the student
- The page number should not be listed

2. External Format of the Paper

Spacing

The line spacing within the text should be 1,5 while all footnotes and provided sources for figures and tables should be 1.

Font

A common and legible font should be used (ex. Times New Roman or Arial). The font size should be 12 within the academic text itself and 10 for footnotes. The block format should be used for paragraph formatting.

Number of Pages

The number of pages for a **bachelor's thesis** including figures and tables should not exceed 25. The title page and relevant indices do not count towards the page limit.

The number of pages for a **master's thesis** including figures and tables should not exceed 80. The title page and relevant indices do not count towards the page limit.

The number of pages for a **diplom thesis** including figures and tables should not exceed 60. The title page and relevant indices do not count towards the page limit.

The number of pages for a **seminar paper** including figures and tables should not exceed 15. The title page and relevant indices do not count towards the page limit.

Page Format

The page margin is as follows:

Left: 2 cm

Right: 3 cm

Top: 2,5 cm

Bottom: 2 cm

The pages of the paper must be numbered consecutively.

Outline

The text must be logically organized and marked between sections (ex. 1, 1.1, etc.). Individual sections such as 1.1 without a following section 1.2 are not allowed.

Indices and Attachments

Relevant items used to navigate and understand the paper should be placed at the beginning after the title page. These include a table of contents, reference to figures (with page numbers), abbreviations (an index of all used abbreviations in the text and in the works cited), tables (with page numbers), and also a symbol index if applicable (an index of all used symbols as ex. Y = Gross Domestic Product). The indices should be delineated with Roman numerals. Mathematical attachments must contain the page numbers of the text. The bibliography is placed at the end of the paper.

Equations

Equations are numbered consecutively, ex. (1).

Figures (Fig.) and Tables (Tab.)

Figures and tables should be numbered, sourced, and given a title.

Example

Over the Figure: Fig. 2: Development of Indicators for the Level of Debt,

Under the Figure: Source: World Debt Tables, 1999-00, Vol. 11, p. 9.

Footnotes

Footnotes must generally start on the same page to which the citation belongs. They are also numbered consecutively.

In-Text Citations

In-text citations refer to the bibliography at the end of the paper and are placed in the relevant text in short form, ex: Todaro & Smith (2006), p. 87. The source of literature should be given each time that the source is used. Each time the source is cited, however, the relevant page number from the source should be given. Direct citations should be placed in quotation-marks and the source should be as follows: Todaro & Smith (2006), p. 87.

Citations in the Bibliography

The bibliography contains all the sources contained in the text or in the footnotes and are listed in alphabetical order according to the name of the author. Works included in the bibliography include individual books and papers, chapters from collected works, articles in magazines and newspapers, and dissertations and diplom theses.

There are a large number of possible citation formats. The format selection is up to the writer but must be consistent throughout the paper.

One suggested citation format is as follows:

- For books and articles

Ray Debraj (1998). *Development Economics*, Princeton Univ. Press, Princeton, US.

- For single chapters in a collected work

Stiglitz, J.E. (1989). Rational Peasants, Efficient Institutions, and a Theory of Rural Organization: Methodological Remarks for Development Economics, in: Bardhan, P. (ed.), *The Economic Theory of Agrarian Institutions*, Oxford, Clarendon Press, 18.29

- For newspaper and scholarly publication articles

Coase, R. (1960). The problem of Social Cost, *Journal of Law and Economics* 3, 1-44

- For unpublished works

Mustermann, J. (1999). A Critique of the Structural Adjustment Programs of the IMF and World Bank, *mimeograph*, Philipps-Universitaet: Marburg.

- For internet sources

Mustermann, B. (2000), in: URL: <http://www.tlz.de/tlz/tlz.extra15.startseite.php>, (Date Accessed: 10.02.2009)

Internet addresses will be listed alphabetically in their own index.

Special Advice:

- For in-text citations, if there are more than three authors of a source it is admissible to simply write the name of the first author followed by et al. In the bibliography all authors should be listed fully.
- If no author is given, the citation should begin with N.A. (= No author given).
- If one author is used for several citations, sources should be listed according to date of publication such that oldest source is listed first. For several writings by an author within the same year, a letter should be placed behind the year in order to indicate the relevant source, ex. Ostrom, E (1990a), Ostrom, E (1990b), etc.
- Further useful advice regarding the composition of academic texts can be found in Franck, N. (2007). *Die Technik wissenschaftlichen Arbeitens: Eine praktische Anleitung*, 14. Published by UTB: Stuttgart oder Theisen, M.R. (2008). *Wissenschaftliches Arbeiten: Technik – Methodik – Form*, 14. Published by Vahlen: Munich.

III. Basic Principles of Academic Writing

An important principle of academic writing is the thorough handling of the selected sources of literature and by extension the work of other authors. The easy availability of information through the library and in particular the internet offers the opportunity to exchange the work of others for one's own. The citation of literature must be accompanied by its source, otherwise it will be taken as an attempt at plagiarism. Passing off another's work as one's own will also be considered as an attempt at plagiarism.

The end of the paper must include the following assurance followed by the signature of the author.

„Ich versichere durch eigenhändige Unterschrift, dass ich die Arbeit selbstständig und ohne Benutzung anderer als der angegebenen Hilfsmittel angefertigt habe. Alle Stellen, die wörtlich oder sinn-gemäß aus Veröffentlichungen (auch aus dem Internet) entnommen sind, habe ich als solche kenntlich gemacht. Ich weiß, dass bei Abgabe einer falschen Versicherung die Arbeit als mit 'nicht ausreichend' (1 Bewertungspunkt gemäß § 16 Abs. 2 *Allgemeine Bestimmungen*, Note 5, ECTS-Grade F) bewertet gilt.“

Marburg, 13.04.2011

Michael Kirk