

Guidelines for Writing a Seminar or Term Paper

I. Preparation for the Seminar or Term Paper

1. Choice of Topic

Seminar paper: Topics will be allocated at preparatory seminar meeting, typically in the semester preceding the actual seminar.

Term paper: Topics will be allocated on an individual basis and must be taken from the field covered by the lecture. Students should come up with suggestions.

2. Duration

Seminar paper: The period of preparation lasts from the preparatory meeting to the fixed deadline, typically from July to October.

Term paper: The period of preparation lasts from middle of the term to middle of the vacations, typically more than 2 months.

3. Length of thesis

The length ought to be 15 pages (about 8000 words if you do not have tables or figures otherwise less).

4. Language

Papers must be written in English. Note that language deficiencies do not (directly) affect your marks negatively.

5. Submission

All papers must be submitted in time. Electronic submission via Email is possible.

Seminar paper: There is a fixed deadline for all papers announced during preparatory meeting.

Term paper: A deadline is agreed individually.

II. Basic Style and Formatting Rules

Title page of the Paper

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

- Name of the examiner
- Name of the seminar/lecture
- Thesis topic
- Name, address, email, and matriculation number of the author
- Name of the programme studied and # of semesters at the time of submission

Format of the Master Thesis

2.1 Line Spacing

Line spacing in the main text is 1.5; in footnotes and in figure and table sources single spaced 1.0.

2.2 Font Type

Recommended font types are Arial, Calibri or Times New Roman. Font size should be 12pt for Calibri and Times New Roman and 11pt for Arial in the main text, and 10pt respectively 9pt in footnotes as well as figure and table sources. Paragraphs must be justified.

2.3 Number of Pages / Length of the Thesis

Including the bibliography as well as figures and tables, the Master thesis in the MSc programme in Economics and Institutions must not include more than 60 pages and in the MA programme in Economic Change in the Arab Region not more than 50 pages. The title page, the table of contents, and, as far as concerned, the list of abbreviations, tables, figures, and symbols do not count.

2.4 Page Format

The margin is formatted as follows:

- Left margin: 2.5 cm
- Right margin: 2.5 cm
- Top margin: 2.5 cm
- Bottom margin: 2.0 cm

Pages have to be numbered consecutively.

2.5 Structure: Chapters and Subchapters

The main text must have a decadal structure (e.g. 1., 1.1, etc.). Single subchapters, for example using 1.1 without 1.2, are not appropriate.

2.6 Index of Figures, Tables etc.

The thesis must be accompanied by a table of contents. If your thesis contains figures and tables, an index of figures and tables, in order of their appearance, should be included. If necessary, a list of abbreviations (all abbreviations used in the text and in the bibliography) should also be included. All indexes and lists include the pages where the respective figure etc. appear in the text. In addition, a table of symbols (list of all used symbols such as $Y = GDP$ etc.) might be necessary. Pages containing indexes and lists must be numbered with roman numbers (I,II,III). A mathematical annex is numbered with Arabian numbers (1,2,3). The bibliography is the concluding part of the Master thesis.

2.7 Equations

Equations are to be numbered consecutively, e.g.:

$$MPL = F(K,L+1)-F(K,L) \tag{1}$$

2.8 Figures and Tables

Figures and tables have to be numbered consecutively and must be assigned a title and a source, e.g.:

Above the figure: Figure. 2: Development of Indicators for indebtedness.

Below the figure: Source: World Bank (1999, 9), with the source specified in the list of references.

2.9 Footnotes

As a general rule, footnotes should be placed on the same page as the respective text they belong to. They have to be numbered consecutively.

2.9.1 Quotations in the Main Text

Whenever you directly or indirectly quote sources from literature, these references must be indicated right in the text and right after the quote in short form by using the following scheme: (last name of author and year of publication, exact page(s)).

Example for an indirect quote:

In den frühen 1970er Jahren wurden die geschätzten Geldnachfragefunktionen in Großbritannien und den USA zunehmend instabil (Howells and Bain 2008, 270).

The indication of the exact source must be repeated each time, within reasonable limits, when the respective source is used. Direct quotes must be additionally marked by employing quotation marks (inverted commas).

Example for a direct quote:

'However, in the early 1970s the demand for money function began to show signs of instability in both the UK and the USA' (Howells and Bain 2008, 270).

2.9.2 List of References

In the list of references, all references used in the writing of the thesis must be listed in alphabetical order of the authors' last name. This includes books and related publications, contributions to collective volumes, articles in scientific and non-scientific journals and newspapers as well as dissertations and Master's theses. Sources from the internet must be accompanied by the exact link and the date of download. There are many different possible citation formats. You are free to choose your preferred style. The chosen citation style must be consistent throughout the entire document. The following example can be used as a reference for one possible citation format.

For books and independent publications, e.g.:

Copeland, L. (2008). *Exchange Rates and International Finance*, 5. ed., Harlow: Pearson.

For articles/contributions to collective volumes, e.g.:

Levich, R.M. (1985). Empirical Studies of Exchange Rates: Price Behavior, Rate Determination and Market Efficiency, in: R.W. Jones and P.B. Kenen (eds.), *Handbook of International Economics, Vol. II, International Monetary Economics and Finance*, North-Holland: Amsterdam, 979-1040.

For journals articles, e.g.:

Rogoff, K. (1996). The Purchasing Power Parity Puzzle, *Journal of Economic Literature* 34, 647-688.

For unpublished work, e.g.:

Mustermann, J. (1999). Die Kritik an den Anpassungsprogrammen von IWF und Weltbank, *mimeo*, Philipps-Universität: Marburg.

For websites, e.g.:

http://www.bundesbank.de/statistik/statistik_ewu.php (access 23 June 2010).

Additional Hints:

- If there are more than three authors, in the main text just list the first author and add 'et al', e.g. Jones et al. (1999). The bibliography must contain the full names of all authors.
- If there is no apparent author, the reference starts with naming the organisation (EBRD) that published the document or with naming the source (The Economist).
- If more than one source of the same author is cited, all cited sources are to be sorted according to their year of publication. The oldest work will be listed first. If two or more sources are by the same author and of the same year, add small letters to the publication year to distinguish between the sources, e.g., Frey, B. (1990a), Frey, B. (1990b), etc.
- Useful hints can be found in Booth, W.C., Williams, J.M., and Colomb, G.G. (1995). *The Craft of Research* (Chicago Guides to Writing, Editing, & Publishing), 1st ed., University of Chicago Press or Bailey, S. (2006). *Academic Writing: A Handbook for International Students*, 2nd ed., Taylor & Francis.

III. Some Advice for your Literature Research

Since using textbooks is not enough, in the preparation of a seminar or term paper, it is helpful to make use of the 'Journal of Economic Literature' to search for relevant sources. JEL is a journal that systematically catalogues articles from relevant international economics journals. This data base is available under the name 'ECONLIT' in the online sources of the faculty library (see its webpage).

In addition, there are other online data bases with respect to economic and socio-economic literature (WISO, SSCI). Another source for literature research is ECONIS, the online data base of the Central Library for Business and Economics of the Kiel Institute for World Economy. ECONIS is available online at: <http://www.zbw.eu/kataloge/econis.htm>. Current and past discussion papers can be downloaded from EconPapers at <http://econpapers.repec.org> and SSRN www.ssrn.com.

Please note that the online data bases of the faculty library also include economics data sources that contain macroeconomic and financial data on most countries in the world.

IV. Scientific Integrity

An important basis of scientific research is a thorough and honest recognition of other people's work. Due to the easy availability of information through the library particularly the internet, one may feel tempted into using ideas of other authors and present them as one's own. Therefore, remember to consistently cite your sources. Otherwise, I have to assume a deliberate attempt of deception and will fail your paper. Moreover, the submission of a paper written by a third person or institution under your name is also considered to be an attempt of deception and will be marked as 'fail'.

Together with the seminar or term paper, a declaration of authorship has to be put at the end of your paper and signed by you. Please write:

'I hereby confirm that my work does not violate core principles of scientific integrity, in particular I have refrained from cheating, fabrication, and plagiarism. I understand that violating these principles implies that I will fail this course.'

Here is an explanation of these terms:

Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

Fabrication: Intentional and unauthorised falsification or invention of any information or citation in an academic exercise.

Plagiarism: Intentionally or knowingly representing the words or areas of another as one's own in academic exercise.