

Formal guideline for writing term papers and theses

1. Layout and structure

The term paper or thesis (henceforth “document”) should start with a cover page featuring the following information:

- » Title of the document
- » Name and contact details of candidate
- » Student ID
- » Name of supervisor

The document must be preceded by a table of contents (TOC) including page numbers which lays out the document’s structure but does not anticipate its argumentation. When outlining the TOC, please avoid an extensive breakdown of the document’s content as well as too many subchapters. The TOC should be structured decadic, i.e.:

- 1. <Chapter>
- 1.1. <Section>
- 1.1.1. <Subsection>

In case you want to subdivide a chapter (section etc.) into sections (subsections etc.), note that the chapter (section etc.) must include a minimum of two sections (subsections etc.). If applicable, the TOC should be followed by an index of symbols, an index of abbreviations, and an index of figures.

The body of the document begins with page 1 and is followed by an index of all literature referenced in the work. All relevant tables, figures, graphs and similar content must be displayed and discussed in the body of the document. The appendix follows the references and is restricted to supplementary material. The final

page of the document must contain the candidate's agreement to an electronic plagiarism check. All parts of the document (except for the body) are paginated using roman numerals (continuously).

Layout in a nutshell:

- » Cover
- » Table of contents
- » List of Symbols (if necessary)
- » List of Abbreviations (if necessary)
- » List of Figures (if necessary)
- » Main part
- » References
- » Appendix
- » Author's declaration and agreement to an electronic plagiarism check

2. Document body

The introduction aims at outlining scope and structure of the document and features a clear research question. Please refrain from repeating the TOC in text. Likewise, all text in the document should be assigned to a TOC item. Please pay attention to the overall readability of the document and make sure that the paper follows a clear structure.

All equations used in the text should be numbered consecutively. In addition to indexing abbreviations and symbols, you should also explain abbreviations and symbols upon their first appearance in the body of the document. Finally, the summary of the paper should answer the research question raised in the introduction without repeating details of the course of analysis documented in the main part. The document must meet the general requirement of academic writing, i.e. communicate all relevant information and content in a concise and accurate way.

Term papers feature a size of 15 pages ($\pm 10\%$, excluding the TOC as well as any supplementary indices and the appendix). A master's thesis features 50 pages in

document size ($\pm 10\%$). Please refrain from manipulating the page count by using absurd fonts or formatting settings.

Default formatting settings:

- » Left margin: 5 cm
- » Right margin: 1 cm
- » Top and bottom margin: 2,5 cm
- » Line spacing: 1.5
- » Font size: 12
- » Hyphenation activated, justification

As a basic requirement, scientific work involves a comprehensive review and discussion of arguments put forth in related research. An independent discussion of related literature is reflected by avoiding extensive quoting and borrowing from other work. Likewise, arguments from related literature should be discussed critically and their accuracy and validity should be assessed in a differentiated way. In order to safeguard an independent treatment of the topic, make sure to compare the findings of different references and to critically reflect their relevance in the context of your research question. Please mind that online dictionaries and encyclopaedias as well as lecture notes do not usually serve as appropriate sources; please use academic references published in relevant scientific journals or books.

Any borrowing from related literature must be clearly indicated and quotes have to be set in quotation marks. Failure to do so may lead to the grading of the work as unsatisfactory. Please cite only literature which you actually refer to in the body of the document and refrain from quoting common sense in order to inflate the number of references cited. Short citations in the footer are recommended (e.g. name of the author, year of publication, page). Please avoid using global citations of given references and instead indicate the exact part of the source you used for your work.

3. Formatting examples by type of reference

Online sources:

Hamerle, Alfred, Liebig, Thilo, Scheule, Harald (2004): Forecasting Credit Portfolio Risk, [http://www.bundesbank.de/download/bankenaufsicht/dkp/200401dkp_b.pdf], retrieved on 11-24-2014.

Journal publications:

La Porta, Rafael, Florencio Lopez-de-Silanes, Andrei Shleifer, and Robert Vishny (2000). Investor protection and corporate governance. *Journal of Financial Economics*, Vol. 58, Iss. 1, pp. 3-27.

Modigliani, Franco, and Merton H. Miller (1958). The Cost of Capital, Corporation Finance and the Theory of Investment. *American Economic Review*, Vol. 48, Iss. 3, pp. 261-297.

Books and proceedings:

Neus, Werner (2003). Einführung in die Betriebswirtschaftslehre. Mohr Siebeck, 3rd edition.

Schmidt, Reinhard H. (1988). Neuere Property-Rights-Analysen in der Finanzierungstheorie, in: *Betriebswirtschaftslehre und Theorie der Verfügungsrechte*, Dietrich Budäus et al. (eds.), pp. 239-267.

4. Submission

Please submit a hard copy and a **PDF file of your term paper or thesis** to the Behavioral Finance Research Group. In addition, if applicable, all **relevant data sets** as well as all used **programming codes** must be enclosed. The student must ensure that the supervisor can understand the calculations of the documented results in the thesis from the submitted files.