Bachelor and Master Thesis Guideline

Formal Criteria

Version: October 2020
A thesis at the chair must follow a certain style-guide

Formal criteria for thesis

**General**

- Bachelor thesis: 45 pages text
- Master thesis: 80 pages text
- +/- max. 10%
- Table of contents, backups etc. and appendices are counted separately
- Printed version (2 copies) needs to be handed in; in addition all thesis related materials need to be handed in as non-protected files formats (word documents, excel files, SPSS-files etc.)
- Language: English

**Format**

- Paper size needs to be A4
- Borders: left: 4 cm, right: 1.5 cm, top: 3 cm, bottom: 3.5cm
- Font:
  - text: Arial 12 with 1.5 line spacing
  - footnotes, tables, overviews: Arial 10, 1.0 line spacing

**Numbering**

- Arabic numbers for text pages, starting with #1
- Latin numbers for all other pages, starting with the title page (counted but not displayed on the title page); Latin numbers continues again after the text pages (for backups etc.)
A thesis consists of more parts than the actual text

Elements of a thesis

Before the text (Latin numb.)
- Title Page
- Abstract
- Table of Contents
- Table of Figures
- Table of abbreviations

Main text (Arabic numb.)
- Introduction
- Main Part
- Conclusion

Appendix (Latin numb.)
- Table of annexes
- Annexes
- Bibliography

Statutory Declaration
### Different sources require different formats in the bibliography

Overview bibliography reference formats (American Psychological Association (APA) Style)

<table>
<thead>
<tr>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scientific encyclopedia</td>
<td>Note: can be cited, but it is not advieces to use open-source encyclopdeia as Wikipedia. Such sources are not limited to scientific authors and the statements can be wrong or misleading.</td>
</tr>
</tbody>
</table>
References should be included in the text

Choice between two reference formats

- References need to follow the APA standard
- Example: (Wulf, 2009)
- Important exception: all direct citations need to highlight the page-number with the source (e.g., Wulf, 2009, p. 123 stands for a reference to page 123).