

Formal rules for writing a scientific paper

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1 General information

Typeface and page layout:

- Distance to edge: top 2,5 cm, bottom 2,5 cm, right 5 cm, left 2,5 cm
- Font: Times New Roman; Line spacing: 1,5; Font size: 12pt
- Sheet labeling: one-sided; justified
- Footnotes: at the bottom of the relevant page; continuous counting; font size: 10pt, Line spacing: 1
- Pagenumeration: top (centered or right aligned)
- Page numbering:
 - Cover page: Without a page number
 - Structure, possibly list of abbreviations, tables and figures: Roman page numbers (I, II, III...)
 - Text, appendix, bibliography: Arabic page numbers (1, 2, 3...)
 - Insurance to provide services: Without a page number
- Formatting of the headings:
 - Level 1: Font size 14pt bold; distance before/after 18/6
 - Level 2: Font size 12pt bold; distance before/after 18/0
 - From level 3 onwards: Font size 12pt bold; distance before/after 12/0

The paper must be checked for spelling and punctuation errors (new spelling rules!) as well as for missing words and pages before submission!

2 Structure of the paper

The following order should be adhered to in the formal design of the thesis:

- Cover page(without a page number)
- Outline (roman page number)
- (possibly) list of abbreviations (roman page number)
- (possibly) list of figures, list of tables (roman page number)
- Text part (Arabic page number, starting with 1)
- Bibliography (Arabic page number, consecutive to the text part)
- (possibly) appendix (Arabic page number, consecutive to the text part & bibliography)
- (Master's- and bachelor's thesis) Declaration of authorship

2.1 Cover page

The cover page should provide information about the type of work, the topic, the seminar in which the work was written the author (name, matriculation number, address, telephone number, e-mail address, possibly study program) and the submission date. Examples can be found at the end of this document.

2.2 Outline of the scientific paper

An Arabic subdivision is used for the structure. A further structural level only takes place if this is again divided into several sections (i.e. after 3.1 a subsection 3.1.1 is only established if there is also a subsection 3.1.2 provided. Accordingly, there is only section 3.1 if there is also a section 3.2). List of abbreviations, list of tables, list of figures, list of references, appendix and Affidavit not numbered.

Hint:

The outline should show in a detailed but not excessively detailed form how the author of the work understood and dealt with the topic. It must be structured logically, that means a thread should be clearly recognizable. It must be understandable in itself and balanced (proportioned) in terms of the length of the sections. As part of the work, it will be considered in the grading. As a rule, each subitem should comprise at least one page.

A consistent line of thought requires a structure with sub-items in a logically flawless form. Points that are on the same level in the structure must have the same rank in terms of content and logic.

2.3 List of abbreviations

The abbreviations used by the author, which are not commonly used, are listed here - in alphabetical order - such as 'EUT' for expected utility theory. The first time it appears in the text, the full term is used, and then the abbreviation is introduced in brackets.

The abbreviations should be chosen sensibly and only used if this avoids a frequently recurring, cumbersome expression. Common abbreviations such as 'e.g.' or 'i.e.' are not listed here.

2.4 List of figures / List of tables

The list includes all figures embedded in the text with the respective page number:

Fig. 1 'Name of the figure' _____ p. 10

The list includes all tables embedded in the text with the respective page number:

Tab. 1 'Name of the table' _____ p. 12

2.5 Text

The text is to be justified and paragraphs should be used sensibly and for better understanding. Formulas and highlightings must be centered or left-justified.

It is advisable to start the work with an introduction that outlines the problem, the goal of the work (including the research question) as well as the definition and the methodological structure.

Basically, the work should include representation *and* discussion of the respective topic. Papers which contain an unreasonable amount of literal or literally translated text passages cannot be accepted as an independent scientific paper.

Tables and figures used in the text are numbered consecutively (separately). They should have a precise description of their content as a heading. In each case the heading is placed under the figure/table. Tables and figures that are central for understanding can be inserted

in the text. The appendix is available for a more detailed and supplementary presentation.

2.6 Appendix

If the author thinks that he cannot do without material of a larger volume, this should be included in the appendix. This can be, for example, longer legal texts or formal derivations. They should only be listed if they are closely related to the text. Tables and diagrams, which are important for understanding, belong in the text. The presentation of additional evaluations and tables in the appendix should be discussed with the supervisor. In the text itself, a reference to every description in the appendix should always be made by means of a footnote.

Hint:

For more detailed information on the outline, structure and content of the thesis, reference is made to the course “Einführung in das wissenschaftliche Arbeiten” and the numerous literatures on this topic.

3 Footnotes / References

An important requirement of scientific work is to work with a clear reference to the source, which informs the reader about the origin of all facts and thoughts that have not been developed independently. In order not to disturb the flow of reading, this documentation as well as personal and factual marginal notes by the author are placed at the end of the respective page in the form of footnotes.

All references to the footnotes are marked in the text by superscript numbers.¹ The footnotes are to be clearly separated from the text part by a hyphen and consecutively numbered (it is recommended to use an automatic footnote generation, e.g. in Word under references). All footnote texts end with a full stop.

The citation is based in the following way: author (year), page.

Example for direct citation:

¹ Laezar/Rosen (1981), p. 846.

If the bibliography lists several works by an author or the same group of authors from the same year, these are marked with a, b, c etc. - both there and in the footnotes - so that they can be clearly distinguished.

Example for direct citation:

¹ Rosen (1984a), p. 212.

² Rosen (1984b), p. 125.

A distinction must be made between the use of direct quotations (verbatim representation) and indirect quotations (analogous representation of a thought or argument, paraphrased).

¹ This is an exemplary footnote

3.1 Direct quotations

Literal quotations are started and ended with quotation marks. They must be reproduced true to the original, so any deviations must be clearly marked:

- Omissions through continuous dots in square brackets (For example: “There is a double problem with regard to the employees of an entry cohort [...] which affect the [...]”);
- Additions by the author within a quoted text, such as e.g. exclamation marks, supplemented verbs and references to errors by putting them in square brackets (e.g. "exceeds expected wage costs [!] and");
- Case and conjugation changes that are made in the literally quoted text in order to be able to incorporate it better into the running text, also by putting them in square brackets;
- Quotations in a quotation by adding an apostrophe at the beginning and at the end.

Hint:

Direct quotations should be used sparingly and should not contain more than two to three sentences. If longer quotations seem unavoidable, these must be indented in the text and written with one line spacing. In most cases, however, it is advisable to reproduce longer quotations in your own words and to take this into account in the footnote with ‘Cf.’ (indirect citation).

Literal quotations must be given in the language of the publication.

3.2 Indirect quotations

If thoughts, aspects and arguments are given in your own words or in a summarized form, the source designation must be preceded by a “Cf.”.

Example:

¹ Cf. Lazear/Rosen (1981), p. 799.

Further information can be introduced by a “See”.

Example:

¹ See Kräkel (2006) for a general overview.

If the statement can be found in different sources (multiple references), the footnote also contains several sources.

Example:

¹ Cf. Bowman (1966), p. 114; Bills (2003), p. 444.

If the quotation refers to a text passage that extends beyond one page, “pp.” is written instead of “p.”. Furthermore, the page numbers are specified.

Example:

¹ Cf. Lazear/Rosen (1981), pp. 799-800.

If there are 3 or more authors, only the first author is named. The first name can be mentioned and supplemented by an “et al.”.

Example:

¹ Cf. Lazear et al. (20015), p. 830.

If the same author is named several times in a row, the footnotes can be abbreviated with “Ibid.”

Example:

¹ Cf. Lazear (1980), p. 117.

² Cf. *ibid.* (1980), p. 145.

If tables or figures are taken from other sources or are based on other sources, the source must also be cited (below the figure or table).

Example figure/table:

Source for direct extraction: Spence (1973), p. 359.

Source for own production: own illustration based on Spence (1973), p. 359.

Complete labeling of figures/tables:

[title] [author] [year] [page references]

Example:

The Organisationproblem. Picot/Dietl/Franck (2008), pp. 8-9.

3.3 Citation from non-available sources

In principle, the original text is quoted!

Citing from secondary literature is only permitted if the original text is not accessible. The primary literature is first given in the footnote and the suffix ‘quoted from’ is added, followed by the reference in the secondary literature.

Example: In a book by Kräkel you read a thought by Lazear from 1980 that you would like to use for your work. The original source cannot be obtained. The source reference is then:

↳ Cf. Lazear (1980), p. 123 (quoted from Kräkel (2006), p. 987).

Please note that **both** sources must be included in the bibliography! In this example, this means that both the article/book by Lazear from 1980 and the book by Kräkel from 2006 must appear in the bibliography.

Attention:

Lecture scripts should not be quoted, only the original sources to which the script refers. These are usually given at the beginning of the individual chapters.

4 Bibliography

All works (and only these) cited by the author in footnotes, figure and table headings belong in the bibliography. They are listed in alphabetical order according to the author's last name. The sources are to be sorted alphabetically in a standardized list (not separated by type of publication). If there are several works by the same author, they are then sorted based on the year of publication.

The following information is required:

- **for articles in journals:**

[author] [year] [title of the article] [title of the journal] [depending on the journal: year and/or number of the issue] [page reference]

Example:

Farber, H.S./Gibbons, R. (1996): Learning and Wage Dynamics. In: Quarterly Journal of Economics 111 (4), pp. 1007-1047.

- **for discussion papers:**

[author] [year] [title of the discussion paper] [discussion paper series & number] [place of publication]

Example:

Doerr, A./Fitzenberger, B. (2015): Konzeptionelle Lehren aus der ersten Evaluationsrunde der Branchenmindestlöhne in Deutschland, ZEW Discussion Paper No. 15-073, Mannheim.

- **for books:**

[author] [year] [title of the book] [edition, if not 1st edition] [place of publication]

Example:

Scholz, C. (2014): Personalmanagement, 6th ed., München.

Töpfer, A. (2012): Erfolgreich Forschen – Ein Leitfaden für Bachelor-, Master-Studierende und Doktoranden, 3rd ed., Wiesbaden.

The publisher is not to be named.

- **for articles in books / anthology contributions:**

[author of the article] [year] [title of the article] [editor of the book] [title of the book] [edition, if not 1st edition] [place of publication] [page reference of the contribution]

Example:

Weitbrecht, H. (1997): Individuelle Karriereplanung. In: Gaugler, E./Weber, W. (Ed.): Handwörterbuch des Personalwesens, 2nd ed., Stuttgart, pp. 1114-1126.

If secondary literature (and thus “cited from”) was used, both sources must appear in the bibliography.

Representation with two places of publication: Frankfurt a.M., New York - or: Frankfurt a.M. and New York. If there are more than two places of publication, only the first is mentioned and an ‘i. a.’ is added. Authors are all named - no “et al.” in the bibliography

(e.g.: Dickens, W.T./Katz, L.F./Lang, K./Summers, L.H.).

• for online sources:

[author of the article] [year] [title of the article – possibly subtitle] [URL: Link to the contribution] (access on [date of last access]).

Not all sources that can be obtained from the Internet are "online sources". For example, discussion papers from series (e.g. ZEW Discussion Papers) should be listed as a discussion paper.

In the case of pure Internet messages, the full web address and the date of access must be given.

Example:

Crocoll, S./Tutt, C. (2018): 75.000 neu sozialversicherungspflichtig Beschäftigte-vor allem aus dem Ausland, URL: <https://www.wiwo.de/politik/deutschland/bundesagentur-750-000-neu-sozialversicherungspflichtig-beschaeftigte-vor-allem-aus-dem-ausland/22942064.html> (access on 26.08.2018).

5 Specifics for term papers

The length of the term paper is announced in the respective seminar (usually between 15 and 20 pages). If the upper limit is non-coordinated exceeded, it will be considered negatively in the evaluation.

6 Specifics for Bachelor theses

The length of a bachelor thesis is 20-25 pages. This includes the figures and tables contained in the text. Directories and the appendix do not count towards the specified number of pages. If the upper limit is non-coordinated exceeded, it will be considered negatively in the evaluation.

Two bounded copies and a digital version (on USB stick or CD) must be submitted to the **examination office (!)**.

Declaration of authorship:

The declaration should not have a page number. Please use the topical form or the text on the form and sign the declaration by hand. You find the form under the header theses/papers here:

<https://www.uni-wuerzburg.de/en/studying-at-jmu/examination-office/forms/>

7 Specifics on the thematic combination of Bachelor's thesis and seminar paper

If you combine Bachelor's thesis and seminar paper thematically, the seminar paper comprises the following parts: an exposé of the Bachelor thesis with comments (about 5 pages), a literature review (about 5 pages) and a presentation before submitting the thesis. The combined thesis and seminar paper is worth 15 ECTS.

8 Specifics for Master theses

Unless special agreements have been made with the supervisor, the length of a master's thesis is 60-65 pages. This includes the figures and tables contained in the text. Directories and the appendix do not count towards the specified number of pages. If the upper limit is non-

coordinated exceeded, it will be considered negatively in the evaluation.

Three bounded copies and two digital versions (on USB stick or CD) must be submitted to the **examination office (!)**.

Declaration of authorship:

The declaration should not have a page number. Please use the topical form or the text on the form and sign the declaration by hand. You find the form under the header theses/papers here:

<https://www.uni-wuerzburg.de/en/studying-at-jmu/examination-office/forms/>

9 For submission in digital form

The chair guarantees that your rights to your work will be preserved. There is no transfer or publication. To rule out that the submitted work is partly or completely plagiarism, the work is examined with the help of plagiarism software.

10 Cover page

On the following pages there are samples for the structure of the cover page, which make it clear which information should be given. The visual design is only a suggestion and, like the choice of color of the cover, is up to the author's personal preferences.

Version of July 30th, 2024

Julius-Maximilians-Universität Würzburg

Lehrstuhl für BWL, Personal und Organisation
Prof. Dr. Thomas Zwick

Term paper

To the seminar

„title“

In the summer semester 2020

Topic nr. X

Title of the paper

Referee:

Prof. Dr. Thomas Zwick

Submitted by:

cand. rer. pol. Name

matriculation number

Street

Postal code City

Tel.

E-Mail

Submission date

Julius-Maximilians-Universität Würzburg

Lehrstuhl für BWL, Personal und Organisation
Prof. Dr. Thomas Zwick

Bachelor-Thesis

To obtain the degree of a Bachelor of Science

Title
of the
thesis

Submitted by:

cand. rer. pol. Name

matriculation number

Street

Postal code City

Tel.

E-Mail

Submission date

Julius-Maximilians-Universität Würzburg

Lehrstuhl für BWL, Personal und Organisation

Prof. Dr. Thomas Zwick

Master-Thesis

To obtain the degree of a Master of Science

Titel
of the
thesis

Submitted by:

cand. rer. pol. Name

matriculation number

Street

Postal code City

Tel.

E-Mail

Submission date

