

## Guide to Writing a Research Paper at the Chair of Economics and Social Policy (Seminar papers, Bachelor Thesis, and Master Thesis)

### 1. Introductory Remarks

By writing a research paper, you are supposed to demonstrate that you are able to investigate a specific appointed topic out of your field of study and that you can do this by making proficient use of scientific methods. This guide describes the specific rules applicable to papers and theses submitted to the Chair of Economics and Social Policy (*Lehrstuhl für Volkswirtschaftslehre, insbesondere Sozialpolitik*) at the Friedrich-Alexander Universität Erlangen-Nürnberg (FAU). For more general methods and guidelines on how to write a research paper, please refer to the literature on scientific methods and scientific writing as well as to the courses on scientific methods offered at the university.

#### 1.1 Submission of a Bachelor or Master Thesis

The completed thesis must be submitted to the **Examinations Office** (*Prüfungsamt*) by the specified deadline in both printed form (two copies) and in electronic form (on a USB stick or CD).

The opening hours and address of the Examinations Office can be found at:

<https://www.fau.eu/education/advice-and-services/examination-offices/examinations-office-faculty-of-business-economics-and-law/eexaminations-office-school-of-business-and-economics/>

### 2. Basic rules on formatting

The following rules apply to all components of the written paper or thesis:

- Typescript (no handwriting)
- Margins: left 3 cm, right: 2 cm
- font type: Times New Roman
- font size: 12 pt (except for footnotes which should be 10 pt)
- page numbers:
  - use Roman numerals "I, II, III" etc. for the pages that precede the main text
  - use Arabic numerals "1,2,3" etc. for the main text
  - continue Roman numerals after the main text
- paper format: DIN A4 or US letter
- print only on one side
- term papers (*Seminararbeiten*) should be stapled or fastened with a filing strip (*Heftstreife*). Please do not use a plastic folder.
- Bachelor and Master theses should be bound (paperback). (Ask at your local copy shop).
- the electronic version should be a .doc or .pdf. file

### 3. Necessary and optional components of your paper and specific style/formatting rules for each component

Necessary components	Optional components (possible additions)
Title Page Table of Contents (including the outline: chapters and subchapters)  (Main-)text  <u>Bibliography</u> / List of Literature Description of tools used Declaration of Authorship	Index of Tables Index of Figures List of Abbreviations  Appendix

#### 3.1. Title Page

For a seminar term paper (*Seminararbeiten*) please use the title page template as illustrated in section 6.1.

For a Bachelor or Master thesis, please refer to the title page example in section 6.2.

#### 3.2. Table of Contents

The table of contents lists all actual component of your research paper/thesis (with the exception of the table of contents itself) as well as the entire outline of your paper with all chapter and subchapter headings of all levels listed separately, each with page references. Please also refer to the example in section 6.3.

#### 3.3. Outline: Chapters and Subchapters (“Gliederung”)

Either choose a **numerical** ordering of your chapter structure, i.e.:

„1. ... 1.1. ... 1.1.1.... 1.1.2. ... 1.2....

2. ...“ etc.

or, alternatively, choose an **alpha-numerical** ordering, i.e.:

„A. ... I. ... 1. ... a. ... b. ... II. ... 1. ...

B. ...” etc.

#### 3.4. Index of Tables and Index of Figures

If your paper contains tables and / or figures, you should include an index of tables and / or an index of figures listing all tables and / or figures by order of appearance. You should explain every table and figure right where it is mentioned or referred to in the text. Please also note the corresponding examples in part 6.4.

#### 3.5. List of Abbreviations

A list of abbreviations can be included if you use abbreviations that are not generally well-known. Examples: IMF, IRS, NAFTA. Do not include commonly-known abbreviations in your list, such as "i.e.",

"etc.", "N/A", or similar. An abbreviation should be introduced on first use by writing out the original words and putting the corresponding abbreviation in parentheses next to the expression:

"The International Monetary Fund (IMF) ..."

After that, the abbreviation can be used alone without writing out the original term.

### 3.6. Main Text

For the main text of your paper, the following additional formatting rules apply:

- 1.5 line spacing (except for footnotes: single spacing).
- text alignment: full justification ('Blocksatz')

### 3.7. Appendix

If your paper contains several rather large, space-consuming figures or tables (i.e., regression tables) you should put the larger tables and figures in an appendix, unless you excessively comment on them in your paper.

### 3.8. Bibliography

Every scientific source used in your paper, be it for direct or indirect quotes, has to be listed in the bibliography in alphabetical order (by the authors' last name). Your bibliography should not list any source which is *not* used in your paper.

Concerning the formatting of your bibliography, please follow the citation standard of the American Psychological Association (APA) as described under this link:

<https://www.muhlenberg.edu/media/contentassets/pdf/academics/writing-center/APA%206th%20edition%20Summer%202017.pdf>

Special cases not explicitly described by the APA Publications Sample References:

- **Sources of Law** (judicial acts, court rulings, etc.): be sure to mention the exact name of the source and the exact place where it can be found. Example:

**Gesetz über die Durchführung eines Feldversuchs mit Bildschirmtext (Bildschirmtextversuchsgesetz NW) vom 18.03.1980.** *Gesetz und Verordnungsblatt für das Land Nordrhein-Westfalen*, 34(16): 153f.

Please take especially care to correctly handle internet sources / web pages as described by the APA standard.

### 3.9. Description of tools used

The thesis/paper must be accompanied by a written description of all the tools/programs you used (e.g. statistical packages such as R/Stata, AI-based tools such as ChatGPT). Programs used purely for word processing, purely for classic spreadsheet calculations, for language translations or language corrections are excluded. Any use that is not obvious must be described in writing.

Programs/tools that extensively take over essential parts of the task for you may only be used with the explicit written permission of your thesis supervisor. If you are unsure if or how a tool/program may be used and whether your written description of its use is sufficient, ask your supervisor in good time.

### 3.10. Declaration of authorship

To finalize your paper, a declaration of authorship (in German) is needed. For term papers, this declaration needs to be sent separately and must not be included in the paper. Stick exactly to the following example (word-by-word). Please be sure that you have fully understood the declaration before you sign it.

## VERSICHERUNG

„Ich versichere durch eigenhändige Unterschrift, dass ich die Arbeit selbstständig und ohne Benutzung anderer als der angegebenen Quellen und Hilfsmittel angefertigt habe und dass die Arbeit in gleicher oder ähnlicher Form noch keiner anderen Prüfungsbehörde vorgelegt und von dieser als Teil einer Prüfung angenommen wurde. Alle Stellen, die wörtlich oder sinngemäß 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' bewertet gilt“.

Unterschrift der/des Verfasserin/s

Erlangen / Nürnberg, den .....

## 4. The length of your paper: number of pages

The main text (i.e. not counting the outline, large tables, bibliography etc.):

- Term papers (*Seminararbeiten*): around 15 pages
- Master thesis: 40-60 pages
- Bachelor thesis: 25-30 pages

## 5. Citation rules: indicating intellectual property

Always make sure that every idea and every sentence or part-sentence that is not originally your own but adapted from other sources is indicated accordingly (as a **direct or indirect quotation**) and that the original source is exactly specified (reference), so that it can easily be found by the reader.

Deviating from these citation rules is considered as plagiarism and can lead to the grade “nicht ausreichend (Fail)”.

Also be aware that even properly citing all sources can still constitute a form of plagiarism, i.e. if the paper contains almost no original (own) thoughts. For this and for more information on the definition of plagiarism and how to avoid it, see <http://www.plagiarism.org>.

### 5.1. Quotations

Mark direct quotes by putting quotation marks around it. If you leave out a word within a direct quote, indicate this by putting two dots in parentheses in its place: „(..)“. When leaving out more than one consecutive word within a direct quote do the same, but add one dot: „(...)“. Always indicate whether a specific emphasis is adapted from the original or whether it is your own. Example:

„authorities need to fund their own sources at the margin.“ [emphasis added].

Indicate indirect quotes by putting a “see:” (or some equivalent indication) before the source inside the reference bracket. For particularly long indirect quotes, make sure that it is indicated unmistakably where exactly the indirect quote begins and where it ends.

### 5.2. References

Indicate the exact source of any direct or indirect quote right in the text, right after the quote, as described by the APA rules (see 3.8).

## 6. Templates

### 6.1. Title page for a term paper ('Seminararbeit')

*(Note: For a term paper, do **not** include your address, phone number, or student matriculation number).*

Term Paper for the Seminar

**"Public Economics 1"**

Summer Semester 2020

Seminar leader: Prof. Dr. Matthias Wrede

## **COMPLETE TITLE OF YOUR TERM PAPER**

Supervisor: .....

Submitted to

Friedrich-Alexander Universität Erlangen-Nürnberg

Lehrstuhl für Volkswirtschaftslehre, insbesondere Sozialpolitik

Submitted by: Max Mustermann

Submission date: December 20, 2012

## **6.2. Titel Page for a Bachelor Thesis**

*(Note: this template is also applicable to a Master thesis, just replace the word "Bachelor" with the word "Master" accordingly)*

# **B A C H E L O R   T H E S I S**

**for obtaining the academic degree**  
**"Bachelor of Science"** *(or "Bachelor of Art", if applicable)*  
**in International Business Studies** *(i.e., your FAU degree program)*

## **COMPLETE TITLE OF BACHELOR THESIS AS STATED ON THE REGISTRATION FORM SUBMITTED TO THE EXAMINATION OFFICE**

Examiner: Prof. Dr. Matthias Wrede  
*(If applicable: Supervisor: ...)*

Submitted to  
Friedrich-Alexander Universität Erlangen-Nürnberg  
Lehrstuhl für Volkswirtschaftslehre, insbesondere Sozialpolitik

Submitted by:     Max Mustermann  
                         Im Wald 1  
                         95046 Nürnberg  
                         Tel. +49 911 123 4567

Matriculation No.: 12345678

Submission date:    December 20, 2020

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