Formal Requirements for ALL Scientific Papers  
(seminar theses, project theses and Bachelor thesis)

**Please note:**
It is strongly recommended to use the „Word template (doc-file) for Bachelor and Project theses“ as template for all scientific papers, i.e. for seminar theses, project theses and for the Bachelor thesis.  
→ http://www.ib.dhbw-mannheim.de/fileadmin/ms/bwl-ib/binationaler_Studiengang/Projekt_BA_Arbeit/Template_Thesis.doc

The total number of pages (TEXT only!) for scientific papers is at
- seminar thesis: 15 pages,
- project thesis: 20 to 30 pages,
- Bachelor thesis: 60 to 80 pages.

Deviations from the requested number of pages require the approval of the supervisor; unauthorized deviations lead to a degradation (§5 StuPrO Wirtschaft; Appendix 1). Figures and tables which are of importance for the understanding/comprehension of the argumentation/reasoning in the text, may not be relegated to the appendix.

Seminar theses, project theses and the Bachelor thesis need to be submitted
- as hardcopy (in duplicate!) and
- in electronic form (as a MS Word file on CD)

Please note:
- The Bachelor thesis MUST be bound (NO spiral binding) and has got a sturdy cover (hard cover); the book cover only contains the following information (sticker or embossing): the author’s name and the title of the work.
- Project theses should be bound (e.g. spiral binding).
- For seminar theses filing strips will do.

For environmental protection reasons, you should not use loose-leaf binders / folders. In order to allow binding and correction of the scientific paper, the following margin widths must remain unprinted:
- left 5,0 cm,
- right 1,0 cm,
- top 4,0 cm (page number in this area),
- below 2,0 cm.

All pages of the scientific paper contain numbers – apart from the front page:
- the text itself is paginated with Arabic numerals in consecutive sequence,
- the other parts of the scientific paper (i.e. e.g. table of contents; list of figures; list of tables; list of abbreviations) have Roman numerals in consecutive sequence.
Seminar theses, project theses and the Bachelor thesis consist of the following parts:

<table>
<thead>
<tr>
<th></th>
<th>Seminar thesis</th>
<th>Project thesis</th>
<th>Bachelor thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Front page</td>
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</tr>
<tr>
<td>2. Confidentiality Statement</td>
<td>if necessary</td>
<td>if necessary</td>
<td>if necessary</td>
</tr>
<tr>
<td>3. Preface</td>
<td>No</td>
<td>No</td>
<td>if necessary</td>
</tr>
<tr>
<td>4. Abstract</td>
<td>No</td>
<td>No</td>
<td>possible</td>
</tr>
<tr>
<td>5. Table of Contents</td>
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<tr>
<td>6. List of Figures</td>
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<tr>
<td>7. List of Tables</td>
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<tr>
<td>8. List of Abbreviations</td>
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<tr>
<td>9. Text</td>
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<tr>
<td>10. Bibliography / reference list</td>
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<td>if necessary</td>
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<td>11. Appendix</td>
<td>if necessary</td>
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Key: [ ] = compulsory

ad 3.) Preface
The scientific paper may include a preface, which should, however, contain only some personal annotations, e.g. acknowledgements. Substantial comments on the subject, the purpose and the methodology of your paper – including definitions a.s.o. – are NOT part of the preface, but of chapter 2 of your scientific work (where your present definitions, theories, the state of the art in research,...).

ad 4.) Abstract
The abstract, an (approximately) one-page summary of your paper, should enable the reader to quickly overlook the content and approach of the thesis. The abstract particularly consists of
- the main problem of the work (research question),
- hypotheses tested and / or questions answered in the paper,
- the methodology underlying your analysis,
- essential knowledge gained in your work,
- limitations of the scope (of the findings) and
- unanswered questions.

ad 9.) Text
The text appears in 1.5 line spacing (Font: Arial; font size 12 pt). At the beginning of a new paragraph one line needs to be left free. Only footnotes are written in one line; however – as a general rule: Do not use footnotes! An average page consists of 32 lines (without figures) Please keep in mind that a paragraph must consist of at least two sentences.
It is self-evident (and obligatory!) that your scientific paper complies to the highest academic standards. In all scientific papers in-text citations, quotations and literature references are compulsory in a plethora of cases – e. g. whenever you
• quote (directly) from an author’s work;
• paraphrase the content (e.g. a paragraph, a page or even a chapter) of an author’s work;
• refer to a certain theory, statement, argument or perspective, which was developed by someone else;
• refer to own scientific papers, which you had published before;
• base your work on a background reading, which has obviously influenced your thinking – and by this the content of your scientific paper;
• you use specific information / data, e.g. (real) cases (e.g. in a company) or statistics taken e.g. from the Statistisches Bundesamt (Federal Bureau of Statistics).

In-text citations, quotations and literature references are obligatory for at least three reasons:
1. You need to transparently give credit to the author(s) of the sources (print, electronic) which you referred to and used when you wrote the paper.
2. All readers need to be able to backtrace the sources in your scientific paper, i.e. to identify and locate the original; by this
   • you, as the author, can easily prove the correctness of the source(s)’ content (if necessary);
   • third parties can read the original themselves.
3. Moreover, a transparent, consistent citation / quotation
   • avoids plagiarism, because you make plain, that you don’t give yourself credit for someone else’s work;
   • clearly indicates that you reference other peoples’ research;
   • gives authority to your paper’s content, because it shows that your paper is based on a sound, well-researched fundament.

The most common conventions for the compilation of in-text citations / references are
• footnotes (with numbers for references in the text), and
• the so-called Harvard citation / Harvard system, which nowadays is the most common standard worldwide.

Do NOT use footnotes for in-text citations and references! For in-text citation and quoting exclusively use the Harvard system, i.e. references in the text are only made by listing the surname of the author(s), year of publication, page(s)
The reader will thus be able to find all relevant bibliographic information in the bibliography / reference list.

Examples:
1) Quotation (direct):
   „International trade was already common in the ancient world“ (Miller 2014, p.165).
2) Citation (indirect):
   International trade is not a phenomenon of the 20th century (cf. Miller 2014, p.165).

The reference for all indirect citations must necessarily begin with „cf.“ (= lat. confer; compare) or „cp.“ (= lat. compara; compare) – unless that the author(s) is / are explicitly mentioned in the sentence.
Examples:

• Students are hard working people (cf. Miller 2014, p.15).
• Students are hard working people (cp. Miller 2014, p.15).

or

• Miller (2014, p.15) states, that students are hard working people.
• The following information is based on the considerations of Miller (2014, p.15), who states that students are hard working people.
• In the view / opinion of Miller (2014, p.15) students are hard working people.
• Miller (2014, p.15) takes the position, that students are hard working people.
• Miller (2014, p.15) stresses, that students are hard working people.
• Students, as Miller (2014, p.15) states, are hard working people.

Important:
The scope of an (indirect) citation must be immediately apparent to the reader. Therefore beginning and end of the paraphrase / citation clearly need to be indicated. Even with longer paraphrases / citations the Harvard citation is placed at the end of the sentence or paragraph – but never behind a chapter heading! In order to clearly indicate the scope of a quotation, an additional indication sometimes will be necessary.

On the one side it is possible to introduce a longer quote already in the text – with an appropriate formulation, e.g.

• The content of the following paragraph / passage is essentially based on Miller (2014, p.15), who ...
• The following presentation is based on Miller (2014, p.15).
• Following the considerations of Miller (2014, p.15), one can state that ...
• As Miller (2014, p.15) argues in detail, ...
• As Miller (2014, p.15) discusses thoroughly, ...
• In the view / opinion of Miller (2014, p.15) ...

On the other hand one can demonstrate within the reference that more than one sentence is based on the cited source, e.g. by writing

• Students are hard working people (for the following cf. Miller 2014, p.15).
• Students are hard working people (for the following section cf. Miller 2014, p.15).

ad 10.) Bibliography / reference list
In the bibliography / reference list you present full and accurate details of all the works which you have CITED in your paper. The main purpose of any citation and the corresponding bibliography / reference list is to enable all readers to backtrace the sources in your scientific paper, i.e. to identify and locate the original.

For the bibliography / reference list of your paper please follow the rules as defined in the document „References to sources cited in the thesis“.

ad 11.) Appendix
The appendix contains larger tables, figures or longer texts (e.g. legal texts). Tables and diagrams arranged in horizontal format impede the flow of reading; if there is no other option, tables and diagrams should be rotated clockwise.

**As a general rule:**
The main purpose of the appendix is to provide readers who are interested in further details with more information. All information which is necessary for the immediate understanding of your argumentation need to be presented in the text.

As in the text, tables and diagrams in the appendix are numbered and, where appropriate, provided with the source and a legend.

ad 12.) Declaration of Academic Integrity
The „Declaration of Academic Integrity“ must be identical to the structure / content as described in the „Word template (doc-file) for Bachelor and Project theses“.

A „Declaration of Academic Integrity“ which is not signed and dated, is considered incomplete. A scientific work without a complete declaration is graded 5.0 – „failed“.