

Guidance for preparing

- seminar papers
- Bachelor theses
- Master theses

All issues which are not addressed by the following rules could be decided by the writer in own responsibility. The writer, however, should handle these issues consistently throughout the entire paper (or thesis).

1. Number of pages

- A seminar paper contains 15 written pages *if not announced differently*. A Bachelor thesis is limited to 30 written pages. In case of a Master thesis, the number of pages depends on the topic and on the arrangements with the supervisor.
- The number of pages is allowed to differ at most +/- 10% from the standards mentioned above.
- The above mentioned number of pages is for the *main text*, not including the appendix. In case that text plus appendix are longer than +10% of the standard, the supervisor must approve in advance. This is in order to prevent that the appendix is used to circumvent the page quantity restrictions.

2. The structure of the document

- The title page has to mention the title of the paper, name and ID number of the author, name of the supervisor, date of submission, and in case of a seminar paper also the name of the seminar. It is not allowed to use the emblem of the FSU.
- The table of contents consists of the numbered chapter (section, subsection, etc.) titles and page numbers in arabic numeration like in this example:

1. The first chapter headline	1
1.1 The first section	1
1.2 Next section	4
1.2.1 First subsection	6
etc.	

Each chapter (section) has either *no* section (subsection) or at least *two*. The numbering of chapter, section etc. is also displayed in the main text.

- List of figures and list of tables (both not mandatory in seminar papers!)

- The main text. It starts with page number 1, i.e. the table of contents, the lists of figures and tables do not count.
- The bibliography (see below!).
- The appendix (if necessary). The appendix may be structured as A.1, A.2, Also, this is part of the table of contents.

3. Text formatting

In order to make seminar papers or theses comparable, the following formatting rules apply:

- Font size 12 point.
- Font type Times (New) Roman (or comparable).
- Line spacing 1.5.
- All margins 2 - 3 cm.
- Before and after a headline there should be some space.
- A new chapter does not need to start on a new page. A pagebreak should be done if the page is full. Please avoid pages with a lot of blank space.
- Footnotes should be of limited use (see "Citation"). Footnotes are for additional remarks which are not really needed to understand the text. Please check critically whether the remarks are worth to be mentioned in the text instead of footnotes, or whether they could be omitted.

4. Formulas and symbols in text

- If you don't use text formatting software like TeX/LaTeX, then you should use a formula editor. Formulas and symbols should be in an *italic* font. Out-of-line formulas should have some space to the preceding and subsequent text. They should be - if referenced in the text - subsequently numbered (on the right or left margin). Example:

$$y = f(x) \tag{1}$$

or

$$(1) \quad y = f(x)$$

so that you can refer to formula (1) in the text.

- The usage of symbols in the text should be consistent. Therefore, if you take formulas from a cited text, then you have to eventually adapt the symbols to the symbols you are using in your text (be aware: even in this case, the cited formula is still intellectual work of the cited author). It should, for example, not be the case that you denote the exchange rate with w and in a later chapter you use e instead.

5. Citation

•The required standard is the *American citation style*, i.e. you cite in the text, not in the footnote. A direct quote is cited like in the following example:

"It is often claimed that long-run per capita output growth is the only measure of economic performance that really matters." (Obstfeld/Rogoff (1996), p.429)

Please use direct (literal) quotations very scarcely. An important part of your work is to explain contents *in your own words*! If you refer only generally to the literature source, but express the author's ideas in your own words, then you cite according to the following example:

Most economists agree that the per-capita output growth is an important performance measure (see Obstfeld/Rogoff (1996), p.429).

- If you are referencing the entire article (or book) of an author, then you can omit the page number (but obviously not in case of a literal quotation).
- In case of more than two authors it is allowed to cite only the first author, followed by "at al.", such like "(cf. Mankiw et al. (2002))".
- If a longer paragraph is based on *one* literature source, then you can cite the source e.g. with "... (cf. in the following Mankiw (2001), pp.112)". Then it is not necessary to cite the same source multiple times in the same paragraph.
- It is possible to bundle different sources in one citation like "(see Keynes (1938), Pigou (1941))".
- Be aware that ideas and formulations taken from the literature which are not cited by giving the reference, are classified as plagiarism. This does not apply, of course, to commonplace contents like e.g. "The World War II ended in 1945." or other statements without significant intellectual content.
Plagiarism will lead to the grade "fail".
- If you cite an author from a secondary source then you should cite the secondary source, e.g. "Keynes (1936) as cited by Smith (1998)" (not: "Smith (1998)" because it is the intellectual work of Keynes, not Smith). If you cite only the original source ("Keynes (1936)") then we have to assume that you read the original source. However, you will run into troubles if the secondary source has cited in a wrong way, and you are not aware of this.

6. Sources which can be cited

- Books, articles from academic journals or edited collections, working papers, and other periodical proceedings (incl. press) can be cited.
- We accept only sources in German or English language.
- When using internet sources, you have to distinguish the following cases:
 - a) If you obtain e.g. working papers or periodical proceeding like ECB reports from the internet, then these sources exist in a printed version as well. In these cases the sources are

not really "internet" sources although you have used the internet for accessing them. You have to cite them like any other printed source.

b) Some internet sources do not exist in a printed version but are a regular electronic publication with an ISSN, URN, or DOI number, e.g. our faculty working paper series "Jena Economic Research Papers". Also in this case, the citation is like for any other printed source.

c) Internet sources in a narrow sense which do not belong to the categories mentioned above should be cited only if really necessary, and if these sources are from reliable (mostly: public) institutions. In this case you have to provide the URL and the date of access in the bibliography

- Lecture scripts and other educational material, and not stable and trustworthy (mostly: non-public) internet sources are *not* allowed to be cited. They can, however, be useful as a starting point for your work.

- In case of dictionaries or encyclopedia you should use only *academic* encyclopedia or dictionaries such like the New Palgrave Dictionary, but *not* general purpose sources like the Encyclopedia Britannica, and especially *not* Wikipedia!

- Exam papers like seminar papers or theses are *not* allowed to be cited. A PhD thesis, however, can be cited since this is a regular publication.

7. Bibliography

There is no normative prescription about the number of sources in the bibliography. This will depend on the degree of difficulty of the sources and also on the topic of your paper/thesis. The well-known rule-of-thumb "one source per page" may be a good empirical description but we explicitly do *not* support this as a normative prescription! We do not only expect the candidate to read the introductory sources provided by the supervisor, but also to get familiar with the relevant literature. This is part of your scientific work.

In the bibliography, all used sources are mentioned *in alphabetical order*. The bibliographic data of each entry should be structured as follows:

- In case of a book:

Bernanke, B.S., Abel, A.B. (2005), *Macroeconomics*. 5th ed., Boston et al.: Pearson.

- In case of Journal articles:

Krainer, R. (2009), Portfolio and financing adjustments for U.S. banks: Some empirical evidence. *Journal of Financial Stability* 5(1), pp. 1–24.

This means volume 5, issue 1.

- In case of Working Papers:

Keiser, T., McAndrews, J. (2009), Why Are Banks Holding So Much Excess Reserves?, Working Paper No. 380, Federal Reserve Bank of New York Staff Reports.

(You have to mention the providing institution.)

- In case of contributions in collections/proceedings:

Frey, B.S., Stutzer, A. (2008), Environmental Morale and Motivation. In: Lewis, A. (Hrsg.), *The Cambridge Handbook of Psychology and Economic Behaviour*, S.406-428. Cambridge University Press.

- In case of Internet sources:

OECD (2013), The Global Forum on Tax Transparency welcomes Romania as new member. <http://www.oecd.org/newsroom/theglobalforumontaxtransparencywelcomesromaniaasnewmember.htm> (access at 2013-01-24)

- If you have multiple entries of the same author from the same year, you add a letter to the year, e.g.:

Schmidt, H.-G. (2001a),.....

Schmidt, H.-G. (2001b),.....

Of course the citation in the text must then be consistent ("cf. Schmidt (2001a)").

- Check, that *every* source cited in the text is included in the bibliography! Vice versa, there may be few exceptions in which entries in the bibliography are not explicitly mentioned in the text (e.g. in case of mathematical formula collections). This should not be used in order to inflate the size of your bibliography.

- In some cases, there may be no author (e.g. newspaper articles or internet sources). Here you should use "N.N." instead of an author's name. In case that the source is provided by an organization (see example above), you can also use the name of the organization (such like "OECD") instead of the author's name.

8. Figures and tables

- Placed in the text or in the appendix?*

Basically, figures and tables should be placed in the text if they are important for the comprehensibility of the text. If you have extensive data material which is not so important for the reading of the text, then you can put large tables or statistical material in the appendix. Also additional calculations, derivations, formal proofs, etc. could be placed in the appendix. Figures should appear only in the appendix if they illustrate facts mentioned only in the appendix or if they are not important for understanding the text (then, however, they could be completely omitted).

Figures and tables must be numerated consecutively so that it is easy to refer to them in the text. Provide a list of figures/tables (except for seminar papers!).

- Copy from the source or self-provided figures?*

Self-provided figures and tables (using software) have a better printing quality. Furthermore, you can adapt the symbols such that they are consistent with the text, and you can add important details

or cancel less important details. Of course, in case of large and complex figures this may be a very demanding task. In these cases you may scan the figures or tables and import them into the text. Please note, that eventually the symbols may differ from the symbols used in your text. You should adapt this or at least explain this in the text.

You always have to provide a reference to the sources (comparable to citations in the text), since figures/tables are also the intellectual effort of other authors.

In case of self-provided figures which are based on existing figures in the literature, you have to cite like "(self-provided figure according to Smith (2001), p.11)".

9. Number of copies

- In case of Bachelor and Master theses, you have to submit *three* copies in due time to the examination office (not the supervisor). In case of seminar papers, you have to submit *one* printed version in due time to the supervisor. While seminar papers should be simply bounded (simple filing fastener, see picture at the end of this document), a thesis must be back-welded similarly to a paperback book. Spiral binding is not allowed in any case.

- In any case you have to additionally submit an electronic version to the supervisor as a *PDF file* (not: Microsoft Word etc.).

10. Statutory declaration

In case of a Bachelor or Master thesis you have to sign the following statutory declaration on the last page:

Statutory Declaration:

I declare that I have developed and written the enclosed Thesis completely by myself, and have not used sources or means without declaration in the text. Any thoughts from others or literal quotations are clearly marked. The Thesis was not used in the same or in a similar version to achieve an academic grading or is being published elsewhere.

Location, Date Signature

11. Writing style and other important issues

- Write in clear and straight English, using the technical terminology of economics. Avoid expletives, flowery phrases and buzzwords. Avoid too long and complicated sentences, and an exaggerated use of foreign word. Conversely, you should show a competent usage of economic terminology. Avoid normative judgments as well as a journalistic loose style since it is a scientific text.

- Ideas which are taken from the literature should be *expressed in own words*. It is *not* sufficient to take paragraphs from the literature source and just changing a few words. Literal quotations should be used very scarcely. This requires, however, that you have a really sound understanding of the issues you are writing about!

- Please pay special attention to grammar and correct writing. Serious deficits could reduce your grade.
- Scientific writing can be learned. The university supports you via www.schreibenlernen.uni-jena.de.
- Use the broad inquiry facilities of the library (ThULB), not only Google etc., e.g. the databases EconLit. Even if you often can't see this in EconLit, there is a license of the ThULB for online access to a very large number of scientific journals such like springerlink.com or sciencedirect.com. *Note*: This works only within the IP address room of the university. If you do this at home, you will need a VPN connection to the university network. We also recommend the database JSTOR (jstor.org) and the working paper archive RePEc (ideas.repec.org). Avoid portals such like hausarbeiten.de, where student papers have been uploaded.
- A scientific text has to follow the codes of conduct of scientific practice. In this context it has to be emphasized that every part of the text must be written in a way that it can be inspected by the reader. In particular, every intellectual effort of other authors you are using for your work must be indicated by a reference/citation (see "Citation"). If you substantially violate this rule (**plagiarism**), it will be assessed as an attempt to defraud, and the grade will be "fail". Independently from suspicion, plagiarism detection software will be used.
- Independently from the fact that it is an examination, the text is *your* work, and *you* hold the copyright. If you want to publish or commercialize your work, a consent is not needed, neither from your supervisor, nor from the examination office.

