

## Guide for Authors of Term Papers & Theses

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**Number of copies:** Hand in two hardcopies & an electronic version via e-mail (pdf-file).

**Title page:** Concise and informative title. Avoid abbreviations and formulae. Your personal data, the supervisor's name, and the title of the course.

**Subdivision - numbered sections:** Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. Use this numbering also for internal cross-referencing: do not just refer to "the text". Any subsection may be given a brief heading. Each heading should appear on its own separate line.

**Maximum number of pages:** max. 15 pages for term papers; max. 30 pages for a Bachelor thesis; max. 50 pages for a Master thesis; line spacing: 1.5 lines; margins: 2.5 cm everywhere; Times New Roman, font size: 12 pt; justified; Arabic page numbers; appendix for supplementary materials.

**Artwork:** Please make sure that artwork files are in an acceptable format, with the correct resolution, and legible.

**References:** All citations in the text should refer to:

- single Author: the Author's name (without initials, unless there is ambiguity) and the year of publication;
- two Authors: both Authors' names and the year of publication;
- three or more Authors: first Author's name followed by "et al." and the year of publication.

Examples: "as demonstrated in Allan (1996a, 1996b, 1999) and Allan and Jones (1995). Lee et al. (2000) have recently shown"

In the references list references should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same Author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

Examples:

*Reference to a journal publication:*

- Griffiths, W., Judge, G., 1992. Testing and estimating location vectors when the error covariance matrix is unknown. *Journal of Econometrics* 54, 121-138 (note that journal names are not to be abbreviated).

*Reference to a book:*

- Maddala, G.S., 1983. Limited Dependent and Qualitative Variables in Econometrics. Cambridge: Cambridge University Press.

*Reference to a chapter in an edited book:*

- Reinganum, J., 1989. The timing of innovation: research development and diffusion. In: Schmalansee, R., Willig, R. (Eds.). Handbook of Industrial Organization, Vol. I. Amsterdam: North-Holland, 849-908.

*Citation in text:*

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style and should include a substitution of the publication date with either "Unpublished results" or "Personal communication". Citation of a reference as "in press" implies that the item has been accepted for publication.

*Web references:*

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

**Declaration of academic integrity:** At the end of your text; according to the requirements of the University of Bremen.

Please note that you have to do a literature research including **international journals** to be able to write a good term paper or thesis.

**Please note that plagiarism will not be tolerated!**