GUIDELINES FOR TERM PAPERS

Not following the Guidelines will have an impact on your grade!

Submission:

Term papers should be submitted in an **electronic version** via Email to the office of Professor Guenther: office-guenther@uni-bremen.de
In your Email, indicate your name, course title and the name of your teacher.

Plagiarism:

Generally, there is nothing wrong with substantiating your argument through references to other people's work. If you are quoting the words of someone else, be sure to make this clear by citing whom you are quoting. Using the words or ideas of someone else <u>without acknowledging</u> is plagiarism. **Plagiarism is a serious offence!** It is a form of cheating and will be punished heavily. Remember that whoever marks your paper will have excellent knowledge of work published in their area of specialization. Stylistically, too, it is easy to detect elements in a student's piece of work which originally belong to someone else's work. The simple rule is to always acknowledge your sources by quoting them!
→ **Our faculty uses a software to detect plagiarism in every submitted paper!**

Formatting:

- ✓ Margins: above / below 2 cm, right / left each 2.5 cm.
- ✓ Main Text Font: Times New Roman 12 point (footnotes 10 points).
- ✓ Line spacing: 1 ½ times the main text (footnotes easy); justified.
- ✓ Figures: numbered with Arabic numbers. Always title your figures precisely. Try to follow this scheme: What? Where? In which years? In which unit? E.g. "FDI inward stock in Central and East European countries 1994 to 2014, in Mio. EUR"
- ✓ Tables: numbered with Arabic numerals.
- ✓ Footnote: in each page, only for additional information, not to be used for purposes of quotation.
- ✓ Length: unless something different is specified in the particular course (or individually agreed with a supervisor) maximum of **10** pages for a seminar paper (**term paper**), **35** to **40 pages** for a **Bachelor thesis** and **55** to **60 pages** for a **Master thesis.** This does not include cover page, table of content, references and appendix. A deviation from these guidelines will negatively affect the evaluation of term paper or thesis, respectively.

Structure of the work:

(1) Cover Page:
Course title, supervising chair, title of term paper, personal information of the author.

(2) Table of Contents:
Index of chapters, sections and subsections of the work numbered with Arabic numerals (1, 1.1, 1.1.1, etc.).

(3) Abbreviations list: (optional)
List only abbreviations used in text, e.g. "SOE – State owned enterprises"; commonly used abbreviations, such as "etc." "et. Al." should not be listed.

(4) Tables and figures: (optional)
List figures and tables with page numbers.

(5) Abstract
Abstract of 150-180 word plus 3 Keywords and the corresponding JEL-Codes
Link: https://www.aeaweb.org/econlit/jelCodes.php?view=jel

(6) Main text. Structure:
I. *Introduction:*
- *a* Motivation (Why do I intend to write about this topic?)
- *b* Subject (What is my subject? If necessary: definition with literature reference)
- *c* Intention, task, **research question** (What is the particular aspect of the subject I will dealt with? **What is the question that I want to answer?**)
- *d* „Method" (How will the subject be treated?) – e.g. that you will start with short literature review about the topic XXX, proceed analyzing reports published by XXX, governmental documents of country XXX, analyze data for XXX for years XXX drawn from the database XXX etc.
- → Short and clear description of **why, what** and **how**!

II. *Theoretical consideration*
- *a* **Define** all important terms that you will use in the text, e.g. transformation, multinational enterprise, innovation, institutions, etc. based on scientific literature (= initial journal articles on the topic, fundamental books).
- *b* Write what **previous research** tells us about your topic, or (if available) what we already know about it from theory, based on a literature review.

III. *Empirical part (if applicable)*
- *a* Present a short introductory description about the data (e.g. set of countries, companies etc.) you intend to analyze
- *b* Analyze your research question based on the theoretical introduction you provided
- *c* Analyze your research question based on the available data
- → Everything that you write (data which you present) ought to bring you and your reader closer to **answering your research question**

IV. *Summary and conclusions*
- *a* Short summary of the text above (What have we learned in the paper?)
- *b* Clear **answer to your research question**
- *c* Reflection on strengths and weaknesses; limitations etc.
- *d* Outlook for further research (derived from the previous point)

(7) Appendix: (optional)
If required, it will contains additional material if required.

(8) Bibliography:
In the bibliography, list all sources alphabetically which have been used in the main text. Works of the same author should be arranged chronologically. Several titles by the same author in one year ought to be distinguished with small letters.
→ See the **information listed below** for dealing with **sources**!

(9) Affidavit:
On the last page of your thesis, you are to include the following statement:

I hereby affirm that the work I am submitting for this assessment is entirely my own, that I have read and understood what constitutes plagiarism. I also hereby affirm that this work has not been already published or submitted of any other kind of assessment.

Place, Date   Signature

Sources
Our Chair employs the **Harvard Citation method**, a name and date reference system which is very common in Social Sciences.
Below, you can find examples for the most widely encountered types of sources in term papers. For others (e.g. ebooks, chapter in an edited book, conference papers, interviews, newspapers, legal documents etc.), you can find a lot of Harvard referencing guides on the internet. Here are two of them: http://library.lincoln.ac.uk/files/2013/09/Harvard-referencing-guide.pdf and https://www.citethisforme.com/harvard-referencing.

1. **Books:**
   - In-text citation:
     (Greene, 2000) and Greene (2000, p. 50) in case of a direct citation
   - Bibliography:
     Greene, W.H. (2000) *Econometric Analysis.* 4th Edition, New Jersey: Prentice Hall.
2. **Journal Article:**
High-quality journal articles are a qualitative yardstick according to which the term paper is judged. Avoid low-quality journals! (see lists here https://scholarlyoa.com/2015/01/02/bealls-list-of-predatory-publishers-2015/).
It is safer to use journals from on-line library catalogues such as
 • http://www.jstor.org/
 • http://www.sciencedirect.com/
 • http://apps.webofknowledge.com/
   - In-text citation:
     (Temple, 1999) and Temple (1999, 116-120) when referring to a range of pages
   - Bibliography:
     Temple, J. (1999). The New Growth Evidence. *Journal of Economic Literature*, 37, pp. 112-156.
3. **Internet sources**
Online databases can be very helpful for your empirical part. These include among others:
 • http://data.worldbank.org/
 • http://ec.europa.eu/eurostat/data/database
 • http://stats.oecd.org/
Use internet sources sparingly! And list separately at the end of the bibliography.
Don't use Wikipedia!
   - In-text citation:
     (OECD, 2009)
   - Bibliography:

OECD, (2009). *OECD Reviews of Innovation Policy: Mexico 2009*. Available at: http://www.oecd-ilibrary.org/science-and-technology/oecd-reviews-of-innovation-policy-mexico-2009_9789264075993-en [Access 06.04.2016].

Publication:

A publication of your work (e.g. via www.hausarbeiten.de, etc.) is not allowed by the chair.

University of Bremen, Prof. Dr. Jutta Günther, April 2016