

## Table of Contents

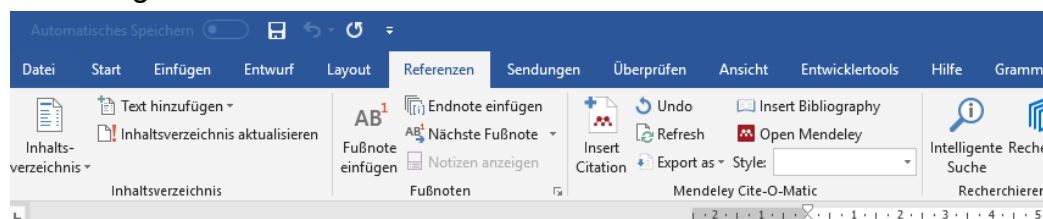
1. Prepare for Your Research Endeavor .....	2
1.1 Technical Support for Your Report/Thesis.....	2
1.2 Research Skills .....	2
1.3 Check the Date (for those who want to write a thesis at LEMEX) .....	3
2. Search Literature .....	4
3. Formal Requirement.....	5
4. Citation Style .....	6
5. Checklist.....	8

# 1. Prepare for Your Research Endeavor

## 1.1 Technical Support for Your Report/Thesis

Please download the following software which is essential to your research.

- AnyConnect
  - VPN-Connection to the network of University
  - This software allows you to access more literature outside of the campus
  - <https://www.uni-bremen.de/zfn/weitere-it-dienste/vpn/anyconnect-unter-windows/>
- Citation Management Software
  - You need this type of software to manage literature
  - Following software are recommended:
    - Mendeley <https://www.mendeley.com/>
    - Citavi <https://www.suub.uni-bremen.de/literatur-verwalten/refworks/citavi/>
  - Don't forget to download the add-in for Microsoft Word



The following software may be helpful for your research. Please discuss with your supervisors if you need to purchase them or find alternatives.

- MAXQDA
  - Qualitative Data Analysis (QDA) software
  - Essential for interview analysis
- F4
  - Transcription software
  - Useful for transcription

## 1.2 Research Skills

Do you have sufficient research skills for starting your research project? As a bachelor student, you don't need to take any research courses before you write your bachelor thesis. As a master student, you need to have research skills which are taught in the following courses to start writing your master thesis.

- Preseminar (Proseminar)
- Main Seminar (Hauptseminar)
- Teaching Project (Lehrprojekt)

---

If you have not taken all of the courses above, you should contact your supervisors to ask for sharing slides of the courses and recommending literature to you so that you can build your research skill.

### 1.3 Check the Date (for those who want to write a thesis at LEMEX)

We offer twice a year (once a semester) the information session for those who are interested in writing a thesis at LEMEX. All the important information, as well as potential thesis topics, will be introduced at the session. Therefore, if you are interested in writing a thesis at LEMEX, you should attend the information session. Since each supervisor has different specialization and capacity, there is a selection process. After the information session, you will be asked to fill out the form where you can write down which topics you are interested in and why you are motivated to research on particular issues. The date of the information session will be announced at Facebook and at our official homepage. All the accepted students start writing a thesis at the same time. It is also mandatory to attend the milestone meetings which take place twice during the course of the thesis development.

## 2. Search Literature

The following websites can be used to search for the literature:

- Die Staats- und Universitätsbibliothek (SuUB)
  - <https://www.suub.uni-bremen.de/fachinformationen/wirtschaftswissenschaft/>
  - [http://elib.suub.uni-bremen.de/cgi-bin/CiXbase/internet/CiXbase\\_search?act=search&term=wiw&index=C&ORDER=IA&dtyp=b&section=f&XML\\_STYLE=/CiXbase/internet/styles/list-ger.xml&project=internet&rtyp=d](http://elib.suub.uni-bremen.de/cgi-bin/CiXbase/internet/CiXbase_search?act=search&term=wiw&index=C&ORDER=IA&dtyp=b&section=f&XML_STYLE=/CiXbase/internet/styles/list-ger.xml&project=internet&rtyp=d)
- Other platforms
  - Google Scholar
  - Business Source Premier
  - Ebsco
  - Wiso-net
  - JSTOR

The following journal ranking can be useful for identifying the quality of journals:

- VHB-JOURQUAL3 <https://vhbonline.org/vhb4you/jourqual/vhb-jourqual-3/gesamtliste/>
- Scimago Journal & Country Bank <https://www.scimagojr.com/journalrank.php>

### 3. Formal Requirement

- General formal requirements
  - Length: 30 pages for bachelor theses and 60 pages for master theses
  - Submission: Your thesis must be bound with glue binding for submission. The papers must be white A4 papers. Printing on one side only.
  - Follow the official requirements from the examination regulation of the University of Bremen.
- Your thesis content should be structured in the following order:
  1. Title page (no page numbering)
  2. Table of contents (Roman page numbering)
  3. List of abbreviations (Roman page numbering)
  4. List of figures (Roman page numbering)
  5. List of tables (Roman page numbering)
  6. Main text (Arabic page numbering)
  7. Reference list (Arabic page numbering)
  8. Appendix (Roman page numbering, continued)
  9. Declaration of authorship/Selbstständigkeitserklärung (no page numbering, should also be excluded in the table of contents)
- Text Formatting
  - Fond type: Times New Roman or Arial
  - Fond size: 12
  - Line spacing: 1.5
  - Style: Full justification with breaks between paragraphs
  - Margins: 6cm (left), 1cm (right), 3cm (top), and 2.5cm (bottom)
  - Numbers: one, two, three, four...(up to 10), use Arabic numbering for the number larger than 10.
  - Footnote: Fond size 10. Only used when it is necessary.
  - **Please download the LEMEX word template.**

## 4. Citation Style

We recommend the APA style of citation to all candidates writing academic reports or theses at LEMEX.

### *In-text Citations with APA*

- Enclose the author's surname and date in brackets

The nature and balance of mixed embeddedness may differ to a large extent depending on ethnic groups, generations, environments of host countries, and individual characteristics (Barrett & Jones, 2001; Sofer & Schnell, 2002). For instance, Efendic and Wennberg (2016) argue that...

- If you use a direct quote in the text, please add the page number as following:

Exact text, paraphrased information, or reference (Author's Last Name, Year published, page number or paragraph number)

"Opportunities emerge from a complex pattern of changing conditions- changes in technology, economic, political, social, and demographic conditions." (Baron, 2006, p.107)

**Note:** Only include the page or paragraph number when using a direct quote or paraphrase. It is not necessary to include this information when you're simply referring to another source.

### *Reference-page Citations with APA*

- **Print Books**  
Last name, First initial. Middle initial., Last name, First initial. Middle initial., & Last name, First initial. Middle initial. (Year Published). *Title of work*. Location: Publisher.
- **Chapter in books**  
Last name of chapter author, First initial. Middle initial. (Year published). Chapter title. In First initial. Middle initial. Last name of Editor (Ed.), *Book Title* (pp. xx-xx). Publishing City, State: Publisher.
- **E-books**  
Author Last Name, First initial. Middle initial. (Year Published). *Title of work* [E-reader version]. <http://dx.doi.org/xxxx> or Retrieved from <http://xxxx>  
Or  
Author Last Name, First initial. Middle initial. (Year Published). *Title of work*. <http://dx.doi.org/xxxx> or Retrieved from <http://xxxx>
- **Journal Articles**  
Author Last name, First initial. Middle initial. (Year Published). Title of article. *Title of Journal*, Volume(Issue), page range.
- **Newspaper Articles**  
Author's Last name, First initial. Middle initial. (Year, Month Day Published). Title of article. *Title of Newspaper*, page range.  
Or  
Author Last name, First initial. Middle initial. (Year, Month Date Published). Title of article. *Title of Newspaper*. Retrieved from newspaper homepage URL
- **Website**  
Author Last Name, First initial. (Year, Month Date Published). Title of webpage. Retrieved from URL

- **TV and Radio Broadcasts**

Writer Last Name, First initial. Middle initial. (Writer), & Director Last Name, First initial. (Director). (Year aired). Title of episode [Television or Radio series episode]. In First initial. Producer's Last name (Executive producer), *TV or Radio series name*. City, State of original channel: Channel.

- **Blogs**

Last name, First initial. Middle initial. (Year, Month, Date of blog post). Title of blog post [Blog post]. Retrieved from URL

More information about this style of citation can be found at the following link:

<https://www.apastyle.org/>

There are several programs that can help you in citing efficiently (see chapter "1.1. Technical Support for Your Report/Thesis" for recommended programs).

To use these programs, first, you have to create a list of references in your computer, then integrate this list to the program.

Note: Sometimes, the program cannot recognize an academic work or insert incorrect information of authors and publishers. You always have to double-check everything before submitting.

## 5. Checklist

Please visit research workshops because we will explain how and what you should write your thesis. In this chapter, we briefly show the checklist.

### 5.1 Introduction

- ✓ Did I introduce both practical and research relevance of the topic in the introduction?
- ✓ The aim of the research is clear, concrete, and visible to the reader?
- ✓ Does my thesis have a clear and logical structure?

### 5.2 Conceptual Background

- ✓ Are relevant concepts defined?
- ✓ Did I summarize most important previous research contributions?
- ✓ Did I introduce previous research contributions which provide my thesis with useful information?

### 5.3 Preliminary Assumptions

- ✓ Did I develop research assumptions/propositions based on the previous literature?
- ✓ Do my research assumptions/propositions (help to) answer to my research questions?

### 5.4 Methodology

- ✓ Is my methodology appropriate? Did I explain why my methodology is appropriate for my research?
- ✓ Is my methodology (choice of research design, data collection & selection, data analysis) transparent to the readers?

### 5.5 Results

- ✓ Did I present findings in a good way so that they provide sufficient information about the observed phenomenon?
- ✓ Did I present my analysis of the findings in a proper manner?

### 5.6 Discussions

- ✓ Did I discuss to what extent my primarily assumptions are correct and how they can be modified? And why?

### 5.7 Conclusions

- ✓ Did I discuss implications of my study based on the previous studies which have similar/contradicting findings?
- ✓ Did I honestly present limitations of the study?
- ✓ Did I highlight how my study contributes to the development of the research field?
- ✓ Who can benefit from my research, and how?
- ✓ Did I consider future research perspectives?