

Guidelines for master thesis, bachelor thesis and term papers

Professorship for Macroeconomics

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I. General Information

Note: For graduation theses first consult the examination regulations and the module hand-book of your degree program. Information given in these always take precedence over the information given in the guidelines of the chair.

1. **Format:** Use DIN A4 format printed on one side.

2. **Amount of copies:**

- Master Thesis: Triple Copy
- Bachelor Thesis: Triple Copy
- Term Papers: One Copy

3. **Length:**

- Master Thesis: 60 pages
- Bachelor Thesis: 40 pages
- Term papers: 10/15 pages

The given number of pages may be exceeded or undercut by 10%. The numbers above refer to the main text of your paper (incl. graphs, figures etc. within the main text). Cover page, table of contents, appendices etc. are not included.

4. **Margins and line spacing:** In your layout, choose margins of 3cm on the left as well as on the right side. The recommended text width is 15cm with a line spacing of 1.5.

5. **Main text front:** Create your main text in 12pt and normal character spacing. In figures and tables, the font size can be 10pt or 8pt, too. Your text should be written in a serif e.g. Times New Roman.

6. **Inadmissible:**

- Prints of poor quality
- Handwritten corrections
- Creased or dirty pages
- Colored paper
- Pages encased in clear plastic holder
- Endnotes

7. **Structure:** The individual parts of your paper ought to be in the following order:

- **Cover Page**
- **Table of contents**
- List of figures (optional)
- List of tables (optional)
- Abbreviations list (optional)
- **Main text**
- Appendix (optional)
- **Bibliography**
- **Affidavit**

8. **Paging:**

The following pages ought to be numbered with roman numerals.

- Cover Page
- Table of contents
- List of Figures (optional)
- List of Tables (optional)
- Abbreviations list (optional)

The following pages ought to be numbered with Arabic numerals.

- Main text
- Appendix (optional)
- Bibliography

9. **Abstract:**

Creating an abstract is not necessary.

II. Preliminaries

The first part consists of the cover page, the table of contents and other important lists:

1. **Cover Page**

See the last three pages of this document.

2. **Table of Contents**

Regarding the design of the table of contents, see the template on page ii of this document.

3. **List of Figures and Tables**

In your lists of figures and tables, specify the following:

- Numbers of figures and tables
- Titles of figures and tables according to their exact title in the main text of your paper.
- Page numbers of the figures or tables in the main text.

III. **Main Text**

The main text of a scientific work contains the in-depth examination of the topic.

1. **Formal Order**

Line Spacing headlines: The headlines' distance to the previous paragraph is at least as large as the distance to the first line of the following to show the affiliation of the headline.

Justification: The main text of your work should be formatted as justified text.

Markings: Headlines should be marked (e.g. bold type)

Formation of paragraphs: Two paragraphs are separated by an empty line.

If you write your thesis or paper with Latex you can use corresponding format templates of the professorship.

2. **Additional information on structure and content**

Enumerations: When enumerating certain terms in your text, you have to pay attention to the right order and completeness when you explain them later in the text.

Content of the introduction: Necessary components are:

- What is your subject and which problems arise
- Explanation of the aims and structure of your work

Content of your summary and conclusion: The contents of your final remarks depends on the necessities of the topic. Possible indications can be:

- Short summary of the results of your paper
- Outlook for further evolution of main questions of your work
- Critical summary of the problems that you treated

3. **Figures and tables**

Signatures: Tables and figures ought to be accompanied by a caption indicating their contents.

Numbering: If the work contains several tables or illustrations, number them consecutively with Arabic numerals. The numbering is separate for figures and tables.

In some cases, it is appropriate for clarity of the main text to include the tables and figures in the appendix and not in the main text.

4. **Formulas, equations and derivations**

Equations: Formulas and equations should be indented with sufficient distance above and below. You only number formulas and equations that you refer to in your text. The numbering is in brackets: (r.a1.a2)

- r - roman numeral: number of the chapter where the equation is located
- a1 – Arabic numerals: number of the section where the equation is located
- a2 – Arabic numerals: number of equation

Example:

$$v_{s+1}(K) = \sup_{K' \in \Gamma(K)} \{U(ZK^{1-\alpha} + (1 - \delta)K - K') + \beta v_s(K')\} \quad (\text{III.4.1})$$

Derivations: For derivations the required algebraic transformations must be documented. The derivations can also be included in the appendix, which has to be mentioned in the main text.

5. **Citation**

Any text taken literally by other authors as well as any statement based on the thoughts of other authors has to be proven by exact references. An exception can be contents, which was part of your undergraduate studies.

Direct quotations are put in quotation marks and are taken over unchanged. The use of direct quotation is usually recommended only for the reproduction of a particularly appropriate formulation (e.g. definition).

Indirect quotation has to be proven by references in the text or footnote.

You ought to use a short citation, because Master's, Bachelor's and term papers necessarily have a list of sources. The short quote should be structured in a way that a clear assignment to the source in the bibliography is possible. The chosen citation method must be consistently. You ought to use the following basic structure of the short quote:

- name
- year of publication
- If you cite more than one publication by a certain author from the same year, you will add a lower case letter in alphabetical order to the year
- If the publication has more than one author, you will only list the first one and the others can be replaced by “et al.”

IV. Supplements

1. Appendix

The Appendix contains overviews, tables, figures and derivations. If there is more than one appendix, you have to number them.

2. Bibliography

In the Bibliography, list all sources alphabetically which are 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 lower case letters. Below, you can find examples for different types of sources in term papers.

- **Journal articles:**

Arrow, Kenneth J., 1962, The Economic Implications of Learning by Doing, in: *Review of Economic Studies*, Vol. 29, page 155-173

Backus, David K. and Patrick J. Kehoe, 1992, International Evidence on the Historical Properties of Business Cycles, in: *American Economic Review*, Vol. 82, page 864-888

- **Working Papers:**

Mulligan, Casey B. and Xavier Sala-I-Martin, 1991, A Note on the Time Elimination Method for Solving Recursive Economic Models, NBER Technical Working Paper No. 116, Cambridge, MA

Froot, K. A., M. C. Kim and K. Rogoff, 1995, The Law of One Piece Over 700 Years, NBER, Working Paper No. 5132

- **Contribution to compilations:**

Cooley, Thomas F. and Edward C. Prescott, 1995, Economic Growth and Business Cycles, in: Thomas F. Cooley (Ed.), *Frontiers of Business Cycle Research*, Princeton University Press: Princeton, NJ, page 1-64

- **Books:**

Gandolfo, Giancarlo, 1980, *Economic Dynamics: Methods and Models*, 2nd ed., North-Holland: Amsterdam

Takayama, Akira, 1985, *Mathematical Economics*, 2nd ed., Cambridge University Press: Cambridge

- **Data Sources:**

Statistisches Bundesamt, 1991, Fachserie 18, Reihe 13, Revidierte Ergebnisse 1950-1990, Wiesbaden

Deutsches Institut für Wirtschaftsforschung, April 1993, Sozialprodukt und Einkommenskreislauf, Vierteljährige volkswirtschaftliche Gesamtrechnung für die Bundesrepublik Deutschland, 6. Folge, 3. Ergänzungslieferung, Berlin

3. **Affidavit**

For any working paper an affidavit is absolutely necessary. You will find the version of the university on our homepage as download.

Title

Master Thesis

In fulfillment

of the requirements for the degree of

Master of Science

Department of Economic Science

University of Bremen

submitted to the professorship for macroeconomics

- Prof. Dr. T. Klarl -

Examiner: Prof. Dr. Torben Klarl
Supervisor: name, first name
Editor: Mustermann, Max
Matriculation number: 007
Address: Street, post code, place
Email: max.mustermann@uni-bremen.de

Day of delivery: 00.00.20..

Title

Bachelor Thesis

In fulfillment
of the requirements for the degree of
Bachelor of Science

Department of Economic Science
University of Bremen

submitted to the professorship for macroeconomics

- Prof. Dr. T. Klarl –

Examiner: Prof. Dr. Torben Klarl
Supervisor: name, first name
Editor: Mustermann, Max
Matriculation number: 007
Address: Street, post code, place
Email: max.mustermann@uni-bremen.de

Day of delivery: 00.00.20..

Term Paper in
Lecture/Course
in winter semester xx/xx

Topic

Editor: Mustermann, Max
Matriculation number: 007
Address: Street, post code, place
Email: max.mustermann@uni-bremen.de

Day of delivery: 00.00.20..