Notes on the Preparation of Academic Papers (Translation of the German version: Hinweise zum Anfertigen von wissenschaftlichen Arbeiten)

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1. General Remarks on the Validity of These Guidelines

These guidelines serve as a foundational framework for the preparation of academic papers at the undergraduate and graduate levels, including project reports, bachelor's theses, and master's theses. Please note that individual instructors may provide additional or differing requirements. In such cases, their instructions take precedence, particularly regarding formatting or structure.

2. What is an Academic Paper?

An academic paper is a structured examination of a relevant topic (e.g. in economic policy), which follows certain formal conventions. Every academic paper must
(a) focus on a clearly defined subject,
(b) contribute new insights,
(c) offer relevance and value to others and
(d) contain sufficient documentation to enable replication and verification of results (Eco, 2010, pp. 6-10). However, the type, scope and form of an academic paper can differ depending on the country, university, chair or scientific journal.

2.1. The Principles of Good Academic Practice

The core principles of academic practice apply universally, regardless of format, institutional affiliation, or discipline. These principles are relevant to all types of academic publications, including seminar papers, bachelor's and master's theses, and dissertations. According to Eco (2010, p. 12), writing academically means working methodically:

1. Identifying a clearly defined research topic,
2. Gathering relevant material (literature, data, experiments),
3. Structuring and analyzing the material,
4. Critically engaging with the topic based on this material,
5. Presenting all findings within a coherent argumentative framework.
6. Writing should be clear and transparent so that readers can understand your argument and verify your sources if needed.

Minimum content requirements include:

- a clear presentation of the research problem,
- a consistent, logical argumentation,
- and an engagement with relevant literature.

It is important that the work demonstrates the author's own critical examination of the topic and the positions discussed. Academic work must demonstrate critical engagement with the topic and existing scholarship. The objective is not necessarily to make groundbreaking discoveries, but to provide thoughtful, original contributions to ongoing scholarly discussions.

Minimum *formal* requirements include:

- a clear and logical structure,
- accurate citation practices,
- and full disclosure of all sources and tools used.

Transparent attribution is essential. Readers must be able to distinguish between your original contributions and those derived from others.

2.2. Conventions

Expectations regarding academic papers may vary between universities, departments, and individual supervisors. This applies especially to formatting requirements. Differences may occur with regard to the use of footnotes, layout of the title page, line spacing, and page margins.
In the absence of explicit requirements from your supervisor, follow the formatting standards provided in this guide. Where applicable, such conventions are labeled with (Note: Convention!).

2.3. Use of Artificial Intelligence

The use of generative AI tools, such as ChatGPT, must be discussed and agreed upon with your supervisor in advance.

Unauthorized or unacknowledged use of AI may violate academic integrity standards. Ghostwriting—submitting work not authored by yourself—constitutes academic misconduct and may result in disciplinary consequences.

Supervisors determine to what extent the use of AI is permitted. While AI can assist with organizing ideas, generating outlines, or identifying relevant sources, it should never replace your own research, reasoning, or argumentation.

Use AI with caution, as even advanced models may produce errors or misleading content. The following principles must be observed:

1. The foundation of the work must be your own independent research and analysis.
2. Do not generate entire paragraphs using AI tools. These may contain factual errors or deviate from your intended meaning (heavily dependent on the prompt used).
3. Always verify AI-generated citations, as they may refer to non-existent sources.

Beyond these basic rules, any use of AI must be transparently disclosed. Two options are recommended:

1. Footnote disclosure:

Add a footnote in any section where AI was used, indicating the exact prompt given. This does not replace the need for proper citation of factual claims.

2. Chat log sharing

Include a link to your AI session log (e.g., via ChatGPT's "Share" feature) as a footnote. Save the log externally and do not edit or delete it.

Discuss with your supervisor which method of disclosure is preferred.

3. Topic Selection and Content Structure

When selecting a topic, ensure that it includes a clear economic policy perspective. Titles such as “The Economy in Germany” are too vague and lack analytical focus. Similarly, a title like “Water Management in the Post-War Era” is imprecise. A better option would be: “The Water Sector from a Competition Policy Perspective.” The development of a research question is central to the academic process. A well-formulated research question might be: “Which competition policy factors influence the level of water tariffs?” Ideally, the research question is formulated first, and the title is then derived from it.

Draw inspiration from current events, but make sure the scope of the topic is manageable relative to the type of assignment (e.g., project report, seminar paper, bachelor’s thesis, master’s thesis).

In some cases, the title may be predetermined (e.g., for project papers). However, you are still expected to define a precise research question and contextualize it within a relevant problem. A mere summary of different texts is not sufficient for academic work. The argument must follow a clear, logical thread derived from the central problem—rather than simply reflecting the structure of the sources used.

Topic development, formulation of the research question, and the outline of the paper are foundational steps that should be taken early in the process. Discuss these elements with your supervisor as soon as possible. As a general rule: For bachelor’s theses within four weeks of receiving the topic. For master’s theses within two months of receiving the topic.

Note: Convention!

Standard components of a thesis:

1. a title page,
2. a table of contents/outline,

3. a list of tables, figures and abbreviations
4. an introduction that contains
   - Presentation of the research question and hypothesis,
   - Explanation of the motivation and the relevance of the topic,
   - Review of the current state of research,
   - Statement of the papers objective
   - Overview of the structure of the paper,
5. a main part,
   - Literature review and theoretical background
   - Differentiation from previous work
   - Methodology and/or empirical design (if applicable)
   - Presentation and interpretation of results
   - Possibly description of own data collection,
6. a conclusion,
   - Summary of key findings
   - Discussion and possible outlook
7. a bibliography (list of sources, which carefully lists external text passages and sources),
8. an appendix,
9. a signed declaration of authorship.

4. Literature Research

Literature research is a central element of academic work. It involves identifying, assessing, and organizing sources relevant to your research question. Only those sources actually cited or used in your paper should appear in the bibliography—this enables readers to locate and verify the materials.

4.1. Searching for Sources and Identifying Topics

A well-executed literature search helps you gain an overview of existing theories, empirical findings, and current debates. This forms the foundation for refining your topic and framing your research question. Especially at the beginning, it's common to have overly broad or vague ideas. Initial research using literature reviews, academic handbooks, or even exploratory online searches can help you narrow your focus.

Once you find key sources, use their bibliographies to discover further relevant literature. This "snowballing" technique can be highly effective. When you feel confident about the direction of your topic, discuss your ideas with your supervisor. It's important to strike a balance: don't spend too much time reading without direction. Once your topic and research question are sufficiently defined, your search can become more targeted. Useful research tools include:

- The university library catalog (e.g., ULB Düsseldorf),
- Browsing physical shelves by subject,
- Academic databases such as:
    - EBSCOhost, JSTOR, Science Direct, SSRN, NBER Working Papers, IDEAS (https://ideas.repec.org/), EconPapers, EconBiz, EconLit
- Scholarly Journals:
    - **Especially** in the "Top 5": Econometrica, American Economic Review, Review of Economic Studies, Quarterly Journal of Economics, Journal of Political Economy
- Google Scholar.

4.2. Types of Sources

Citing sources serves two essential purposes: crediting original authors and allowing readers to verify or follow up on claims. Always evaluate your sources critically—do not rely uncritically on any statement. For example, a claim from a business association should be weighed differently than findings from peer-reviewed academic literature.

In general, we distinguish between primary and secondary sources:

Primary sources: These are original materials—quantitative (e.g., statistics, experiments) or qualitative (e.g., interviews, observations). Examples include:

- Research articles reporting new findings
- Company reports or internal documents
- Market data from industry groups
- Government statistics
- Surveys or raw data analyses

Secondary sources: These interpret or summarize primary sources. They are often used when the original source is unavailable or inaccessible. A literature review summarizing multiple empirical studies would be a typical example of a secondary source. Wherever possible, rely on primary sources. Secondary sources should only be used if the original is unavailable and the secondary version is trustworthy.

Common primary and secondary sources include:

- Peer-reviewed journal articles ("papers")
- Academic books and edited volumes
- Dissertations and habilitations
- Official publications.

Internet sources should only be used when the author is clearly identifiable and credible—e.g., the OECD or *The Economist*. Since websites may change or disappear, always include a full URL and the date of access. Where possible, download or archive the page for your records.

Grey literature refers to non-peer-reviewed sources such as working papers or unpublished manuscripts. These may still be valuable if they come from reputable institutions (e.g., ZEW Discussion Papers, NBER). When citing them, include the institution, paper number, and publication date.

5. Writing Style and Expression

Academic writing is effective when it is clear, well-structured, concise and appropriate for the intended audience.

5.1. Audience

Your paper should be written for both subject-matter experts (e.g., faculty and peers) and an informed but non-specialist audience. Avoid assuming that readers share your exact background knowledge—especially the insights you have gained during the writing process. Explain key terms and concepts, but don't over-explain commonly understood terminology (e.g., “standard deviation” typically needs no definition).

5.2. Style and Language Use

Academic writing is characterized by precision, neutrality, and clarity. Avoid:

- Colloquial expressions and informal language
- Overly embellished or dramatic language
- Excessive use of metaphors or anecdotal digressions
- Subjective or emotionally charged evaluations

Aim for:

- Short, well-structured sentences
- Clear argumentation and paragraph organization
- Consistent terminology (avoid unnecessary synonyms for technical terms)

Limit passive constructions, excessive nominalization, and repetition. Foreign words should only be used when no suitable equivalent exists in English. Technical terms may be repeated for consistency.

Tips for structuring and drafting (Lang, 2010):

- Define your research question or hypothesis first.
- Outline your central arguments and findings.
- Draft in sections, not in a linear page-by-page fashion.
- Use paragraphs effectively:
    - A good paragraph starts with a clear topic sentence.
    - Subsequent sentences develop the point through evidence or reasoning.
    - Paragraphs should be logically linked.
- Revise thoroughly—content-wise and stylistically. First drafts are rarely sufficient.

Important: Never introduce a subheading without following it with explanatory text. For example, if a chapter begins with "3. Research Methodology", do not immediately continue with "3.1. Statistical Model". Instead, introduce the chapter topic first.

5.3. Special Considerations

The following sections address typical areas where errors frequently occur. Awareness of these conventions will help improve the clarity and consistency of your writing.

5.3.1. Abbreviations

Introduce any abbreviations that are not commonly known the first time you use them. Write out the full term and place the abbreviation in parentheses immediately after it (e.g., German Institute for Economic Research (DIW)). Once defined, you may use the abbreviation throughout the paper.
You do not need to define widely recognized abbreviations such as "e.g.", "etc.", or "i.e.". However, any abbreviation that you introduce yourself must be included in the list of abbreviations.

5.3.2. Anglicisms

Prefer English terms only when no appropriate or unambiguous term exists in your primary writing language (German or English). Avoid unnecessary borrowings from other languages if an equivalent exists that is clear and appropriate in the academic context. Proper nouns (e.g., Federal Trade Commission, *The Economist*) and certain technical terms (e.g., lock-in effect, roaming) may be retained in English if no precise translation exists.

5.3.3. Footnotes

Footnotes can provide additional information, clarifications, references, or comments. However, you should only include information in footnotes that is relevant to a limited audience and would otherwise interrupt the flow of the main text. Use footnotes sparingly and only where necessary. In economics and related fields, the preferred style is often to cite sources directly in the main text (see section 5.4).

5.4. In-Text Citations

Whenever you draw upon the ideas, findings, or arguments of other authors, you must cite the source. This allows the reader to differentiate between original and external content and to verify the accuracy of quoted material.

This guide follows the citation style of the American Psychological Association (APA), 7th edition, for in-text referencing and bibliography formatting. Most reference managers (e.g., Zotero, Citavi, or LaTeX with BibTeX) support this style.

Direct Quotations

- Enclose verbatim quotations in quotation marks.
- Indicate the source with author, year, and page number.
- Only use direct quotations when absolutely necessary.
- If quoting more than three lines, indent the quote as a block quote and use single spacing.

  "If you do decide to use a longer quotation, you should indent it and format it with single line spacing and/or a slightly smaller font size (author, year, page number)."

- Omissions within a quotation are marked with an ellipsis (...).
- Modifications must be placed in square brackets.
- If the original contains an error, retain it and add [sic] after the error.

Indirect Quotations

- Paraphrase ideas from other works in your own words.
- Still cite the source with author and year.

General Rule (Note: Convention!)

Citation method

In economics, sources are cited within the text, not in footnotes. Standard citation format:

(last name, year, page number)

If there are several consecutive pages, use the exact page span (e.g. pp. 130-133). If multiple sources apply, list them in one set of parentheses.

The citation should always be placed in such a way that it is immediately clear which content it refers to. Below you will find an example of several sources in one sentence.

Example: Horizontal mergers may influence firms' bargaining power (Inderst & Wey, 2003, pp. 2–3), though results vary under different assumptions (de Fontenay & Gans, 2005, p. 545).

If multiple sentences refer to the same source, place the citation so that the reference is clearly assigned.

Multiple Authors

If you cite two authors, the last names are connected with "&". If there are three or more authors, only the name of the first author is cited and the extension "et al." is added.

(last name author 1 & last name author 2, year, page) or (last name et al., year, page)

Please note: In the bibliography, however, you must name all authors. If there are two authors, the last names are connected with an "&". If there are more than two authors, only the last two authors are connected with an "&".

Example: Heidhues, P., Kőszegi, B., & Strack, P. (2018). Unrealistic expectations and misguided learning. Econometrica, 86(4), 1159-1214.

Authors in Narrative Text

When mentioning the author in the sentence, do not use parentheses around the name. Include the year and page number after the name.

If you cite two authors in the continuous text, the last names are connected with an "and". If there are three or more authors, only the name of the first author is cited and the suffix "et al." is added.

Please note: In the bibliography, however, you must name all authors and last names connected with "&" in the bibliography, as shown above.

Example: Inderst and Wey (2003, pp. 2-3) note that horizontal mergers can have both positive and negative effects on the bargaining power of the companies involved.

Same Year, Same Author

Different works by the same author from the same year are labeled with lowercase letters:

(de Fontenay & Gans, 2005a, pp. 1-2) and (de Fontenay & Gans, 2005b, pp. 1-2)

Authors with identical last name

If you cite different authors with the same last name, distinguish using their initials:

(C. Wey & W. Wey, 2000, p. 128)

Citing Entire Works

If you are referring to a work as a whole, omit the page numbers:

(Bundeskartellamt, 2013)

Citing legal texts

Citations should follow established formats. For statutory references, use the following structure:

§/Art. [section number] [subsection number] [sentence number] [abbreviated name of law]

Examples:

§ Section 9 (1) sentence 1 EStG, Sections 17 EStG and 7 AO,

§§ 17 EStG and 23 EStG, §§ 17-23 EStG

Court rulings and legal decisions should be cited in footnotes due to their length and complexity. The standard format includes:

Court, type of decision, date – file number, reference publication, page or margin number

Examples:

BFH, judgment of 28.11.1980 - VI R 193/77, BStB1. 1981 II, p. 368.

Constitutional Court of Berlin, decision of October 30, 2003 - Ref. 125/02, pp. 1-3.

(VerfGH Berlin, Beschluss v. 30.10.2003 – Az. 125/02, S. 1-3.)

Expert reports and legal opinions should be treated as monographs. Where applicable, refer to margin numbers (Randnummern) instead of page numbers.

5.5. Bibliography

The bibliography must include all sources cited in your paper—and only those. Do not list works that you have read but not referenced directly. This ensures transparency and allows readers to trace your arguments and verify the sources used!

Note: Convention!

The bibliography should appear after the main text and before any appendices. All entries must be arranged alphabetically by the last name of the first author. Do not divide the bibliography by type of source (e.g., books, articles, websites). If an author has multiple publications, list them chronologically, with the earliest first. For multiple works by the same author in the same year, distinguish them with lowercase letters (e.g., 2015a, 2015b).

If no author or creator is provided, start the citation with the title/name of the item you are citing instead. Follow the title/name of the item with the date of publication, and the continue with other citation details.

Note: an author/creator won't necessarily be a person's name. It may be an organization or corporation, for example World Trade Organization (WTO).

Each entry must include complete bibliographic information. *Italics* are used for titles of journals and books. For consistency, use sentence case or title case consistently within the bibliography, depending on your style guidelines.

Formatting: Use a hanging indent to align entries clearly (first line flush left, all following lines indented).

General Format Examples:

Journal article	Last Name, Initial(s). (Year). Title of the article. *Title of the Journal (italic!), Volume number*(Issue number), page range.
	Heidhues, P., & Kőszegi, B. (2010). Exploiting naivete about self-control in the credit market. *American Economic Review, 100*(5), 2279-2303.
Working/ Discussion paper	Last Name, Initial(s). (Year). Title of the paper. *Discussion Paper No. X (italic!)*.
	Klein, G. (2010). Cartel destabilization and leniency programs - empirical evidence. *ZEW Discussion Paper No. 10-107*.
Monograph	Last Name, Initial(s). (Year). *Title of the book (kursiv!).* (Edition, if applicable after 2. Edition). Publisher.
	Breyer, F., Zweifel P. & Kifmann, M. (2013). *Gesundheitsökonomik*. (6. Auflage) Springer.
Book chapter in an edited volume	Last Name, Initial(s). (Year). Title of the chapter. In Initial(s) Last Name of Editor(s) (Ed./eds.), *Title of the book (italic!).* (Edition, if applicable after 2. Edition), (pp. xx-yy). Publisher.
	Sickmüller, B. & C. Lietz (2007). Methoden der Nutzenbewertung von Arzneitmitteln national und im internationalen Vergleich. In V. Ulrich, W. Ried, C. Igel & W. Lange (Ed.), *Effizienz, Qualität und Nachhaltigkeit im Gesundheitswesen: Theorie und Politik öffentlichen Handelns, insbesondere in der Krankenversicherung - Festschrift zum 65. Geburtstag von Eberhard Wille,* (pp. 579–592). Nomos Verlag.

Online Source	Last Name, Initial(s). (Year). Title. Retrieved from exact URL: (http://www.source-link.com/exact-path) [Accessed Day Month Year]. World Trade Organization (2018), Trade statistics and outlook: Strong trade growth in 2018 rests on policy choices. Retrieved from exact URL: https://www.wto.org/english/news_e/pres18_e/pr820_e.pdf [17.05.2018].
Newspaper article (print)	Last Name, Initial(s). (Year). Title. *Name of Newspaper,* page range. Musterfrau, M. (2018). Krisenstimmung in der deutschen Wirtschaft. *Musterzeitung,* 8-11.
Newspaper article (online)	Last Name, Initial(s). (Year). Title. *Name of Newspaper.* Retrieved from exact URL: (http://www.source-link.com/exact-path) [Accessed Day Month Year]. Muckelberg, L. (2019). Geheimdienste widersprechen Trump. *FAZ.* Retrieved from exact URL: https://www.faz.net/aktuell/politik/ausland/gefahren-fuer-amerika-geheimdienste-widersprechen-trump-16015734.html [30.01.2019].

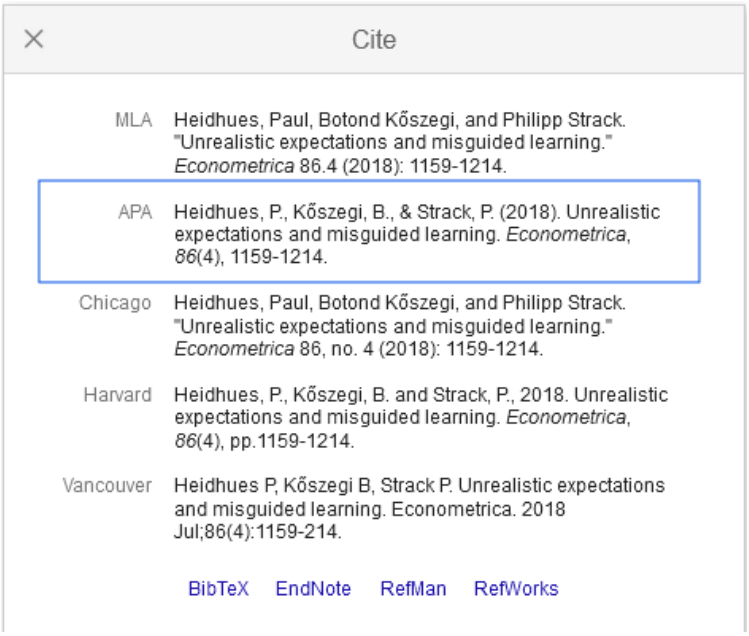
Legal sources:

Statutes, court decisions, and legal opinions are *not* included in the bibliography. Legal opinions and reports should be cited as monographs.

Tip: Google Scholar and reference managers like Zotero or Citavi can help you format citations in APA style. However, always double-check for correctness and completeness, especially for discussion papers and older sources. In LaTeX, consider using BibTeX for citation management.

Example: Search results via Google Scholar

Example: "Cite" function of Google Scholar



Please also note that you can export the data required for a correct citation, for example for LaTeX using the "BibTeX" button. Again, check for completeness and correctness!

6. External appearance

The external appearance of your paper plays an important role in making a professional and credible impression. The following formatting guidelines apply to all academic papers submitted at DICE, unless your supervisor or examination regulations specify otherwise.

6.1. Title page

Note: Convention!

The title page should contain the following information:

- Title of the paper,
- Full names and address of the author (including phone number and e-mail address),
- Student ID number (Matr. number), subject and number of semesters completed,
- Context of submission (e.g., module title, instructor's name, faculty, university),
- Semester of submission (e.g., Winter Semester/Summer Semester)
- Date of submission

6.2. Length and Formatting

Note: Convention!

The expected length varies depending on the type of paper:

- Project paper: 12–15 pages
- Bachelor's thesis: 25–40 pages
- Master's thesis: 40–70 pages (50–80 pages for the English-language Master in Economics)

The page count includes text as well as figures and tables that are part of the main body but excludes the title page, appendices, and lists (e.g., table of contents).

Use a standard font such as Times New Roman (12 pt) or Arial (11 pt) with 1.5 line spacing. Footnotes should be in a smaller font size (2 pt smaller than the main text) and single-spaced.

Text should be justified. Use block formatting for paragraphs. The following margin settings apply:

- Left: 4 cm,
- Right: 2 cm,
- Top: 2.5 cm,
- Bottom: 2 cm.

Headings should follow a decimal structure using Arabic numerals (e.g., 1, 1.1, 1.2, 2, etc.).

Page numbering:

- Title page: no page number
- Tables of contents, abbreviations, figures, etc.: Roman numerals starting with II
- Main text, bibliography, appendix: Arabic numerals starting with 1.

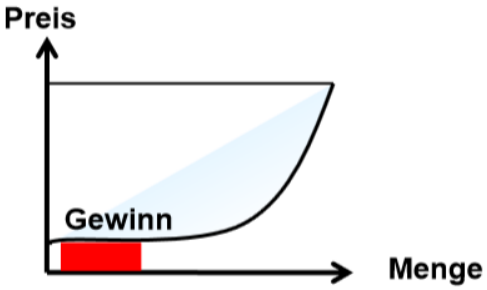
6.3. Figures, Tables and Formulas

Note: Convention!

Figures, tables, formulas, and footnotes should each be numbered consecutively within their respective categories using Arabic numerals (e.g., Table 1, Figure 1).

Each figure or table should have a concise, informative caption (e.g., "Fig. 1: Supply Function"). Always refer to figures and tables in the text by their number. Ensure figures and tables are self-explanatory and have a clear title. For example, a graph should have labeled axes and data points. Include the source directly below the table or figure.

Fig. 1: Title of the figure



Space for important or relevant explanations. Source: Author (Year, page)

If you created the visual yourself, add "Own illustration" or "Author's own representation". If it is based on external data, specify the source, e.g., "Own illustration based on data from: Statistisches Bundesamt (2013)".

Avoid splitting tables across pages. Place tables and figures close to the relevant text. If they are not central to the argument, they can be placed in the appendix.

Formulas should be centered on a separate line and numbered consecutively in parentheses on the right margin (e.g., (1)). Intermediate calculation steps do not require numbering. Long or complex derivations should be moved to the appendix, with only key results discussed in the main text.

$$(x + a)^n = \sum_{k=0}^{n} \binom{n}{k} x^k a^{n-k'} \quad (1)$$

Use the built-in formula editor (e.g., in Word) for all equations and variables—even when used inline in the main text.

7. Editing

Thorough revision is essential for producing a high-quality academic paper. Editing is not an optional final step but a crucial part of the writing process. As a general rule, plan to spend about one-third of your total working time on revision and finalization.

7.1. Content and Coherence

Start by checking the overall coherence and structure of your work:

- Does the introduction clearly state the research question or hypothesis and its relevance?
- Does every part of the main body contribute to answering the research question or supporting the hypothesis?
- Are all arguments logically structured and supported by evidence?
- Are there redundant or off-topic sections that should be removed?
- Does the conclusion revisit and answer the initial question(s) raised in the introduction?

7.2. Style and Language

Next, revise the language:

- Is the writing clear, precise, and academic in tone?
- Are there unnecessary repetitions, awkward phrases, or overly long sentences?
- Have you avoided colloquialisms and emotional expressions?
- Have you used consistent terminology and avoided synonym overload?
- Run a spell-check, but also read carefully to catch stylistic and grammatical issues it may miss.

7.3. Formal Requirements

Finally, verify all formal elements:

- Is the formatting consistent with the guidelines (font, margins, line spacing, etc.)?
- Are headings correctly numbered and structured?
- Are all figures, tables, and formulas correctly numbered and labeled?
- Are all sources cited correctly and listed in the bibliography?
- Do in-text citations match the entries in the bibliography?

7.4. Feedback and Final Review

Before submission, it is strongly recommended to have your paper reviewed by another person. Fresh eyes can spot unclear arguments, typos, or formatting issues that you may have missed. Plan at least one week for this final step. If the thesis must be submitted digitally, export the final version as a PDF file (not a Word document) and submit it by the deadline as specified in the examination regulations or by your supervisor. In the printed version, ensure that the signed **Declaration of Authorship** is included.

Tip: Use the checklist provided in Appendix A to verify that all formal and content-related requirements have been met before submission.

8. References

8.1.1. Basic literature for interested parties:

Eco, U. (1993). *Wie man eine wissenschaftliche Abschlussarbeit schreibt: Doktor-, Diplom- und Magisterarbeit in den Geistes- und Sozialwissenschaften* (W. Schick, Übers.). (6., durchges. Aufl.). C.F. Müller. (Originalarbeit veröffentlicht 1977).

8.1.2. Further reading for those interested:

Tuhls, G. (2016). *Wissenschaftliche Arbeiten schreiben mit Microsoft Office Word 2016, 2013, 2010, 2007*. MITP.

Hamermesh, D. (1992). The young economist's guide to professional etiquette. *Journal of Economic Perspectives*, *6*(1), 169–179.

Krämer, W. (2013). *So lügt man mit Statistik*. Piper.

Krämer, W. (2015). *Statistik verstehen: Eine Gebrauchsanweisung*. Piper.

Lang, S. (2010). Strukturieren statt formulieren: Einfache Regeln, um eine wissenschaftliche Arbeit effektiver zu schreiben. *Forschung & Lehre*, *2*, 118–119.

Mankiw, N. G. (1996). My rules of thumb. *The American Economist*, *40*(1), 14–19.

Thomson, W. (2011). *A guide for the young economist* (2. Auflage). MIT Press.

Appendix A: Checklist

Try to answer the following questions before handing in the paper:

On the outer form and layout:

- ☐ Are all directories up to date and complete?
- ☐ Have automatic directories been updated again?
- ☐ Are all sources correctly cited and listed in the bibliography?
- ☐ Is the bibliography sorted alphabetically by last names?
- ☐ Have all sources from the bibliography been cited in your own work?
- ☐ Have different formats (e.g. font sizes, italics, spacing) been used consistently?
- ☐ Is the text formatted as justified?

About the content and structure:

- ☐ Are the topic, background and objectives of the work project clearly formulated?
- ☐ Is the question explained in the introduction and answered in the final chapter?
- ☐ Is the common thread of the argument recognizable?
- ☐ Are the individual chapters coordinated and sensibly structured (no repetitions, no inconsistencies in content)?
- ☐ Are the references clear and comprehensible for the reader?
- ☐ Are there transitions between the text sections?
- ☐ Are the arguments or the main statements formulated in an understandable way, clearly substantiated with examples and backed up with sources?

On language and style:

- ☐ Are the sentences short and concise and do they not run on for several lines?

- ☐ Have unnecessary foreign words been avoided?
- ☐ Have Anglicisms been translated into German where possible? (Only if you're writing in German)
- ☐ Is the use of language active?
- ☐ Is the text factual and distanced?
- ☐ Are the terms used precise?
- ☐ Is the language appropriate for the target audience?
- ☐ Are the grammar, spelling and punctuation correct?

Before delivery:

- ☐ Has the declaration of authorship been signed?
- ☐ Is the work saved in PDF format?

Appendix B: Example of a declaration of authorship

This declaration must be printed, signed, and included as the final page of your printed thesis. It confirms that the submitted work is your own and complies with academic integrity standards:

Declaration of authorship

I hereby declare that I have authored this thesis titled

"Title of the work"

independently and without the use of any sources or aids other than those cited and acknowledged. All passages taken from other works, either verbatim or in paraphrase, have been clearly identified as such.

This thesis has not been submitted, either wholly or in part, for the award of any other academic degree.

I am aware that violations of academic integrity may lead to the revocation of my degree or to other disciplinary measures.

Place, Date: _____

Signature: _____