Guideline for scientific writing

Dear students,

this guideline shall help you to write a scientific paper at the chair of business succession. The here presented rules are seen as binding. If you have questions concerning the specifications of this guideline, please contact us.

Good luck with your upcoming scientific works!

Your chair of business succession
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1. Aim of a scientific paper
In creating a scientific paper the student shall show that he/she is able to prepare a complex problem on base of scientific means in a given period of time. It is mandatory to work out the required facts independently, sort and restructure them to show the context and bring out new findings. Thereby, the focus is on the argumentation, abstraction and on transfer. Scientific papers should be orientated on the understanding of the reader. Lengthiness and distractions should be strictly avoided in order to keep up the central theme and structure. The framework is given by a limited extend of the paper and limited time.

2. Style sheet for creation of scientific papers
For creating a scientific paper (seminar works, bachelor, master and diploma thesis) at the chair of business succession the use of the style sheet is compulsory. This is available online at [http://www.uni-siegen.de/fb5/business-succession/lehre/seminare/](http://www.uni-siegen.de/fb5/business-succession/lehre/seminare/). For using the style sheet correctly, please read this guideline completely. Afterwards you can start your work by filling in the cover. Save the text with a freely chosen file name and go on writing your work as you are used to. Therefore, you only use the formatting (incl. figures, tables, structure, bibliography) of the style sheet.

3. Structure
The paper has to begin with the structure. Therefore, you should note the following:

- No bullet with only one sub item (i.e. if you use 1.1., there has to follow 1.2., not 2.x)
- Headings may not be equal to the term describing your topic
- Do not forget the page number
- Use the styles “Heading 1-3“ for the headings according to the level of structure

4. Format
Formatting of a scientific paper is to be done according to the style sheet of the chair of business succession. Changes to the style sheet (font, width of the page, etc.) are not allowed in order to promote to the comparison of different papers.

The style sheet contains the following orders of formatting:

- margins: left 3.5 cm, right 2.5 cm, top 2.5 cm, bottom 2.5 cm
- font: Arial, size: 11, line spacing: 1.5-spaced
- annotations/footnotes: size 10, single-spaced
- headings: Arial 11 (bold), no underlining
5. Extend

The number of pages account for:

- seminar works: 15 pages
- bachelor thesis: 40 pages
- master thesis: 60 pages
- diploma thesis: 60 pages

These numbers refer to the pure amount of text (i.e. excluding structure, indices, attachment).

6. Style of quotations

At the chair of business successions American style of quotations is obligatory. For creating the bibliography we recommend the use of the reference management program Citavi, which can be received on the homepage of the university library for free.

6.1. Quoting within the text

The following short form of the literature is to be used within the text:

(author, year, page)

When citing a work of two authors always indicate both of them. In the case a volume is written by three to five authors, list all of them for the first time the quote appears. In the following quotations of the source only name the first author and add “et al.”. If there is six or more authors only name the first followed by “et al.”.

Example two authors: (Neubäumer, & Bellmann, 1999, p. 10)

Example three authors, first mentioning: (Chrisman, Chua, & Litz, 2004, p. 347)
second mentioning: (Chrisman et al., 2004, p. 347)

Please indicate the time instead of the page for media data:

(author, year, time)

Example: (Bender, L., & Tarantino, Q., 1994, 1:02:00)

6.2. Quoting in the bibliography

In the bibliography at the end of your paper, please state the complete bibliographical reference. This style of quoting is to be used for all books, articles and discussion/working papers.

If there are eight or more authors only name the first six followed by three dots and then the last one: Carter, A., Dougherty, S., Addington, M., Stanley, R., Stanley, C., Schuffler, G., . . . Smyrna, B. F. (2004). Title: Subtitle. City: Publisher.


In American quotation style indirect quotations do not need a notation as “compare” or the German “vergleiche”; direct quotes are indicated by quotation marks at the beginning and ending. Use the style sheet for the bibliography.

7. Other media to be quoted differently

For quoting from internet American quotation style with the following short form is to be used within the text:

(author/organisation, date of request)

Example: (Fisher, 09.01.1998) or (DIW, 02.02.2000)


E-Book


Film


TV/Radio


Internetvideo

If the real name is not clear only use the screen name without brackets.


Interviews
Personal interviews are not listed in the bibliography, because they are no general accessible sources. Therefore, please append the transcript to the electronical version of your paper (due to the length this is not necessary in the print version). In the text this has to be marked as well:
(Interview abbreviation according to specification, line X-X)

Example: (304.002_pre, line 7-11)

If you have to cite an external interview use the following norm:

Author, A.A.. (date). Type of interview.

8. Plagiarism
Every thought that is used from another work is to be presented as such. Otherwise it counts as plagiarism. The following cases are examples of different kinds of plagiarism:

a. The writer presents a work in his own name that was made for him by another person ("ghostwriter").

b. The writer presents a work in his own name that was made and is owned by another person (full plagiarism).

c. The writer presents the same work (or parts of it) for different examination or seminar papers (self plagiarism).

d. The writer translates a text from another language and presents it as his own without references (translation plagiarism).

e. The writer adopts text fragments from another work without indicating by quotation. This includes the use of text fragments from the internet without references.

f. The writer adopts text fragments from another work, but makes small changes and paraphrases without indicating by quotation.

g. The writer adopts text fragments from another work, maybe paraphrased, quoting the source, but not in the exact context (example: hiding the source of the plagiarism in a footnote at the end of the work).

9. Figures and tables
All figures and tables have to be consecutively numbered adding a legend containing heading and source (font: Arial, size: 10, bold). Figures must be indicated by a simple black frame (strength: 0,75). Scanning of figures is not permitted, i.e. every figure and table has to be newly created. Important figures and tables belong to the text; background information can be set in the appendix.

10. Filing
- Seminar works and home works: unbound with filing strip
- Bachelor, master and diploma thesis: bound with hard cover respectively according to the preferences of the examination office

11. Way of handing in
For the number of copies the following holds:
• Seminar works and home works: number of hosts plus one for the secretariat, that will be available for every participant of the seminar who wants to copy it
• The bachelor thesis has to be provided twice to the leader of the examination board of faculty III (Prüfungsordnung Bachelor).
• The master thesis has to be provided twice to the leader of the examination board of faculty III (Prüfungsordnung Master).
• The diploma thesis has to be provided twice to the leader of the examination board of faculty III (Diplomprüfungsordnung).

Note: Keep in mind that you will not get these copies back. If you want to keep one for yourself you have to print that additionally. Furthermore, every scientific work has to be submitted electronically, too. Home works can be sent by e-mail to the advisor as a Word document with the file name “last name, first name”. Additionally, a semester, bachelor or master thesis has to be copied on CD.

12. Stylistics
Avoid expressions like "In the following I would like to show(...)" Better: “In the following it is shown(...)”. Single (short) sentences should not be divided into different paragraphs. Also under every headline there should be more than just one (short) sentence.

13. Executive Summary
The paper should begin with an executive summary of maximum one page, which contains the research question, the main arguments and the quintessence. An executive summary is not an abstract of the text.

14. Data and do-files
If it is an empirical work, data and data preparation data have to be handed in on an electronic device. The data procession and data analysis have to be documented in do-files and a txt-file comprehensible and reproducible for third parties. Additionally, a do-file is necessary, which documents every step from beginning to ending, documenting all results (master-do-file).

15. Submission of statutory declaration
Along with the scientific paper a statutory declaration has to be handed in which says that the work was set up independently. This declaration is handed in as the last page.
Statutory declaration

Hereby I ensure that I have set up the work independently with nothing, but the stated references and tools, in particular no other than the stated sources from the internet.

I have read and understood the paragraphs regarding attempts of deception of the examination regulations.

I agree that my work is saved for the purpose of investigations of plagiarism. I assure that the electronical version is identical to the printed version.

Siegen, XX.XX.20XX

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Signature