

Guideline for Seminar Papers

Editing

You may use any word processing software that you feel comfortable with. Preferentially make use of LaTeX in case you decide to use many formulas in your paper. Papers have to be submitted in two printed versions and by email in PDF format.

Style

- Font Size: 12 pt (text); 10 pt (footnotes)
- Line Spread: 1.5 pt
- Alignment: justified
- Border: 2.5 cm

Length

The seminar papers should not exceed 12 pages excluding references, tables, figures and cover.

Structure

- **Cover**

The cover should include: name of the seminar, number and title of the chosen topic, lecturer, supervisor, semester, information about the student (name, matriculation number, address, email).

- **Table of Contents**

Number of headings in the table of contents must be identical to headings in the text.

- **Table of Figures**

List all figures (if any) with number and heading!

- **List of Tables**

List all tables (if any) with number and heading!

- **Table of Symbols**

List all symbols and variables (if any) with their definitions!

- **Content**

The *introduction* leads to and defines the subject, the *body* deals with the subject and the *summary* sums up the results in a critical manner. Reduce the number of footnotes to a minimum. Number all equations, tables, figures and headlines! All abbreviations, variables and symbols that are used must be explained. Within the text argue in economic terms and not with variables. Orthography, grammar, and style are taken into account. Refrain from excessive bulleting and numbering.

Study **writing-tips paper** on how to write a good economic thesis!! One instance is linked at our seminar page in the Internet.

- **References**

- **Appendix**

Quotations, References and Plagiarism

- **Quotations**

Use Harvard style, that is, cite the literature within the text and not in footnotes. Citations follow the rule “name, then year of publication”. You have two possibilities.

Examples:

1. “Lucas (1988) has shown that human capital is an important determinant of economic growth” or

2. “It has been shown that human capital is an important determinant of economic growth (Lucas 1988).”

If you do not use just basic ideas of a work but arguments or ideas that are close to a certain part of an article, or if you especially use ideas from a book of several pages, you will have to report additionally the exact pages in the works. This is done by using a colon, for instance, either Lucas (1988: 12) or (Lucas 1988: 12).

If you have several authors the citation should either look like Lucas and Romer (2012: 34) or (Lucas and Romer 2012: 34). If there are more than two authors the citation can be abbreviated by “et. al.”, for instance, Lucas, Schumpeter, and Siemers (2013) is abbreviated by Lucas et al. (2013). And if you have more than one work to cite it should read as Lucas (1988) and Hefeker and Siemers (2013) or (Lucas 2012: 12; Hefeker and Siemers 2013: 756).

In case there are more than one work from an author or author group in the same year, you have to use, additionally to the year of publication, lower letters. For instance, if there are two papers by Bundesbank in the year 2014, then label the first work by publication year 2014a and the second by 2014b, etc. Therefore, in the text you write “Bundesbank (2014a) states that in the first quarter of 2014 inflation was 3.5%. However, in the second quarter inflation was only 0.2% (Bundesbank 2014b).” Note that in the references there must occur Bundesbank (2014a) and Bundesbank (2014b) in the correct order, too.

Finally, if you cite from a work word-by-word, or any identical phrase from another work, you will have to additionally mark these phrases or sentences by the use of double quotes (quote unquote). Do not use identical phrases from other texts! Develop your own text!!

- **References**

All studies that you have quoted in the text have to appear in the reference list. Anything that you have only read, but that is not used in the text, must NOT

appear in the list of references. There are no restrictions on the reference style. However, consistency is required. In particular, there have to be a 1:1 consistency between text and references, and everything in the references follows an identical style. Abbreviations such as *et al.* must NOT appear in the references: all authors have to be named!

- **Plagiarism (very important!)**

Any text parts or ideas that are not strictly yours have to be marked, without any exception. That means that the text has to be phrased in a way that makes unambiguously clear which parts are your own thoughts and which part repeats ideas from other persons. Failure to do so will result in the rejection of your paper, that is, **you fail** the course. Don't even think about copying your paper from the Internet. Each paper will be tested in that respect with special software. For the thesis you got to demonstrate your own contribution to the thesis!

Finding Literature

The references that you get from us are only a hint to start with. You are supposed to do your own literature research. The first step in the search for relevant literature is to check the reference lists of the literature that we gave you. Good sources for economic literature, among others, are:

- <http://scholar.google.de>
- <http://ideas.repec.org>
- <http://www.jstor.org>
- <http://www.nber.org>
- <http://www.cepr.org>

A rule of thumb is that the list of references should have about as many entries as there are pages in the seminar paper, e.g., 12 pages, 10-15 references. Be prepared to

read about the double amount of papers that finally make it into the list of references.
<http://wikipedia.org> is NOT a scientific source.

Deadlines

Make sure that you hand in your paper **EXACTLY** on time. If you miss the deadline, the rules are strict and you will not pass the course.

Interaction with your supervisor

It is recommended that you meet your supervisor (at least once, but better twice or more often) in order to discuss the progress of your paper. The first meeting should happen within about two weeks after you started working on the paper, and discuss your draft for the table of content. This guarantees that you do not work on something that is not covered by your topic. Additionally, if you have remaining questions on plagiarism, how to cite and so on, contact us!