

Guidelines for Paper Submission

- Version: 2014, July -

I General Information

1 Format and Page Layout

- Limit:
Each paper should be preferably within 4500 and 5000 words (excluding bibliographic references, abstracts and any appendices which provide supporting information). Abstract should not be more than 500 words.
- Font and Size
Point 12, Arial. Main headings-14 and subheadings-12. Please use **BOLD** for paper title and chapters.
- Spacing:
Between every two lines one and a half spaces must be maintained.
- Margins:
Keep a margin of 2.5 cm from left hand side and 2 cm on all other sides. Single spacing may be used only in the Table of Contents, footnotes and endnotes, charts, graphs, tables, quotations, captions, glossary, appendices, and bibliography.
- Paragraphing:
A blank line between paragraphs should be left without indent. All paragraphs should be aligned to both the left and the right margin.
- Page Number/Header:
Page numbers are to be integrated into the header. In addition to the blank cover sheets and the title page all sheets shall be numbered. All preliminary pages preceding the actual text must be numbered in roman page numbers (contents, lists of figures and abbreviations), the remaining pages are to be provided with Arabic numerals.
- Binding:
All work must be stapled in the upper left corner or proceed with a spiral binding.

- Following is the structure of the report layout:
 - 1 Title Page [see Appendix 1]
 - 2 Table of Contents
 - 3 List of Figures (if needed)
 - 4 List of Tables (if needed)
 - 5 List of Abbreviation (if needed)
 - 6 Main Text (including introduction and conclusion)
 - 7 Appendix (e.g. Tables)
 - 8 Bibliography

2 Introduction and Conclusion

The introduction sets the scene. It sets out the broad parameters of the domain to be addressed and provides a “road map” of what follows. Among other things, the introduction should deal with the questions that inspired your research interest and set them in context. Regardless of whether the research problem is inspired by a contemporary or historical social, political, economic, cultural, media issue or by a specific problem raised in the literature, it should be set in its broader conceptual context, and the potential contribution of the proposed research explained.

The final chapter should be the conclusion chapter. This needs to address the above discussed problems again in more conclusively and precisely. This should illustrate the results which was found in the main parts of the report. The results can be presented in a different order than in the text of the main parts, provided that it facilitate the discussion of the results. The final chapter should allow the reader to familiarise with the topic and distinguish the content of the work and the main results. It also should provide a brief outline of the possibilities for further research.

3 Working with References

Impeccable Quote is an expression of scientific care and depends on honesty. The general rule is that each quote with the help of the bibliography must be verifiable. Scientific work is not to be ranked as many verbatim quotes completely against each other. Analogous quotes are the rule.

Direct quotations begins and ends with quotation marks. They require literal accuracy. Comments of the author or visual changes are identifiable (for e.g.: within the direct quote: [editor's note], in the footnote: [emphasis not in original]). Omissions are indicated by consecutive points [...]. Citation in a direct quote be provided at the beginning and at the end with an apostrophe ('...').

Indirect quotes are the quotes from acquisition of thoughts of another author. The scope of the quotation must be clearly identifiable. The source indication (in the footnote) in indirect quotations begins with "changes ..."

For direct quotations, the footnote number is always after the end of the quote, i.e. directly put after the second quotation mark. The footnotes are reproduced on the bottom of the page, where the quoted number should be on the main text. A wrap of the footnote text on the next page is not allowed. Principle, is to quote according to the original text and not the secondary literature. Only if the original (despite great efforts) is inaccessible, may be quoted according to a source in the

secondary literature. According to the original source, the secondary source is then quoted "by..." or "cit. op..." was added in the bibliography. The footnotes needs to be proceed accordingly. No quote may be taken out of the context. In all quotations the entire page information is required. If, for example, cited several pages, is a quote "pp. 15 ff" not allowed, since it is unclear whether it means, for example, pp. 15-17 or the pp. 15-25.

II Examples

1 Footnotes and References

The design of the footnotes or references should be uniform. In the footnote body text should be used to a short citation. Here, the author's last name, year of publication and page number (s) are merely of specifying the reference for each citation. Only in the bibliography, the source must be fully specified. If several sources cited by an author from the same year, this must be indicated by appending letters to the year of publication.

- ⁹ See. Fama/Jensen (1983), pg. 305.
¹⁰ See. Fama/Jensen (1983a), pg. 330.

2 Bibliography

In the bibliography all sources should be in alphabetical and in ascending chronological order to be included, even they are quoted directly or indirectly in the text. For magazines, there are usual and recommended abbreviations, such as "JoF" for "The Journal of Finance". On these abbreviations may be used if they are explicitly mentioned in the list of abbreviations.

1	Journal Articles
	Sharma, Pramodita (2004): An Overview of the Field of Family Business Studies: Current Status and Directions for the Future, in: FBR, Vol. 17 (2004), pg. 1–36.
2	Books
	Brealey, Richard A./Myers, Stewart C./Allen, Franklin (2008): Principles of Corporate Finance, 9. Aufl., New York et al. 2008.
3	Single Chapters
	Gimeno Sandig, Alberto/ Labadie, Gaston J./Saris, Willem/Mendoza Mayordomo, Xavier (2006): Internal factors of family business performance: an integrated theoretical model, in: Poutziouris, Panikkos Zata et al. (Ed.): Handbook of Research on Family Business, Bodmin 2006, 145–164.
4	Working Papers
	Morck, Randall/eung, Bernard Yin (2003): Family Control and the Rent-Seeking Society, in: William Davidson Institute (Hrsg.): Working Paper Series, Nr. 585, Stand: June 2003.
5	Web/Internet Sources
	Global Reporting Initiative (2014): Sustainability Reporting, Internet: https://www.globalreporting.org/information/sustainability-reporting/Pages/default.aspx , Year, Month, Day.

III Appendix

1 Cover Sheet

[Main Seminar Theme]

[Theme of the Seminar]

Name of the Supervisor:

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Siegen, [Place and Date]