

# **Formal requirements for Master and Bachelor thesis**

## Table of contents

I. Introduction	1
II. Formal requirements	1
II.1. Cover sheet	1
II.2. Table of contents	3
II.3. List of figures and tables	3
II.4. Body	3
II.4.1. Scope	3
II.4.2. Font and margin	3
II.4.3. Citation	3
II.4.4. Footnotes	4
II.4.5. Figures and tables	4
II.4.6. Formulae	4
II.5. Bibliography	4
II.5.1. Monographs	5
II.5.2. Articles in edited volumes	5
II.5.3. Articles in journals	5
II.5.4. Working papers	5
II.5.5. Unpublished scripts	5
II.6. Appendix	5
III. Empirical analysis	5
IV. Electronic Version	6
V. Conclusion	6
Statutory declaration	7

## **I. Introduction**

The guidelines presented in this paper provide you with information on how to write a bachelor or master thesis at the Chair of International Economics.

With your thesis you should demonstrate your ability to carefully analyze and illustrate an economic topic by screening the relevant literature, structuring your insights, and presenting them in an appropriate and appealing shape. It will be helpful to keep in mind some formal requirements which will be introduced in the following chapters.

## **II. Formal requirements**

Your thesis should consist of a cover sheet, followed by the table of contents, if necessary a list of figures and/or tables, the body, the bibliography and, optionally, an appendix. A list of abbreviations at the beginning is recommendable only if your work contains a lot of abbreviations.

For page numbering Arabic figures, starting from the body, should be used. The table of contents, the list of figures and tables, as well as the appendix have to be numbered with Roman figures. Furthermore, the thesis should show a correct, clear and precise style of expression. You may use either British or American English, but be consistent.

### **II.1. Cover sheet**

An example of a proper front page of your thesis is presented on the following page. The information on this page is compulsory, but you may vary the design.

Please note that students are no longer allowed to use the logo of the university for theses and/or seminar papers.

Prof. Dr. Philipp Harms  
Johannes Gutenberg-University Mainz  
International Economics

**< Title >**

Handed in \_\_. \_\_\_\_\_ 2015 by:

Name:

Student number:

Semester:

Field of Study:

Address:

Email: \_\_\_\_\_ @students.uni-mainz.de

## **II.2. Table of contents**

Segmentation up to 2 or 3 levels (chapter, subchapter, sub-subchapter) satisfies the needs of most topics and is thus recommended.

## **II.3. List of figures and tables**

These lists are optional. You should only make use of them if your text contains more than just a few figures, tables or abbreviations.

Devote a single Page to each of the lists.

## **II.4. Body**

The body starts with the introduction and ends with a conclusion.

### **II.4.1. Scope**

The standard master's thesis is 40-60 pages, the standard bachelor's thesis 20 pages and a standard term paper 12 -15 pages long. These number refer to the body only. However, the appropriate length of your text depends on the particular topic and has to be coordinated with your supervisor. Don't try to cheat by manipulating the font size, paragraphs, etc.

### **II.4.2. Font and margin**

Make use of Arial (font size 12), 1.5 line spacing and full justification (with hyphenation). Leave a margin of 2.5 cm on both sides and below the text for comments of the corrector. Use page numbers.

### **II.4.3. Citation**

Thoughts of other authors have to be indicated as such. If you refer to the complete work, you name the author and the year, e.g. Harms (2008) shows, that ... or: a greater share of private external debt raises the creditworthiness of developed countries (Celasun and Harms, 2009). If, by contrast, you quote directly, give also the corresponding page: Harms (2008, p. 15) emphasizes, how ...

Word for word citations have to be presented in quotation marks.

Do use primary literature instead of quoting secondary sources to avoid misleading interpretations.

If you name common facts, you don't have to indicate a source.

Finally, all resources you quoted (and not more than that!) have to appear in the bibliography.

#### II.4.4. Footnotes

Amendments that impede the flow of reading should be banned to footnotes.

#### II.4.5. Figures and tables

Figures and tables should generally be located at the particular passage they make reference to. Those graphs and charts that are not discussed in detail in the text can be shifted to the appendix.

All figures and tables have to be numbered, titled and equipped with their sources (your own work should be marked as "own illustration"). The numbering of the appendix, graphs, and charts (A1, A2, ...) is detached from the one of the body.

#### II.4.6. Formulae

Use a separate line for formulae. Center and number them. Even if you present a theoretical model, try to avoid 'formula-overfilling'.

### **II.5. Bibliography**

You have to present all the sources you used in the text (and not more than that!) in the bibliography. The articles, books, etc. have to be sorted by the name of the author (and for identical authors beginning with the oldest work).

For the several kinds of resources different citation schemes apply (see below).

You need not stick to the mode of citation that is presented here, but use one of the common quotation forms (e.g. let yourself be guided by professional journals like *American Economic Review* or *Econometrica*) and try to keep it consistent and as clear as possible.

In general, try to avoid using internet sources. You should only make use of them, if they are well known for their reliability.

#### II.5.1. Monographs

Davis, E. Philip (1995): *Debt, Financial Fragility, and Systemic Risk*. Oxford: Oxford University Press.

#### II.5.2. Articles in edited volumes

Dewatripont, Mathias, und Jean Tirole (1993): „Efficient governance structure: implications for banking regulation“, in *Capital markets and financial intermediation*, Colin Mayer und Xavier Vives (eds.), 12-33. Cambridge: Cambridge University Press.

#### II.5.3. Articles in journals

Kaminsky, Graciela L., und Carmen M. Reinhart (1999): „The Twin Crises: The Causes of Banking and Balance-of-Payments Problems“, *American Economic Review*, 89(3), 473-500.

#### II.5.4. Working papers

Mishkin, Frederic S. (1994): „Preventing Financial Crises: An International Perspective“, *NBER Working Paper #4636*.

#### II.5.5. Unpublished scripts

Hakenes, Hendrik, und Isabel Schnabel (2007): „Bank Competition and Capital Regulation“, unpublished manuscript, Johannes Gutenberg University Mainz.

### **II.6. Appendix**

The appendix contains tables and figures that are not discussed in the text in detail.

## **III. Empirical analysis**

If your thesis includes your own empirical analysis be sure to carefully document the data, the estimation method, your results and interpretation, and robustness checks.

Keep in mind that the reader should be able to track and reproduce your analysis with the information you're providing. Thus, do not hesitate to indicate weaknesses of your study.

#### **IV. Electronic Version**

We ask all students to provide us with an electronic version (.pdf file) of your work per email. If you are submitting your bachelors' thesis, you are required to hand in an electronic copy on CD/DVD to the Studienbüro, which makes the email unnecessary.

If your thesis comprises an empirical analysis include the respective files (i.e. using STATA: .dta .do and log files). A printed version of these files is not required.

#### **V. Conclusion**

This paper lays out the formal requirements you are obliged to meet when writing your master or bachelor thesis at our chair. If you have any further question, please contact our chair.

(Suggestions and mistakes can be reported to [LsHarms@uni-mainz.de](mailto:LsHarms@uni-mainz.de))



**Statutory declaration**

Unless otherwise indicated in the text or references, or acknowledged above, this thesis is entirely the product of my own scholarly work. Any inaccuracies of fact or faults in reasoning are my own and accordingly I take full responsibility. This thesis has not been submitted either in whole or part for a degree at this or any other university or institution. This is to certify that the printed version is equivalent to the submitted electronic one.

---

Author

---

Place, Date