

Formal requirements for Master and Bachelor thesis

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I. Introduction

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

< Title >

Handed in __. _____ 2025 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 you to submit your thesis by the deadline as a PDF file, including the signed affidavit (legible photo or scan), by email from your student email account to studienbuero-fb03@uni-mainz.de. It is not necessary to submit a printed version of the thesis.

If your thesis comprises an empirical analysis please send the related Data files (i.e. using STATA: .dta .do and log files) only to the professorship of Prof. Dr. Philipp Harms (LsHarms@uni-mainz.de).

V. Conclusion

This elaboration lays out the formal requirements you are obliged to meet when writing your master or bachelor thesis at our professorship. If you have any further question, please contact us (LsHarms@uni-mainz.de).

(Please report us suggestions and mistakes to 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. I hereby declare that I have not used any sources or aids (including AI-based applications or tools) other than those specified. All verbatim or analogous citations and quotations are identified and verified. I confirm that I have not used any aids whose use has been explicitly excluded by the examiner. I have documented the AI tools used in the appendix "Use of AI tools". In addition, I have listed all LLM-generated prompts and outputs that were relevant to the task in the appendix "AI prompts and outputs".

By submitting this work, I assume responsibility for the overall product submitted. I am therefore also responsible for any AI-generated content that I have included in my work.

This text has not been submitted either in whole or part for a degree at this or any other university or institution. I am aware that a violation of the above points has consequences under examination law and may in particular lead to the coursework and examination being assessed as "failed". Enrolment can be revoked for up to two years if students cheat twice or more frequently in examinations (Section 69 (4) and (5) HochSchG).

Autor

Place, Date