

G U I D E L I N E S F O R W R I T T E N R E P O R T S

These guidelines apply to bachelor seminar papers, master seminar papers, semester papers as well as bachelor and master theses at the Chair of Economic Theory. Many parts of these guidelines apply to all five types of written reports likewise. Where this is not the case, it will be pointed out to which kind of report the respective passage applies to.

General

The written report should consist of

- max. 4.000 words (semester paper for Media Economics 1),
- max. 6.000 words (bachelor seminar paper),
- max. 8.000 words (master seminar paper),
- max. 15.000 words (bachelor thesis),
- max. 30.000 words (master thesis).

These numbers refer only to the written part and not to the bibliography or appendices. Furthermore they represent an absolute maximum which in no case should be exceeded. Usually, theses will have (considerably) less words than this maximum. Please use a readable typeface with reasonable margins. The line spacing should be 1.5 times or double. Please format your report into full justification. Please use page numbers. Start your main text with page number one.

The written paper should include the following parts:

- (i) a title page,
- (ii) abstract (only for theses),
- (iii) an index of contents (with page numbers), list of tables/figures (if needed)
- (iv) the main text,

- (v) a reference list,
- (vi) (only if necessary) an appendix.

Registration and Submission

Registration of Bachelor and Master Theses

To register your thesis, please use the form “Anmeldung der Abschlussarbeit” from your examination office. Submit this form to your examination office first, to receive confirmation of fulfilment of formal requirements. Thereafter, please submit it to the office of the Chair of Economic Theory (FG Wirtschaftstheorie).

Submission of Bachelor and Master Theses (*according to the rules of the examination office*):

- Please submit three hardcopies to the examination office.
- All three hardcopies must include the signed statement of authorship (Please see the example statement of authorship in the appendix of this document).
- One hardcopy must contain a CD (that should include the thesis and its sources).
- Together with the thesis, you must submit a printed version of the confirmation e-mail that you uploaded your abstract to the university’s bibliography.

Please address any questions about the submission procedure directly to the examination office!

Registration of Seminar Papers

For the registration of your bachelor and master seminar papers please use the corresponding form of your examination office. After successfully applying for a topic with our chair, please submit your form directly to the office of the Chair of Economic Theory.

Submission of Seminar and Semester Papers

- Please submit two hardcopies to the office of the Chair of Economic Theory (FG Wirtschaftstheorie).
- Both hardcopies must include the signed statement of authorship (please see the example statement of authorship in the appendix of this document).

- Please send a PDF- file to the mailbox of the Chair of Economic Theory (wth-wm@tu-ilmenau.de).
- If the paper includes an own dataset that you compiled or collected, then this dataset must be submitted in an appropriate way.

Bachelor and master theses should be bound whereas for the seminar papers a loose binder is sufficient. Complex (and expensive) folders are not necessary! The submission of a CD or DVD version is generally not necessary for seminar papers. Bachelor and master theses must be submitted as a CD version along with the printed copies (requirement of the examination office).

Title Page

The title page should consist of the following parts:

- title of the paper/thesis,
- full name of the authors,
- email addresses (and other addresses if required) of all authors,
- student registration numbers of all authors,
- academic supervisor, and
- place and date of submission.

Please take the title page in the appendix of this document as an example. Your seminar paper will be handed out to the respective discussant of your paper. Therefore, you can decide to omit personal information not relevant for grading (like address and telephone number) from the title page.

Abstracts for Bachelor and Master Theses

Both bachelor and master theses should have a short abstract of max. 250 words at the beginning of the paper. It should summarize the work and its findings in a short and concise matter to give the reader an overview of the report.

Directions for Lists of Tables, Figures and Abbreviations

Please use a list of tables and/or a table of figures if your paper or thesis includes three or more tables or figures. A list of abbreviation is only necessary if you use non-standard abbreviations, which cannot be found in a dictionary.

Quotations

As a general guideline, any established (social or economic) scientific citation method can be used, if it is applied correctly and consistent. An example of such an established quotation method is APA-Style (sixth edition, <http://www.apastyle.org/>). Please use brief quotations (family name year: pages you refer to) either directly in the text or in footnotes (see examples below). Should you quote a video, please give the exact timestamp (minutes and seconds) in the video. Please do not use endnotes! In footnotes, quotations can be commented.

Example of direct quotation in the text: “A further difficulty for defenders of universal method and standards emerges once it is recognized that the methods and standards of physics are subject to change” (Chalmers 1990: 20).

Example of direct quotation in the footnote: “A further difficulty for defenders of universal method and standards emerges once it is recognized that the methods and standards of physics are subject to change”.¹

Example of indirect quotation in the text: Another line of reasoning against a universal method refers to the inherent change in methods of the paragon discipline, physics (Chalmers 1990: 20-23).

Example indirect quotation in the footnote: Another line of reasoning against a universal method refers to the inherent change in methods of the paragon discipline, physics.²

Example of commented quotation: Another line of reasoning against a universal method refers to the inherent change in methods of the paragon discipline, physics.³

If the text you are quoting was written by three or more authors, you can use the first authors name only and add “et al.” (Latin; “and others”), like for instance (Audretsch et al. 2001).

¹ Chalmers (1990: 20).

² See Chalmers (1990: 20-23).

³ This is advocated for instance by Chalmers (1990:20-23). See however for a contrasting opinion Zimbalist (2002).

Please use direct quotations (literal citations) only in few cases. The normal case should be to use indirect quotations, i.e. you phrase the line of argumentation yourself and refer to the source of the arguments (see examples above).

Reference List

Consistency and completeness of the reference list are important! All articles, books and other sources quoted in the report must be documented in the reference list. And, vice versa, all sources in the reference list must be cited somewhere (directly or indirectly) in the report.

A categorization of source types is not necessary. Please use left-aligned text format. A smaller line spacing than in the text may be used.

Please sort the reference list alphabetically according to the family name of the first author. If you have several sources from the same author(s), sort them according to the year (from old to new). If you have several sources of the same first author written with different co-authors, sort them according to the following rule: (1) single authored references, (2) co-authored references, sorted alphabetically by the next author's family name. Within this rule please sort them according to the year. If you have two or more sources from the same author(s) and the same year, please add a, b, c, etc. to the year.

Examples:

Journal Articles

Audretsch, David B., Baumol, William J. & Burke, Andrew E. (2001), Competition Policy in Dynamic Markets, in: International Journal of Industrial Organization, Vol. 19 (5), pp. 613-634.

Humphreys, Brad R. (2002), Alternative Measures of Competitive Balance in Sports Leagues, in: Journal of Sports Economics, Vol. 3 (2), pp. 133-148.

Monographs

Budzinski, Oliver (2008), The Governance of Global Competition, Cheltenham: Edward Elgar.

Chalmers, Alan (1990), Science and Its Fabrication, Minneapolis: University of Minnesota Press.

Chapters of Collected Volumes (e.g. Conference Volumes)

Baker, Jonathan B. & Shapiro, Carl (2008), Reinvigorating Horizontal Merger Enforcement, in: Robert Pitofsky (ed.), *How the Chicago School Overshot the Mark*, Oxford: Oxford University Press, pp. 235-291.

Cygan, Adam (2007), Competition and Free Movement Issues in the Regulation of Formula One Motor Racing, in: Barbara Bogusz, Adam Cygan & Erika Szyszczak (eds), *The Regulation of Sport in the European Union*, Cheltenham: Elgar, pp. 74-94.

Working Papers / Discussion Papers

Bresnahan, Timothy F. (2001), The Economics of the Microsoft Case, SIEPR Discussion Paper No. 00-50, Stanford University.

Szymanski, Stefan (2006), Tilting the Playing Field: Why a Sports League Planner Would Choose *Less*, not *More*, Competitive Balance, AIES/IASE Working Paper 06-20.

Please check if a published version of the paper is available, and quote this.

Internet Sources

If author not available:

Forbes (2018), Top influencers, <https://www.forbes.com/top-influencers/#51f47dfa72dd> (accessed 19th September 2018).

If author(s) available:

Robehmed, Natalie & Berg, Madeline (2018), The Highest-Paid YouTube Stars 2018, <https://www.forbes.com/sites/natalierobehmed/2018/12/03/highest-paidyoutube-stars-2018-markiplier-jake-paul-pewdiepie-and-more/#8ef0a90909ac> (accessed 19th March 2019).

Video

Stata (2012), Simple linear regression in Stata, <https://www.youtube.com/watch?v=HafqFSB9x70> (accessed March 3rd 2018).

Several Sources from the same Author and the same Year

Budzinski, Oliver (2008a), *The Governance of Global Competition*, Cheltenham: Edward Elgar.

Budzinski, Oliver (2008b), *Monoculture versus Diversity in Competition Economics*, in: *Cambridge Journal of Economics*, Vol. 32 (2), pp. 295-324.

Text in Footnotes

It is allowed to put text into footnotes, for instance comments or further remarks. However, they must not be necessary for the understanding of the text or part of the main line of argumentation.

Figures and Tables

Figures and tables are welcome. They should be located close to the accompanying report text. Every figure and table must be consecutively numbered (Fig. 1, Fig. 2, etc.; Tab. 1, Tab. 2, etc.) and have a headline as well as a source. If you modified a figure or table from the original source, write “modified from...”. If you completely developed the figure or table on your own, write “own figure” or “own table”. Do not forget to make the data source clear!

Mathematical Expressions

Please use a formula editor to reproduce mathematical expressions and do not include scans. Make sure that every variable is explained!

Appendix

It is not mandatory to include an appendix. Every figure, table or mathematical expression that is not referred to in the main report text body belongs in the appendix.

Scientific Literature

When searching for scientific literature, special emphasis should be given to articles in scientific journals. Monographs, conference proceedings and other collected volumes and discussion papers also belong to the scientific literature you are expected to use. Newspapers, magazines, TV broadcasts and other internet media can be helpful in obtaining facts (and should be used for this purpose) but do not represent scientific literature and cannot be used

for analysis. Textbooks, encyclopaedias, etc. can only be a starting point and do not suffice as the foundation for analysis.

Besides the university library there are additional platforms on the internet that can help you to find appropriate scientific literature and often offer direct downloading opportunities. We particularly recommend:

- Social Science Research Network: www.ssrn.com, and
- EconPapers: www.repec.org.

Both platforms especially offer recent discussion papers as well as journal articles. While the former are often directly downloadable, the latter can often be obtained via the electronic journal library of the university. Generally it is recommendable to use as many search options as possible.

How Much Literature?

There is no target number of references as this is also topic-specific. In general, the more scientific literature is used, the better the potential quality of the report. More literature means different viewpoints and better possibilities to enter into pro- and contra discussions. Do not rely on just one article or book for a specific section or chapter of your report. It may take you into a one-eyed perspective!

In general

- 5 scientific references will be too few for a bachelor seminar paper,
- 10 scientific references will be too few for a master seminar paper,
- 10 scientific references will be too few for a bachelor thesis, and
- 20 scientific references will be too few for a master thesis.

The respective double amount seems to be more appropriate (depending on the topic). Please consider that most sources should be articles, chapters in collective volumes or papers and not entire books or monographs.

Style

Please try to offer a neutral, differentiated (pro & contra) discussion of your topic. (Personal) opinions can be included but only as a logical result of the discussion – and not as a prejudice.

Keep in mind that you are writing a report in economics, so try to embrace concepts, perspective and language of economics (even if your source does not do so!).

Try to write correct English. However, the quality of your English is not part of the grading.

Ethics

The intellectual property of the sources that you use must be honoured! So please quote the origins of every argument and every line of reasoning that you report! Violations will be deemed to be plagiarism and consequently the report will fail. In addition, you will be excluded from further parts of the exam (seminar presentation, etc.).

A plagiarism software will be applied to your report and thesis in order to detect internet plagiarism (e.g. copy and paste from an existing report on the web).

Presentations

Seminar Papers Presentation

Seminars usually include the preparation of a presentation. It should be about 20 minutes long without significant deviation. The presentation should recap the main points of your report and present these coherently to the audience. Because of the restricted time, it is not advisable to include all details of your report in the presentation. Concentrate on the major aspects, which you think are suitable and interesting for the listener – also in context with the entire seminar.

Master Thesis Interim Presentation

There is a session for presentation and discussion scheduled during the course of your master thesis. At this event, you present the progress of your work and put emphasis on the parts where you need the most feedback or want to discuss certain points. There is a 45-min time window for every presentation and discussion. Therefore, please plan for a 20-min presentation and 20-25 minutes of discussion. This presentation will not be part of the grading.

General Information on Presentations

Graphs and tables are usually welcome. Please make sure that they are adequately readable. Especially for tables a reduction to the essentials or a special marking of the most important

terms is important. Scans are mostly not advisable in this case. Instead of that you should reproduce graphs and tables yourself as far as possible. Please make sure to enclose the source esp. for direct quotations, tables and figures.

The “right” number of presentation slides depends largely on the individual presentation style and the arrangement of the slides. Be advised not to make too many slides because you might run the risk of pacing through the last slides in order to finish on time. Even fast and experienced speakers only manage to go through max. one slide per minute, most make less. Also mind that you do not put too much text on the slide because otherwise the audience might be unable to cope with reading and listening. More appropriate are keywords on the slide which you then explain further. Please also pay attention to the legibility, color and contrast of your slides.

Please submit all your presentations the day **before** the presentation via e-mail to the Chair of Economic Theory (wth-wm@tu-ilmenau.de). PDF- or PowerPoint format is accepted.

Opponent Comment

Part of the seminar is to act as an opponent to another student paper and give a critical and reflective comment. The allocation of the opponents is usually done after the submission of the seminar papers in the week before the seminar conference is scheduled. The comment should not exceed 5 minutes. The creation of a few presentation slides is not mandatory, but in most cases reasonable.

It is the goal of the comment to give a critical and reflective acclaim of the argumentation of the seminar report. This should fuel the start into the following audience discussion. Please mind that you should not be too uncritical with the paper, neither should you tear the report into pieces. Try to provide constructive criticism so that the author can gain a benefit from the comment. The critique should address the content of the report (the *topic* of the work) and, if possible, try to construct an argumentative opposite position. Critique concerning formalities like the spelling, the exterior shape of the report, etc., is not appropriate.

Reflect upon the topic. Ask yourself questions like (e.g.):

- What is the goal and what are the core statements in the report? Have they been made clear?
- Are the applied theories and methods appropriate for the topic?
- Which points are good/ bad, easy/ hard to understand?
- Do you come to the same conclusions? In which points do you not agree with the author? Especially important: Can you provide extra counter points to the thematic statements/ conclusions?
- Are there other aspects which would have been important or would have needed a more in-depth analysis? (Here please pay attention to the restrictions of a seminar report: if you suggest further content, you also have to state what current content should have been shortened or left out!)

It is generally unnecessary and also inappropriate to start the comment with a summary of the report. Be aware that the seminar participants have just heard the presentation! Although it is the explicit goal of the comment to construct a thematic contraposition, critique should always include positive and negative assessments. A popular strategy is to embed the argumentative contraposition in an introductory and a concluding compliment. But important is the contraposition even if you are of the same opinion as the author. Then try to play the “devil’s advocate”. If it is appropriate, be clear in your critique. However, the comment is about taking a counter-position and not about an assessment of the paper in the sense of grading (this is what the lecturers are responsible for).

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Title of the Thesis

Master Thesis/Bachelor Thesis

Submitted to obtain the degree
Master/Bachelor of Science/Arts
at Technische Universität Ilmenau
Department of Economic Sciences and Media
Chair of Economic Theory
Univ.-Prof. Dr. rer. pol. habil. Oliver Budzinski

Supervisor: (Name of the academic supervisor)

Ilmenau, (date of submission)

Statement of Authorship

I hereby declare that I am the sole author of this thesis/paper and that I have not used any sources other than those listed in the bibliography and identified as references. I further declare that I have not submitted this thesis/paper at any other institution, in order to obtain a degree, and it has not been published yet.

(Place, Date)

(Signature)