



Guidelines for the Preparation of Written Assignments

(Literature Reviews, Seminar Papers, Project Reports, Bachelor's, and Master's Theses)

At this point, we would like to highlight some important aspects regarding the conceptualization and formal structure of written papers. Concerning the formal structure, the aim is to achieve a certain uniformity in the written works produced at the chair. Regarding the conceptualization and the approach to the paper's creation, the guidance is focused on some particularly critical aspects. However, this presentation is by no means exhaustive, and reference is made to relevant introductory books on academic work, such as Theisen, Manuel R. (2021): *Wissenschaftliches Arbeiten*, 18., neu bearb. Aufl., München (Vahlen). The following text is structured in such a way that its external form is very similar to that of a written term paper (however, there are no citations and therefore no bibliography), and can thus serve as a template in this respect.

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1. Approach to the creation and conceptualization of the paper

During the planning phase of a written thesis, the exact topic must first be determined in consultation with the supervisor (unless a fully formulated topic has already been provided). The problem definition should then serve as a “common thread” throughout the entire thesis. At the latest after one third of the total processing time, a first draft outline should be submitted in order to counteract any possible deviations from the topic.

In your written work, you should demonstrate that you are able to understand complex, often model-theoretical arguments, reduce them to their core, and reproduce them in your own words as clearly and precisely as possible. Especially in bachelor's and master's theses, it will usually be your task not only to present abstract theoretical concepts, but also to apply them to the specific problem addressed in the thesis. While the correct presentation of theory and practice is usually successful, experience shows that this transfer task is the greater hurdle. You should therefore pay close attention to this critical aspect.

In addition, you should show that you can place the argumentation in a larger context (reference to other literature on this topic or to the general topic of the seminar or project) and that you are able to critically discuss the underlying literature. This also means that statements that are important for your term paper must be substantiated in terms of content (i.e., with arguments); it is not sufficient to simply refer to sources of literature that support the opinion cited. It is also particularly important to provide an intuition for all the results presented, as this demonstrates that you have truly understood the topic.

Experience shows that the longer your term paper is, the less effort you have made to separate the essential from the nonessential, and the more you have succumbed to the temptation to include irrelevant information. Experience shows that the longer your term paper is, the less effort you have made to separate the essential from the non-essential, the more you have succumbed to the temptation to simply freely translate an English text, and the less you have understood the material. Since it is usually very difficult to separate the important from the unimportant, it is advisable to first create a working version that is about one and a half to twice as long, which is then painstakingly condensed into the actual core text (so you should allow sufficient time for this step!).

Furthermore, it is usually not sufficient to reproduce entire paragraphs from individual sources in a similar way (i.e., only rephrased) – even if they are translated from English. Rather, in a literature review, you should demonstrate that you can grasp content from different sources on a topic and combine it in a meaningful way, whereby you must, of course, still correctly cite the sources used in the process.

You should put particular effort into the introduction. The introduction should motivate the topic (why is the topic interesting, current relevance, classification in a larger context), clarify the question (what exactly do you want to deal with in your paper, which questions will be left out and why, etc.) and explain the further procedure. It is often also useful to give a brief overview of the literature on the topic and to justify which sources you are primarily using as a guide. In addition, you can also provide an overview of the most important results of your work in the introduction. Just like the concluding chapter, which contains a summary, an outlook, and/or your own conclusion, you should only write the introduction once you have finished working on the main part, apart from minor formal and stylistic corrections.

2. Length and Formal Structure

The following length applies to each piece of work (pure text pages including illustrations and tables, excluding cover page, tables of contents, and appendix):

- Literature review: 5 to max. 7 pages
- Seminar paper: 10 to max. 15 pages
- Project paper: 10 to max. 15 pages, for group work approx. 10 pages per person
(it must be possible to assign text passages to individuals!)
- Bachelor's thesis: 25 to max. 30 pages
- Master's thesis: 40 to max. 50 pages

In general, theoretical papers are usually shorter than empirical papers. The above page counts are based on the following formatting (if you choose a different formatting, you can use the following as a guide for the required page count: in the specified format, a page of pure text comprises approximately 300-350 words):

Font	Calibri
Alignment	justified
Font size Text	12pt
Font size Headings	12- max 14pt
Font size Footnotes	10pt
Font size Lists	10pt
Top margin	2cm
Bottom margin	2cm
Left margin	3.5cm
Right margin	2cm
Line spacing	18pt
Paragraph spacing	12pt
Hyphenation	Automatic/active
Page numbering Title page	None (not counted)
Page numbering Directories	Roman numerals
Page numbering Text	Arabic numerals (counting starts again)

Pages should only be written on one side. Figures and tables must be numbered.

3. Submission format

Literature, seminar, and study project papers should be submitted in a single copy, preferably unbound, in a folder or similar to the professorship. Bachelor's and master's theses should be submitted in triplicate, bound, to the examination office for registration;

each of the two examiners then receives one copy (the third copy remains at the Examination Office). To enable commenting and correction on the computer and to simplify verification of the independence of your work, an electronic version (MS Word or PDF) must also be emailed to the supervisor and the chair of the professorship.

Important notes on the use of online sources:

In order to be able to trace what information was available to you, the content must be accessible. Therefore, always include the URL for online access in the bibliography, including the time of access.

Since the content of a website can change, the version you cited must also be properly documented. The easiest way to do this is to save the website you used and make it available to us in electronic form by including the relevant pages in HTML format when you send us the electronic version of your work. If the relevant content can also be downloaded in PDF format (e.g., shorter research reports can often be read directly on the website or alternatively downloaded as a PDF file). Alternatively, for shorter texts, you can include the relevant website in the appendix of your work and, if there are a large number of internet sources, submit them on a USB stick with the written version.

4. Structure of the thesis

The thesis should be structured as follows:

1. Cover page (see template on our homepage).

The cover page must contain the following information:

- University of the Federal Armed Forces Munich
- Faculty of Economics and Organizational Sciences
- Topic of the thesis
- Type of thesis (literature, seminar, project, bachelor's or master's thesis)
- For bachelor's or master's theses: "for the purpose of obtaining the academic degree of Bachelor/Master ..."
- Chair of Economics, in particular Microeconomics and Competition Policy; Institute for Economics
- Name, contact details, and student ID number of the author
- Name of the supervisor (for literature, seminar, and project papers) or the reviewers (for Bachelor's and master's theses)
- Start date and submission date

2. Structure:

The table of contents always begins with a list of the other directories, followed by the respective chapter and section headings, a reference to the bibliography, and the name of the appendix.

3. List of figures, tables, abbreviations (if necessary):

Figures and tables used in the text must be numbered separately in consecutive order. The respective sources must be indicated directly below the inserted figure/table. The list of abbreviations does not include commonly used expressions such as “or,” “etc.,” “etc.” or abbreviations for currencies, weights, and measures.

4. Content

- *Introduction*: general remarks on the content (reason, reference, research question, theses, etc.), the research question of the paper, the methods chosen, key findings, and the further procedure.
- *Main section*: The content should be structured in such a way that the individual chapters, sections, and subsections remain manageable (no more than 3 to 5 sub-points per outline level). A short summary of the chapters is advisable.
- *Conclusion*: Review of the thesis, summary and critical discussion of the results (answering the research question), outlook on possible additions or extensions to the research question
- *Bibliography*: The conclusion is the last section with a number. The following lists etc. are no longer numbered.
- *Appendix*: Supplementary tables and figures (if necessary)
- *Declaration of independence*: For bachelor's and master's theses, a written declaration of independent work must be included (§ 22 (6), sentence 1 ABaMaPO or § 27 ABaMaPO)

5. Structure and outline

- Ensure consistency in the outline. Please choose meaningful headings (not “Main section” or “Model 1,” “Model 2,” etc.). Do not use whole sentences as headings.
- A suitable outline system is the numerical system (1; 1.1; 1.2; 2.1, etc.). Outline levels such as chapters and subchapters must be numbered consecutively.
- The outline depth should generally not exceed three levels.
- There must always be at least two sub-items on one outline level (correct: 1, 2, 2.1, 2.2., 3; incorrect: 1, 2, 2.1, 3).
- There must always be text between headings of different outline levels, even if it is only an overview of the chapter.
- There are no unnumbered outline levels in the content section. (However, you can use headings in a longer section to structure the text.)

- Figures and tables used in the text are numbered separately and consecutively (Fig.x, Tab. y). For longer works with many illustrations/tables, chapter-related numbering is recommended (e.g., x-th illustration in chapter y: Fig. y.x).
- The respective sources must be indicated below an illustration/table.
- Equations must be numbered (so that they can be referred to in the text).

6. Handling literature sources and citation methods

6.1. Selection of suitable literature sources

The sources cited should be of the highest possible quality and well-founded (e.g., from peer-reviewed journals). This is especially important if you want to use the argumentation from a source for your work. Although the use of Internet sources usually has the advantage of being more up-to-date, unless they are official sources (e.g., Federal Statistical Office, Eurostat), it is necessary to examine their independence and quality particularly critically. If you use publications from trade associations (e.g., BDI) or public institutions (e.g., WTO), you should be aware that objectivity is not always guaranteed, as the arguments are usually made in the interests of the respective organization.

6.2. Citation method

All new ideas that you have taken from other authors must be referenced in the text or in footnotes; The only exception to this is “standard knowledge” of economics (e.g., concepts from undergraduate courses) – if in doubt, please consult your supervisor.

As a general rule:

- References must include not only the source but also the exact page number.
- Direct quotations must be placed in quotation marks and reproduced verbatim; any deviations must be explicitly indicated.
- Avoid long direct quotations, as these make the text difficult to read and give the impression that you are unable to formulate an argument in your own words
- In the case of indirect quotations, i.e., the paraphrasing of an author's ideas (without quotation marks!), the source reference should normally be preceded by a cf. (compare) – e.g., (cf. Morasch, 2003). However, it must then be clear from the context what is to be compared there; otherwise, an additional explanation is necessary, e.g., “A presentation of important game theory concepts can be found, for example, in Morasch (2003).” (In this case, “cf.” is omitted, as it is immediately clear that this is not a direct quotation).

- If you are not referring to a book or essay as a whole, but to specific statements from the source, it is essential to include page references: Morasch (2003, p. 15), Morasch (2003, p. 15 f.) if the quoted content also extends to the following page, and Morasch (2003, p. 15 ff.) or, better, Morasch (2003, p. 15-18) if there are several following pages.
- For indirect quotations as part of the running text, the year and page numbers are placed in parentheses, e.g., "A presentation of important game theory concepts can be found, for example, in Morasch (2003, p. 15. f.)." If the source reference is already in parentheses at the end of the text or in the presentation in footnotes, the year and page numbers should only be separated by commas, e.g. (cf. Morasch, 2003, p. 15 f.).
- If an author has published several articles in the same year, they should be identified by consecutive letters: Morasch (2000a) and Morasch (2000b).
- If there are two authors, the surnames are separated by "/", e.g. Morasch/Welzel (1994). If there are more than two authors, e.g. in the source Wiens, M., Johannemann, K., Morasch, K., and Hoffmann, M. (2015), this is cited in the text as "Wiens et al. (2015).
- Try to attribute a new idea to the author who first expressed it (which, admittedly, is not always easy). If the original text is not accessible, in exceptional cases it is possible to cite from secondary literature. The original source must be indicated and marked with the addition "cited from" followed by the secondary source.

6.3. Bibliography

The bibliography contains the sources used **in alphabetical order**. The bibliography must include all sources cited and may not mention any other, non-cited sources. Academic titles (Dr. or Prof.) of authors are not given. If a book has been published in several editions, the latest edition is usually cited.

The following information should always be provided:

Surname, first name(s) [possibly only initial letter(s) – but consistently!], [additional authors similarly, before the last "and" instead of a comma], [(ed.) – if editor of an anthology], (year) [if several sources by the same author in the same year, marked with a, b, etc.]: Title of the book or essay

additionally for books and other monographs:

Title, [subtitle], [edition – from 2nd edition onwards], [volume – if there are several volumes in a book series or encyclopedia], place(s) of publication: Publisher.

(Note: For discussion papers and working papers, the information necessary to access the corresponding source must be provided in the same way as for the place of publication and publisher – if possible, an Internet address; in the case of older discussion papers, a copy in paper form or electronic form must be provided).

Additionally for articles in anthologies:

Title of the article, in: Last name, first name(s), (ed.): Title,...[as for books], page number. (Note: The anthology itself must also be included in the bibliography!)

Additionally for articles from specialist journals:

Name of the journal, volume [additionally issue number if the volume is not numbered consecutively], page number. For articles from specialist journals, the electronic version should always be used as a basis, and the DOI number must be provided for clear identification and easier access.

For newer monographs and anthologies that are also available as e-books, the same procedure should be followed, i.e., provide the DOI number if available, and otherwise the publisher's link to the e-book

For other internet sources:

Author or, if this cannot be determined, the responsible institution or a keyword from the text (year of publication) [if unknown, current date]: Title of the page, complete internet address /URL, date of access.

Note:

As a general rule, monographs and articles from specialist journals and anthologies should be used as sources in written assignments. However, particularly in the case of economic Commission, as well as from public institutions, research institutes, or professional associations is relevant to the work. If documents are available in PDF format, these should be used in preference; otherwise, reference can also be made to the relevant websites. (As an example, see the source Federal Ministry for Economic Affairs and Climate Protection 2024 in the bibliography below). The same applies to data sources that are often only available on the internet. When referring to internet sources, however, care must always be taken to clearly indicate the information used – in the case of longer sources, the heading under which the relevant information can be found should also be specified.

In general, unofficial Internet sources such as blogs, newspaper articles, or other websites run by private individuals or private-sector associations cannot be cited as sources. However, there are also exceptions: In individual cases, for example, a newspaper article may be referenced in the introduction when discussing motivation. If in doubt, consult your supervisor.

Examples for illustration:

Bandulet, Martin und Morasch, Karl (2001): Incentives to Invest in Electronic Coordination: Under- or Overinvestment in Equilibrium?, Beitrag Nr. 200, Volkswirtschaftliche Diskussionsreihe, Universität Augsburg.

Hesse, Helmut und Welzel, Peter (Hrsg.) (1998): Wirtschaftspolitik zwischen gesellschaftlichen Ansprüchen und ökonomischen Grenzen (Festschrift für Reinhard Blum zum 65. Geburtstag), Göttingen: Vandenhoeck & Ruprecht.

Morasch, Karl (1998): Nationale Wirtschaftspolitik in globalen Märkten?, in: Hesse, Helmut und Welzel, Peter (Hrsg.): Wirtschaftspolitik zwischen gesellschaftlichen Ansprüchen und ökonomischen Grenzen

(Festschrift für Reinhard Blum zum 65. Geburtstag), Göttingen: Vandenhoeck & Ruprecht, 1998, S. 377-392.

Morasch, Karl (2000a): Strategic Alliances as Stackelberg Cartels – Concept and Equilibrium Alliance Structure, International Journal of Industrial Organization, vol. 18, S. 257-282.

Morasch, Karl (2000b): Strategic Alliances – A Substitute for Strategic Trade Policy?, Journal of International Economics, vol. 52, S. 37-67.

Morasch, Karl (2003): Industrie- und Wettbewerbspolitik. Zentralisierung oder Dezentralisierung?, München: Oldenbourg.

Morasch, Karl und Welzel, Peter (1994): Strategische Allianzen. Wettbewerbsbeeinflussung durch Kooperation, WiSt - Wirtschaftswissenschaftliches Studium, 23. Jg., S. 395-400.

Morasch, Karl (2010): Hinweise zur Anfertigung schriftlicher Arbeiten (Literatur-, Seminar-, Projekt-, Bachelor- und Masterarbeiten), http://www.unibw.de/wow6_3/lehre_und_service/arbeiten.

You can use the bibliography of relevant scholarly publications or the information in introductory books on academic writing as examples. The crucial point is that all citations in the text or footnotes can be clearly assigned to a source listed in the bibliography. Additionally, it is important to observe a consistent citation style.