



# RUPRECHT-KARLS-UNIVERSITÄT HEIDELBERG

FAKULTÄT FÜR WIRTSCHAFTS- UND SOZIALWISSENSCHAFTEN  
ALFRED-WEBER-INSTITUT FÜR WIRTSCHAFTSWISSENSCHAFTEN

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## GUIDELINES FOR WRITING BACHELOR'S OR MASTER'S THESES

### Submission

- Apart from the printed copy/copies of your thesis to be handed in to the examination office, please send an electronic copy to your supervisor.

### Layout

- The thesis should consist of 25 pages (Bachelor), resp. 40 pages (Diplom/Master) at most (excluding title page, table of contents, appendix, tables, figures, list of abbreviations, and bibliography).
- Margins: right and left margins: 2.5 cm. Top and bottom margins: 3 cm.
- Line spacing: 1.5 lines. Font size: 12 pt. Font: Times New Roman
- Page setup: printed on both sides (preferred) or on one side only. Use justified text.
- Footnotes: at the bottom of the respective page, consecutive numbering.
- Page numbers (at the center of the bottom row or in the upper right-hand corner):
  - Title page and table of contents: without page numbers.
  - Main text, appendices and bibliography: arabic numerals.
  - Interim pages for figures (if used) with addendum a, b, etc.
- Before submission, please check your thesis for spelling and punctuation as well as missing or double words.
- It is recommended to use the software LaTeX (in this case most of the layout requirements are automatically fulfilled). See the template on the chair's homepage.
- If you use Word, please create formulas with the formula editor and number them. Variable names should be displayed in italics.

### Structure of the Thesis

- Please stick to the following order: title page, table of contents, list of abbreviations (optional), text, appendix (optional), and bibliography.

## **Title Page**

- The title page should give information about the topic, the author (name, matriculation number, address, and date of submission), and the supervisor. See instructions of the examination office (unfortunately only in German, link on the chair's homepage).

## **Table of Contents**

- Start a new sublevel of sections only if it consists of at least two subitems, i.e., if you list section 2.1 there must be also a section 2.2.
- The structure should be in a logical order to answer the research question of the thesis.

## **Introduction**

- Embed your topic into the context of the literature and clearly state the aim of your work.
- Explain the structure of the thesis and mention the main conclusions.

## **Main Part**

- Present your thoughts clearly and in a logical order, such that the reader understands how you answer your research question and why you chose to do it in this particular manner.
- Demonstrate that you understood the model(s) and its assumptions, instead of just repeating them from the cited papers. If you have done empirical work, you should show that you understood the methods.
- Do not translate directly from the original literature, but use your own words.
- If you work with more than one article, find connections to your research question and to each other. For example, do the articles contradict each other or do they agree?
- Your work should provide additional value to the reader, for example by a shorter and more intuitive presentation of the topic than in the original articles. If you have done empirical work you should also provide economic intuition for your results.

## **Conclusion**

- You should summarize the main results in the conclusion.
- Additionally, you can give an outlook about unsolved problems.

## **Footnotes**

- Notes that do not directly relate to the topic should be set as footnotes at the bottom of the respective page.
- Indicate all references to footnotes in the text by superscript numbers.

## Citations

- Document all thoughts that are not developed by yourself – if they are not scientific common knowledge – by an explicit reference.
- Literal citations must be set in quotation marks and the source indicated by a footnote or in the following text, with a page number if possible, e.g.: Allen and Gale (2000, p. 12).
- If you change a literal citation (e.g., for better integration in the text), identify insertions by square brackets and omissions by “[...]”.
- Literal citations should be an exception and should not be longer than two or three lines. If a citation is longer than that, the text should be indented and written with single line space.
- Indirect citations: if you refer to the content of a text, indicate the source by a footnote or in the following text, e.g.: see Allen und Gale (2000).
- Cite the original literature. If you have only read secondary literature, indicate this, e.g.: see Allen und Gale (2000), quoted in Corsetti et al. (2006).

## Bibliography

- List all cited literature in the references, but don't list literature that you didn't cite. This implies that you should cite all literature, even if you used it only for background information.
- Order the bibliography alphabetically by the authors' last name.
- Quote your sources in the following way (note the different ways of citation for books, articles in newspapers and articles in books), or use a suitable LaTeX package (e.g., natbib). If choose to quote in slightly different ways, be consistent throughout the bibliography.

Mas-Colell, A., Whinston, M. and J. Green (1995), *Microeconomic Theory*, Oxford University Press, New York.

Pitchford, R. (1995), How Liable should a Lender be? The Case of Judgement-Proof Firms and Environmental Risk, *American Economic Review* 85, 1171-1186.

Sykes, A. (1999), Vicarious Liability, in: Newman, P. (Ed.) "The New Palgrave Dictionary of Economics and the Law", Macmillan, London, vol. 3, 673-677