

Guide of formal requirements for writing M.Sc. and B.Sc. Theses and M.Sc. Seminar Papers

1 Structure of the paper

- **Cover page:** The cover page contains your name, student-ID, email address, field of study, address, title of the paper, chair, professor, semester and date of submission.
- **Abstract:** The cover page is followed by a page with the abstract (max. 150 words), which summarizes the key question and findings of the paper.
- **Lists:** The abstract is followed by: the table of contents, a list of tables and a list of graphs and (optional) list of abbreviations. Each of the lists starts on a separate page.
- **Body:** The body contains the chapters: introduction, literature review, theory, data description (if applicable), empirical methodology (if applicable), results and conclusion. This structure may be adapted after a discussion with your supervisor.
- **Bibliography:** The bibliography contains all publications cited in the paper, and is ordered alphabetically (not numbered).
- **Appendix:** The inclusion of one or more appendices is optional. They may contain information that complements the main body of the paper (additional tables or figures, historical context, mathematical proofs...), but is no substitute for the main body.
- **Statutory Declaration**, signed.

2 Layout

- **Font:** Main text: Times New Roman, 12 pt, 1.5 line spacing, justify. Footnote: font size 10 pt. Headline 14 pt.
- **Margins:** 2 cm top and bottom, 2.5 cm left and right, DIN A4, printed on one side.
- **Numbering:** Cover page and abstract have no numbers. Page numbers start at the introduction. Figures, tables and equations are numbered consecutively.
- **Software:** The paper can be written using MS Word or any other word or document processor, but you are encouraged to use the freeware LaTeX. A LaTeX shell (*Template*) is provided.

3 Citation

- **Citation stile:** Citations in the paper must be consistent and should follow the Harvard referencing stile (see document “*harvard referencing guide*”).
- **Figures and tables:** Sources for all figures and tables are documented in the caption. The notes make the figures and tables self-contained, i.e., understandable without the text.
- **Indirect citation:** If an idea from another author is mentioned, state the name and year.
- **Direct citation:** Direct citations (word by word) of other work are indicated by quotation marks, require name and year and the page where the cited text appears.

4 Length of the paper

The main body of the paper contains (excluding cover page, abstract, lists, bibliography and appendices)

- 40 pages for a M.Sc. Thesis
- 20 pages for a B.Sc. Thesis
- 12 pages for a M.Sc Term Paper

The number of pages are an orientation and may vary by $\pm 15\%$. Larger variations should be discussed with the supervisor. (A paper’s length is not necessarily a sign of its quality.)

5 Submission of the thesis

- **Paper:** To submit, please send an email with the work as a PDF including the signed affidavit (readable photo or scan) from the student email account to studienbuero-fb03@uni-mainz.de by 11:59 p.m. on the day of submission at the latest. The transfer to the Chair / Lehrstuhl takes place through the Student Office.

We recommend that you send the email with some time to spare, so that the thesis arrives at the Student Office by 11:59 p.m. on the day of submission at the latest.

- If students are to submit several files or documents in addition to the thesis, they are welcome to send them to the student office, which will forward the emails unchanged with all attachments after checking that they have been submitted in due form and time.

Statutory Declaration

Herewith I,
with Student ID: declare that I have completed the present paper, entitled:
.....
.....

independently, making use only of the specified literature and aids; it is entirely the product of my own scholarly work, unless stated otherwise. Any inaccuracies of fact or faults in reasoning are my own and accordingly I take full responsibility. Sentences or parts of sentences quoted literally are marked as quotations; identification of other references with regard to the statement and scope of the work is quoted. The thesis in this form or in any other form has not been submitted to an examination body and has not been published. I certify that the printed version of this paper is equivalent to the submitted electronic version.

I am aware that false statements may also entail legal disadvantages.

.....
(Signature)

.....
(Place, Date)