

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. 100 - 150), 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 transparent and consistent. It may 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 has the following dimension (excluding cover page, abstract, lists, bibliography and appendices, including central figures and tables)

- 40 - 50 pages for a M.Sc. Thesis
- about 20 pages for a B.Sc. Thesis
- about 15 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

- The hand-in of the thesis mus comply with the rules and requirements of the Studienbüro.
- **Paper:** A pdf of the thesis must be handed in at the chair secretariat before the end of he official deadline (internationalfinance@uni-mainz.de subject line “M.Sc. Thesis – hand in”).
- Additional material required to replicate the empirical work (data and programming codes such as do-files in case of STATA) should be sent to the secretariat or transferred electronically via a secure means before the official deadline ends.

Statutory Declaration

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

Unless otherwise indicated in the text, references, or additional acknowledgements, 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).

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

(Signature)

(Place, Date)