Universität Hamburg

DER FORSCHUNG | DER LEHRE | DER BILDUNG

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Paper and Thesis Guidelines

– All formatting requirements are relevant for assessment. –

If there are no contradictory regulations in the Study and Examination Requirements, please observe the following formatting requirements when composing your paper or thesis:

Volume:

Short paper: single work approx. 10 pages, group work approx. 12-15 pages,
Written version of oral presentation: single work approx. 10 pages, group work approx. 12-15 pages,
Long paper: approx. 20-25 pages,
Bachelor thesis: approx. 25-35 pages,
Master thesis: requirements depending on the degree course.

Formatting:

Left margin 4 cm, right margin 2 cm, top margin 3 cm, bottom margin 2.5 cm; line spacing 1.5; font size 12 pt; font Times New Roman; full justification.

General notes:

Except for the blank cover pages, the title page, and the statement of authorship, all pages are to be numbered, whereby the foreword, table of contents, list of illustrations, list of tables, list of symbols, and list of abbreviations are to be numbered using Roman numerals. The number of pages includes the pages that are numbered in Arabic numerals. Each figure and table caption needs to include the quoted source.

Citation style:

Most recent version of APA: http://www.apastyle.org/.

Academic Integrity

Paraphrasing:

When you are researching information, you cannot copy what you have found. You must write it in your own words and credit the author.

Referencing:

If you are using phrases or sentences in your work which you did not write yourself, you must say where they were written originally and place them in quotation marks.

Ghost writing:

You must not allow anyone to complete or write your work for you.

Recycling:

You cannot use your old work to complete new pieces of work.