FAKULTÄT
FÜR WIRTSCHAFTS- UND
SOZIALWISSENSCHAFTEN

Academic Writing

Guide and Requirements

for

Term Papers, Bachelors- and Master's Theses

Prof. Dr. Dirk Ulrich Gilbert

Professorship for Business Ethics and Management
Von-Melle-Park 9
20146 Hamburg

Tel. +49 (0)40 - 42838 -9443
Fax +49 (0)40 - 42838 -2128

www.wiso.uni-hamburg.de/fachbereich-sozoek/professuren/gilbert.html

Status: August 2023

Contents

1. Preliminary Remark

Writing academic papers is an essential part of academic studies. Content and form of academic writing are subject to high expectations. The present document summarizes the procedure and essential formal requirements for writing and submitting bachelor's and master's theses at our chair. Some of the aspects presented are also relevant for term papers and can be found particularly in chapters 1, 2 and 10. We are convinced that acquiring basic methodological skills is not only helpful for writing academic papers but will also prove beneficial to our students in their future professional life.

If students fail to fulfil the formal requirements contained in these guidelines or violate rules for citation, points will be deducted from their final grade. In the worst case, the paper will be marked "unsatisfactory".

The guidelines hereafter set out are based on the following standard references for academic writing, which we also recommend for further reading:

- Kornmeier, Martin (2007): Wissenschaftstheorie und wissenschaftliches Arbeiten – Eine Einführung für Wirtschaftswissenschaftler, Heidelberg.
- Sachs, Sybille/Hauser, Andrea (2002): Das ABC der betriebswirtschaftlichen Forschung – Anleitung zum wissenschaftlichen Arbeiten, Zürich.
- Theisen, Manuel Rene (2017): Wissenschaftliches Arbeiten, 17. Auflage, München.

We always try to keep the provided links in this document updated and functional. In case a link does not work, the provided details will help you to find the required information by searching on the internet.

!

The present guidelines and provisions of the relevant examination regulations and academic offices ("Studienbüros") apply. Students themselves are responsible for observing these guidelines and provisions. Literature references are indicated for further reading; any rules deviating from these guidelines are to be ignored when preparing an academic paper at our Chair.

2. Basic types of academic papers

We distinguish three types of academic papers: purely theoretical papers, empirical papers with qualitative methodology and empirical papers with quantitative methodology. The basic types are now further elaborated upon:

- **Purely theoretical papers**: In purely theoretical papers, the central research question is processed using theoretical tools. The current state of research of the central topic is outlined and theoretical results are attained, that nonetheless have practical relevance. Purely theoretical papers may achieve this by using systematic literature analysis. Empirical data is not collected in the process of a purely theoretical paper, but may still be relevant in connection to the theoretical vantage point.
- **Empirical papers with qualitative methodology**: this type of paper contains a theoretical part as well as an empirical component. The paper generates new empirical insights. The theory-based part of the paper discusses the current state of research and provides the basis for the empirical inquiry. The empirical inquiry is qualitative, i.e. data is collected, for example, through interviews or case studies and analysed through, for example, interpretative methods. Hence, the methods employed in data collection and analysis are less standardized as compared to quantitative methods.
- **Empirical papers with quantitative methodology**: analogously to the qualitative empirical papers, the theoretical basis for empirical inquiry is provided by a theoretical section in the paper. Quantitative methodology distinguishes itself within empiricism by being highly standardisable, and therefore formalizable and mathematizable. Exemplary for this are surveys with firmly set response scales, which can be distributed to a great number of participants and analysed statistically.

! It is important to notice, that empirical papers tend to require a greater amount of work: participants for surveys/interviews need to be found, a survey-tool needs to be developed and the collected data needs to be analysed. This should already be accounted for when concretizing the central topic and research question(s) of the paper. Especially considering the length-limitations placed upon Bachelor-Theses, van der Rohe’s maxim “less is more” should be by employed. Your supervisor will aid you in narrowing down the topic to a suitable extent.

3. Procedure of creating Bachelor's and Master's Theses

Table 2 summarizes the general procedure of how Bachelor's and Master's Theses are created.

The following chapters will explain the individual steps.

Table 2: **General Procedure of creating Bachelors- and Masters Theses**

Finding a topic In accordance with our research focuses, we supervise topics from the areas of strategic management and business ethics (CSR). In the overview of topics you can find potential topics along with respective supervisors.
Contacting the coordinator Please contact the person responsible for the coordination of final papers at our chair (as listed on the website). Your E-Mail should contain a rough suggestion for a topic, state the time period in which you wish to write your paper and contain a tabular curriculum vitae.
Preliminary talk Here we get to know each other personally, discuss ideas for topics and try to concretize them. Additionally, you will be provided with important information concerning the writing of an Exposé.
Writing an Exposé You commence with detailed literature research and write and Exposé (see chapter 7).
Finding a second assessor (only relevant to Master's Theses) If you write your Master's Thesis, you will arrange with your supervisor the appointment of a second assessor for your paper.
Discussion of the Exposé, Approval and registration of the paper You discuss your Exposé with your supervisor and potentially make further changes, after which you obtain approval from Prof. Gilbert. The paper can then be registered and the official processing period begins.
Writing the paper Please take notice of the elaborations in chapter 10. All further details concerning support should be discussed with your supervisor.
Support during the processing period During the processing period, your supervisor aids you with issues and questions that may arise.
Handing in the paper The completed paper must be handed in on time in both paper form as well as electronically in the academic office. Additionally, please send the paper as a PDF-document to your supervisor via E-Mail.

4. Finding a topic

In addition to the question of which type of paper you will write, the question of an appropriate topic arises. Students who wish to write a final thesis at our chair should generally move within the bounds of its research focuses, which are strategic management and business ethics (CSR). Personal ideas and suggestions are welcome. Furthermore there exists a list of topics on the professorship's website, which is regularly updated. In general, the funnel-model is helpful for finding a topic. Beginning with an issue in the field of interest, one narrows this down to a topic area and topic and finally obtains a research question. Below, the funnel-model is illustrated.

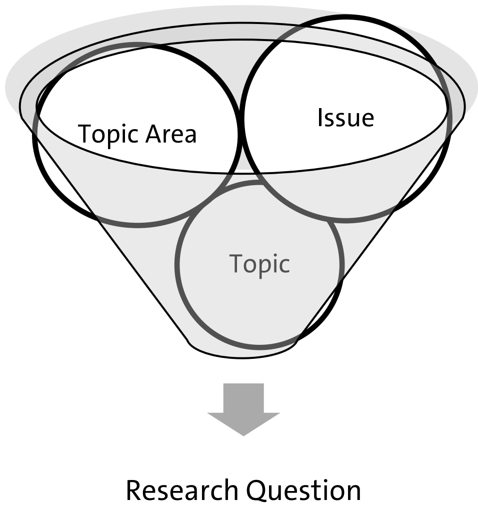

Illustration 1: Funnel-model for topic specification *(Source: Illustration produced by chair following Sachs/Hauser 2002, P. 84)*

5. Contacting the coordinator

If your interests coincide with the research focuses of the professorship and you have some initial ideas for a topic, we encourage you to write an E-Mail to the coordinator of final papers of the professorship. In this E-Mail you should briefly introduce yourself with your idea for a topic, state the time frame in which you would like to write the paper and include a curriculum vitae. This helps us assess your personal interests and main focuses and simplifies the topic-allocation to the respective supervisors. An employee of the professorship will then contact you in order to arrange a preliminary talk.

6. Preliminary Talk

In the preliminary talk the general coincidence of the topic with the focuses of the professorship are discussed and topic suggestions are further concretized. Because we want to provide all candidates with optimal support, there are limits to our supervision-capacity for Bachelor's- and Master's theses. For this reason, it will not always be possible for all interested persons to write their final paper at our professorship.

7. Writing an Exposé

After the preliminary talk, you can commence work on your Exposé. The Exposé aids structuring and systematizing the procedure and acts as a basis for a successful paper. Proportionally to how well-defined its exposé is, the paper can generally be produced with greater ease. Below we present further directions in regards to the structure, layout and literature research.

7.1. Directions for structure and layout of the paper

The structure of a paper depends upon its specific problem statement/ its research question. General statements are in this domain therefore only possible to a limited extent. Nonetheless an ideal-typical structure is presented below in order to simplify getting started on the paper. It is always possible that divergences from this structure occur in individual cases.

An academic paper usually consists of three parts: an introductory part, a main part, and a concluding part. The table below summarizes the most relevant features.

Table 1: Core Elements of academic papers

Introduction	**Main body**	**Conclusion**
• problem statement • research gap • research question • research methods • Overview of paper structure	Theoretical component: • state of research • Link to research question Empirical component (if applicable) • Methodological approach • results Discussion: • Critical determination of findings/	• Conclusion • Outlook

(Source: Illustration produced by chair following Sachs/Hauser 2002, P. 101 et sqq.)

The **introduction** presents the topic and explains the programme set forth by the author. The problem statement should be elaborated upon as well as motivated, and the research question(s) should be put forward and their objectives explained. Subsequently, the methodology should be explained, and the layout of the paper presented. Although the paper commences with the introduction, the latter is often reworked once the paper is finished, so as to incorporate all the finalized information.

The **main body** is the centrepiece of the paper. Formally, it can be separated into a theory component and, if applicable, a subsequent empirical component as well as discussion. In the theoretical part, the academic literature relevant to the respective research question is presented and the state of research elaborated upon. If the paper has a purely theoretical research question, the main body is used to systematically achieve findings. If the paper contains an empirical component, the theoretical part provides its foundation. In this empirical part, the methods and approaches for data collection are explained. The main body also contains the discussion, which is an analysis and determination of findings in reference to the theoretical part. Here, both the concordances and discords between the theory presented in the theoretical part and the empirical findings are mapped out and the final conclusions, that is answers to the research question are presented.

In the **conclusion**, the findings are summarized. In empirical papers, it can be appropriate to indicate the limits of the study. Personal evaluations and comments should be marked as such and always be distinguished from academic evaluations. The usage of the first person – singular or plural – should be avoided. The conclusion is rounded off by an outlook upon where further research is required.

An Exposé contains the fundamental elements of the forthcoming paper and is therefore formally structured like the later Bachelor's- or Master's Thesis. The Exposé should not exceed 10 pages (excluding its title page, its layout and bibliography) and should contain the following elements:

- Title page
- Layout of the Exposé
- Provisional layout of the paper
- Problem Statement, Research objective(s)/ research question(s)
- Methodology
- Time schedule
- Provisional bibliography of the paper

An Exposé should contain a title page, the layout of the Exposé and a provisional layout of the paper. This allows the supervisor to get a first overview of the proposed paper. The provisional layout of the paper should clearly indicate the planned structure of the final thesis.

The problem statement of the paper should be described in detail, so as to enable the supervisor to perceive clearly on to which issues the paper pertains and where its research focus is located. Building on this, the objectives of the paper should be stated. Usually this is done by stating research questions that need to be answered.

The methodology section of your exposé should contain initial thoughts upon which methodology seems suitable to attain the objectives of the paper.

The Exposé should also should also contain a timetable, which dates important milestones of your project. A provisional bibliography, which contains the most important sources (monographs, papers in academic journals etc.) relevant to your thesis rounds off your thesis.

The Exposé should already fulfil the formal requirements of the final thesis. Besides the general formatting, the correct citation of sources in the text and the completeness of the bibliography should be paid attention to.

7.2. Directions for literature research

As the literature base is of great importance to writing academic papers, the following will give you several aids for literature research.

The first point of contact are usually libraries. For the topics of corporate management and corporate social responsibility the following are of particular notability:

- Business and Economics Library
- State and University Library Hamburg
- ZBW Leibniz Information Center for Economics Homepage | ZBW

In order to ensure a high degree of actuality, you should carefully study papers in national and international journals. For this purpose, you can find databases on the internet (EBSCO, PROQUEST, ECONIS, SSCI or JSTOR), which allow you to find current publications. All relevant databases are accessible free of charge through the university network.

Good literature research distinguishes itself by capturing the current state of research in regard to the problem and delimiting the particularly relevant sources in reference to the research question. To this end, all sources should be read in the original. Furthermore, one should incorporate new and in particular high-quality publications into the presentation of the state of research. It is difficult to give general criteria to assess the quality of a publication. In recent years an increasing number of ranking systems for journal publications have been established, which can be used for an initial assessment. A widely used ranking system in the German-speaking region is, for example, the journal ranking (JOURQUAL) by VHB.

8. Finding a second assessor (only relevant for Master's Theses)

For Master's Thesis it is necessary to have a second assessor. It is the responsibility of the student, to communicate to the supervisor and propose a second assessor. This step should be undertaken only when work on the Exposé has sufficiently progressed, so as to give the second assessor a good basis to form a decision.

9. Discussion of the Exposé and processing times

The Exposé is discussed in a personal meeting with the supervisor. Usually, the clarification of all content-related questions requires a further two or three meetings. The Exposé is approved by Prof. Gilbert. The timespan between handing in the first exposé and the approval of the final exposé may have a maximal duration of 6 weeks. As soon as the paper is approved, the paper is registered by the respective examinations office and the processing period of the academic paper commences. From this time forward the processing time period for a **Master's Thesis is 6 Months (MIBAS),** for a **Bachelor's Thesis it is either 6 weeks (B.A. Socioeconomics with commencement of studies up to SS 2013) or 12 weeks (B.A. Socioeconomics with commencement of studies from WS 13/14).**

! Students who wish to carry out an empirical investigation (questionnaires, interviews etc.), should plan their time accordingly. In the case that an empirical investigation in a Master's Thesis requires a considerable amount of excess work, it is possible for the department to hand in an application for a 1 month extension.

10. Writing the academic paper

In this chapter the elementary formal and methodological requirements for writing an academic paper are presented.

10.1. Formal requirements for writing a paper

Every academic paper needs to written and handed in, in a formally unobjectionable fashion. The following aspects need to be paid attention to while writing the paper:

Language:

The thesis can be written in either German or English

10.1.1. Gender-sensitive and non-discriminatory language:

With this section, we would like to encourage you to give thought to gender-sensitive and non-discriminatory language during your writing and to find a writing style which you consider appropriate. The Universität Hamburg gives suggestions, produced by an expert commission.

These suggestions are not binding but may function as an orientation. When writing in German, there exist better alternatives to a general clause, stating that the generic masculine applies also to the feminine and other genders, such as neutral formulations and the gender-colon. The University of Hamburg's suggestions can be found with the following link:

https://www.uni-hamburg.de/gleichstellung/gender/geschlechtergerechte-sprache.html

(Status: January 2022)

Other forms of discrimination can also be found in our language. In this regard there also exist directions to discrimination free speech, listing which terms, attributions and visual vocabulary are deemed appropriate and which are not.

- Amnesty International glossary for discrimination sensitive speech
- Glossary and Guideline for racism-critical language by the antidiscrimination office (ADB) cologne (Status: July 2020) (Stand: July 2020)

The grammatical differences of the English language to the German have an influence upon gender equal and non-discriminatory writing. An overview on how the English language may be discriminatory and which strategies can avoid this, are provided by the Inclusive Language Guidelines der University of Newcastle (Status: July 2020). Further information can be found on the website of the British Sociological Association (Status: July 2020)

10.1.2. Length:

- Bachelor‘s Thesis: 30 – max. 50 pages
- Master's Thesis: the length of the paper is determined by the relevant examination regulations

Falling below or exceeding this length outside of the tolerance margin has a negative influence on the evaluation. (The length includes illustrations and tables, but not the title page, nor (if applicable) abstract, layout, indexes and appendix).

10.1.3. Margins

Margins must be formatted as follows in case of term papers, bachelor's and master's theses:

- Top: 2.5 cm (including header, if applicable)
- Bottom: 2.5 cm (including footer, if applicable)
- Left: 3 cm
- Right: 2.5 cm

10.1.4. Page Numbering

Numbering commences with the table of contents. The table of contents, the layout, as well as the lists of tables, images, and symbols, the bibliography and the list of appendices must be numbered with Roman numerals. Page numbering with Arabic numerals begins with the first page of the body of the document.

10.1.5. Formatting:

- **for (section) headings (Level 1):** font size 14 pt., bold, line spacing: 1.5 lines, paragraph: spacing before 18 pt. spacing after 12 pt. (pagination only if the subheading would be otherwise located at the bottom of the page), left aligned
- **for subheadings (Level 2):** font size 13 pt., bold, line spacing: 1.5 lines, paragraph: spacing before 18 pt., spacing after 12 pt. (pagination only if the subheading would be otherwise located at the bottom of the page), left aligned
- **for subheadings (Level 3):** font size 12 pt., bold, line spacing: 1.5 lines, paragraph: spacing before 12 pt., spacing after 6 pt. (pagination only if the subheading would be otherwise located at the bottom of the page), left aligned
- **for continuous texts:** font size 12 pt., line spacing: 1.5 lines, paragraph: spacing after 6 pt., full justification

- **for illustrations and table captions and for footnotes:** font size 10 pt., single spaced, left aligned; figure captions below the figure followed immediately by their source in brackets; Table headings above the table, table sources below the table in brackets
- **for the contents of tables:** font size 10 pt., line spacing: 1 line. Often landscape format is advisable for the sake of clarity, full justification with syllable division
- **for references in the bibliography:** font size 10 pt., line spacing: 1 line, paragraph: spacing 12 pt., hanging indent of 0.5 cm, left aligned

10.1.6. Inserting Illustrations and tables in the text

Oftentimes illustrations and tables are helpful when explaining a complex issue. Illustrations and tables are however not usually self-explanatory. For this reason, every illustration and table used in the text needs to be explained. If the text does not make direct reference to an illustration or table, then these should instead be included in the appendix. Illustrations and tables need to be uniformly formatted throughout the paper, (see formatting guide above). The labelling of illustrations is positioned directly below them and followed by their source in brackets. The label of a table is positioned above it, whereas its source is positioned in brackets below. The wording of the reference always begins as follows: “Source: ...” (cf. illustration 1 in this document). The short citation format is to be used (cf. Section 10.c.). The numbering should be consecutive.

10.2. Structure of the paper and directions for creating an introductory table of contents

Academic papers must present the following structure:

- title page
- abstract
- table of contents
- list of illustrations (if necessary)

- list of tables (if necessary)
- list of abbreviations (if necessary)
- list of appendices (if necessary)
- body of the document
- bibliography
- appendix (if necessary)
- honorary statement

10.2.1. Title page:

The title page should contain the following elements:

- title of the paper
- type of paper (Bachelor's or Master's Thesis)
- name and chair of the supervisor and second assessor
- the student's name and address
- deadline for submission

10.2.2. Abstract:

The abstract is a summary of the whole thesis and serves to offer readers a comprehensive overview of the research question, the method used and the findings of the thesis. It is written in the same language as the thesis and should not exceed three-fourths of a page.

10.2.3. Table of Contents

The table of contents comprises the entire content of the thesis and should therefore be clearly structured. In general, one can differentiate between three basic elements: introduction, main part and conclusion.

For the table of contents in the main part universal decimal classification is to be used. In Word, this can be done using "multilevel list". In order to ensure a clear structure of the thesis students should use, in general, three structural levels at the most. Each section must be divided into at least two subsections (i.e. item 2.1 must always be followed by item 2.2). The subheadings must be formatted using a hanging indent. Numbering of subsections must line up precisely with the heading of the main section.

All parts of the table of contents should show a clear reference to the topic of the thesis. This means that headings should ideally be related to the research question. Furthermore, the structure of the table of contents should be clearly laid out and free from redundancies. The headings of the individual sections should be precise, short and informative in order to reflect the logical structure of the thesis. In addition, headings must be self-explanatory. Full sentences, particularly relative clauses and passive clauses, should be avoided.

10.2.4. List of illustrations and tables

The list of figures and list of tables comprise all figures and tables of the thesis including their respective title and page number.

10.2.5. List of abbreviations

The list of abbreviations only contains technical abbreviations in alphabetical order and their explanation. This also comprises abbreviations used in the reference list. Students are advised not to use too many abbreviations, in order not to impair readability.

Common abbreviations (for example, those listed in "Duden") will not be included in the list of abbreviations. All abbreviations included in the list of abbreviations must be introduced in the main part of the thesis, i.e. the relevant term is written out when mentioned in the text for the first time and followed by the abbreviation (in round brackets). Subsequently, only the abbreviation will be used in the text.

10.2.6. List of appendices

The list of appendices contains all appendices including their respective title and page number. Appendices include, for example, the questionnaire used, transliterated wording of interviews, or statistical evaluation of surveys.

10.3. Citation of sources

In general, every notion taken over by others must be cited, that is referenced with the relevant source. When notions are cited, this amounts to theft of intellectual property, i.e. plagiarism. Plagiarisms are graded “unsatisfactory”. In the case of suspected plagiarism, a software is used to examine the paper.

Please cite using the so-called **Harvard referencing style**, in which sources are referenced using brackets in the text, as opposed to footnotes; the closing bracket is usually positioned before the full stop at the end of the sentence. For example: (Habermas 1988, P.225).

Multiple authors are separated by “/”.[1] In the case of more than three authors, the lead author is cited together with the addition of “et. al.” (this translates to et alii/et aliae/ i.e. and others). A page number is given, when one references particular points in the text. In general, the page number should be given as precisely as possible. Only in a few exceptional cases, such as when one references the entirety of a work, is the page number omitted. Internet sources are cited using the following structure: surname or name of the organization, if applicable version-number and publishing date. In the case of citing laws, the relevant paragraph and official abbreviation of the law is cited.

In general, one differentiates between direct and indirect quotes. Direct quotes are (usually) given word for word and placed in quotation marks. Changes made by you are indicated by square brackets (i.e. []) and the addition “b.a.” (meaning “by author”). If parts of the original source is omitted, this is indicated by “(...)”. Direct quotes are rather seldom and should be employed only at particularly relevant points or in the case of incisive wording. Direct quotes in particular should not be left uncommented. A quote should aid the argumentation, not replace it. Every direct quote should be integrated into your text, by explaining it in your words, commenting or interpreting it, or showing its relevance for your argumentation. English quotes can be quoted in the original and do not need to be translated.

[1] Example: Gilbert/Rasche/Waddock 2011, P. 30.

Usually, one quotes indirectly. When using indirect quotes, you present the contents of other authors in your words. The wording of indirect quotes should not be too similar to the original phrasing. The goal of this type of quoting is capturing the content and repeating it in your own words.

If interviews are analysed in your paper, these should also be used and referenced in the text. The transcribed interview needs to be included in the appendix. As in the case of direct quotes, no quote should be left uncommented. Quotes from interviews are never self-explanatory.

The quotability of contributions is dependent upon whether they have been published in some way. Term papers, Bachelor's and Master's Theses as well as lecture materials are not quotable. In general, the quotability of a source is measured in terms of transparency and verifiability: the less transparent and verifiable a quoted source is to the reader, the less it is suited for usage in an academic paper. Particularly problematic are popular journals, where there is a fluent border to professional journals (e.g. Manager Magazin, brand eins, Der Spiegel). Such sources should in general not be used outside of the problem statement in the introduction, as they usually contain mainly common knowledge that does not need to be cited. Popular magazines directed solely at the general public (e.g. Hörzu, Brigitte etc.) are not at all citable. Common knowledge, well-known technical terms and mathematical formulas do not need to be cited either. Even though the Encyclopaedia Wikipedia is continually gaining in quality, it should not be cited. Wikipedia is appropriate for an initial and general survey of the topic, but not for academic work.

No directions can be given as to appropriate amount and volume of citations; citations are, however, solely dependent upon the literature used in your text. Finally, we want to recommend two very helpful and web-based citation guides for the Harvard reference style described above.

- *Dublin City University Library Guide to Harvard Style of Citing & Referencing* (Status: July 2020)
- *Harvard College Writing Program (Harvard Guide to Using Sources)* (Status: July 2020)

10.4. Creating a bibliography

The bibliography comprises the entirety of the sources used in the text and presents these in a systematic and clearly structured fashion. Hence, no sources may be quoted in the paper, which are not listed in the bibliography. Inversely, no literature may be listed in the bibliography which is not cited in the text. The individual sources are listed in the alphabetical order of their authors. They are not ordered in regard to their type, e.g. monography, journal article, etc. In the case that your bibliography contains multiple texts of the same author, these are ordered chronologically. Authors names are given with the surname first, which is separated from their first name by a comma.

The citation of different types of sources in the bibliography is specified by a citation style. The following will elaborate upon the different citation specifications for different types of sources and clarified using examples. The orientation framework is provided again by the Harvard referencing style (see above).

10.4.1. Monography

Surname, abbreviated first name(s). (Year). *Full title.* Edition, only if not 1.). Place of Publication: Publishing house

Example:

Habermas, J. (1988). *Theorie des kommunikativen Handelns*. Frankfurt am Main: Suhrkamp.

Multiple authors are separated through commas and “&”. If a book is published by an editor, then the editor’s name is indicated by “(Ed(s.).)“

Example:

Kopfmüller, J., Brandl, V., Jörissen, J., Paetau, M., Banse, G., Coenen & R., Grunwald, A. (2001). *Nachhaltige Entwicklung integrativ betrachtet*. Berlin: edition sigma

If multiple works of the same author are listed with the same year of publication, this year is extended by a, b, c.

Example:

Habermas, J. (1988a). *Theorie des kommunikativen Handelns*. Frankfurt am Main: Suhrkamp

Habermas, J. (1988b). Entgegnung. In: A. Honneth & H. Joas (Eds.), *Kommunikatives Handeln* (2nd Edition, pp. 327–405). Frankfurt am Main: Suhrkamp

10.4.2. Contributions in Anthologies

Surname, abbreviated first name(s) (year, if applicable with extension). Full name of contribution. In: abbreviated first name surname of the editor (Ed. (s).), *Title of the Anthology* (Volume, if not first 1, pp. from - to). Place of Publication: Publishing house

Example:

Scherer, A. G. (2009). Critical Theory and its contribution to Critical Management Studies. In: H. Willmott, T. Bridgman & M. Alvesson (Eds.), *The Oxford Handbook of Critical Management Studies* (pp. 29-51). Oxford: Oxford University Press

Consider, that the language in which you write determines the language you use when referencing. If your entire paper is written in German, then your references should also be in German.

The page number in anthologies is then abbreviated with S.x-y. Instead of (Ed.(s).), the abbreviation (Hrsg.) is used for the editor.

Example:

Habermas, J. (1988). Entgegnung. In A. Honneth & H. Joas (Hrsg.), *Kommunikatives Handeln* (2. Auflage, S. 327–405). Frankfurt am Main: Suhrkamp

10.4.3. Contributions in academic journals

Surname, abbreviated first name(s) (year, if applicable with extension). ‘Full title’. *Name of the Journal*, Vol. (Nr.), pp. from - to.

Example:

Gilbert, D. U. (2007). Vertrauen als Gegenstand der ökonomischen Theorie: Ausgewählte theoretische Perspektiven, empirische Einsichten und neue Erkenntnisse. *Zeitschrift für Management*, *2* (1), 60-107.

10.4.4. Contributions in journals or popular journals

Surname, abbreviated first name(s) (year). ‘Full title’. *Name of the Journal*, Nr. or Date, pp. from to.

Example:

Kieser, A. (2010). ‚Die Tonnenideologie der Forschung‘. *Frankfurter Allgemeine Zeitung*, 130, 09.06.2010, S. 5.

Observe, that in English journals “pp. (x-y)” is used instead of “S”.

10.4.5. Internet sources

Surname, abbreviated first name or name of the organization (if applicable version-number or publishing date). *Title of the source*. [Online]. Available at: URL (Accessed: Date of Access)

<u>Beispiel:</u>

BASF SE (2010). *GRI- und Global-Compact-Index*. Available at: http://bericht.basf.com/2010/de/uebersichten/gri-undglobal-compact-index.html?cat=n (Accessed: 17 May 2018)

! For your own safety and for better verifiability, we urge you to save all non-public digital sources in a separate folder and on a storage medium when handing in the paper.
Please save the files in the following fashion: Surname of Author (in the case of more than two authors with the addition of et. al.)_year_title_journal or organization (abbreviated).

10.5. Reference management with Citavi or Mendeley

We highly recommend using a software for creating and managing your bibliography. Microsoft word possesses an integrated management function for sources, which can be used. We recommend that **Windows-users** use the software *Citavi Pro* which is provided for free by the regional computing centre of the university through a campus license. Further information about *Citavi* can be found on the State and University Library website and on the Website of the Computing Center (Status: January 2022).

We recommend that Mac-users use the cloud-based reference management programs *Mendeley* or *Zotero*. These can be used for free and found at the following links:

https://www.mendeley.com/

https://www.zotero.org

If you have opted for a reference management software, you have to program it to Harvard citation style.

10.6. Creating the Appendix

In the appendix all documents are listed, that are relevant for understanding the paper, but which are not necessarily integrated into the text. Usually, this material is comprised of interviews, additional evaluations, supporting material etc. Such materials are listed in succession. Tables, illustrations and templates etc. which are were not integrated into the main body can be placed into the appendix. The sources upon which material in the appendix is based need to be listed in the bibliography. Information available in the appendix should be referenced appropriately in the text. In the appendix, titles are placed and above and sources below illustrations. If not otherwise stated by your examination regulations, you do not have to print the appendix. It is sufficient for the chair if you hand in the appendix on a storage medium along with your printed paper.

10.7. Honorary Statement

The last page of a Bachelor's or Master's thesis must contain a signed (handwritten) honorary statement, in which is affirmed, that the paper has been created using only the referenced sources and aids. The exact text for the honorary statement can be found in the examination regulations for your degree program.

11. Supervision

During the writing-period your supervisor is ready to help you with questions and issues. Nonetheless, the paper is based solely on your efforts and the aids a supervisor may provide are thus delimited.

12. Handing in the paper

The specifications for handing in your term paper are provided by the relevant examination regulations of your degree program and the examinations office. You can find the current specifications on the website of the examination office socioeconomics. (Status: January 2022). If you have any further questions, please contact the examinations office.