



Formal Guide for M.Sc./B.Sc. Theses

- The main parts of a thesis are:
 - Title page
 - Declarations: independent work & consent for disclosure
 - Abstract
 - List of contents
 - List of figures
 - List of tables
 - (list of equations/ list of abbreviations/ list of symbols)
 - Introduction
 - Main text
 - Summary and outlook
 - References
 - Appendix
- The title page should contain:
 - Title of the thesis
 - Type of thesis (Bachelor thesis, Master thesis, Independent study, etc.)
 - University, Institute and Chair where the work was carried out
 - Name of student, study course, immatriculation number (Matrikelnummer)
 - Examiner and supervisor
 - Submission date
- Pages/numbering
 - Page numbering starts in chapter 1, no numbering of title page, References in Roman numerals
 - Chapter-wise numbering of tables and figures
- font size, font and line spacing should be chosen by the student independently and sensible (guideline: Font - Arial, font size 11, line spacing 1.3)
- A declaration that the thesis has been prepared independently, has to be inserted after the title page (incl. date and signature):

Example text:

„I hereby certify that I have prepared this master’s thesis independently, and that only those sources, aids and advisors that are duly noted herein have been used and / or consulted.”

A declaration of consent for disclosure has to be included.

Example text:

„ I agree that the present work is made available for scientific purposes in the libraries of the Institute for Water and Environmental Systems, University of Stuttgart (published according § 6 Abs. 1 UrhG (Copyright Act)) and thereof can be cited under § 51 of the UrhG (Copyright Act)“.

- Figures and tables
 - Should be in good quality
 - Have to be readable in black and white print
 - All figures have to have a numbered caption below
 - Captions for tables are inserted above the table
 - All figures and tables have to be referenced from the text
 - Tables have to have a clear structure and should have a consistent style throughout the thesis
- Writing style
 - The introduction, main text and abstract are written in the present tense (even when already carried out experiments, model runs etc. are described!)
 - Citations should follow a consistent style throughout the document (no footnotes!) Citation style can be based on Harvard style (see additional file).
 - Avoid the subjunctive (no could, should, maybe, etc., either something behaves in a certain way or not).
 - Use defined clear sentences. No colloquial language.
- Layout and submission
 - One or two-sided layout possible. For two-sided print be careful of paper strength, that text doesn't shine through.
 - Submit 2-3 bound copies (in agreement with supervisor
 - All relevant data e.g. large Excel-sheets, used data, etc. and the thesis itself have to be submitted in digital form (CD, DVD, USB-stick).