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**Project / Bachelor / Master Thesis**

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Aachen, the 14/02/2020

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1. List of Symbols and Abbreviations (Example)

| Symbol | Unit | Description |
| --- | --- | --- |
| ae | mm | Intervention range |
| ap | mm | Depth of cut |
| fz | mm | Feed per gear tooth |
| z |  | Number of gear tooth [Note: Sorting is alphabetical, regardless of upper and lower capitalization] |
| α |  | Angle of Intrusion |
| Φ |  | Angle of rotation [Note: Greek letters are inserted after Latin letters.] |
|  |  |  |
| Abbreviation |  | Description |
| DP |  | Polycrystalline diamond |

1. List of Figures

[Figure 1.1: Template „Caption of Figure" 1](#_Toc32591641)

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1. List of Tables

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# Template "Caption 1“

The text after a "Heading 1" is written using the "Standard" style sheet. The format template "Standard" can be found in the list of format templates. No blank lines are inserted between paragraphs and headings.

This is an example text, which contains a reference and a figure reference (Figure 1.1). References to sources must be provided with page numbers. The citation rules according to which the source references are made are given in Chapter 3.[[1]](#footnote-1)



Figure 1.1: Template „Caption of Figure"[[2]](#footnote-2)

Captions are given below the image. The signature is written 10 pt, bold and left-justified. In contrast to figures, the tables used in the document are labelled above the table, see table 1.1.

Table 1.1: Template „ Caption of Table“

|  |  |
| --- | --- |
| Column 1; Row 1 | Column 2; Row 1 |
| Column 1; Row 2 | Column 2; Row 2 |

The format template Standard + 10pt is used in tables.

## Template „Caption 2“

Also after "Heading 2" the format template "Standard" is used. Throughout the entire document, care must be taken to ensure that the heading classification is used consistently.

### Template „Caption 3“

Even after a "Heading 3" the format template "Standard" is used.

A fourth outline level should be avoided if possible. If, after an outline by "Heading 3", a further outline level is required, "sub-headings" can be used.

## Enumeration

Before enumerating, the format template "Standard\_vor\_Aufz " must be used:

* This is an enumeration
* This is an enumeration

This is an enumeration

After the enumeration the continuous text is continued with the format template "Standard”.

## Separation of words and numbers

Should the word spacing in a line be too large in justified text, words should be separated as follows: At the position to be separated, do not simply insert a "-", but use the key combination "ctrl” + ”-".

When number-word combinations are given, such as "Figure 3", a line break between "Figure" and "3" can be prevented by using the key combination "ctrl+shift+space" between "Figure" and "3”.

# EDV

## Software programs for student research projects

The text of scientific papers is written in Microsoft Word. This template must be used for this purpose.

For the submission of the scientific work, the supervising assistant must be given the final version of the work in ".docx format" as well as in ".pdf format.

Images that are inserted into the final thesis are to be created in PowerPoint, CorelDraw or Visio. It is recommended to use the corresponding PowerPoint template. The font in images is Arial. The ratio of image width to font size should remain constant. After creating an image, the image should be inserted as an enhanced metafile. When inserting it into Word, the font size is thus fixed and remains so, provided that the image is only cropped from above and below and no longer at the sides).

When submitting the study/diploma thesis, all images inserted in the thesis must be submitted in the format in which they were inserted in the thesis and in the creation format (for example "pptx“).

## Inserting Figures in Word

Insert via "Insert" → "Insert content" → "Image (extended meta file)“



Figure 2.1: Inserting Figures in Word

The corresponding image is selected and inserted as an extended metafile. The illustration itself receives the format template "Image". Images should not be edited in Word. Images should be saved externally.

To insert a caption, click on the image with the right mouse button. Then the selection is made in the menu: "Insert caption...". The label "Figure" and the position: "Under the selected element" are to be selected. Then the numbering is determined by clicking on the field "Numbering". Select the format "1,2,3 ..." in the field that opens and click on "Include chapter number". "The chapter starts with the format template "Heading 1" and "Use separator: ".(dot)" are selected.

Example: Figure 1.1: "Meaningful name for the image".

Note: Images in general without frames and shading.

## EMF vector graphics in Word

In order to prevent quality losses, a PowerPoint file, for example, should be saved as an EMF vector graphic. The following figure shows the loss of quality that occurs when images are not inserted as vector graphics.

Präsentation1

Figure 2.2: Comparison between an EMF and a JPG graphic

The "insertion and labelling" of EMF vector graphics can easily be researched.

## Inserting Text

If a text is inserted in the work, it must always be inserted via "Edit" → "Insert content" → "unformatted text”.

## Inserting Cross References

References to figures, tables, etc. in the text are always inserted as links via "Insert" → "Cross-reference" → Selection of the corresponding reference type (e.g. figure).

## Templates

Table 2.1: Overview of the templates to be used

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Template | Font | Font size | Font style | Alignment | Line  spacing | Spacing before | Spacing after |
| Figure Caption | Arial | 10 pt. | bold | block | 1.5 rows | 6 pt. | 12 pt. |
| Table Caption | Arial | 10 pt. | bold | block | 1.5 rows | 12 pt. | 6 pt. |
| Header line | Arial | 11 pt. | bold | block | 1.3 rows | 6 pt. | 8 pt. |
| Bibliography | Arial | 11 pt. | standard | block | 1.5 rows | 0 pt. | 6 pt. |
| Standard | Arial | 11 pt. | standard | block | 1.3 rows | 6 pt. | 8 pt. |
| Table | Arial | 10 pt. | normal | block | 1.3 rows | 6 pt. | 8 pt. |
| Caption Roman | Arial | 16 pt. | bold | left | 1.3 rows | 18 pt. | 8 pt. |
| Caption 1 | Arial | 16 pt. | bold | left | 1.3 rows | 18 pt. | 8 pt. |
| Caption 2 | Arial | 14 pt. | bold | links | 1.3 rows | 18 pt. | 8 pt. |
| Caption 3 | Arial | 12 pt. | bold | block | 1.3 rows | 16 pt. | 6 pt. |
| Subheading | Arial | 11 pt. | italic | left | 1.3 rows | 6 pt. | 6 pt. |
| Standard\_vor\_Aufz. | Arial | 11 pt. | standard | block | 1.3 rows | 6 pt. | 6 pt. |
| Standard\_Aufz. | Arial | 11 pt. | standard | block | 1.2 rows | 2 pt. | 4 pt. |

## Formulas

Formulas are inserted into a table that has no visible border as follows. Formula and explanation of the formula symbols are indented in the left table column. The formulas are numbered continuously (in brackets) throughout the document.

|  |  |
| --- | --- |
| . | (1) |
| *d* = distance  *NI* = number of interference maxima  *λ* = wavelength |  |

The formula is created using the formula editor:

* Under "Insert" select the "Formula" section.
* Select "Insert new formula" on the tab.

The formula editor is opened.

The formulas should be written in Arial italics.

# Rules of citement / References

General remarks:

* **The latest Citavi template of the PEM should be used.**
* Use only the author's surname in the footnote.
* Mehrere Autoren werden durch Semikola getrennt.
* Listing of the first two authors. From three authors on, only the first author is mentioned and "et al." is inserted.
* Reference in the sentence (before the full stop): Reference refers to this one sentence.
* Reference after the point: the reference is valid from the beginning of the paragraph to the reference.
* Inserting footnotes with keyboard shortcut: Ctrl+Alt+f.
* Use a tab in front of the footnote so that the distance between superscript number and footnote text is the same even for three-digit footnotes. Two-line footnotes can thus be better aligned with a line.

## Citations from Literature in footnotes

[Author's surname] [(Short titel)] [four-digit year], [page number].

cf. Schuh (Beschaffungslogistik im Maschinen- und Anlagenbau) 2009, p. 58-61.

2 cf. Backhaus et al. (Multivariate Analysemethoden) 1987, p. 17.

## Citations from the Internet in footnotes

[Author's surname] [(Short titel)] [four-digit year], [page number].

Source: Schwahn, F.; Schwarz, N. (Einkommensverteilung als Baustein zur Wohlstandsmessung):https://www.destatis.de/DE/Publikationen/Einkommensverteilung\_Baustein\_10-2012.pdf. Date: 28.11.2012

3 cf. Schwahn; Schwarz (Einkommensverteilung als Baustein) 2012, p. 831-835.

## Citations from DIN standards and VDI guidelines in footnotes

[Publisher of the standard/directive], [Title] [four-digit year], [page number].

4 cf. VDI (VDI-Richtlinie 3780) 1991.

5 cf. Deutsches Institut für Normung (EN ISO 9001:2008) 2008.

# References in the bibliography

General remarks:

* **The latest Citavi template from PEM should be used.**
* **When using Citavi, it is sufficient to use the "Citavi Bibliography Entry" template for the bibliography. Here you only need to set an additional hanging special feeder (0.5cm).**
* Titles (e.g. Dr., Professor) and titles of nobility (e.g. Freifrau, Baron) are omitted in the source citation.
* For frequently occurring family names, the initial can be replaced by several letters. (e.g. Schmidt, Thomas and Schmidt, Tobias as Schmidt, Th. or Schmidt, To.).
* If there is more than one author, all are indicated.
* If there is more than one publisher's location, only the first location is specified.

he publisher is indicated as briefly as possible e.g. Suhrkamp Verlag, 2001 only as Suhrkamp, 2001.

## Publications in book

[Nachname], [1. Buchstabe Vorname].; [Nachname], [1. Buchstabe Vorname]. [(Kurztitel)]: [Kurztitel]. [Untertitel]. In: [Nachname], [1. Buchstabe Vorname] (Hrsg.): [Titel des Bandes]. (Reihe: [Titel der Reihe], Bd. [Zahl]). [Zahl]. Ed. [Verlagsort]: [Verlag], [4-stellige Zahl, Erscheinungsjahr], p. [Zahl]-[Zahl]

**Klocke, F.; Gerent, O.; Schippers, C. (Endbearbeitung):**  
*Endbearbeitung. Wege zum Produkt.* In: Kriegsmann, J. (Hrsg.): Technische und Keramische Werkstoffe. (Reihe: Keramik in der Produktion, Bd. 5). 3. Ed. Köln: Deutscher Wirtschaftsdienst, 1998, p. 198-256

## Publications in journal/newspaper

[Nachname], [1. Buchstabe Vorname].; [Nachname], [1. Buchstabe Vorname]. [(Kurztitel)]: [Kurztitel]. [Untertitel]. In: [Titel der Zeitschrift]. [Zahl]. Jg., [4-stellige Zahl, Erscheinungsjahr oder bei wöchentlicher/täglicher Erscheinungsweise: [2-stellige Zahl, Tag].[2-stellige Zahl, Monat].[4-stellige Zahl, Jahr]], Nr. [Heftnummer], p. [Zahl]-[Zahl]

**Boos, F.; Jarmai, H. (Kernkompetenzen – gesucht und gefunden):**   
*Kernkompetenzen – gesucht und gefunden. Wege, um ein zukunftsweisendes Konzept richtig zu nutzen.* In: Harvard Business Manager, 1994, No. 4, p. 19-26

Anmerkung: Gibt es keine Heftnummer, so wird die vorliegende Heftbezeichnung angegeben, z.B. »Oktober«, »Winter«, »Messesonderheft«.

## Flyers, brochures and similar

[Firmenname] [(Titel der Broschüre)]: [Kurztitel]. [Untertitel]. [Ort], [4-stellige Zahl, Jahr]. Firmenschrift

**Fräse Werke (Oberflächenfräsen):**  
*Oberflächenfräsen. Neue Entwicklungen.* München, 1992. Firmenschrift

## Articles in conference/meeting volumes

[Nachname], [1. Buchstabe Vorname].; [Nachname], [1. Buchstabe Vorname]. [(Vortragskurztitel)]: [Vortragskurztitel],[Vortragsuntertitel] In: Tagungsband zum [Name der Veranstaltung]. [Veranstaltungsort], [Zahl, Tag].-[Zahl, Tag]. [Monatsname] [4-stellige Zahl, Jahr]. [Verlagsort]: [Verlag], [4-stellige Zahl, Erscheinungsjahr], p. [Zahl]-[Zahl]

**Klocke, F.; Markworth, L.; Peters, S. (Von der Idee zum Produkt):**  
*Von der Idee zum Produkt. Werdegang einer Computermaus.* In: Tagungsband zum 2. Kolloquium »Werkzeugbau mit Zukunft«. Aachen, 27.-28. September 2000. Aachen: Shaker, 2001, p. 1-10

Note: If the author of an essay is not clear, the organizer is named:

**aachener werkzeug- und formenbau (Veranst.) (Von der Idee zum Produkt):**

*Von der Idee zum Produkt. Werdegang einer Computermaus.* In: Tagungsband zum 2. Kolloquium »Werkzeugbau mit Zukunft«. Aachen, 27.-28. September 2000. Aachen: Shaker, 2001, p. 1-10

Note: If the publisher is not clear (e.g. conference documents), the organiser is indicated (see next example).

## Articles in conference/meeting volumes: English

[Nachname], [1. Buchstabe Vorname].; [Nachname], [1. Buchstabe Vorname]. [(Vortragstitel)]: [Vortragstitel]. [Vortragsuntertitel.] In: Proceedings of [Name der Veranstaltung]. [Veanstaltungsort], [ggf. Land], [Zahl, Tag].-[Zahl, Tag]. [Monatsname] [4-stellige Zahl, Jahr]. [Verlagsort]: [Verlag], [4-stellige Zahl, Erscheinungsjahr], p. [Zahl]-[Zahl]

**Demmer, A.; Markworth, L. (Advanced Machining of Aerospace Materials):**   
*Advanced Machining of Aerospace Materials.* In: Proceedings of the Aerospace Materials 2000 Conference. Toulouse, Frankreich, 21.-22. September 2000. Burnham, Großbritannien: Shephard (Veranst.), p. 73-85

## Dissertations

[Nachname], [1. Buchstabe Vorname]. [(Kurztitel der Dissertation)]: [Titel der Dissertation]. Dissertation [ggf. Hochschulname]. [Hochschulort], [4-stellige Zahl, Jahr]

**Frick, L. (Geschäftsmodelle):**  
*Erfolgreiche Geschäftsmodelle im Werkzeugbau.* Dissertation RWTH Aachen. Aachen, 2006

## Habilitations

[Nachname], [1. Buchstabe Vorname]. [Titel]: [Titel]. [Untertitel]. Habil.-Schr. [ggf. Hochschulname] [Hochschulort], [4-stellige Zahl, Jahr]

**Weingarten, T. (Ganzheitliches Qualitätsmanagement):**   
*Ganzheitliches Qualitätsmanagement.* Habil.-Schr. RWTH Aachen. Aachen, 1987

## Internet

Nachname, Autor], [1. Buchstabe Vorname].; [Nachname, Autor], [1. Buchstabe Vorname]. [(Titel)]: [Titel]. [Untertitel]. [Schema]://[Internet-Protokoll-Teile]/[Pfad] [Stand: [2-stellige Zahl, Tag].[2-stellige Zahl, Monat].[4-stellige Zahl, Jahr] (=Datum des Abrufens der Information)]

or:

[Name des Unternehmens/der Organisation] [(Titel)]: [Titel]. [Untertitel]. [Schema]://[Internet-Protokoll-Teile]/[Pfad]. Abruf: [2-stellige Zahl, Tag].[2-stellige Zahl, Monat].[4-stellige Zahl, Jahr] (=Datum des Abrufens der Information).]

**Deutscher Franchise Verband (Franchising):***Franchising - auf den Punkt gebracht.* http://www.dfv- franchise.de, Abruf 13.11.2012

## Patents

Schutzrecht [(Ländercode, falls nicht vorhanden: Ländername] [Patentnummer)]: [(Ländercode, falls nicht vorhanden: Ländername] [Patentnummer)]: ([2-stellige Zahl, Tag].[2-stellige Zahl, Monat].[4-stellige Zahl, Jahr] (=Datum der Patenterteilung).: [Titel des Patents]

**Schutzrecht (DE 198 055 519-C1):**  
DE 198 055 519-C1. (29.07.1999). Seifert, V.: *Überlastsicherung für mechanische Pressen*

## Norms/Standards

Normungsverband [(Normnummer)]: [Normnummer]. [Titel der Norm]. [Untertitel]. [Ort]: [Verlag], [Jahr]

**Deutsches Institut für Normung (DIN 1505):**  
DIN 1505 Teil 2. *Titelangaben von Dokumenten. Zitierregeln.* Berlin: Beuth, 1984

## Directives/Guidelines

Richtlinienherausgeber (Richtlinienbezeichnung): [Richtlinienbezeichnung], [Titel der Richtlinie]. [Untertitel], [Ort]: [Verlag], [Jahr]

**VDI (VDI-Richtlinie 3780):**  
VDI-Richtlinie 3780. *Technikbewertung – Begriffe und Grundlagen. Ausschuss Grundlagen der Technikbewertung,* VDI-Verlag, 1991

Anmerkung: Alle weiteren Fragen beantwortet die DIN 1505

# Procedure for a literature search

The most important search options.

## University/City Library: Catalogue of the main libraries

Access via internet:

* <http://www.ub.rwth-aachen.de/cms/~hame/UB/> (Homepage)
* <https://index.ub.rwth-aachen.de> (Catalogue of the University Library)
* <http://darwin.bth.rwth-aachen.de/cgi-bin/instkat.pl> (Catalogues of the institutes)
* <https://webopac.stadtbibliothek-aachen.de/libero/WebOpac.cls/> (City library AC)

## Digibib – Digital Library NRW

Access via internet:

* <http://www.digibib-nrw.de/template/search?SID=PHOBOS:6495a7274d4209e0188304d1e99a7c4c&LOCATION=082>

All documents can be ordered via interlibrary lending! The RWTH stock of the main library is also queried, so that interlibrary loan may be avoided.

## DIN/ISO Standards and Dubbel Interactive

Download Citrix Client from UB pages:

* <http://www.digibib.net/static_html/metaframe/wincent.htm>

and then on the left use:

* <http://www.perinorm.com/search.aspx>, <http://cdroms.digibib.net/icafiles/dubbel.ica>

Many standards available as PDF document! Or in paper form in the reading room.

## Digital dissertations:

* <http://publications.rwth-aachen.de/?ln=de>

## WTI-Frankfurt eG (formerly FIZ-Technik) for articles on a general topic

* <https://tecfinder.wti-frankfurt.de/tecfinder/faces/facelets/search/search.jsp?APPL=rwth-aachen&SYSTEM=tecfinder&DB=tema&SPRACHE>=

The database provides bibliographic references with abstracts of German and international literature. TEMA provides information on the entire breadth of technology and comprehensively communicates results from research and development, provides references to new innovative developments and practice-oriented descriptions of new products and processes. It refers to more than 3 million specialist publications since 1968. The database is bilingual. It contains abstracts in German and English. Searches are possible in German as well as in English. The search result is improved if very specific search words are entered in both German and English.

## Search engines

* Google (the best search engine at the moment), <http://www.google.de/>.
* Google Scholar (service for research of scientific literature), <https://scholar.google.de/>
* ResearchGate <https://www.researchgate.net/>
* ScienceDirect <http://www.sciencedirect.com/>
* Elsevier <https://www.elsevier.com/>
* Ixquick (good meta search engine that queries many search engines), access via the internet: <http://www.ixquick.de/>.

## Professional information of the UB Aachen:

Access: locally in the library or via the Internet:  [http://www.ub.rwth-aachen.de/](%20http://www.ub.rwth-aachen.de/), then:

* " Technical Information" → "Mechanical Engineering"

1. Bibliography (Example)

**Stank, T. P.; Davis, B. R.; Fugate, B. S. (Framework):**A Strategic Framework for Supply Chain Oriented Logistics. In: Journal of BusinessLogistics. Jg. 26, 2005, Nr. 2, S. 27-45

**Theling, T.; Loos, P. (Determinanten von Unternehmenskooperationen):**Determinanten und Formen von Unternehmenskooperationen. Mainz: Universität Mainz, 2004

**Thomsen, E.-H. (Management von Kernkompetenzen):**Management von Kernkompetenzen. Sternenfels: Verlag Wissenschaft und Praxis, 2001

**Wegehaupt, P. (Führung von Produktionsnetzwerken):**Führung von Produktionsnetzwerken. Aachen: Shaker Verlag, 2004

**Zwanzig, F. (Taktung der Unikatfertigung):**Taktung der Unikatfertigung am Beispiel des Werkzeugbaus. Aachen: Apprimus-Verlag, 2010

1. Annex
   1. Mistake Prevention Checklist

Templates

* Are all captions, table captions in the correct style of the institute template?
* Are all captions consistent?
* Uniform paragraphs and indents according to format template?
* Chapter headings in header line matching chapter.

Page numbers in uniform position.

General

* Read the first and last chapter again critically.
* Key statements in the "state of the art" must be supported by literature references.

Outlook must show follow-up activities.

Bibliography / Citations

* Check for institute guidelines (see chapters 3 and 4)
* Few internet citations.
* Focus on literature of the last 5 years, unless it is standard fundamental literature.
* Bachelor / Master / Diploma theses are not citeable.
* Standard works must be cited.
* Also use English literature.

Quotes all with page references.

Figures and tables

* Replace German image captions.
* If all external images and tables have source references or modifications of images, references to their sources (cf.: XYZ).
* For multiple images: uniform format for left, centre, right. Style: exterior view (left), interior view (middle), principle (right).
* Replace coarse-pixel images, rescan photos if necessary, recreate inferior graphics with Powerpoint.
* Uniform font size and styles for labelling the illustrations and uniform image sizes.
* Check image and table colors for copyability/readability after printing.
* Tables completely on one page.
* Picture/table with inscription form a unit and must be placed together on one page.

Text

* Unattractive line breaks, for example: 1.400 (line break) mm use locked spaces with ctrl + shift + spacebar!
* Uniform units, for example: 12 "space "mm.
* Search for double spaces.
* Create a table of contents automatically. Style: see Style Template.
* Use automatic hyphenation.
* Use spellchecker.
* End bullet points uniformly with or without punctuation.
* Table of contents only multi-page if there are more than 5 lines on the last page.
* Abbreviations must be explained in principle and in a uniform manner e.g. TQM (Total Quality Management): Comprehensive quality management.

Paragraphs in such a way that not a few lines are printed on the following page.

* 1. Archiving the thesis

The work is archived after the process in the PEM-Wiki.

1. Affidavit

Notes on the affidavit and other required forms can be found on the internat at:

* <http://www.rwth-aachen.de/cms/root/Studium/Im-Studium/Pruefungen-Abschlussarbeiten/~hjxv/Hinweise-zu-schriftlichen-Arbeiten/>

1. cf. Author (Short title) Year, p. 1. [↑](#footnote-ref-1)
2. cf. Author (Short title) Year, p. X. [↑](#footnote-ref-2)