

Guidelines for Writing Academic Papers

17.04.2025

Seminar paper - Bachelor thesis - Master thesis

1. General formal requirements

The provisions of the current and relevant examination regulations apply. Please download the text from the Internet and read the examination regulations carefully before writing your thesis.

The papers must be preceded by a title page, a table of contents and, if applicable, further lists. The text must be written in 1.5 line font, font type Arial 12. A 3 cm wide correction margin must be left on the left-hand side and a 2 cm wide margin on the right, top and bottom. The text must be justified and line breaks must be separated according to the spelling rules. Please activate the automatic hyphenation function of the word processor

Abbreviations that are not in common usage should be explained in a list of abbreviations following the table of contents. If applicable, a list of figures and a list of tables must also be created. If tools have been used, such as tools for translating texts from or into another language or large language models such as ChatGPT or similar, these must be listed in an overview. It must be stated exactly what the tools were used for; a general statement such as "ChatGPT was used to formulate the text" is not sufficient. For more details and examples, see the two tables in the appendix.

Finally, a statutory declaration must be included in the preamble. The text provided by the Admission and Examination Office must be used:

<https://www.hs-emden-leer.de/en/university-of-applied-sciences/organization/departments-a-z/admission-and-examination-office/forms-downloads>.

The pages before the main part shall be numbered consecutively using Roman numerals. The table of contents and the other various lists must be included in the

prefix in the following order: Table of contents, List of figures, List of tables, List of abbreviations, List of resources used, statutory declaration.

A literature section shall be included at the end of the paper, containing all cited literature sources in alphabetical order by author. An appendix can be placed after the bibliography, but shall only include relevant content. Reference must be made to the appendix at the appropriate places in the text.

The title page must contain:

- The topic of the thesis or paper,
- the name of the first reviewer,
- the name of the second reviewer (not for assignments and seminar papers),
- the first and last name of the author or (in the case of group papers) the authors,
- the matriculation number of the author or (in the case of group papers) the authors,
- the semester number and study program of the author or (in the case of group papers) the authors.

The outline must precede the paper in a table of contents. The page number in the paper must be given for each bullet point. The following is an example of an outline, typical for theory driven empirical research:

1. Introduction
 - 1.1 Motivation
 - 1.2 Problem definition
 - 1.3 Organization of the rest of the paper
2. Theoretical foundations
3. State of research
4. Research hypotheses
5. Own empirical study
6. Conclusion
 - 6.1 Summary
 - 6.2 Outlook

If the work is not theory driven empirical research, the following general structure can be used as a template:

Prof. Dr. Joachim Schwarz

1. Introduction

1.1 Motivation

1.2 Problem definition

1.3 Organization of the rest of the paper

2. Title of the first main section (usually definitions and theoretical foundations)

3. Title of the second main section (usually application section)

4. Title of the third main section (usually discussion section)

5. Conclusion

5.1 Summary

5.2 Outlook

The introduction serves to define the topic and identify relevant problem areas. The research questions addressed in the thesis are outlined and the organization of the rest of the paper is presented. The conclusion summarizes the most important results of the work and provides an outlook on implications for research and business practice. The level of detail should not exceed four levels, for example 3.1.1.1. Furthermore, a subsection x.1 must always be followed by a subsection x.2.

If it is not a Bachelor's or Master's thesis, a different structure can also be chosen. For example, if the work consists of the solutions to tasks, the task numbers can be used as section headings. Example:

1. Task 1

2. Task 2

etc.

2. Citation rules

All references to authors (not just literal quotations) must be identified. Literal quotations are to be placed in quotation marks and cited with the page number. The marking of analogous citations is done by indicating the corresponding page numbers and using the prefix 'see' or 'see e. g.'. If the cited text passage extends over several pages, this should be indicated with the abbreviations 'pp.', followed by the page numbers.

Examples:

Backhaus, 2023, p. 100 (literal quotation from one page)

See Backhaus, 2023, pp. 100-102 (analogous citation from more than one page)

Citations and references should be given in the text or in a footnote, stating the author(s), the year and the page number (see Backhaus, 2023, pp. 100-102). If several sources from the same year are used, alphabetical abbreviations should be used to organize them (see Backhaus, 2023a, pp. 100-102). If there are more than two authors, instead of a complete list of authors, the names following the first-named author can be replaced by the note “et al.” or “et al.” (see Backhaus et al., 2023, pp. 100-102). The literature section should include the complete details of the title and, if applicable, the abbreviations used for the citation in the text. For journal papers, please be sure to include the volume, year and page numbers. The page numbers should also be given for contributions from edited volumes. Please add the doi for all references.

Original sources should always be cited. When writing the academic paper, you should make sure that the quotation or reference fits the context in which it is placed and that the thoughts of the original author have actually been reproduced.

3. Literature and the literature section

The literature section contains all cited sources in alphabetical order of the authors with the full name and title of the work and the number of the edition used. The place of publication and year of publication must also be stated. Please state also the doi.

Example:

Backhaus, K.; Erichson, B.; Gensler, S.; Weiber, R.; Weiber, T. (2023). Multivariate Analysis, 2nd edition, SpringerGabler, Wiesbaden, <https://doi.org/10.1007/978-3-658-40411-6>.

Journal articles or contributions to edited volumes must be cited under the author's name of the relevant article. An exact page number is also required. In the case of journal articles, the year and volume of the journal must also be stated. Please state also the doi.

Examples:

Manderscheid, K. (2022). Text Mining, in: Baur, N.; Blasius, J. (eds.), Handbuch Methoden der empirischen Sozialforschung, 3rd edition, Springer, Wiesbaden, pp. 1719-1732. <https://doi.org/10.1007/978-3-658-37985-8>.

Shearer, C. (2000). The CRISP-DM Model: The New Blueprint for Data Mining. Journal of Data Warehousing, 5(4), 13-22.

All authors of an article must be named in full, even if there are more than two authors. If an author's name is missing, the designation 'A. u.' (author unknown) should be placed in front. Please refer to the original literature, specialist journals and reduce references from the Internet to statistical data (e.g. BaFin, Federal Statistical Office). For all internet sources, the date of retrieval must be stated in addition to the URL.

Appendix

A.1 Permitted and non-permitted uses of AI tools (e. g. Large Language Models, tools for translations, etc.)

Topic	Activity	Permission	Citation
Generate ideas	Brainstorming, structural ideas, first drafts, optimization of research questions	Yes	As a tool
Literature research	Research and initial references to literature and sources	Yes	As a tool
Contents	Summary of the current state of research	No	
Contents	Generate texts	No	
Contents	Answering research questions	No	
Contents	Revise and optimize texts linguistically	Yes	As a tool
Media, graphics	Generate graphics, presentations videos	Yes	As a tool
Data	Data analyses (observe data protection when uploading data!)	Only for data protection compliance!	As a tool, compliance with data protection laws must be stated!
Data and results	Interpretation of analysis results	No	
Academic work	Tools for the organization of scientific work (e.g. translation, literature management)	Yes	As a tool
Source code	Revision, new implementation	Yes	Must be specified in the code header. Prompts must be specified.
Source code	Troubleshooting and debugging	Yes	Must be specified in the code header. Prompts must be specified.

A.2 Examples for documenting the use of AI tools

Used tool	Type of use	Affected parts of the work	Remarks
DeepL Translator	Translation of text passages from your own text	Whole paper or thesis	
ChatGPT (OpenAI)	Preparation of text suggestions	Chapter 1, p. 3, section 2	Has been marked in the text or in footnotes.
ChatGPT (OpenAI)	Asking ChatGPT on the topic of the work, comparison of the results with own research	Chapter 2, p. 5-7	Further information and complete chat history as screenshots in the appendix.
ChatGPT (OpenAI)	Use of ChatGPT to create the structure	Structure, table of contents	Draft outline was revised and supplemented.
Typeset.io / SCISPACE	Literature research	Whole paper or thesis	
DeepL Write	Rephrasing of text passages	Whole paper or thesis	
Midjourney	Creation of visualizations	Fig. 4, p. 8 and fig. 6, p. 13	Fig. 6, p. 13 has been significantly revised.
ChatGPT (OpenAI)	Creation of codes for data analysis	Chapter 5	Created codes were tested and modified if necessary. The entire code is included in the appendix.
ChatGPT (OpenAI)	Carrying out data analyses	Chapter 5	Further information and complete chat history as screenshots in the appendix. Personal information was removed from the data in advance.