**THE FORMAL STRUCTURE OF A MASTER'S WORK**

**- INFORMATION, SAMPLES, PATTERNS**

Different rules usually apply to design theses!

Through the thesis, new opportunities for both practice and teaching: In the search for suitable subjects can work together effectively practice and teaching of local practitioners aware of the current problems of his region, the high school teacher discussions in research and teaching. With the

Master thesis is given the option of a topic that should have shares from practice and science as possible, subject to scientifically process.

Despite the multiple university typical practical relevance, the thesis is a scholarly work that occur after the typical criteria for scientific work and is to be implemented.

What does "working scientifically"?

As the name says, it means work. Namely, the conscious development of own and others' thoughts. For this purpose one uses certain techniques and tools **(receptive).**

And science has a lot to do with knowledge: using the above operation asks you own and other knowledge and tries to make it something new **(creative).**

At the end of conscious and controlled process to work as a result of your thesis in front of you.

It is typical of the scientific work that it contains a well-defined object of study "original" statements. Originated here means that the scientific work shall contain a fundamentally new idea or a fundamentally new knowledge. Ideally, this knowledge is "from practice for practice "immediately usable. [1](http://translate.googleusercontent.com/translate_f#page1)

As stated above, the scientific work technique known as

Result provides a document of receptive and creative parts, ie the knowledge of foreign literature sources and awareness of own thoughts as well as their implementation.

Both are inseparable, but belong to one and the same work process, go virtually side by side and interlock.

1 For example, created a graduate of a paper on the question of cultural promotion in a big city. The work examines the models of funding are conceivable in principle, the graduate chooses the optimal time situations. She works the "Directive of the city C to promote art and culture" in the wording of. This policy is adopted by the City Council with a few changes and used in the future maßgerechten Grantor in this city.

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At the beginning of each academic work a work plan should be, [2](http://translate.googleusercontent.com/translate_f#page2) the based on the individual circumstances and the particular work progress is adjusted / is.

This work plan takes into account the different phases in which your thesis will be built. [3](http://translate.googleusercontent.com/translate_f#page2)

1st Phase:   Topics Search / topic selection / determination of objective knowledge

2nd Phase:   Material Search / Material Overview (own and others' thoughts)

Material selection

3rd phase   Practical part (eg experiment, coding, survey, measurement)

4 th phase:   Rough outline / rough draft

5.Phase:   Material evaluation

6.Phase:   "Writing"

7.Phase:   Creating the final version / final editing (at least 2 weeks

schedule)

This brochure is intended as a supplemental handout to get to know the usual formal specifications. It is the same template for each

Mandatory components.

**Individual details (eg, width of margins, etc.), also with regard to possible deviations from the specifications formulated here, please discuss with your supervisors.**

2 Theisen, Manuel René, Scientific Work. Technique - Methodology - form, 8 Edition, Munich 1997

3 ibid, p.20.

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**I** **TABLE OF CONTENTS**

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**1** **The external form of the thesis**

According to the guidelines of the University contains two copies of the thesis for

Deadline at the study office Examination office submitted. The two A4 deposit copies must be tied either cover sheets or in boards

Spiralheftung [4](http://translate.googleusercontent.com/translate_f#page4) . The affidavits in the works shall each bear the original signature of the author.

The two instances is a disk (CD-ROM or DVD) with the Master thesis and a brief summary of the thesis (about one page) leave. The short summary is also printed out the Print copy of the thesis loose with.

The pages of the thesis are unilaterally provided with text. Note the choice of margin width on the text pages that enough in the binding

Reserve is provided for the federal government waste. The leaves should not be cluttered with text.

The outer shape of your thesis is your calling card!

**The order of the thesis parts (formal structure)**

Title page (according to pattern)

possibly Preface / Dedication / Acknowledgements

Outline / Table of Contents

possibly presentation folder (graphics)

List of abbreviations

Text [5](http://translate.googleusercontent.com/translate_f#page4) (Introduction, body, summary and outlook)

possibly annex

Bibliography

Affidavit

Loose-leaf binders, etc. do not meet the requirements. It is important that the individual sheets can not be changed.

The scope is to be discussed with the examiner.

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**3** **The page numbering**

It should be numbered separately:

until the start of text sides with Roman numerals,

the text pages with Arabic numerals (with "1").

The title page is counted as page "I", but received no visible page number. Empty pages (Vakantseiten) are counted, but bear no visible page numbers.

**4** **The title page (authentic)**

Ingredients:

Title

possibly subtitles

"Thesis"

"At the University of Applied Sciences Hof"

presented at *Name*

presented by *first name last name*

of *residence*

hof, *day, month, year*

Margins:

above about 10 cm

below about 5.5 cm

left and right at least 3 cm

Formatting / font sizes:

All parts of the title page inscription centered relative to the page width.

If the thesis is written with a method that does not allow for scalable fonts, the following specification is invalid.

Title 16 pt, 14 pt subtitles, set in bold.

"Thesis" 14 pt, bold, locked or write extended by 4 pt character spacing.

Pt "on the ..." until the date of 12, bolding.

***Example,*** see the following page:

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**Letter of the law - Laws of letters**

**On the relationship between literature and law**

**B achelorarbeit**

**at the University of Applied Sciences Hof Faculty of Economics**

**Study of Business Administration**

**Presented at**   **presented by**

**Prof. Dr. pattern**   **John Example**

**Alfons Goppel-Platz 1**   **Sample Street 10**

**95028 Hof**   **12345 city**

**Hof, 28.02.2013**

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**5** **The breakdown**

Recommended formal structure:

1 First Chapter

1.1 First Section

(Within the first chapter)

1.1.1 first subsection

(Within the first section of the first chapter)

1.1.2 Second Subdivision

(Within the first section of the first chapter)

1.2 Section Two

(Within the first chapter), etc.

**Note:** Take in the thesis if possible no "deeper"

Outlines ago.

***Example:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | **Contents** |  |  |
|  |  |  |  | Page |  |
| 1 | Entities | | | 3 |  |
|  | 1.1 | Individuals | | 4 |  |
|  |  | 1.1.1 | Legal capacity | 6 |  |
|  |  | 1.1.2 | Ability to act | 7 |  |
|  | 1.2 | Legal persons | | 9 |  |
|  |  | 1.2.1 Concept and types of legal persons | | 11 |  |
|  |  | 1.2.2 | Legal capacity clubs | 12 |  |
|  |  | 1.2.3 | Foundations | 13 |  |
| 2 | Right objects | | | 13 |  |
| etc. | 2.1 | Concept of things | | 15 |  |
|  |  |  |  |  |

Technical Design information for the table of contents: you benefit if applicable, the table representation of a text processing system without a visible frame or the method of automatically creating a table of contents in the respective program.

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**Alternative possibilities of a subject classification**

The topic of the thesis and the content structure are closely linked. The appropriate structure is defined usefully individually and in consultation with the supervisor for each master’s thesis. Following

Procedures include possible:

*Chronological Outline:* The arrangement of the contents is made ​​according to the temporal sequence of events. Historical considerations on offer.

*From the general to the specific:* from a law or set of rules, starting the outline is designed to concrete cases.

*From particular to general:* is the basis of a practical case, eg, a new abstract and general standard developed.

*Dialectic: thesis - antithesis - synthesis:* The outline begins with sections a system of clear, clearly worded statements contain. These are compared to other sections. In a polemic by strictly logical rules of evidence new statements are developed.

*System Analysis: Target - Problem - Medium - side effects:* After specifying a

Target position is done the problem outline of the topic. The suitable

Means of problem solving are identified and evaluated.

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**6** **The list of abbreviations**

Permitted are all abbreviations that are in MSDict. You must not enter the

List of abbreviations are included.

All other abbreviations should be included in the list of abbreviations. There are all abbreviations and symbols, that go beyond the language and usual in the art to include.

Pure laziness abbreviations (eg economics, business administration) must not be used.

The basic rule is: The readability of the work should not suffer from a flood of abbreviations.

The list of abbreviations is recreate the table of contents.

***Example:***

**List of abbreviations**

AG   Joint-stock company

Terms and Conditions   Terms and Conditions

WCA   Works Constitution Act

BimSchG   Federal Pollution

eV   registered association

GBO   Grundbuchordnung

GG   Basic law

HGB   Commercial Code

MHG   Law regulating the amount of rent

NRV   unincorporated association

VOB   Tender procedures for building works

Code of Civil Procedure   Code of Civil Procedure

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**7** **The text**

**Specifications for the text:**

The side edges of the left and right are according to the guidelines with a total of 5 - to measure 6 cm. The left edge of 3 cm, and the right edge must be 2.5 cm wide. For the side edges of the top and bottom 2.5 cm or 3 cm are recommended. You should **11 pt** or **12 pt** as font size and **"Times New Roman"**as the font. Choose one 1/2-zeiligen distance. For other fonts, the font size must be comparable. Justified or ragged (left) are allowed and each consistent in work to maintain.

The highlighting **of individual** words is allowed.

Page numbers appear at the top of the page, set mirror center. Chapter should begin on a new page.

Section headings are to be deducted each by a blank line from the previous text and the text below.

**8** **The footnotes**

Anything that disrupts the flow of the actual text, but is important for the work that takes place in a footnote (and only there!) Space. It is recommended not to include references in the body text, but to lead them both literal as well as for analogous quotations in the footnote! Only in exceptional cases may be footnotes on one side longer than the actual text. The footnote number in the text displayed every punctuation, if the footnote refers to the entire text, or immediately after the statement.

Literal and analogous quotations can even be content of footnotes.

Even opinions that are opposite to the concerns expressed in the text differ or, if necessary, should appear in a footnote.

Further reading lists include in the footnote [6](http://translate.googleusercontent.com/translate_f#page10) . Cross-references to other sections of the work, asides, additional information, statistical information may be subject to a footnote.

6 fully recommended is the book of Theisen, Manuel René: Scientific Work, 8 Edition, Munich 1997

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**9** **The citation**

Foreign ideas must always be reported, regardless of the form in which it is present. A distinction is made ​​literal by analogous quotations.

Quotations should be enclosed in quotes. "Literally" means an exact copy. Omissions are dots "..." and insertions in square

Brackets [] below. The rules of grammar may lead to changes in the rate to be applied, which in turn, as indicated above, must be shown. Basic knowledge is not mandatory quoted.

In analogous quotations formulation benefits may not be easily adopted as its own the other author. However, the intent and purpose of the statements of the foreign good thoughts must be preserved. References to meaning from statements with "cf" (compare) initiate.

If a source quoted several times, so it can be characterized by a unique abbreviation. Ua here would be the so-called Harvard Citation recommended, after which the examples below would read:

Heinen (1968), pp. 101 - 106 This short title is sure to take with the bibliography.

For species zitierbarer literature with examples:

**Monographs**

Surname (s) of (r) Author (s), with more than 3 authors are mentioned with "including" any other;

First name (s) of (r) Author (s), possibly only initials;

Title of the monograph subtitles;

Band, if necessary with subtitles;

Edition;

Place of publication (is not a place recognizable, then: "or place");

possibly Verlag;

Year of publication (year is not recognizable, then, "or the year").

Example: Heinen, Edmund: Introduction to Business Administration, Wiesbaden 1968, p 101-106

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**Magazines / newspapers:**

Surname (s) of (r) Author (s), with more than 3 authors are mentioned with "including" any other;

First name (s) of (r) Author (s), possibly only initials;

Title of the article;

Journal name, preceded by "in";

Number of the volume, volume of the vintage;

Year of publication (in parentheses);

possibly magazine number if no continuous

Years pagination exists;

in newspapers of publication and edition are indicated;

first and last page of the source.

Example (magazine):

Seidel, Eberhard: corporate culture. Warning against the self-destruction of a concept, in: ZFO, 56 Born (1987), pp. 295-300

Mühlhans, Edmund: approaches to cost reduction in rail freight transport, in: International Transportation, Vol 49 (1997), pp. 300 ff

Example (newspaper):

Köhler, Rainer: Weaknesses in management. The leadership role of Japan in

Asia is at stake, in: SZ No. 214 v. 16./17.9.1995, p 21

**Collections, Commemorative, etc.:**

Surname (s) of (r) Author (s), with more than 3 authors are mentioned with "including" any other;

First name (s) of (r) Author (s) ', possibly only initials;

Title of the article;

Title of Collective Work, preceded by "in";

Name of the publisher (with the name "Edited");

Band or number;

Edition;

Place of publication;

possibly Verlag;

Year of publication;

First and last page or column.

Example:

King, Eckard: Social competence, in: Gaugler, Eduard / Weber, Wolfgang (ed.): Encyclopaedia of Human Resources, 2nd Edition, Stuttgart 1992, Sp

2046-2056

**Database:**

Name of the database

Provider

Year

Document number, page or row.

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**Internet:**

In the course of the growing information service on the Internet and information systems such as the World Wide Web (WWW), become a source of information as part of a Master's or Bachelor's thesis. For quotations from information pages of the Internet is similar to the book quote the source, ie, the UniformResource Identifier, under which the information was found to indicate.

In the bibliography cited pages should be under a separate heading

(Eg "Internet sources") are arranged in alphabetical order.

Because information can change quickly on the internet and possibly can not be seen when reading or correction of the study or thesis, moreover, a copy of the cited web pages must be annexed to the work.

Example:   see http://www.fh-hof.de/fachbereiche/fbbw/index.html

**10** **The bibliography**

In the bibliography all sources must be included, and although usually in alphabetical order, without the character of the source (monograph,

Magazine etc.) to take into consideration. Exception: Laws, regulations, etc., can be performed in a separate directory in alphabetical order and sorted within the alphabet by Release Date.

Authors are cited without academic title! Further information on the support

("Supplemented, completely revised" or similar) need not be mentioned.

Binding order of bibliographic data:

*Name, first*name. Titles (if any) subtitles (if any) edition, place

Year of publication

***Please note:*** *the bibliography of the author's name should be highlighted* *be, if possible, and separated by a colon from the title.* *The second line is drawn.*

***Example,*** see the following page

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**Bibliography**

*Bänsch,*Axel: Scientific Work. Seminar and diploma theses, 2nd Edition,

Munich / Vienna 1993

*Dils, Thomas / Frohme, Andreas / Renger,*Norman: Legal papers with Word for Windows 2.0. Methodology, formalities and practical support for the creation of legal papers, exercises and exam papers for the first and second state examination with document templates, macros, and text examples on diskette, Fuldabrueck 1993

*Eco,*Umberto: How to write a scientific thesis, 5th Edition, Heidelberg 1992

*Greschat, Peter, among*others:. Studies and scientific work. A Guide

Gütersloh   1970

*Seiffert,*Helmut: Introduction to Academic Writing, 2nd Edition, Braunschweig 1976

*Tettinger, Peter*J:. Introduction to the legal work technology, 2nd edition, Munich

1992

*Theisen, Manuel*René: Scientific Work, 8 Edition, Munich 1997

*Re Mayr, Andrea:* The municipal Equality Officer in Bavaria, One

Testing against the institutionalization of history, in: BayVBl. 1994

Pp. 114-117

***Such*** a **Laws Directory:**

Administrative *Procedure Code* (APC) in the version of 11 January 1993, Federal Law Gazette I S.1126

Administrative Expenses Act of the Free State of Saxony *(SächsVwKG)* of 15 April 1992, the Saxon. GVBl. 1992, p.164

**Note:** Enter each exactly the version of the law on which your work underlies!

Quotable only the law leaves the federal and state (no text issues) and legal (example above) for German law. This strict rule does not apply to foreign laws. Use in detecting only the official

Abbreviations!

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**11** **The Annex**

Are: questionnaires from empirical studies, documentation of data processing programs, copied documents, charts, tables, maps, charts, photographic material, etc.

Content of the Annex counts anything that would disturb the flow of reading the text, but it is necessary to better understand the work. However: The Annex is no hidden reserve for remaining text. This may only be documented.

The appendix must be ordered and numbered in itself. An overview should be included in the TOC. Each appendix begins on a new sheet. He is to be marked "Appendix ...".

**12** **The Affidavit**

One of the explanations is a mandatory part of the thesis.

Depending on the type of work as individual or group work, please select the appropriate text according to the following ***patterns:***

**Explanation**

I hereby declare that I prepared this thesis independently and without use of any aids specified, the from foreign sources taken directly or indirectly thoughts are identified as such.

The thesis has not been submitted to any other examination board after my best knowledge in the same or similar form and not yet published.

Hof,

\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Signature

**Explanation**

I hereby declare that I my post to this group work (Chapter

...) Have prepared independently and without using any aids specified, and the same applies to the written jointly by the authors listed on the title page of the working parts (chapter ...). The from foreign sources taken directly or indirectly thoughts are identified as such.

The thesis has not been submitted to any other examination board after my best knowledge in the same or similar form and not yet published.

Hof,

\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Design Note: arrangement of the text in the top third on a separate

Sheet, firmly connected with the work, original signature on each test specimen.