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# Standards for writing your thesis/report/paper at ERA



# Overview

1. Structure
2. Referencing
3. Layout

# 1. Structure

Structure your work according to its logical setup. Overall, the document should contain certain main elements:

- Title page
- Declaration
- Abstract (English)
- Zusammenfassung (German)
- Foreword/Acknowledgements
- Table of contents
- Abbreviations
- Actual report content:
  - Introduction
  - Background/Literature
  - Methods
  - Implementation/study case
  - Results
  - Discussion
  - Conclusion
- List of Tables
- List of Figures
- References
- Annex (*if there are additional materials and documents*)

# 1. Structure

## Abstract

Purpose: essential ideas and results in short

- In the very beginning of the report
- ½ to 1 page

## Introduction

Purpose: General introduction, history, actuality, relevance of your research area/topic

## Background

Purpose: Show that you are able to develop one main or more research questions out of the scientific context and embed your questions into the scientific background

- Relation to the greater scientific framework
- Relatedness to the specialist field
- Terms and definitions
- Leading questions and hypotheses

# 1. Structure

## Methods

Purpose: Explain detailed the methodology you apply, i.e.:

- Statistical models and measures
- Methods for sampling or data mining
- Measures for model validation
- Etc.

## Discussion

Purpose: show, that you have a critical perspective on your results

- Contains a summary of the results
- Interpretation and discussion of the results, also with regard to the relevant literature
- Critical analysis of your methods
- Limitations, weaknesses, future work

## Conclusion

Purpose: summarize all main results and conclusions that can be drawn on the results

## 2. Referecing

- Reference all your sources correctly and consistently
- Avoid plagiarism and show, that you know your research area
- Make a clear distinction between other people's and your own ideas
- Put a complete reference list in the end the report
- Use the referencing guide from Universitätsbibliothek TUM, that contains all important information about referencing:  
<http://mediatum.ub.tum.de/doc/1120826/1120826.pdf> (German), or:  
<http://mediatum.ub.tum.de/node?id=1189629> (English)

### 3. Layout

- We offer a style sheet (word) with cover page and some preset templates
- Recommendations comprise the following styles:
  - Font: Times New Roman (or Arial)
  - Font size: 11-12 pt
  - Line distance: 1.5
  - Page modification, according to “normal” setting in Word 2010: Left: 2.5, right: 2.5, overhead: 2.5, bottom: 2
  - Enter page numbers
  - **Put captions to ALL tables, graphs, pictures and figures in the text**



For further questions find and contact us:

<http://www.era.bgu.tum.de>