

# Style Sheet Seminar Paper and Theses

**Prof. Dr. Börner**

(Version 1.1., date: 17.07.2024)

The style sheet provides details on formatting requirements such as size of margins, further details on the required style used in the list of references and details on where to hand-in your paper or thesis.

## Content

1	Formatting requirements text.....	1
2	Style of list of references .....	2
3	Handing-in the paper/thesis .....	5

### 1 Formatting requirements text

- Paper format is DIN A4.
- Margins are as follows: left 2 cm, right 3 cm, top and bottom 2 cm.
- Font is Times New Roman.
- Font size: 12 pt. throughout including figures and tables but except footnotes.
- Use 10 pt. for footnotes.
- Use 12 pt. and **bold** for (sub)section titles.
- Use 1.5 line spacing throughout, except for footnotes where you use single space.
- Enter one blank line before each new (sub)section (except Section 1).
- Indent the first line of a paragraph by 0.5 cm except the first paragraph of a new (sub)section.
- The text must be justified (flush left and flush right).
- Hyphenation is compulsory. Use the automatic hyphenation option of your word processor.
- The maximum permissible length (main text with the above format, not including any lists or appendices) is
  - for seminar papers: 20 pages (when working in a group of two students: 40 pages),
  - for bachelor theses: 30 pages,
  - for master theses: 60 pages.

Exceeding these limits can be punished by downgrading.

- The minimum recommended length (main text with the above format, not including any lists or appendices) is
  - for seminar papers: 15 pages (when working in a group of two students: 30 pages),
  - for bachelor theses: 20 pages,
  - for master theses: 40 pages.

Falling short of these limits can be punished by downgrading.

All pages before the introduction have to be consecutively numbered with Roman numerals (as in the guidelines). An exception is the title page and the page(s) containing the abstract, which are added but not paginated. The pages of the text are numbered with Arabic numerals beginning with 1. It should be consecutively paginated in this style until the end of the thesis, including the appendix and the bibliography. The statutory declaration is not numbered and attached at the end of the thesis.

## 2 Style of list of references

The list of references has to include the following details:

### a) Monographs:

- Last name and first name initial(s) of all authors
- Year of publication in parentheses
- Title, including subtitles if any (*all in italics and not in quotation marks!*)
- Edition (if more than one)
- Place of publication: publisher

Example: Wooldridge, J. M. (2009): *Introductory econometrics. A modern approach*. 4th ed., Mason, Ohio: South-Western Cengage Learning.

### b) Journal Articles:

- Last name and first name initial(s) of all authors
- Year of publication in parentheses
- Article title (not italicized, but in quotation marks!)
- Journal title (*in italics!*)
- Volume number (issue number) – note that there is no space between the two!
- Page numbers of the entire article, not indicated by “pp.”

Example: Acemoglu, D., Johnson, S. and Robinson, J. A. (2001): “The colonial origins of comparative development: An empirical investigation.” *American Economic Review*, 91(5), 1369-1401.

c) Edited books

- Last name and first name initial(s) of all authors
- Year of publication in parentheses
- Article title, including subtitle if any (not italicized, but in quotation marks!)
- In: last name(s) and first name initial(s) of the editor(s) followed by “(Ed.)” or “(Eds.)”, respectively
- Book title, including subtitle if any (*all in italics and not in quotation marks!*)
- Edition (if more than one)
- Place of publication: publisher
- Volume number (if more than one)
- Chapter number, indicated by “ch. XY”
- Page number(s), indicated by “pp.”

Example: Durlauf, S. N.; Johnson, P. A. and Temple, J. R. (2005): “Growth econometrics.” In: Aghion, P. and Durlauf, S. N. (Eds.): *Handbook of economic growth*, Amsterdam: Elsevier, Vol. 1A, ch. 8, pp. 555-677.

d) PhD thesis

- Last name and first name initial(s) of author
- Year of publication in parentheses
- Title (*in italics and not in quotation marks!*)
- Name of university, country

Example: Drygalla, A. (2016) *Monetary and fiscal policy analyses in estimated DSGE models*, unpublished PhD-thesis, Martin-Luther-University of Halle-Wittenberg, Germany.

e) Working paper

- Last name and first name initial(s) of all authors
- Year of publication in parentheses
- Title (*in italics and not in quotation marks!*)
- Working paper number (if available)
- Kind of source (name of institution if available)

Example: Albouy, D. Y. (2008): *The colonial origins of comparative development: an investigation of the settler mortality data*. NBER Working Papers No. 14130, National Bureau of Economic Research.

f) Policy report etc.

- Last name and first name initial(s) of all authors (if available, otherwise the institution's name)
- Year of publication in parentheses
- Title (*in italics and not in quotation marks!*)
- doi (if available)
- Kind of source (name of institution if available)

Example: OECD (2008): *Biofuel support policies: an economic assessment*. Organisation for Economic Co-operation and Development, <https://doi.org/10.1787/9789264050112-en>.

g) Contributions in newspapers / magazines

- Last name and first name initial(s) of all authors
- Year of publication in parentheses
- Title (not italicized, but in quotation marks!)
- Newspaper / Magazine title (*in italics!*)
- No. of issue and/or date of publication
- URL (if accessed online)
- retrieved dd.mm.yyyy (if applicable)

Example: Ozimek, A. (2014): "Why do economists disagree so much about the minimum wage?" *Forbes*, 13.01.2014, <http://onforb.es/L1Sodm>, retrieved 20.08.2015.

h) Internet sources

- Last name and first name initial(s) of all authors
- Year of publication in parentheses
- Title (not italicized, but in quotation marks!)
- Institution/Newspaper title (*in italics!*)
- No. of issue and/or date of publication (if applicable)
- URL
- retrieved dd.mm.yyyy

Example: Krugman, P. (2009): "How did economists get it so wrong?" *The New York Times Magazine*, 02.09. 2009, <https://www.nytimes.com/2009/09/06/magazine/06Economic-t.html>, retrieved 01.09.2015.

Note: In Microsoft Word, you can break a long link by inserting a 'no-width optional break' (via insert symbol, special character).

### 3 Handing-in the paper/thesis

Before you hand-in your text, proofread the content and the language (see Section ‘Hints on proofreading’ in the guidelines for academic writing).

The seminar paper must be delivered in printed and electronic form. The printed version has to be stapled and delivered to the chair’s secretary Andrea Beckmann (Universitätsring 3, 06108 Halle, 2nd floor, room 202). The identical electronic version must be sent to Andrea Beckmann by email as a PDF file ([sek.boerner@wiwi.uni-halle.de](mailto:sek.boerner@wiwi.uni-halle.de)). Indicate the seminar title in the e-mail’s subject.

**Bachelor and master theses** have to be bound (soft or hard cover) and must be **delivered to the examination office** of the Department (check the office hours!).

Number of required versions:

- Bachelor thesis: 2 printed and bound versions and 2 digital versions.
- Master thesis: 3 printed and bound versions and 2 digital versions.

Digital version: Please use a CD/DVD. The use of USB flash drives for this purpose is discouraged.