



Notes on the preparation of term papers, Bachelor's and Master's theses

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1. Aim of the work

The aim of the term paper or thesis is for the author to critically examine a current topic in empirical labor market economics. It must be clear that the author is able to think in economic terms, to work scientifically and to access further literature sources. Furthermore, he/she should show that he/she has knowledge of the relevant theories and empirical methods and can apply these to the research question.

As a rule, the author is provided with one or more basic texts. The aim is usually to work through the content of this text carefully, critically, in their own words and with their own economic intuition to such an extent that a reader with a basic knowledge of economics would understand the written work without further aids and without detailed knowledge.

The basic reading should be seen as the starting point for the work. This should also be the focus of the paper in terms of content. Depending on the scope of the paper, the author should also refer to a few other articles that fit in with the content of the basic article. Experience has shown that rarely are all relevant aspects immediately clear from the basic article. If, for example, the basic article does not cover an aspect or only covers it very briefly, but it has been dealt with in other articles or textbooks, it naturally makes sense to include these sources in the paper. This applies all the more if the basic text is a very technical essay. In the case of basic texts that provide a broad overview of a specific topic, it is of course advisable to read other sources with similar content or sources cited in the basic text.

The author is expected to refer primarily to scientific literature. This includes articles in scientific journals, textbooks, discussion papers and, if applicable, textbooks. Only in exceptional cases should journalistic texts, internet sources, statements, expert opinions, etc. be used.

2. External form of the work

2.1 Basic information

The paper must be typewritten on A4 paper with 1.5 line spacing. The sheets are to be printed on one side. Justification and a font size corresponding to Times New Roman at 12 points are recommended for the text. A margin of at least 3.5 cm must be maintained on the right-hand side, the other margins should be 2.5 cm wide. The pages must be numbered consecutively with Arabic numerals.

Footnotes and headers (e.g. in 10-point font) can be used. Footnotes and longer verbatim quotations can be written with 1-line spacing. Figures, diagrams, tables and overviews should be included in the text if they are an essential part of the paper. Figures etc. can be included in the appendix if they contain further aspects (e.g. calculations, test results)

A seminar paper comprises 15 pages, a Bachelor's thesis in the EES degree program 25 pages, or in the Sociology degree program 35 pages and a Master's thesis 60 pages of main text ($\pm 10\%$ in each case). The cover page, table of contents (if applicable, list of abbreviations, figures and tables), bibliography and appendix are not counted for this purpose. However, as mentioned above, the relevant tables, graphs etc. in the main text already count towards the length of the thesis.

2.2 Structure and directories

a) Structure

Organize the individual parts of your work as follows:

Title page
Structure
List of abbreviations (optional)
List of symbols (optional)
List of illustrations (optional)
List of tables (optional)
Text
Bibliography
Appendix (optional)
Affidavit

Structure: numerical, e.g:

- 1.
- 2.
- 2.1.1.
- 2.1.2.
- 2.2.
- 3.

More than three subdivision points should be avoided for reasons of clarity. In the outline, the number of the opening page must be given for each section.

b) A **list of abbreviations** is absolutely necessary as soon as your own abbreviations are used in the text. In general, care should be taken to use only official abbreviations (-> Duden) in the text in order not to impair the linguistic level and readability of the work. The list of abbreviations should be arranged alphabetically.

c) **List of symbols:** All symbols used must be explained in the text of the paper. The aim should be to standardize the symbols used while avoiding multiple assignments. Optionally, the symbols used can also be clearly arranged in an alphabetical list of symbols.

d) A **list of figures and tables** should be used if many figures or tables are referenced, but is usually not necessary.

e) **Footnotes:** Sometimes it may be advisable to mention a secondary idea in the footnote (text footnote) to make the text easier to read. A detailed discussion of factual issues in footnotes should be avoided.

2.3 Language

Seminar papers and theses can be written in German or English. Anglicisms should be avoided as far as possible in a thesis written in German. However, care should be taken to ensure that the German translation of an English technical term is either sufficiently common or that the English term is listed in brackets the first time the German term is used.

Example: ...such activities (tasks) can be carried out in Germany and abroad.

2.4 Gender-appropriate formulations

Sensitive use of language is part of non-discriminatory interaction. The main function of gender-sensitive language is to prevent discrimination on the basis of gender identity and to create visibility. Although gender-sensitive wording is therefore not mandatory, it is expressly encouraged. The author is free to use the three types of gender-sensitive language (gender-neutral expressions and sentences, double entendres and personal designations with special characters). The seminar paper or thesis is a text that is related to research and teaching and is therefore not subject to any linguistic prohibitions. Art. 5 para. 3 of the German Basic Law applies here, i.e. the freedom of "art and science, research and teaching". The use of gender-sensitive formulations in any form will not affect the grade in any way, just as non-use will not.

2.5 Title page

University of Bamberg
Faculty of Social Sciences and Economics
Professorship for Regional Labor Economics
Prof. Dr. Wolfgang Dauth

Term paper / Bachelor's / Master's thesis

"Topic"

Supervisor: Prof. Dr. Wolfgang Dauth

submitted on *"Date"* by:

"Name"

Matr. no.: *"Matr. no."*

"Address"

"E-Mail"

2.6 Affidavit

The last page of the thesis must contain the following signed declaration:

Affidavit

I hereby declare that I have written this thesis independently, that I have not used any sources and aids other than those specified and that I have identified the statements taken from these sources and aids as such, either literally or analogously. I have not previously or simultaneously submitted this thesis to any other examination authority.

<location>, <date>

<name>

3. Delivery

For final theses, 2 printed copies in bound form as well as an electronic version (in pdf format), electronic sources and sources from the Internet on CD-Rom must be submitted to the examination office. At the same time, the electronic version must be sent to the supervisor by email.

For term papers, 2 printed copies must be handed in to the secretary's office with a staple or in a simple loose-leaf binder. An electronic version (in pdf format), electronic sources and sources from the Internet must be sent to the supervisor by email.

4. Literature

4.1 Fundamentals

Every thought that is adopted must be cited. As soon as an idea extends over several pages rather than just a few sentences, this fact should be made particularly clear. Neither too little nor too much should be quoted (e.g. after every sentence). The following should be taken as a benchmark: Whenever a new source is cited, or a different passage in the previously cited source, this should be indicated.

In principle, all sources that you have consulted should be cited, including reprints, unpublished works or writings that have not appeared in bookshops. If possible, you should always cite the literature source with an exact page number.

The so-called author-year citation method (Harvard citation), which has become established in economic literature, should be used.

A source reference in brackets is added directly to the citation. The exact source is given in the bibliography after the last regular chapter of the work (before the appendix).

Example: An empirical study shows that increasing competition from imports from China has led to a reduction of around 1.5 million jobs in the USA (Author, Dorn and Hanson, 2013, p. 2140).

There are also three ways to quote:

4.2 Literal quotation

Only the following should be quoted verbatim

- 1) when it comes to conceptualizations/definitions;
- 2) in text-critical discussions, i.e. when you have to analyze and interpret an author's statements;

The rule of thumb is to keep verbatim reproduction as short as possible!

Anything copied verbatim must be identified, i.e. placed in quotation marks. If you do not want to reproduce a sentence in full, the omission must be indicated by dots (...), grammatical changes are placed in square brackets [...]. Of course, this must not change the meaning of the text.

The following should be borne in mind with foreign-language texts: You can incorporate foreign-language quotations into the German text. However, this procedure impairs readability. The reader can be expected to accept this with English sources, but not with Japanese or Finnish sources. If the text is not in English, it is advisable to use a translation. Strictly speaking, however, this means giving up literal quotation. It is best to quote a foreign-language text in its original meaning and add the literal quotation in a footnote so that the reader can check the accuracy of the translation.

4.3 Quotation in spirit

The quotation marks are omitted in the case of analogous, non-literal citations. Either the source is cited directly in the section, e.g. As can be seen from Author, Dorn and Hanson (2013, p. 2037) ..., or the source is placed in brackets at the end of the sentence as a whole

Example: The geographical concentration of industrial sectors is usually limited to shorter distances of around 50 kilometers (Duranton and Overman, 2005, p. 1089f.).

If an entire paragraph refers exclusively to one passage in the literature source, it is sufficient to cite the literature source in brackets at the end of the paragraph.

4.4 Secondary citations

Secondary citations (unchecked use of sources from other authors) are only permitted if the original sources cannot be obtained or are very difficult to obtain and must otherwise be indicated by the addition "cited by"

4.5 References

When quoting, the abbreviation "ff." (continued) is not permitted, as the sources used must be clearly identified. The abbreviation "f." (following), on the other hand, is permissible and makes sense, e.g. p. 1089 f. instead of p. 1089-1090.

Some rules to be observed when using short citations:

- Several contributions by the same author in the same year are to be distinguished as follows:
Example: (Müller 1987a, p. 5) ...; (Müller 1987b, p. 3) ... etc.
- different authors with the same surname:
In this case, the first names or just the first letter of the first name are also listed.
Example: (Mayer, A. 1990, p. 5) ...; (Mayer, T. 1990, p. 2) ...
- Co-authors:
Example: (Mayer and Müller 1989, p. 5) ...
(Mayer, Müller and Hinterhuber 1990, p. 3) ...
A maximum of three co-authors are listed by name; if there are four or more authors, only the first is named and the suffix "et al." is added.
Example: (Mayer et al. 1988, p. 5) ...
- If no author is known, the corresponding institution (e.g. WTO, IMF, etc.) or journal (FAZ, Spiegel, etc.) can be named as long as it can be easily and clearly assigned to the corresponding source in the bibliography.

4.6 Bibliography

The bibliography contains all sources used, arranged alphabetically by author's name and, in the case of the same author, by year of publication. If several sources by the same author with the same year of publication are to be included, a small letter must be inserted after the year to distinguish them.

The following design rules apply in detail:

Last name1, first name1, first name2 last name2 ...and first name last name (year of publication): Title

a). Journal Articles:

Last name1, first name1, first name2 last name2 ...and first name last name (year of publication): Title of the article, *title of the journal*, year, issue or volume, page numbers

Example

Author, David, David Dorn and Gordon Hanson (2013): The China Syndrome: Local Labor Market Effects of Import Competition in the United States, *American Economic Review*, Vol. 103, No. 6, pp. 2121 - 2168

b) Books:

Last name1, first name1, first name2 last name2 ...and first name last name (year of publication): Title of the book, edition, volume if applicable, place of publication, publisher

Example

Krugman, Paul (1991): Geography and Trade, 1st ed., Cambridge, MIT Press

c) Collected works:

Last name1, first name1, first name2 last name2 ...and first name last name (year of publication): Title of the article, in: Editor's name, first name: *Title of the collective work*, edition, volume if applicable, place of publication, publisher, page numbers

Example

Abowd, John M. and Francis Kramarz, (1999): The Analysis of Labor Markets using Matched Employer-Employee Data, in: Ashenfelter, Orley and David Card: *Handbook of Labor Economics*, 1st edition, Volume 3B, Elsevier, pp. 2629 - 2710

d) Unpublished articles or working papers

Last name1, first name1, first name2 last name2 ...and first name last name (year of publication): Title of the paper, and either where or in which series (if any) the working paper was published/ submitted.

Example

Dix-Carneiro, Rafael and Brian K. Kovak (2015): Trade Liberalization and the Skill Premium: A Local Labor Markets Approach, *NBER Working Paper* No. 20912

or

Acemoglu, Daron, David Autor, David Dorn, Gordon Hanson and Brendan Price (2014): Import Competition and the Great U.S. Employment Sag of the 2000s, *mimeo*, Massachusetts Institute of Technology

e) Sources from the

Last name1, first name1, first name2 Last name2 ...and first name Last name (year of publication): Title of the article, in: *Title of the online medium*, month or issue, year, Internet address, accessed on: Date accessed

Internet sources must be saved and attached to the paper. The corresponding file names must be given in the bibliography. **NEVER QUOTE FROM WIKIPEDIA!**

Example

Lamy, Pascal (2010): Facts and Fictions in International Trade Economics, in: *WTO News: Speeches*, http://www.wto.org/english/news_e/sppl_e/sppl152_e.htm, accessed on: 21.07.2010

f) Data records

The data source must be named in a legend (footnote directly below the table/graph) for all self-created tables and graphics.

Example:

Source: Federal Statistical Office, Annual Report for Companies in the Manufacturing Industry, Table 42271, own calculations.

5. Use of AI-tools

Regard AI input similar to that of a student assistant (they can be very helpful for specific tasks but would be overwhelmed if they were asked to independently carry out an entire project)

- You are responsible for the outcome!
→ Never use AI results without careful checking of correctness
- Helpful for quick overviews, spell checking, language improvement, translations...
- Helpful to produce or debug code
- Partition the work for AI in small sub-tasks

Consequences for grading:

In general: it is ok to let AI assist you – it is not ok to let AI do your work!

When grading, the emphasis will shift away from easy tasks like summarizing a text towards issues that require human expertise, for example, interpretation of results, the ability to distinguish relevant from non-relevant issues, intuitive explanations of mechanisms, convincing reasoning, performing an independent empirical analysis.

Typical AI-mistakes such as including false or out-of-field references, irrelevant information, poor structure, plagiarism etc. will result in severe deductions or even letting you fail!