

Style Sheet for Seminar Papers and Theses

Chair of Labour Economics

Prof. Dr. Elke J. Jahn

General Information

The focus is on the scientific and methodological content of the paper. In addition, a clear and a comprehensive overview of the topic is part of the assessment of the paper. The following formatting and referencing style should be seen as guidelines. However, after you have chosen a formatting and citation style you should keep it consistently throughout the thesis. Since the literature is almost exclusively in English, it is usually easier to write the paper in English. Nevertheless, you are welcome to write your thesis in German.

Requirements

- a. Term paper or bachelor thesis: You passed the lecture Labor Economics with an excellent grade (Arbeitsmarktökonomie).
- b. Master thesis: You passed the lecture Labor Economics (Arbeitsmarktökonomie) or the lecture Empirical Economics with an excellent grade.

Extent

The paper is to be written in 1.5-line spacing and with font size 12. The margins should be 3 cm at the left and at the right and 2.5 cm at the top and bottom. Include tables and figures in the text. Put them, as well as equations and headings, in between empty lines. Tables should be provided with a heading and numbering, figures with captions and numbering. The outline, references and, if needed, the appendix are not included in the following guidelines. You should discuss a deviation of more than +/- 10 percent with your supervisor.

- a. Seminar paper: 12 pages
- b. Bachelor thesis: 30 pages
- c. Master thesis: 45 pages

How to Hand in the Paper

Seminar papers have to be handed in in printed form at the secretariat (no hardcover, single copy) and to your supervisor as a pdf-file by E-mail. Bachelor and master theses must be submitted electronically as a pdf-file and as a hardcopy *in duplicate* (hardcover without spiral binding). For empirical work, executable program files have to be submitted electronically. If the data used is not publicly available, it must also be submitted to the supervisor.

Outline and Structure

The level of outline for seminar papers should be no more than 2 levels, for bachelor and master theses it should be no more than 3 levels. The paper should include the following sub-headings:

- Cover sheet
- Abstract (short summary of the paper)
- Outline
- Introduction
- Main part
- Discussion and Conclusion
- References
- Appendix (optional)
- Statement under oath (see Appendix 2)

The introduction (Section 1) should introduce and clarify the topic. The research question should be stated clearly. At the end of the introduction, the structure of the paper should be described briefly, e.g.:

This paper is structured as follows. Section 2 briefly outlines ... Section 3 examines ... Section 4 focuses on ... Section 5 evaluates ... and Section 6 concludes.

The last Section should summarize, discuss and interpret the results.

Citation and Footnotes

Citation should follow the so-called Harvard citation style. References in the text should be indicated by the last name of the author and the year of publication in parentheses. Add page numbers if you are quoting from the authors. For example: (Wagner and Jahn, 2004, p. 218). If several papers of one author are cited, you should separate the years by commas: (Jahn, 2008, 2015). Distinguish several works of different authors by a semicolon, like this: (Jahn, 2015; Wagner, 2010). The complete reference should be given in the references at the end of the paper. Footnotes should be used rarely and only if necessary.

References

At the end of the paper, there should be a list of references with all the cited works, alphabetically ordered by the authors' last names. Please quote newspapers or online sources only if absolutely necessary. If there are several papers of the same author, they should be ordered chronologically. Please *do not* separate your sources into books, articles, internet publications, etc. Examples for citing:

- Books: Wagner, T. and Jahn, E. (2004), *Neue Arbeitsmarkttheorien*, 2nd edition, Stuttgart.
- Articles: Garibaldi, P. and Violante G. (2005), "The employment effects of severance payments with wage rigidities", in: *The Economic Journal*, 115, 799–832.
- Book Chapter: Gerlach, K. and Hübler, O. (1995), „Betriebsgröße und Einkommen“, in: Steiner, V. und L. Bellmann (Hrsg.), *Mikroökonomik des Arbeitsmarktes*, Nürnberg, 225–264.

- Internet: For academic sources, stick to the style above. Additionally, indicate the whole URL and the date you last accessed it. Exemplary Citation: OECD, What is regulation? <http://www.oecd.org/subject/regreform/whatisreg.html>, Date.

Grading

Grading follows roughly the following criteria:

Content: (75%)

- Definition of the topic
- Execution of the paper (superficial vs solid)
- Structure and outline
- Understanding the economic theory, methodological approaches
- Level of additional literature
- Strengths and weaknesses of the paper
- Discussion of literature (reflection)
- Own conclusion

Form and style: (25%)

- Orthography
- Readability
- Citation and references

Appendix A1: Cover sheet

The cover sheet should contain the following information:

Title of the Thesis

Type of the paper (e.g. Master thesis)

at the

Chair of Labour Economics

University of Bayreuth

Prof. Dr. Elke Jahn

Author:	First Name, Last name
Degree Program:	Economics
Seminar (for seminar papers):	
Matriculation number:	1111111
Postal address:	Street, House number 9544x Bayreuth
E-mail:	name@xx.zz
Phone:	(1233) 77777777
Submission deadline:	dd.mm.yyyy

Appendix A2: Statement under oath

Statement under oath

I, [first name last name], born [dd.mm.yyyy], declare under oath that I have independently authored this [thesis/paper] with the topic

[Topic of the thesis/paper]

I have not used other than the declared sources. All material used either literally or by content from published or non-published sources is explicitly marked at each point by quoting the respective source. This [thesis/paper] has not been submitted to any other examination board in the same or similar form.

Bayreuth, [dd.mm.yyyy]

[Signature]