

DEPARTMENT OF ECONOMICS  
PROFESSORSHIP OF MACROECONOMICS  
FACULTY OF BUSINESS, ECONOMICS AND SOCIAL SCIENCES  
CHRISTIAN-ALBRECHTS-UNIVERSITY OF KIEL

**Advices for Master and Bachelor theses and Seminar papers**

## 1 Preliminary Note

Your thesis should be understandable without any special knowledge on this topic for students of equal semesters as you are. They should be able to follow your logical structure easily, which should be clear and straight-forward. They should also be able to repeat your main conclusions.

It is very important that you argue precisely and coherently. Also assure yourself whether there are any gaps in your logical structure that have to be filled to get a complete and consistent text. Explain all your figures and give mathematical proofs (if necessary). Since academic papers are written for well-educated scientists, you need to give extensive explanations of their reasoning. Be sure to fill every gap that resulted from the shortage of space in academic papers. Reread your text a couple of days after finishing the raw version. Try to take the perspective of an objective reader. Critically analyze whether your reasoning is coherent and clear. Revise the text once again to eliminate possible shortcomings.

Besides the content, your grade depends on style and external form of your text. Be sure to carefully follow the given requirements on citing, margins and text appearance.

## 2 Concept Paper (for Seminar Papers)

Before writing a seminar paper, it is required without exception to submit a concept paper (about 2 pages) to your adviser. It should comprise a short illustration of the main question/problem of your paper, the main goal of your text and the most important literature to the topic. Please summarize your course of investigation and the results that you expect to get. **You are only allowed to attend the seminar if your concept paper is accepted** (or accepted with certain conditions like further literature requested). The concept paper is subject to the same requirements on style and external form as the seminar paper itself.

## 3 General Requirements on Style and Form

You are strongly advised to use the LaTeX or Word sample, which can be downloaded from <http://www.makro-vwl.uni-kiel.de/de/hinweise-zur-erstellung-wissenschaftlicher-arbeiten>.

Please write your thesis one-sided, line space 1.5, left and right margin of 4cm. Use „*Times New Roman*“ or LaTeX-font in 11pt (and 10 pt in footnotes). Write formulas in italic (use ”align”-environment in LaTeX) and indices in 10pt. Be sure that hyphenation is correctly used by your text processing program.

Apart from the title page and the contents, numerate all pages containing lists (acronyms, figures,...) and the appendix with Roman numerals. Numerate the pages containing the main text with Arabic numerals. Also numerate the formulas, tables and figures consecutively.

The contents should appear in the following order:

- Title Page
- Table of Contents
- List of Figures
- List of Tables
- List of Symbols
- Text
- Appendix
- References
- Affirmation

## 4 Title Page

The title page should contain:

- department, professorship, faculty and university
- title of your thesis
- sort of paper (bachelor or master thesis, seminar paper)
- abstract (for seminar papers)
- lower left: name, field of study, current semester and first assessor
- lower right: email address, matriculation number, deadline and second assessor.

Notice that it is not allowed to use the seals and logos of the CAU on seminar papers and bachelor or master theses.

## 5 Table of Contents

The table of contents shows the structure of your text. It results from your understanding and processing of the topic. Make sure to imply a common thread/a central theme to follow throughout the text. Watch out for your thesis to be well-balanced (that is: the more important the section, the more weight it should get).

Give the title of the chapter or (sub-)section on the left and the page where it begins on the right.

Numerate the chapters with (1., 2., 3., ...), sections with (1.1, 1.2, 1.3, ...) and subsections with (2.1.1, 2.1.2, 2.1.3, ...). There is no need for a subsection 2.1.1 if there is no 2.1.2 following.

## 6 Introduction

The first chapter/the introduction should contain:

- context of existing literature
- method of investigation
- results
- structure of the text.

The introduction should arouse interest in your text and its topic. It should illustrate the main problem, the main goal and the main results. The structure of the text should be explained (that is: not only listed!). Additionally, the main terms should be defined.

## 7 Conclusion

End your text with a chapter that summarizes the main results. You can also state some theses or point out unsolved problems.

## 8 Referencing

Refer to the scientific work of authors that dealt with subjects that correlate to your topic. Your own reasoning should also be included, however it will constitute only a small part of your text. **You have to perfectly give all references for every source of information that was used.** Cite uniformly

as described in the following subsection. You should not use footnotes to cite from underlying literature.

Notice that your text will be treated as plagiarism in the case that your text implies literature without referring precisely to it! This matter of fact leads not only to the exclusion from the seminar but to taking legal actions additionally. Each thesis is being checked by appropriate plagiarism software.

## 8.1 Citing within the Text

Within the text, please refer to implied literature by giving:

- author's name
- year of publication
- exact pages that are used.

Examples:

- (a) Herberg (1994), p. 45, gives the following definition: „A good is **superior** in case ...“.
- (b) Section about Cournot duopoly equilibrium [cf. Varian (1989), S. 426-431; Herberg (1994), S. 325 ff.].

In the case of two authors you have to give both names. If there are more than two authors only the name of the first author is used, adding „et al.“.

If you refer to more than one publication of one author and the same year of publication, you have to add lower-case letters to the year of publication.

E.g.: Stobbe (1987a), Stobbe (1987b).

## 8.2 Citing within the section ”References”

In this section all references are given that were actually used (and cited) in the text. (Sources that you read but are neither used nor cited in the text are not given in the references.) It is to alphabetically order the references by the name of the first author. If more than one paper of the same author(s) are listed, they have to be ordered by the year of publication (and also by lower-case letter if necessary).

General notation for scientific papers in the references section:

A, B., C. D. E; F; G-H. (Regard the exact syntax!)

With

A: surname

B: initial letter of forename

C: year of publication

D: title of the article

E: *title of the journal* (italic!)

F: volume

G: first page

H: last page

Examples:

Adolfson, M., 2007. Incomplete Exchange Rate Pass-Through and Simple Monetary Policy Rules. *Journal of International Money and Finance*; 26; 468-494.

Blanchard, O., Kahn, C., 1980. The Solution of Linear Difference Models under Rational Expectations. *Econometrica*; 48; 1305-1311.

Notice that it is not allowed to use the abbreviated form „et al.“ within the references.

Give the URL (if available) of a reference in squared brackets [URL: <http://www.XXX.com>]).

General notation for books:

A, B., C. D. E, F; G; H. (Regard the exact syntax!)

With

A: surname

B: initial letter of forename

C: year of publication

D: title of the book (including subtitle)

E: edition

F: publisher

G: place of publication

H: year of publication

Example:

Galí, J., 2008. Monetary Policy, Inflation, and the Business Cycle. 3rd edition, Wiley and Sons; Oxford; 2008.

Again: You are only allowed to refer to a publication if it is actually used (and referred to) in the text!

## 9 Quoting

Direct/literal quotes have to be placed in quotation marks. Be sure to give an exact copy of the original (including potential mistakes). Insert two points if one word is omitted, insert three points for more than one words omitted. Words inserted by yourself are placed in squared brackets (only allowed, if it does not change the meaning). Also declare if emphases are added or omitted in comparison to the original.

*Example:*

In this context, Ethier (1983), S. 5, states that: „The principle of comparative advantage is one of the great ideas of economics ... The basic idea ... is attributed primarily to David Ricardo.“ (emphasis by the author).

Exact quotes should overall be used rarely.

## 10 Footnotes

Footnotes are used for additional explanatory notes, which do not fit into the text because they would interrupt reading. They serve for a more detailed understanding of the text. You should numerate them consecutively and separate them from the text by a horizontal line. Footnotes should overall be used rarely.

## 11 Tables and Figures

Tables and Figures should be numerated consecutively and should have a caption (containing information about the subject matter as well as the source). Please also specify if the figure or table is adopted from the source (with or without changes) or made by yourself. Add to the reference: „In accordance with:“ for changed, respectively „(own illustration)“ for own figures or tables. Own notes should be marked by „(note of the author)“.

## 12 List of Acronyms

Common acronyms can be used without further explanation (like „e.g.“, „cf.“ and „etc.“, also abbreviations for currencies, measuring units, „USD“, etc.). Additional acronyms should entirely be displayed in the list of acronyms. They also have to be introduced within the text.

*Examples:*

„...New Keynesian macroeconomics (NKM) ...“

## 13 List of Symbols

All Symbols that are used have to be displayed in the list of symbols (including the common used symbols). You should only use symbols in the text if they have been used and explained before in a formula. They have to be introduced within the text as well.

*Example:*

„In the following text  $Y_t(i)$  denotes the level of production of a firm  $i$ .“

## 14 Appendix

To avoid frequent disruption of the text, you can use the appendix for longer mathematical proofs. It should not be used to transfer further text that could not be included in the main text due to the shortage of space.



## 15 Affirmation

You have to add an additional page in your seminar paper and bachelor or master thesis, containing a signed copy of following affirmation:

### *Master or Bachelor theses*

I hereby declare that I have composed my Master's/Bachelor's thesis "*Title of the Thesis*" independently using only those resources mentioned, and that I have as such identified all passages which I have taken from publications verbatim or in substance. Neither this thesis, nor any extract of it, has been previously submitted to an examining authority, in this or a similar form.

I have ensured that the written version of this thesis is identical to the version saved on the enclosed storage medium.

Date, signature

### *Seminar papers:*

I hereby declare that I have composed my Seminar paper "*Title of the Thesis*" independently using only those resources mentioned, and that I have as such identified all passages which I have taken from publications verbatim or in substance. Neither this thesis, nor any extract of it, has been previously submitted to an examining authority, in this or a similar form.

Date, signature