



UNIVERSITY OF HOHENHEIM

INSTITUTE OF ECONOMICS  
CHAIR OF MICROECONOMICS AND INDUSTRIAL ORGANIZATION

*Prof. Dr. Ulrich Schwalbe*

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**Information Sheet**  
**Formal Aspects for Writing a Master Thesis**

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This information sheet provides a summary of the most important formal requirements for writing a Master Thesis at the Chair of Microeconomics and Industrial Organization. Please note that this information sheet is only an incomplete overview. Further information can be found in textbooks on scientific writing.

#### GENERAL FORMATTING

|                        |   |
|------------------------|---|
| <b>Number of pages</b> | 60 (+/- 10%) (written part)   |
| <b>Margins</b>         | right, left and top 2.5 cm, bottom 3.0 cm   |
| <b>Font</b>            | Times New Roman 12pt or Arial 11pt<br>full justification und 1.5 line spacing   |
| <b>Footnotes</b>       | 10pt, single line spacing, hanging indent, full justification   |
| <b>Page numbering</b>  | List of Contents, List of Abbreviations, List of Figures, List of Tables and List of References consecutively numbered with Roman numerals; text part and Appendix consecutively numbered with Arabic numerals. |

#### LAYOUT

- **Title Page:** The title page must contain the following information:
  - topic of the Master Thesis,
  - author’s name, matriculation number, address, phone, e-mail address,
  - information on the number of enrolled semesters, return date and supervisor.
- **Figures and Tables:**
  - Figures and tables must be numbered consecutively.
  - Caption centered below the respective figures or table (12pt) as well as the reference (10pt).
- **Citation:**
  - Citations can be displayed either by the Harvard style or by the Chicago style. However, the chosen citation style must be used consistently throughout the Master Thesis!
  - Direct quotes should be used sparingly.
  - Within the text part, references should be cited in shortened form as follows: *Name (year of publication, cited page)*, irrespective of the applied citation style. The complete indication of the source is only given in the List of References.
- **Abbreviations:**
  - Technical terms or institutions should be written out in full when first mentioned. Their abbreviations should be stated directly behind its term in parentheses.

#### LISTS

- **List of Contents:**
  - The maximum of three chapter levels should not be exceeded (i.e. 2.3.2).
  - Each chapter level should contain at least two subsections.

- **List of Figures and List of Tables:**

- Figures and tables should be listed in numerical order.
- Captions of figures and tables have to be indicated.

- **List of Abbreviations:**

- Abbreviations of terms should be listed in alphabetical order.
- Common abbreviations such as "etc.", "e.g." or "i.e." should not be included.

- **List of References:**

- References should be listed in alphabetical order according to the family name of the author.
- A classification of the references by types of publications should not be made.
- The text format of a reference depends on its type of publication.

Monograph: *name, first name (year of publication): title, edition, place of publication.*

Compilation and Festschrift: *name, first name (year of publication): title of the paper, in: name, first name (ed.): title of the compilation, volume, edition, place of publication, first and last page number.*

Article: *name, first name (year of publication): title of the article, in: title of the journal, volume, issue, first and last page number.*

Discussion paper: *name, first name (year of publication): title of the paper, title and number of the discussion series.*

Internet source: *family name of the author or name of the organization (retrievement date), URL or domain.*

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| REQUIREMENTS FOR SUBMISSION |
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- **Declaration**

- The last page of your Master thesis must contain the signed declaration. The latest version of the declaration can be found on the homepage of the examination office of the University of Hohenheim.

- **Submission**

- You must submit two bound copies (no spiral binding).
- You must also submit an identical copy of the work as an unencrypted electronic document (\*.doc, \*.docx, \*.odt, \*.pdf, \*.rtf) on a CD, DVD, or USB stick.
- You must submit the Master's thesis on time to the Examinations Office or the Student Information Center (SIZ). Note, if you send your thesis by post, the postmark serves as the submission date. If you do not submit the thesis on date and in due form, the thesis is assessed as "unsatisfactory" (grade 5.0).