

Guidelines for the preparation of final theses at the Chair of Applied Economics

Prof. Dr. Almut Balleer, Version from 12th of March 2019

1. Formal structure of the thesis

1. Cover sheet
 - a. Indication of the type of thesis: Master's thesis or Bachelor's thesis
 - b. Title of the thesis
 - c. Supervisor: Prof. Dr. Almut Balleer
 - d. If appl.: Supervision Assistant: Name of the supervising assistant
 - e. Submitted to RWTH Aachen University by name, address, matriculation number
 - f. Due date
2. Table of contents
3. Text
4. Bibliography
5. Appendix
6. Affirmation in lieu of an oath

I hereby certify that I have done this work independently and without the use of any aids other than those specified. All parts which are taken literally or analogously from published and not published writings of others, are marked as such. The work has not yet been submitted in the same or similar form as an examination paper.

Place, date

Signature of the author

2. Language

The thesis can be written in German or English.

3. Number of pages

The Master's thesis must not exceed 60 pages (without appendix). No more than 40 pages (without appendix) may be written for the Bachelor's thesis.

4. Formatting

Please leave at least 2 cm of correct area on the right and left. The line spacing is 1.5 and the font Times New Roman with font size 12pt.

5. Footnotes

Footnotes are placed at the end of the page in 10pt font size with single line spacing. The page numbers are displayed below the text beginning with the main text.

6. Tables and illustrations

Illustrations and tables should be labelled and consecutively numbered. Tables and illustrations of key results should be presented in the text, other tables and illustrations should be presented in an appendix. The sources of the illustrations and tables must be clearly identified.

Illustrations and tables can be generated on the basis of statistical data from national or international organizations or they can be taken from those sources directly. Please do not use secondary sources for statistical specifications, illustrations or tables. Suitable sources are: OECD, IMF, world bank, UN, Eurostat, Federal Statistical Office, Federal Employment Agency.

7. Literature

The basis of the work should be scientific articles, i.e. articles published in the corresponding scientific journals. A list of scientific journals with the corresponding ranking (higher = better) are found for example here: <https://ideas.repec.org/top/top.journals.simple.html>.

Published papers are preferable over earlier versions (working papers / discussion papers). For the understanding of the scientific work, especially explanatory terms and definitions, textbooks should be used and cited correctly. Wikipedia is not a reliable source of scientific information.

In addition, other non-scientific sources, such as newspaper articles or publications from various institutions (IMF, ECB, etc.) can be used to illustrate the motivation for the thesis or to explain the relevance of the topic.

8. Citation

General:

Individual terms as well as literal text parts are indicated by quotation marks, where the omission of sentence parts are indicated by [...].

For meaningful or translated quotations, the use of other people's thoughts must be indicated, e.g. by an introductory sentence.

Printed sources:

Abbreviated information in the text, i.e. The author (s) and the year (e.g.:

According to Müller (2005) ..., Hohenstein et al. (2010) document that, ...

In case of several publications in the same year: Schmidt (2010a) and Schmidt (2010b) ...).

Detailed information should be included in the bibliography, see section 8.

Electronic sources:

Abbreviated information in the text, author, source (for example, sueddeutsche.de) and date (day, month, year) of publication (if available) or the date of retrieval (if no publication date is available).

Detailed information should be included in the bibliography, see section 8.

9. Bibliography

The complete bibliography should be placed in alphabetical order at the end of the text above the appendix.

Printed sources:

Article: Autor(en) (Jahr): Titel, *Zeitschrift*, Ausgabe (Nummer), Seitenzahlen

Example: Cobb, C. W. and P. H. Douglas (1928): A Theory of Production, *American Economic Review* 18 (1), 139-165.

Textbook: Autor(en) (Jahr): *Titel*, ev. Herausgeber, Verlag, Ort.

Example: Acemoglu, D. (2009): *Introduction to Modern Economic Growth*, Princeton University Press, Princeton and Oxford.

Working paper/discussion paper: Autor(en) (Jahr): Titel, *Working paper series* (Nummer)

Example: Hassler, J., P. Krussel, and C. Olovsson (2012): Energy-Saving Technical Change, *NBER Working Paper Series* (18456).

Electronic sources:

Quelle (Jahr): Titel, URL (Abruf- und Veröffentlichungsdatum)

Example: Ver.di (2015c): Gründungsgewerkschaften, <https://www.verdi.de/ueberuns/idee-tradition/gruendungsgewerkschaften> (Abruf 05. Juli 2015).

10. Submitting the thesis

The paper must be submitted to the responsible examination office on time. Two printed and bound copies must be submitted, signed at the end of the declaration. The work must be submitted in electronic format together with the documentation of the electronic sources (PDF printout, screenshots) and any other files (data used, calculations, etc.) on a USB memory stick or CD.

11. Contact for questions

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