Information Sheet

Formal Layout of Papers

This information sheet will provide general advice on developing and writing seminar papers at the Chair of Public and Nonprofit Management. Further and more detailed information can be found in various books and booklets on "academic research and writing" (see references).

After the completion of your paper, it has to be handed in **before/on the due date** in word/open office **and** pdf format with the course instructor.

LAYOUT

The layout has to fulfill the following standards:

- The following **parts** have to be included:
  - Cover Page
  - Table of Contents
  - Potentially indices of tables, figures, abbreviations and/or appendices
  - Affirmation and consent to the checking for plagiarism (see below)
- **Font size**: 10-12 (compliant with font)
- **Font:** optional (e.g. Cambria, Calibri, Garamond, Times New Roman; no Arial)
- **Line Spacing:** 1.5 as a maximum
- **Orientation**: justification (do not forget to turn on hyphenation)
- **Margins:** left: at least 3.5 cm; right: at least 3 cm; top and bottom: at least 2 cm
- Leave spacing of at least 6 before a **new paragraph**. Choose spacing that is smaller than a full line.
- Number **headlines**
- All pages have to be **numbered continuously**. Roman letters can be used for indices.
- To achieve the specified layout, students are expected to use the appropriate features in programs such as **Microsoft Word** or **LaTeX** (especially formatting styles, automated indices, and page numbers).

CITATION STYLE

Only **in-text citation** should be used ("author-date style"). Do not use citations in foot- or endnotes. The citation style is optional. However, the following things need to be considered:

- The same format needs to be used within the entire work,
- The cited entries should be assignable,
- The author/creatorship should be recognizable in the reference.

When you are unsure of what citation styles are common and how different types of sources are being cited, please refer to the literature below.

Cover Page

The cover page should at least provide the following information:

- **Title** of paper
- **Title of seminar** and name of **course instructor/supervisor**
- Name, matriculation number, address and email address of the **author**
- **Course of studies** of author
- **Semester**

USE OF AI IN THE PREPARATION OF THE THESIS

Traceability and disclosure of used materials, data, and methods are fundamental pillars of scientific work. Similarly, the primary function of a thesis, or any other written work such as seminar papers, is to assess the competencies of the students. In the case of a thesis, this primarily concerns the students' ability to handle the state of research, develop a theoretical framework for a research model and hypotheses, select and appropriately apply methods, present results in a transparent, understandable, and traceable manner, as well as critically discuss the implications of their findings for practice, theoretical models, and further research needs.

With the use of AI, however, the student's own thoughts and efforts may not be presented, but rather AI-generated and AI-supported content in the thesis.

It is considered improper—and therefore inadmissible—to use AI tools not merely as supportive aids, but to generate essential elements of the thesis, as this would lead to the assessment of the quality of the AI rather than the competencies of the student.

However, it is permissible to use these tools as a support to create one's own content, analyses, and text. For example, a "critical dialogue" with AI, such as ChatGPT, is allowed, e.g., when ChatGPT is used to assist in outlining the structure of the thesis, suggest potential theoretical approaches, or provide initial overviews of the research landscape. Similarly, writing support tools like DeepL, which help correct grammar and writing mistakes, are also considered permissible. AI assistance in programming evaluations is also allowed.

What is not allowed, however, is copying or paraphrasing entire passages of text generated by AI, or entire analysis evaluations that have not been independently questioned, adapted, and refined.

The AI tools used should be listed in an appendix to the thesis in a separate directory (table), specifying which AI application was used, and for each program, the purpose and extent to which AI contributed at each stage should be briefly described.

Affirmation and Consent to the checking for plagiarism

At the end of the paper, an **affirmation** should be placed. The following text is recommended:

> I hereby confirm that solely I am the author of this paper and have not used other sources and resources than the ones cited.

The paper on hand is free of plagiarisms. All information that has been extracted directly or indirectly from other works is marked as such and listed in the table of references.

This work has not been handed in as an assessed assignment with another examiner and has not been published before.

Below the affirmation should be your **consent to your paper's checking for plagiarisms through a plagiarism detection software**. For this the following text is recommended:

I have been informed that a plagiarism detection software will be used in order to check my paper for its legitimacy. I am aware that my anonymized paper will be analyzed in a secure domain of a server outside of the European Union and is temporarily saved there. For this, no personal data will be transmitted.

I hereby consent to the checking of my paper through a plagiarism detection software under the before mentioned conditions.

The affirmation as well as the consent to the checking for plagiarisms has to be dated and **signed by your own hand**.

LITERATURE RECOMMENDATIONS

BASICS

Booth, Wayne C.; Colomb, Gregory G.; Williams, Joseph M. (2008): The craft of research. 3rd ed. Chicago: University of Chicago Press.

Metzger, Christoph (2010): Lern- und Arbeitsstrategien. Ein Fachbuch für Studierende an Universitäten und Fachhochschulen ; (mit beigelegtem Fragebogen). 11., überarb. Aufl. Oberentfelden/Aarau: Sauerländer (WLI-Hochschule).

QUOTATION

Disterer, Georg (2011): Studienarbeiten schreiben. Seminar-, Bachelor-, Master- und Diplomarbeiten in den Wirtschaftswissenschaften. 6., vollst. überarb. und erw. Aufl. Berlin: Springer (Springer-Lehrbuch).

Ludvig, Alice (2005): Zitieren, Stand 12.03.2014, verfügbar unter: http://homepage.univie.ac.at/alice.ludvig/Zitieren_folie1.pdf.

Lück, Wolfgang; Henke, Michael (2009): Technik des wissenschaftlichen Arbeitens. Seminararbeit, Diplomarbeit, Dissertation. 10., überarb. und erw. Aufl. München: Oldenbourg.

Turabian, Kate L. (2013): A manual for writers of research papers. Chicago Style for students and researchers. Kate L. Turabian. Eighth edition. Chicago, Ill: University of Chicago Press.

Universitätsbibliothek Freie Universität Berlin (2014): Richtig zitieren: Zitierregeln für konventionelle und elektronische Medien – Linksammlung, Stand 12.03.2014, verfügbar unter: www.ub.fu-berlin.de/service_neu/einfuehrung/bookmarks/zitieren.html

RESEARCH DESIGN

De Vaus, D. A (2001): Research design in social research. London, Thousand Oaks, Calif: SAGE.

Kellstedt, Paul M.; Whitten, Guy D. (2009): The fundamentals of political science research. Cambridge, New York: Cambridge University Press.

Plümper, Thomas (2012): Effizient schreiben. Leitfaden zum Verfassen von Qualifizierungsarbeiten und wissenschaftlichen Texten. 3., überarbeitete Auflage. München: Oldenbourg.

CHECKLIST PAPERS

Before you hand in your paper please check if the following points are included/fulfilled:

- Layout Requirements:
  - **Font size**: 10-12 (compliant with font)
  - **Font:** optional (e.g. Cambria, Calibri, Garamond, Times New Roman; no Arial)
  - **Line Spacing:** 1.5 as a maximum
  - **Orientation**: justification (do not forget to turn on hyphenation)
  - **Margins:** left: at least 3.5 cm; right: at least 3 cm; top and bottom: at least 2 cm
  - Leave spacing of at least 6 before a **new paragraph**. Choose spacing that is smaller than a full line.
  - Number **headlines**
  - Page numbers
- Required word count/length adhered?
- **Cover page with**:
  - Title of paper
  - Title of seminar and name of course instructor/supervisor
  - Name, matriculation number, address and email address of the author
  - Course of studies
  - Semester
- **Table of contents** and if required other indices
- **List of references**
- **Affirmation**
  - Signed
- **Consent to the checking for plagiarism**
  - Signed
- **Handing in via email to the course instructor**
  - Word-/OpenOffice-file
  - **And** pdf-file