

Style Guidelines for Writing Academic Papers

// DHBW Mosbach / Business School

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The present text is a translation. In the event of any discrepancies between the translation and the original text, the original text shall prevail.

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1 General Information

Writing academic papers at DHBW Mosbach is subject to different frame conditions that are binding (*obligatory*) on the one hand, and discretionary (*facultative*) on the other hand. These conditions are derived from different documents, i.a.

- study and examination regulations for bachelor's degree courses at the Business School ([StuPrO DHBW Business School](#)) of 29/09/2015 (DHBW bulletin no. 23/2015)
- module description of the study program / specialization in the corresponding description of DHBW's study program
- guidelines for qualification requirements and the approval procedure for corporate partners (workplace training providers) of DHBW for a bachelor's degree of 22/09/2011 ([DHBW bulletin no. 14/2011](#))



Students are recommended to work the **Web-Based Training (WBT) for Academic Writing (WissBASE II)** (only available in German: "Web-Based Training zum Wissenschaftlichen Arbeiten") (moodle.mosbach.dhbw.de) of DHBW Mosbach to acquire basic and advanced skills. **WissFIT II** is available as app for occasionally practicing and repeating contents. In addition, consult the [library](#) service. Introductory courses in online literature research and the databases are being offered there.

Important conventions concerning formalities of DHBW Mosbach Business School as well as, within this context, relevant basics in terms of exam regulations are summarized in the present "Style Guidelines for Writing Academic Papers". The following contents are required as basis for writing academic papers at DHBW Mosbach.



Supplementary to this guideline an alignment between student and academic supervisor is always necessary.

Different or additional agreements may arise. These have eventually to be clarified with the corresponding head of department.

2 Formalities

2.1 Layout and format requirements

The format and composition of the paper is supposed to facilitate reading and to support the content structure of the paper. This should be the aim of the **layout**. For this purpose use for example a clearly legible font, highlight headings, use smaller font size for footnotes than for the main text or visually highlight paragraphs as a conceptual unit (e.g., by indenting the first line of the paragraph or by inserting more space between paragraphs).

The guiding principles for a layout are **reader-friendliness** and **uniformity** (i.e., once you choose a layout principle, keep to it strictly).

A good formal and linguistic composition of the paper is indispensable.

Although expert contents are primarily relevant for grading, **linguistic and stylistic deficiencies** result in partially considerable **deductions in grading**, rectifications or at the extreme even in exam failure.

Below you find a summary of basic formality conventions at DHBW Mosbach.

To ensure comparability as to the required number of pages, adhere to the following format requirements:

Format:	DIN A4, white sheets, printed on one side only
Margins:	left: 4 cm right: 2 cm top: 3 cm (to text) bottom: 2 cm (to footnote)
Font:	Arial 12 pt. (text), Arial 10 pt. (footnote)
Line spacing:	1.5 lines in text (within a paragraph), 1.0 lines in footnote (within a paragraph)
Paragraph:	before and after a paragraph 6 pt. each (text), in footnotes before and after the paragraph 0 pt. each (footnote)
Binding:	required
Submission:	Written papers have to be submitted as one printed copy and in one electronic version respectively (text file and if necessary further digital appendices) at DHBW.



An alignment with the specifications of the corresponding study program or specialization is necessary. They can have different agreements.

2.2 Structure of the paper

An academic paper consists of different elements which are structured in a determined sequence (see also table 1):

1. **Cover sheet/ title page**

Templates for cover sheets are listed in the appendix and published on the webpages of DHBW Mosbach.

Should the workplace training provider require a restriction note, according to StuPrO DHBW Business School (annex 1, 1.2.3) the following wording is to be used:

“The content of the present work must not be accessible in whole or in part to persons beyond the examination process and the evaluation procedure as long as no contrary approval of the workplace training provider exists.”

2. **Preface**

A preface serves as a personal short summary. A preface is **not common** at DHBW Mosbach.

3. **Table of contents**

Every item and all lists of the paper (except the “table of contents” itself and the “statutory declaration”) have to be listed in the table of contents with the corresponding page number where it starts.

4. **List of abbreviations**

A list of abbreviations is required when uncommon abbreviations (e.g., numerous technical abbreviations) are used. Do not list commonly used abbreviations (etc., et al., ...).

5. **List of figures**

A list of figures is required when at least three figures (photos, drawings, charts ...) are used.

6. **List of tables**

A list of tables is required when at least three tables are illustrated.

7. **Summary (German) and/or abstract (English)**

A summary for the hurried reader (management summary / abstract) can be put before the actual text part.

8. Execution part / text of the paper

The execution part consists of introduction, body and conclusion. The **required page numbers** refer to this part of the paper. This actual text of the paper also contains figures and tables to which the text refers.

In chapter **Introduction** the problem, objective and structure of the paper are outlined. In the **main or text part**, the core of the academic paper, the structure of the paper outlined in the introduction is implemented. The **final chapter** can be formulated according to the focus of the paper: as summary/conclusion and/or as prospect. A **summary** shall give the reader a short overview of the main findings and results of the paper. A **prospect** can provide additional ideas and thoughts.

9. Appendix (and list of appendices)

Supplementary material, which is not necessary for the understanding of the current text, is to be added in the appendix. The appendix ensures that a continuous proof is provided on how the result was deducted, e.g., survey results or detailed descriptions of the procedure.

If there is more than one appendix, the appendix is introduced by a list of appendices. The list of appendices also contains contents of an electronic appendix which are not included in the print version (e.g., studies in pdf format).

10. Bibliography

Each literature source which is referred to in the text or footnotes is to be listed in the bibliography. Also, internal company material has to be listed accordingly.

11. Statutory declaration

The wording of the statutory declaration is given in the study and exam regulations (StuPrO). The following wording has to be used (study and exam regulations StuPrO DHBW Business School, cf. annex 1, 1.2.3):

“I hereby declare that my Bachelor Thesis (or student research project or term paper) with the topic: (...) is the result of my own work and that I have not used any other sources and aids than those indicated. Moreover I declare that the submitted electronic version coincides with the printed version.”

12. Loose attachments (e.g., CD in insertion pocket)

No.	Paragraph/chapter	Type	Page numbering
1	Cover sheet, with restriction note, if necessary	Mandatory	None, however, conceptually it is the first page
3	Legal note	Optional	
4	Preface/Acknowledgment		
5	Table of contents	Mandatory	Page numbering with Roman numerals (starting with II, III, IV, ...)
6	List of abbreviations	Mandatory starting from 3 listings	
7	List of figures		
8	List of tables		
9	Summary (German) and/or abstract (English)	Optional	Page numbering with Arabic numerals (1, 2, 3, 4, ...)
10	Main / text part of the paper (with figures and tables)	Mandatory	Continuation of Roman page numbering (...V, VI, VII,...) is recommended
11	Bibliography		
12	Glossary	Optional	
13	Cover sheet of the appendix (with list of appendices, if appendix is longer)		
14	Appendix text		
15	Index		
16	Statutory declaration	Mandatory	None

Table 1: Indications to structure and page numbering of academic papers at DHBW

Source: Own version

3 Citing and Referencing

3.1 Citation methods in the text

Accurate and complete proof of borrowed contents (e.g., facts, argumentations or evaluations) is a crucial quality requirement of academic papers. The following chapter provides fundamental indications on structuring citation and bibliography at DHBW Mosbach.

A literally or analogously borrowed passage from another text is a **citation**. Citations **always** have to be **highlighted** as such and therefore be verifiable. Impeccable citing is the basis of academic clarity and fairness. When using sources without citation, the academic paper can be graded as “failed” or considered attempted cheating, even retrospectively. Old proverbs and proper names have to be marked in *italics* or **bold**. This makes it easier to the reader in terms of clarity and association of the statement.

The citation method is to be built in a way that the reader is clearly referred to a source listed in the bibliography. There are several citation systems. They define how a source has to be integrated in the text and how the corresponding bibliography has to be structured.

Today’s most frequently used citation method in the text is the short citation method, either in form of the so-called Harvard method, as number system or in form of the footnote citation method. Examples for the three citation methods are shown in table 2.

When choosing the **Harvard citation method**, indicate the surname of the author, the year of publication and the page number in round brackets, directly in the current text and after the citation (*Text* (Smith, 1986, p. 202)).

When using the **number system**, put numbers in square or round brackets (*Text* [1] or *Text* (1)). The citation can be found in the bibliography under the corresponding consecutive number ((1) Goethe, Johann Wolfgang von (1974): *Faust, Der Tragödie Erster Teil*, Stuttgart: Reclam Verlag).

When choosing the **footnote citation method**, include the citation in the text using footnotes. The footnote makes reference to a footnote area on the same page (*Text*.³⁵ – footnote: 35 Cf. Smith, 1986, p. 202.). The referred footnotes below the text have to be considered as sentences and start with a capital letter. They always end with a period. Due to reader-friendliness, final scores (gathered at the end of the text part) are not used at DHBW Mosbach. Other citation methods can be chosen alternatively. When doing this, consider again the principle of **uniformity** in the exposition.



We recommend to discuss the citation method with the academic supervisor.

Several authors have to be separated by a slash: Two authors always have to be listed consistently. If there are three authors, all authors have to be named in the first citation. From the second citation on it is sufficient to indicate the first author followed by “et al.”. If there are four or more authors, generally only the first author has to be cited followed by “et al.”. If there are several works of an author in the same year, these must be marked by continuous letters (e.g., 2015b). If a paragraph is attested by several references, they must be separated by a semicolon (;) from each other, e.g.: (Smith/Bloggs, 2012, p. 10; Doe, 2010, p. 55).

Exact quotes (=direct) have to be set off with quotation marks (“.....”). Omissions ([...]) have to be clearly marked as such. Emphases in the original text must be carried over. Subsequent emphases have to be marked with “Emphasis by the writer”. **Direct quotes are only used when the wording is important.**

Analogous adaptations (=indirect) from the literature do not have to be set off with quotation marks. However, these sources have to be exactly verified, too. “Cf.” has to be put in front of a reference. Attention: In footnotes, “Cf.” has to start with a capital letter.

The page number of the consulted text passage always has to be indicated, whether using direct or indirect citation. If a citation is extended on two different pages in the original source, “f.” (= following) has to be put behind the page number. If there are several pages, the first and the last page have to be indicated.

Independently if cited directly or indirectly, with the **Harvard citation method** one has the possibility to integrate the short proof in the text. When using the **footnote citation method**, after naming the author, a footnote is included and cited as usual. The following two examples of the Harvard citation method show how the short proof can be integrated:

Example “*indirect quotation*”: Theisen (2013, pp. 169-177) shows the differences between direct and indirect quotations.

Example “*direct quotation*”: Friedrich (1997, p. 38 f.) thinks that “sketches have to be designed simply but to the point”.

Consider the following advice for citations:

- » Exactly verify the wording of each quotation with the original source. Check each quotation whether it was not quote-mined and could be misinterpreted when taken out of its context.
- » Preferably do not use second-hand quotations. Using secondary sources can only come into consideration when primary sources are objectively inaccessible. If they are exceptionally consulted, they have to be marked with the note “cited from ...” indicating the secondary source. Statistic data, in particular, must be taken from first-hand sources, if any possible.

Example for a secondary cited quotation:

(cf. Smith, 2008, p. 88 cited from Doe, 2010, p. 55). (Harvard citation method)

Cf. Smith, 2008, p. 88 cited from Doe, 2010, p. 55. (Footnote)

→ Both sources are then listed in the bibliography.

- » As a rule, it is not necessary to translate quotations taken from English and French sources. When using other sources, add a literal translation along with the translator’s name.
- » The same as with quotations, **all** tables and figures as well as all other essential numerical data and facts must be given a reference, too. Quotations and data which were not taken from literature, but were, for example, gained from a personal interview, must also be given a reference. When citing with the Harvard citation method, put the reference below the caption of the figure or table. When using footnotes, add a footnote to the caption of the figure

or table. Then name the source in the footnote text (e.g., Proper exposition or Proper exposition according to Doe, 2010, p. 50).

- » Legal provisions (legal texts etc.) are quoted with paragraphs (articles), segments, sections, sentences, half sentences, numbers, digits, or letters. The short description of the respective legal regulation follows at the end (e.g. § 3 c sec. 2 sentence 1 no. 2 letter c Value Added Tax Act, §§ 4, 5, 8 Corporation Tax Law, § 253 sec. 2 Commercial Code). In conjunction with international accounting, standards etc., are cited for example as follows: IAS 11.43, IAS 11.39 f. Legal provisions always have to be stated in the current text. They are not to be added in the footnotes. When using several versions of a law simultaneously, it has to be recognizable, e.g., § 4 sec. 5 Income Tax Act ov (ov = old version) or § 4 sec. 5 Income Tax Act nv (nv= new version) or § 4 sec. 5. Income Tax Act 2000 (Income Tax Act 2002 = Income Tax Act in version 2002). The respective versions have to be listed in the bibliography. Official abbreviations have to be explained in the list of abbreviations (e.g., IAS = International Accounting Standards, IFRS = International Financial Reporting Standards).



Possible approaches in short referencing

Reference in the text (**Harvard system**)

The author's name, year of publication and page number are indicated directly in the current text, following the quotation, and in round brackets.

Examples:

direct quotation: (Smith, 2006, p. 202)

indirect quotation: (cf. Smith, 2006, p. 202)

The quotation can be found in the bibliography under "Smith".

Reference with number in the text (**number system**)

The number complies the sequence of the first appearance in the text. It is added in square brackets after the quotation. The number coincides with the number that the corresponding source has in the bibliography.

Examples:

direct quotation : [1]

indirect quotation : (cf. [1])

The quotation can be found in the bibliography under number [1].

Reference in the footnote

When using the **footnote citing method**, the indications are made as footnotes below the text on the same page. A footnote is to be considered a sentence and starts with a capital letter. It always ends with a period.

Examples:

direct quotation : ³⁵ – Footnote: 35 Doe, 2002a, p. 24.

indirect quotation : ³⁶ – Footnote : 36 Cf. Doe, 2002b, p. 38.

The quotation can be found in the bibliography under "Doe".

Table 2: Possible approaches when using short referencing in the text

Source: Own version in dependence of Friedrich (1997, p. 32); Ebel/Bliefert (2009, pp. 99-101); Theisen (2013, pp. 168-169), Prexl (2016, pp. 78-86)

3.2 Reference in bibliography

3.2.1 Form and structure of bibliography

Sources in the bibliography are arranged uniformly with all characteristic details.

The aim of the information provided in the bibliography is on the one hand, in the sense of academic honesty, to disclose the sources of the proper paper **completely** and unambiguously and, on the other hand, to enable the reader, if needed or interested, to find and consult a source on his own and without huge effort. This also concerns internal company (confidential, where applicable) material which has to be made available to the academic supervisor for review and evaluation of the paper. The following bullet points give some indications on the form of the characterization and the notation to be used. The presentation of the sources in the bibliography can differ from these indications as long as the **principle of uniformity** is preserved (same type of source = same type of exposition in the bibliography) and as long as the academic honesty is not affected. If there are sources that cannot be classified under one of the following examples, the author of the paper has to decide him-/herself, against the background of the objective, which references are necessary.

The sources should be listed in alphabetical order according to the author's or editor's family names. Works of the same author or editor have to be listed chronologically, according to the year of publication; when having the same year of publication, alphabetically according to the titles. As a rule, there is no differentiation between different literary genres. However, it has to be paid attention to the presentation of the different literary genres! It is recommended to write out the authors' first names. If only the initials are given in a source and it is not possible to find out the first name, then only the initials are listed of **all** sources – due to uniformity reasons!

If different versions of a law, regulation, bulletin etc. are used, they **can** be listed at the end of the bibliography by indicating the announcement date and their bulletin under an appropriate heading (e.g., "List of laws"). In this case, however, a heading for the other sources has to be put, too.

If numerous court decisions or similar are used in the paper, it is recommended to summarize these sources in a separate list (e.g., "List of court decisions"), which are then put after the bibliography. It is appropriate to keep interview protocols or other material which was compiled by oneself under a separate heading (e.g., "List of interview protocols"). This material, result of one's own work, has to be submitted in an attachment or in electronic format on a CD.

If company brochures or other internal company material such as handbooks are used and cited, these sources must be made available in an attachment or in electronic format on a CD, because usually they are not available to the public. The same applies to academic papers with a restriction note.

3.2.2 Reference from books and monographs

A monograph is a book that is comprehensively dedicated to one single topic. The number of authors is irrelevant.

Author's family name, author's first name(s) (year): title of the cited work: subtitle(s) (if any), edition (starting from 2nd edition), place (if there are several, only the first one): publisher (if any), year of publication

Note: The publisher has to be named uniformly, i.e., either the publisher's name is always listed or never. Academic titles of the author are not to be indicated. If there are up to three authors, all have to be named. If there are four or more authors, only the first author must be named, the rest of authors must be listed as "et al." (and others).

Example:

Wöhe, Günter/Döring, Ulrich (2016): Einführung in die Allgemeine Betriebswirtschaftslehre, 26th edition, Munich: Vahlen-Verlag, 2016

Zimmermann, Reimar et al. (2013): Die Personengesellschaft im Steuerrecht, 11th edition, Achim: Erich Fleischer Verlag, 2013

Name affixes like "von" and "zu" are allocated after the first name.

Example:

Goethe, Johann Wolfgang von (1974): Faust, Der Tragödie Erster Teil, Stuttgart: Reclam Verlag, 1974

Should references be made from e-books, the following information has to be added:

Author's family name, author's first name(s) (year): title of the cited work: subtitle(s) (if any) (e-book/type of e-book), edition (starting from 2nd edition), place (if there are several, only the first one): publisher (if any), year of publication, URL and date of retrieval or DOI or ISBN or source of e-book

Example:

Aaker, David et al. (2015): Marken erfolgreich gestalten: Die 20 wichtigsten Grundsätze der Markenführung (e-book), Wiesbaden: Springer, 2015, <http://dx.doi.org/10.1007/978-3-658-06386-3>

3.2.3 Reference from essays published in collected editions

A collected edition is a book that consists of several texts which were edited by different authors.

Author's family name, author's first name(s) (year): title of the article, in: Editor's first name(s) and family name (Ed.), title of the collected edition, edition of the volume (if any), place of publication: publisher (if any), year of publication, page number or column reference

If the author's name is not given, add "author unknown" instead.

Additionally, the editor's volume / the collected edition has to be listed in the bibliography—equivalent to a reference from books. However: "(Ed.)" has to be added after the authors' names.

Example:

Zügel, Walther (1999): Die Geschäftsstelle als Hauptvertriebsweg von Kreditinstituten, in: Oskar Betsch/Klaus-Friedrich Otto (Ed.), Vertriebshandbuch für Finanzdienstleistungen, Frankfurt: Knapp-Verlag, 1999, pp. 86-103

Betsch, Oskar/Otto, Klaus-Friedrich (Ed.) (1999): Vertriebshandbuch für Finanzdienstleistungen, Frankfurt: Knapp-Verlag, 1999

3.2.4 Reference from comments and loose-leaf notebooks

Author's family name, author's first name(s) (year) in: first name(s) and family name of the editor (Ed.), title of the collected edition, edition of the volume (if any), place of publication: publisher (if any), year of publication or status of update delivery of loose-leaf notebooks, section or chapter or paragraph or page number or column reference (from-to)

Example:

Patt, Joachim (2014) in: Ewald Dötsch (Ed.), Die Körperschaftsteuer, Kommentar zum Körperschaftsteuergesetz, zum Umwandlungsgesetz und zu den einkommensteuerrechtlichen Vorschriften der Anteilsbesteuerung, loose-leaf notebook, Stuttgart: Schäffer-Poeschel Verlag, last update: August 2014 (55th dely), § 20 UmwStG

Drenseck, Walter (2005) in: Ludwig Schmidt (Ed.), EStG Einkommensteuergesetz, comment, 33rd edition, Munich: Verlag C.H. Beck, 2005, §§ 9, 11a, 37-42 EStG

Printed materials from the German Bundestag can be found for example in the DIP database (via www.bundestag.de). As being a mere reproduction of the printed material's content, usually no reference to the database is made in the bibliography.

3.2.5 Reference from essays published in journals

Author's family name, author's first name(s) (year): title of the article, in: name of the journal, volume or year (issue number, month, if any), year, page number (from-to)

The issue number and, where appropriate, the month are only necessary, when pages are not consecutively numbered by year!

If an author's name is not given, add "author unknown" instead.

Attention: In footnotes in the text part as well as in references from figures/tables it is compulsory to give a precise page reference of the concerned source instead of indicating pages "from – to".

Example:

Steinert, Brigitte et al. (2006): Lehrerkooperation in der Schule: Konzeption, Erfassung, Ergebnisse, in: Zeitschrift für Pädagogik, 52 (2), 2006, pp. 185-204

Author unknown (1990): Der Trend geht zum kleinen System mit großer Leistung, in: Computerwoche, 6, 1990, p. 37

When citing e-journals or articles which were retrieved online, the DOI or the database have to be indicated, as the page numbers may differ from the print version. It is recommended to enclose these documents in the electronic appendix.

Author's family name, author's first name(s) (year): title of the article, in: name of the journal, volume or year, issue number, year, page number (from - to), DOI or name of database and retrieval date or URL and retrieval date

3.2.6 Reference from dissertations

Author's family name, author's first name(s) (year): title, dissertation, university location (if there are several universities at the same location, also the name of the university itself, e.g., Freie Universität Berlin), year

Example:

Koch, Christine (1999): Wachstum und Einkommensverteilung in postkeynesianischen Ansätzen, dissertation, Mainz, 1999

3.2.7 Reference from statistical data material

Editor (Ed.) (year): collective title, series title, set and set title, year, month (if any), place and year of publication, page number (if any)

Example:

Federal Statistical Office (Ed.) (1990): Special series C: Unternehmen und Arbeitsstätten, set 2: Kapitalgesellschaften, I. Abschlüsse der Aktiengesellschaften, business year 1989, Stuttgart et al. 1990

3.2.8 Reference from internet sources

Name of author/s or operator of the server (comparable to the editor of an anthology) (year of publication): title, remark "online on the internet", URL [internet protocol://service.subdomain(s).domain/path/filename] of the date of publication (if given), visited on (date)

Note: Sources from the internet are to be saved in the electronic appendix (in pdf format, html format or as a screenshot), so that the source can be reproduced even after a possible deletion from the server of the operator.

Example:

Flassbeck, Heiner (2004): Die Osterweiterung – Chancen und Risiken in einem großen Europa (1st part), online on the internet, <http://www.flassbeck.de/pdf/2004/17.02.04/DIEOSTER.pdf> of 17/02/2004, visited on 04/03/2004

3.2.9 Reference from laws

Name of the law (abbreviation, if common), year of publication in round brackets, full name of the law according to the official publication, date of the law (“of ...”), date when referencing to an amended version (e.g., “in version of ...”), the word “in:”, name of the source of information (abbreviation, if common), year of publication of the source of information, volume (if any), part or similar, first page or column

Laws have to be used in the valid version respectively. In this case no specification in the bibliography is required. However, when using older legal texts or draft laws, the respective versions have to be listed in the bibliography.

Example:

Value Added Tax Act of 26/07/1918, RGBI 1918, p. 779



An alignment with the specifications of the corresponding study program / specialization is necessary. They can have different agreements.

Comments on laws have to be cited like independent books.

Regulations are always included in the current text, and not in footnotes.

Usual academic standard when citing court decisions is referring to sources in relevant journals or direct citation of the Federal Tax Gazette (if available, then citing first and last page). Tip: When you find a judgement for example in the NWB database, the relevant journals in which the judgement was published are named at the end of the judgement. These hints can be used e.g., for researching relevant “paper resources” in the Beck online database.

3.2.10 Reference from judgements

Judgments and court decisions have to be cited as follows:

Court and type of decision of day/month/year, decision number and/or file reference, publication title and year of publication, page(s)

Or, when the source is a journal:

Court and type of decision of day/month/year, decision number and/or file reference, in: publication title, year of publication, page(s)

Example:

Federal Finance Court decision of 22/11/2006, X R 1/05, NWB database DokID OAAAC-38215, visited on 17/12/2012

Federal Finance Court decision of 22/11/2006, X R 1/05, in: DStRE, 2007, pp. 669-673

3.2.11 Reference from internal company material

Internal company material (e.g., project report) is to be cited as follows:

Author mentioned by name (if any), company, department (if any) (year): title, creation date or year

This material has to be submitted in a printed or electronic version in the appendix, even if the academic paper includes a restriction note.

Example:

Bechtle GmbH, Quality Assurance Department (2008): Project report
"Qualitätssicherung – Probleme und Maßnahmen", 21/02/2008

3.2.12 Reference from own material

Interview protocols and other material worked out by oneself are cited chronologically (according to their creation date) as follows: Interview protocol of (date): position and name of the interlocutor.

This material is to be submitted along with the paper in the appendix or on a CD. It is recommended to list this material under a separate heading (e.g., "List of interview protocols").

Example:

Interview protocol of 03/12/2007: Head of International Purchasing Department, Knödler, Franz



It is recommended to get the finished protocols signed or confirmed by the interview partners. Eventually please follow the specifications of the head of department or academic supervisor.

3.2.13 Reference from other sources

When using quotations from a CD-ROM, the name of the author/s, the title of the CD-ROM with date of issue or version number and, if any, the publisher must be indicated.

Figure 1 shows an example of a bibliography:

Literaturverzeichnis

Andermann, Ulrich/Dress, Martin/Grätz, Frank (2006): Wie verfasst man wissenschaftliche Arbeiten?, 3. Aufl., Mannheim: Dudenverlag, 2006

Balzert, Helmut u. a. (2010): Wissenschaftliches Arbeiten: Wissenschaft, Quellen, Artefakte, Organisation, Präsentation, Herdecke: W3L-Verlag, 2010

Friedrich, Christoph (1997): Schriftliche Arbeiten im technisch-naturwissenschaftlichen Studium: Ein Leitfaden zur Effektiven Erstellung und zum Einsatz moderner Arbeitsmethoden, Mannheim: Dudenverlag, 1997

Niederhauser, Jürg (2000): Die Schriftliche Arbeit: Ein Leitfaden zum Schreiben von Fach-, Seminar- und Abschlussarbeiten in der Schule und beim Studium. Literatursuche, Materialsammlung und Manuskriptgestaltung mit vielen Beispielen. 3. Aufl., Mannheim: Dudenverlag, 2000

Ojstersek, Nadine (2009): Betreuungskonzepte beim Blended Learning: Gestaltung und Organisation tutorieller Betreuung, 2. Aufl., Münster: Waxmann Verlag, 2009

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Figure 1: Bibliography: Composition and format
Source: Own version

4 Checklist

Table of contents:

- Is the order within the table of contents correct?
- Are all lists present (list of abbreviations, figures, tables)?
- Is the structure clear and balanced?
- Are the headings uniform and are they congruently formulated?
- Are there any singular bullet points?

Problem and trouble-shooting:

- Do the title of the paper and the headings fit together?
- Are all essential terms clear?
- Are figures, tables and equations/formula set reasonably and is there a reference to them?
- Are figures, tables and equations/formula correctly numbered?
- Is the resolution of figures, tables and equations/formula of good quality?
- Is the common theme recognizable?
- Are chapters well built on one another and do they intertwine?
- Have you critically dealt with the different (didactic) opinions?

Literature, citations and proofs:

- Are all direct quotations identifiable as such?
- Have you put "cf." in front of the indirect quotes? Have you written "Cf." in footnotes starting with a capital letter?
- Have all literature sources been listed in the bibliography (not more and not less)?
- Have you used scientific literature only (no lecture notes, Wikipedia, etc.)?
- Is the path and the request date of only exceptionally used internet sources correct?
- Is the bibliography in alphabetical order?

Body, style and formalities:

- Have you checked orthography and punctuation and are they correct?
- Have you used names, abbreviations etc., uniformly?
- Have you formulated the text factually and impartially? (No I, my, we, our, one/you, ...)
- Have you complied with the formal instructions for the layout (font, font size, margins, etc.)?
- Do page references of the text coincide with the index and are they in Roman or Arabic numerals respectively? Have you complied with the given number of pages?
- Do footnotes have the correct format and are they on the right page?
- There are not two empty spaces behind each other but one empty space after p., and one empty space before f. (→ p. 60 f.), and all footnotes end with a period?
- Have you printed the text compactly (automatic or manual hyphenation)? Are there any big spaces between letters?
- Have you set the spaces after page breaks reasonably?
- Have you signed the statutory declaration?

Research question:

- Were you able to answer or rather confirm/reject the research question?
- Has your work generated added value?
- Have you pointed out missing aspects?

Appendix I – Template for thesis cover sheet

The currently valid cover sheet for Bachelor Theses is available on the DHBW Mosbach website <http://www.mosbach.dhbw.de/international-business/termine-und-downloads.html> in the drop-down menu “Documents in English”.

“Title of the Term Paper”

Term paper of the ___ semester in course/ module _____

Major/minor: **Business Administration – XXX**

Course: **WHD A 2011**

Last name, first name: **Smith, John**

Student ID Number: 123456789

Date of birth: 07/07/....

Place of birth: Anytown

**Last name, first name of
the academic examiner /
supervisor:** **Prof. Dr. Smith, Jane**

Name and office of the
workplace training provider: XY KG, Anytown

Submission date: **03/09/20...**

Restriction note (if any):

“Title of the Student Research Project”

Student research project of year ____

Major/minor: **Business Administration – XXX**

Course: **WHD A 2011**

Last name, first name: **Smith, John**

Student ID number: 123456789

Date of birth: 07/07/....

Place of birth: Anytown

**Last name, first name of
the academic examiner /
supervisor:** **Prof. Dr. Smith, Jane**

Name and office of the
workplace training provider: XY KG, Anytown

Submission date: **03/09/20...**

Restriction note (if any):

“Title of the Bachelor Thesis”

Bachelor Thesis for the Bachelor of Arts Examination at DHBW Mosbach

Major/minor: **Business Administration – XXX**

Course: **WHD A 2011**

Last name, first name: **Smith, John**

Student ID number: 123456789

Date of birth: 01/01/....

Place of birth: Anytown

**Last name, first name of
the academic examiner /
supervisor:** **Prof. Dr. Smith, Jane**

Name and office of the
workplace training provider: Company, Anytown

Submission date: **03/09/20...**

Restriction note (if any):

Footnote / Source reference

Part 1 of ...

of Student Research Project / Bachelor Thesis of study year ____

“Title of the Student Research Project”

Major/minor: **Business Administration – XXX**

Course: **IB 2011**

Last name, first name: **Smith, John**

Student ID number: 123456789

Date of birth: 07/07/....

Place of birth: Anytown

**Last name, first name of
the academic examiner /
supervisor:** **Prof. Dr. Smith, Jane**

Name and office of the
workplace training provider: XY KG, Anytown

Submission date: **03/09/20...**

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