



## **Guidelines for Writing a Scientific Paper**

For writing a scientific paper (bachelor or master theses, seminar paper) at the chair for Business and Personnel Economics adherence to the template “Word-style sheet for papers and theses” is mandatory. The template is available in English or German on the following website: <http://www.business.uzh.ch/de/professorships/emap/teaching/thesis.html>

To use the template, please carefully read the guidelines first. Afterwards you may begin your own paper with filling in the front page. Then save the text under a user-defined file name and continue writing your paper as usual. In doing so, use only the specified templates to format your text.

Good luck with your paper!

### **1. Structure**

A seminar paper is divided into the following parts:

- Front page
- Executive Summary
- Table of contents
- If necessary: list of figures, tables and abbreviations
- Introduction
- Main part (including results)
- Conclusion
- Bibliography
- Appendix
- Declaration of Independence

A short description of the respective points is listed below.

### **2. Scope**

Generally, the page number is

- for bachelor theses: 40 pages +/- 10% (incl. tables, excl. appendix and indices)
- for master theses: 60 pages +/- 10% (incl. tables, excl. appendix and indices)



### **3. Format**

The formatting of the paper results from the template, the use of which is mandatory for the production of a scientific paper (bachelor and master thesis, seminar paper) at the chair for Business and Personnel Economics. Changes in the template (font of type, margins, etc.) are not allowed.

- margins: left 5 cm, right 4 cm, top 4 cm, bottom 4 cm
- font: Times New Roman, type size: 12 points
- line spacing: 1.5 lines
- comments / footnotes: 10 points
- distance of footnotes to margin: 1.3 cm
- headings:

1.	15 Pt.
1.1	14 Pt.
1.1.1	12 Pt.

### **4. Front page**

The front page contains information on the university, department, semester, supervisor, titel, name, date of birth, address, uzh email address, phone number, field of study, total number of semesters, matriculation number, place and date. See template.

### **5. Executive Summary**

After the title page include a one-page Executive Summary, that renders the research question, main results and most important arguments to support the results. An Executive Summary is not a short version of the whole text, it sketches the message of the paper.

Note that first, the executive summary is not part of the table of contents and second, make sure that you use the template “standard” for the executive summary.

### **6. Table of contents/structure**

Each paper must be preceded by a table of contents. The following points have to be observed:

- Sections with only one subsection are not allowed. (i.e., section 2.1 must be followed by section 2.2).
- Headings do not have to be identical to the wording of the section (i.e., you can also use talking headings).
- Do not forget page numbers!
- To format headings use, depending on outline level, the templates „heading 1-5“

Note that list of figures and tables, list of abbreviations, bibliography, and appendix must be numbered with Roman numerals, while the continuous text has to be numbered using Arabic numerals (see template).



## **7. Figures and tables in the text**

All figures and tables must continuously be numbered and their sources must be indicated. For the figure resp. table heading add a caption and for the corresponding source use the template “source”. The list of figures and tables can then be inserted automatically.

All figures and tables must be self-explanatory and should be described in the text as well. Important figures and tables are part of the text. Figures and tables with background information may be listed in the appendix. Please note that the figures and tables that appear in the appendix have to be numbered with „Ax“ (e.g. table A2: Salary Level in the Middle Management).

## **8. Indices**

All tables and figures must be listed in the respective index. Common abbreviations like “e.g.” do not have to be listed in the list of abbreviations. Designations of institutions like SERI (State Secretariat for Education, Research, Innovation), however, must be listed. Abbreviations due to laziness in writing like „org.“ for organisation are not allowed. All abbreviations have to be introduced in the text as well.

## **9. Citation style**

At the chair for Business and Personnel Economics the APA style is mandatory. More information can be found in the document “Richtlinien zum Zitieren” on the following website:

<http://www.business.uzh.ch/de/professorships/emap/teaching/thesis.html>

## **10. Style**

Use scientific proper language. No colloquial terms, no journalist jargon.

- Single sentences do not make a paragraph.
- One paragraph presents one argument and holds a couple of sentences.
- A headline should be followed by more than one (short) sentence.
- The paper should be a scientific text linguistically as well.

Avoid sentences such as „In this section, I would like to show that (...)”. Better: “In this section I show that (...)”.

## **11. Declaration of Independence**

With each paper you have to submit a signed declaration of independence. The declaration is enclosed as the final page of the paper and is not numbered.

The template for the declaration of independence is available in English or German on the following website:

<http://www.business.uzh.ch/de/professorships/emap/teaching/thesis.html>



The official information sheet on plagiarism of the dean's office is available in German and in English on the following website:

<http://www.business.uzh.ch/de/professorships/emap/teaching/thesis.html>

It is mandatory to read this plagiarism information before signing the declaration of independence.

## **12. Binding**

Bachelor and master thesis: submit in threadless binding with hardcover (stick title page in reduced version as a sticker onto the cover).

## **13. Submission form**

The thesis must be submitted by e-mail ([deansoffice@oec.uzh.ch](mailto:deansoffice@oec.uzh.ch)) no later than the agreed submission deadline (until 23:59). The thesis may not be placed in the Dean's Office mailbox. Please also note the general information under the following link:

<https://www.oec.uzh.ch/en/studies/general/theses.html>

In addition, the thesis has to be submitted in two-fold edition and in a digital form (as a pdf) on a CD or USB stick to the supervisor. Please note that the CD or USB stick will not be returned.

## **14. Data and Do-Files**

If your paper contains empirical research, data and data processing files have to be submitted on CD or USB stick (can be the same CD or USB stick as for the digital paper version).

Data preparation and data evaluation must be documented in Stata Do-Files and Log-Files and must be comprehensible and replicable for third persons without effort. For this aim, a Do-File has to be created, that runs in one step from beginning to end and which reproduces all results mentioned in the paper.