

Hints und formalities

for writing a thesis

Chair of Supply Chain Management

Status 01/2021

Table of contents

1. General notes on the preparation of a thesis	2
2. Components of the written preparation	2
2.1. Cover sheet.....	2
2.2. Abstract (only Master thesis).....	3
2.3. Table of contents.....	3
2.4. List of illustrations, tables and abbreviations.....	3
2.5. Appendix.....	4
2.6. Statutory declaration	4
3. Formal requirements	4
3.1. Layout of the work	4
3.2. Scope of work	4
3.3. Literature review	4
3.4. Reference list.....	5
3.5. When should I quote?.....	6
3.6. What is to be cited?	6
3.7. How to quote?.....	6
4. Superior quality criteria for your thesis	8
5. Final note.....	8

1. General notes on the preparation of a thesis

A thesis is proof that you are familiar with techniques of scientific work. Central to this is the processing of a topic on the basis of existing theoretical approaches and with the help of suitable (empirical) research methods. Formulate your research question. If you do not know what you want to find out, you will not be able to research effectively.

Study the relevant literature to understand and classify the topic and its scientific processing status. First, work out results before you start creating the text. This applies to the literature review as well as to the actual research work.

The structure does not correspond to the chronology of your work.

- create your work "from the inside out"
- order: content - methods and literature - conclusion - introduction

Language of the thesis

The Master's or Bachelor's thesis can be written either in German or English. We recommend writing the thesis in English. This is an advantage, as an integral part of any thesis is to review the state of research, especially on the basis of international English-language journals.

2. Components of the written preparation

A master's or bachelor's thesis should contain the following components - in the order listed:

- Cover sheet
- Table of Contents
- Picture, table, symbol and abbreviation index
- Abstract in English (Master's thesis only)
- Text (with introduction and conclusion)
- Reference list
- Appendix
- Statutory declaration

Chapter sequence in a scientific paper:

- Introduction
- Literature Review
- Research Methodology
- Results
- Discussion of the results
- Conclusion

2.1. Cover sheet

The cover sheet is based on the specifications of the examination office and should contain:

- Title of the thesis
- Type of thesis (bachelor thesis / master thesis)

- Degree
- Faculty and Chair of the department
- First and second examiner
- First and last name, matriculation number, address and e-mail address of the student
- Submission date

2.2. Abstract (only Master thesis)

The abstract in a master thesis should be max. 1 page long and written in English. The style and form of this abstract should be based on the structure of the structured abstracts of journals published by Emerald:

- Purpose (mandatory)
- Design / methodology / approach (mandatory)
- Findings (mandatory)
- Research limitations / implications (if applicable)
- Practical implications (if applicable)
- Social implications (if applicable)
- Originality / value (mandatory)

The abstract can be used as a template for the preparation of the presentation of the master thesis in the colloquium.

2.3. Table of contents

The table of contents should be organized in numerical order according to the grading principle (for example 1., 1.1, 1.1.1, etc.). It should be noted that each subdivision consists of at least two parts (for example, there must be a point 1.2 if 1.1 occurs).

For a thesis, a breakdown into a maximum of 3 levels should suffice.

For each item, specify the page number within the work in which the section begins.

2.4. List of illustrations, tables and abbreviations

In the list of figures, each figure must be given with its consecutive number, title and page. The illustrations themselves must be consecutively numbered ("Fig. 1", "Fig. 2") and given a distinctive title (for example "Fig. 1: Levels of Corporate Sustainability Management"). The table of figures is structured accordingly.

In principle, abbreviations should be explained in the text when first used and included in a list of abbreviations with this explanation. For common abbreviations ("etc.", "e.g.", ...) no separate explanation in the text and no identification in the list of abbreviations is required.

2.5. Appendix

The appendix should contain longer statistics, supplementary figures, questionnaires and other forms if these would disturb the clarity in the text section. In any case, the text must refer to the relevant annexes. For qualitative work, more detailed materials such as transcripts, etc. must be submitted digitally in a separate volume of material.

2.6. Statutory declaration

The following affidavit must be attached to the end of each thesis:

„I hereby confirm to the best of my knowledge that this thesis is solely my original work and that I have only used the sources and materials indicated. All quotations from other works as well as paraphrases or summaries of other works have been identified as such and properly acknowledged in the thesis. This thesis or parts thereof have not been submitted to an educational institution in Germany or abroad as part of an examination or degree qualification.“.

3. Formal requirements

3.1. Layout of the work

Note the following requirements for the layout of the thesis:

- a. Edge distances: top 2.5 cm, bottom 2 cm, inside 2 cm, outside 3 cm.
- b. Font: "Times New Roman" or "Calibri", 12pt, line spacing: 1.5 lines.
- c. Footnotes: Same font, but 10pt, one-line spacing.

The title page does not receive a page number, all other pages before the main text are numbered consecutively with Roman numbers, the main text and all other pages are numbered consecutively with Arabic numbers. The individual sections of the thesis must be preceded by the corresponding bullet points (headings). The work must be submitted both in digital form and in an identical bound copy. Any other provisions of the applicable examination regulations with regard to size, shape, etc. have priority. Please contact us if necessary, if relevant!

3.2. Scope of work

As a rule, a bachelor thesis should be limited to 30 pages of text, a master's thesis to 60 pages of text.

Concentrate on the essentials while writing and argue along a red thread. To write concise and precise is much better than long-winded! Write only what is relevant, not everything you have read.

3.3. Literature review

Scientific publishing groups

- Elsevier-Verlag: www.elsevier.com (Reed Elsevier Group)

- Datenbank ScienceDirect: www.sciencedirect.com
- Emerald Group Publishing: www.emeraldgroupublishing.com
- Springer Verlag: www.springer.com
- Taylor & Francis Online: <http://www.tandfonline.com/>
- GoogleScholar: www.google scholar.com
- Web of Science (www.webofscience.com) in the campus network or at home via VPN client, SciVerse SCOPUS (no license at the University of Kassel)

3.4. Reference list

Each cited literature should be included in the reference list. The reference list contains only the cited literature.

- Exception: evaluated literature, possibly in a separate bibliography
- Exception: further literature, if necessary in the separate bibliography
- The reference list is to be sorted lexicographically according to the authors (surnames).
- no academic degrees or professional titles
- Classify double names under the first last name
- More than three authors: " et al."
- Mention the edition for more than one edition
- For foreign-language titles, if necessary, place the original title in parentheses
- If applicable, ISBN, DOI, URN

Examples

Material type	Syntax
Book	Surname, Initials (year): Title of Book, Publisher, Place of publication. e.g. Harrow, R. (2005): No Place to Hide, Simon & Schuster, New York, NY.
Chapter of the book	Surname, Initials (year): "Chapter title", Editor's Surname, Initials: Title of Book, Publisher, Place of publication, pages. e.g. Calabrese, F.A. (2005): "The early pathways: theory to practice – a continuum", in Stankosky, M. (Ed.): Creating the Discipline of Knowledge Management, Elsevier, New York, NY, pp. 15-20.
Journal	Surname, Initials (year): "Title of article", Journal Name, volume, number, pages. e.g. Capizzi, M.T.; Ferguson, R. (2005): "Loyalty trends for the twenty-first century", Journal of Consumer Marketing, Vol. 22 No. 2, pp. 72-80.
For published conference proceedings	Surname, Initials (year of publication): "Title of paper", in Surname, Initials (Ed.): Title of published proceeding which may include place and date(s) pro-held, Publisher, Place of publication, Page numbers.

e.g. Jakkilinki, R.; Georgievski, M.; Sharda, N. (2007): "Connecting destinations with an ontology-based e-tourism planner", in Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007, Springer-Verlag, Vienna, pp. 12-32.

For newspaper articles Surname, Initials (year): "Article title", Newspaper, date, pages.
e.g. Smith, A. (2008): "Money for old rope", Daily News, 21 January, pp. 1, 3-4.

For electronic sources If available online, the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed.
e.g. Castle, B. (2005): "Introduction to web services for remote portlets", available at: <http://www-128.ibm.com/developerworks/library/ws-wsrp/> (accessed 12 November 2007).

3.5. When should I quote?

Every thought, every illustration, every table or everything else that you take over is to be cited. As soon as a thought does not span just a few sentences, this fact should be highlighted. As a rule of thumb, if in doubt, prefer to quote more than too little!

Your task is to write a scientifically "clean" work, which consists mainly of the fact that you connect the existing literature correctly to generate new insights, or to be able to correctly evaluate the data in your work. Therefore it is important to refer to the relevant literature, especially outside the "content chapters".

3.6. What is to be cited?

In principle, all sources that have been used must be cited, including reprints, unpublished works or publications not published in the book trade.

But: There are a number of works that are not normally used as the basis of a scientific paper and therefore can not be cited. These include in particular repetitions or scripts, lectures or lecture notes or papers (or protocols, etc.).

Foreign-related figures or tables must also be provided with the respective source information (for example, by the words "Taken from ..."). Self-created illustrations or tables always have to be provided with the indication "own illustration".

3.7. How to quote?

It is to cite according to an internationally accepted guideline. We recommend using the Harvard style or the American Psychological Association (APA) style. Please have a look to the website mendeley.com for having a guide for both citation styles. In addition, the APA offers an online tutorial (www.apastyle.org/learn/tutorials/basics-tutorial.aspx) that explains the basics of this citation method.

Please note that the citation method should strictly follow an internationally accepted guideline. For the structure and the external form of the thesis, please refer to the instructions in chapter 1.

Note: Internet sources in the true sense are to be found exclusively on the Internet. Scientific essays that are available for download on the Internet are not Internet sources and are not listed as such. Here is the system of journal articles.

We also recommend the use of literature databases such as Citavi.

Direct (literal) quote

Literal quotations must be quoted and must be completely in line with the original in terms of form and content.

Example:

Original (Neher, 2003: 29):

„Ein wertorientiertes Supply Chain Management stellt den Wertaspekt dieser Koordinationsleistung in den Mittelpunkt der Betrachtung und hat sich im Wesentlichen mit drei Aufgabenstellungen zu befassen:

- Schaffung von Wertpotentialen
- Optimierung der Nutzung vorhandener Werte
- Wertausgleich innerhalb der Supply Chain.“

Emphasis

Own emphasis or inserted explanations, e.g. to improve the reading flow or similar can be used, can be identified by square brackets. The omission of several words or whole clauses must be made clear by three points and parentheses. It must be ensured that the meaning is not distorted by the omissions. If only one word is omitted, this is indicated by [...], only two points. For longer verbatim citations, the labelling is done by additional engagement.

Example:

Zu betonen ist in diesem Zusammenhang die Relevanz der Wertbezug, denn „ein wertorientiertes Supply Chain Management stellt den Wertaspekt dieser Koordinationsleistung in den Mittelpunkt der Betrachtung“ (Neher, 2003: 29, emphasis not in the original quote).

Corresponding reproduction

- Corresponding reproductions of excerpts from other texts
- In a paraphrase, the text of the paraphrased must be changed.
- Something may be omitted, with genuine meaning.
- The paraphrase may contain only statements that also contain the paraphrased text.

Indirect quotes (paraphrases)

- neither by quotation marks nor by paragraph highlighting
- a paraphrase is never quoted
- a paraphrase is usually in the subjunctive

Example:

In diesem Kontext nennt Neher (2003) die Aufgabenstellungen der Generierung, der verbesserten Nutzung und der adäquaten Aufteilung von Wertpotentialen innerhalb der gesamten Lieferkette.

4. Superior quality criteria for your thesis

The work to be done has to meet various content criteria. The most important are:

- The problem definition of the thesis should be formulated so that it is understandable for third parties who have not dealt with this topic so far. Therefore, a detailed description and scientifically substantiated definition of the central terms in the context of the work is necessary.
- Behind every topic should be a question. It is helpful to begin by formulating a question which you want to answer with your work in the agreed period. Based on this question, it is usually easier to formulate the topic of your thesis.
- The argumentation in the work must be structured, comprehensible and verifiable.
- In a scientific thesis, technical terms have to be introduced and defined. Colloquial phrases or terms used in undifferentiated terms in everyday life have lost nothing without an exact definition in their work.
- Each thesis should claim to contain something new. This can also be e.g. editing a topic that has already been studied from a new perspective. Basically, it is not enough to reproduce already known things.

5. Final note

It is in the interest of every author of a scientific paper to meet these requirements as precisely as possible, since the consideration of these formalities is also included in the respective performance appraisal.