

Recommendations for Preparing a Thesis

Table of Contents

I. General Information	2
II. Recommended Resources.....	2
1. Writing and Referencing	2
2. Methodology	3
3. Dictionaries	4
4. Further Helpful Resources for Writing	4
5. Literature Search	5
III. Structure and Format	5
1. Structure of a Graduation Thesis.....	5
2. Format	6
3. Common Abbreviations	6
IV. Referencing.....	6
1. Bibliography	7
2. In-text Citations.....	11
3. Software	13
4. Usage of AE or BE	13
5. Handling of Direct Quotations.....	13

I. General Information

- Mandatory registration of the thesis after consulting your supervisor
- Duration: 20 weeks
- Credit points: Master's Thesis: 27 ECTS credit points; oral exam (colloquium): 3 ECTS credit points
- Submission at your supervisor or at the faculty's secretary (C303): 2 bound versions + 1 PDF version on a CD-ROM (added and fixed to one of the bound theses)

II. Recommended Resources

1. Writing and Referencing¹

Writing theses

- Creedy, John: Research Without Tears – From the First Ideas to Published Output, 2008 (LS/A Allg 440)
- Furseth, Inger and Everett, Eurus L.: Doing Your Master's Dissertation – From Start to Finish, 2013
- Joyner, Randy L. et al.: Writing the Winning Dissertation – A Step-By-Step Guide, 3rd edition 2012
- Paul, Oliver: Writing your Thesis, 3rd edition 2013 – *highly recommendable for writing a research thesis*
- Quinton, Sarah and Smallbone, Teresa: Postgraduate Research in Business – A Critical Guide, 2006.
- Rayner, Steve and White, Brian: Dissertation Skills: For Business and Management Students, 2nd edition, 2014
- Swetnam, Derek and Swetnam, Ruth: Writing your Dissertation, 3rd edition 2000
- Turabian, Kate L.: Manual for Writers of Research Papers, Theses, and Dissertations, 8th edition 2013 – *very recommendable & comprehensive*
- Van Wagenen, R. Keith: Writing Thesis – Substance and Style, 1991

General writing advice

- Cooper, Sheila and Patton, Rosemary: Writing Logically, Thinking Critically, 3rd edition 2000 (LS/A Spra 384)
- Siepman, Dirk: Writing in English – A Guide for Advanced Learners, 2008 (A Spra 375)
- Skern, Tim: Writing Scientific English – A Workbook, 2nd edition 2011 (LS/A Allg 444)

¹ Including their Schmalkalden University library code if available

Referencing

- Harvey, Gordon: Writing with Sources – A Guide for Students, 2nd edition 2008
- Schwartz, Beth M. et al.: An Easyguide to APA Style, 2nd edition 2014 (A Allg 444)
- Turabian, Kate L.: Manual for Writers of Research Papers, Theses, and Dissertations, 8th edition 2013

Websites

- <http://www.learnerassociates.net/dissthes/>
- <http://www.cs.purdue.edu/homes/dec/essay.dissertation.html>
- <http://final-year-projects.com/>
- <http://www.bibme.org/citation-guide> – citation guide for several styles
- <http://www.harvardgenerator.com/> – Harvard System citation guide
- <https://www.citethisforme.com/> – citation guide

2. Methodology

Research Methods

- Bryman, Alan: Social Research Methods, 3rd edition 2008 (LS/A Soz 74)
- Creswell, John W.: Research design: qualitative, quantitative and mixed methods approaches (LS/A Soz 74) – *very recommendable*
- Saunders, Mark et al.: Research Methods for Business Students, 6th edition 2012 (LS BWL 7)

Qualitative Research Design

- Silverman, David: Doing Qualitative Research, 4th edition 2010
- Silverman, David: Interpreting Qualitative Data, 5th edition 2015 (A Soz 74)

Quantitative Research Design

- Black, Thomas R.: Doing Quantitative Research in the Social Sciences: An Integrated Approach to Research Design, Measurement and Statistics, 1999
- Kaplan, David: The SAGE Handbook of Quantitative Methodology for the Social Sciences, 2004
- Mohr, Lawrence B.: Understanding Significance Testing, 1990 (A Soz 80)
- Punch, Keith F.: Survey Research – The Basics, 2003
- Swift, Louise and Piff, Sally: Quantitative methods for Business, Management and Finance, 4th edition 2014 (LS/A MA940)

3. Dictionaries

Bilingual German – English

- Duden Oxford: Großwörterbuch Englisch (A/LS Spra 63.4449)
- Routledge Langenscheidts Fachwörterbuch Wirtschaft, Handel und Finanzen: englisch-deutsch, deutsch-englisch, (A Spra 367 5403)

Monolingual

- Oxford Advanced Learner's Dictionary of Current English (A Spra 363)
- Longman Dictionary of Contemporary English (A/LS Spra 363)
- Longman Business English Dictionary (LS Spra 367)

Monolingual dictionaries are always suitable and recommendable for finding synonyms and for the spell check.

English Grammar (or newer editions)

- Longman English Grammar, New York, 1997 (LS Spra 375)
- Heurichs-Kleinen: Englische Grammatik, 2002 (LS Spra 375)

Internet

- <http://dict.leo.org/>
- <http://dict.cc>
- <http://dict.tu-chemnitz.de/>

4. Further Helpful Resources for Writing

Academic phrasebank

- <http://www.phrasebank.manchester.ac.uk/> – a huge collection of sample phrases useful for academic writing
- http://www.click2go.umip.com/i/academic_phrasebank/appe.html – the above academic phrasebank extended for purchase (at a relatively low price)

Concordancers

Search a word in its context: search a specific word and how it is connected in a sentence (e.g. which prepositions a verb is used with; which verbs a noun is used with)

- <http://lextutor.ca/conc/eng/> – e.g. to see which prepositions the verb “apply” is used: search the word “apply” sorted by *1 word* to the *right* in for example the British National Corpus (BNC written)
- <http://corpus.byu.edu/bnc/> – British corpus (select: KWIC)
- <http://corpus.byu.edu/coca/> – American corpus (select: KWIC)

5. Literature Search

Published papers

- **EBSCOhost**: excellent database of international journals/published papers: Access via the university's intranet (or using a VPN client to connect to the university's intranet):
<http://www.hs-schmalkalden.de/Bibliothek> – EBSCOhost, or directly:
<http://web.a.ebscohost.com/ehost/search/basic?sid=c0b812cc-15a6-4e4d-98bd-6c172c76056d%40sessionmgr4005&vid=0&hid=4114&preview=false>
- **ECONBIZ**: online database on economic literature – service of the Leibniz information Center for Economics
<http://www.econbiz.de/>

Working papers

- **EconPapers**: current and past discussion/working papers in economics
<http://econpapers.repec.org>
- **Social Science Research Network**: current and past discussion/working papers in the social sciences
www.ssrn.com

Economic data

- Online data base of macroeconomic and financial data on most countries in the world (from IMF, World Bank, EU etc.)
<http://www.allthatstats.com/en/>
- Eurostat:
<http://ec.europa.eu/eurostat/>

III. Structure and Format

1. Structure of a Graduation Thesis

- 2 Title page (Mandatory text and style see downloadable file on the MasterIBE website: *Title Page*)
- 2* (Preface/Acknowledgements)
- 3 (Table of) Contents
- 4* (List of) Abbreviations
- 5* (List of) Symbols
- 6* (List of) Exhibits/Figures
- 7* (List of) Tables
- 8 Chapters (introductory chapter, main chapters, summarising chapter)
- 9* Appendices
- 10 (List of) References/Bibliography
- 11 Declaration (Mandatory text and style see downloadable file on the MasterIBE website: *Declaration*)

* non-mandatory. These parts are only needed in special cases.

You should take care that your main chapters have a generally symmetric structure, i.e. that chapters' lengths largely correspond to each other in terms of length and detail/level of subchapters.

2. Format

- DIN A4
- Font: 11pt or 12pt, use one of the standard fonts (e.g. Arial, Helvetica, Times New Roman) consistently
- Line spacing: 1.5 or 2
- Margins: top: 3 cm, left: 2.5 cm, right: 2.5 cm, bottom: 3 cm
- Print one-sided
- Include page numbers

3. Common Abbreviations

The following list shows a selection of common English abbreviations applicable within a thesis, without the need of separate explanation. Other abbreviations have to be introduced either within footnotes or need to be alphabetically listed after the table of contents.

p.	page
pp.	pages
ed.	editor
eds.	editors
i.e.	id est – that is to say
e.g.	exempli gratia – for example
ibid.	ibidem – previously mentioned (especially for the usage within footnotes)
et al.	et alii/alia – and others
vol.	volume
Anon.	Anonymous (if a source lacks an author)

IV. Referencing

Recommendations for citing and referencing published material can be found in various books, on a variety of websites and in respective software programmes (see above). Please consult your thesis supervisor for the preferred referencing style and in case of doubt.

When writing a piece of work, you will need to refer in your text to the material written or produced by others. This procedure is called citing or quoting references. Consistency and accuracy are important to enable readers to identify and locate the material to which you have referred. The same set of rules should be followed every time you cite a reference – this rule is most important for your graduation thesis. (However, if you are submitting your work for publication to an academic journal, you should check for their recommended citation style.)

References need to be cited in two different places. Firstly at the point at which a document is referred to in the text of the work; secondly in a list of references (bibliography) at the end of the work.

All statements, opinions, ideas, conclusions etc. taken from another writer's work has to be cited – by quoting directly, paraphrasing or summarising.

1. Bibliography

The term bibliography describes references to cited works given in a list at the end of the text. These are usually described as bibliographic references. References should be listed in alphabetical order of the authors' names. If you have cited more than one item by a specific author, this author's works should be listed chronologically (earliest first), and by letter (2015a, 2015b) if more than one item has been published during a specific year.

Whenever possible, elements of a bibliographic reference should be taken from the title (and copyright) page of the publication.

Each reference should use the elements given in the following examples for the different types of published work you may have cited. Punctuation and formatting may depend on the citation style you select (e.g. Harvard System). For each types of published work, the mandatory elements are given below. Thereafter, examples for practical use are listed. You may use other styles than the Harvard System – please consult your supervisor.

Capitalisation, punctuation and formatting (italics or underlined) may vary (even in the Harvard System). However, please note that once you decided for a particular format, your reference style should be consistent throughout your thesis.

Monograph

Surname, Initials

Year of publication

Title

Volume/edition (*if not the first*)

Place of publication

Publisher

Examples:

- One author:
Keynes, J.M., 1936. *The General Theory of Employment, Interest and Money*, London: MacMillan.
- Two authors:
Nisbett, R. & Ross, L., 1980. *Human Inference: Strategies and Shortcomings of Social Judgment*, Englewood Cliffs, New Jersey: Prentice Hall.
Copeland, T.E., Weston, J.F. & Shastri, K., 2003. *Financial Theory and Corporate Policy* 4th ed., Amsterdam et al.: Addison-Wesley Longman.
- More than (two or) three authors:
Burns, J. et al., 2013. *Management Accounting*, Berkshire: McGraw-Hill Education.

Whether you use 'et al.' for more than two or more than three authors is a matter of referencing style and taste.

Variations: e.g. use "&" or "and" (but: consistently across all types of work!)

Referencing of two or more authors should be done analogously in the following types of works.

Book section (section in an edited book)

Surname, Initial(s) (*of the author(s)*)
Year of publication
Title of contribution
In: Surname, Initial(s) (*of the editor(s)*) (ed./eds.)
Title of Book (*can be underlined or italicised*)
Place of publication
Publisher
Page numbers of contribution

Example:

Papadakis, V.M. & Barwise, P., 1998. Research on Strategic Decisions: Where do we go from Here? In V. M. Papadakis & P. Barwise, eds. *Strategic Decisions*. New York et al.: Springer, pp. 289–301.

Journal articles

Surname, Initial(s).
Year of publication
Title of article
Title of journal (*can be underlined or italicised*)

Volume number

Issue number

Page number(s)

Example:

Pike, R.H., 1996. A Longitudinal Survey on Capital Budgeting Practices. *Journal of Business Finance & Accounting*, 23(1), pp.79–92.

Conference paper

Surname, Initial(s).

Year of publication

Title of article

In: Surname, Initial(s) (*of the editor(s) of the conference proceedings*) (ed./eds.)

Title of conference proceedings (*can be underlined or italicised*)

Date and place of conference

Place of publication

Publisher

Page number(s)

Example:

Silver, K., 2004. Electronic mail: The New Way to Communicate. In D.I. Raitt, ed. 9th *International Online Information Meeting*. London. 3-5 December 2003. Oxford: Learned Information, pp. 323-330

Internet

Author/editor

Year

Title

Available at: (URL)

Date of Access

Examples:

FASB (eds.), 2001. Business Reporting Research Project. Available at: <http://www.fasb.org/brrp/index.shtml> [Accessed January 14, 2004].

PricewaterhouseCoopers (eds.), 2002. Competing for capital – Recognizing utilities' worth, <http://www.pwcglobal.com/competingforcapital/> [Accessed 2003-11-20].

Please note that the exact date of accessing the source must be given.

Publication of an organisation/corporate body (e.g. government publications)

Name of issuing body

Year

Title (*can be underlined or italicised*)

Place of Publication

Publisher

Report Number (*where applicable*)

Example:

UNESCO, 2004. *General information programme and UNISIST*. Paris: UNESCO. (PGI-93/WS/22)

Thesis

Surname, Initial(s)

Year

Title (*can be underlined or italicised*)

Designation (and type)

Name of the institution to which submitted

Example:

Agutter, A.J., 2004. *The Linguistic Significance of Current British Slang*. Thesis (PhD).
Edinburgh University.

CD-ROM

Author/editor

Year

Title (*can be underlined or italicised*) [type of medium]

Edition

Place of publication

Publisher

Available at: Supplier/database identifier or number (optional)

Date of Access (optional)

Example:

Hawking, S.W., 2004. *A Brief History of Time: An Interactive Adventure* [CD-ROM].
Crunch Media

Personal communication

Personal communication does not represent recoverable data and thus are not included in the bibliography (list of references). Cite personal communications in the text only. Give the surname and initials of the communicator and provide as exact a date as possible

Example²:

Many designers do not understand the needs of disabled people according to J.O. Reiss (personal communication, April 18, 2004)

For more details on referencing further types of works, please consult relevant sources (e.g. books, publications on referencing).

2. In-text Citations

If you cite a source in the text, you may either use footnotes or the Harvard system. Using footnotes, you should cite the source in full if you use it for the first time, and you should use a short version providing the author's surname and the year of publication and page(s) afterwards. The Harvard System avoids the usage of footnotes as the references are inserted at the appropriate passage of the text: Cited publications are referred to in the text by giving the author's surname and the year of publication in parentheses. Page numbers should be included if reference is made to particular parts of the reference

Examples:

Footnotes

e.g. after a direct quote in the text): "..."¹ or after paraphrasing a statement: ...¹

¹ Smith, 2003, p. 35. [or:]

¹ Smith, J., 2003, p. 35. [or:]

¹ Smith (2003), p. 35.

Harvard System (in-text)

"..." (Smith, 1991, p.35) [or:]

"..." (Smith 1991: 35) [or:]

Smith (1991) concluded that...

Notes on the In-text Citation Style of the Harvard System

a) Author's name occurs naturally in the text

If the author's name occurs naturally in a sentence, the source's year is given in parentheses

Example: In a popular study, Poterba and Summers (1995, p. 52) argue that ...

b) Author's name does not occur naturally in the text

If the author's name does not occur naturally in a sentence, both name and year are given in parentheses.

² Taken from: APA, 2003. Publication Manual of the American Psychological Association. 3rd ed. Washington: APA

Example: More recent studies (Meier & Tarhan, 2007, and Brunzell et al., 2013) show that ...

c) More than one document by one author in a given year

If an author has published more than one cited document in the same year, distinguish them by adding lower case letters (a, b, c etc.) after the year within the parentheses. These lower case letters have to be used in the bibliography in the same way to clearly identify the reference mentioned in the text.

Example: Miller (2015a) discussed the subject ...

d) Two authors

If a source has two authors, use both surnames in the in-text citation

Example: Spraakman and Jackling (2014) proposed that ...

e) More than (two or) three authors

If a source has more than (two or) three authors, cite the first author followed by 'et al.' Whether you use 'et al' if the source has more than two or more than three authors is a matter of referencing style and taste.

Example: Wilson et al. (1997) conclude that ...

f) No author

If there is no originator or the author cannot be identified, use 'Anon.' (for anonymous).

Example: A recent article (Anon., 1993) claimed that ...

However, if it is a reference to newspapers or other sources where no author is given, the name of the newspaper/journal can be used in place of the author or 'Anon.' whichever seems most helpful. You will need to use the same style in the reference list, therefore the name of the newspaper (or else) may be more helpful.

Example: The Times (2015) stated that ...

g) Source quoted in another publication

If you refer to a source quoted in another piece of work, you have to cite both in the text. Both sources must be included in the list of references. Be careful: Do not blindly refer to publications cited by others which you have not read!

Example: A study by Smith (1960 cited by Jones, 1994, p. 24) showed that ...

h) Quotations

A short quotation of less than a line may be included in the body of the text in quotation marks but if the quote is longer, start a new line and indent it. Always include the page number if you quote directly. Use quotes scarcely.

Example: ... therefore “good practices must be taught” (Smith, 2004, p. 15) and we should ...

i) Figures, graphs, tables, diagrams

Figures etc. should be referenced as though they were a quotation with the author and date given alongside and full details in the list of references.

3. Software

Collect, organize, share & (automatically) cite references according to a particular referencing style

- **Endnote:** <http://endnote.com/>
Schmalkalden university offers a free version for its students:
<http://www.hs-schmalkalden.de/Literaturverwaltung.html?highlight=endnote>
- **Zotero:** a very recommendable and free tool to organise your references:
<https://www.zotero.org/>

4. Usage of AE or BE

You should decide about writing your thesis in American English or British English and should check before with your professor/advisor. No matter what language you choose, the use within your paper should be consistent.

5. Handling of Direct Quotations

English language quotations are marked with quotation marks in the text. For quotations from other languages it is recommendable to translate them into English serving a fluent reading. However, the original quotation should be put in a footnote. Direct quotations should be scarcely used and limited to special cases. In case of doubt ask your supervising professor.