

Guidelines for Bachelor's Theses

Formal Guidelines

The structure of your thesis should follow the typical academic pattern: **introduction, main part, conclusion, appendix (optional), bibliography.**

In the **introduction** you introduce and motivate the essay question(s). Moreover, you should indicate how your essay will provide an answer.

The **conclusion** contains a summary of the arguments and issues discussed in the main part. You may also refer forward to future developments in research and society.

You may include an **appendix** to your essay. Elements that would interrupt your text too much such as extensive graphs, data sets, etc., can be put there. However, make sure that your text is coherent and stringent even without the appendix.

Include a **complete bibliography** at the end of the essay. For each of your sources author, title, date and place of publication, publisher, and (in the case of journal articles) page and volume numbers should be cited correctly. Make sure the bibliography is in alphabetic order.

Throughout the whole essay, always make a **reference** when drawing on a source.

Maximum length of the thesis: the introduction, the main part and the conclusion should *together* not exceed 20 pages.

Use fontsize 12 and 1.5 lines spacing.

Before the introduction you should include a **title page, an abstract (optional) and a table of contents** (possibly also a list of figures and a list of tables).

The **title page** contains the title of your work, the term "Bachelor's Thesis", the name of the department and university, the name of the professor, your name and full address, your email address, your "Matrikelnummer" and the date you submitted the thesis.

If you wish you may include an **abstract** of your work: It contains a brief summary of your research question and the main findings.

Bibliography

Below you find a short example of a bibliography, including one example for each of the most frequent “classes” of publications / papers such as books or journal articles. (The “class” is indicated in brackets; in your bibliography do not include these indications, they are included here for instructional purposes only.)

(-> mimeo, preliminary unpublished article:)

Gourinchas, Pierre-Olivier, and Jonathan A. Parker (1995). “Consumption over the lifecycle.” Mimeo, Massachusetts Institute of Technology.

(-> book:)

Greene, William H. (2003). *Econometric Analysis*, 5th edition, Upper Saddle River, NJ: Prentice Hall.

(-> book chapter:)

Kenen, Peter B. (1969). “The theory of optimum currency areas: An eclectic view.” In Robert A. Mundell and Alexander K. Swoboda, eds., *Problems of the international economy*, Chicago: University of Chicago Press.

(-> journal article:)

King, Robert G., Charles I. Plosser, and Sergio Rebelo (1988): “Production, growth and business cycles: I. The basic neoclassical model.” *Journal of Monetary Economics*, (March/May): 195–232.

(-> working paper:)

Kiyotaki, Nobuhiro, and John Moore (1995). “Credit cycles.” Working paper 5083, National Bureau of Economic Research (April).

(This style for the bibliography is just a suggestion. Alternative styles are accepted, just make sure your notation is consistent.)

General Guidelines

These general guidelines are advisory only: every essay is different and several different approaches to the same essay question are acceptable.

When you have completed most of the reading for an essay, **before you begin to write it, you should be able to draft an outline of your answer** which indicates the main arguments you will make, the conclusions you will draw, and, probably also, the content of the major paragraphs.

The emphasis in the essay should be on analysis and criticism; avoid excessive description and narration. In other words, do not make the essay a summary of your notes, but rather focus on your theoretical argument, drawing on your notes as the grounding but not the main substance of the essay. That means: **Try to answer only the question you have defined**. Keep in mind that you will have only a few pages to write about your topic.