

Guidelines for writing Papers/Theses at the Chair of Finance (Jan. 2020)

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1 General Information

1.1 General Comments

The application of these guidelines is compulsory for all term papers, bachelor theses and master theses commenced after the start of the winter term 2019/2020 (01.10.2019).

The term paper / bachelor thesis / master thesis shall show that the student is able to accomplish a practically orientated or a theoretically orientated task from his area of studies within a certain deadline. Students are expected to apply common scientific methods on their own.

Therefore, students should start to acquire the necessary skills of scientific working and literature research at an early stage. The library provides several resources and workshops for these purposes.

1.2 Requirements

If you are planning on writing a term paper / bachelor thesis / master thesis at our chair we expect you to be familiar with the fundamentals of scientific research in the field of finance and specifically at our chair. In order to proof your knowledge, we expect you to pass our test on scientific working and literature research in the field of finance provided to you on Moodle. As a preparation for the test we provide you with a short online class on " writing academic term papers/theses at the chair of finance ". After successfully completing the test, further areas in the Moodle course will be unlocked for you. There you will first get access to the necessary application forms. If you are already enrolled in one of the Moodle courses of our chair, you are also admitted to the Moodle Course "writing academic term papers/theses at the chair of finance" via the meta enrollment. If you have already written a scientific paper at our chair once, you do not need to take the test again. In this case or if you have problems accessing the Moodle course, please contact our secretary's office for a manual enrollment. The online class as well as the test can be accessed through the link to the Moodle class on our homepage (<https://www.fin.wiwi.uni-due.de/en/teaching/thesis/organization-procedure/>).

1.3 Page Layout

- DIN A4 paper, printed single sided in upright format
- Page margins: 3 cm on the top of the page / 2 cm on the bottom of the page / 5 cm on the left-hand side / 1 cm on the right-hand side
- Line spacing: Texts are written with a line spacing of 1,5 and footnotes with a single-spaced line pitch
- Font: Times New Roman in size 12 / Arial in size 11,5
- Footnotes: Size 10, use same font as in the text
- Use justification and hyphenation throughout the text
- Page count: All pages have to be numbered except of the cover page. The indices are indicated by Roman numerals (beginning with page II). The page count with Arabic numerals starts at the first page of the text and ends with the last page of the paper.

1.4 Number of Pages

- Term papers: 15 pages
- Bachelor theses: 30-40 pages
- Master theses: 60-70 pages

These specifications refer to the text part and include illustrations. The cover page, table of contents, etc. are not included in the page count.

1.5 Submitting Term Papers and Theses

Bachelor and master theses have to be submitted as a digital file and bound copy at the examination office. The submission must take place in due time and in compliance with the rules of the examination office and the examination regulations.

Term papers have to be submitted on the due date during the opening hours of the chair's secretariat. Two bound copies and an additional digital file (CD/USB stick) are required. The CD or USB stick should be stored in a paper bag and stuck to the back cover of one bound copy to avoid loss during transportation. Term papers can also be handed over to other members of the chair (by appointment only).

1.6 Sorting Pattern

- Cover Page (see also appendix 1 and 2)
- Table of contents (see also appendix 3)
- Table of figures (optional)
- Table of tables (optional)
- Table of abbreviations (appendix 4)
- Table of symbols (optional)
- Text
- Appendix (optional)
- Bibliography
- Affidavit ("Eidesstattliche Versicherung" only for theses)

2 Structure of the Paper/Theses

2.1 Cover Page

The cover page should include:

- Title
- Name of the university, faculty and chair
- Type (term paper, bachelor thesis, master thesis)
- First name, surname, address, semester of study and student number
- Semester and date of submission

Examples are provided in appendix 1 (term paper) and 2 (thesis).

2.1 Table of Contents / Hierarchy of Texts

The table of contents shall demonstrate how the given task was understood and discussed. In general, the assignment should be divided into four to five chapters: *Introduction – two to three main sections – conclusion.*

Headlines should briefly summarize every sections/subsections content. The table of contents should also contain the page numbers of the particular headlines of every sections/subsection. Furthermore, the table of contents contains all other parts of the sorting pattern including page numbers and the table of contents itself. A detailed example of a table of contents is provided in appendix 3. When using the Word templates for a bachelor/master thesis or a term paper uploaded to the above-mentioned Moodle course the table of contents will automatically be created for you.

In general, the hierarchy of texts should be structured as follows:

Hierarchy of Texts

1	
1.1	
1.1.1	
1.1.2	
1.2	
1.2.1	
1.2.2	
2	

PLEASE CONSIDER: There are no single subsections. Every subsection must be followed by at least one other subsection! In other words, if you have a section 1.1 (1.1.1) there has to be a section 1.2 (1.1.2).

2.2 Table of Figures and Table of Tables

Tables and figures have to be numbered separately. There has to be a separate directory for tables and figures that lists the particular number of the figure/table, the title (choose a suitable title that reflects the content) and page number in the same order as in the text. If no figures or tables are used the tables of figures/tables do not have to be created.

When using the provided Word templates for a bachelor/master thesis or a term paper these tables will automatically be created in accordance with the here stated guidelines. Examples for the use of figures and tables are given below:

Example Figure:

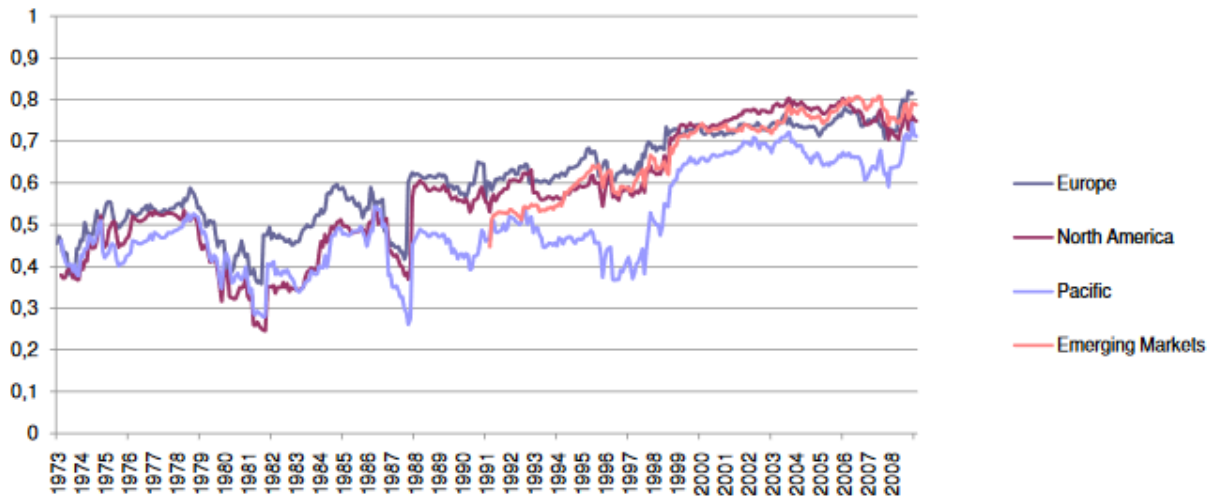


Figure 1: Correlation of stock markets with other stock markets over time¹

Example Table:

Country	N months	N anomalies	Market capitalization in %	N companies	capitalization weighted Long / short return
Germany	80274	224	3.4	1300	0.410
Japan	87644	237	12.5	4786	0.188
Switzerland	70058	210	2.4	412	0.304
USA	99214	241	42.5	20026	0.359

Table 1: Anomalies across countries²

Figures and tables should never be just copied from other sources. Table and figures should be used in the text to contribute your line of argumentation or to add important information with regard to your research question and should thus be adjusted or self-made based on the original source. This source needs to be referenced in a footnote as shown on this page.

¹ Own presentation based on Jacobs, H./Müller, S./Weber, M. (2014), p. 67.

² Own presentation based on Jacobs, H./Müller, S. (2018b), p. 34.

2.3 Table of Abbreviations

Abbreviations should be avoided in the text and in the table of contents. Common abbreviations like e.g., cf. and etc. are acceptable.

All abbreviations used in the text must be listed in table of abbreviations. It is sorted alphabetically and explains all abbreviations. (see also appendix 4)

2.4 Appendix

The appendix contains comprehensive statistics, data sets and additional figures which would reduce clarity in the text, and which are not essential for understanding the text. In this case, the text must refer to the particular part of the appendix.

3 Text Part of the Paper

3.1 Style

The linguistic composition of the text should be flawless. English grammar, orthography and punctuation have to be used correctly and an adequate academic writing style has to be employed. The usage of the first-person perspective should be avoided (e.g. "I believe...").

The text must be structured clearly by an appropriate usage of breaks and spaces. Bold and italic letters should only be used infrequently and consistently throughout the text.

Headlines of the sections must match the headlines of the table of contents.

The text of every paragraph must start on the lowest level of hierarchy (section) that is available. In other words if there is a section 1. and a subsection 1.1 the paragraph/text has to start directly underneath the headline of subsection 1.1.

3.2 Citations

It is important that every citation can be verified. If ideas and thoughts from other sources are used, they must be cited. Otherwise serious down grading and possibly a failure of the assignment must be expected. Direct and indirect quotations may be used. Direct quotations use the exact same wording of someone else. They start and end with quotation marks. Direct quotations should be used sparingly and only if the exact wording is of particular importance. Indirect quotes just adopt ideas and thoughts of other authors without using the exact same wording. Only indirect quotes are cited with a "cf." (compare) prefix.

Furthermore, the origin of every table and figure must be reported in a footnote. If they are taken from other sources these sources must be reported as: "Taken from...". If they are self-made, they must be declared as "Self-made" or "Own presentation based on...".

3.3 Footnotes

Footnotes provide the necessary information about the sources the text is referring to. If it is not possible to provide precise page numbers, the footnote ends with the abbreviation "n.p." (no pages). Occasionally footnotes can be used for providing additional explanations and information. Like shortened sentences they start with a capital letter and end with a full stop. When referring to more than one source in a footnote, the sources must be separated by a semicolon. Footnotes have to be separated from the text by a line and numbered consecutively.

The positioning of the footnote number in the text depends on the part of the text the footnote is referring to: If it refers to a whole paragraph, it must be inserted behind the last full stop of the paragraph. If it refers to a whole sentence, it has to be inserted behind the full stop of the sentence. If it only refers to one term of the sentence, it has to be inserted behind the particular term.

Footnotes that refer to tables and figures must be placed behind the caption of the respective table or figure. The number and text of a footnote must be on the same page. For references in the footnotes the short quotation style, as described in the next paragraph, must be used.

3.4 Method of Citation

There are complete quotations and short quotations. Complete quotations are used in the bibliography whereas short quotations are used in the footnotes. Short quotations must contain the numbers of the pages to which the quotation refers (e.g. p. 34-35).

In general, the original source should be cited. If it is not available, it can be referred to the original source via a secondary source.

If several sources of the same author and year are quoted, they must be labelled with a small alphabetic character.

The quotation of publications of more than 4 authors can be abbreviated by only naming the first author followed by “et al” (et alii).

Demonstration of the short quotation:

Name, Surname (Year), Page numbers.

Example: ¹Cf. Fama, E. F./French, K. R. (2015), p. 1–5.

Bibliography:

Fama, Eugene F./French, Kenneth R. (2015): A five-factor asset pricing model, in: Journal of Financial Economics, Vol. 116, No. 1, p. 1–22.

When using the provided Word templates for a bachelor/master thesis or a term paper and the Citavi-Plug-In (see Section 5) to set references in the text, the footnotes and the according entries in the bibliography will be automatically created in accordance with the here stated guidelines.

4 Bibliography

The bibliography has to contain the complete titles of all sources that were quoted in the text or in the footnotes. It is sorted alphabetically with respect to the name of the first author of the source. It must not contain titles/publications that were not quoted in the text. If there are several publications of the same author, the publications must be sorted chronologically. The required information about the sources/publications dependent on the type of source that is cited:

- Books:
 - Name(s), forename(s) of the author(s)
 - Year of publication (in brackets), where required with alphabetic character
 - Title - subtitle
 - Volume („Vol.“), title of the volume (if available)
 - Edition („Ed.“) (if available)
 - Place of publication

Example:

Zacks, Leonard (2011): The handbook of equity market anomalies - Translating market inefficiencies into effective investment strategies, Hoboken, N.J.

- Articles in collective works:

In addition to the abovementioned points the following points must be given after the title (subtitle) if they are available:

- The word „in“
- Name(s), forename(s) of the editor(s)
- The word „Editor“, abbreviated and in brackets: „(Ed.)“
- Title - Subtitle of the collective work
- The volume
- Place of publication
- First and last page „p.“ of the article

Example:

Barber, Brad M./Odean, Terrance (2013): The Behavior of Individual Investors, in: **Könstantinidēs, Giörgos/Harris, Milton/Stulz, René M. (Ed.)**, Handbook of the economics of finance - 2B: Financial markets and asset pricing, Amsterdam et al., p. 1533-1570.

- Journals:

- Name(s), forename(s) of the author(s)
- Year of publication (in brackets), where required with Latin letter
- Title - Subtitle
- The Word „in“
- Name of the journal (common abbreviations allowed)
- Volume (if available)
- Number of issue (if available)
- First and last page of the article

Example:

Jacobs, Heiko/Hillert, Alexander (2016): Alphabetic Bias, Investor Recognition, and Trading Behavior, in: Review of Finance, Vol. 20, No. 2, p. 693-723.

- Newspaper articles:

- Name(s), Forename(s) of the author(s)
- Year of publication (in brackets), where required with Latin letter
- Title - Subtitle
- The word „in“
- Name of the newspaper (common abbreviations allowed)
- Number and date of the newspaper
- First and last page of the article

Example:

Goodman, Peter S. (2019): Staying Mighty, Dollar Fortifies Trump´s Power, in: The New York Times, No. 58247, 23.02.2019, p. A1.

- Online sources:

Online research should focus on websites of well-known authors, companies, organizations or institutions. The reliability of these sources (e.g. working papers) must be verified. Additionally, it must be examined whether a printed version of the source is available. In that case the printed version must be cited. The citation follows the aforementioned rules. In addition to these, the URL or DOI and the date of access must be added for online sources (e.g. working paper or forthcoming). If the name of the author is not available, the abbreviation "n.u." (name unknown) must be stated instead. If the online source is written by an institution, the institution can be stated as author.

Examples:

Jacobs, Heiko/Müller, Sebastian (2018a):...And Nothing Else Matters? On the Dimensionality and Predictability of International Stock Returns, Working Paper, URL: https://papers.ssrn.com/sol3/papers.cfm?abstract_id=2845306, (28.01.2019).

Jacobs, Heiko/Müller, Sebastian (2018b): Anomalies Across the Globe: Once Public, No Longer Existent?, in: the Journal of Financial Economics, forthcoming (2018), URL: <https://dx.doi.org/10.2139/ssrn.2816490>, (28.01.2019).

Smith, Noah (2018): The Myth That Markets Get Prices Right Won't Die, URL: <https://www.bloomberg.com/opinion/articles/2018-04-26/the-myth-that-markets-get-prices-right-won-t-die>, (28.01.2019).

5 Reference Management Software Citavi and EndNote

The Chair of Finance provides an own citation style for Citavi (Windows) and EndNote (MacOS) that meets the aforementioned style criteria. When using the provided Word templates for a bachelor/master thesis or a term paper and the Citavi-Plug-In to set citations in the text, the footnotes and the according entries in the bibliography will be automatically created in accordance with the here stated guidelines. The Word templates as well as the citation styles can be downloaded from our Moodle class on "writing academic term papers/theses at the chair of finance". The library offers introductory courses for Citavi and EndNote and students can use both programmes for free with a campus licence.

6 Affidavit

For Bachelor and Master theses an affidavit with the following wording is required:

„Ich versichere an Eides statt durch meine Unterschrift, dass ich die vorstehende Arbeit selbständig und ohne fremde Hilfe angefertigt und alle Stellen, die ich wörtlich oder annähernd wörtlich aus Veröffentlichungen entnommen habe, als solche kenntlich gemacht habe, mich auch keiner anderen als der angegebenen Literatur oder sonstiger Hilfsmittel bedient habe. Die Arbeit hat in dieser oder ähnlicher Form noch keiner anderen Prüfungsbehörde vorgelegen.“

7 Term Paper Presentation



After turning in your term paper, we ask you to prepare a 15-minute presentation for the "finance conference" (seminar) with your fellow students. For this seminar presentation we provide you a Power Point template which can be downloaded from our Moodle class on "writing academic term papers/theses at the chair of finance". The use of this template is only permitted for our "finance conference" (seminar) at our chair. Do not use the template for any other classes or any kind of commercial use.

8 Final Remarks

These rules shall only be a guiding principle for writing theses and term papers and cannot regulate any possible formal issue. If formal issues are not specified in these guidelines, students can make their own decisions or consult their supervisor. In any case formal decisions must be standardized throughout the whole text.

Appendix 1

Cover page term paper (Example)

 <i>Open-Minded</i>	
Faculty of Economics	
Seminar Selected Topics in Empirical Capital Market Research	
	
Prof. Dr. Heiko Jacobs	
Winter Term / Summer Term 20XX/20XX	
Title of the Term Paper	
First name, Surname	Matriculation-No.: XXXXXXXX
Street, No.	X. Semester of study:
Postal code, City	
Date of submission: DD.MM.JJJJ	

Appendix 2

Cover page bachelor and master thesis (example)

Title of the Thesis

Bachelor/Master Thesis

Winter / Summer Term 20XX/20XX

UNIVERSITÄT
DUISBURG
ESSEN*Open-Minded*

Submitted to the Faculty of Business and Economics
at the University Duisburg-Essen; Campus Essen



Prof. Dr. Heiko Jacobs

By:

First name, Surname

Street, Number

City

Matriculation No.: XXXXXXXX

X. semester of study

Reviewer:

Prof. Dr. Heiko Jacobs

Prof. Dr. XXX (2. Reviewer)

Date of submission: DD.MM.JJJJ

Appendix 3

Table of contents (example)

Table of contents	
Table of contents	II
List of tables (optional).....	III
List of figures (optional)	IV
List of abbreviations	V
1 Chapter headline	1
1.1 Subheadline.....	1
1.2 Subheadline.....	1
1.2.1 Sub-Subheadline	1
1.2.2 Sub-Subheadline	2
2 Chapter headline	3
2.1 Subheadline.....	3
2.1.1 Sub-Subheadline	3
2.1.2 Sub-Subheadline	3
2.2 Subheadline.....	4
3 Chapter headline	4
3.1 Subheadline.....	4
3.2 Subheadline instructions.....	5
Appendix (optional).....	9
Bibliography	10
Affidavit.....	11

Appendix 4

Table of abbreviations (example)

Table of abbreviations

cf.	compare
Ed.	editor
e.g.	for example
No.	number
p.	page
vol.	volume