

Instructions for the preparation of scientific papers at the Department of Macroeconomics

General structure:

- Title page
- Table of contents
- Further directories (if necessary)
 - List of figures
 - List of tables
 - List of symbols
 - List of abbreviations
- Text
- Bibliography
- Appendix (if necessary; no essential text elements or graphics to save space)
- Declaration of honor (for wording see Examination Regulation)

Formal requirements in detail:

Title page:

- Title of the thesis
- Subject area, university, supervisor
- Date of submission
- Author (name, address, matriculation number, degree program (e.g., Master's program in Economics), number of semesters)

Text:

- Margins: left 6 cm, right 2 cm, top 3 cm, bottom 2 cm
- Font: Times New Roman
- Font size: 12 pt in the text (except in headings if applicable), 10 pt in footnotes
- Length (content of the thesis excluding indexes and appendix):
 - Bachelor theses: max. 30 pages
 - Master's theses: max. 50 pages
- Block layout with hyphenation activated
- Line spacing: in the text: 1.5-fold; in footnotes and tables: 1.0-fold
- The formal requirements are not conclusive. In case of ambiguities, proceed consistently and in accordance with the literature on scientific work.

Page numeration:

- Title page and indexes must be numbered consecutively in Roman numerals, whereby the title page is counted but does not contain a page number
- Number text, bibliography and appendix consecutively in Arabic numerals

Artificial intelligence: Use in accordance with the decision of the examination board of April 11, 2024

Language style: factual, clear, no filler words, no repetitions, general avoidance of abbreviations