

Guidelines for Preparing Seminar Papers and Theses

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Chair of International Economic Policy

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1 Introduction

The following instructions for writing a thesis are intended as a guide and summary of the most important principles and do not claim to be exhaustive.

Important: In case of doubt and in case of the contradictory information, the examination regulations relevant to you always apply!

2 Getting started with the topic and supervision

The core of the thesis is a literature research on a given topic, as well as a critical analysis of current high-quality scientific articles on this topic. Graduates should read the literature, reproduce it in their own words and comment on it critically. The Chair will suggest a relevant paper as a starting point for the literature search. The initial reference should help you to get started with the topic, but is not necessarily the central reference in the final version of the thesis. Based on this, you will carry out your own literature research, read up on it and think about a rough and preliminary structure of your thesis. You should spend no more than 2 weeks on this first step. Then arrange a meeting with your supervisor to get initial feedback on your ideas about the structure of the thesis. Before the first meeting, you should send your draft outline and the list of the most important references to your supervisor.

A general rule: contact your supervisor as soon as you have questions or would like to schedule an appointment.

3 Formalities

The basic rule is the following: quality over quantity and content over form. However, the following information will serve as a guide in terms of the expected scope and formalities:

- The length of the text part in the master thesis is 50 pages (± 3).
- The length of the text part in the bachelor thesis is 30 pages (± 3).
- For the literature seminar (5 ECTS), the length of the text part is 20 pages (± 2).
- For the project seminar (10 ECTS), the length of the text part is 20 pages (± 2). For the study project (14 ECTS), the length is 25 pages (± 2). In each case, the reference is made to the text part.
- For term papers, the length of the text part is 10-12 pages (2 ECTS), 12-15 pages (3 ECTS), or 15-18 pages (4 ECTS).

- The font size is e.g. 12pt in Times New Roman or 11pt in Arial, justified with 1.5 times line spacing. To avoid unnecessary gaps in the text, please use hyphenation.
- The margins are: left 4cm, right 2cm, top 2.5cm and bottom 2.5cm.
- Page numbering is at the top right or bottom right or bottom center of the page. For indexes consecutively with Roman numerals (I, II, III, IV, ...), for the text consecutively in Arabic numbering (1, 2, ...). The cover page is not numbered and is not counted in the numbering, so the numbering starts at "I" for the first page of the table of contents (or the preface, if you write one), and at "1" for the first chapter with introduction. After the bibliography, which is still numbered in Arabic, there is another change to Roman numbering. It seamlessly follows the numbering of the indexes (and is not restarted). The sworn declaration is added at the end without a page number.
- You can write your thesis in German or English. If you use foreign words for which there is no "good" translation, it is advisable to highlight them in italics.

4 Structure

The structure looks as follows:

- Cover page
- Table of contents
- if necessary, further lists (list of figures, tables, symbols, abbreviations)
- Text part
- Bibliography
- Appendix
- Declaration¹

An index (index of keywords) is not necessary.

4.1 Cover page

The cover page contains (as an example, you can also use a sample by the examination office):

- Title of thesis

¹The last page of the thesis contains the declaration of independent work with your signature. Here you can refer to the template of the examination office.

- If applicable, the addition "Master's thesis for the degree Master of Science (M.Sc.)" or equivalent for Bachelor's theses.
- Name of the examiner with the prefix "submitted to"
- Chair, Department
- If applicable, supervisor (if not identical with the department head)
- Name
- Address, matriculation number, field of study, semester number
- Place and date of submission

The layout is free, but you should center the title and use a larger font size. For longer titles, a line break may be used. Cover pages for other final papers should be designed accordingly. Use the sample provided by the examination office as a guide.

4.2 Indices

It should be noted that both MS Word and LaTeX can create indices that meet the formal requirements listed below automatically.

4.2.1 Table of contents

The **table of contents** contains (and must match) all chapter headings in the text, indicating the page on which that chapter or section begins. The numbering of chapter headings (starting with 1 Introduction) is consecutive, no period is placed after the last digit (not even for main headings).

Each subdivision level is indented to distinguish the different outline levels. Other distinguishing features, such as different formatting of the headings, are also possible.

Figure 1: Example of a cover page for a master thesis

Osnabrück University	
Chair of International Economic Policy	
Master thesis for the degree Master of Science (M.Sc.) in Economics	
Title of Thesis	
Submitted to	Prof. Frank Westermann, Ph.D. Osnabrück University Department of Economics/International Economic Policy
by	[Name]
	Address: [Address] [Address]
	Birth Date: [TT.MM.JJJJ]
	E-Mail: [Email]
	Tel.-Nr.: [Number]
	Matriculation-Nr.: [Number]
	Field of study: [Major]
	Semester of studies: [Number]
Osnabrück, [Date]	

Figure 2: Simple table of contents

Table of contents	
List of Figures	II
List of Tables	III
List of Symbols	IV
List of Abbreviations	V
1 Introduction	1
2 European Monetary Policy: An Overview	3
2.1 After the Era of Fixed Exchange Rates	3
2.2 On the Road to the Single Currency	5
3 Interest rate versus Money Supply Policy	8
3.1 Interest Rates and the Time Dimension	8
3.1.1 Short-term	8
3.1.2 Long-term	11
3.2 Liquidity Trap	13
:	
6 Concluding Remarks	55
Bibliography	57
Appendix A – Mathematical Derivations	VI
Appendix B – Estimation Results	VII
Declaration	
	I

All indices, the appendix, and the declaration are given **no** chapter number. They are listed without a chapter number, but with a page number (Roman in the case of the indexes, no page number for the declaration). The table of contents itself is not included as an item in the table of contents (neither is any preface). Multiple appendices are distinguished with capital letters, i.e. Appendix A, Appendix B, etc.

The subdivision must be logical. For example, there may only be section 2.1.1 if there is at least one further section 2.1.2.

The outline should not be too detailed, but also should not consist only of main chapters.

The table of contents should provide the reader with a good initial overview of the work. Therefore, the chapter and section headings should be chosen sensibly. The "red thread" of the work should already be recognizable here.

4.2.2 List of figures and tables

The **list of figures** contains all figures from the main text and the appendices with their headings and page references. The numbering is consecutive (e.g., Fig. 1) or chapter-wise (e.g., Fig. 2.1) in Arabic numbers (choose one variant and keep it!). In both variants, separate numbering for figures in the appendix is possible (e.g. Fig. A.2).

The same rules apply to the **list of tables**.

If there are only few figures and tables, both lists can be put on the same page.

4.2.3 List of symbols

List of symbols contains all symbols and variables used in the work with their definitions. The order is alphabetical, starting with special characters, Greek letters (arranged according to the Greek alphabet), old German letters, and finally the normal Latin letters (as far as they are available). Arithmetic operators, summation signs, etc., or symbols with fixed meanings (e.g. €, §) should not be listed.

Double usage of the same symbols should be avoided as far as possible. For this, you can also deviate from the notation of a source text. If double usage cannot be prevented, it should be specified which definition is valid in which section.

4.2.4 List of abbreviations

All abbreviations used in the paper should be listed in the list of abbreviations. Abbreviations of common usage – all those listed in the Duden (etc., e.g., i.e., ...) **do not** belong in the list of abbreviations. The abbreviations "et al.", "eds." in the bibliography and abbreviations while referring

to the text (Fig., Tab., cf., p.) are also not listed.

If you use an abbreviation that is not in the Duden dictionary (e.g. OECD or IMF), it is written in words the first time and the abbreviation is given in brackets behind it. This abbreviation is then included in the list of abbreviations.

4.3 Text

- **Introduction** guides and outlines the topic. It thus contains a brief presentation and the scope of the topic (What is being investigated and in which field?; What aspects does the work focus on?), motivation (What is the role of the topic in science/policy?; How actual is it?), methodology (What is specifically investigated and how/with the help of which models/analyses?), and a list of the most important results (What conclusions/policy recommendations are to be drawn from the study?).
- The **main part** elaborates on the topic. The approach differs depending on the topic, but in general, it is important to make it structural ('red thread') and comprehensible. An important part of the main text is always a review of the relevant literature.

In general, the paper must address the topic not only in breadth, but also in depth in at least one aspect

Own contribution could be in the form of own empirical analysis, extension or modification of other empirical studies, descriptive review, theoretical extension/modification of a model, an institutional comparison, etc. (usually only one of them). This will be clarified with the supervisor or the examiner during the topic discussion.

The **concluding chapter** briefly summarizes the work, highlights the main findings, and provides a critical assessment/conclusion. It can also contain directions for further developments (also according to own opinion), or similarities to the neighboring topics/disciplines.

Its length should not exceed 2.5 pages.

4.4 Figures, tables, equations

- **Figures** are consecutively numbered (automatically!) in Arabic numbers. They are only useful if they are referenced in the text (this also applies to figures in the appendix). They should be designed as uniformly as possible, i.e. in form and size. The text should not flow around the figure, the graphic must be given "its own place" on the page.

Do not copy and paste illustrations into the paper (a Copy & Paste of illustration without citing the source is considered plagiarism!). They must be always created on one's own. If this is not possible, there is also an option to refer to the source figure in the text without using the graphic itself.

In addition to the numbering, each figure is given a figure caption (uniformly either above or below the graphic), which meaningfully describes the content of the figure and is smaller than

the body text.

Explanations should be put under the figure, e.g., calculation method, data points, and special features. A legend can also belong directly to the figure (e.g. for figures created by Excel or EViews). A reference to the source is **mandatory** below the figure, also for self-generated graphics. For completely self-created illustrations, e.g., "Source: Own illustration" or "Source: Own illustration based on data from IMF (2009)" for illustrations of data. Figures that are based on other graphics are labeled, for example, "Source: Based on Rose (1978), Fig. 59, p. 240".

- For **tables**, the same instructions apply as for figures.

Figure 3: Figures and Tables

Tabelle 1: Ergebnisse der einfachen Schätzung

Schätzmethode: OLS

(Standardfehler sind unterhalb der Punktschätzer angegeben)

	[1]		[2]		[3]		[4]
C	1.135 (0.685)		1.183 (0.667)		0.987 (0.499)		0.852 (0.506)
Alter	0.241 (0.089)	**	0.235 (0.087)	**	0.216 (0.111)	*	0.202 (0.138)
Geschlecht			0.058 (0.030)	*	0.055 (0.040)		0.049 (0.040)
Bildung					0.246 (0.098)	**	0.233 (0.099)
Soziale Herkunft							0.465 (0.072)

R ²	0.45		0.51		0.68		0.81

*Signifikant bei 10%; **Signifikant bei 5%; ***Signifikant bei 1%.

Quelle: Eigene Anfertigung.

- Figures and tables can appear both in the text and the appendix. They are numbered separately from each other.
- **Equations** can be used both in the continuous text and as a paragraph of its own. (Important) equations should be in a paragraph of their own and numbered consecutively in Arabic (number in round brackets). For intermediate steps or systems of equations, the numbering can be further subdivided if necessary (e.g., (2a), (2b)). It is not necessary to number each derivation or intermediate step. For better readability, (more extensive) derivations and transformations should be placed in the appendix or a reference to the literature should be given. Short mathematical assumptions, conditions, etc., can also appear in the footnote, if necessary.

The numbering is right-aligned, while the formula is indented or centered in the line.

The equation numbering can and should be used for references in the text (e.g., "... according to equation (3), the per capita savings are ...").

Even if a list of symbols is available to the reader, the variables used in the formula should be briefly explained.

Figure 4: Highlighting formulas

... Thus, the equilibrium is given by:

$$I = S \quad (1)$$
$$Y = f(A, K) \quad (2)$$

with I as investment, S as savings, Y as output and $f(A, K)$ ¹ as production function with labor A and capital K as inputs.

¹It holds that $f'(A, K) > 0$ and $f''(A, K) < 0$.

The argumentation within the text is done with the economical terms and not with the variables (not: " $Y \uparrow \Rightarrow X \downarrow$ "; but: "After an increase in per capita income Y , government expenditures X decreases.")

Variables should be *put in italics*.

4.5 Headings, paragraphs, footnotes

- **Headings** identify the contents of the following chapter or section. This should be adequately reflected in the title. The heading "Analysis" is probably too short as a chapter, but may be useful as a section within a chapter.

In addition to numbering, headings should also be visually identified.

Figure 5: Suggested formatting for headings

3 Kapitel

3.1 Unterkapitel

3.1.1 Abschnitt

3.1.1.1 Unterabschnitt

Each main chapter starts on a new page. This can be omitted for sections. However, at least one blank line after the previous text should be inserted.

- **Paragraphs** are used to structure the continuous text and, importantly, to ensure readability. To make paragraphs more recognizable, a blank line should be inserted between them, and/or the first line of a new paragraph should be indented (except when a new section begins). (Decide on one option and keep it!)

Figure 6: Paragraph structuring

4.1.1 Introduction Here is a text that is extensive enough for its own paragraph. Blabla blabla bla bla blablabla bla bla blablabla. The second paragraph begins here and blablabla ...

- **Footnotes** should be listed at the end of the corresponding page (No collection of footnotes at the end of the paper). They are numbered consecutively (automatically) in Arabic, in a font size smaller than the main text, with single line spacing and justification. Each footnote ends with a period.

There are no references in the footnotes (Anglo-Saxon citation style in the text). Instead, they can be used for additional information (essentially anything that is an interesting piece of information but would disrupt the flow of reading in the text, e.g. lists of countries, further references, short explanations or definitions, etc.).

Figure 7: Use of footnotes

... The panel estimation covers 22 years and eight countries¹. The cross-border capital² ...
¹Belgium, France, Germany, Italy, Netherlands, Norway, Spain, Sweden.
²In this work, capital is understood exclusively as financial capital.

For each footnote, it should be checked whether the additional information is really necessary to keep the number of footnotes to a minimum.

4.6 Appendix

An appendix is not mandatory but can be useful, e.g., to present derivations of formulas, to present or complete extensive empirical results, to present more detailed tables, lists, or similar. For this purpose, several appendices (Appendix A – Mathematical derivations, Appendix B – Empirical results, ...) can be created and should be included in the table of contents individually. Everything in the appendix must be explicitly referred to in the text.

5 Citations

Citations are done according to the Anglo-Saxon citation method, i.e. with the source reference in the continuous text:

- You can use a direct quote and identify the source at the end:

"The identity proposition remains the same after each variation." (Kaufmann (1996), p. 44)

- You use a direct quote and cite the source immediately in the text:
... as Smith (2001, p. 14f) describes: "A situation is more powerful – in a political view – when agents are dealing without [...]"
- You quote indirectly and mention the source afterwards (a "Cf." must be inserted).:
In recent decades, the energy sector has seen major transformations that are only partly due to environmental changes. They have been exacerbated or mitigated by the circumstances and legislative changes within individual states ... (Cf. European Energy Authority (2002), p. 133ff; Paulson, Martinson und Svensson (2003), p. 301-322; Gertha et al. (2004), p. 72f, 83f and 90-102)
- You quote indirectly and the source is mentioned directly in the text:
According to Goodspeed (1998, p. 582ff), the difficulties of testing tax effects empirically lie in complex tax systems, ...

The source always contains: the last name of the author(s) and year, the beginning page of the citation - end page of the citation. If the text passage refers to only one page in the source text, specify only this one page; if the end page is the subsequent page(s) in the source text, an "f"/"ff" can be written instead of the end page. The examples show the different variants.

Direct quotes should be avoided if possible. If they are used, literal quotations must be reproduced **accurately**, i.e. if necessary using old spelling, with printing errors, etc.

If words, parts of sentences, or phrases are omitted in direct quotations, this omission is marked by [...]. If something is inserted, e.g., a word explanation, this must also be in square brackets.

If, in the case of indirect quotations, the information is drawn from different works, all works must be listed at the end of the paragraph.

If more than two authors are responsible for a work, only the first author is cited with the addition "et al."

In the case of indirect citations, the page number may be omitted from the source reference if:

- the source does not have a page number,
- the source consists of only one page,
- the statement refers to the entire source text.

(Page numbers are also not necessary when classifying the literature, summarizing the relevant literature, and referring to further literature.)

Secondary citations should be avoided; instead, it is recommended to find the cited source and quote it directly in the text. If a secondary citation cannot be avoided, the rules from the APA guidelines apply.²

²Rules for secondary citations according to APA can be found at <https://apastyle.apa.org/style-grammar-guidelines/citations/secondary-sources>.

Copying large sections of text from one source should be avoided. If an entire chapter refers (almost) exclusively to one source, it is sufficient in individual cases to write it at the beginning of the chapter, for example: "The explanations of the following chapter/section refer (exclusively) to (source with author's last name (year))." This should be clarified with the supervisor in advance.

Unmarked quotations, direct or indirect, or one-to-one translations are considered plagiarism. The thesis will automatically be graded with 5.0.

6 Bibliography

A bibliography must be included at the end of the paper. It contains all literature cited and referenced in the paper, i.e., all sources cited anywhere within the paper must be included in the bibliography, and conversely, no sources may be included in the bibliography that have not been used in the paper.

The same formatting rules apply as for the main text.

The various entries in the bibliography must be clearly separated from each other. For this purpose, you can use bullet points, consecutive numbering in square brackets, or simply a blank line between the entries. For the latter, a hanging indent is recommended.

Each entry ends with a period.

The bibliography is arranged alphabetically according to the last name of the author of a work. ä, ö, ü, and ß are classified as ae, oe, ue, and ss. If the author's name contains other (foreign language) peculiarities, such as an accent, this is indicated, but the letter is listed in the normal order.

Multiple authors are separated with ";" or "/". Instead of one of the characters, an "and" can also be used before the last author.

If institutions are the authors of a work, they are listed as authors in the bibliography (if applicable, the abbreviation is permitted, e.g. IMF).

Publications that also exist in print are indicated with the source of the print publication, even if accessed the work via the Internet. For example, many scientific journals can also be accessed online, but the article obtained via the Internet must then be cited with the journal as the source and only this citation should be included. Working papers must also be assumed to be available as print publications.

Sources of data should also be cited in the bibliography.

Internet sources or data sources should **not** be shown separately. A distinction between primary and secondary literature also should **not** be made.

The authors' first names are abbreviated (e.g., Romer, P. M.).

In the bibliography, all authors of a work must be listed, even if there are more than three authors.

For books: author's last name, first name (year): title. edition(s) (if applicable), publisher, place(s) of publication.

For individual articles within an anthology, the following applies: last name of article author, first name (year): title of article. In: editor's surname, first name [ed.] (year): title of anthology. edition (if applicable), publisher, place(s) of publication, pages.

For journal articles, the following applies: author's name, first name (year): title. Name of the journal, volume (issue), pages.

For Internet sources: author's last name, first name (year): title. Online under Internet address (date of retrieval).

It also makes sense to highlight (*italicize*) parts of the source for a better overview. For books - the title, for articles in anthologies - the title of the anthology, for articles - the journal, for working papers - the working paper series, for internet sources - nothing.

Works without authorship are listed as "n.a.", without a year as "(n.y.)" and without a title as "n.t.". Unpublished/in-progress works are given the suffix "mimeo" after the title instead of the other information. If a publication is pending but it is known where the text will be published, all the details are listed normally and the addition "forthcoming" or "publication pending" is written at the end.

The example shows all possibilities and most special cases.

This is the only possible variant!

A uniform structure of the bibliography is important!

If multiple sources with the same author or group of authors and year of publication are used, a letter should be added after the year to distinguish the sources from each other.³

7 Literature research

7.1 Acceptable sources

The quality of your sources is more important than their quantity! The more important the source for your work is, the better its quality should be. This means that only very good sources can be used as your main references; in the introductory chapters, however, textbooks can be also used to some extent.

Acceptable sources for an academic paper are:

- Specialized books including textbooks from scientific book publishers (e.g., Oxford University

³APA-Guideline with an example of this: <https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/same-year-author>.

Figure 8: Bibliography

V
Bibliography
Blanchard, O. / Illing, G. (2004): <i>Makroökonomie</i> . Third Edition, Pearson Studium, München.
Cremer, H. / de Donder, P. / Maldonado, D. / Pestieau, P. (2008): Forced Saving, Redistribution and Nonlinear Social Security Schemes. <i>CESifo Working Paper</i> Nr. 2325, CESifo, München.
w.a. (w.y.): w.t. Online under http://www.blablabla.int/9283241298.htm (24.12.2007).
OECD (2007): OECD Economic Outlook No. 80 - Statistical Annex. Online unter http://www.oecd.org/dataoecd (11.06.2008).
Okina, K. / Shiratsuka, S. (2006): The Policy Duration Effect under Zero Interest Rates: An Application of Wavelet Analysis. In: Hutchison, M. M. / Westermann, F. [Ed.] (2006): <i>Japan's Great Stagnation: Financial and Monetary Lessons for Advanced Economies</i> . MIT Press, Cambridge, London, p. 183-210.
Reifschneider, D. / Williams, J. C. (2000): Three lessons from monetary policy in a low-inflation era. <i>Journal of Money, Credit and Banking</i> Vol. 32(2), p. 936-966.

Press, MIT press, Cambridge Press, Springer). Books are mostly interesting for the introductory chapters of the thesis.

- Articles in scientific journals. Articles should make up the main part of your literature. They are suitable both for basic, introductory issues, as well as esp. for specific issues of interest. The individual journals vary in quality. If several articles have been published on the same subject, articles from higher-quality journals should be used, as this is often an indicator of the quality of the articles themselves. As a guide, you can use the source references from other literature (the basic literature or books) or ranking lists for journals⁴.

A selection of journals in the field of international economic policy (List is not exhaustive):

- Allgemeines Statistisches Archiv
- American Economic Review
- Annals of Statistics
- Econometrica
- Econometric Reviews
- Econometric Theory
- Economic Policy
- European Economic Review
- International Economic Review
- Journal of Applied Econometrics
- Journal of Banking and Finance
- Journal of Business and Economic Statistics
- Journal of Development Economics
- Journal of Econometrics
- Journal of Economic Dynamics and Control
- Journal of Economic Growth
- Journal of Economic Theory
- Journal of Finance
- Journal of International Economics
- Journal of International Money and Finance
- Journal of Macroeconomics
- Journal of Monetary Economics
- Journal of Money, Credit and Banking

⁴RePEc-Ranking: <https://ideas.repec.org/top/top.journals.simple.html>

Handelsblattranking: <http://www.handelsblatt.com/vwl-journals/>

Tinbergenranking: <http://www.tinbergen.nl/research-institute/journal-list.php>

Kiel Institute-Ranking: <http://www.ifw-kiel.de/forschung/internal-journal-ranking>

- Journal of Policy Modeling
 - Journal of Political Economy
 - Journal of Public Economics
 - Journal of the American Statistical Association
 - Quarterly Journal of Economics
 - Review of Economic Studies
 - Review of Economics and Statistics
 - Review of Financial Studies
 - Review of International Economics
 - Weltwirtschaftliches Archiv
- Working Paper. Working papers are published by universities, institutes (at universities), CESifo, the NBER, European institutions such as the ECB or the CEPR, national institutions such as the Deutsche Bundesbank, and so on. Variations of Working Papers are e.g. Discussion Papers or Occasional Papers. Since working papers often become articles in scientific journals, it should be checked, especially for older working papers, whether they have also been published in journals. In such a case, use the journal article if possible. If older working papers have never been published further (rule of thumb: older than 3 years), they are in case of doubt not of particularly high quality and should better not be included in the paper. However, there are always exceptions.
 - With limitations: Internet sources. Can be used for data collection and internet databases (see below); beyond that, pure internet sources should be avoided if possible. Transcripts of speeches held at professional conferences or corresponding papers are a reasonable source in individual cases.
 - Specialized encyclopedias and dictionaries, legal texts, ordinances, etc.

7.2 Not acceptable sources

Sources that **cannot** be cited are:

- Wikipedia. The main reason is that authors can freely change the content of the pages at any time.
- General dictionaries and encyclopedias. Terms are often used differently in general language than in a technical context. Therefore, better to use a technical dictionary at best.
- Lecture notes, lecture slides, etc.
- Theses, seminar papers.
- Forum posts and other difficult-to-verify Internet sources.

7.3 Literature research

For the literature search, you can first take advantage of the offer by the library. In addition to the OPAC system, the homepage of the library also offers a search in the Union Catalog (GVK), the Electronic Journals Library (EZB), e-books, and a list of various databases (including literature search engines) (DBIS). You can also search on the homepage of the authors or institutions or use a literature search engine directly.

A selection of literature search engines:

- EconLit (web.ebscohost.com)
- EconPapers (econpapers.repec.org)
- JSTOR (www.jstor.org)
- Social Science Research Network (SSRN) (www.ssrn.com)
- Ideas (ideas.repec.org)
- Google Scholar (scholar.google.de)

It should be noted that the first three search engines are "more selective" in their choice. This means that usually only good sources are presented to you there. The other three are more complete, but you must always question the quality of the source in each individual case.

Most search engines offer the possibility to view or download corresponding articles. In some cases, however, this access is only available in the university network. From home, you can access them via so-called VPN or proxy servers. This is not complicated and is explained in detail on the pages of the computer center.

Another research tip: Perform a so-called "cited references search". Most search engines offer you the possibility to display all sources that cite your entry source. This way you can find more recent research or even critical appraisals of your literature.

For data collection (selected sources):

- IFS (Access only within the university network via the site of the library)
- WDI Online (Access only within the university network via the site of the library)
- Eurostat (www.europa.eu.int/comm/eurostat) – Data for Europe
- Statistisches Bundesamt (www.destatis.de) – Data for Germany and EU
- World Bank (www.worldbank.org)
- BIS (www.bis.org)

- International Monetary Fund (IMF) (www.imf.org)
- OECD (www.sourceoecd.org/content/html/index.htm)
- Federal Reserve Bank of St. Louis (FRED) (research.stlouisfed.org/fred2) – Data for USA
- Bank of Japan (www.boj.or.jp/en/index.htm) – Data for Japan
- Internet presence of other central banks and ministries of economics

8 Final remarks

Find at least one proofreader! It is not uncommon to become "blind" during the writing process and to simply overlook many errors in spelling and grammar (sometimes also in wording). Having the thesis proofread avoids errors in both content and form.

Do not hesitate to contact your supervisor if you have further questions (especially regarding the content). This also applies to uncertainties regarding the quality of your sources.

The exact information on submission (e.g., number of copies) can be found in the e-mail sent to you by the examination office at the beginning of the processing period. Please remember to provide an electronic version of your paper to the chair.

This guide is still under development. Subject to changes and additions. You are welcome to make comments on it.

And in the end, all that remains is to say: good luck writing your thesis!