

Formal requirements for term papers and Bachelor's/Master's theses at the Chair of Economics VI: Empirical Economics

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1 Basics

At the Chair of Economics VI: Empirical Economics more emphasis is placed on the empirical and methodical substance of a paper than on its formal aspects. Therefore, the following formal instructions should be regarded as guidelines. Exact compliance with specific formatting rules is not strictly necessary; however, we require you to adhere to a specific formatting and citation style once chosen.

Generally, the course language at the Chair of Economics VI: Empirical Economics is English because the research literature is written almost entirely in English. Thus, we recommend writing seminar papers or Bachelor's/Master's theses in English. Yet, you are also allowed to write in German.

Although formal aspects and writing style will not directly influence your grade, obvious and grave shortcomings can have a negative impact. In that regard, you should avoid frequent spelling mistakes or inconsistent formatting.

2 Length and submission procedure

2.1 Number of copies and binding

- Master's thesis: three copies (hardback, no spiral binding)
- Bachelor's thesis P&E: three copies (hardback, no spiral binding)
- Bachelor's thesis ECON and IWE: two copies (hardback, no spiral binding)
- WiWiZ term paper: one copy (hardback, no spiral binding)
- Seminar paper: one copy (with filing fastener, no spiral binding)

You also have to hand in your paper in electronic form as a **PDF document**. Moreover, you have to send all executable (!) program files in electronic form via email to the supervisor of your paper. This includes the complete data file unless it was provided by the chair.

In addition, you have to hand in your thesis in electronic form. Save your thesis as a PDF as well as all executable code, the data and a short data and code documentation in a separate text file on a CD-ROM or USB stick and hand it in with your printed out thesis. **Please hand in as many CD-ROM/USB sticks as printed copies.**

2.2 Length

Please note the following requirements concerning the length of Master, Bachelor, WiWiZ and seminar papers:

- Master's thesis: 100,000 characters (ca. 37 pure text pages)
- Bachelor's thesis: 60,000 characters (ca. 23 pure text pages)
- WiWiZ term paper: 40,000 characters (ca. 15 pure text pages)
- Seminar paper: 20,000 characters (ca. 8 pure text pages)

Please mention the number of characters on the title page. When calculating the number of characters, you should include spaces, footnotes, tables, and bibliography and exclude title page, table of content, lists of figures and tables, as well as programme codes and appendices. Decisive for staying within the required length is the number of characters, not pages. Robustness tables or larger formal paragraphs may be put into an appendix. Note that the appendices should not contain new arguments or core messages, results, or crucial derivations and formulas. Bear in mind that a paper should not just be an accumulation of tables and (copied, uncommented) formal proofs. There should be a common thread running through your argumentation. Violation of the limit of more than 10% will negatively affect the grade.

3 Formal requirements

3.1 Outline

The paper should contain the following points in the specified order. Points written in italicised letters are not compulsory for seminar papers, but have to be included in a Bachelor's/Master's thesis at the position given below.

1. Cover sheet
2. *Abstract*
3. Table of contents
4. *List of tables*
5. *List of figures*
6. *List of abbreviations*
7. Main text
8. References
9. Appendix (optional)*
10. *Eidesstattliche Versicherung*

* The appendix contains only additional information, e.g. further tables, descriptions of data or formal proofs which are not necessary in order to understand the paper as such.

3.2 Cover sheet

The cover sheet should include the following information:

- Universität Bayreuth
- Chair
- Lecturer
- Course (in the case of seminar papers)
- Type of the paper
- Title of the paper
- Subtitle (optional)
- Personal information (Name, address, telephone number, email address, matriculation number, number of semesters, degree programme)
- Number of characters of the paper
- Date of submission

3.3 Formatting

Page format: Generally, the DIN-A4-format should be used. The margins should not differ too much from the usual frame (left 3 cm, right 2 cm, top and bottom 2.5 cm).

Font type and size: The font size should be either 11pt or 12pt. You can use all standard font types. The main text should be justified.

Pagination: The page numbering of the main text should begin with an Arabic 'one'. Any lists of figures / tables / abbreviations may be furnished with Roman numerals. The appendix is numbered specifically (A1, A2, ...). All tables, figures and equations should be numbered with consecutive Arabic numerals.

3.4 Tables and figures

The title of the table should be centred above the table. Vertical lines should be avoided, the use of horizontal lines should be minimised. Please make sure that in tables numbers are given with consistent decimal places. You can add further explanation of values, variables and data in the supplementary notes below the table. In tables with regression output, each column should give the results of a regression (**not** each row). Further, it is important that you exactly denote the information you want to report. For instance, it has to be clear whether standard errors, p -values or t -statistics are referred to.

Normally, you should only use tables in your paper that are based on your own calculations. However, if you take a table from a different article, you must indicate the source at the end of your table notes. In the following you will find an example of a formatted table.

Table 1: Results of the fixed-effects regressions, base sample, 1960-2000, five year averages

Dep. Variable	Democracy (1) Pooled OLS	Democracy (2) FE OLS	Δ Democracy (3) Anderson-Hsiao IV
Democracy $_{t-1}$	0.706 (0.036)	0.379 (0.051)	
Log GDP p.c. $_{t-1}$	0.072 (0.010)	0.010 (0.035)	
Δ Democracy $_{t-1}$			0.469 (0.010)
Δ Log GDP p.c. $_{t-1}$			-0.104 (0.107)
Observations	945	945	838
Countries	150	150	127
R ²	0.725	0.796	

Notes: The reported values are coefficients of the regressions; values in round brackets are standard errors. All regressions use robust standard errors. The first column contains the results of the pooled OLS regression. The second column contains the results of the fixed-effects regression with country dummies. In the third column the instrument variable method of Anderson and Hsiao (1982) is used. In this case, Log GDP p.c. $_{t-2}$ is used as an instrument for Log GDP p.c.

In graphics, the title should be placed below the figure. If tables and figures are necessary to understand your argument, they should be placed in the main text. If this is not the case, they belong in the appendix.

3.5 Footnotes

Please only use footnotes when absolutely necessary. Footnotes are placed at the bottom of the page and are normally formatted with font size 10pt (at least smaller than the main text). Please do not use endnotes.

3.6 Citation and references

Citations give credit to the original author of an idea, model, or text. They are an essential part of scientific work and academic honesty. To avoid plagiarism, please inform yourself about how to correctly cite previous work. Concerning citation style, the chair uses the so-called Harvard citation style.¹ Generally, in the main text only author and year are cited. The references **at the end** of the paper give the complete information on your sources—and only these.

In the main text you cite as follows: Sala-I-Martin (1997). Page numbers or chapters follow the year after a comma: Sala-I-Martin (1997, p. 180). If you cite more than one work of an author, you should separate the years with commas: Leamer (1975, 1983). If the author of the work is not directly cited in the text, the reference should be put in brackets: (Sala-I-Martin, 1997).

With regard to the formatting of the references, there are many different styles. In the following we provide examples of the styles used by the scientific outlets *Econometrica* and *Journal of International Economics*. Most important is the **consistency** of the chosen citation style throughout the entire paper.

¹An overview regarding the Harvard citation style as well as information on proper citing to avoid plagiarism can be found at: <http://libweb.anglia.ac.uk/referencing/harvard.htm>.

3.6.1 Econometrica

- ANGRIST, J. D., AND J. PISCHKE (2009): *Mostly Harmless Econometrics: An Empiricist's Companion*. Princeton, NJ: Princeton University Press.
- KENNEDY, P. (2005): "Oh No! I Got the Wrong Sign! What Should I Do?," *The Journal of Economic Education*, 36, 77–92.
- LEAMER, E. E. (1975): "Explaining Your results' as Access-Biased Memory," *Journal of the American Statistical Association*, 70, 88–83.
- LEAMER, E. E. (1983): "Let's Take The Con Out of Econometrics," *American Economic Review*, 73, 31–43.
- SALA-I-MARTIN, X. X. (1997): "I Just Ran Two Million Regressions," *American Economic Review*, 87, 178–183.

3.6.2 Journal of International Economics

- Angrist, Joshua D., Pischke, Jörn-Steffen, 2009. *Mostly Harmless Econometrics: An Empiricist's Companion*. Princeton University Press, Princeton.
- Kennedy, Peter, 2005. Oh no! I got the wrong sign! What should I do? *Journal of Economic Education* 36 (1), 77–92.
- Leamer, Edward E., 1975. 'Explaining your results' as access-biased memory. *Journal of the American Statistical Association* 70 (349), 88–83.
- Leamer, Edward E., 1983. Let's take the con out of econometrics. *American Economic Review* 73 (1), 31–43.
- Sala-I-Martin, Xavier X., 1997. I just ran two million regressions. *American Economic Review* 87 (2), 178–183.

4 Eidesstattliche Versicherung

In case an 'eidesstattliche Versicherung' should prove necessary, please refer to the following common wording (If you do not know what an 'eidesstattliche Versicherung' is and you do not know German, please contact the chair.):

Eidesstattliche Versicherung

Hiermit versichere ich, YOUR NAME, geboren am YOUR DATE OF BIRTH, wohnhaft in EXAMPLE STREET 1 in 12345 EXAMPLE CITY, gegenüber der Rechts- und Wirtschaftswissenschaftlichen Fakultät der Universität an Eides statt, dass ich meine Abschlussarbeit

Title of your paper

selbstständig und ohne Benutzung anderer als der angegebenen Hilfsmittel angefertigt habe. Alle Stellen, die wörtlich oder sinngemäß aus veröffentlichten oder nicht veröffentlichten Schriften entnommen wurden, sind als solche kenntlich gemacht.

Die Arbeit hat in gleicher oder ähnlicher Form noch keiner anderen Prüfungsbehörde vorgelegen.

Bayreuth, DATE

Signature