

Guideline for Term Papers, Bachelor thesis and Master thesis at LSR
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1. General information

To write a successful term paper/ essay/ thesis on the chair of Business ABWL, Organization and Human Resources (LSR) of Prof. Dr. Max Ringlstetter you have to apply the following general guidelines and formalities of the chair.

For another introduction to the technique of scientific work we recommend the book:

Theisen, Manuel R. (2013): *Wissenschaftliches Arbeiten*, 16. Auflage, München: Vahlen.

If the sources mentioned contain contradicting recommendations in certain points with this guideline, the entire work must be written **CONSISTENTLY** in any case. We also recommend that Master's students attend the course "Seminar on Strategic Management", which is offered by the chair.

2. Contents

With the independent preparation of a scientific thesis, students should prove that they can independently work on a topic in the chosen subject according to known theories, methods and scientific findings within a limited time frame. Furthermore, students demonstrate their ability to present and discuss the results obtained in a structured way.

At the beginning of the discussion students need to clearly define a problem as a basic for all further explanations. Only passages that are directly related to the problem are to be included in the work. A "documentation of the subjective learning progress" is explicitly not desired. All statements and claims must be justified and, if possible, backed up with sources.

In the context of the paper, the intellectual penetration of the problem, its relevance and classification in an overall context is of great importance as well as the theoretical foundation and the argumentative and structured presentation of what has been worked out. However, an uncommented comparison of the arguments taken from the literature is not sufficient - a critical reflection is required. Furthermore, attention must be paid to the intelligibility and traceability of the trains of thought. Sentences that are nested too long, as well as breaks and gaps in the argument should therefore be avoided. The reader should be able to always recognize the "logic" of the author, which can be facilitated by integrating short summaries, outlooks and reasons for the procedure. An appropriate personal contribution from the author is expected within the scope of the work.

Figures and tables should generally be included in the text. If these are only supplementary for the argumentation, they should be included in the appendix. The appendix also includes extensive calculations, tabulations, interview guidelines, etc. Only the result of the derivation and argumentation should appear in the text part.

3. Formal requirements

Scientific papers should have certain formal requirements for reasons of easy readability and an attractive appearance. In this regard, we generally refer to the (above-mentioned) source on the guidelines of scientific work. In addition, the following provisions apply as a **substitute** or in **addition**:

3.1. Components and cover sheet

- The academic paper should contain the following components: cover sheet, table of contents, (if necessary) a list of abbreviations, figures and symbols, text part, (if necessary) appendix, bibliography.
- Ensure that the work includes the components shown in the order presented above.
- The cover sheet of the Bachelor / Master thesis must include the following information:
 - Personal data (name, date of birth, matriculation number)
 - Bachelor / Master thesis
 - Course of study with semester
 - Topic of the thesis in German and English (must correspond with the registration)
 - Catholic University Eichstätt-Ingolstadt
 - Reviewer/supervisor
 - Faculty including supervising chair
- The abstract is inserted into the thesis (see above) with all relevant core contents and is an independent, short and meaningful summary of the thesis in a maximum length of 1 page.

3.2. Table of Contents

- The thesis/ paper has to be numbered consecutively in Roman numerals at the sub-level, Arabic numerals at chapter and sub-chapter levels (e.g. I.; I.1; I.1.1).
- The table of contents does not number the bibliography or appendices. In addition, the list of figures and list of abbreviations do not have to be numbered either.
- The structure should be numerical and consistently maintained in any case.

3.3. Scope

- Concise and precise explanations are preferred rather than extensive presentations. The length of a seminar paper must not exceed 15 pages. For master theses, the length is limited to a maximum of 80 pages, for bachelors theses to 40 pages. A deviation of +/- 10% is permitted. The number of pages will be agreed upon with the supervisor. In case of any deviations, please inform your supervisor immediately.
- The number of pages includes the text part including figures, tables and free spaces. All other components of the thesis do not count as page count; if necessary, this must be clarified with the supervisor.

3.4. Layout and design

- The following dimensions apply to the side margins (paper size DIN A4): top and bottom margin each 2.5 cm, left margin 4 cm, right margin 2.5 cm. These margins must be observed in all parts of the thesis. Only the cover sheet may deviate.
- Times New Roman should be used as the font. A font size of "12 point" has to be used in the text. Footnotes and captions of figures can be set in "10-point".

- The numbering of the page numbers of the table of contents, if applicable, list of abbreviations, list of figures and symbols, abstract, appendix and bibliography is done using Roman numerals.
- Justified print and hyphenation must be used for the text.
- As a general rule, a 1.5-fold line spacing is to be used in all parts of the paper (also in directories and attachments). Only footnotes are to be written with single line spacing.
- A new chapter (top level) must begin on a new page (does not apply to seminar papers).
- The distance from a heading to the following text must be smaller than the distance to the previous text. A complete blank line must be inserted in front of a heading. If several headings follow one another, it is not necessary to insert blank lines between these headings.
- Insert additional space between paragraphs. The distance between two paragraphs must be selected as "6-point".
- "14-point" is to be used as the font size for the headings on the top structure level, and "12-point" for the headings on the other structure levels.
- The text is only on the lowest level of structure (for example, text directly under 2.1 only appears if 2.2 follows, but not if 2.1.1 follows).
- Footnotes are only permitted for the discussion of the running text in important cases - use them sparingly. Consecutive numbering of the footnotes is permitted.
- The flow of reading must not be disturbed by excessive use of abbreviations.

3.5. Citation

- The citation in text and in the bibliography are taken from the APA guidelines <https://apastyle.apa.org/>. This style is stored in the common software solutions (the KU offers for students CITAVI free of charge).
- For citation in text and in the bibliography, the APA guidelines are preferred, but the citation style is to be agreed upon with the supervisor.
- Meaningful citations should be identified by a source citation at the beginning or end of the citation. If the citation refers to an entire paragraph of your paper, the source citation is inserted at the end of the paragraph. Examples of indirect quotations:

According to Schwaiger and Zimmermann (2009), advantages of quantitative surveys lie in the intersubjective interpretability of the results (p. 421).

Or

The advantages of quantitative methods lie in the intersubjective interpretability of the results (Schwaiger/Zimmermann 2009: p. 421).

4. Master and bachelor theses in cooperation with companies

In general, theses in cooperation with companies are possible after prior agreement with the supervisor. They are measured by the same standards as any other papers/theses. In particular this means:

- The processing time is identical to work that is not written in collaboration with companies. There is no prior confirmation that project work will be awarded.
- The specific topic is formulated by the supervising chair only, not by the candidate or the accompanying company. The focus is always a scientific question. This question is derived from the literature and addressed within the scope of the thesis. The thesis primarily contributes to the advancement of science.
- The academic standards of the chair are applied during the assessment.
- Supervision of the work is not a consulting service for the company from the supervising chair.

5. Submission of the thesis

Bachelor and Master theses must be submitted to the examination office in accordance with the applicable examination regulations. Seminar papers with a ring binding are submitted to the chair once. In consultation with the supervisor, a hard copy of the seminar paper can be replaced by a digital submission.

The submitted works are checked for plagiarism by default with software support. For this purpose, in addition to submitting the work in paper form (Softcover preferred), please also submit it as a file in the form of a PDF on a common data carrier on the submission date and also send it as an attachment to the examination office and the supervisor. The data carriers (one data carrier for each copy submitted) are to be attached in a glued-in plastic bag at the end of the work. The data carriers should also contain web sources as a PDF printout.

In the case of empirical work, the transcripts, the hermeneutic units (MAXQDA) and calculations (e.g. Excel worksheets) must also be documented on the data carrier and saved together with the thesis.

Due to the Corona pandemic, exceptions may apply to the submission of your Bachelor's and Master's thesis. Please inform yourself at the examination office and coordinate with your supervisor.

6. Preparation phase before registration for Bachelor's and Master's theses

Before the kick-off event and the registration of the Bachelor's and Master's thesis, ideally a four-week preparation phase starts in close coordination and cooperation with the supervisor. If necessary, this process can be changed in consultation with the supervisor. The aim of this phase is to sharpen the topic of the thesis and to advance the contents and plans to ensure a successful completion within the given processing time. For this purpose, review loops and coordination meetings with the supervisor take place at 1-week intervals. The preparation phase is divided into the following steps:

- Week 1: The final topic of your thesis should be fixed in a meeting with your supervisor. In addition, the concrete content structure of the thesis will be agreed upon.
- Week 2: In the second week, a first draft of the outline should be submitted and the current status of the literature research should be shown. You will then receive feedback from your supervisor.
- Week 3: Based on the feedback, the outline should be revised and a second draft submitted. In addition, the current status of the literature research should also be further developed. Afterwards, you will receive feedback from your supervisor again.
- Week 4: After this feedback, a two-page (max. three-page) synopsis should be prepared and submitted. This synopsis should include the following components: Problem, relevance, objective, methodology and structure of the paper. You will also receive direct feedback on this from your supervisor.

After this last review loop, your problem, intention and the structure of your thesis should be fixed and sharpened. In order to register your thesis with the examination office, the final step is a kick-off presentation at the chair.

7. Kick-off event for bachelor and master theses

During a kick-off event you will have the opportunity to present the topic of your Bachelor's or Master's thesis including its components to Prof. Dr. Ringlstetter, the scientific staff of the chair and your supervisor. The presentation during the kick-off event is a prerequisite for the registration of the thesis.

The duration of the kick-off presentation is 15 minutes. This is followed by a 15-minute discussion. During this discussion, questions from the audience regarding your thesis will be clarified and you will receive valuable advice for the successful completion of your project. You will also have the opportunity to discuss any open questions you may have.

After the kick-off presentation, you will register your Bachelor's/Master's thesis independently on the same day in coordination with your supervisor and the specified processing time for your thesis will start. The form for registering your thesis can be found on the website of the Examination Office of the Catholic University of Eichstätt-Ingolstadt.

The presentation and layout of the kick-off presentation can be freely chosen. The content of should include the following components:

- Introduction
 - Relevance
 - Research gap
 - Research question
- Literature Review
- Theoretical Background

- Research Method & Data Generation
 - Research Method
 - Sample
 - Data Analysis
- Conclusion
 - Implications
 - Contribution
- Outline of the thesis
- Timeline (a Gantt chart is recommended)
- Sources