

Guidelines for the formal design of seminar papers, bachelor's and master's theses

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1. Length of scientific theses

There is a page count restriction for each scientific paper. This restriction facilitates an interpersonal comparison during the evaluation. Significant deviations from the specified number of pages usually have a negative impact on the grade. Only in the case of Master's theses is a larger upward deviation possible in individual cases. However, this can only be done in consultation with the supervisor. In general, the following page limits apply:

Seminar papers:	20 pages ($\pm 10\%$)
Bachelor's theses:	30 pages ($\pm 10\%$)
Master's theses:	50 pages ($\pm 10\%$)

The number of pages refers only to the plain text. Indexes, any tables or figures, and appendices with tables and figures are not included in the page count.

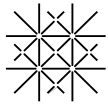
2. Font, line spacing and margins

The following specifications for the formal layout of the paper must be observed:

Fonts and sizes:	Times New Roman 12pt or Arial 11pt oder Calibri 12pt
Text alignment:	Justified
Line spacing:	Text: 1.5 lines; footnotes: 1 line
Page margins:	Left and right 3 cm each; top and bottom 2.5 cm each

3. Form and number of copies to be submitted

Seminar and bachelor's theses are to be submitted as PDF files by e-mail to the secretary's office of the chair of Human Resources and Organization (birgit.knoepfli@unibas.ch) as well as to the respective supervisor of the thesis. Master's theses are to be submitted in triplicate to the Dean of Studies Office of the Faculty.



4. Quotations and citation in the text

All statements that are taken from the literature in spirit (indirect quotations) or even verbatim (direct quotations) are to be marked accordingly in the paper. As a citation technique, the so-called Harvard citation method has become widely established. This means that the references are directly integrated into the text.

Example of a **direct citation**:

"In addition, tournaments can also be used to enhance performance in hidden-action situations. However, all this should not obscure the fact that tournament solutions are not entirely unproblematic either." (Kräkel 2010, p. 114).

Example of a **indirect quotation**:

Tournaments, on the one hand, represent an effective means against performance restraint, but on the other hand, they are not free of consequential problems (Kräkel 2010).

Or:

According to Kräkel (2010), on the one hand, tournaments represent an effective means against performance restraint, but on the other hand, they are also not free of consequential problems.

If a very specific statement in a literature source is referred to in the text, a page number must also be given for indirect citations.

In the case of **several authors**, the citation method in the text is as follows:

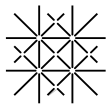
Two authors: ... (Falk and Kosfeld 2006) or Falk and Kosfeld (2006) consider that ...

Three or more authors: ... (Bellemare et al. 2010) and Bellemare et al. (2010), respectively, consider that ...

In the case with more than three authors, only in the text as described above. All authors involved in the study should be listed in the bibliography.

In the case of citations of one author from different sources with the same year of publication, the year of publication should be added consecutively by a lower case letter.

Example: Milgrom and Roberts (1995a, 1995b) view companies as systems of complementary factors.



Internet sources can also be quoted verbatim and in spirit in the paper. The citation method is analogous to sources from books or scientific journals, with the exception that no page numbers can be given for citations from the Internet. It should be noted that only reputable sources from the Internet should be used. Also, Internet sources should be used only to a limited extent.

5. Footnotes

Footnotes should only include supplementary information, such as further reading, dissenting opinions, or additional explanations of a fact presented in the text. Footnotes appear on the same page as the citations and are to be numbered consecutively. They appear in the text with a superscript number. Furthermore, it should be noted that footnotes are to be formulated as complete sentences. They are written in justified type with font size 10pt and single line spacing.

6. References

The references are listed at the end of the text. The list of references contains all literature used in the text. Any additional literature sources that are not cited in the text are not included in the list. The entries in the list of references are sorted alphabetically by the authors' last names. A further subdivision into books, articles, contributions from the Internet, etc. is omitted. When listing, a clear presentation by means of indentation is helpful.

Several publications of an author are listed chronologically - starting with the oldest title. The first names of the authors are usually abbreviated. However, they can also be written out in full. It is important that this is done in a uniform manner.

The following examples may serve as templates:

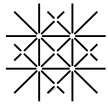
Monographs:

Last name(s), first name(s) (year of publication): Title: subtitle, edition, place(s) of publication.

Lazear, E.P.; Gibbs, M. (2009): Personnel economics in practice, 2nd edition, New York et al.

Essays in journals:

Last name(s), first name(s) (year of publication): Title: subtitle, journal volume (number), pages.



Bellemare, C.; Lepage, P.; Shearer, B. (2010): Peer pressure, incentives, and gender: an experimental analysis of motivation in the workplace, *Labour Economics* 17 (1), 276-283.

Discussion papers:

Last name(s), first name(s) (year of publication): Title: subtitle, discussion paper issuing institution, and discussion paper number.

Grund, C.; Harbring, C. (2009): Trust and control at the workplace: evidence from representative samples of employees in Europe, IZA Discussion Paper No. 4297.

Articles in collective works:

Last name(s), first name(s) (year of publication): Title: subtitle, in: surname(s), first name(s) (ed.): title: subtitle, edition, place(s) of publication, pages.

Freeman, R.B.; Lazear, E.P. (1995): An economic analysis of work councils, in: Rogers, J.; Streeck, W. (eds.): *Work councils: consultation, representation, and cooperation in industrial relations*, Chicago and London, 27-50.

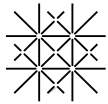
Contributions from the Internet:

Last name(s), first name(s) (year of publication): Title: subtitle, URL (accessed on "date").
State Secretariat for Economic Affairs SECO (2011): The Situation on the Labor Market in May 2011, <http://www.seco.admin.ch/aktuell/00277/01164/01980/index.html?lang=en&msg-id=39505> (accessed on 07/05/2011).

7. Components of a scientific paper

Every seminar paper, bachelor's or master's thesis consists of the following parts:

1. Title page (see example in section 8).
2. Table of contents (see example in section 8)
3. Possibly a list of appendices or a list of figures and tables (see example in section 8)
4. Text
5. List of references
6. Possible appendix with figures, tables, etc.
7. Declaration of authorship (see example in section 8)



8. Appendix

If a large number of tables or figures are used in a seminar paper, bachelor's or master's thesis, so that integration into the text does not seem sensible, because otherwise the flow of reading would be disturbed, these tables and figures can be placed in an appendix, which structurally follows the bibliography. Furthermore, any supplementary information to the text part should be listed in the appendix. This includes, for example, longer formal derivations, questionnaires or protocols of interviews. If necessary, the appendix must be referred to at the appropriate place in the text.

Sample list of appendices:

List of appendices

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Master's thesis

Title of the master's thesis

submitted to the
Department of Human Resources and Organization

Prof. Dr. Michael Beckmann



Spring term 2020

Submitted by: First and last name

Matriculation number

Address

Phone

E-mail-address

Date of submission: Date

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Declaration of authorship

I attest by my signature that the information I have given about the aids used in the writing of my thesis and about the help I have received is true and complete in every respect. I have read the leaflet on plagiarism and cheating dated February 22, 2011 and I am aware of the consequences of such action.

Place, Date

Signature

See also:

<https://wwz.unibas.ch/de/studium/bachelor/aufbaustudium/bachelorarbeit/>

as well as

<https://wwz.unibas.ch/de/studium/master-business-and-economics/masterseminare/>