

**Formal Requirements for the Preparation
of Bachelor's and Master's Theses
as well as Written Project and Term Papers
(State 01/2024)**

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1. Formal Requirements

1.1 General Notes

- Font: Times New Roman, 12 pt.
- Double line spacing
- Page layout: left margin 2.5cm, right margin 2.5cm, top margin 2.5cm (up to the header 1.5cm) and bottom margin 2.5cm (up to the footer 1.25cm)
- Block paragraph and hyphenation
- Paragraph begins with indent
- No page breaks at the start of a new chapter; this means that a new chapter does not have to start on a new page
- The submission takes place via upload in FlexNow
- Page numbers
 - Cover page: without number of pages
 - Table of contents: page numbers in Roman numerals
 - Content/ text: consecutive page numbers in Arabic numerals (start numbering new)
 - Bibliography: Page numbers in Roman numerals (do not restart numbering)
 - If appendix necessary: page numbers in Roman numerals (do not restart numbering)

1.3 Scope of Written Work

- Bachelor thesis: 25 (+/-10%) pages of text excluding table of contents, tables and illustrations, appendix and bibliography
- Master thesis: 30 (+/-10%) pages of text excluding table of contents, tables and illustrations, appendix and bibliography
- Project and term papers: will be communicated in the respective course

1.2 General Remarks on the Language

- Technical terminology should be used, technical terms should be defined the first time they are used
- A precise form of expression can best be achieved through simple (short) and clear sentences
- The “I“ or “we“ form is not used in German scientific papers (only permitted in English papers)
- Gender-neutral language or use of both genders wherever possible
- Formal deficiencies have a (negative) influence on the grade
- Helpful information on writing academic papers: <https://www.springer.com/gp/authors-editors/authorandreviewertutorials/writinginenglish/overview/10252642>

1.4 Cover Page

- Topic and type of work (term paper/ bachelor’s thesis/ master’s thesis)
- Semester in which the seminar takes place/ the thesis is submitted
- Information about the author (matriculation number, degree program name, first and last name, email address)
- If applicable, observe further requirements of the examination office
- For samples see appendix

1.5 Tables/ Figures

- Used to prepare facts in a clear and structured way according to different aspects
- Should contain quantitative facts such as numbers or qualitative characteristics, the content of which must be explained in more detail in the text
- Must be numbered consecutively (tables and figures separately) and have a descriptive heading (table header)

- If tables/ figures from other authors are used, the corresponding reference must be given directly below
- All tables/ figures are also mentioned in the text (“as the following Figure 4 illustrates...”)
- Other font sizes and types are allowed to be used within the table/ figure

2. Directories

2.1 Tables of Contents

- Is based on the structure of a scientific journal article
- Contains the list of headings of the paper in exactly the same wording as in the text of the paper
- Contains the corresponding number of pages
- Cover page and table of contents are not included, but the list of abbreviations, tables and figures, bibliography and appendix with corresponding page numbers are

2.2 Other Directories

- List of abbreviations: contains only formulations that are not in common use
- Only the abbreviations used in the paper are to be listed
- List of figures and tables: Only if at least one figure/ table is included, the number, title and page number must be stated in each case
- A foreword/ abstract is not part of final theses or term papers and project work

3. APA Style Quotation

3.1 Citing According to APA Style

- The APA Style can be traced back to the following publication:
 - American Psychological Association (2020). *Publication manual of the American Psychological Association: The official guide to APA style* (7th edition).
- The APA Style is based on an author-date system, whereby the source is abbreviated in the text and the full reference is included in the bibliography. Footnotes are therefore not required.

3.2 Forms of Citation

3.2.1 Indirect Quote

One author	<ul style="list-style-type: none">• Melin (1992) critically reviews the field of international business research.• There are three themes that help shed light on internationalization as a strategy process (Melin, 1992).
Two authors	<p>In the body text, the surnames of the authors are linked with an “and”, whereas in brackets they are linked with an “&”</p> <ul style="list-style-type: none">• Oviatt and McDougall (2005) show that [...].• It is clear that the domain of international entrepreneurship is rich in opportunity (Oviatt & McDougall, 2005).
More than five authors	<p>For each citation in the text, “et al.” can be abbreviated immediately after the first name.</p>

	<ul style="list-style-type: none"> • Zahra et al. (2000) stress the importance of international business operations for successful new ventures performance. • The importance of international business operations for successful new venture performance is emphasized (Zahra et al., 2000).
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3.2.2 Direct Quote

- Citation rules of the indirect citation apply analogously.
- In addition:
 - The citation is written in quotation marks and closing characters
 - The page number of the citation must be listed (if possible)
 - If a text passage is omitted, this is symbolized with three dots in square brackets
 - If a word or passage is added to a direct quotation (e.g., for better comprehensibility), this is symbolized in square brackets
- Example:
 - „It provides a more or less shared frame of reference for the strategic actors in the organization, and provides the basis for corporate objective-setting in terms of its business portfolio and resource allocation [...]“ (Burgelman, 1983, p. 1350).
 - Burgelman (1983) explains, that „[the model] provides a more or less shared frame of reference for the strategic actors in the organization, and provides the basis for corporate objective-setting in terms of its business portfolio and resource allocation“ (p.1350).

3.3 Reference Management Software

- Use of a reference management program such as Endnote or Citavi is recommended
- Both programs are free of charge for students:

- Citavi: <https://www.sub.uni-goettingen.de/lernen-lehren/wissenschaftlich-arbeiten-tools-und-techniken/literatur-verwalten/citavi/>
- https://docs.gwdg.de/doku.php?id=de:services:general_services:software_and_license_management:citavilics
- Endnote: <https://www.sub.uni-goettingen.de/lernen-lehren/wissenschaftlich-arbeiten-tools-und-techniken/literatur-verwalten/endnote/>
- https://docs.gwdg.de/doku.php?id=de:services:general_services:software_and_license_management:endnotereflics

3.4 Footnotes

- Footnotes should generally be avoided, because “footnotes [...] are additions to the running text [...]” (Seivert, 1976: 128, quoted from Weber, 1994:120)
- Only useful if reference is made to other views that go into further detail or special aspects, where mentioning within the text would go too far
- The footnote is introduced with a corresponding reference (e.g., “Another opinion is...”)

4. APA Style Reference List

Use of the „Serial Comma“

In English-language works, the “serial comma” is used in the bibliography. This comma is placed before the “&” when listing authors.

- Storey, D. J., & Greene, F. J. (2010). *Small business and entrepreneurship*. Financial Times Prentice Hall.

In German-language works, no comma is placed before the “&”.

- Storey, D. J. & Greene, F. J. (2010). *Small business and entrepreneurship*. Financial Times Prentice Hall.

4.1 Books

<p>One or more authors</p>	<ul style="list-style-type: none"> • Drucker, P. (2014). <i>Innovation and entrepreneurship</i>. Routledge. • Storey, D. J. & Greene, F. J. (2010). <i>Small business and entrepreneurship</i>. Financial Times Prentice Hall.
<p>Organization/ institution/ corporation/ association as author</p>	<ul style="list-style-type: none"> • World Trade Organization. (2019). <i>WTO Ministerial Conferences</i> (1st ed.). Cambridge University Press.
<p>Editorial work</p>	<ul style="list-style-type: none"> • Hood, N. & Vahlne, J. (Eds.). (1988). <i>Strategies in Global Competition</i>. Croom Helm. <p>→ for German-language works, “Hrsg.” is used instead of “Eds.”</p>
<p>Contribution to an editorial work</p>	<ul style="list-style-type: none"> • Johanson, J. & Mattsson, L.G. (1988). Internationalization in Industrial Systems – A Network Approach. In: Hood, N. & Vahlne, J. (Eds.), <i>Strategies in Global Competition</i> (pp. 287-314). Croom Helm. <p>→ Internationalization in Industrial systems – A Network Approach is the title of the chapter written by Johanson and Mattsson</p> <p>→ Strategies in Global Competition is the title of the entire work, which was published by Hood and Vahlne</p> <p>→ for German-language works, “Hrsg.” is used instead of “Eds.”</p>

4.2 Journal Articles

<p>One author</p>	<ul style="list-style-type: none"> • Burgelman, R.A. (1983). Corporate entrepreneurship and strategic management: Insights from process study. <i>Management Science</i>, 29(12), 1349-1364. https://doi.org/10.1287/mnsc.29.12.1349
<p>Two to twenty authors</p>	<p>If there are two to twenty authors, all names are mentioned.</p> <ul style="list-style-type: none"> • Oviatt, B.M., & McDoughall, P. P. (2005). Defining international entrepreneurship and modeling the speed of internationalization. <i>Entrepreneurship theory and practice</i>, 29(5), 537-553. https://doi.org/10.1111/j.1540-6520.2005.00097.x • Zahra, S.A., Ireland, R.D., & Hitt, M.A. (2000). International expansion by new venture firms: International diversity, mode of market entry, technological learning, and performance. <i>Academy of Management journal</i>, 43(5), 925-950. https://doi.org/10.2307/1556420
<p>More than twenty authors</p>	<p>If there are more than twenty authors, the names of the first nineteen and the last author are given. The omitted names are indicated by "...".</p> <ul style="list-style-type: none"> • Rumpf, H.-J., Achab, S., Billieux, J., Bowden-Jones, H., Carragher, N., Demetrovics, Z., Higuchi, S., King, D. L., Mann, K., Potenza, M., Saunders, J. B., Abbott, M., Ambekar, A., Aricak, O. T., Assanangkornchai, S., Bahar, N., Borges, G., Brand, M., Chan, E. M.-L., . . . Poznyak, V. (2018). Including gaming disorder in the ICD-

	11: The need to do so from a clinical and public health perspective. <i>Journal of Behavioral Addictions</i> , 7(3), 556–561. https://doi.org/10.1556/2006.7.2018.59
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Doi: The Doi is a unique and variable identification number for digital objects and, if available, must always be specified as a URL: [https://doi.org/\[...\]](https://doi.org/[...]).

4.3 Internet Sources

Website	<ul style="list-style-type: none"> • Depiereux, P. (2018). <i>Warum Unternehmen den Startup-Spirit nicht einfach kopieren können</i>. Gründerszene. https://gruenderszene.de/business/6-tipps-startup-spirit-konzerne <p>→ If no publication data is given, “n.d.” is written instead.</p>
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4.4 Additional Information on the Reference List

- List of references in alphabetical order
- For several publications by the same author with the same year of publication: 1994a; 1994b
- Use of scientific articles from (international) journals
- Sparing use of direct quotations (e.g., to define a term)
- The use of monographs should be avoided wherever possible
- Internet sources should be avoided wherever possible
- Plagiarism (intellectual theft), i.e., the adoption of other people’s ideas without appropriate proof of source, is prohibited (results in a grade of “insufficient”!)

5. Literature Research

5.1 Quality of Scientific Studies

We recommend citing only studies from top journals (VHB-JOURNAL A, B, (C))

- VHB Jourqual: <https://vhbonline.org/vhb4you/vhb-jourqual/vhb-jourqual-3/gesamtliste>
- Handelsblattranking: https://docs.google.com/spreadsheets/d/1GaU_tSl3kC2FtE7xYn-SEIktSX9DUKei_qhQKipqyJQ4/pub?output=html
- Association of Business Schools: <https://charteredabs.org/academic-journal-guide-2018/>

5.2 Effective Literature Research

If you only find a small amount of literature, you can either carry out a backward search by looking in the bibliography of the sources you have found or you can look up who has cited the literature you have found (forward search; e.g., Google Scholar “cited by”).

If you want to quote from the Internet, books or scripts, you should look for the primary source, you should assess the credibility of the source and not overly evaluate the results. You should also critique the credibility of your work if necessary.

Scientific databases are suitable for literature research, as they provide a collective overview and enable an explicit search.

Possible online databases are

- Web of Science: <https://www.webofscience.com/wos/woscc/basic-search>
- Google Scholar <https://scholar.google.de/>
- EBSCO <https://web.s.ebscohost.com/ehost/search/selectdb?vid=0&sid=a5bdd7d8-8553-4682-929b-9663b1eda6bd%40redis>

6. Appendix

6.1 Use of Artificial Intelligence (AI)

For the regulations regarding the use of AI in your thesis, please refer to:

- Examination Office for Business and Economics - Theses: <https://www.uni-goettingen.de/de/abschlussarbeiten/574058.html>
- Recommendations for action: <https://www.uni-goettingen.de/de/674738.html>

In addition, the following declaration must be attached to every term paper and thesis:

In this thesis I have used ChatGPT or another AI as follows:

not at all

in the brainstorming process

when creating the outline

to create individual passages, in total to the extent of ...% of the entire text

for the development of the software source texts

for the optimization or restructuring of software source texts

for proofreading or optimization

Further, namely: ...

I confirm that I have stated all uses in full. Missing or incorrect information will be regarded as an attempt to deceive.

Place, date

Signature

+ Marking of paragraphs created with AI

6.2 Statutory Declaration

- Must only be attached to each thesis (Bachelor's or Master's thesis)
- Instructions for creating a form can be found at: https://www.uni-goettingen.de/de/document/download/cdc9faa5ff3a71599b0b2b9e7a3d1eb4.pdf/FN2_Selbstaendigkeitserklaerung.pdf

6.3 Consent Form for the Use of Plagiarism Detection Software

The following text must be attached to every thesis/ paper:

Consent Form for the Use of Plagiarism Detection software

Furthermore, I agree that my written work submitted to the Chair of Value Chain Management, may be subject to automatic plagiarism checking at www.turnitin.com or similar plagiarism testing tools.

The examination of the work is carried out exclusively by staff members of the chair and will only take place anonymously and without permanent storage in the database of the plagiarism examination tool.

I assure you that the submitted electronic version corresponds exactly to the present work. I have been informed that the result of the plagiarism check, which can be inferred from the use of foreign, unmarked sources, constitutes an attempt to deceive in terms of the examination regulations and will lead to the thesis being graded as “failed”. In consultation with the Examination Office further actions according to examination regulations or criminal law may be taken.

Place, date

Signature

6.4 Sample Cover Page for a Thesis

Georg-August-University Göttingen

Professorship of Value Chain Management

Topic

Presented in the summer/ winter term XXXX
as part of the 12-/20-week Bachelor's-/Master's examination in the degree program XXX
at the Georg-August-University Göttingen

Submitted on: Date of submission

From: Surname, First name

From: Place of birth

Matriculation number

Your address

Email address

Telephone number

Semester

With:

Prof. Dr. Matthias Schulz

Professorship of Value Chain Management

6.5 Sample Cover Page of a Written Project or Term Paper

Georg-August-University Göttingen

Professorship of Value Chain Management

Topic

Seminar title

Summer-/winter term XXXX

Submitted on: Date of submission

From: Surname, First name

From: Place of birth

Matriculation number

Your address

Email address

Telephone number

Semester

With:

Prof. Dr. Matthias Schulz

Professorship of Value Chain Management