

MASTER THESIS GUIDELINES

(In case of doubt, the current Master Examination Regulations of the Economics Program at the University of Bonn apply.)

Provided that the supervisor does not lay down any further requirements, the following guidelines are in force:

- Processing time:** The processing time amounts to 4 months at maximum. Upon reasoned request or in case of duly proven illness, the processing time might be extended up to 4 weeks. In the latter event, a formal application and a medical certificate with diagnosis need to be submitted. If you need an extension of processing time, please contact the Economics Examination Office (*Wirtschaftswissenschaftliches Prüfungsamt*) **immediately**. Please note that **self-inflicted computer problems** (i.e. loss of text as a result of failure to backup data) are **not a relevant reason** for an extension of the processing time.
- Scope:** The scope of the Master thesis is limited to **40 pages with single sided print including graphs, graphics and pictures etc., whereas the table of contents, appendix and bibliography are not counted**. If the thesis comprises more than 40 pages, only the first 40 pages will be submitted for assessment. Additional pages will not be taken into account for the grading of the thesis. **There are no exceptions to this rule even if you might have reached a contrary agreement with your supervisor.**
- Layout:** You need to use paper in A4 format, Times New Roman or a font of a similar category (serifs), type size 12, 1.5 line spacing and full justification. The margins need to be 3 cm on the left as well as 2 cm on the right, top and bottom side. Use type size 8 or 10 and basic line spacing for footnotes. All pages except for the cover sheet and the table of contents need to be consecutively numbered with Arabic digits. The pagination starts with the first text page following the table of contents and possible further registers with 1. For the appendix, Roman numerals may be used.
- Structure:** The thesis consists of a cover sheet, a table of contents, if necessary a list of abbreviations, tables and/or figures, of a main body, a bibliography, if necessary an appendix as well as of a written and signed statement of authorship. Acknowledgements and dedications may **not be included** in the Master thesis.
- Cover sheet:** On page 3 of these guidelines you find a sample cover sheet for your thesis. Please print the cover sheet on the front page of the binding.
- Table of contents:** In the table of contents, all chapters and sub-chapters of the thesis as well as the respective numbers of the first pages of the particular (sub-)chapters need to be listed. The chapter headings listed in the table of contents need to be exactly identical with the chapter headings used in the text.

Formatting requirements:

Titles of books and magazines need to be italicized. Titles of shorter publications (such as essays or newspaper articles) need to be set in double quotation marks. Every quotation in the text has to be clearly recognizable. Direct quotations covering up to three lines need to be set in double quotation marks. In case a direct quotation covers more than three lines, you need to indent it about 1 to 2 cm on the left and on the right side, omit the quotation marks and use basic line spacing. Quotations within direct quotations are set in single quotation marks. In case you want to change something within a direct quotation (f.i. adding letters, words or annotations), put these in square brackets. In case you want to omit something in a direct quotation, mark that by using three periods in square brackets. After a direct as well as after an indirect quotation (i.e. a summary or a paraphrase of a direct quotation in your own words) you always need to indicate the respective source (if possible including the corresponding page number).

Bibliography:

After the main body, you need to append an index including all sources you used for the preparation and the implementation of your thesis.

For further formatting requirements, please contact your supervisor.

Statement of authorship:

On the last separate sheet of the thesis, a statement of the exact following wording needs to be issued, dated and signed:

"I hereby confirm that the work presented has been performed and interpreted solely by myself except for where I explicitly identified the contrary. I assure that this work has not been presented in any other form for the fulfillment of any other degree or qualification. Ideas taken from other works in letter and in spirit are identified in every single case."

In case you violate the contents of this statement, this will be considered an attempt of deception.

Change of title:

It is possible to change the title of the Master thesis after the official registration. The change of title needs to be approved **by your supervisor** who, subsequently, needs to provide the Economics Examination Office with written notification about the exact change. As soon as the change of title comes into effect, you can find it in your student's account on BASIS.

Submission:

The Master thesis needs to be submitted in the Economics Examination Office in **three printed and bound copies**. Moreover, an **electronic version (PDF file)** of the Master thesis needs to be simultaneously sent to vwlpa@uni-bonn.de via email. In case you exceed the submission deadline, your thesis will be graded as fail (5,0). **A submitted thesis may not be withdrawn for revision or resubmission.**

Further hints:

Seals and emblems of the university may not be used in your thesis since these are property of the university.
As soon as the overall grade of your Master thesis is determined, you can find it in your student's account on BASIS.
The Economics Examination Office does not work towards an accelerated assessment by the supervisors.

Sample **Cover Sheet**

[Topic]

Master Thesis Presented to the
Department of Economics at the
Rheinische Friedrich-Wilhelms-Universität Bonn

In Partial Fulfillment of the Requirements for the Degree of
Master of Science (M.Sc.)

Supervisor: [name of supervisor]

Submitted in [month and year] by:
[first and family name]
Matriculation Number: [number]