

Formal guidelines for theses and seminar papers at the Department of Environmental Economics

February 2023

Table of contents

1. Appearance.....	2
1.1. Structure	2
1.2. Text formatting	3
1.3. Footnotes	3
1.4. Page numbers.....	3
1.5. Figures and tables	4
1.6. Equations	5
1.7. Symbols and abbreviations.....	5
2. Gender-inclusive language.....	6
3. Citation style	6
3.1. General information.....	6
3.2. Indication of page numbers	6
3.3. Examples	6
3.3.1. Books	6
3.3.2. Book chapter.....	7
3.3.3. Journal article	7
3.3.4. Journal articles with four or more authors.....	7
3.3.5. Working Paper	7
3.3.6. Internet sources.....	8
Appendix A: Example title page	I
Appendix B: Example statutory declaration	II

1. Appearance

We recommend that the following structure and format be used for all theses and seminar papers written at this department. Significant deviations may have an impact on the grading of the paper.

1.1. Structure

- Title page (see appendix for example)
 - Type of work and intended academic degree (font size 12, centered)
 - Title of the work (font size 26, bold, centered)
 - Department and semester (font size 18, bold, centered)
 - Date of submission (font size 12, left-justified)
 - First and last name (font size 12, left-justified)
 - Matriculation no. (font size 12, left-justified)
 - Study program (font size 12, left-justified)
 - Supervisor (font size 12, left-justified)
- Abstract
 - Maximum 200 words summarizing the main content of the paper (e.g. motivation, research question, methods and main results/conclusions).
- Table of contents (with page numbers)
- List of figures (with page numbers)
- List of tables (with page numbers)
- List of abbreviations
- Main text
 - Headings: chapters must be numbered consecutively with Arabic numerals, subchapters can be used to divide individual chapters (e.g. 1.1, 1.2).
 - A maximum of up to 3 heading levels are allowed (e.g. up to 1.2.1). Headings without numbering are not allowed. Subchapters should only be used if there is more than one heading in a chapter (Subchapter 1.1 would not be allowed if it is the only subchapter in Chapter 1). All headings should be listed in the table of contents.

-
- Bibliography
 - Detailed information about the citation style can be found in the next section
 - Appendix
 - Individual appendices are numbered with capital letters (e.g. Appendix A, Appendix B)
 - Statutory declaration
 - Attach the signed declaration to the work/ if submitted electronically, include a scan of your own signature
 - See appendix for examples

1.2. Text formatting

- Margins
 - Left: 2.5 cm
 - Right: 3.5 cm
 - Top: 2.5 cm
 - Bottom: 2.5 cm
- Font: Times New Roman, font size 12 for main text, font size 10 for footnotes
- Line spacing: 1.5 lines for main text, 1 line for footnotes
- Text alignment: for main text and footnotes justified, for captions, indexes and headings left-justified

1.3. Footnotes

Footnotes are numbered consecutively with Arabic numerals on the same page on which they appear in the text. Endnotes are generally not allowed.

1.4. Page numbers

The pages of the main text should be numbered consecutively with Arabic numerals, all other pages with Roman page numbers, and the title page without page numbers. The page numbers always belong on the right side of the header.

1.5. Figures and tables

- Numbered consecutively in order of appearance with Arabic numerals (e.g. Figure 1, Figure 2, Table 1, Table 2)
- Each figure and table needs a heading that concisely summarizes the content.
- If the table or figure is based on another publication, each heading must include a source (for newspaper articles, books, etc., also the page number; the source must be listed in the bibliography)
 - Tables: (Source: FAO 2015, 14)
 - Figures copied directly from another publication (Source: UNFCCC 2019, 14).
 - Figures presented by the author but based on another publication: (Source: Based on UNFCCC 2019, 14).
 - Figures presented by the author but based on other data: (Source: Own illustration, data: FAO 2015, 14).
- Headings of tables are placed above the table (see examples below)
- Figure headings are below the figure (see examples below)
- If tables or figures are used, they must be referred to at least once in the text.
- Tables and figures in the appendix must be numbered with the corresponding letter of the appendix (e.g. Figure A1)

Examples:

Table 1: Demonstrating Present Value Calculations

(Source: Tietenberg, Lewis 2018, 50)

<i>Year</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>Sum</i>
<i>Annual Amounts</i>	\$3,000	\$5,000	\$6,000	\$10,000	\$12,000	\$36,000
<i>Present Value (r = 0.06)</i>	\$2,830.19	\$4,449.98	\$5,037.72	\$7,920.94	\$8,967.10	\$29,205.92

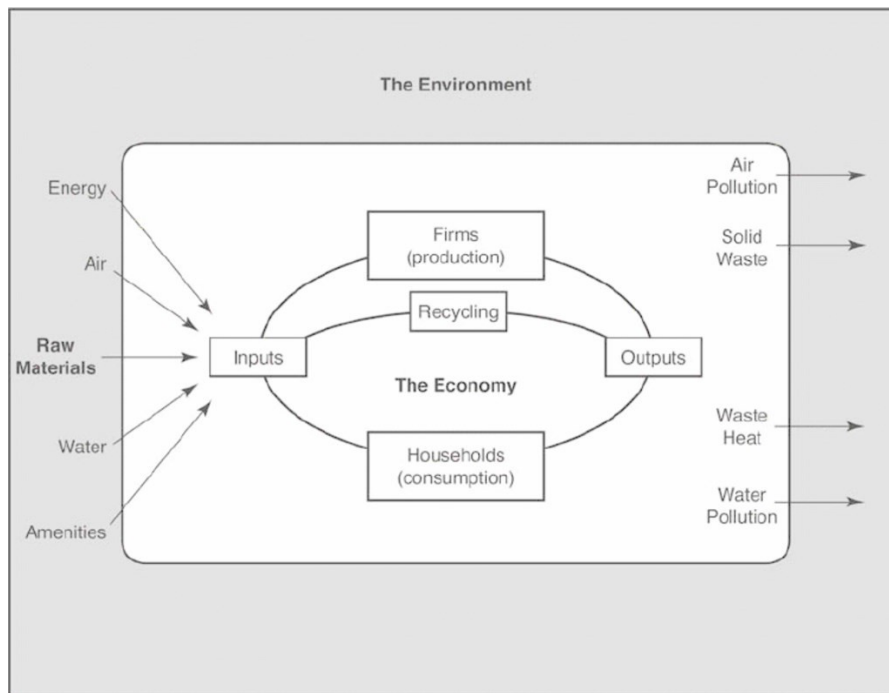


Figure 1: The Economic System and the Environment
 (Source: Tietenberg, Lewis 2018, 18)

1.6. Equations

Equations are numbered with consecutive Arabic numerals in parentheses and rightjustified on the same line as the equation (e.g. (1), (2), etc.).

Example:

$$a^2 + b^2 = c^2 \quad (1)$$

1.7. Symbols and abbreviations

- Symbols (e.g. in equations) must be explained when used for the first time
- Abbreviations must be written out in full the first time they are used. The abbreviation follows in parentheses. Example: United Nations Framework Convention on Climate Change (UNFCCC)

2. Gender-inclusive language

We recommend using gender-sensitive and gender-inclusive language in written assignments of the Department of Environmental Economics. A few simple adaptations to our writing can help us make sure we are treating other authors and readers in a fair and unbiased manner. The Language Center of the University Osnabrück has developed guidelines for gender-inclusive writing in English ([see here](#)). Once you have decided on a specific gender-inclusive language, please consistently apply it throughout your text.

3. Citation style

3.1. General information

We recommend using a literature management program such as [Mendeley](#), [Zotero](#) or [Endnote](#). These programs allow you to manage your literature in a central database. Plugins for word processing programs make it easy to add and update new citations in the main text. More information can be found [here](#) on the page of the university library.

For citations and literature management, the “[Chicago Author Date](#)” should be used. Well-known literature management programs can automatically apply this citation style to documents. The following section provides a short overview.

3.2. Indication of page numbers

Page numbers for sources must be given for direct, verbatim quotations as well as reproduced tables and figures. Page numbers are not required for general references that refer to the overall statement of a source. When citing specific statements (such as statistics) from a source, page numbers are encouraged.

3.3. Examples

3.3.1. Books

Entry in the bibliography (in alphabetical order):

Bicchieri, Cristina. 2017. *Norms in the wild: how to diagnose, measure, and change social norms*. New York, NY: Oxford University Press.
<https://doi.org/10.1093/acprof:oso/9780190622046.001.0001>.

Citation in the text: (Bicchieri 2017)

With page numbers given: (Bicchieri 2017, 59) or (Bicchieri 2017, 156-162)

3.3.2. Book chapter

Entry in the bibliography (in alphabetical order):

Dietz, Simon, and Eric Neumayer. 2006. 'A Critical Appraisal of Genuine Savings as an Indicator of Sustainability'. In *Sustainable Development Indicators in Ecological Economics*, edited by Philip Lawn, 117-35. Edward Elgar Publishing. <https://doi.org/10.4337/9781845428952.00012>.

Citation in the text: (Dietz and Neumayer 2006)

3.3.3. Journal article

Entry in the bibliography (in alphabetical order):

Gächter, Simon, Leonie Gerhards, and Daniele Nosenzo. 2017. 'The Importance of Peers for Compliance with Norms of Fair Sharing'. *European Economic Review* 97 (August): 72-86.
<https://doi.org/10.1016/j.euroecorev.2017.06.001>.

Zizzo, Daniel John. 2010. 'Experimenter Demand Effects in Economic Experiments'. *Experimental Economics* 13 (1): 75-98.
<https://doi.org/10.1007/s10683-009-9230-z>.

Citation in the text: (Gächter, Gerhards, and Nosenzo 2017) or (Zizzo 2010)

With page numbers given: (Gächter, Gerhards, and Nosenzo 2017, 75)

3.3.4. Journal articles with four or more authors

Entry in the bibliography (in alphabetical order):

Palmer, Charles, Grace Iara Souza, Edilza Laray, Virgilio Viana, and Anthony Hall. 2020. 'Participatory Policies and Intrinsic Motivation to Conserve Forest Commons.' *Nature Sustainability* 3 (8): 620-27.
<https://doi.org/10.1038/s41893-020-0531-8>.

Citation in the text: (Palmer et al. 2020)

3.3.5. Working Paper

Entry in the bibliography (in alphabetical order):

Gaechter, Simon, Friederike Mengel, Elias Tsakas, and Alexander Vostroknutov. 2014. 'Growth and Inequality in Public Good Games'. 8504 IZA Discussion Paper Series. Bonn Germany: Institute for the Study of Labor.

List, John. 2020. ‘Non Est Disputandum de Generalizability? A Glimpse into The External Validity Trial’. 27535. NBER Working Paper. Cambridge, MA: National Bureau of Economic Research.
<https://doi.org/10.3386/w27535>.

Citation in the text: (List 2020) or (Gaechter et al. 2014)

3.3.6. Internet sources

Entry in the bibliography (in alphabetical order):

Bouman, Katie. 2016. “How to Take a Picture of a Black Hole.” Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51. Accessed November 1, 2020.
https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.

University of Osnabrück. 2020. “Volkswirtschaftslehre (Economics) – Master of Science.” Accessed September 26, 2020.
https://www.uniosnabrueck.de/studieninteressierte/studiengaenge_a_z/volkswirtschaftslehre_economics_master_of_science.html.

Citation in the text: (Bouman 2016) or (University of Osnabrück 2020)

Appendix A: Example title page

Seminar paper/ Bachelor's thesis/ Master's thesis
for the attainment of the academic degree of
[aspired title]

Topic

**Seminar paper/ Bachelor's thesis/ Master's thesis at
the department of Environmental Economics
[Semester]**

Submitted on: [Submission date]
By: [First and last name]
Matriculation no: [Matriculation no.]
Study program: [Study program]
Supervisor: [Supervisor]

Appendix B: Example statutory declaration

Statutory Declaration

I hereby confirm that I have written the present thesis - in the case of group work, my marked share - independently and without the use of any source and aid other than stated. Verbatim sentences or parts of sentences are marked as a quotation, other allusions, in terms of statement and scope, are marked with a reference to the source. I have taken notice of the regulations on cheating in the examination regulations.

The thesis has not been submitted to any examination authority in the same or a similar form and has not been published. It has not been used, not even in part, for any other examination or course work.

In the case of written work which must be submitted additionally in electronic form, the following sentence must be added:

The hardcopy versions of this thesis are identical in content to the submitted electronic version.

Place, Date:

Signature: