

## Supplementary information on the preparation of seminar papers and theses at the Chair of Empirical Economics

Prof. Dr. Marco Caliendo, University of Potsdam  
[www.uni-potsdam.de/empwifo](http://www.uni-potsdam.de/empwifo)

### 1. Submission:

- Seminar papers: Electronically (via email).
- **Theses:** Electronically to the central examination office via upload in PULS.
- For empirical seminar or thesis work, the commented Stata Do-Files (syntax) or R-Files must also be submitted electronically to the professorship.
- Ensure that the submitted Do-Files (after adjusting directory paths) run without errors and fully replicate each of your results.

### 2. Processing Time:

- Seminar paper: As agreed
- Bachelor's thesis: 6 months
- **Master's thesis:** 4 months with an option for extension

### 3. Formatting of the Paper:

- Font: Garamond or Times New Roman
- Justified text alignment
- Font size: 12pt with 1.5 line spacing
- Footnotes, captions for figures/tables: 10pt with single line spacing
- Margins: 2.5 cm on all sides

### 4. Structure of the Paper:

- Title page
- Table of contents
- If applicable, a German summary (only for papers not written in German)
- If applicable, a list of abbreviations (only if the paper contains abbreviations)
- If applicable, a list of figures (only if the paper contains figures)
- If applicable, a list of tables (only if the paper contains tables)
- If applicable, a list of symbols (only if the paper contains symbols)
- If applicable, an appendix directory (only if the paper includes appendices)
- Main text (without figures and tables)
- Bibliography
- Appendix (contains all figures and tables)
- Declaration of originality
- The paper must also include the "Consent Form for Scientific Work."

## 5. Scope of the Paper

(Pure text part, i.e., *excluding* the title page, lists, appendix, and declaration):

- Bachelor seminar paper: About 15 pages
- Bachelor's thesis: Maximum 30 pages
- Master seminar paper: About 20 pages
- Master's thesis: Maximum 54 pages

## 6. Information on the Title Page:

- University, faculty, and department where the paper is submitted
- Title of the paper
- Type of paper (Seminar paper/Bachelor's thesis/Master's thesis)
- Name of the supervisor
- For seminar papers: Course name in which the paper was written, name of the seminar leader
- Professorship and chair holder
- For Bachelor's/Master's theses: Names of the first and second reviewers
- Name and contact details (address, email, phone number) and student ID number of the author
- Submission date

## 7. Citations and Bibliography:

- Citation style: Author-year method (short citation). That is, in the text, the author's surname, year of publication, and possibly the page number should follow the cited idea or paragraph. No footnote citation.
- Bibliography format: Harvard or APA style
- Always cite original sources; avoid secondary citations. Direct quotations should be used sparingly.
- All source references must provide a clear connection to the corresponding entry in the bibliography.
- Each source listed in the bibliography must be cited at least once in the paper (in the text, in a footnote, or in a figure/table caption).
- Ensure clarity, consistency, correctness, and completeness when compiling the bibliography. We recommend using reference management software.

## 8. Figures and Tables

- Figures and tables can effectively summarize and illustrate results, making the text easier to read. They should be designed so they can be understood independently of the text. Notes or explanations can be added below figures or tables.
- Each figure and table must be referenced at least once in the text (for key results) or in a footnote (for supplementary results). Key results presented in figures or tables should always be described and interpreted adequately in the text.
- All tables and figures should be placed in the appendix (unless otherwise agreed), numbered consecutively, titled, and consistently formatted.

## 9. Final Remarks

- Develop a clear logical structure in your work and motivate each section. Ensure a meaningful organization of your paper. Briefly explain and justify its structure at the end of the introduction.
- Argue concisely and precisely. Highlight your key findings clearly and avoid unnecessary repetitions.
- Recommended sources for literature research include EBSCOhost, JSTOR, SpringerLink, and ISI Web of Knowledge. Access to journal articles is available via the university network through the Electronic Journals Library.
- Critically evaluate the literature used and assess the validity of borrowed arguments and results.
- Footnotes can be used for supplementary explanations that do not need to be elaborated in the main text, such as differing opinions or concrete examples. The work should still be understandable without reading the footnotes.
- Do not underestimate the time required for proper formatting and citation management.
- Recommended further reading:
  - Rossig, W.E. (2011): *Wissenschaftliche Arbeiten: Leitfaden für Haus- und Seminararbeiten, Bachelor- und Masterthesis, Diplom- und Magisterarbeiten, Dissertationen*, Berlin Druck.
  - Thomson, W. (2001): *A Guide for the Young Economist: Writing and Speaking Effectively about Economics*, MIT Press.
  - Tertilt, Michèle (Uni Mannheim): *Resources and Advice for PhD Students*
  - Cochrane, John H. (2005): *Writing Tips for Ph. D. Students*

**Good luck!**