

Information sheet for seminar papers and theses at the KWi

in the context of teaching at the Institute of Local Government Studies of the University of
Potsdam

1. Information for seminar papers and theses

If you would like to write your thesis with a local governance focus at the Institute of Local Government Studies (KWi), please send your short summary to Peter.Ulrich@uni-potsdam.de and make an appointment. The possible topics and requirements for registration can be found on our website. This page will also help you if you have not yet decided on a topic. Please also note the deadlines for registering your Bachelor's or Master's thesis and submitting your topic assignment form. You can find information in the BAMA-O publications that apply to you here: <https://www.uni-potsdam.de/de/wiso/studium/studienorganisation-pruefungen/informationen-dokumente>.

If you are working on a thesis with Dr. Peter Ulrich as your first supervisor, you will need a professor as your second supervisor. Compatible professors include Prof. Dr. Sabine Kuhlmann and Prof. Dr. Julia Fleischer. Compatible colloquia also take place with these professors. Dr. Peter Ulrich is also available as a second supervisor.

Your bachelor's thesis is your first real academic challenge, which you will have to organize and plan yourself. This includes finding your own topic, operationalizing and analysis.

The thesis should begin with a title page. This title page should include: Name, matriculation number, degree program, semester, UP e-mail, title of the thesis, submission date, word count, names of the first and second supervisors of your thesis.

This is followed by a table of contents, a list of abbreviations, your text, bibliography, list of figures and tables, appendices, and a signed affidavit.

We recommend you to use a reference management software for your thesis. You can obtain a license for Citavi from the university. Other free alternatives are Zotero and Mendeley. The KWi citation guidelines apply, which are based closely on the American citation style.

2. Applicable formalities and requirements for seminar papers and theses

The same formalities apply to theses and seminar papers.

Please use justified text and a conventional font (e.g. Arial or Times New Roman/11, 12pt.), a line spacing of 1.5, and standard margins (approx. 2-2.5 cm).

3. Citation style

The American Harvard-style citation style with in-text citations is preferred for KWI papers. Alternatively, the German citation style with footnotes may also be possible.

A consistent and unified form of citation is mandatory.

Sources are cited in short form and in brackets directly in the text (in the American citation style) with the author's name and the year of publication as well as a page reference (e.g. "Schmidt 2017: 25"). If it is not a quotation but an indirect quotation, a "cf." is placed in front of the parenthesis. If there are more than three authors, name the first author and add "et al."

Directly quoted sentences do not end with a period within the quotation. This is inserted after the reference or at the end of the (non-cited) sentence.

The complete list of sources is given in a bibliography (see below).

Detailed references to laws, guidelines, regulations, or other legal documents should be presented in the footnote.

4. bibliography

The bibliography and the references of a book should be prepared according to the Harvard citation style and sorted alphabetically.

Monographs:

Büchner, Christiane/Franzke, Jochen (1997): Das Land Brandenburg. Eine politische Landeskunde, Potsdam: Brandenburgischen Landeszentrale für politische Bildung.

Dümke, Christian (2015): Daseinsvorsorge, Wettbewerb und kommunale Selbstverwaltung im Bereich der liberalisierten Energiewirtschaft, in: KWI-Gutachten 10, Potsdam: Universitätsverlag Potsdam.

Schmidt, Thorsten Ingo (2014): Kommunalrecht, 2nd edition, Tübingen: Mohr Siebeck.

Ulrich, Peter (2021): Participatory Governance in the Europe of CrossBorder Regions: Cooperation – Boundaries – Civil Society (publication series “Border Studies. Cultures, Spaces, Orders“, Nr. 4), Baden-Baden: Nomos.

Anthologies:

Bauer, Hartmut/Büchner, Christiane & Hajasch, Lydia (2017): Partizipation in der Bürgerkommune, in: KWI-Schriften 10, Potsdam: Universitätsverlag Potsdam.

Franzke, Jochen/Ruano, José (2021): Local Integration of Migrants Policy. European Experiences and Challenges (publication series “Palgrave Studies in Sub-National Governance“), Basingstoke: Palgrave Macmillan.

Articles:

Eichenauer, Eva/Ulrich, Peter (2022): „Für Tesla existiert die Grenze zwischen Berlin und Brandenburg nicht“: Territorialität und Grenzen bei Großprojektplanungen, in: UniGR-CBS Borders in Perspective. Strategien und Konzepte grenzüberschreitender Raumentwicklung und Raumplanung, Vol.7, pp. 105-118.

Gronewold, Ulfert (2011): Rekonstruktion wirtschaftlicher Tatbestände und kritische Nachweiswürdigung bei Prüfungen, in: Betriebswirtschaftliche Forschung und Praxis (BFuP) 63, pp. 198-222.

Kuhlmann, Sabine/Heuberger, Moritz (2023): Digital transformation going local: implementation, impacts and constraints from a German perspective, in: Public Money & Management 43 (2), pp. 147-155.

Schmidt, Thorsten Ingo (2021): Neue Grundsteuer als Herausforderung für die Kommunen, Kommunalpraxis 2021, Issue 3.

Schmidt, Thorsten Ingo (2022): Bedarfsorientierung im kommunalen Finanzausgleich – eine Perspektive nicht nur für Sachsen, LKV 2022, pp. 193-197.

Chapters:

Bickenbach, Christian (2022): Klimaschutzgesetzgebung zwischen lokalen Verfassungsbindungen und globalen Kippunkten. Zugleich ein Beitrag zur Konvergenz der Grundrechtsfunktionen, in: Cole, Mark D./Schiedermaier, Stephanie & Wagner, Eva Ellen (eds.): Die Entfaltung von Freiheit im Rahmen des Rechts. Festschrift für Dieter Dörr zum 70. Geburtstag, Heidelberg: C.F. Müller Verlag, pp. 135-152.

Peine, Franz-Joseph/Bickenbach, Christian (2017): Bauordnungsrecht, Recht der Raumordnung und Landesplanung, in: Bauer, Hartmut/Häde, Ulrich & Peine, Franz-Joseph (eds.): Landesrecht Brandenburg, 4th edition, Baden-Baden: Nomos, pp. 264-317.

Internet documents:

Kuhlmann, Sabine (2022): Politikberatung ist Grenzarbeit. Verwaltungsexpertin Prof. Sabine Kuhlmann über ihre Arbeit im Normenkontrollrat und warum Praxistransfer so wichtig ist, in: Zimmermann, Matthias: Neues Aus der Universität Potsdam, <https://www.uni-potsdam.de/de/nachrichten/detail/2022-10-20-politikberatung-ist-grenzarbeit-verwaltungsexpertin-prof-sabine-kuhlmann-normenkontrollrat> (date: 02.02.2023).

Comments:

Schmidt, Thorsten Ingo (2019): Beck'scher Online-Kommentar zum Nordrhein-Westfälischen Kommunalabgabengesetz.

Grumbach, Joachim/Bickenbach, Christian/Ermlich, Michael/Seckelmann, Margrit (eds.): Schulgesetz Rheinland-Pfalz, Loseblattsammlung:
§ 56 Schulpflicht (22. Egl. 2021, 7 pages)
§ 57 Beginn des Schulbesuchs (21. Egl. 2019, 2 pages)
§ 58 Vorzeitige Aufnahme, Zurückstellung vom Schulbesuch (21. Egl. 2019, 4 pages)
§ 59 Wahl der Schullaufbahn (21. Egl. 2019, 8 pages)