



EUROPA-UNIVERSITÄT
VIADRINA
FRANKFURT (ODER)

**- Styleguide for Bachelor and Master theses
as well as Seminar Papers at the Chair of People, Work &
Management -**

1. Document format

- a) Scientific papers are created in DIN A 4 format.
- b) The line spacing is 1,5.
- c) Every page is printed only on one side.
- c) Font is Times New Roman; font size is 12.
- d) The following page margins are to be set: right side 4,5 cm, left side 2,5 cm, upper margin 2,5 cm, lower 2 cm.
- e) Text format is left-aligned.
- f) Except for the cover page, all pages are to be numbered sequentially. Pages preceding the actual text (table of contents, list of tables, list of abbreviations etc.) are numbered in Roman numerals (I, II, III, ...). Your introduction starts on p. 1. After that you use Arabic numerals (1, 2, 3, ...).

2. Table of content

The table of content is supposed to outline your line of reasoning ('golden thread'). It is the most important overview of your thesis.

Please design an all-encompassing but lucid overview without unnecessary detail; the overview needs to be comprehensive and comprehensible so that your line of reasoning and focus of your thesis is clear. Headlines should be logically constructed and consistent.

We recommend one of the following scheme:

1.

1.1.

1.1.1.

1.1.1.1

1.1.1.2.

1.1.2.

1.2.

2.

If there is a Chapter I, there should be a Chapter II. Inserted texts without a headline are prohibited aside from brief introductory passages. Assign headlines that briefly and precisely summarize the chapter's content.

Your thesis should start with a brief introduction that outlines its research goal and objectives and its methodological approach. The final section of the thesis should contain a conclusion in which you summarize your findings, explicate your conclusions and draw out the implications of your findings for research.

3. Abbreviations

Use abbreviations only if necessary. Common abbreviations (like „e.g.“, „i.e.“, „etc.“) do not have to be explained.

If you use less common abbreviations, e.g. for institutions, law texts, technical or mathematical abbreviations, add a table of definitions for the abbreviations at the beginning of the text.

4. Referencing

a) In text referencing

Please use the guidelines of the **APA (American Psychological Association), 6th Edition, 2010**, which is one of the internationally most common referencing systems. Please reference in the text and not in footnotes or endnotes.

Example: The bunny is an animal with two large ears (Miller, 2013).

If you refer to a precise statement, you also have to reference the exact page number.

Example: In Germany, the bunny's ears are also called „spoons“ (Miller, 2013, p. 54).

If this refers to more than one page, you reference the exact pages (Miller, 2013, pp. 54-57).

If you reference a text by two authors you have to reference both of them.

Example: The dog is an animal that barks (Miller & Meyer, 2013).

If there are more than two authors, you have to name all of them when citing them for the first time. Subsequently, you only cite the first author and add the abbreviation „et al.“

Example: Cats like to eat mice (Miller, Meyer, & Schulze, 2014). They hunt mice during the night (Miller et al., 2014).

You can also refer to the authors in text.

Example: According to Miller and Meyer (2013) dogs are animals that bark.

b) Bibliography

All sources cited in your text must be listed in a bibliography at the end of your work. **The bibliography is ordered alphabetically along with the first letter of the first author's last name.** Different types of sources are to be listed differently in line with APA's prescriptions:

Monographs

Single author: Carstens, R. (2012). *Decisions on organizations*. Ann Arbor: Sage.

More than one author: Steffens, M., Frey, R., & Zucker, V. (2013). *How organizations cope with unexpected events*. Weinheim: Springer Fachmedien.

No author: *Organizational culture*. (1968). London: Penguin Publishers.

Organizations or institutions as authors: Statistisches Bundesamt. (2014). *Bevölkerung und Erwerbsarbeit. Natürliche Bevölkerungsbewegung*. Wiesbaden: Statistisches Bundesamt.

If there is more than one edition, you need to cite the most recent edition unless you want to draw on a particular statement from an older edition.

Colander, D. C. (2001). *Microeconomics* (4th ed.). Boston, Mass. et al.: McGraw-Hill.

For further information, please refer to APA 6th Edition.

Papers and Journal Articles

Journals with running numbering (no issue numbers):

Hammer, M., & Stanton, S. (1999). How process enterprises really work. *Harvard Business Review*, 77, 108-120.

Journals without running numbering (with issue numbers):

Herbert, T. T., & Estes, R. W. (1977). Improving executive decisions by formalizing dissent: The corporate devil's advocate. *Academy of Management Review*, 2 (4), 662-667.

Newspaper articles

Strausberg, F. (October 19, 2011). EHEC frisst sich in alle Gemüter. *Süddeutsche Zeitung*: 7.

Papers from edited volumes (anthologies)

Holt, R. (2008). Uncertainty. In S. R. Clegg, & J. R. Bailey (eds.), *International encyclopedia of organization studies* (pp. 1583 – 1586), Los Angeles et al., Sage.

For further information, please refer to the APA 6th Edition.

5. Figures and tables

Figures and tables used within the text are to be numbered continually and separately (e.g. Table 1, Table 2, ...; Figure 1, Figure 2,...). They need to have an exact superscription. If you adopt figures or tables from another author, cite the author(s) directly after the table or figure, preceded by the word "Source" and in accordance with the aforementioned standards.

If you draw on more encompassing material, put that into a separate appendix. This also applies to lengthy documentations (e.g. legal texts, print outs). If you use a number of tables and figures, put a list of tables and figures after your table of contents and list of abbreviations, preceding your text. Please put only those tables and figures in your text that are relevant and indispensable for your thesis. Otherwise, put them in the appendix.

You may also work with citation software. Licenses for "Citavi" might be obtained by IKMZ of EUV. You may also work with "Mendeley" (shareware). In both programs APA Styleguide (6th Edition) is pre-installed. The same applies to fee-based software "Endnote".

6. Affidavit

Add a dated and signed affidavit to your thesis that declares that you have composed your work independently and have not used sources not cited in the bibliography. Please use the chair's template from the website.