



**Instructions for the preparation of scientific papers**

**Seminar papers, Bachelor's and  
Master's theses**

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Leipzig University  
Institute for Infrastructure and Resource Management  
Chair of Energy Management and Sustainability  
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## List of Abbreviations

CDM     Clean Development Mechanism

JI        Joint Implementation

## List of Symbols

$\eta$	Efficiency
$i$	Depreciation interest rate
$Q$	Heat power

## **Abstract**

The abstract should be concise and clearly formulated. It presents the initial situation, the research question and the most important results of the work in a concise form.

# 1 Content Requirements

## 1.1 Quality Criteria

Scientific work means evaluating information and presenting it in a new context. It is not necessary to generate this information. However, all relevant factors must be determined, objectively evaluated and conclusions drawn in accordance with the topic. It follows that it is not enough to simply reproduce the relevant literature. It is very important to include your own thoughts, ideas and analysis. It must be logically structured and comprehensible to a reader from the field. The 'red thread' of the explanations must be recognisable in the structure.

It is important that the paper strives to be scientifically objective throughout. This is emphasised by the style of writing (i.e. technical language and no jargon). The text must be clear, understandable and written in standard German/ English. The rules of the respective spelling and grammar, including punctuation, must be observed. Numbers from one to twelve must be written as numbers, except in connection with units of measurement. In general, your work should be neatly and uniformly organised.

Each paper has a three-part structure, consisting of a short introduction, a body and a short summary, which may be linked to an outlook. The introduction is a short and memorable formulation of the problem and suggests possible solutions to lead into the main body. It considers the scientific environment and identifies the problems and contexts discussed below. The introduction also explains the formal structure of the thesis. The main body consists of several chapters, which should not vary greatly in their valance. The purpose of the summary is to recapitulate the results and provide a final evaluation. For longer texts, it is helpful for the reader if a short interim summary is also included at the end of each chapter of the main body.

The following questions can be helpful when writing a scientific paper

- Has the state of research been sufficiently analysed?
- Is the argumentation coherent?
- Is the structure logical?
- Is it easy to read and understand?
- Is the scientific apparatus (citations, bibliography) carefully prepared?

Further information can be found in [Kornmeier 2010] and [Grätz 2006].



## 1.2 Tips for literature research

The theoretical part of the paper discusses information found in relevant specialised literature. This can be books, magazines and newspapers or even internet sources. It is not sufficient to refer only to a few standard works in the subject area.

Suitable books can be found via library catalogues by searching for keywords that are as expressive as possible and sufficiently rare. Once you have found a book that fits the subject, it always makes sense to continue searching on its shelf or via the keyword category, as the books are organised thematically. Further literature can be found by searching for the sources cited by the authors of a book or article. You may also find out which research groups are working on similar topics. In this case, it makes sense to search directly for the names of the scientists, especially when researching periodicals. Such groups also often have publication lists on the Internet.

Journal articles can be found in the standard journals of the respective subject area. These usually print an annual list of all articles published in the previous year, organised by keyword. In the university library, journals can be researched in full text using the available copies and via CD or the internet. Training courses are also available. Journal articles are often more up to date than books, as partial results of research projects are also published in this way. If the required books or journal articles cannot be found at the Leipzig site, it is worthwhile using the interlibrary loan service via the university library. A great deal of information can also be found on the Internet. Search engines such as Google ([www.google.com](http://www.google.com)) and Google Scholar ([www.scholar.google.com](http://www.scholar.google.com)) can be used for targeted searches. Here, too, it is important to think about meaningful and sufficiently rare keywords. With Internet sources in particular, however, it is extremely important not to accept information without checking it. The texts or similar are not checked by anyone, so every author can publish whatever they want. In general, it is advisable to use the university network when researching on the Internet, as the signature of the University of Leipzig gives you access to a large number of electronic journals and book publishers (e.g. Springer Verlag), which you cannot get free of charge from private access. You can set up access for your private computer via the University Computer Centre's website.

When using sources in your work, you should only present information that you have found to be the same or at least similar in several authors as generally valid. Individual opinions should also be highlighted as such (e.g. "GABRIEL states that ..." or "SCHELLNHUBER reported ...").

The following list should help you with your initial research:

### **Books**

- Leipzig University Library (<http://www.ub.uni-leipzig.de>)
- Karlsruhe Virtual Catalogue (<https://kvk.bibliothek.kit.edu>)
- Google Book Search (<http://books.google.de/>)
- German National Library (<http://www.d-nb.de>)

### **Journals**

- Science Direct (<http://www.science-direct.com>)
- Wiley Online Library (<http://www3.interscience.wiley.com>)
- Google Scholar (<http://scholar.google.de/>)
- Elektronische Zeitschriftenbibliothek (<https://ezb.uni-regensburg.de>)

## **2 Formal Requirements**

### **2.1 Format of Submitted Works**

The work must be submitted in digital format to the department. Additionally, for bachelor's and master's theses, the regulations of the respective examination regulations apply. The electronic submission of your thesis is done through the AlmaWeb study portal. Please note in advance that you are only allowed to upload a document of the PDF file type and the maximum size of the document is limited to 50 MB. The declaration of independence must be signed manually and scanned or digitally signed at the end of the document. The file naming follows the following format:

Surname\_Title of the Work\_Submission Date [YearMonthDay].PDF

### **2.2 Formal Structure**

A scientific paper comprises the following components:

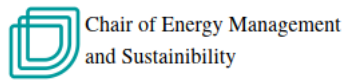
- Title page

- Optional acknowledgment or dedication (also possible at the end of the work)
- Affirmation of Academic Integrity
- Table of Contents
- List of Figures
- List of Tables
- List of Abbreviations
- Optional list of symbols
- Abstract
- Main text with Introduction, Body, and Conclusion
- Bibliography
- Optional appendix

In accordance with the following specifications, the department provides templates in both Word and LaTeX formats upon request.

### **2.2.1 Title page**

The title page must include, besides the title and possibly the subtitle of the work (or the course), the following information: the full name of the professorship, the names of the supervising university professor, the supervising scientific staff member, and possibly a supervisor in a company, as well as the name of the candidate and the submission date. The title page does not have a page number.



UNIVERSITÄT LEIPZIG

**Master's thesis**

**M.Sc. Management Science — Sustainability Management**

**Balancing reserve activation in energy system**

**models:**

**Methodology development including performance and robustness  
evaluation of selected numerical solving techniques.**

██████████  
10 March 2022

University of Leipzig  
Institute for Infrastructure and Resources Management  
Chair for Energy Management and Sustainability

Matriculation number: ██████████  
First Examiner: Prof. Dr. Thomas Bruckner  
Second Examiner: Prof. Dr. Peter Kunkel  
Supervisor: Philipp Lerch

### 2.2.2 Table of Contents

The table of contents presents the structure of the work. It lists all headings following the table of contents along with their respective page numbers.

A decimal outline should be chosen for numbering the headings of the main text, meaning it consists only of Arabic numerals. It should be ensured that each level of the outline contains at least two headings.

Only in larger scientific works is deeper subdivision necessary beyond the third level. If further subheadings are required, unnumbered intermediate headings can be used, which are not listed in the table of contents.

From the table of contents to the list of symbols (if available), the pages are numbered with Roman numerals.

### 2.2.3 List of Figures

All figures are provided with a caption. This is structured the same way as the table caption, but instead of the word "Table", "Figure", "Image", or "Fig." is used. The same term must be used consistently throughout the entire work. The regulations for the list of tables apply analogously to the list of figures.

#### Example:

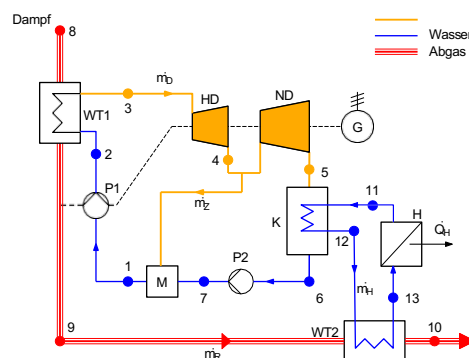


Figure 2.1: Thermal schematic diagram of a steam turbine power plant

### 2.2.4 List of Tables

All tables used in the work receive a table caption that well describes the content of the table. If the table is not entirely the result of your own deliberations, a source citation follows the heading as explained in section 2.4.2. The tables are numbered consecutively, either throughout the entire work or separately for each chapter.

#### Example:

Tabel 2.1: Primary Energy Consumption in Germany by Energy Sources Based on the Efficiency Approach (AGEB 09/2008)

Energy source	Primary energy consumption in Mio. t SKE
Hard Coal	67,0
Lignite	53,8
Mineral Oils	174,7
Natural Gas, Petroleum Gas	111,3
Hydro and Windpower	6,5
Net Export Balance Electricity	-2,4
Nuclear Energy	62,3
Other Energy Sources <sup>1</sup>	30,3
Total	503,5

<sup>1</sup> Mine gas, biomass, renewable waste, non-renewable waste, waste heat

At the point in the text where the reader should view the table, a reference to it must be provided.

#### Example:

Table 2.1 shows the primary energy consumption in Germany broken down by energy sources for the year 2006.

All table captions, along with the label 'Table' and the number, but without the source citation, are sequentially included in the list of tables, along with the respective page numbers.

### 2.2.5 List of Abbreviations

The list of abbreviations contains all used abbreviations with their meanings in alphabetical order. Common abbreviations such as 'e.g.' and 'etc.' (cf. authoritative grammar guide) are not included. Similarly, chemical formulas or common physical units are not included, as they are internationally defined.

**Examples:**

CDM:            Clean Development Mechanism

JI:             Joint Implementation

Upon first use in the text, the meanings of the abbreviations are automatically provided. No further explanations are given for subsequent uses.

**Example:**

The Clean Development Mechanism (CDM) and Joint Implementation (JI) were established in 1997 with the Kyoto Protocol...

If the work is created in LaTeX, setting up a postprocessor is required for generating the list of abbreviations. Instructions can be found in the appendix.

### 2.2.6 List of Symbols

The list of symbols includes all formula symbols and symbols used in the work, along with their explanations, sorted by uppercase letters, lowercase letters, and Greek letters.

**Example:**

$\eta$     Efficiency  
Q     Heat power  
i     Depreciation interest rate

Similar to tables and figures, equations mentioned in the text must be labelled and sequentially numbered.

**Example:**

$$(a + b)^2 = a^2 + 2ab + b^2 \tag{1}$$

$$(a - b)^2 = a^2 - 2ab + b^2 \tag{2}$$

$$(a + b)(a - b) = a^2 - b^2 \tag{3}$$

It is important that the same labelling system is used throughout the entire work. Similarly to tables and figures, references to equations should be made in the text.

### **Example:**

The binomial formula (1) is used for simplifying polynomials.

Creating the list of symbols in LaTeX requires setting up a postprocessor, similar to the list of abbreviations. Instructions can be found in the appendix.

The list of symbols is the last page with a Roman numeral page number. The pages of the subsequent text are numbered with Arabic numerals."

### **2.2.7 Abstract**

The abstract should be concise and clearly formulated. It provides a brief overview (typically 15 - 30 lines) of the background, research question, and key findings of the work. An abstract is not a description of the structure of the work!

Additionally, the abstract can be written in another language.

### **2.2.8 Bibliography**

The bibliography lists all literature cited verbatim or paraphrased in the work. Oral and other sources (e.g., maps) must also be cited if used. In that case, the bibliography is referred to as a source list. The format of the source citations is explained in section 2.4.3.

### **2.2.9 Appendix**

The appendix may contain large tables and figures (large spreadsheets, statistics, maps) or even reproductions of hard-to-access sources. Material inaccessible to the department must be included. Multiple appendices are numbered consecutively. The appendix contains no further explanations. Like any other table or figure, reference must be made to the components of the appendix in the text.

It is advisable to include additional appendix lists (contents, table of contents, etc.) at the beginning of the appendix. Only the appendix itself needs to be listed in the regular table of contents.

### **2.2.10 Affirmation of Academic Integrity**

According to the examination regulations, the following declaration must be included at the end of a [bachelor's thesis, or master's thesis]:



"I hereby solemnly declare that I have independently completed the present [...] without unauthorized assistance from third parties and without using sources other than those specified.

Thoughts taken directly or indirectly from external sources are identified as such.

I have received support from the following individuals in selecting and evaluating the material: ... (etc.).

No one other than myself has contributed to the intellectual production of the present [...]. In particular, I have not sought the assistance of an advisor. Third parties have not received any pecuniary benefits from me, directly or indirectly, for work related to the content of the present [...]. The work has not been submitted, in whole or in part, to any examination authority in Germany or abroad."

This declaration must be dated and signed.

### 2.3 Formatting Guidelines

The written papers to be submitted are to be formatted in DIN A4 paper size and single-sided layout. Font types such as "Times New Roman" (size 12 pt), "Arial" (size 11 pt), or an equivalent can be used. Footnotes should be in font size 9 pt ("Arial") or 10 pt ("Times New Roman"). A line spacing of 1.5 and block alignment should be chosen for paragraph formatting. Two paragraphs are separated by a blank line. All pages should adhere to the following margin dimensions: top and bottom 2 cm, right 2 cm, and left 3 cm.

The header or footer should contain the page number. Especially in longer works, it is advantageous to have the current chapter's title in the header. There are the following page limits for the main text of the works (cf. Table 2.2):

Tabel 2.2: Page limit for the submitted works

<b>Typ of Work</b>	<b>Page Limit</b>
Seminarpaper	15 - 20
Bachelor's theses	30 - 40
Master theses	60 - 100

## 2.4 References

### 2.4.1 Use of Information from Sources

When using written sources, correct citation style must be observed. Each quotation must be verifiably traceable. It is important to distinguish between literal and paraphrased quotations.

Literal quotations are enclosed in "double" quotation marks. Quotations and source citations require literal accuracy. Deviations from the original should be indicated by parenthetical additions, e.g., (Author's note). Minor alterations, such as omissions of a word, are indicated by two points [..], and of two or more words by three points [...]. Quotations within quotations are enclosed in 'single' quotation marks.

In general, literal quotations are only used when a context cannot be better explained, when an especially witty formulation has been discovered, or when they originate from famous individuals. Otherwise, the rule is: Information is extracted from sources, not sentences! In particular, entire paragraphs from sources are not adopted.

When adopting thoughts from sources and when relying on another author, a paraphrased quotation is present. Paraphrased quotations must also be accompanied by a source citation.

In principle, citations should be made according to the original text. Only if the original work is not accessible can a citation from secondary literature be made after indicating the primary source. In this case, the reference indicates the secondary literature with the phrase "Cited after ...".

**IMPORTANT!** Direct copies of entire paragraphs from literature sources or from the internet without proper identification as quotations and source citations are considered attempts at deception and will be graded with a 5. In this regard, submitted works are randomly checked.

### 2.4.2 In-text Citations

Sources in the text are only provided in abbreviated form. The recommendations of this department follow the so-called Harvard system. The German citation style (with footnotes) is also accepted. It is important to maintain the chosen citation style throughout the entire work.

### Form of In-text Citations

The in-text citation consists of the author's last name, the year of publication, and the page number(s) of the quote.

**Example:**

(Hoogwijk 2004)

If the author's name is not known, the publisher's name is used instead.

**Example:**

(BMU 2008)

If different cited authors share the same last name, the first initial of their first name is added to distinguish them.

**Example:**

(Fischer, J.-U. 2002)

If there are multiple publications by the same author in the same year, the reference is expanded with "a", "b", "c" following the year.

**Example:**

(BMU 2008a)

The source is also referenced in the bibliography with this letter.

If the publication has two authors, both names are listed.

**Example:**

(Kempfert and Diekmann 2009)

If there are more than two authors, only the first author is mentioned in the in-text citation, followed by "et al."

**Example:**

Publication by authors Kaltschmitt, Streicher, and Wiese (in this order): (Kaltschmitt et al. 2006).

### Placement of In-text Citations:

Generally, sources are cited as close as possible to the point of reference. If you are referring to a single sentence within a paragraph, the in-text citation is placed in the sentence before the full stop. However, if you are referring to entire paragraphs, the in-text citation is placed at the end of the paragraph, after the full stop.

### **2.4.3 Bibliography or References**

The complete citation is provided in the bibliography or references section. Here, there is no distinction between books, journals, oral communications, etc., however, different rules apply for presenting different types of sources. All sources are listed in alphabetical order by the last name of the (first) author or editor. If there are identical names, sorting is additionally done by first name. If the same author is cited multiple times, they are sorted in ascending order by year. For sources with more than two authors, unlike the in-text citation, all authors are listed.

At the department, we advocate for one of the three standards "APA," "Harvard," and "Chicago," which are supported by common reference management software<sup>1</sup>. Alternatively, you can also follow the examples provided below.

#### Books:

Surname, First name(s): Titel, (if applicable, subtitle, series title, series number, volume, name and first name of the editor or translator), Edition, Place of publication: Publisher, Year of publication

#### **Example:**

Kaltschmitt, Martin; Streicher, Wolfgang; Wiese, Andreas: Erneuerbare Energien. 4. Berlin, Heidelberg, New York : Springer, 2006

#### Theses (Dissertations, Habilitation Theses):

Surname, First name(s): Title (if applicable, editor, volume, name of the university),

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<sup>1</sup> The use of an automated reference management system (such as Citavi, Mendeley, EndNote, etc.) is highly recommended.

Place of publication, Type of document, Year of publication

**Example:**

Bruckner, Thomas: Dynamische Energie- und Emissionsoptimierung regionaler Energiesysteme. Würzburg, Julius-Maximilians-Universität Würzburg, Dissertation, 1996  
Collected Editions:

Surname, First name(s): Title of the Contribution, In: (Ed.) Title - Subtitle, Volume, Edition, Place of Publication: Publisher, Year of Publication, Article Page Numbers

**Example:**

Trittin, J.: Innovationen durch Förderung der erneuerbaren Energien, In: Schröder, G. (Hrsg.); Fischer, J. (Hrsg.): *Zukunftsperspektiven der deutschen Wirtschaftspolitik*. Berlin, Heidelberg, New York : Springer, 2002, . 65-80  
Information for Series and Research Reports:

Surname, First name(s): Title of the Contribution, In: (Ed.) Title of the Series and, if applicable, Series Number, Place of Publication: Publisher, Year of Publication, Article Page Numbers

**Example:**

Santarius, T.; Ott, G.: Meinungen in der deutschen Industrie zur Einführung eines Emmissionshandels. In: Wuppertal Institut für Klima, Umwelt, Energie GmbH (Ed.): *Wuppertal Papers* 122. Wuppertal, 2002, p.49

If the author of the series is not known, the editor can be mentioned instead of the author.

Journal Articles:

Surname, First name(s): Title of the Article, In: Name of the Journal, Volume (or Year of Publication), Issue Number, Article Page Numbers

**Example:**

Berglund, C.; Soderholm, P.: Modeling technical change in energy system analysis: analyzing the introduction of learning-by-doing in bottom-up energy model. In: *Energy Policy* 34 (2006), No. 12., pp. 1344-1356

Standards:

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Standard Identifier and Number, Year of Publication, Title of the Standard

**Example:**

DIN EN 16001: 2008-03, Draft DIN Energy Management Systems – Requirements with Guidance for Use

Internet Sources

Surname, First name(s): Title of the Contribution, In: URL, Access Date

**Example:**

Umweltbundesamt (UBA), Carbon Capture and Storage: Contribution to the discussion on its integration into national climate action strategies, In: [https://www.umweltbundesamt.de/sites/default/files/medien/479/publikationen/uba\\_pos\\_ccs\\_engl.pdf](https://www.umweltbundesamt.de/sites/default/files/medien/479/publikationen/uba_pos_ccs_engl.pdf), 22.03.2024

*Information obtained from interviews:*

Interviewee's Last Name, First Name, Institution of the interviewed person, Type of Interview ("Personal Communication" or "Telephone Communication"), Location and Time of Interview.

**Example:**

Bruckner, Thomas; University of Leipzig, Chair of Energy Management and Sustainability, Personal Communication, Leipzig, 10.02.2009

### **3 Tips for Academic Presentations**

A scientific presentation serves as a summary of the research findings. Due to time constraints, it's not possible to cover all results, so a careful selection must be made.

When preparing the presentation, consider the target audience and their level of expertise. Tailor the presentation to the audience by asking, "What do I want these individuals to take away from my work and knowledge?" The presentation should have a clear structure that the audience can easily follow. Start by addressing the research question, then explain the methodology used to answer it. It's helpful to describe the approach in simple terms. Finally, present the (expected) results.

The presentation should be delivered standing, loudly, clearly, and preferably without reading from a script. You can choose between English or German, depending on which language you feel more comfortable with. Formulate short and easily understandable sentences. For things you can't remember, use cue cards. Pay attention to your gestures and facial expressions; when used effectively, they can enhance your presentation. Maintain eye contact with the audience throughout.

Use slides to visualize your points, including images, short tables, and key points in bullet form. Ensure the slides are not overloaded with information, as visuals should complement your spoken words. Remember: a picture is worth a thousand words. Integrate the slides into your presentation rather than just displaying them.

The template for the slides will be provided by your supervisor. It includes guidelines for font usage, such as minimum font size requirements, especially in larger rooms. Line spacing between bullet points significantly improves readability, as does choosing high-contrast colours. Figures and tables from external sources should include proper citations on the slides.

Slides can be presented using a laptop and projector. Use colours and animations judiciously. Another visualization option are handouts.

For thesis presentations, aim for a duration of 15 minutes for interim presentations and 20 minutes for final presentations, with a maximum of one slide per minute. Slides must be sent to the supervisor in PDF and PPT formats by 10 a.m. on the day of the presentation.

## A. Creating directories

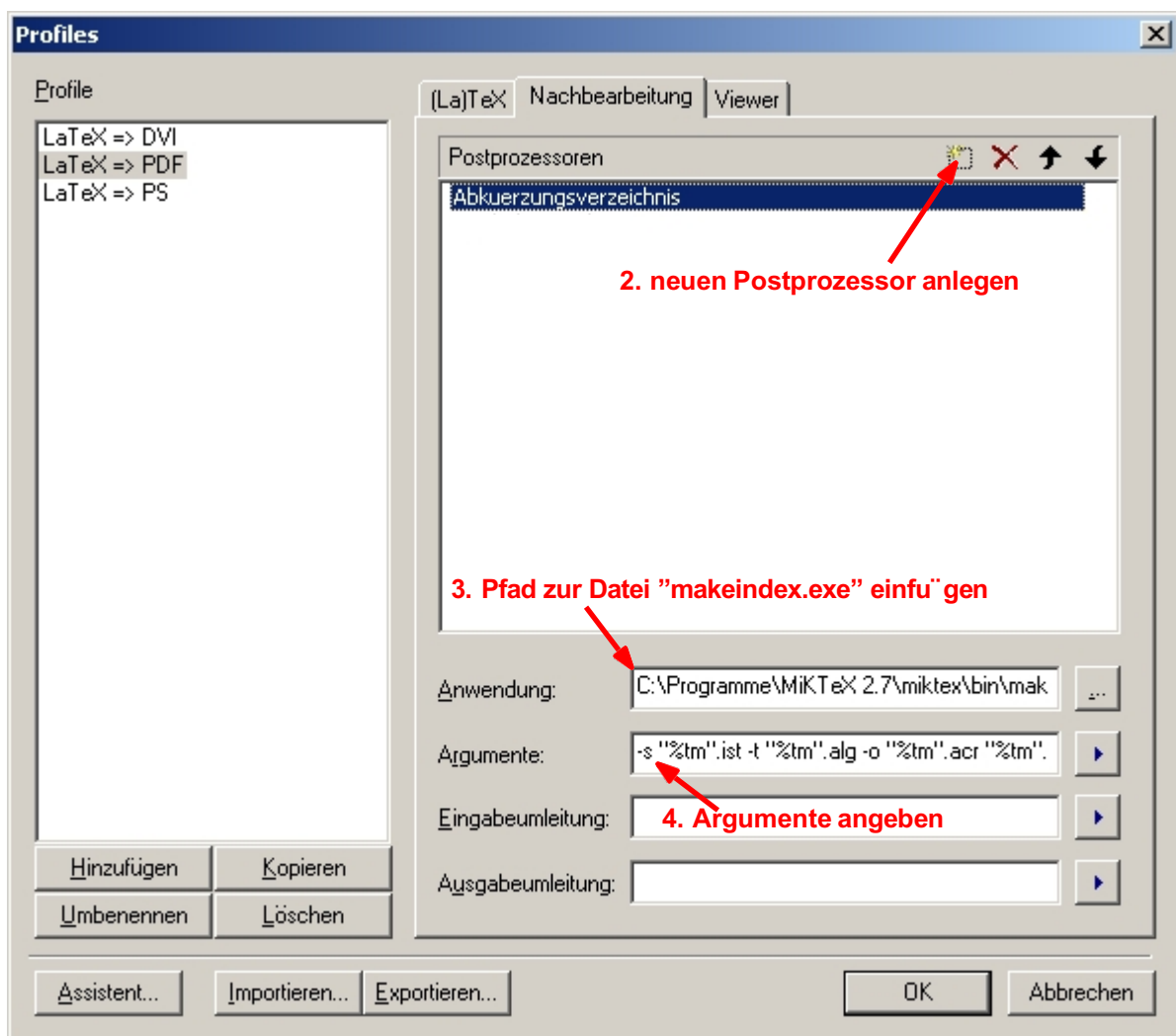
### Creating a list of abbreviations in Latex

*Postprocessor:*

The following post-processor must be set up in the **TeXnicCenter** so that the abbreviation directory is inserted.

Procedure:

1. In TeXnicCenter under **Output**→**Define output profile**
2. Create a new postprocessor under Postprocessing (see Figure)
3. Specify path: **C:\Programme\MiKTeX 2.7\miktex\bin\makeindex.exe**
4. Specify arguments: **-s "%tm".ist -t "%tm".alg -o "%tm".acr "%tm".acn**



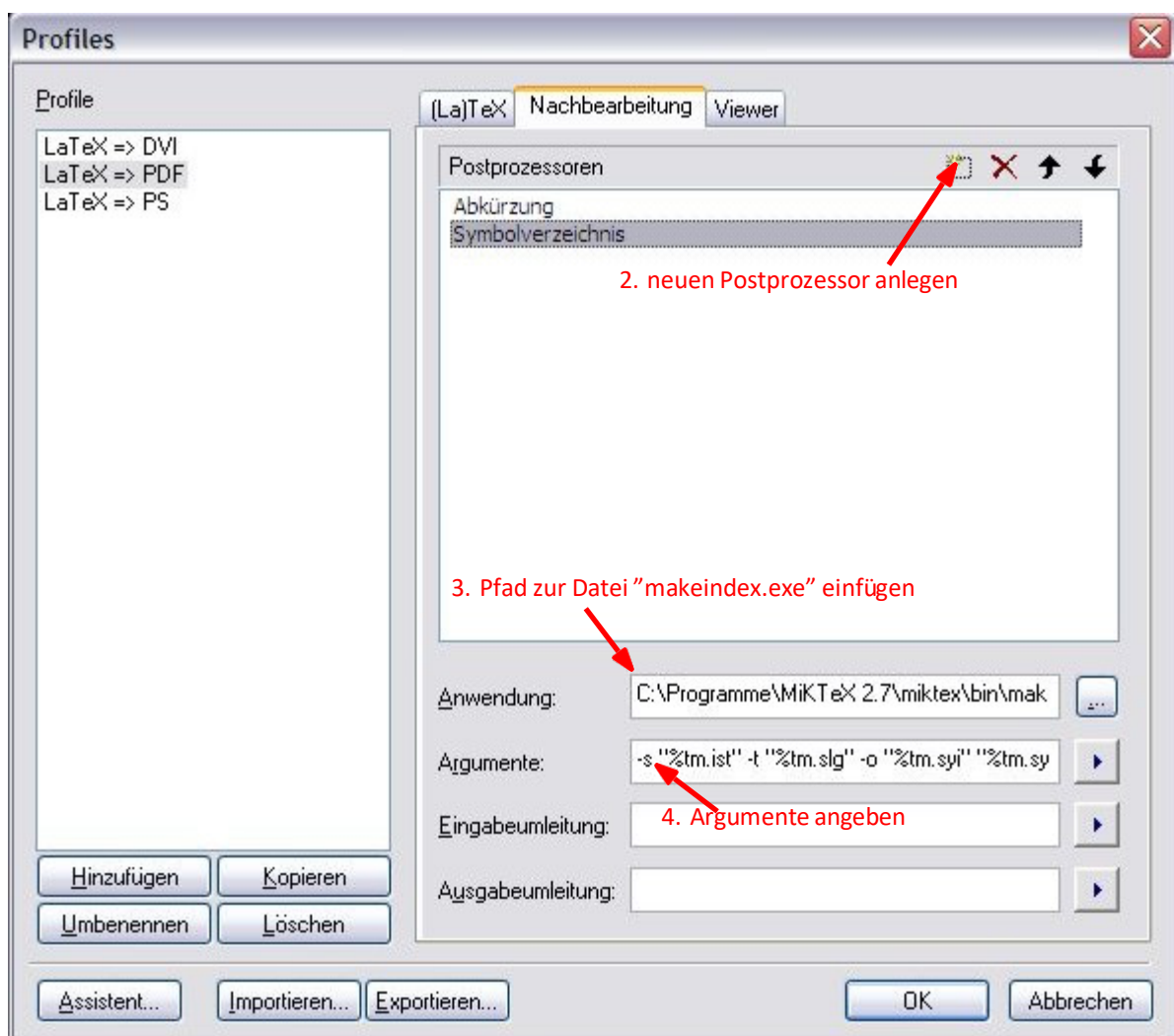


## Creating a symbol directory in Latex

*Postprocessor:*

The following post-processor must be set up in the **TeXnicCenter** so that the list of symbols is inserted.

1. In TeXnicCenter under **Output**→**Define output profile**
2. Create a new postprocessor under Postprocessing (see Figure)
3. Specify path: **C:\Programme\MiKTeX 2.7\miktex\bin\makeindex.exe**
4. Specify arguments: **-s "%tm".ist -t "%tm".alg -o "%tm".acr "%tm".acn**



## **B. Assessment Questions**

### **Problem statement/Topic selection:**

- Presence of research hypothesis
- Meaningful and reflective delimitation
- Justification of practical relevance
- Placement within relevant academic discourse

### **Structuring/Train of thought:**

- Adherence to the content guidelines of the "Guide to Academic Writing" for introduction, main body, and conclusion

#### *„Macrostructure“*

- Logical structure of problem analysis, sensible structuring
- Balanced weighting of individual chapters

#### *„Microstructure“*

- Logically compelling and consistent train of thought
- Chapter introductions and interim conclusions
- Effective integration of graphics and mention of key points

### **Methodology/Systematics:**

- Independence of work
- Is the literature adequately reviewed?
- Correct and consistent use of technical terminology
- Connection to theories, reflection on the possibilities and limitations of the theories used for the own question (if applicable)
- Method-critical interpretation of results
- Logical argumentation (consistent, value-neutral, justified)
- Correct selection and application of appropriate methods for academic problem-solving
- Does the result lead to publication?

**Insightfulness:**

- Scientific relevance
- Scope of problem analysis; interdisciplinary references
- Extent, quality, and actuality of the materials used
- Interpretation and evaluation of results
- Implications of the findings for theory and practice
- Outlook on further development of research results
- Further/open research questions

**Scientific Form:**

- Adherence to the formal guidelines of academic writing instructions
- Layout, clarity of presentation
- Correct use of diagrams, tables, and graphics in appropriate numbers
- Completeness and correctness of lists and appendices
- Correct academic referencing/citing, distinguishing between primary and secondary sources
- Appropriate use of internet sources (e.g., preferring PDFs over web pages)
- Recognition of database searches
- Clear, unambiguous, and fluent language (scientific writing style)
- Spelling and grammar
- Adherence to page limit requirements

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## Literature

[Grätz 2006] GRÄTZ, Frank: *Duden. Wie verfasst man wissenschaftliche Arbeiten?: Ein Leitfaden für das Studium und die Promotion.* 3. Mannheim : Bibliographisches Institut, 2006

[Kornmeier 2010] KORNMEIER, Martin: *Wissenschaftlich schreiben leicht gemacht: für Bachelor, Master und Dissertation.* 3. Stuttgart : UTB, 2010