Guidelines for Writing
Academic Papers and Theses

Term Papers, Bachelor Thesis,
Diplom Thesis and Master’s
Thesis

Version October 2012

University of Leipzig
Institute for Infrastructure and Resources Management
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Thomas Bruckner
Declaration Of Authorship

"I do solemnly declare that I have written the presented research thesis by myself without undue help from a second person others and without using such tools other than that specified.

Where I have used thoughts from external sources, directly or indirectly, published or unpublished, this is always clearly attributed. In the selection and evaluation of research materials, I have received support services from following individuals/institutions: ________.

The presented intellectual work of this research thesis is my own. In particular, I have not taken any help of any qualified consultant.

I have not directly nor indirectly received any monetary benefit from third parties in connection to this research thesis. In the situation this has been the case, I have received monetary benefits from the following persons or institutions: _XX_______ I declare that no conflict of interest occurs due to these benefits.

Furthermore, I certify that this research thesis or any part of it has not been previously submitted for a degree or any other qualification at the University of Leipzig or any other institution in Germany or abroad."

Date
Signature

Name:
Course:
Matriculation No.:
Examination No.:
E-Mail:
Submission Date:
Title of Academic Paper

Author

Submission Date

University of Leipzig
Institute for Infrastructure and Resources Management
Chair for Energy Management and Sustainability
Prof. Dr. Thomas Bruckner

Supervisor: Name of scientific fellow
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1 Content requirements

1.1 Quality standards

Working scientifically demands the critical assessment of knowledge and its effective application to a new context. Hereby, it is not always necessary to generate new knowledge. What is essential is to comprehensively identify and objectively assess all relevant aspects when drawing conclusions.

In this respect, a mere description of the existing literature is not sufficient. What is rather expected is for a student to present his or her own thoughts, ideas and analyses. Moreover, the research thesis should be logically consistent and readable to the audience. The coherence of the whole research paper should be reflected by the table of contents.

Another indicator of the scientific quality of the research thesis is its objectivity. This is implied by the style of writing. The language should be clear and understandable. It should be in Standard English. If Oxford English has been chosen, it should be used consistently in the whole thesis.

The structure of the research thesis refers to the organization of the chapters or sections that make up the research thesis. While there are no fixed rules in the structure of the research thesis, it is generally expected that a research thesis would have three main parts: introduction, the main part and the conclusion. The introduction (10 to 12 percent of the total thesis length) states the problem context and defines the problems to be addressed. In doing so, the author should describe the methodological and theoretical foundations of the research thesis.

The introductory part describes the methodology that is to be used to come up with solutions to the previously formulated problems. If needed, the author should briefly explain the assumptions made by “deconstructing” used concepts and definitions. Relating to the readers how specific concepts and terms are understood by the author allows the readers to understand the point of departure chosen by the author.

Furthermore, the introductory part evaluates the current standing of the literature. Is the literature able to comprehensively provide the necessary knowledge to answer the formulated questions? Does the research thesis require new sets of understanding? Are there gaps or bias in the literature that should be addressed?

Equally important, the introductory part should state the purpose and goals of the author in writing the research thesis. Does he or he intend to “test” existing theories? Does he or she aim to contribute to the current standing of scientific literature? Is there any prescriptive part in the whole research?

The conclusion (10 to 12 per cent of the whole research thesis) does not only summarize the whole research thesis, but it also evaluates the results of the scientific inquiry. Do the results confirm or reject previously formulated hypotheses? The conclusion draws both theoretical and practical lessons that could be used in future analyses. These lessons are to be embedded as
recommendations for the research community and for policy-makers (note: policy relevance instead of policy prescriptive). In addition, the conclusion gives insights for further research.

The most important quality indicator is how the author relates the research questions and hypotheses to the whole research thesis. Furthermore, the author needs to find the appropriate scope of the details depending on the needs of the target audience. For example, it is redundant to explain to an audience mainly consisted of economists how the cash value of an investment can be calculated. In this case, a brief reference to the usage of cash value is sufficient.

The parts, chapters and sections that contain the personal contribution of the author will receive the highest significance in the evaluation of the research thesis. The criteria for the evaluation of the research thesis are listed in the appendices.

1.2 Tips for literature review

The theoretical part of the research thesis contains the state of art for the specific topic or area of concern, thus providing an appropriate context for reviewing the literature. The aim of a literature review is to assess a segment of a published body of knowledge through summary and comparison of research studies, books, peer-reviewed journals and other theoretical articles. The literature review is not a compilation of facts and evidence how knowledgeable the author is, but a coherent argument that provides the departing point of the proposed study. The author needs to identify overall trends in what has been published about the topic, as well as conflict lines or inconsistencies in theory, methodology and conclusions. In addition, the author should point out gaps in research which the research thesis aims to fill up or which the general research community should address in future research.

A good literature review adopts a critical perspective in reading the works of others. It needs to be selective and should not aim to summarize all works available in the literature. The task is not to build a library but to pave way for the author’s own arguments. Nevertheless, the author should not be biased by selecting only works that support his or her arguments. The author should be objective enough to include both sides of the coin. The challenge for the author is to come up with evidences that could rebut contrary arguments.

Relevant books and journals are usually available through catalogs of university libraries. The library catalog tells you what items the libraries own. To find books or journals, type some search terms or a phrase (called keyword search) into the main search box of a specific catalog and click ‘search’. Please note that more words will result in fewer results. In case you are not able to find enough publications or a book is not available in the university library, you may want to search the holdings of other libraries. You can order books and other library materials via interlibrary loan. In the same manner, if you cannot find a specific journal article in the university library, you are recommended to continue your search in the unified database for serial titles (ZDB) to find out which libraries in Germany hold the respective journal. You can order this journal via interlibrary loan.
Some publications such as books, journals and articles are available in the internet. You may want to use conventional search machines such as google and fireball by typing in keywords in the search box. If you decided to use internet materials in your research thesis, make sure to correctly cite them. Moreover, you should check the reliability, objectivity and validity of the information presented by these internet materials. While books and journals usually undergo a rigid peer-review process, internet materials are usually not subjected to any quality control.

In conducting research in the internet, it is recommended to use university terminals. These computers have the university signature that allows access to journals.

The following list may provide assistance to your research.

Books

- University library Leipzig (http://www.ub.uni-leipzig.de)
- Virtual catalogue Karlsruhe (http://www.ubka.uni-karlsruhe.de/kvk.html)
- Google book search (http://books.google.de)
- German national library (http://www.d-nb.de)

Journals

- Science Direct (http://www.science-direct.com)
- Wiley InterScience (http://www3.interscience.wiley.com)
- Google Scholar (http://scholar.google.de/)
- Electronic library of journals (http://rzblx1.uni-regensburg.de/ezeit/)

2 Formal requirements

2.1 Number and format of copies of your research thesis

You should submit digital and printed copies of your research thesis to the examination office (Prüfungsamt). Because there are varying provisions applicable to bachelor, masters and `Diplom´ research theses, you need to inquire at the examination office about the requirements (and submission dates) before submitting your research thesis.

Compiling and utilizing bibliographic citations (references) can be challenging. There are several reference management software products available such as citavi, endnote and zotero. Scholars and researchers at the University of Leipzig usually use citavi as standard software. For instance, citavi allows the automatic extraction of the table of contents. Students can download this software free of charge from the following link http://ub.uni-leipzig.de/emedien/citavi.html.

2.1.1 Digital copy

The research thesis is to be submitted both as an unprotected (no passwords) PDF and source text (Quelltext) formatted file. With an approval of the thesis supervisor, the research thesis can be submitted per Email or compact disc (CD). The file name should follow the following format:

Surname_title of the work_date of handover [yearmonthday].doc or .pdf
2.1.2 Printed copy

Aside from the digital copy, you are required to submit three hardbound-printed copies of your research thesis. On the other hand, term papers (Seminararbeit) can be submitted in a plastic folder.

2.2 Formal structure

A research thesis consists out of the following parts:

- Title page
- Acknowledgement
- Statement of authorship (Eidesstattliche Erklärung)
- Table of content
- List of figures
- List of tables
- List of abbreviations
- List of symbols (if applicable)
- Abstract
- Main research text including the introduction, main part and the conclusion
- List of references

Appendix (if applicable)

The university department provides word and LaTeX templates for these parts.

2.2.1 Title page

The title page should provide in addition to the title and subtitle (if applicable) of the research thesis the following information: Full and complete name of the professorship or program, the name of the supervising professor, the name of the supervising research fellow and if applicable the name of the supervisor from a company or organization as well as the full name of the candidate and the submission date. The title page should not have a page number.

2.2.2 Table of contents

The table of contents shows the structure of the work. It lists all the headings of the various chapters and sections with their respective page numbers. The numbers of these headings should follow the decimal numbering system. This means it consists of (Hindu-) Arabic numerals. In addition, each heading should have at least two sub-headings (particularly when your headings are too general). If you have more than three subheadings, you may decide to remove the numbering. These subheadings without numbering should not, however, be included in the table of contents. Be sure to include the bibliography or reference and all appendices and the page numbers at which these divisions begin, though these should not be assigned chapter numbers.
2.2.3 Figures and the table of figures

The table of figures is required only if figures are used in the text. All figures in the text should include captions showing the title of the figure as well as the source (if applicable). The title headings in the table of figures should be consistent to the titles reflected in the text. The figures should be listed in the table of figures with their figure number, exact title and page number.

Example of a figure:

![Figure 2.1: Thermal flow diagram of a steam turbine-CHP](image)

2.2.4 Tables and the list of tables

All tables introduced in the text of the research thesis should have a numbering and headings that describe the content of the table. If the table is completely or partly borrowed from another researcher, the source (name of author and date of publication) is to be included. However, this reference is not to be included in the list of tables. Please refer to 2.4.2 of this instruction to see the proper citation of tables.
Example of a table:

Table 2.1: Total primary energy consumption in Germany of energy sources upon the basis of the degree of efficiency approach (AGEB 09/2008)

<table>
<thead>
<tr>
<th>Energy source</th>
<th>Total primary energy consumption in million tons coal equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coal</td>
<td>67.0</td>
</tr>
<tr>
<td>Lignite</td>
<td>53.8</td>
</tr>
<tr>
<td>Mineral oil</td>
<td>174.7</td>
</tr>
<tr>
<td>Natural gas</td>
<td>111.3</td>
</tr>
<tr>
<td>Water- and Windpower</td>
<td>6.5</td>
</tr>
<tr>
<td>Balance of cross-border power trade</td>
<td>-2.4</td>
</tr>
<tr>
<td>Nuclear power</td>
<td>62.3</td>
</tr>
<tr>
<td>Other energy sources¹</td>
<td>30.3</td>
</tr>
<tr>
<td>Total</td>
<td>503.5</td>
</tr>
</tbody>
</table>

¹ Mine gas, biomass, renewable wastes, non-renewable wastes, waste heat

A cross-reference to the table should be embedded in the text to instruct readers to refer to the table.

**Example:**

Table 2.1 illustrates the total primary energy consumption in Germany split by energy sources for the year 2006.

### 2.2.5 Abbreviations and the list of abbreviations

If you use abbreviations (e.g. UNFCCC for the United Nations Framework Convention for Climate Change) extensively in your research thesis, you should provide a list of abbreviations and their corresponding definitions. Arrange your abbreviations alphabetically. Abbreviations such as ‘e.g.’ for ‘exempli gratia’ or “etc.” should not be listed in the list of abbreviations. This counts as well for chemical formulas or other physical units.

**Example:**

CDM: Clean Development Mechanism

JI: Joint Implementation
When an abbreviation is used in the text for the first time the unabbreviated word is mentioned with the abbreviation in parenthesis. In the subsequent usage of the word, its abbreviation is sufficient.

**Example:**
The Clean Development Mechanism (CDM) and Joint Implementation (JI) were established through the Kyoto Protocol in 1997....

In the case LaTeX is used in writing the research thesis, it is possible to set up the postprocessor to create the list of abbreviations. An instruction manual for LaTeX is available in the appendix.

### 2.2.6 List of symbols

The list of symbols enumerates all formula symbols and other symbols that were used in the thesis. The enumeration of these symbols should follow the following order: upper-case letters, lower-case letters and Greek letters.

**Example:**

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$\eta$</td>
<td>Degree of efficiency</td>
</tr>
<tr>
<td>$Q$</td>
<td>Heat capacity</td>
</tr>
<tr>
<td>$i$</td>
<td>Interest rate of depreciation</td>
</tr>
</tbody>
</table>

Like tables and figures, symbols should be labeled and numbered.

**Example:**

\[
(a + b)^2 = a^2 + 2ab + b^2 \quad (1)
\]
\[
(a - b)^2 = a^2 - 2ab + b^2 \quad (2)
\]
\[
(a + b)(a - b) = a^2 - b^2 \quad (3)
\]

The research thesis should in general consistently apply these formula symbols and other symbols. Moreover, cross references to these symbols should be made in the text.

**Example:**
The binomial formula (1) simplifies polynomials.

Similarly to the list of abbreviations, the creation of a list of symbols in LATEX equally demands the creation of a postprocessor. Manual instruction for this is to be found in the appendix.

The list of symbols is the last page that uses a Roman page numbering (e.g. i, ii, iii). Pages following it are numbered with Arabic numerals.
2.2.7 Summary or Abstract

The summary or abstract should be concise and clearly phrased. It shows in a comprehensive form (usually in 15-30 lines) the problem context, the research questions and hypotheses, the methodological approach applied, and the most important results of the research thesis. An abstract or summary is not merely a description of the structure of the research thesis.

2.2.8 List of Reference

The list of reference enumerates all publications and other research materials (including verbal sources or maps) cited in the research thesis. The format of the list of reference is explained in subsection 2.4.3.

2.2.9 Appendix

The appendix provides the opportunity to present large tables and figures (large spreadsheets, statistics or maps) or other offsets of hardly accessible sources. Appendices are numbered continuously. The appendix does not need further descriptions. As the case with tables and figures, a cross reference must be made in the text of the research thesis. A table of appendices should be available at the beginning of the appendix. In this case, the appendices should no longer be listed in the table of contents.

2.2.10 Declaration of authorship

According to the examination regulations a declaration of authorship must be inserted at the end of the research thesis (following the appendices). The declaration should be written as follows:

"I do solemnly declare that I have written the presented research thesis by myself without undue help from a second person others and without using such tools other than that specified.

Where I have used thoughts from external sources, directly or indirectly, published or unpublished, this is always clearly attributed. In the selection and evaluation of research materials, I have received support services from following individuals/institutions: __________.

The presented intellectual work of this research thesis is my own. In particular, I have not taken any help of any qualified consultant.
I have not directly nor indirectly received any monetary benefit from third parties in connection to this research thesis. In the situation this has been the case, I have received monetary benefits from the following persons or institutions: _XX________ I declare that no conflict of interest occurs due to these benefits.

Furthermore, I certify that this research thesis or any part of it has not been previously submitted for a degree or any other qualification at the University of Leipzig or any other institution in Germany or abroad.”

This declaration must be dated and signed.
2.3 Requirement of formats of the text

The research thesis should be submitted using the page format DIN A4. It should be printed one-sidedly. “Times New Roman” (size 12), “Arial” (size 11) or equivalent fonts may be chosen as font type. Footnotes should be printed in font size 9 pt for Arial or 10 pt for Times New Roman. The line spacing of the research thesis should be at 1.5 and the paragraph should be fully justified. Paragraphs or sections should be separated by a blank line. For all pages of the research thesis, the following border spacing should be taken into account: 2 cm at the head and at the bottom of the page and 3 cm at the right and at the left of the page.

Headers or footers should contain the page number. Especially very long research theses should include the chapter title in the header.

The length of a research thesis is limited as well. The maximum length of the main part should be as follows (including list of references) (see table 2.2).

Table 2.2: Number of pages restrictions for different types of thesis

<table>
<thead>
<tr>
<th>Type of thesis</th>
<th>Number of pages restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminar papers</td>
<td>15-20</td>
</tr>
<tr>
<td>Bachelor-Thesis</td>
<td>30-40</td>
</tr>
<tr>
<td>Diplom-/ Master-Thesis</td>
<td>60-100</td>
</tr>
</tbody>
</table>

2.4 List of references

2.4.1 Usage of information from external sources

Scientific quoting is of significant importance to the research thesis. Precision and accuracy are guiding principles of scientific quoting. Every quote must be verifiable. Direct citations are to be distinguished from indirect citations.

Direct citations start with a double quotation mark and end with a double quotation mark. Citations and references require accuracy. Deviations from the original should be marked by notes in brackets (author’s notes). Minor changes from the original like leaving out a single word should be marked by two points in squared brackets [...] and two or three word left out should be marked by three points in brackets [...].

Indirect citations are citations within citations. In this case, you have cited authors who themselves have borrowed thoughts from others. This should be cited in a specific manner by providing the name of the original author as well as the date of publication followed by the note
cited in, the name of author and date of publication (e.g. Huntington 1992, cited in Morrison 1992, p. 12). The list of reference should include both publications.

In general, long passages in direct speech should not be quoted without any special, justifying reason. Furthermore, in case thoughts of authors have been reformulated or rephrased, the citation should use the following format: (see Morrison 1992).

Important remark! Directly copying smaller or larger pieces of text from external sources or from the internet without citing correctly or making notes of these pieces of texts in the list of reference are interpreted as an attempt to deceive. The same counts in situations where students copy texts and only change the order of the words. These attempts will be evaluated with the failing grade of 5 without discussion. Submitted research theses are randomly checked.

2.4.2 Citations in text

Text citations are only made in a short form. The chair recommends using the Harvard-format (Author Year, Page). The German way of citing using footnotes is equally accepted. The citation style should be consistently used in the whole research thesis.

Types of text citations:
Text citations contain the name of the author and the year of publication as well as the page number of citation (when direct quotations have been made).

Example:
(Hoogwijk 2004)
Is the name of the author unknown, the name of the publisher can be used.

Example:
(BMU 2008)
If multiple cited authors have the same last name, it is possible to differentiate them by using the initials of their first names.

Example:
(Fischer, J-U. 2002)
If one author has multiple publications in the same year, the citation can be extended with an “a”, “b” or “c” after the year of publication. This should be reflected in the list of references.

Example:
(BMU 2008a)
If a publication has two authors, both names of the authors should be mentioned.

**Example:**
(Kempfert and Diekmann 2009)

If there are more than two authors, only the first author is cited in text followed by “et al.”

**Example:**
Publication of the authors Kaltschmitt, Streicher and Wiese (in this order): (Kaltschmitt et al. 2006)

*Placement of citations in the text:*
Generally, citations are placed immediately after the quotation. If the citation refers only to one sentence, the citation is to be placed before the period sign. In cases where the citation refers to the whole paragraph, the citation is placed after the period sign at the end of the paragraph.

### 2.4.3 List of reference

A complete list of references is provided at the end of the thesis. This list does not classify publications as books, journals nor verbal sources. Nevertheless, these different types of publications are listed differently. All references are listed alphabetically using the last name of the first author or the publisher. When identical names of authors are listed, their names are considered to determine the order. When one author has numerous publications cited, the year of publication is used for the order. All names of authors should be mentioned (do not use *et al.*).

The chair recommends the use of one of the three following standards: APA (also known as American-Psychological Association), Harvard or Chicago. These standards are supported by most reference management software products as well by software solutions to manage references and external sources. Alternatively, the following examples can be followed:

**Books:**

Last name, first name: title, (if so: subtitle, title of the series, number of the series, volume, last name and first name of the editor or translator), edition, place of publication: publishing house, year of publication.

**Example:**
Kaltschmitt, Martin; Streicher, Wolfgang; Wiese, Andreas: *Erneuerbare Energien*. 4.
**Graduate thesis (dissertation, habilitation):**

Last name, first name: title, (if so: editor, volume, name of the university), place of publication, kind of script, year of publication.

**Example:**
Bruckner, Thomas: *Dynamische Energie- und Emissionsoptimierung regionaler Energiesysteme.*

**Collected editions:**

Last name, first name: title of the article, in: last name, first name of the editor(s): - title, subtitle, volume, edition, place of publication: publishing house, year of publication, page numbers of the article.

**Example:**

**Specifications for series and research reports:**

Last name, first name: title of the article, In: last name and first name of the editor, title of the series and if available serial number, place of publication: publishing house, year of publication, page numbers of the article.

**Example:**
If the author of the series is unknown, the editor can be taken as a substitute.

**Journal articles:**

Last name, first name: title of the article, in: title of the journal, year (or year of publication), issue number, page numbers of the article.

**Example:**
Engineering standards:
Abbreviation and number of the engineering standard, year of publication, name of the engineering standard.

Example:

Internet source:
Last name, first name: title of the article, in: http://www.domain, date of last view. Example:

Specifications of verbal information (Interviews):
Last name, first name, institution of the interviewed person, kind of interview ("face-to-face" or "telephone interview"), place and date of the interview.
Example:
Bruckner, Thomas; University of Leipzig, Chair of Energy Management and Sustainability, telephone interview, Leipzig, 10 February 2012.
3 Scientific Presentation

A scientific presentation is a summary of the results of your scientific project. Due to limited time resources, it is not expected to present all results. The student should make a careful selection.

When preparing for the presentation, the student should identify the appropriate audience and which pre-required knowledge is to be expected. The student should ask how the presentation should contribute to the existing knowledge of the audience. The presentation should be well-structured to facilitate its understanding among the audience. The introductory remarks aim to capture the attention of the audience. The concluding remarks should enable the audience to remember the most important message of your presentation.

The presentation should be made loud and clear. If possible, it should be expressed freely. Short and easily understandable sentences should be used. More complex issues should be illustrated through figures, tables or as bullet points. Notes on index cards can be used to occasionally remind the student of the points he or she needs to make. Gestures and facial expressions should be used appropriately to support comprehensiveness of the presentation. It is essential that the speaker maintains constant eye contact with the audience.

You can support your verbal presentation by using figures, tables and bullet points on PowerPoint slides. The slides should not be overloaded. It is important during the presentation to include the tables and sheets in your talk.

The text on the slides should be presented in sans serif fonts like “Arial”. It is important not to use justified text or detached words. When presenting in front of small audiences in small rooms, the font size should be at least 18 pt. For larger audiences and in larger rooms, the font size should be larger. Line spacing increases readability. Furthermore, using much contrast and color in your figures and tables can be helpful. When external sources are used in the slides of your presentations a reference should be made. Nowadays, the slides of a presentation can be beamed onto the wall by a projector or overhead equipment. It is recommended to appropriately use color and animation to support your message. Moreover, a good possibility to support the presentation is the distribution of handouts that contain the five or ten most important key points of your presentation.

Please do not extend a time frame of 15 minutes per student for the presentation of a seminar work. Bachelor-, Diplom- or Master-thesis presentations should not extend a 20 minutes time frame to enable appropriate discussions.
A. Appendix

Creating a list of abbreviations in LATEX

Postprocessor:

In order to create a list of abbreviations a postprocessor in the so called TeXnicCenter in LATEX should be created.

Approach:

1. Define Ausgabeprofil in TeXnicCenter under **Ausgabe-> Ausgabeprofil definieren**
2. Create new postprocessor under **Finishing** (see figure A.1)
3. Give in the path C:\Programme\MiKTeX 2.7\miktex\bin\makeindex.exe
4. Give in the arguments: -s "%tm".ist -t "%tm".alg -o "%tm".acr "%tm".acr

![Figure A.1: Postprocessor Administration in LATEX for a list of abbreviations](image)
Creation of a list of symbols in LATEX

Postprocessor:

In order to pace a list of symbols it is necessary to create another post processors in TeXnicCenter.

Approach:

1. Define Ausgabeprofil in TeXnicCenter under Ausgabe-> Ausgabeprofil definieren
2. Create new postprocessor under Finishing (see figure A.1)
3. Give in the path C:\Programme\MiKTeX 2.7\miktex\bin\makeindex.exe
4. Give in the arguments: -s "%tm".ist -t "%tm".slg -o "%tm".syi "%tm".syg

Figure A.2: Postprocessor Administration in LATEX for a list of symbols
List of references
