

# Formal guidelines for theses and seminar papers at the Department of Environmental Economics

*June 2024*

## Table of contents

1. Appearance .....	2
1.1. Structure .....	2
1.2. Text formatting .....	3
1.3. Footnotes.....	3
1.4. Page numbers .....	3
1.5. Figures and tables .....	4
1.6. Equations .....	5
1.7. Symbols and abbreviations .....	5
1.8. Language.....	6
2. Gender-inclusive language .....	6
3. Use of AI tools.....	6
4. Detection of plagiarism .....	8
5. Citation style.....	8
5.1. General information .....	8
5.2. Indication of page numbers.....	9
5.3. Examples.....	9
5.3.1. Books .....	9
5.3.2. Book chapter.....	9
5.3.3. Journal article .....	9
5.3.4. Journal articles with four or more authors.....	10
5.3.5. Working Paper.....	10
5.3.6. Internet sources.....	10
Appendix A: Example title page .....	I
Appendix B: Example statutory declaration.....	II
Appendix C: Example Documentation of AI-Usage.....	III

# 1. Appearance

We recommend that the following structure and format be used for all theses and seminar papers written at this department. Significant deviations may have an impact on the grading of the paper.

## 1.1. Structure

- Title page (see appendix for example)
  - Type of work and intended academic degree (font size 12, centered)
  - Title of the work (font size 26, bold, centered)
  - Department and semester (font size 18, bold, centered)
  - Date of submission (font size 12, left-justified)
  - First and last name (font size 12, left-justified)
  - Matriculation no. (font size 12, left-justified)
  - Study program (font size 12, left-justified)
  - Supervisor (font size 12, left-justified)
- Abstract
  - Maximum 200 words summarizing the main content of the paper (e.g. motivation, research question, methods and main results/conclusions).
- Table of contents (with page numbers)
- List of figures (with page numbers)
- List of tables (with page numbers)
- List of abbreviations
- Main text
  - Headings: chapters must be numbered consecutively with Arabic numerals, subchapters can be used to divide individual chapters (e.g. 1.1, 1.2).
  - A maximum of up to 3 heading levels are allowed (e.g. up to 1.2.1). Headings without numbering are not allowed. Subchapters should only be used if there is more than one heading in a chapter (Subchapter 1.1 would not be allowed if it is the only subchapter in Chapter 1). All headings should be listed in the table of contents.

- Bibliography
  - Detailed information about the citation style can be found in the next section
- Appendix
  - Individual appendices are numbered with capital letters (e.g. Appendix A, Appendix B)
- Statutory declaration
  - Attach the signed declaration to the work/ if submitted electronically, include a scan of your own signature
  - See appendix for examples

## **1.2. Text formatting**

- Margins
  - Left: 2.5 cm
  - Right: 3.5 cm
  - Top: 2.5 cm
  - Bottom: 2.5 cm
- Font: Times New Roman, font size 12 for main text, font size 10 for footnotes
- Line spacing: 1.5 lines for main text, 1 line for footnotes
- Text alignment: for main text and footnotes justified, for captions, indexes and headings left-justified
- Several headings may not directly follow another. There must be an introductory text to a new section.

## **1.3. Footnotes**

Footnotes are numbered consecutively with Arabic numerals on the same page on which they appear in the text. Endnotes are generally not allowed.

## **1.4. Page numbers**

The pages of the main text should be numbered consecutively with Arabic numerals, all other pages with Roman page numbers, and the title page without page numbers. The page numbers always belong on the right side of the header.

## 1.5. Figures and tables

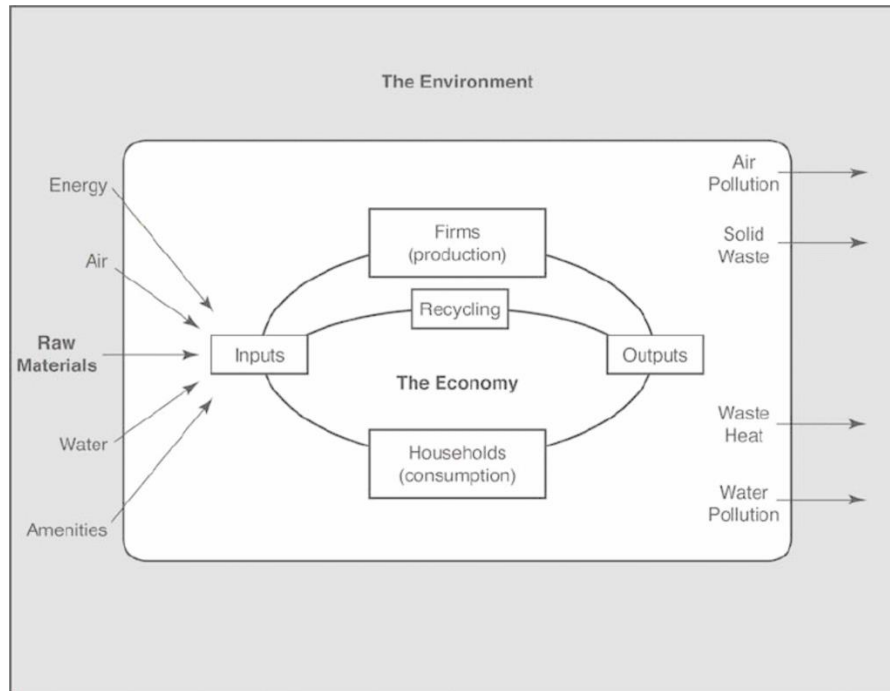
- Numbered consecutively in order of appearance with Arabic numerals (e.g. Figure 1, Figure 2, Table 1, Table 2)
- Each figure and table needs a heading that concisely summarizes the content.
- If the table or figure is based on another publication, each heading must include a source (for newspaper articles, books, etc., also the page number; the source must be listed in the bibliography)
  - Tables: (Source: FAO 2015, 14)
  - Figures copied directly from another publication (Source: UNFCCC 2019, 14).
  - Figures presented by the author but based on another publication: (Source: Based on UNFCCC 2019, 14).
  - Figures presented by the author but based on other data: (Source: Own illustration, data: FAO 2015, 14).
- Headings of tables are placed above the table (see examples below)
- Figure headings are below the figure (see examples below)
- If tables or figures are used, they must be referred to at least once in the text.
- Tables and figures in the appendix must be numbered with the corresponding letter of the appendix (e.g. Figure A1)

### Examples:

*Table 1: Demonstrating Present Value Calculations*

*(Source: Tietenberg, Lewis 2018, 50)*

<i>Year</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>Sum</i>
Annual Amounts	\$3,000	\$5,000	\$6,000	\$10,000	\$12,000	\$36,000
Present Value ( <i>r = 0.06</i> )	\$2,830.19	\$4,449.98	\$5,037.72	\$7,920.94	\$8,967.10	\$29,205.92



*Figure 1: The Economic System and the Environment*  
 (Source: Tietenberg, Lewis 2018, 18)

## 1.6. Equations

Equations are numbered with consecutive Arabic numerals in parentheses and right-justified on the same line as the equation (e.g. (1), (2), etc.).

Example:

$$a^2 + b^2 = c^2 \quad (1)$$

## 1.7. Symbols and abbreviations

- Symbols (e.g. in equations) must be explained when used for the first time
- Abbreviations must be written out in full the first time they are used. The abbreviation follows in parentheses. Example: United Nations Framework Convention on Climate Change (UNFCCC)

## 1.8. Language

Pay attention to correct grammar and spelling as well as precise and neutral language in your written work. We recommend that you use an automated spell checker (e.g. spell checker in Microsoft Word or Grammarly). Note that you need to adhere to the rules for the use of AI tools (see section 3) if you use spell checkers based on AI (e.g. Grammarly).

## 2. Gender-inclusive language

We recommend using gender-sensitive and gender-inclusive language in written assignments of the Department of Environmental Economics. A few simple adaptations to our writing can help us make sure we are treating other authors and readers in a fair and unbiased manner. The Language Center of the University Osnabrück has developed guidelines for gender-inclusive writing in English ([see here](#)). Once you have decided on a specific gender-inclusive language, please consistently apply it throughout your text.

## 3. Use of AI tools

(in accordance with the guidelines of the Department of Business Administration and Economics)

AI tools (e.g. ChatGPT) can be used in the preparation of academic papers in the same way as tools for literature searches or spell-checking were used in the past. However, the use of AI tools is only permitted for those steps in the course of creating the thesis or seminar paper that **do not involve writing the text itself**. The permissible uses include, in particular, finding and narrowing down the topic, initial literature research or ideas for structuring the thesis.

When using AI tools, as with the use of other permitted aids, it is important that you consider their weaknesses and risks before using them.

If you decide to use text-generating AI tools (e.g. Chat GPT) and use their results in your work, please note the following:

1. Copying text, figures or tables from the AI outputs (in the sense of "copy and paste") is not permitted.

2. If the AI output contains content that you want to use in your work, the same principle applies as when working with Wikipedia or comparable sources: You must cite scholarly sources that substantiate the content in question.
3. a) If you use an AI tool (e.g. deepL) to translate a primary source from a foreign language and cite this translation, you must indicate both the primary source and the AI tool used in the citation, e.g. (Meier 2007, pp. 208-209; translated by deepL).  
b) If your own texts are translated into a foreign language with the help of an AI tool, this must be indicated in the introduction. The same applies to the use of AI to create or revise codes.
4. a) All parts of an AI research that have been incorporated into the paper (also beyond translations and the revision of codes, such as suggestions for text structuring or knowledge questions) must be documented in the appendix of the paper ("Documentation of AI-Usage") in the following form:
  - i. The questions/prompts are to be listed in full, including the associated answers or outputs of the AI tool. The text must be imported as such (and not as screenshots).
  - ii. For each answer or output, the sections for which it was used in your work must be indicated.

A template for documenting the usage of AI can be found in Appendix C of these guidelines.

b) In addition, process documentation on the use of AI must be integrated into the work. This usually belongs in the text section that explains the methods used. In this table, reference must be made in an appropriate form to the documentation, described under 4. a), in the appendix (with the inputs and outputs used). The process documentation could look as follows:

<b>Ai-based aids</b>	<b>Form of use</b>	<b>Affected parts of the paper</b>	<b>Reference to the appendix</b>	<b>Comments</b>
<b>DeepL Translator</b>	Translation of primary source	Chapter 5, Page 15, Section 1	A1.1	...
<b>ChatGPT(OpenAI)</b>	Literature research	Chapter 2	A1.6	...
...	...	...	...	...

Please note: When using AI tools such as ChatGPT, you remain fully responsible for the independence of your work and for the accuracy, appropriateness, originality and topicality of your argumentation and all your statements, your translations as well as your citations and references. **If the outputs used from the AI tools are not labelled or cited, an attempt to deceive or plagiarism will be assumed - just as in the case of missing citations of other sources.**

## 4. Detection of plagiarism

Please note that your thesis or seminar paper will be checked for plagiarism using automated software. Therefore, please **make sure that verbatim sentences or parts of sentences are marked as a quotation, and that other allusions, in terms of statement and scope, are marked with a reference to the source. The detection of plagiarism may result in failing the examination.**

## 5. Citation style

### 5.1. General information

Whenever a statement you make is based on existing literature, this literature needs to be cited right after the statement. It is important that the reader can always infer where the content comes from. If the same reference has been used in the previous sentence, it is ok to put 'ibid' instead of repeating the source. If an entire paragraph is based on only one literature source, it is not sufficient to put the reference at the end of the paragraph. Rather, the source should be given at least after the first and last sentence in that paragraph. If a paragraph is based on multiple sources, each sentence should be followed by the reference(s).

We recommend using a literature management program such as [Mendeley](#), [Zotero](#) or [Endnote](#). These programs allow you to manage your literature in a central database. Plugins for word processing programs make it easy to add and update new citations in the main text. More information can be found [here](#) on the page of the university library.

For citations and literature management, the "[Chicago Author Date](#)" should be used. Well-known literature management programs can automatically apply this citation style to documents. The following section provides a short overview.



## 5.2. Indication of page numbers

Page numbers for sources must be given (only) for direct, verbatim quotations as well as reproduced tables and figures. Page numbers are not required for general references that refer to the overall statement of a source. When citing specific statements (such as statistics) from a source, page numbers are encouraged.

## 5.3. Examples

### 5.3.1. Books

Entry in the bibliography (in alphabetical order):

Bicchieri, Cristina. 2017. *norms in the wild: how to diagnose, measure, and change social norms*. New York, NY: Oxford University Press.  
<https://doi.org/10.1093/acprof:oso/9780190622046.001.0001>.

Citation in the text: (Bicchieri 2017)

With page numbers given: (Bicchieri 2017, 59) or (Bicchieri 2017, 156-162)

### 5.3.2. Book chapter

Entry in the bibliography (in alphabetical order):

Dietz, Simon, and Eric Neumayer. 2006. 'A Critical Appraisal of Genuine Savings as an Indicator of Sustainability'. In *Sustainable Development Indicators in Ecological Economics*, edited by Philip Lawn, 117-35. Edward Elgar Publishing. <https://doi.org/10.4337/9781845428952.00012>.

Citation in the text: (Dietz and Neumayer 2006)

### 5.3.3. Journal article

Entry in the bibliography (in alphabetical order):

Gächter, Simon, Leonie Gerhards, and Daniele Nosenzo. 2017. 'The Importance of Peers for Compliance with Norms of Fair Sharing'. *European Economic Review* 97 (August): 72-86.  
<https://doi.org/10.1016/j.euroecorev.2017.06.001>.  
 Zizzo, Daniel John. 2010. 'Experimenter Demand Effects in Economic Experiments'. *Experimental Economics* 13 (1): 75-98.  
<https://doi.org/10.1007/s10683-009-9230-z>.

Citation in the text: (Gächter, Gerhards, and Nosenzo 2017) or (Zizzo 2010)

With page numbers given: (Gächter, Gerhards, and Nosenzo 2017, 75)

### 5.3.4. Journal articles with four or more authors

Entry in the bibliography (in alphabetical order):

Palmer, Charles, Grace Iara Souza, Edilza Laray, Virgilio Viana, and Anthony Hall. 2020. 'Participatory Policies and Intrinsic Motivation to Conserve Forest Commons.' *Nature Sustainability* 3 (8): 620-27.  
<https://doi.org/10.1038/s41893-020-0531-8>.

Citation in the text: (Palmer et al. 2020)

### 5.3.5. Working Paper

Entry in the bibliography (in alphabetical order):

Gaechter, Simon, Friederike Mengel, Elias Tsakas, and Alexander Vostroknutov. 2014. 'Growth and Inequality in Public Good Games'. 8504 IZA Discussion Paper Series. Bonn Germany: Institute for the Study of Labor.

List, John. 2020. 'Non Est Disputandum de Generalizability? A Glimpse into The External Validity Trial'. 27535. NBER Working Paper. Cambridge, MA: National Bureau of Economic Research.  
<https://doi.org/10.3386/w27535>.

Citation in the text: (List 2020) or (Gaechter et al. 2014)

### 5.3.6. Internet sources

Entry in the bibliography (in alphabetical order):

Bouman, Katie. 2016. "How to Take a Picture of a Black Hole." Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51. Accessed November 1, 2020.  
[https://www.ted.com/talks/katie\\_bouman\\_what\\_does\\_a\\_black\\_hole\\_look\\_like](https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like).

University of Osnabrück. 2020. "Volkswirtschaftslehre (Economics) - Master of Science." Accessed September 26, 2020. [https://www.uni-osnabrueck.de/studieninteressierte/studiengaenge\\_a\\_z/volkswirtschaftslehre\\_economics\\_master\\_of\\_science.html](https://www.uni-osnabrueck.de/studieninteressierte/studiengaenge_a_z/volkswirtschaftslehre_economics_master_of_science.html).

Citation in the text: (Bouman 2016) or (University of Osnabrück 2020)

## **Appendix A: Example title page**

Seminar paper/ Bachelor's thesis/ Master's thesis  
for the attainment of the academic degree of  
[aspired title]

# **Topic**

**Seminar paper/ Bachelor's thesis/ Master's thesis at  
the department of Environmental Economics  
[Semester]**

Submitted on: [Submission date]  
By: [First and last name]  
Matriculation no: [Matriculation no.]  
Study program: [Study program]  
Examiner: [Examiner]  
Supervisor: [Supervisor]

## Appendix B: Example statutory declaration

### Statutory Declaration

I hereby confirm that I have written the present thesis - in the case of group work, my marked share - independently and without the use of any source and aid other than stated. Verbatim sentences or parts of sentences are marked as a quotation, other allusions, in terms of statement and scope, are marked with a reference to the source. I have taken notice of the regulations on cheating in the examination regulations.

The thesis has not been submitted to any examination authority in the same or a similar form and has not been published. It has not been used, not even in part, for any other examination or course work.

*In the case of written work which must be submitted additionally in electronic form, the following sentence must be added:*

The submitted electronic version is identical to the hardcopy versions of this thesis.

Place, Date: .....

Signature: .....

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## Appendix C: Example Documentation of AI-Usage

AI-based Aids	Form of use	Affected parts of the paper	Prompt/ Input	AI Output	Comments
DeepL Translator	Translation of primary source	Chapter 5, Page 15, Section 1	...	...	...
ChatGPT(OpenAI)	Literature research	Chapter 2	...	...	...
...	...	...	...	...	...