



Faculty of Economics and Business Administration

Professorship for Private Law and Intellectual Property Rights

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**Instructions for the writing of scientific papers**

**- Seminar, bachelor and master theses -**

Dear students,

The following document contains practical advice on the format and content of academic papers, in particular seminar papers, bachelor's and master's theses written at the Professorship of Private Law and Intellectual Property Rights. At the same time, this document serves as a format template.

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## List of abbreviations

approx. = approximately

i.e. = id est

e.g. = exempli gratia

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# 1 Basic Notes on the Formal Design

In the following, you will find important information on the formatting and structural design of your scientific paper. The instructions in this chapter serve to give the papers written at our professorship a uniform appearance and should therefore be strictly observed.

## 1.1 Text Formatting

Scientific papers should be formatted consistently throughout; the following recommendations should be followed:

- Use **Arial font at 12pt font size**.
- Please choose a **line spacing of 1.3 lines** and use **justification** and **automatic hyphenation**.  
Attention Double check the hyphenation before submitting, because even word processors can make mistakes!
- Use "single" line spacing in **footnotes**, the font size there is **10pt** (see examples below for citation style).
- **Paragraphs** always start flush left. Spacing between paragraphs is supposed to be 6 pt; but **text passages** should be separated by a blank line!
- The **outline of the paper** has to be numerical (e.g., 3.2; 3.2.1, etc.). To avoid mistakes, use the automatic outline function of your word processing program (e.g., with format templates). More than four levels of outline are undesirable.
- **Headings** are to be formatted analogously to this style sheet and depending on their outline level as shown in Table 1:

Outline level	Font size	Formatting	Before spacing	After spacing
1	18	bold	24pt	6pt
2	16	bold	18pt	6pt
3	14	bold	18pt	6pt
4	12	bold, italic	12pt	6pt

Table 1: Heading formatting

## 1.2 Page Format

- The following **edge distances** are to be used:

Top: 3.0 cm

Bottom: 2.0 cm

Left: 3.0 cm

Right: 2.0 cm

- **Page numbers** are to be right-justified in the header. The cover page counts as the first page, but is not numbered. The table of contents, list of abbreviations, list of figures and list of tables are to be numbered in Roman numerals (I, II, III...). Beginning with the text part of the paper, the numbering starts again at one, but in Arabic numerals (1, 2, 3...).
- In the **header**, besides the page number, the title of the respective part of the paper (not of the chapter or section or subsection) should be mentioned left-justified in font size 10pt.
- In the **footer**, the name of the editor should be left-aligned, and the current semester should be right-aligned, also in 10pt font size.

### 1.3 Formatting Tables, Figures and Graphics

In order to attract sufficient attention, texts need to be prepared not only in terms of content (see below), but also visually. Keywords here are: Schematization and visualization.

There are (almost) no limits to imagination. However, you should keep a few important points in mind:

- Tables, figures and diagrams belong to the text and should be inserted where the understanding of the text requires it and where the structure of the text allows it.
- As a rule, tables, figures, and graphs should be inserted only when they are first mentioned in the text or referred to in the document.
- Tables, figures, and graphs should have a distinct designation (a legend) placed below them.
- The above font shall be used, but with a line spacing of 1 and a font size of 10pt.
- Tables, figures and graphs shall be numbered consecutively and listed in a separate index (see below).
- Tables, figures, and graphs that have been adopted should be identified as such by a footnote and an indication of the source (see below).
- Own visualizations or tabular summaries are preferable to scanned or copied data in any case!

## 1.4 Scope of the Work

The **scope of the paper** depends primarily on the topic to be addressed. Nevertheless, the following **rough grid** applies:

- Seminar papers have a length of approx. 20 pages.
- Bachelor theses have a length of approx. 70 pages.
- Master theses have a length of approx. 100 pages.

In there is more than one editor, the required number of pages increases proportionally!

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## 2 Basic Notes on the Design of the Content

In the following, you will find some important aspects for the content design of your paper. However, these hints are not all-encompassing and not conclusive. A precise consultation with the respective supervisor of your work is therefore essential.

### 2.1 Content Conception and Approach

Before you start your scientific work, you need to have a complete understanding of the topic and the objective and be able to **grasp** the state of the scientific discussion at least in abstract terms. In case of ambiguities, you should talk to your supervisor in time to clarify open questions and to avoid a wrong approach from the beginning.

By the time of the outline meeting at the latest, you will have created a **logically structured, coherent, and meaningful outline** that demonstrates that you have grasped your topic from a scientific perspective. This will not be the final version of your outline, because a scientific paper lives and evolves during the editing process. It is therefore inevitable that initial considerations will become obsolete later and others will be added. However, it is important that you do not lose sight of the topic with the set focal points or the objective during the entire editing period.

For a successful thesis it is also essential that you are **constantly in dialogue with your supervisor** and present and discuss your intermediate results there. This dialogue and the defense of your thoughts strengthens your own views and assessments; it is precisely this independence that will later be a very important component of scientific work.

### 2.2 Structure of the Paper

Scientific papers have the same structure and consist of the **following structural elements**:

- Cover page
- Outline
- List of abbreviations
- List of tables and figures
- Text part
  - Introduction
  - Main part
  - Conclusion and results
- Bibliography
- Appendices / Glossaries / Decision Index
- Affidavit



### 2.2.1 Cover Page

The cover sheet will be fully prepared by the supervisor and given to you or emailed to you shortly before the thesis is submitted.

### 2.2.2 Outline

All scientific papers should be preceded by an outline - a table of contents consisting of the headings of the text sections with the respective page references. The indexes and appendices also have to be included.

The outline should immediately show the "red thread" in your work; a glance at the outline should show an external person how you have understood your topic and which path you have taken to solve the problem. Only then will the outline serve its purpose.

The outline of the paper should be numerical (3.2.2). However, more than four levels of outline should be avoided.

### 2.2.3 List of Abbreviations

In scientific papers, it is often unavoidable to work with abbreviations, although excessive use should be avoided in the interest of ease of reading. When abbreviations are used, they should be explained in a **separate, alphabetically arranged list of abbreviations**.

In the case of **legal abbreviations**, care should be taken to ensure that they are used in accordance with the list of abbreviations in relevant standard legal works (e.g. Münchener Handbuch, Palandt, GK-HGB).

## 2.3 List of Tables and Figures

The lists of numbered tables and figures are compiled from the **subtitles** of the individual tables and figures with the respective page number.

### 2.3.1 Text Part

#### 2.3.1.1 General Notes

The **presentation of an scientific paper** should facilitate selective perception. For this purpose, the **visual structuring** of the text part is also necessary. In addition, you as the author should take care to design the work so that it

- is structured in a simple and straightforward manner

- meets the scientific requirement,
- effectively conveys the results and
- is pleasant for the reader to grasp.

Within the work, it is essential that the "**red thread**" is recognizable. This is supported, for example, by meaningful and concise introductions, transitions, and short intermediate summaries, possibly also within subchapters.

The **language** of your paper should be characterized in particular by the following features:

- clarity,
- comprehensibility,
- concise and scientific diction, and
- condensed form.

As is well known, it is easier to present a subject in longer statements than in a few words. Nevertheless, in the interest of readability, you should strive to make the **presentation** as **compact** as possible. **Short sentences** facilitate understanding, even of difficult contexts.

**Colloquial language** should be avoided, as well as the first person or an overly embellished, "poetic" choice of words.

**Technical and key terms** should be used clearly and consistently and, if necessary, defined. If the nature and extent of the definitions indicate that it makes sense, a glossary should be included.

Scientific papers always have to follow the **principles of correct spelling**. Here, it may be useful to have the work read by a third person (not just spelling programs) before the final proofreading loop of your own. This third person should then also check for linguistic aspects, grammatical and typing errors.

**Changes in the typeface** often have a function of emphasizing individual parts of the text more clearly in order to provide the reader with a quick overview of the respective topic or to emphasize individual points emphatically. This is regularly done by using **bold** or *italics*. Both are possible, but again, excessive use is not advisable.

### ***2.3.1.2 Structure and Content of the Paper***

The content of the paper should be divided into an introduction, a main body and a conclusion, whereby all three text sections may comprise several chapters. This is especially true for the main part, which usually consists of 2 - 3 main chapters.

## Introduction

The introduction should provide an overview of the topic of the paper, clarify the problem and its relevance, and outline the structure of the paper. Under certain circumstances, theses can already be formulated in the introduction, which will be examined in the main part for their justifiability.

**Regular contents of an introduction** are:

- Precise formulation of the scientific question, including delimitation of the topic and definition of the central terms.
- ➡ What do I want to find out?
- Explanation of the scientific and factual relevance of the question; if necessary, with reference to a current incident.
- ➡ Why is the topic important?
- Presentation of the current state of research, i.e. the state of jurisprudential discussion.
- ➡ What opinions are already held, is there a "research gap"?
- Working hypotheses.
- ➡ What results do I want to / will I come to?
- Overview of the course of the investigation in the main part.

## Main part

The main part deals with the **topic of the thesis in detail**. The division and subdivision of the main section will be determined in consultation with your supervisor. In principle, it should be noted that the scope of the chapters and subchapters corresponds to the topic treated therein within the entire thesis.

**Regular contents of the main part** are:

- Presentation and discussion of the theoretical basis / concepts.
- Treatment of the topic / derivation of the work results in detail using the previously presented basics / concepts.
- Corroboration and clarification of the results with illustrative examples (also derived from case law) or an empirical confirmation.
- Interpretation of the knowledge gained, and the results obtained.
- Transition to the final part.

## Conclusion or results section

After the main part, a **short and concise summary of the most important** results is to be written and - if necessary - a **short outlook** on future developments or further research questions is to be given. Combined with the introduction, the summary forms the scope of the paper.

**Regular contents of the conclusion or results section** are:

- Concise presentation of the central results - also permitted and desired in tabular form or in the form of a graph.
- Appreciation of your own results in their scientific and practical significance, if necessary with reference to the working hypotheses from the introduction.
- ☞ What results did I arrive at, what is their significance, and do they deviate from the initial hypothesis?
- Reference to future developments / research questions.
- Conclusion

### 2.3.2 Bibliography

The bibliography serves as a more detailed explanation of the sources cited in the footnotes (see below). Therefore, **all cited sources** need to be listed in the bibliography.

The references are to be arranged in such a way that a clear conclusion to the source is possible (this applies in particular to foreign literature).

The bibliography has to be arranged **alphabetically by authors**. Several publications of an author are to be arranged **chronologically**; several publications of an author from one year are to be distinguished in the continuous text and in the bibliography by appending lower case letters (beginning with a) to the year number.

If there are **more than two authors or editors**, only the first is mentioned and added et al; if there are more than three publishing places, only the first is mentioned and added et al. First names may - but need not - be abbreviated with the first letter of the first name.

A subdivision into monographs, handbooks/commentaries and journals is permissible, and even desirable in the case of a large number of references.

Internet sources also need to be further specified in the bibliography. If there is an author, they are arranged alphabetically in the bibliography, otherwise it is either permissible to place the source under "Unknown or without author" (u.a. or w.a.) in the bibliography or to add a section "Other materials" (or similar) to the list of authors.

When citing articles from **anthologies**, the anthology has to be listed as a separate entry in the bibliography next to the cited article.

- Bundeskartellamt, Die Zukunft der Missbrauchsaufsicht in einem ökonomisierten Wettbewerbsrecht, 2007, >[http://www.bundeskartellamt.de/wDeutsch/download/pdf/Diskussionsbeitraege/070920\\_AK\\_Kartellrecht.pdf](http://www.bundeskartellamt.de/wDeutsch/download/pdf/Diskussionsbeitraege/070920_AK_Kartellrecht.pdf)< (last retrieved: 3.6.2008)
- Claussen, Bank- und Börsenrecht, 3. Aufl., München 2008.
- Ensthaler/Gesmann-Nuissl/Strübbe, Gestaltung von Aufsichtssystemen im Produktsicherheitsrecht, Köln 2005.
- Ensthaler/Gesmann-Nuissl, Die rechtliche Stellung des Handelsvertreters innerhalb der Kfz-Vertriebssysteme – zugleich eine Besprechung des EuG-Urteils v. 15.09.2005 (Rs. T-325/01), in: Europäische Zeitschrift für Wirtschaftsrecht (EuZW) 2006, S. 167 – 172.
- Gesmann-Nuissl, „Bankgeschäfte“, in: Ensthaler, J. (Hrsg.), Gemeinschaftskommentar zum HGB, nach § 406 HGB, 6. Aufl., Berlin 2006, S. 101-135.
- Gesmann-Nuissl, Quo vadis GmbH ? – zum Entwurf des Gesetzes zur Modernisierung des GmbH-Rechts und zur Bekämpfung von Missbräuchen (MoMiG), in: Zeitschrift für Wirtschafts- und Bankrecht (WM) 2006, S. 1756 – 1764.
- Haedicke, Patentrecht, Köln 2009.
- Reh binder, Urheberrecht, 16. Aufl., München 2010.

### 2.3.3 Appendix/Glossary/Decision Register

Appendices, glossaries, and decision indexes should be included with the paper only if they contribute to a deeper understanding of the paper. The appendix should then be referred to at the appropriate place in the text.

More extensive appendices (e.g. detailed results of an empirical survey) can also be attached to the paper as a pdf file on CD-ROM.

### 2.3.4 Affidavit

For Bachelor's and Master's theses, an affidavit has to be submitted. Please use the form at the following internet address:

[https://www.tu-chemnitz.de/wirtschaft/fakultaet/mimes/pruefung/Selbststaendigkeit\\_Einverstaendnis\\_Wiwi.pdf](https://www.tu-chemnitz.de/wirtschaft/fakultaet/mimes/pruefung/Selbststaendigkeit_Einverstaendnis_Wiwi.pdf)

A violation of the obligations resulting from this declaration leads to the failure of the examination performance.

### 3 Citation (footnotes)

**Correct citations** are essential in scientific work. Especially here we expect **great accuracy**. For a good reason: After all, anyone who merely paraphrases another's essay or contribution in their own words, but quotes it correctly, is merely lacking originality. However, if you copy an essay or contribution without citing it, you are **committing plagiarism**, which can result in the paper being marked down or even graded as "fail."

If you take ideas from other papers, this has to be **clearly marked by a footnote**, i.e. the reader should immediately recognize if your statements are based on sources. If you adopt text passages verbatim, this needs to be marked in the text with **"double" quotation marks**. If you take over the text only in spirit, the quotation marks are omitted. If you make omissions, you have to mark this accordingly with **square brackets** [ ... ] in order not to distort the original text.

**Footnotes** - which may contain short comments and notes in addition to citations - always begin with a capital letter and end with a period. Multiple references in a footnote are separated by a semicolon.

In detail:

- If **national court decisions** are cited, the court, the reference with the year (in the case of BGHZ volume number), the first page of the decision and the specific reference (separated by brackets) are mentioned; in the case of decisions from corporate law, intellectual property law and competition law, the keyword is also mentioned.<sup>1</sup> The file number of a decision is only relevant if the decision is unpublished!
- If **ECJ/EUJ** decisions are cited, the file number and the name of the judgment, if possible also the reference in the official collection, have to be given.<sup>2</sup>
- In the case of essays, the name of the author and the reference should be given at least on the first page and then on the page specifically cited.<sup>3</sup> The title of the essay need not be repeated in the footnote; it is to be found in full in the bibliography.
- When a **commentary** is referenced, the commentary and the editor are cited.<sup>4</sup> In most cases, the commentary as such (on the title pages) contains a corresponding citation suggestion.
- In the case of **monographs and contributions from anthologies**, the author and the specific reference are cited (everything else can be found in the bibliography); the title of the work is only cited if there is a risk of confusion.<sup>5</sup>

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<sup>1</sup> Also BGH GRUR 2003, 958 (960) – Paperboy = BGHZ 156, 1 (6).

<sup>2</sup> EuGH, Rs. C-418/01, IMS Health/NDC Health, Slg. 5 - 2004, I-5039, Tz. 38.

<sup>3</sup> Ensthaler/Gesmann-Nuissl EuZW 2006, 167 (169).

<sup>4</sup> Palandt/Heinrichs, § 823 Rn. 21.

<sup>5</sup> Claussen, § 4 Rz. 6.

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- **Internet sources** can of course be used - provided they are reputable. Please always include the full URL in the footnote, which makes it possible to find the cited passage on the Internet. In the footnote, the page should be indicated for PDF documents, otherwise - if available - the number of the corresponding section. It has also become common practice to indicate in the bibliography or footnote when you last visited the page.<sup>6</sup>

If you have any questions beyond these explanations or are uncertain about the correct citation method in footnotes, please contact your supervisor.

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<sup>6</sup> Lambert, Does British Telecom Own Hyperlinks? (last visited on 13.3.2002), <<http://www.infoday.com/newsbreaks/nb000703-2.htm>> .

## 4 Submission of the Work

The **deadlines** for the submission of papers are to be **strictly adhered** to; papers submitted late can no longer be evaluated.

- In the case of seminar papers, the supervisor sets a uniform deadline for all those working on the paper.
- In the case of Bachelor's and Master's theses, the deadline depends on the respective examination regulations - here, too, however, precise agreement with the supervisors is required.

In the case of final theses, **two bound copies** of the thesis are generally to be submitted; in addition, the thesis has to be made available in **electronic form as a PDF and Word file** (e.g. by e-mail or on a CD-ROM enclosed with the thesis).

This also applies to seminar papers, unless otherwise agreed with the supervisor.

As a purely precautionary measure, we would like to point out that all papers are subject to a **plagiarism check**.



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## 5 Presentation

**Seminar theses** are to be presented on a specific date. Each editor has **10 - 15 minutes for the presentation** of seminar papers. Here you should present the content of your work to all other seminar participants using common presentation media (e.g. Power Point). The topic, the main arguments of the solution as well as the **central results of the work** are of interest.

The presentation is followed by an **open discussion of about 10 minutes** per participant, in which the written elaboration has to be defended.

A presentation should be professionally designed. In particular, the slides should **not be overloaded, but clear and appealing**. The audience has to be able to read them, a font size of at least 16 pt. (rather larger) is appropriate. Graphics, tables and figures are often more captivating to the audience than the written word. It should be noted that the **author of a figure or graph** should also be indicated on the slides.

The **results of final papers** should also be presented. The duration of such a presentation is usually set **at 20 minutes**, followed by a **discussion of about 10-15 minutes**.

There is always **individual consultation** with the supervisor for these presentations.

There is no dress code for the presentations; however, we would like to point out that you can rehearse the presentation at the professorship under "difficult conditions" - you may not have this opportunity later!

**We wish you good luck for your theses!**