

*Important: All regulations and information of the University of Cologne as well as the WiSo-Faculty and its entities, e.g. of the examination office, are always prior-ranking to this information.*

## **Guidelines to write a seminar paper or final thesis at the Department of Economic and Social Geography at the University of Cologne**

*Updated: 10.2024*

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## **List of abbreviations**

BSc    Bachelor of Science

GPN    Global Production Network

GVC    Global Value Chain

MSc    Master of Science

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## 1 Introduction

This document provides general information how to write an academic text (seminar paper or final thesis) at the Department of Economic and Social Geography at the University of Cologne. It serves as a point of information regarding layout and formal requirements for academic texts, yet, does by no means offer exhaustive instructions for academic writing. Rather the reader will receive information to make easier the begin of academic research and writing. Further detailed information regarding academic research and writing will be provided by the department's lecturers and in textbooks on academic writing (e.g., in German Esselborn-Krumbiegel, 2021).

## 2 Layout

General requirements for the layout of a seminar paper / final thesis in the subject of Economic Geography at the University of Cologne are listed in Tab. 1 below.

Tab. 1: Layout requirements for seminar papers and final theses

<b>Font</b>	Text: Times New Roman, 12 pt, margin justification, automatic hyphenation.
<b>Line spacing</b>	Text: 1.5 line spacing (18 pt) Empty lines only before and after headings, figures or tables.
<b>Page margins</b>	Left: 4 cm Right: 2 cm Top and bottom: 2,5 cm

## 3 Length

The length of the text depends on the specifications of the respective course or on the type of thesis:

- |                        |   |
|------------------------|---|
| (1) Seminar paper:     | Specified individually for each course  |
| (2) Bachelor's thesis: | Exactly 40 pages,<br>incl. tables and figures, but without lists  |
| (3) Master's thesis:   | <u>In general:</u><br>Exactly 60 pages,<br>incl. tables and figures, but without lists<br><u>Alternation for CEMS MIM (ECTS-based):</u><br>Exactly 40 pages,<br>incl. tables and figures, but without lists |

## 4 Cover sheet (Seminar paper)

Please indicate the following information on the cover sheet: university, faculty, course, lecturer, semester, title of the paper, name, submission date, number of semesters studied, matriculation number, field of study, and email address. Fig. 1 shows an example cover sheet of a seminar paper in the bachelor programme (business administration). Please note that the cover sheet does not include a page number and page numbering only begins after the cover sheet.

Universität zu Köln  
Wirtschafts- und Sozialwissenschaftliche Fakultät  
SM Wirtschaftsgeographie 1: Unternehmen und Nachhaltigkeit  
Dozent: Hans-Christian Busch  
Wintersemester 2021/2022

**Eine Hausarbeit im Fach Wirtschaftsgeographie schreiben**

Grundlegende Informationen zur Anfertigung einer wissenschaftlichen Arbeit  
am Wirtschafts- und Sozialgeographischen Institut der Universität zu Köln

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Fig. 1. Exemplary layout of a cover sheet

## 5 Lists

A table of contents and, if applicable, a list of figures and a list of tables (always stating the page numbers) and, if applicable, an alphabetically sorted list of abbreviations need to be placed in front of the main text body. Please note that the list of figures, the list of tables and the list of abbreviations (exclusively field-specific abbreviations and no standard abbreviations) are only helpful if there are several entries; these lists are otherwise optional. Please add a reference list of all cited literature after the main text body. The formatting of these lists can be found in this document (see also p. I, p. II, and p. 7).

## 6 Tables and figures

Tables and figures need to be integrated into the text. They need to be numbered in ascending order and need a caption with a brief title as well as the figure/table source. Only in exceptional cases (and after consultation with the lecturer), can tables and figures be attached as appendices (which does not add to the maximum length of the text).

## 7 Page numbering

Cover sheet without numbering. Please use Roman numerals (I, II, III, IV, ...) for page numbering of lists preceding the main text and Arabic numerals (1, 2, 3, 4, ...) for page numbering of the main text and for any lists which follow.

## 8 Table of contents (Seminar paper)

Please do not use more than three structural levels, e.g.: 2.1.3. Subsections are allowed if there is more than one subsection. For example, if there is a subsection 1.1, there needs to be at least a subsection 1.2 as well.

## 9 Citations

- Only quoting in the text itself (in brackets) is allowed.
- A direct quote must be indicated with quotation marks (“...”).
- Omissions must be marked with three dots [...], insertions in [square brackets].
- If a source refers to another source, you have to cite the original source (and include it in the reference list). Separate the source you are citing with a comma and insert ‘as cited in’: Example: Petersen 1995, p. 28, as cited in Schmitz 1997, p. 34.
- If an idea or paragraph you quote in your paper refers to several pages of the original source, you have to either write following when you refer to one page and the following page: (Müller 2017, 3 f.) or the following when you refer to two or more following pages: (Müller 2017, 3 ff.).
- Each quotation should include the name of the author, year of publication and page number(s).
- If the author is unknown (for example in information brochures, newspapers, internet sources) please use the name of the publishing organisation.
- Two authors are connected with a slash (/): (i.e., Müller/Meyer 2017, 5).
- If a quoted source was published by more than two persons (e.g. Müller, Meyer, Bauer & Schmidt), you only need to indicate the first author with an additional ‘*et al.*’ in the in-text reference: ‘(i.e., Müller et al. 2017, 3).
- If different authors with the same surname are cited, the author’s name must be followed by his/her initial: ‘name, initial. year, page number.’
- If your bibliography includes a number of articles from the same author or from an unknown source and the same year, these articles need to be distinguished using small Latin letters behind the year (beginning with “a” and alphabetically sorted by title): ‘Author 2018a, page number.’
- If you quote internet sources only websites may be cited starting with ‘www’. The above-mentioned quotation rules apply. If the URL consists of several pages, the page number (if available) or chapter must be stated.

## 10 Format of the reference list

The reference list needs to be arranged alphabetically. If more than one source by one author is listed, the source must be sorted chronologically according to the year of publication. In contrast to the abovementioned brief details in the text, the entries in the reference list must be given in detail in the following way, see Tab. 2 (page 4).

Tab. 2: General format of reference list entries

<b>Monographs</b>	Name, First name initials. (Year): Full title. Edition (if not the first). Place of Publication: Publisher.
<b>Journal articles</b>	Name, First name initials. (Year): Full title. In: <i>Name of journal</i> , Volume(Issue), Page reference(s).
<b>Articles in edited volumes</b>	Name, First name initials. (Year): Full title. In: Name of editor(s), Initials of editor(s). (eds.): <i>Title of edited volume</i> . Collected edition or Series, Number of edition. Place of publication: Publisher, Page reference(s).
<b>Several authors</b>	Name, First name initials.; Name, First name initials.; Name, First name initials. (Year): Full title. In: Name of editor, First name initials.; Name of editor, First name initials. (eds.): <i>Title of edited volume</i> . Place of publication: Publisher, Page reference(s).  <i>Note:</i> In principle, all authors are to be listed and separated by semicolons. If there are more than two editors or locations, only indicate the first editor with the addition <i>et al.</i> or the first place of publication with the addition <i>et al.</i>
<b>Websites</b>	Name, First name initials. (Year): Title of article. Online: URL [Retrieved: Date].  <i>Note:</i> The exact name of the URL must be given, <a href="http://www.uni-koeln.de">http://www.uni-koeln.de</a> would be insufficient.

To implement the formatting listed in the previous section, the following Tab. 3 provides an exemplary overview of its use.

Tab. 3: Examples of reference list entries

<b>Monograph</b>	Bathelt, H.; Glückler, J. (2018): Wirtschaftsgeographie. Ökonomische Beziehungen in räumlicher Perspektive. 4 <sup>th</sup> edition. Stuttgart: Verlag Eugen Ulmer.
<b>Series</b>	Fuchs, M. (1999): Erwerbsbedingungen und -strategien der Bevölkerung in Puebla (Mexiko). Wirkungen der Krise 1994/1995 unter Berücksichtigung von Globalisierung und nationaler Regulation. Düsseldorfer Geographische Schriften, 38. Düsseldorf: Heinrich-Heine-Universität.
<b>Articles in edited volumes</b>	Clark, G. L.; Feldman, M. P.; Gertler, M. S.; Wójcik, D. (2018): Introduction Economic Geography in the Twenty-first Century. In: Clark, G.L.; Feldman, M.P.; Gertler, M.S.; Wójcik, D. (eds.): <i>The New Oxford Handbook of Economic Geography</i> . Oxford: Oxford University Press, 1–18.
<b>Journal articles</b>	Humphrey, J.; Schmitz, H. (2002): How Does Insertion in Global Value Chains Affect Upgrading in Industrial Clusters?. In: <i>Regional Studies</i> , 36(9), 1017–1027.
<b>Websites</b>	Wirtschafts- und Sozialgeographisches Institut (2005): Formalia zur Anfertigung von Hausarbeiten im Wahlpflichtfach Wirtschafts- und Sozialgeographie. Online: <a href="https://wigeo.uni-koeln.de/de/studium/formalia/hausarbeit">https://wigeo.uni-koeln.de/de/studium/formalia/hausarbeit</a> [Retrieved: 01.01.2023].

## **11 Language**

If indicated in the module catalogue and the course requirements, papers and theses are to be written in English (exceptions are the declarations at the end of the paper, which must be written in German; see section 13).

## **12 Submission**

### **12.1 Submission of seminar papers**

Submission dates for your papers and submission process (online or print) are specified for each seminar.

### **12.2 Submission of final theses**

The submission of the thesis relates to the specified preparation period in the respective degree program. Please comply to the individual agreements with the supervisor and the general requirements of the examination office.

## **13 Declaration**

### **13.1 Text of the declaration of a seminar paper**

The following declaration has to be signed and attached to the electronically submitted paper at the end (include this text in German):

*„Hiermit versichere ich, dass ich die vorliegende Arbeit selbstständig und ohne die Benutzung anderer als der angegebenen Hilfsmittel angefertigt habe. Alle Stellen, die wörtlich oder sinngemäß aus veröffentlichten und nicht veröffentlichten fremden Schriften entnommen wurden, sind als solche kenntlich gemacht.“*

(Signature)

Place, Date (e.g. Köln, 01.01.2023)

Unofficial translation to English (do not paste to your paper): “I hereby declare that I have written this paper solely on my own and used only the specified resources. All passages which have been quoted from published or unpublished are marked as such.”

The declaration must be signed by hand.

### **13.2 Text of the declaration of a final thesis**

For electronically submitted final theses the following form of the examination office has to be used: [https://wiso.uni-koeln.de/sites/fakultaet/dokumente/PA/formulare/eidesstattliche\\_erklaerung.pdf](https://wiso.uni-koeln.de/sites/fakultaet/dokumente/PA/formulare/eidesstattliche_erklaerung.pdf)

## **14 Prevention of plagiarism**

Every student needs to include the following declaration at the end of the paper in agreement to plagiarism software check (include this text in German):

*„Ich erkläre mich damit einverstanden, dass die Arbeit mit einer Plagiatsoftware kontrolliert wird.“*

(Signature)

Place, Date (e.g. Köln, 01.01.2023)

Unofficial translation to English (do not paste to your paper): “I hereby agree that my paper can be checked with plagiarism software.”

### **15 Formal requirements of the WiSo examination office**

Link to information by the examination office about final theses <https://wiso.uni-koeln.de/de/fakultaet/dekanat/pruefungsamt/startseite>



### Reference list

- Bathelt, H.; Glückler, J. (2018): Wirtschaftsgeographie. Ökonomische Beziehungen in räumlicher Perspektive. 4. Auflage. Stuttgart: Verlag Eugen Ulmer.
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- Humphrey, J.; Schmitz, H. (2002): How Does Insertion in Global Value Chains Affect Upgrading in Industrial Clusters?. In: *Regional Studies*, 36(9), 1017–1027.