

# Formalities when writing a bachelor thesis at the Department of Economic and Social Geography at the University of Cologne

## Formal requirements from the WiSo Examination Office

The formal requirements issued by the WiSo Examination Office are part of this document and must be complied with at all times!

## Declaration

The following declaration from the student has to be attached to the bachelor thesis:

„Hiermit versichere ich an Eides Statt, 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 Schriften entnommen wurden, sind als solche kenntlich gemacht. Die Arbeit ist in gleicher oder ähnlicher Form oder auszugsweise im Rahmen einer anderen Prüfung noch nicht vorgelegt worden. Ich versichere, dass die eingereichte elektronische Fassung der eingereichten Druckfassung vollständig entspricht“.

*Translation (do not paste to your paper): "I hereby declare on oath that I have written this thesis solely on my own and used only the specified resources. All passages which have been taken from published or unpublished are marked as such. The paper has not been submitted in the same or in a similar form or in part in the context of another examination. I declare that the version submitted electronically corresponds to the printed version which has been handed in."*

## Prevention of plagiarism

Every student who submits a diploma/master thesis has to attach a CD with the contents of his/her diploma/master thesis (as a PDF file or Word document). When submitting his/her work he/she agrees at the same time that the diploma/master thesis can be checked with plagiarism software.

## Layout

- Font: Text: Times New Roman 12 pt., margin justification, Automatic hyphenation.  
Footnotes: Times New Roman 10 pt., margin justification.
- Line spacing: Text: 1.5 line spacing (18 pt.)  
Footnotes: 1 line spacing  
Empty lines only before and after headings, figures or tables.
- Page margins: Left: 4 cm  
Right: 2 cm  
Top and Bottom: 2.5 cm.

Captions and headings of tables or figures etc. as desired.

## Length

Exactly 40 pages, including tables and figures, without lists.

## Lists

Please first include before the text a table of contents as well as a list of figures and a list of tables if applicable (together with the page numbers) as well as an alphabetical list of abbreviations. A bibliography of cited literature should be added after the text.

## Tables, figures etc.

Tables and figures should be incorporated into the text, they should be numbered in ascending order and should be given a heading and labelled with their source.

Only in exceptional cases and after consultation with the lecturer, should tables and figures be attached as appendices without any page numbers.

The list of abbreviations, if given, should not contain any common abbreviations.

## Numbering

Cover sheet without numbering. Please use Roman numerals (i, ii, iii, iv, ...) for lists preceding the main text and Arabic numerals (1, 2, 3, 4, ...) for numbering the main text and for any lists which follow. Footnotes must be numbered in ascending order.

## Quotations

[Recommended journals](#) Link kaput!

- Quoting both in the text itself (*in brackets*) and at the bottom of the page with consecutively numbered footnotes is allowed. You have to remain constant with one of these styles throughout your entire paper.
- A direct quote must be indicated with quotation marks (“...”).
- Omissions must be marked with three dots ‘...’, insertions with [square brackets].
- If a source refers to another source, you have to quote the original source (and include in the bibliography). Separate the source you are citing with a comma and insert ‘cit. in’: Example: Petersen 1995, p. 28, cit. in Schmitz 1997, p. 34.
- If the quotation refers to a certain page, use “p.” plus the page number. If your quotation refers to more than one page, use “pp.”.
- Each quotation should include the name of the author, year of publication and page number.
- If the author is not known (for example in information brochures, newspapers, internet sources) please use the name of the publishing body. If this is also not known, then the word ‘authorless’ should be put in front of the year.

- Up to three authors should be separated by a slash: 'name 1/name 2/name 3, p.'
- If there are more than three authors, only the main author should be mentioned with the affix 'et al.': 'surname et al. year, p.'
- If different authors with the same surname are cited, the author's name must be followed by his/her initial: 'name, initial. year, p.'
- If your bibliography includes a number of articles from the same author or from an unknown source from the same year, these articles need to be differentiated between by using small Latin letters behind the year (beginning with "a" and alphabetically sorted by title): 'name 2018a, p.' This should correspond with the bibliography of cited literature.
- If you use 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.

## **Bibliography**

The bibliography must be arranged in alphabetical order according to the author's name. In contrast to the brief information in the text as described above, every source in the bibliography must be given in detail.

### **Monographs**

*Name, First name initials. (Year): Full title. Edition (if not the first). Place of Publication: Publisher.*

### **Journal articles**

*Name, First name initials. (Year): Full title. In: Name of journal, Volume (Issue). Page reference(s).*

### **Articles in edited volumes**

*Name, First name initials. (Year): Full title. In: Name of editor(s), Initials of editor(s) (eds.): Title of edited volume. Collected edition or Series. Number of edition. Place of publication: Publisher, Page reference(s).*

### **Web pages**

*Name, First name initials. (Year): Title of article: Online: URL [Date]*

The exact name of the URL must be given, <http://www.uni-koeln.de> would not be sufficient!

### **In general**

- All authors must be listed and separated by semicolons.
- In the case of more than three editors or places of publication, only the main editor needs to be listed plus "et al." or only the main place of publication needs to be listed with the addition "pp."

*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; Name of editor, First name initials (eds.): Title of edited volume. Place of publication, Place of publication, Place of publication: Publisher, Page reference(s).*

## Examples

### Monographs

Bathelt, H.; Glückler, J. (2003): Wirtschaftsgeographie. Ökonomische Beziehungen in räumlicher Perspektive. 2nd edition. Stuttgart: ABC-Verlag.

### Journal articles

Fredmann, J. (1996): Standort. In: Europa Regional, 12(9), pp. 23-54.

### Articles in edited volumes

Sternberg, R. (1995): Technologie- und Gründerzentren als Instrument kommunaler Wirtschafts- und Technologieförderung. In: Ridinger, R.; Steinröx, M. (ed.): Regionale Wirtschaftsförderung in der Praxis. Köln: Schmidt, pp. 201-224.

### Web pages

Wirtschafts- und Sozialgeographisches Institut (2005): Formalia zur Anfertigung von Hausarbeiten im Wahlpflichtfach Wirtschafts- und Sozialgeographie. Online: <http://www.wigeo.uni-koeln.de/studium/formalia/hausarbeiten/> [ April 16th 2018]

### Series

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, Issue 38. Düsseldorf: Heinrich-Heine-Universität.

## Language

Your entire paper needs to be written in English (except for the declarations mentioned at the beginning)! Formal deficits will result in grade deductions.

## Tips

- Focus on only one central issue, not on several.
- The main question should guide the search for the theoretical concept and the concept should contribute to answering this main question (and not any other).
- There are no specific specifications on the quantitative relationship between the theoretical-conceptual part and the empirical part of the paper. What is important is to what extent the main question is answered.
- You should demonstrate in the theoretical-conceptual part that you are able to carry out recent field-specific research. To do this, you should go through journals (which are available partly online and partly as printed hard copies).

The following journals are to be recommended in general:

Antipode, Area, Economic Geography (USA), Environment and Planning A+D, Journal of Economic Geography (UK), Progress in Human Geography, Regional Studies, Tijdschrift voor Economische and Sociale Geografie, Transactions, Urban Studies etc. (without any claim to completeness).

In addition, we highly recommend the German journals:

Geographische Zeitschrift, Zeitschrift für Wirtschaftsgeographie, Die Erde, Erdkunde, Geographische Rundschau.

Furthermore you should search in further journals and monographs/volumes which are linked to your subject: This could be, for example, journals on city- and cultural-geography or journals from other academic disciplines. Allow time for an interlibrary loan request.

- The methodological part should not only justify and simply describe the systematic procedure, but it should also present central methodological problems and their solutions as well as name insurmountable distortions.
- Non-empirical work should also contain a methodological part which reflects the approach to the literature research.
- Maps (if possible) should not simply be copied into your work and if they are, only with a reference. Self-created thematic maps are preferable.
- If you conduct a conversation with experts, do not quote the expert by name but only anonymized in their function of their organization.
- If you conduct standardised interviews, you should attach a blank of the questionnaire in the appendix. Analysed questionnaires – as well as transcripts of guided interviews – do not belong in the appendix. The citation is made up of the *function*, *organization* as well as the *date* of the interview, but not of the name of the interview partner.