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Academic Writing Guidelines

for

Pforzheim University Business School

These guidelines are to be adhered to for all summative and non-summative essays and papers, providing no alternative arrangements have been made with your lecturer

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1. What is academic work?

1.1 What is this all about?

Why are the sciences and academia important?

Do you love your iPhone? Are you happy that we no longer travel in horse and cart, have beaten a number of illnesses and have made it to the moon? Science - the systematic search for new knowledge and understanding to further humanity - has made all of this possible. As there are a large number of people involved in this search, they need to be able to communicate with each other. Researcher A needs to be able to see what researcher B has found out; there is no point in reinventing the wheel. Academia makes this communication possible, and to ensure that this communication takes place as easily and simple as possible, there is a set of standards for writing up a piece of academic research.

Why write an academic essay?

Ok, so you're not planning on becoming a researcher. Do you still need to know how to write an academic essay? Absolutely! Assuming, of course, you wish to go into a high level job after graduation, because this job will require the same skill set as you need to employ for an academic essay, namely, the ability to research a topic in a short period of time and to present and interpret your findings to internationally recognised standards. Basically, you will need to be able to quickly become an expert in a new field and to clearly explain what you have learnt to your managers, colleagues or subordinates. It is exactly this transferable skill which you are practising when you write an academic essay.

Coursework, dissertations and theses

Summative and non-summative coursework, dissertations and theses are written at different points during your degree course, and vary in length and scope. However, the academic skill set and requirements for them all are basically the same. Doing non-summative coursework serves as good practice for those pieces of work which count towards your degree; whoever can write a good piece of coursework can also write a good dissertation. The first tentative steps into academia generally involve making mistakes. Someone who doesn't make any effort with coursework will be in the unenviable position of making these typical mistakes in summative work, or even a BA dissertation, which will have an obvious effect on the resulting grade.

1.2 **What is academic work?**

What is the goal of a piece of academic work?

A piece of academic work aims to further the pursuit of knowledge. It defines a problem, systematically examines individual aspects of the problem and, on the basis of this, proposes solutions which are discussed by experts, in politics or in society. These solutions may then be implemented. In order to fulfil this task, a piece of academic work first presents what is currently known about the topic by way of a literature review, including citations. It then discusses potential solutions and resolutions, and may then present new suggestions for further, relevant research. This is different to a discipline such as journalism, where the goal is not the pursuit of knowledge per se, rather - at most - to present knowledge in a way which is generally understood by the public. Such publications tend to forego a comprehensive explanation of the problem, as well as avoiding specialist terms, citations and a list of references, as their articles are aimed at a mass public.

Why are standards necessary?

Academic work – particularly the citations and references therein - are written to a set of recognised standards for a quite simple reason; to stop writers doing whatever they want! I am sure that you would not be impressed if each electrical appliance manufacturer designed their own plug, unique to their own system. The thought of having to get to grips with a completely different system for each piece of academic work is just as off-putting. Good communication needs a common language, and academic standards are a common language. Keep to them as you would stick to the rules on a sports field. An academic writer who does not uphold these standards merely demonstrates that he either has problems following rules, or that he is just plain ignorant. You would not wish this to be thought of you, would you?

Standards in academic work

There are a number of generally accepted standards in academic work. The argumentation needs to be clear. Other people's ideas may not be included without adequate citations and references (plagiarism). However, there are no generally applicable standards for the layout of a piece of academic work. Structure and referencing techniques vary depending on the journal or organization in question. Make it easy on yourself: Ask for a list of conventions (detailed instructions are provided by nearly every such body) and follow these to the letter. Why waste time discussing?

Your supervisor sets the standards

As there is no generally applicable procedure for how to compose a piece of academic work, lecturers who supervise coursework and final papers have frameworks which they also use themselves. Ask for these requirements. If you have not made alternative arrangements with your supervisor, the guidelines in this document are the standards you need to follow for your academic work in the Business School. Admission criteria, submission details and formatting requirements for coursework will be set individually by the relevant departments, interdisciplinary subject areas or supervisors. For dissertations at Bachelor or Masters level, these requirements should be taken from the relevant degree and assessment regulations.

1.3 Academic Sources and Research

Are there any sources which should not be used?

Books and journals are the main academic sources for gaining an idea of current research situation for your topic. A mere internet search is not research. Popular press, mass media and non-specialist websites are also not respected sources as their information cannot generally be verified. They also lack comprehensive academic analysis, as this is not the purpose of mass media. Mass media (daily, weekly or monthly press) should therefore purely be used for current affairs, or to show trends in public opinion (e.g. "The Germans are losing faith in the euro").

Many internet sources, from general websites through to *Wikipedia,* are of dubious quality and are generally not comprehensively and verifiably documented. Lasting documentation is a central tenet of academic work, as it needs to be always possible to consult the original sources. A lack of lasting documentation makes coursework and academic essays obsolete. It must therefore be possible to consult the original sources. **Work which is based to a certain or larger extent on academically dubious sources is not acceptable for summative or non-summative coursework, dissertations or similar.** Examples of good and bad sources can be found in table 2.

Which sources can be used?

High quality sources are above all specialist books, reviews in specialist compendia, as well as (particularly for current research), articles in academic journals and working/discussion papers from recognised academic institutions. For empirical work, sources can also be drawn from public statistics agencies, industry information providers and from the results of research and survey bodies. For academic law work, laws, case rulings[1], legal material and administrative rulings are particularly pertinent sources. (See table 1 as well as the sources on academic work in the list of references for research options.) Some examples detailing good and bad sources can be found in table 2.

Parliaments & government departments
European Union; europa.eu
German parliament; http://www.bundestag.de/htdocs_e/index.html
German federal government (with access to individual departments) ; http://www.bundesregierung.de/Webs/Breg/EN/Homepage/_node.html
International Organisations
OECD: www.oecd.org
International Monetary Fund: www.imf.org
European Central Bank: www.ecb.org**,**
Parliamentary pages on the net: http://www.gksoft.com/govt/en/; http://www.ili.org/global-affiliates/affinity-groups/links-of-international-organizations.html;
International Labour Organization: http://www.ilo.org
UN Conference on Trade and Development: http://www.unctad.org/
UN Development Programme: http://www.undp.org/
United Nations: http://www.un.org/
World bank: http://www.worldbank.int
Bank for international settlements: bis.org
Articles and Working Papers
Bureau of Economic Analysis: http://www.bea.gov/
Fedstats: www.fedstats.gov
FRED, Federal Reserve Economic Database: http://research.stlouisfed.org/fred2/
Inter-University Consortium for Political and Social Research (ICPSR): www.icpsr.umich.edu
National Bureau of Economic Research: www.nber.org/data_index.html
Harvard Economics Department: http://www.economics.harvard.edu/links
Econlit: Bibliography of American Economic Association literature (multilingual) (access via http://www-fr.redi-bw.de/db/alpha.php?prefs%5Bdb%2Falpha%2Fshow%5D=b)
NBER Working Papers Database (Acces via http://www.hs-pforzheim.de/De-de/Hochschule/Einrichtungen/Bibliothek/Ebooks/NBER/Seiten/Inhaltseite.aspx; You need to be signed into the university's VPN)
Social Science Research Network (SSRN): http://papers.ssrn.com/sol3/DisplayAbstractSearch.cfm
IDEAS Database for economic articles & working papers: http://ideas.repec.org/
University economics departments: Many of these departments' websites offer you access to their working papers
European Sources
Federal Constitutional Court (Germany): http://www.bundesverfassungsgericht.de/en/index.html
EU Court of Justice: http://curia.europa.eu/jcms/jcms/j_6/
The Federal Administrative Court of Germany : http://www.bverwg.de/index.php (German language)
Federal Ministry of Justice: http://www.bmj.de/DE/Home/home_node.html (German language)
International Courts of Justice: http://www.icj-cij.org/homepage/index.php?lang=en
Research Institutes
Ifo Institute: http://www.cesifo-group.de/ifoHome.html
IW Cologne: http://www.iwkoeln.de/en
RWI: http://en.rwi-essen.de/

[1] The Federal and European courts can be especially recommended for this.

IWH: http://iwh-halle.de/Default.asp?lang=e **Centre for European Economic Research:** http://www.zew.de/en//index.php3 **Federal Statistic Office:** https://www.destatis.de/EN

Table 1: Research Options

Source	Commentary
Anon (2012), If this 'last chance' fails, it really will be time to brace for the final crash, The Independent, URL: http://www.independent.co.uk/news/world/europe/if-this-last-chance-fails-it-really-will-be-time-to-brace-for-the-final-crash-7893790.html	This is a newspaper article. The Independent is a respected paper, but not a scientific or an academic source. The source should therefore only be used to document the current (public) feeling towards eurobonds.
Anon. (2011), Explainity: Eurobonds Explained (09-29-11), URL: http://mydailyconcerns.com/explainity-eurobonds-explained-09-29-11/	The author/s is/are unnamed. The film can be traced back to an agency named "explainity" but there is no clear no information or mission statement to make it clear who or what explainity actually is. The website this film is embedded in (under a creative commons licence) actually seems to be a blog, a form of wiki which anyone can contribute to. Keep away!
Amster-Burton, Matthew,(2013), Stock Market Predictions and the Future of Bitcoins: Mint.com's Personal Finance Expert Weighs In Mint.com URL: https://www.mint.com/blog/investing/stock-market-predictions-and-the-future-of-bitcoins-mint-coms-personal-finance-expert-weighs-in-1213/	The interviewee, Matthew Amster-Burton is referred to on this website as "Mint.com's Personal Finance Expert ". 'Expert' is not a patented term, anyone can use it, even your neighbour! The website, *mint.com* , seems to be a budget and financial advisory service attached to the company intuit. Inc. However, this is certainly not a scientific source so keep away!
Anon (2012), Merkel rejects sharing eurozone debt through bonds BBC News online, URL: http://www.bbc.co.uk/news/world-europe-18608155	Without wishing to run BBC News online down, this is not a scientific source. It can, however, be used to document that German politics has been against the eurobonds project.
Beck, Hanno; Wentzel, Dirk (2011), Euro-Bonds – Wunderwaffe oder Sprengsatz für die Europäische Union?, in: Wirtschaftsdienst, Volume 91, Issue 10, 2011, PP717 – 723	*Wirtschaftsdienst* is a scientific journal, attached to an academic institution. The authors are (at least on paper) proven experts. The source can be cited.

Hild, Alexandra; Herz, Bernhard; Bauer, Christian (2011), Structured Eurobonds, Bayreuth University, Faculty of Law, Business & Economics, Discussion papers on economic science, Discussion Paper 07-11, October 2011, URL http://www.fiwi.uni-bayreuth.de/de/download/WP_07-111.pdf	This is a working paper, not a scientific journal. However, as the paper has been made available by a renown, serious organisation, it can still be cited. A better, option, however, is to see whether the paper has since been published in a journal. This is generally the reason for producing such papers.

Table 2: Respected and non-respected sources.

What about Wikipedia?

Wikipedia is not an academic source. The authors are not known, nor has the information been independently verified by experts. Any checks at all have been conducted anonymously on the internet. Wikipedia may therefore, at the most, be used to gain an introductory overview of the topic. As Wikipedia writes themselves: "[Wikipedia co-founder & promoter] Wales once said he receives about ten emails weekly from students saying they got failing grades on papers because they cited Wikipedia; he told the students they got what they deserved. 'For God's sake, you're in college; don't cite the encyclopedia', he said."[1]

Where can I do my research?

Your first step will probably be on Google. This can however only be a first step; again, a mere internet search is not research. The next step takes you to the library, which stocks reference guides and compendia which contain reviews on your topic; textbooks which contain further sources which can be explored; books organised by area of specialism, as well as specialist journals dedicated to your topic. These sources are indispensable. These items are listed in keyword and author indexes, which are electronically searchable. A library is not restricted to its own stock, though. You can also explore the stock of neighbouring or central libraries on the internet.

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[1] See Wikipedia (2013), Wikipedia - Citing Wikipedia, URL: http://en.wikipedia.org/wiki/Citing_Wikipedia#Citing_Wikipedia (Retrieved: 06.12.2013)

Resources

The university has made a variety of resources available to you: One resource which you can use is the reference management programme *Citavi*, which makes it easier to archive and document literature you find in your research.(http://www.hs-pforzheim.de/De-de/Wirtschaft-und-Recht/Neuigkeiten/Seiten/Citavi.aspx). There is also a wide range of electronic databases available to you, some of which contain complete editions of work. Further resources can be found in the university library - (http://www.hs-pforzheim.de/De-de/Hochschule/Einrichtungen/Bibliothek/Seiten/Inhaltseite.aspx), through which you can order books through distance lending and find e-books and electronic journals.

Archiving: Save yourself from searching twice

Record all the relevant books and articles you find when researching your work with their full bibliographical details (see section 2.4), so that you have this information available when you want to cite these sources later on. Make notes on what the source says; a reference management programme such as *Citavi* (which you can use for free through the university) or *Zotero* can be extremely helpful for this.

2. The formal layout of academic work

2.1 Language

What style and register should be used?

Your language should be objective, your argumentation logical and easy to understand, with no spelling, grammar or punctuation errors. Avoid short, brusque sentences and avoid a tangle of lengthy sentences with chains of clauses and parentheses. Tenses should be kept consistent. A certain richness of vocabulary creates a good writing style, avoiding sensationalist terms (“Shocking!” “Humongous!”). Passive constructions (“it can be seen that…“ / “it has to be assumed that…” are more common than their active equivalents (“I assume that…”), although there is room for a more active style in project work which relates personal experience. Please also avoid empty phrases and clichés (see http://www.bullshitbingo.net/cards/bullshit/ for examples of what you should be avoiding).

2.2 Structure and layout

How do I structure my work?

If you structure your work badly, it will become incohesive, and, by definition, a bad piece of work. Begin by analysing each piece of information in an ABC analysis. “A information” is indispensable, “B information” is important but secondary, whereas “C information” may be interesting, but does not significantly add to the work. This method helps you spend your study time more efficiently. In order to structure the information effectively, it is worth looking at creativity and structuring methods such as metaplanning.

What should my structure look like?

The layout of a piece of work should enable the reader to easily follow the author’s thought patterns. In fact, a glance at the table of contents should show what path the investigation will take. Generally, the essay starts with an introduction, followed by the main body of the work and then a conclusion.

The introduction serves to define the question and explain its relevance: Why should the reader continue reading? What issue is being covered? What are the aims of the work? Which parameters are being drawn, and why? This is followed by an explanation of how the work will be structured: What points are covered in the main body; in which order, and why?

The main body contains the objective analysis and is divided by content into sections and subsections. The heading given to each section should clearly describe its content.

Finally, the conclusion is for summarising the main findings of the work. However, a comprehensive summary reminding the reader of the main points is really only necessary in a longer piece of academic work. The comparatively short length of a piece of university coursework means that a summary can be safely left out, although emphasizing the main points again could be helpful for the reader. In any case, unresolved, remaining questions can be highlighted, as can suggestions for further research. It would also be useful to include an outlook with expected future developments, or mentioning trends in other countries.

The various sections are given headings, and potentially divided into subsections. Subsections are always useful if they help make the structure of the argumentation clearer. There is however a very real danger of over-dividing your text into endless sections, subsections and sub subsections. Remember, therefore, that paragraphs, just like sentences and relative clauses, also a very valid way of arranging your text. A section generally does not consist of one single paragraph, and a paragraph is not restricted to a single sentence.

What should my headings look like?

As mentioned above, headings need to be so chosen that the reader has a concrete understanding of the contents of that section. Headings for subsections should have a similar format, e.g., if some are statements, others should not be questions. Good headings enable the reader to grasp the complete structure of the work, even when just glancing through the table of contents.

The table of contents

The headings denoting sections and sub sections are collated into a table of contents, which is placed before the main body of text. In this way, points covered and the flow of the argumentation can be seen at a glance, before reading through the work itself. (See the advice in section 3.2 and in the appendix for how to properly arrange the table of contents).

How can I draw up a structure?

Basically, there are two systems for showing the structure of a piece of academic work: numerical and alphanumerical (see table 3). In the numerical system, the various sections are numbered consecutively. The headings for the main sections are given whole, consecutive numbers starting at 1. Subsections are then given their own digits, separated by a point for each level, e.g. 1.1 for the second level, 1.1.1 for the third level, and so on (points are only placed between the numbers, not at the end of the numerical series). If you have decided to subdivide a section, logically there must be more than one subsection. Therefore, 1.1 is not only followed by 1.1.1, but also 1.1.2, and potentially more. There is generally no text between the number denoting the section and the number denoting the first subsection as a clearly structured argumentation removes the need for any sentence bridging the two items. However, if you do decide on introductory or bridging text between levels, this needs to be done consistently for all headings. If an introduction is written as an exception, this needs to be appropriately and clearly titled as a separate heading.

The alphanumerical system works in essentially the same way. However, Roman numerals are used for the top level of sections, whilst the second level is labelled with capitalised Latin script, the third level takes Arabic numerals, and the fourth small Latin script. Should there be a fifth level, this is labelled with Greek script.

Numerical System	Alphanumerical System
1. Heading 1.1. Heading 1.2. Heading 1.2.1. Heading 1.2.2. Heading 1.3. Heading 2. Heading 3. Heading	I. Heading A. Heading B. Heading 1. Heading 2. Heading a) Heading b) Heading II. Heading III. Heading

Table 3: Numerical (left) and alphanumerical (right) systems.

How much do I need to write in each section?

Due to the comparatively small page count permitted in coursework, generally neither the introduction nor the conclusion should be longer than a page. If two students do a piece of work together, the lengths of both these two sections could reasonably run to one and a half pages each. As the main body of the text tends to consist of two to five main sections, subsections should not run to more than three levels. Otherwise, not only would paragraphs be made redundant, but the tight word count would be used up by headings which, essentially, do not add to the actual content.

2.3 Tables, figures and diagrams

Which graphical elements can I use?

It is often necessary to not only present certain content in words, but also in an alternative format. *Tables* are lists organised into rows and columns, and containing numbers from empirical work. *Graphs* are pictorial portrayals of the above. *Diagrams* provide a visualisation of the logical relationship between two or more elements (e.g. in the form of an organogram, or in the schematic relationship between variables). Graphs and diagrams can both also be termed *figures*, which it is useful to do if there are relatively few of them. In some publications, all three types may be referred to as *list of tables and figures*.

Table 3.1: Activities of children (10–17) by gender (%)

	Male	Female	Total
One occupation only	86.2	86.3	86.3
Market work	15.9	6.8	11.9
Domestic work	2.4	36.9	17.9
In school	67.8	42.6	56.6
Combine	4.6	7.7	6.0
Market and domestic work	0.5	4.3	2.2
Market work and school	2.9	1.0	2.1
Domestic work and school	1.1	1.9	1.5
All types	0.1	0.5	0.3
No occupation	9.3	6.0	7.8
Total	100.0	100.0	100.0
N	1345	1067	2412

Source : World Bank LSMS, Uttar Pradesh & Bihar 1997/98.

Figure 1: Example of a table

Figure 2: Government bond yields in historical comparison

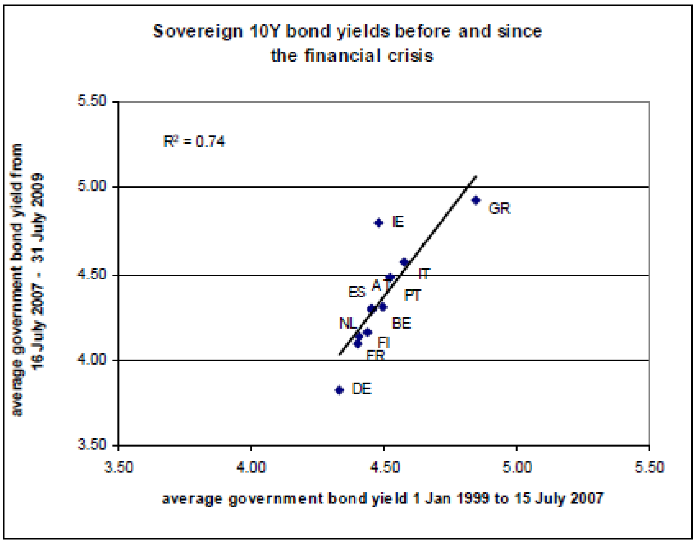

Figure 2: Example of a graph

Figure 5: Current account balance, euro area countries

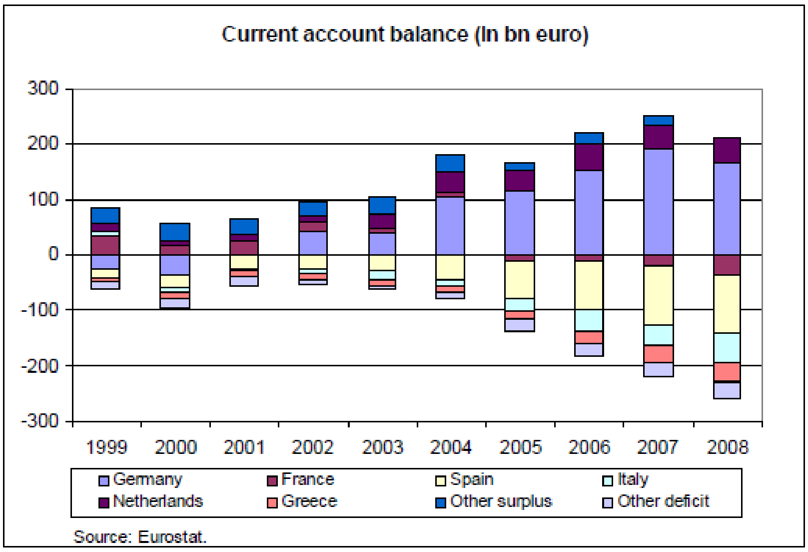

Figure 3: Example of a graph

How do I label tables and graphs?

Tables, graphs and diagrams are numbered sequentially, and if referred to within the text, the number is mentioned at least once. Separate a figure from the main body of text by placing a line space above and below the object. This assumes, of course, that the item is not positioned at the very top or the very bottom of the page. A title needs to be placed above the item, clearly describing the content of the object.[1] As a rule, the frame of reference and unit of measurement are both also included. However, the frame of reference can be left out if all data used in the essay stems from the same frame and the scope of this has already been clearly defined in either the title or the introduction.

The source needs to be placed directly below the object. This should not be placed in a footnote at the bottom of the page, rather, together with the legend, comprises part of the object itself. Citing sources is done in short form (see section 2.4.4), the full title is then referenced in the bibliography. If the essay contains calculations done by the author and based on readily available figures, it is only

1 Due to formatting issues, many publications place the heading and source underneath the figure or table as a legend. However, it is more reader-friendly to be able to read a clear explanatory heading before studying the object in question.

necessary to cite the organisation from which these figures originate, e.g. “own calculation based on data from Federal Statistical Office “. If, however, the figures which make up the basis of the calculation are not readily available (which may be the case for a number of specialist publications from the Federal Statistical Office, such as cost structure surveys), the publication the data originates from needs to be referenced, together with the relevant page number/s. If in doubt, you should always favour precisely citing a source.

If graphs are included in the work, the axis, curve and other elements need to be clearly labelled. When including tables, it is recommended to number the columns if making comparisons between the data in the various columns.

2.4 References and citation

2.4.1 Why do we need accurate references and citations?

Why give references?

Knowledge increase in the social sciences is achieved through objectively and critically studying current research and reform proposals which have been based on this. These proposals are also not immune from academic criticism. This centuries old procedure is founded on a document’s sources – essentially, the earlier academic work – being treated with care and respect. Researchers who do not keep to these rules, shut themselves off from the serious academic circles. Only by being open as to what data and arguments have been used is it possible to enable others to critically study the resulting publication. Therefore, all sources from other authors which have been consulted in your research need to be cited and referenced properly so that the argumentation can be verified at any time. One-sided or misleading representation of the original source text is considered a serious academic error. Lifting directly or paraphrasing from another source without citing this (plagiarism) is the most serious crime a researcher can commit. **If plagiarised text is found in coursework or in a dissertation or thesis, this leads to an automatic fail grade[1].**

Any qualifications or titles gained through plagiarism in academic work will be retrospectively removed once the plagiarism has been discovered.

2.4.2 Direct and indirect quotations

Who do I quote directly, and who do I quote indirectly?

When using arguments and data which originate from other sources, these need to be cited and referenced. When quoting, it is important to differentiate between direct and indirect quotations. A direct quotation means that a statement from a third party is placed word for word into your own text. This needs to be marked by double quotation marks. If there is a quotation within the quotation, this needs to be marked by single quotation marks. Quotations may not be taken out of context; the quotation must have the same meaning in your work as in the original source. A direct quotation is only appropriate if the actual words used are significant, e.g. because you want to critically analyse a statement (”a minimum wage is the best route to greater justice”), or if the quotation has a particularly snappy formulation (”I would much prefer 5% inflation to 5% unemployment“). Generally, though, the content of a quotation should be put into your own words, i.e., as an indirect quotation.

If you have missed out part of the quotation, this needs to be marked by square brackets [...]. If adding words to the quotation, e.g. to make the context clear, this also needs to be placed within square brackets. “It’s exactly that [the situation described by the author], that is set to doom politics.“ If you need to correct grammatical or spelling mistakes in the quotation, or to emphasise a part of the

[1] Just like cheating in an exam, plagiarism is something which students have to take responsibility for themselves, and may be a deciding factor in hardship cases.

sentence, this also needs to be clearly stated in square brackets: ”The *unique* [emphasis author’s own] idea […]”.

Placing the formulation [sic] directly after an incorrect word shows that the word had been printed this way in the original. By using [sic], you are showing that you are aware of the language or typing error.

What do I need to be aware of with direct quotations?

When quoting directly, you need to keep the spelling and orthography exactly the same as in the original (a quotation under older spelling rules may not be altered to take account of the newer spelling reforms). A quotation may only be corrected if it is obvious that the error was a printing error. Making your own alterations to quotations, such as adding emphasis, detail or abbreviations is allowed, however, these must always be clearly marked. Leaving out a word is shown by placing two dots inside square brackets [..], leaving out a series of consecutive words is shown by three dots inside square brackets […]. Anything else you may add to the quotation also needs to be placed inside square brackets. When quoting from foreign language sources, translate the quotation for the main body of the text and place the original quotation into the footnote citation.

What do I need to be aware of with indirect quotations?

In an indirect quotation (paraphrase), the actual words of a third party text are not used, rather the meaning is conveyed. This is done without using quotation marks. However, it needs to be clearly shown that this is not an original thought, but comes from another author. This can be done via the footnotes, prefacing the reference with the instruction “see”.

Do I always have to reference other literature?

Which statements need to be referenced and what is general knowledge and therefore doesn’t have to be supported by a third party? There are no clearly defined criteria for differentiating between the two. You need to decide on a case by case basis. A guiding principle is that facts found uncited in various reference works are considered general knowledge and therefore do not need to be referenced. Examples are encyclopedias, dictionaries or textbooks. Basically, if in doubt, it is always better to cite a source than not. Missing citations are a grave error; even if plagiarism as described in section 2.4.1 cannot be determined, this could still lead to the grade ”ungraded“. Missing citations are particularly obvious when presenting opinions or prognoses or when describing a situation which cannot have arisen from your own research.

2.4.3 In text or footnote citations?

What are in text and footnote citations?

Any literature you have consulted in your work needs to be documented by either an in text citation or a footnote (see appendices 9 and 10 for further information). In text citations are unnumbered references in the main body of the text. Footnotes are raised numbers in the text referring to a reference placed at the foot of the page and separated from the main body of the text by a left justified, four centimetre long line.[1] Footnotes are generally numbered on a page basis, although there are also publications which number footnotes on a chapter basis, or even by consecutive numbers running through the entire work. Whichever system you decide on, you need to remain consistent.

How do I write footnotes?

Both in text and footnote citations consist of a short note which, in academic work, consists of the author’s surname followed by a set of brackets containing the publication year and the relevant page number/s after a comma. A slightly different system for citing legal papers can be found in section 2.4.5. If a particular author is cited

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[1] If the references are all placed after the main body of text, these are known as endnotes.

for more than one publication within a given year, this is signified by a small “a“, “b“, etc. The exact reference can then be found in the bibliography at the end of the work (see section 2.4.6 and appendices 12 and 13). If you choose to use in text citations for your work, you need to restrict yourself to the above data, or at the most, a couple of words’ commentary. If, as is often appropriate, you wish to make a more extensive commentary on the source in question, it would be more reader-friendly to use footnotes for both the source and this (See appendix 9 for an example of this).

How do I set out direct quotations?

When quoting word for word, write the source directly after the quotation. If you place someone else’s words inside a sentence, note the source at the end of the sentence. If using footnotes to cite, the footnote’s raised number goes after, not before the full stop.

If you paraphrase over a whole paragraph, you need to state the source at the beginning of the paragraph (e.g. at the end of the first sentence).This alerts the reader early on to the fact that he is reading a paraphrase. The scope of the quotation is then declared in a footnote; does the whole paragraph draw from this source? The whole section? As soon as the source of a paragraph changes, you need to make this clear to the reader. You cannot use two footnotes directly after each other (i.e. [2] [3]). If a sentence draws on two or more sources, declare the sources in separate footnotes, but place the footnote indicators in the relevant parts of the sentence.

Do I have to cite the original sources?

Yes. Basically, you need to cite the original source for both direct and indirect quotations. Only if the original source is not available may you cite the work where you came across the content. (This is not the original source, rather is secondary literature) This is done by a footnote containing the biographical details of the original source and the complement “in...” followed by the details of the secondary literature in short form.

Which page numbers do I need to cite?

When citing page numbers, you need to consider carefully whether just one page is being cited (e.g. p. 20), or whether the quoted section went over onto the next page (e.g. p. 20f.) or even covered multiple pages (e.g. pp. 20-27). The occasionally used convention of not closely defining the following pages (e.g. p. 20ff.) or not including page numbers at all is not recommended as this makes it extremely difficult for the reader to find the original sources.

What should the footnote text look like?

The text in a footnote is essentially a sentence. This means that it begins with a capital letter and ends with a full stop. When citing direct quotations in a footnote, it is sufficient to reference the source with no further commentary. References for an indirect quotation are generally prefaced by the instruction “see“, further commentary is often appropriate.

2.4.4 How are sources referenced?

How do I reference books?

When referencing **books** (also known as **monographs**), start with the author’s surname, followed by his/her first name, the book’s title and, if available, its tag line. If available, also include the name of the series the monograph appears in. This is followed by the place and date of publication. If it is not the first edition of the book, the edition number needs to be included. The format also needs to be given; is it a doctoral thesis, a programme, loose leaf, or does it have another format? This helps the reader to understand the source better. In the English-speaking world, the publishing house is also given. If you do this, this needs to be done consistently for all titles, not just for one. If you are using the first edition of a book, the edition does not need to be given in the references. If you are using a subsequent edition of a work, the edition needs to be given directly after the title. The newest edition is always the one you should be using and citing.

Diamond, J. (1999): Guns, Germs, and Steel. The Fates of Human Societies. New York and London. McDowell, M. et al (2012): Principles of Economics. 3rd ed., London, Woll, A.(2007): Allgemeine Volkswirtschaftslehre. 15th ed., Munich.

How do I reference articles in journals?

When referencing articles in **journals,** start with the author's surname and the name. This is followed by the title of the piece, the name of the journal and the volume number, the issue number (”No.“ or ”issue“), as well as the pages on which the article can be found. First names now tend to be shortened to initials.

Frank, Björn (1996): On an Art without Copyright. In: Kyklos, vol. 49, PP 3-15. Hippner, Hajo; Martin, Stephan and Wilde, Klaus D. (2001): Customer Relationship Management. In: WiSt – Wirtschaftswissenschaftliches Studium. Zeitschrift für Ausbildung und Hochschulkontakt, vol. 30, PP 417-422. Anon (2001): Wirtschaftliche Entwicklungen im Euro-Währungsgebiet. In: European Central Bank (ed.): Monthly report June, PP9-73.

How do I reference pieces from compendia?

A **compendium** is a book which contains contributions from a variety of authors. When referencing, write the surname and name of the author in question, the title of the article, the editor or the compendium (found prefaced by “ed“ or ”eds“ in English language compendia; ”Herausgeber“ or ”Hrsg.“ in German language publications) and the title of the compendia, as well as the publishing house and date. You must also include the page numbers of the article in question. If the compendium is part of a series, the series and the volume number need to be given in brackets.

Jones, Ronald W. and Neary, J. Peter (1996): The Positive Theory of International Trade. In: Jones, Ronald W. and Kennen, Peter B. (eds.): Handbook of International Economics. Vol. I: International Trade. Blackwell: Amsterdam u.a., pp. 1-62.
Thogersen, J., 2009. Consumer Decision Making with Regard to Organic Food Products. In: T. de Noronha Vaz, P. Nijkamp & J. Rastoin, eds. *Traditional Food Production and Rural Sustainable Development: A European Challenge.* Farnham: Ashgate Publishing Limited, pp. 173-192.
Sitalaksmi, S., Ismalina, P., Fitrady, A. and Robertson, R.: 2009, Globalization and working conditions: Evidence from Indonesia, in R. Robertson, D. Brown, G. Pierre and L. Sanchez-Puerta (eds), Globalization, Wages, and the Quality of Jobs: Five Country Studies, World Bank Publications, Washington D.C., pp. 203–236.

How do I reference working papers?

Working papers are perfectly citable sources. A working paper reference contains the same information as in other references, but with the additional remark “Working paper“, followed by the paper’s number and the name of the issuing body. However, working papers do not enjoy the same academic status as publications in journals, as the latter have, by virtue of their inclusion, passed a quality test.

Fertig, Michael and Wright, Robert E. (2003): School Quality, Educational Attainment and Aggregation Bias. Essen. (RWI Discussion papers No. 9.)
Ilahi, N., Orazem, P. F. and Sedlacek, G.: 2005, How does working as a child affect wage, income and poverty as an adult?, Social Protection Discussion Paper Series 514, World Bank, Washington D.C.

How do I reference grey literature?

Grey literature indicates sources which have not been published. These are identified by the word “mimeo”. You need to include the author’s name, the item’s title and the publication date. If there is an issuing body, this also needs to be given. You need to treat the content with caution as this has not been checked or verified in any way. One useful step is to look at who wrote the paper. If a known researcher is behind the paper, it is alright to use it. Working papers are often the stage before a genuine, scientifically verified publication.

Kondylis, F. and Manacorda, M.: 2006, School proximity and child labor: Evidence from rural Tanzania, Unpublished manuscript, London School of Economics, London, England.

How do I reference official institutions?

If using sources which have been issued by an **official institution** without name-checking an author, the institute itself needs to be referenced as the author. These documents are often traceable through an internal system of serial numbers.

Anon. (unknown): Lesson 2: Planning a group Strategy. In: Microsoft Corporation (ed.): Microsoft Windows NT Server Administrator's Kit (Microsoft Training Guides) . Place unknown, PP. 90-96. OECD (2007), Roundtable on Economics for consumer policy, DSTI/CP(2007)1/FINAL, July 2007

How do I reference newspapers and magazines?

Articles from newspapers or magazines which do not name check an author, need to be marked as ”anon” (anonymous), alongside all other data which is usually given when citing a source.

Anon (2001) Filling the bank-shaped hole, in: Economist Vol. 405, No. 8815 from 15.12. 2012, PP 22 – 24. Fricke, Thomas (2000): Ein heilsamer Schock für das weltweite Währungssystem. In: Financial Times Deutschland, Issue from 29. Sept. Reproduced in: Deutsche Bundesbank (ed.): Auszüge aus Presseartikeln Nr. 47, p. 5f. Schild, Axel (2001): Bandesrepublik Deutschland 1969 bis 1973. In: Bundeszentrale für Politische Bildung (ed.): Deutschland in den 70er/80er Jahren, P3f. (Informationen zur politischen Bildung, Volume 270.)

How do I reference court rulings?

When referencing court rulings, include the court in question (in this case, the European Court of Justice); the date of the ruling; the outcome; the case number; the place found; the year of publication; the volume and the number of the first page.

European Court of Justice (2003). EU Court of Justice ruling from 24th July 2003, C-280/00 Altmark Trans GmbH, EuGH, Slg. 2003, I-7747.

How do I reference a law text?

When referencing law texts, name the style of cause (name of decision), the ordinal number; the date, and where the text was found (in this case, in *Bundesgesetzblatt*). If available, you should also include where the text can be found on the web.

Einkommensteuergesetz as published on 8. Oktober 2009 (BGBl. I S. 3366, 3862), most recently modified by Article 3 of law 8. www.gesetze-im-internet.de/bandesrecht/estg/gesamt.pdf May 2012 (BGBl. I S. 1030); URL: http://www.gesetze-im-internet.de/bandesrecht/est/gesamt.pdf

How do I reference interviews or correspondence?

Sources such as interviews, telephone conversations or written correspondence are referenced by stating the source type (interview, telephone conversation, e-mail), the conversation partner, his/her position and organisation, and the time the correspondence took place. It may also be appropriate to include a written record of the conversation in an appendix.

Telephone conversation with Hanno Beck, professor for economics at Pforzheim University on 12.12.2012.

What do I do if I can’t identify the author?

If you cannot identify the author, either name the issuing body (e.g. ”International Monetary Funds (IMF) “) or use the abbreviation “anon” (anonymous).

How do I reference three or more (co-)authors?

For more than three co-authors, name just the first author, followed by the abbreviation *et al*. (Latin: et alii). If the publishing house has more than three locations, again only the first is named, followed by *et al*. In order to be able to quickly identify the authors in the bibliography, the entries are indented by 1.5 cm.

How do I reference internet sources?

With the exception of scientific, sustainably documented work, internet documents are sources of lesser quality and should therefore only be used extremely sparingly. If the internet source has an identical sister document which has been printed by a respected institute (and you have found the .pdf version of this), the concern of the document being appropriately documented disappears. In this case, the document can be cited in the same way as the paper version, however, the complete URL also needs to be given. For formatting reasons, it is often necessary to add a space to the web address. In order not to confuse the resulting hyphen with a rogue dash in the URL, the URL should only be split directly after a slash.[1] If the internet source is only available in .html format and not backed up by a published text, both the quality and permanent documentation become problematic. To be able to pinpoint the version you accessed, the date you read the webpage needs to be added after the URL. In order to avoid potential validation issues, it also recommended to print a copy of the page in question. Such sources need to be referenced like working papers including at least the author or institute, and the title of the document. In place of the usual year of publication in the footnote, you need to include the abbreviation "URL". Dresel (2001) therefore becomes Dresel (URL).If there are several similar references, use numbers (instead of the more usual letters) to differentiate between them. Jones (2000a) and Jones (2000b) would therefore become Jones (URL1), Jones (URL2) etc.

If the author of an internet source is not known, but the editor, or the director of the research institute or organization is given, name one of those in place of the author. You can use an abbreviation for the organisation, but need to then expand this in the list of abbreviations.

Each and every quotation from the internet needs to be followed by the date you last accessed the page, prefaced by ”retrieved “.

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[1] A line break can be created by pressing the return and shift keys at the same time.

ILO: 1932, C33 Minimum Age (Non–Industrial Employment) Convention, On- line Document (ILOLEX), International Labour Organization. http:// www.ilo.org/ilolex/english/convdisp1.htm, retrieved on October 30, 2009.
US Senate: 2007a, A bill to amend the Tariff Act of 1930 to eliminate the consumptive demand exception relating to the importation of goods made with forced labor. (Introduced in Senate), Online Document, The Library of Congress (THOMAS). http://thomas.loc.gov/cgi-bin/query/z?c110: S.1157:, retrieved on October 1, 2009.

2.4.5 Special considerations when citing in academic law papers

Law essays follow slightly different rules to those above. Elements to be aware of are:

The author's name is always written in italics, both in the body of the text and in the footnotes and references. **Footnotes** are numbered consecutively, carrying over from page to page.

If citing a **section** or other contribution from a **compendium**, the citation should contain the author's surname, an abbreviation of where the source was found, the number of the first page of the item, and the actual page number of the quotation. The full title, etc. is then referenced in the bibliography. Examples are as follow:

[25] Wächter/Ständer, NJW 1990, 395, 397
[29] Coester-Waltjen, JURA 1996, 608, 610
[58] Herdegen in: Bohr, Förderalismus, 123, 127

The short reference form can be expanded by an appropriately shortened title. This is helpful if a number of items by the same author are being referenced, and can then avoid the potential for confusion. An example of the above:

[85] Wächter/Ständer, Investitions- und Beschäftigungszusagen, NJW 1990, 395, 397

Monographs (specialist books on individual topics) are cited by author, (potentially shortened) title and page (P) or section number (sec.). Examples:

[95] Löwisch, BGB AT, sec. 219
[96] Hofmann, Privatrecht, P. 99

Sources stemming from **commentaries** are cited by name of commentary, the editor and, if available, by section or other reference point (under no circumstances by page number). Example:

[53] Palandt/Heinrich, § 242 Sec. 4

Court rulings are cited by naming an official compendium, otherwise by court and place found. Examples:

[73] BGHZ 101, 186 (188 ff.)
[97] BGH NJW 2003, 2341

If a ruling goes over multiple pages, the first page given is the one on which the ruling starts. The page on which the pertinent quotation can be found is then either placed in commas or separated from the beginning page by a comma. If the quotation goes over a number of pages, this needs to be appended with “f.“ (one page) or “ff.“ (multiple pages).

Law texts are not quoted in essays, neither in main body of the text, nor in the footnotes. It is assumed that the reader has a copy of the law text to hand. This general rule does, however, have exceptions. Paragraphs or other legal writings which are not readily available but are significant for the essay can be quoted, be this in the text body, in footnotes, or in an appendix. Examples of legal writings which may not be readily available are foreign legal works. European regulations and decrees, as well as international treaties, need to be looked at on a case by case basis. For German legal acts which are not included in the classic work *Schönfelder*, printing the text could be helpful. Direct quotations can be given in the main body of the text or in footnotes. If an entire law text is used as the basis of some or all your essay, this can be printed in an appendix.

2.4.6 Bibliography

What do I include in the bibliography?

The bibliography needs to include references for all citations already documented in the footnotes, complete with all the usual bibliographical data. **Works which have not been cited in the text may not be referenced in the bibliography, as they have clearly not influenced the argumentation. If they had done, they would have been cited.**

When referencing journal articles, the surname and name of the author needs to be given, as well as the year of publication, title of the publication, name and year of the journal, as well as the first and large page number of the article. References need to be organised alphabetically into a bibliography. As the bibliography serves to allow the reader to identify the cited sources quickly, and as the main text doesn’t differentiate between different source types (e.g. between books and journals), there is no purpose to be served by splitting the references into separate bibliographies. Exceptions to the rule are legal rulings, or conversations, which require a dedicated list once more than four of these types of sources have been used. The bibliography is separated from the main body of the text by beginning on a fresh page. The references continue the Arabic numbering system used in the remainder of the document, and should continue consecutively.

3. Formal Requirements

3.1 Layout, length and content

What should my work look like??

Your work should be presented on A4 paper, printed on one side only. The pages need to be consecutively numbered in the centre of the header, 1cm above the first line of text. The upper margin needs to measure 2.5cm, whilst the bottom margin should be 2cm. The left hand margin needs to be 5cm wide in order to accommodate mark-ings and to leave space to bind the work, whereas the right hand margin should measure 2cm.

Your text needs to be either left or full justified with spacing of 1.5 lines. If forced to hyphenate a word over two lines, please separate by syllable. We recommend using 12pt Times New Roman font (12pt Calibri is a good alternative; check with your lecturer). Foot-note text should be single spaced, again Times New Roman is the best font for this, although this time reduced to 10pt. This document was formatted to these criteria. Therefore, as well as using this as a visual example, you could also save it as a word processing tem-plate (save as a .dot file).

What do I submit?

Coursework needs to be submitted to your lecturer by the deadline in both paper and electronic form (generally either as a Word or pdf. file). An electronic version may serve to simplify distribution to a group, as well as making it easier to check sources. The paper ver-sion of your coursework is the one which is corrected and will be archived in the examinations office. It should not be bound, or given an otherwise unnecessary cover; a single staple in the upper left hand corner is sufficient (this does not apply to the thesis).

How long should my work be?

A piece of degree coursework usually comprises 10 pages of text. Any deviation from this standard length is only possible in consultation with the supervisor. The ability to present a clearly defined topic within a set word count and within a restricted time period is part of what is expected from you in the assessment. Keeping to the page count is therefore part of your task. Anyone going over the set page count will therefore by penalised by having points deducted. Tables and figures, which are indispensable for understanding the argumentation, must be integrated into the text, meaning that they are also restricted by the page count.

What should my coursework include?

Your coursework must include, in this order: title page, table of contents, main body of text, and bibliography. The title page needs to include the university logo, the course and course lecturer, the semester in which the course is being taken, and the topic of the essay. The title page also needs to include the name of the essay writer, his or her matriculation number and current semester, the essay writer's postal and e-mail addresses, and the submission date. (See appendix 1). There is no page number on the title page; page numbering begins at the table of contents and continues with consecutive, Arabic numerals (1, 2, 3…). If the main body of text is prefaced by more than the table of contents (e.g. by a list of figures or abbreviations), this complete section, starting with the table of contents needs to be numbered with Roman numerals. Arabic numerals are then used from the beginning of the main text body, and continue into the bibliography which is found after the main text.

HOCHSCHULE PFORZHEIM

Seminar on Economic Policy
Prof. Dr. …
Winter semester 2006/07

The aging demographic in Germany and its anticipated effects on the economy and social securities.

Topic 1:
Basic demographic terms and the demographic transition model

Body, Annie	(Details for a co-author,
Degree course "name of degree"	if applicable,
Matriculation no: 123456	go in
bodann@hs-pforzheim.de	this space)
Submission date: 30.9.2006	

Figure 3: The title page

Table of Contents

Figure 4: Table of Contents

List of Abbreviations

C – Carbon

CH_4 - Methane

CO_2 - Carbon dioxide cwt – Hundredweight

FAO – Food and Agriculture Organization of the United Nations

GHG – Greenhouse gases

GWP – Global warming potential m^3 –

cubic meter

N – Nitrogen

N_2O - dinitrogen monoxide

USDA – United States Department of Agriculture

WHO – World Health Organization

Figure 5: List of abbreviations

Table of figures

List of tables

Figure 6: Table of figures and list of tables

List of Appendices

Figure 7: List of Appendices

How many figures and tables should I use??

Due to the low page count, it will not be possible to include more than four or five figures, graphs or tables. A separate table of figures therefore serves no real purpose, except maybe as practice for your dissertation. This is also the case with the list of abbreviations.

When using an abbreviation for the first time in your text, this needs to be written in full. In contrast to reading a dissertation, it shouldn’t be too strenuous for the reader to remember either the full versions or where the extended version has been written in such a short essay.

What do I put in the appendices?

The appendices contain any material which supports the argumentation, but is not absolutely necessary to include in the text itself. This may include your own empirical data or a written record of a conversation (see section 4.3 for further help and examples). However, appendices should only be used for coursework as a well-founded exception, and not as an easy way to go over the page count; only the main text body is graded in coursework.

What should my dissertation look like?

In contrast to coursework, dissertations and theses need to be bound before being submitted. The number of copies you need to submit is stipulated in the respective examination regulations. A white label needs to be stuck onto the front cover with the text and format portrayed in appendix 2 of this document. There needs to be a page before the title page which contains a declaration that the work is your own and draws on no other sources or resources other than those explicitly referenced (see appendix 3). This declaration needs to be signed by the author on every copy of the dissertation. If no alternative arrangements have been made, the dissertation's length is restricted to 70 pages. Just as in coursework, the ability to present an issue in a defined page count and within a defined time period is part of what you are being graded on. Going over the page count without the permission of your supervisor will result in penalisation.

The title page of your dissertation needs to include the following: Name and surname of the author, matriculation number, e-mail and postal addresses, the dissertation topic, a description of what degree you hope to be admitted to the first and second markers, and the submission date. An example title page can be found in appendix 4. Just as in coursework, the title page is followed by a structured table of contents, as in appendix 5 of this document. Other indices which may be added if required are as follow:

What should a list of abbreviations look like?

A list of abbreviations is only necessary if your work contains a number of topic-specific abbreviations. Including a list enables the reader to look up these abbreviations. However, a plethora of abbreviations makes an essay difficult to read, so use them sparingly. List the abbreviations alphabetically. However, do not include abbreviations which should be common language (e.g. EU, USA, cm, k, i.e, etc , rather restrict the list to abbreviations an educated reader is unlikely to know (see appendix 6 for an example).

What should a list of symbols look like?

A list of symbols is only necessary if your work contains a number of topic-specific symbols (for example, variables in formulae). Including a list enables the reader to look up these symbols. Symbols need to be listed in alphabetical order (see appendix 7).

What should a list of figures look like?

If your work contains figures, tables or similar (e.g. diagrams), which are not just discussed once, but are referred back to later in the work, it is recommended to include a list of figures to enable the reader to find the objects in question quickly and easily. For reasons of clarity, an index is only necessary if your work contains more than four relevant items. Tables and figures can be listed together (see appendix 8). If this dual list is over a page long, it needs to be split into two single lists.

3.2 The layout of the appendices

What should the appendices contain?

If a final paper draws on material which is either difficult to access, or contains information which merely complements the topic of the essay, it may be useful to include appendices to contain this material. Examples of such material are raw data for the tables of results included in the work, legal texts, excursus, surveys and the related data analysis, etc. Attention needs to be drawn to the appendices at appropriate points in the main text body. The appendices should not contain crucial elements of the argumentation, rather are to be viewed as having a complementary and documentary function.

What should the appendices look like?

The appendices begin on a fresh page at the end of the academic work, but continue the Arabic page numbering from the main text body. They need to be entitled “Appendix” (1 item) or “Appendices” (multiple items). To save space, the text in the appendices may be single spaced and can even be written in 10pt font. If there are multiple, separate appendices, these are each labeled “appendix“ and numbered consecutively. In this case, you also need to include a list of appendices. The table of contents at the beginning of the work only refers to the list of appendices, not each separate appendix. The bibliography also comes right at the end of a piece of academic work so, if using appendices, these need to be placed before the bibliography.

Examples

List of Appendices

Appendix 1 - Example of a title page for coursework

Seminar on Economic Policy
Prof. Dr. …
Winter semester 2006/07

The aging demographic in Germany and its anticipated effects on the economy and social securities.

Topic 1:
Basic demographic terms and the demographic transition model

Body, Annie
Degree course “name of degree“
Matriculation no: 123456
bodann@hs-pforzheim.de
Submission date: 30.9.2006

(Details for a co-author,
if applicable,
goes in
this space)

Appendix 2 – Text and placement of dissertation/thesis "sticker"

Stewart Dent
Matriculation no: 314152

The economic aspects of climate
delaying harvesting
on the Deccan Plateau

Appendix 3 – text and placement of declaration

Declaration:

I hereby declare that this Masters dissertation[1] is all my own work. I have only used the sources or resources I have explicitly referenced. I have attributed all direct and indirect quotations.

[place & date]

(signature)

[May also be necessary]
Confidentiality notice:

The following work contains confidential, internal data from [name of company]. This may only be used for examination purposes and may not be passed on to third parties or published in any shape or form without express permission from [name of company].

[place & date]

(signature)

[1] Note: The term “Masters dissertation“ needs to be replaced by the actual level and type of work, e.g. BA /BSc dissertation, post-graduate diploma thesis, etc.

Appendix 4 – Example title page for a dissertation/ thesis

Holger Studiosus
Matriculation no: 711081
stuhol@hs-pforzheim.de

Bücherweg 23
99999 Fleißigstadt
Submission date: 15.6.2002

The Argentinian Currency Crisis

BA dissertation[1]
Presented to gain admission to
Bachelor of Arts degree at Pforzheim University

Supervisor: Prof. ....

Second marker: Prof. ....

Appendix 5 – Example of a table of contents

1 Or: Masters dissertation (etc). The following sentence also needs to be adapted accordingly.

Table of Contents

Appendix 6 – List of abbreviations

List of Abbreviations

C – Carbon

CH_4 - Methane

CO_2 - Carbon dioxide cwt – Hundredweight

FAO – Food and Agriculture Organization of the United Nations

GHG – Greenhouse gases

GWP – Global warming potential m^3

– cm^3 - cubic meter

N – Nitrogen

N_2O - dinitrogen monoxide

USDA – United States Department of Agriculture

WHO – World Health Organization

Appendix 7 – Table of figures and list of tables

Table of figures[1]

List of tables

[1] Alternatively: This can be separated into two lists; first figures, then tables.

Appendix 8 - Example page for footnote1 references in academic essays

Economic analysis in sport is a relatively new area of research. An early pioneer was Maier (2000a, 2000b, 2001), who was able to draw on work already done by Bauer (1997). Müller (2005, PP 15-26) gives an overview of current research. The central question touches on the following problem: "how can the [..] marginal usage […] of an additional unit of currency be determined?"[2] (Maier, 2000a, P7) Some authors feel that an empirically sound answer to this problem is impossible due to insurmountable identification problems (see Großkopf, 2001, P113; Kleinhaupt 2002, P13f.). Schulze (2003, PP137-139), however, suggests looking at the fluidity of the league table position in relation to changes to the seasonal budget. This modus operandi, however, throws up numerous empirical problems[3], not only due to the lack of transparency of a club's finances, but also due to methodology weaknesses in method. The budget for the current period may contain outstanding amounts from previous seasons as well as outgoings for which a return on investment can only be expected some years down the line. Using non-adjusted raw data from these sources can, therefore, only lead to significantly incorrect results.

In order to establish appropriate criteria to adjust the budget figures, a number of conversations were held with club management.[4] One discovery was that players had been mistakenly bought in the past, and even though it had been decided not to continue using the player in games, the purchase and transfer fees still represented a significant burden on current club finances.[5] Injured players were also mentioned, whose absences have a similar economic effect to an ill-advised purchase. The injury period mentioned had been during recent years …

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[1] Footnotes are commonly used in academic work in the legal sector, see. 2.5.4 above.

[2] "Wie kann der .. Grenznutzen … einer zusätzlichen Geldeinheit bestimmt werden?"

[3] A comprehensive discussion of the difficulties involved in implementing Schulze's proposal can be found in Rodrigez (2004), PP 27-31.

[4] A list of conversation partners as well as summarised conversation records can be found in appendix 12.

[5] The conversation partners judged that around 12% of a season's budget was taken up with such inherited burdens, meaning that this amount could not produce a return. If the management's statements are taken weighed up against the clubs' budgets, we are left with a a figure of 13,5 %.

Appendix 9 - Example page for footnote references in academic essays[1]

Economic analysis in sport is a relatively new area of research. An early pioneer was Maier,[2] an overview of current research is given by Müller[3] The central question touches on the following problem: “how can the [..] marginal usage […] of an additional unit of currency be determined?“[4] Some authors feel that an empirically sound answer to this problem is impossible due to insurmountable identification problems.[5] Schulze however, suggests looking at the fluidity of the league table position in relation to changes to the seasonal budget.[6] This modus operandi, however, throws up numerous empirical problems[7], not only due to the lack of transparency of a club’s finances, but also due to methodology weaknesses in method. The budget for the current period may contain outstanding amounts from previous seasons as well as outgoings for which a return on investment can only be expected some years down the line. Using non-adjusted raw data from these sources can, therefore, only lead to significantly incorrect results.

In order to establish appropriate criteria to adjust the budget figures, a number of conversations were held with club management.[8] One discovery was that players had been mistakenly bought in the past, and even though it had been decided not to continue using the player in games, the purchase and transfer fees still represented a significant burden on current club finances.[9] Injured players were also mentioned, whose absences

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1 For academic essays in law, see 2.5.4 instead!

2 Noteworthy are particularly Maier (, 2000b), as well as Maier (2001). Maier was able to draw on work from Bauer (1997).

3 See Müller (2005), PP 15-26.

4 Maier (2000a), P7. “Wie kann der .. Grenznutzen … einer zusätzlichen Geldeinheit bestimmt werden?“

5 See Großkopf (2001), P 113; Kleinhaupt (2002), P13f.

6 Schulze (2003), PP 137-139.

7 A comprehensive discussion of the difficulties involved in implementing Schulze‘s proposal can be found in Rodrigez (2004), PP 27-31.

8 A list of conversation partners as well as summarised conversation records can be found in appendix 12.

9 The conversation partners judged that around 12% of a season’s budget was taken up with such inherited burdens, meaning that this amount could not produce a return. If the management’s statements are taken weighed up against the clubs‘ budgets, we are left with a a figure of 13,5 %.

have a similar economic effect to an ill-advised purchase. The injury period mentioned had been during recent years …

Appendix 10 - Examples for how to reference different types of sources in academic essays[1].

The bibliographical data you need to include for a source differs depending ont he type of source. The following gives some examples of the most important types. Different forms of punctuation can be used to separate the various elements, commonly used are colons, semi-colons and commas.

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1 For academic essays in law, see 2.4.5 instead!

Appendix 11 - Extract from a bibliography from an academic essay

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Appendix 12 - Extract from a bibliography in an academic law essay

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