



UNIVERSITY OF COLOGNE
SEMINAR FOR BUSINESS ADMINISTRATION, CORPORATE
DEVELOPMENT AND ORGANIZATION
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**Information on the compilation and assessment of theses
at the Department of Business Administration, Corporate Development and
Organization**

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1 Application for a thesis

At the Faculty for Business Administration, Corporate Development and Organization theses from the field of general business administration, in particular the sub-areas of corporate development and organization are assigned and supervised. The application mode for a thesis depends on the type of work.

Bachelor thesis:

Bachelor theses are awarded once per semester for two possible starting dates. After the allocation to the Corporate Development Area in Klips2 the allocation to the chairs of Prof. Ebers, Prof. Irlenbusch, Prof. Schwens and Prof. Sliwka takes place via Ilias. After publication of the results, the students receive a link that enables them to join the Ilias award.

In Ilias, students can indicate their preferences for the individual chairs. Please note the respective application deadlines that are announced in Ilias. Students who do not indicate any preferences will be assigned according to the remaining capacities of the chairs.

No later than one week after the application deadline, students will be informed which chair they have been assigned to. Please wait for this message first! If you have not received this notification within two weeks after the application deadline, please contact the contact person named in Ilias.

Master thesis:

For master theses at the chairs of Prof. Dr. Ebers, Prof. Dr. Irlenbusch and Prof. Dr. Sliwka an assignment is done twice per semester via [ILIAS](#). Further information about your application can be found on [ILIAS](#). After a successful application we will notify you by mail about your allotted chair and supervisor. Normally, the notification is sent about 1-2 weeks after the application deadline.

2 General notes on the supervision

All theses are supervised by staff of the chair. Appointments are made individually between the candidate and the individual employee. Documents like structure and / or synopsis that are to be discussed during an appointment must be sent to the supervisor at least 24h before the appointment as .doc or .docx files. File names should have the following pattern: JJMMTT_Candidate Name_Content.doc (e.g. 160516_Johnson_Synopsis, or 160516_Johnson_Structure).

Please check the document for spelling, punctuation, and grammatical errors before sending it. If necessary, let the text proofread by a 3rd party.

3 Registration of the thesis

Requirements for the registration of theses are the creation of a final synopsis, a structure and the definition of a thesis title.

Only after approval of the final synopsis and in consultation with your supervisor can the work be registered at the examination office.

The registration rules differ depending on the type of thesis:

Bachelor theses should be registered at the registration office around two weeks after the beginning of the supervision.

Master theses presently are not subject to registration regulations. Registration takes place in accordance with agreements between the student and supervisor.

The detailed terms of the registration depend on the relevant examination regulations. For more information, please contact your supervisor.

4 Synopsis and Structure

Before theses can be registered, a synopsis and structure have to be created. This is to ensure that the candidates have sufficiently become acquainted with the subject and have a clear understanding of what question they want to answer in their work.

Additionally, a definition of a thesis title is required for the registration, which can't be changed unauthorized until submission of the thesis.

4.1 Synopsis

The total 1,5-page synopsis includes the description of three content areas:

Topic description or problem definition: Describes the relevance of the topic, which the thesis deals with and addresses the question of how the topic is scientifically / empirically of interest (Are there conflicting explanations for the phenomenon? Is it empirically particularly significant and has so far been analyzed insufficient? Etc.). The problem definition needs to be developed with reference to the current literature. Accordingly, this section should already include about 10 references.

Objective: Includes the exact description of the question that is answered in the thesis or the objective that is pursued with the work respectively. The quality of the thesis is, ultimately, also measured by the extent to which the previously defined objective has been reached.

Procedure: Contains a description of the (further) action to answer the question, or to achieve the objective. This usually involves a presentation of the logical sequence of chapters and a brief description of the contents of each chapter.

4.2 Structure

Theoretical and empirical studies generally differ considerably in their structure. Also the structures within each category can be different. However, the following generic structure scheme is relatively typical:

1. Introduction (corresponding to the synopsis)
2. Theoretical / conceptual / definitional foundations
3. Theoretical body of the thesis / hypothesis development
4. Presentation of solutions / recommendations for action / results
5. Final chapter (in empirical work if necessary discussion and 6 Final chapter)

5 Notes for collaborations with partners

In general, the cooperation with a partner as part of a master project requires the signing of a confidentiality agreement. A template for such a declaration is available at the seminar. In the case of assured confidentiality, the thesis itself will be supplemented with a "non-disclosure notice" before the table of contents. A possible text for this note is:

The subsequent thesis contains confidential data and information of XXX. Publications or reproductions – even partial – are forbidden without the explicit written permission of the company.

The master thesis may only be made accessible to the correctors and the members of the audit committee.

6 Formal requirements

A template for the cover can be found in Appendix I of this document. Legal requirements for the examination can be found in the instructions of the Examination Office ([Website of the Examination Office](#)). The thesis mandatorily needs to include an affidavit or respectively a declaration of originality including a declaration of plagiarism assessment in accordance with Appendix II. The declaration can be found [here](#). Please note that this declaration must be given in German even if the rest of the thesis is in English.

Labelling the cover of the thesis is not necessary. Theses must be firmly bound (ring bonds are not permitted!). Additionally, a digital version must be submitted on a CD-ROM to the examination office, which should be in .pdf format and, if possible, also in .doc/.docx format. In case of empirical theses, it is also required to include the final version of the dataset as well as the syntax used in the respective statistics package (STATA, SPSS, etc.) in the CD-ROM.

For **other types of papers**, it is sufficient to hand in a **digital** version of your work. A printed version is not necessary.

6.1 Scope

Depending on the type of thesis, the following requirements (raw text, i.e. pages excluding cover, directories, and appendices) apply:

Bachelor thesis: 25 pages

Master thesis: 60 pages

Here in principle a tolerance range of +/- 10 percent is acceptable. Deviations beyond the intended number of pages should be agreed with the respective supervisor.

6.2 Layout

Font: Times New Roman, font size: 12 pt., line spacing: 1.5 lines, grouped style

Headings must be clearly distinguishable from continuous text and formatted consistently per textual unit

Tables have a heading, **illustrations** a caption

Margins: top 2.5 cm, bottom: 2.0 cm, left 3.5 cm, right: 2.5 cm

Page Numbers: There are three sections for which different numbering rules apply:

1. Directories prior to the introduction are numbered with Roman numerals (I, II, etc.) (applies for content, figure, table and abbreviation directories).
2. The text body (from introduction to including the bibliography) is numbered with Arabic numerals (1, 2, etc.)
3. Appendices behind the bibliography are numbered with Roman numerals. Thereby the numbering of pages prior to the introduction is continued.

6.3 Structure

Structuring for the chapters / sections of the thesis is numerical (1, 1.1, 1.1.1). Per outline level (e.g., 1) there must be at least two sub-headings (e.g., 1.1 and 1.2).

7 Source references

The reproduction of any literature content not indicated as such is considered a violation of the intellectual property rights and copyright laws and results in not passing the thesis.

In general, any sources used must be indicated at the respective position in the text by stating the author, year, and page number.

For examples of how different books, magazines and internet sources should be handled both in the text and in the reference list, see Appendix III. The examples are based on the citation guidelines of the American Psychological Association (APA), but divergently specify that the **page number of sources** the respective text passage refers to **must always** (and not only in direct quotations) **be indicated**. Should the text passage refer to multiple pages, then for two pages the page number must be indicated with f., and for more with ff. (Example: Müller, 2011, p.15f.; or Meier, 2007, p. 37ff.).

The reference list must include all sources used in full citation (see quoting form). There must not be an indication of unused sources.

8 Tips and tricks for writing a thesis

The USB also offers courses on literature search. Course offerings can be found on the USB homepage in the area "Our Service" (courses). In addition, feel free to contact Dr. Suthaus, Technical Officer for Business, with any questions (<mailto:suthaus@ub.uni-koeln.de>; 0221/470-3309). Courses of the Kölner Studentenwerk explaining scientific writing are offered and can be found on the homepage (www.koelner-studentenwerk.de) within the part "Psycho-Soziale-Beratung". Additionally, courses on scientific work are offered for bachelor students within the "Studium Integrale" (<http://www.professionalcenter.uni-koeln.de/lehrveranstaltungen.php>).

First steps in searching literature: Begin searching for literature in textbooks on your relevant topics and use the reference list for further literature. List the most important authors in your relevant topic. You will find information on the appropriate books and scientific articles in, e.g. reference books, library catalogs, reference lists, periodicals, and hand- and term sets. Always be aware of the quality and timeliness of the literature used. Scientific journals are among the most important sources for scientific work, as most of the current scientific discussion is covered by them.

To use a scientific paper well, regard the following notes:

1. Read the abstract (short summary of contents before the start of the article)
2. Observe the article's structure
3. Highlight more important content and write down keywords
4. Use selected content of an article
5. Challenge, compare, and connect contents with other literature

Find more information on literature search in Appendix IV

Tips about the content of the work: A good thesis follows a thread throughout the text. Short chapter introductions can help to optimize and guide the reader through the argumentation course.

Definitions and explanations should serve no end in itself. For answering the research question it is important in a scientific study to describe the relevant conceptual and theoretical foundations.

Mnemonic: Distinctions have to make a difference!

Tips for writing the thesis:

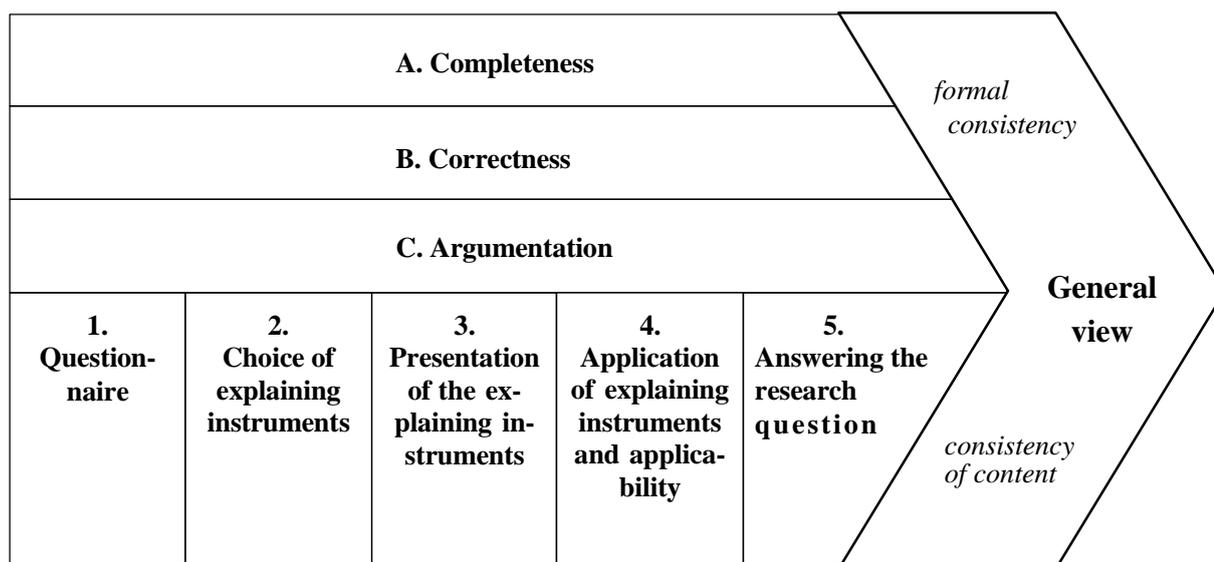
- Print the written parts of the day before and rework them attentively. The text is well done if it is not possible to leave out anything.
- Create an overview of relevant literature for your thesis. Note the references and important content within a file in order to be able to refer to them, when writing the thesis.
- Scientific Work doesn't mean to write as complicated or nested as possible.

- Don't forget to back up a file regularly.

9 Criteria in order to evaluate written accomplishments

In order to evaluate student exams, class assignments, or theses, the seminar for Business Administration, Corporate Development and Organization uses the following evaluation criteria as a basis.

9.1 General description of the criteria of evaluation



Completeness

The criterion of completeness evaluates whether the considerations of every part within the section cover all relevant aspects.

Correctness

The criterion of correctness evaluates the extent to which the parts within every section of the work are objectively correct.

Argumentation

The criterion of argumentation evaluates whether the statements within the single parts are reasoned appropriately and whether the whole argumentation is comprehensible.

9.2 Application of the criteria regarding the parts of written papers

Research question

The question is essential for writing a scientific paper. Therefore, it is necessary to state which question shall be answered within the paper and, additionally, why dealing with this question is relevant. Referring to the criteria mentioned earlier, the following questions are relevant when evaluating the paper:

1. Are all facets of the question and the problem named and explained?
2. Is the chosen question sufficiently relevant?
3. Is the importance of the question sufficiently explained?

Choice of explaining instruments

The chosen and presented question should be answered within the paper by making use of one or more appropriate instruments (theories, results of empirical research, tools). Therefore, it is necessary to state why and how the used instruments are adequate to answer the question. The extent to which this was done is evaluated by considering the following questions:

1. Does the choice of instruments occur by considering possible adequate alternatives?
2. Are the chosen instruments adequate to answer the question?
3. Is the choice of instruments comprehensible?

Presentation of the explaining instruments

The chosen instruments must completely be presented within the written paper. It is necessary to make clear that they are adequate to answer the question. In order to evaluate this part of the written paper, the following questions must be considered:

1. Are the chosen instruments (e.g. the variables and the empirical insights of a theory) adequately presented?
2. Is the presentation within the paper correct regarding the level of literature?
3. Is the presentation of using the instruments to answer the question adequately detailed? Are the statements verified with examples and illustrated by explaining diagrams?

Application of explaining instruments and applicability

After presenting the instruments, it is necessary to correctly make use of them. Referring to the criteria listed above, the following questions are considered during the evaluation:

1. Are the instruments used correctly?
2. Is the presentation of using the instruments regarding the question sufficient? Are the statements verified with examples and illustrated with diagrams?

Answering the research question

Using the instruments correctly leads to answering the question. It is necessary to deduce and comprehensibly explain decisions and solutions. Furthermore, they must be presented and, eventually, summarized. When evaluating the way in which the chosen questions are answered, the following questions must be considered:

1. Were the insights made during the course of the paper addressed sufficiently by answering the question?
2. Is the final answering of the question logical under consideration of the generated insights?
3. Is the consolidation of all insights in order to answer the question comprehensible? Are the final evaluations on the background of earlier analyses defensible?

General view: formal consistency and consistency of content

Within a written paper, the individual parts must be matched in terms of content and form. In order to evaluate this point, the following questions are considered:

1. Do the introduction, question, and deduced sub-questions contain adequate references to the topic and a description of the paper's structure?
2. Does the paper have a central theme/general message?
3. Is this central theme/general message clear within the structure?
4. Is the structure logical in form and the proportions correct?
5. Do the individual parts of the paper lead to a logical solution / answer to the question?
6. Does the title reflect the content?

7. Is the number of different literature sources adequate?
8. Are all tables and illustrations marked?
9. Are all quotes clearly and consistently marked?
10. Are all literature sources listed in the bibliography and vice versa?
11. Are all central terms defined?
12. Does the literary style correspond to an academic choice of words?

Appendix I: Cover-sheet template

[First name] [surname]

Examination number: [XXXXXX]

[Topic]

Bachelor or Master thesis

Topic supervisor: Prof. Dr. Mark Ebers or Prof. Dr. Thorsten Semrau

Presented in the Bachelor- or Master examination
within the degree program [e.g. Business Administration]
of the Faculty of Management, Economics and Social Sciences
at the University of Cologne

Cologne [Year of submission]

Appendix II: Eidesstattliche Erklärung/Eigenständigkeitserklärung

Important Information:

- For **bachelor or master thesis**
→ Use „Eidesstattliche Erklärung + Erklärung zur Plagiatsprüfung“
- Due to our examination rules, both versions must be given in German even if the rest of the thesis is in English.

Eidesstattliche Erklärung

Please use the sworn declaration of the Examination Office, which you can find [here](#). Sign on the first page and then insert it in your thesis (do not bind it). The second page is for your information.

Erklärung zur Plagiatsprüfung

Weiterhin erkläre ich mich einverstanden, dass meine dem Seminar für ABWL, Unternehmensentwicklung und Organisation eingereichte schriftliche Arbeit bei www.turnitin.com oder ähnlichen Plagiat-Prüfungstools der automatischen Plagiatsüberprüfung unterzogen werden kann. Die Überprüfung der Arbeit erfolgt ausschließlich durch Mitarbeiter des Seminars und wird nur anonymisiert und ohne eine dauerhafte Speicherung in der Datenbank des Plagiat-Prüfungstools stattfinden. Ich versichere, dass die eingereichte elektronische Fassung exakt der vorliegenden Arbeit entspricht.

Ich bin darauf hingewiesen worden, dass das Ergebnis der Plagiatsüberprüfung, das sich auf eine Nutzung von fremden, nicht kenntlich gemachten Quellen schließen lässt, einen Täuschungsversuch darstellt. Die Arbeit wird in diesem Fall als nicht bestandene Prüfungsleistung gewertet. Weitere Maßnahmen prüfungsrechtlicher oder strafrechtlicher Art können in Rücksprache mit dem Prüfungsamt veranlasst werden.

Ort, Datum

Unterschrift

Important Information:

- For **other types of papers** (e.g. seminar paper)
→ Use „Eigenständigkeitserklärung + Erklärung zur Plagiatsprüfung“
- Due to our examination rules, both versions have to be used in exactly the same way as they are depicted here, namely in German language!

Eigenständigkeitserklärung

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 Schriften entnommen wurden, sind als solche kenntlich gemacht.

Ort, Datum

Unterschrift

Erklärung zur Plagiatsprüfung

Weiterhin erkläre ich mich einverstanden, dass meine dem Seminar für ABWL, Unternehmensentwicklung und Organisation eingereichte schriftliche Arbeit bei www.turnitin.com oder ähnlichen Plagiat-Prüfungstools der automatischen Plagiatsüberprüfung unterzogen werden kann. Die Überprüfung der Arbeit erfolgt ausschließlich durch Mitarbeiter des Seminars und wird nur anonymisiert und ohne eine dauerhafte Speicherung in der Datenbank des Plagiat-Prüfungstools stattfinden. Ich versichere, dass die eingereichte elektronische Fassung exakt der vorliegenden Arbeit entspricht.

Ich bin darauf hingewiesen worden, dass das Ergebnis der Plagiatsüberprüfung, das sich auf eine Nutzung von fremden, nicht kenntlich gemachten Quellen schließen lässt, einen Täuschungsversuch darstellt. Die Arbeit wird in diesem Fall als nicht bestandene Prüfungsleistung gewertet. Weitere Maßnahmen prüfungsrechtlicher oder strafrechtlicher Art können in Rücksprache mit dem Prüfungsamt veranlasst werden.

Ort, Datum

Unterschrift

Appendix III: Citation guidelines by APA

10. Foot notes

Footnotes should be avoided.

11. Citation

11.1 Sources in the text

The origin of a statement is specified by naming the source, which is usually a publication. In the text a short notice is placed, whereby the reader can find the full specification in the alphabetically sorted bibliography (see. Chap. 13) at the end of the thesis. When quoting, in principle, the author's family name and appearance year or – if no individual author is present – the specification in the bibliography are given. Names always appear in upper- and lowercase letters, they are not italicized.

Examples for citations of one work by one author:

Early onset results in a more persistent and severe course (Kessler, 2003, p. 22).
Kessler (2003, p. 22) also found...

Examples for citations of one work by multiple authors:

Further research (Schmidt & Meier, 1973, p. 37ff.) showed, ...
As Schmidt and Meier (1973, p. 37ff.) were able to show, ...

When a work has three, four, or five authors, cite all authors the first time the reference occurs:

It was shown (Schmidt, Müller, Jensen & Meier, 1981, p. 189) ...
Schmidt, Müller, Jensen and Meier (1981, p. 189) proved, that ...

In subsequent citations, only the surname of the first author followed by et al. is included:

Furthermore, Schmidt et al. (1981, p. 189) emphasized...

When a work has six or more authors, cite only the surname of the first author followed by et al. And the year of appearance. The source is then fully stated in the bibliography.

If two or more publications of the same author or group of authors are cited, then the author or group of authors is only named once, followed by the semicolon-separated year figures. The order of the citations follows the order in the bibliography (see Chap. 13).

Examples:

(Müller, 1978, p. 78; 1980, p. 844; 1988, p. 228)
(Mayer, 1975, p. 98; 1981, p. 987; Schmitz & Neumann, 1978, p. 123)

When a work has no identified author, cite in text the first words of the article title which is stated in the bibliography, and the year:

Web Usability Studies are commonly conducted in libraries („Benefits of Usability Studies“, 2002, S. 34).

Examples of online citation:

An article of Time Magazine shows that... (Luckerson, 2014)

Some online sources have missing information about the author or year. When there is no author for a web page, cite in text the first words of the reference list entry (usually the title) and the year (title of the article, year). If the website material does not include a year, cite in text the author and n.d. (no date) (author, n.d.).

If the original text is not cited directly, but through a secondary source. In text, name the original work and give a citation for the secondary source.

This has already been shown by Meier (1986, as cited in Schmitz, 1989, S. 38).

Give the secondary source in the reference list and not the original one.

Since the probability of a faulty or misunderstood reproduction of the original text is more likely with a secondary citation, they should be avoided if possible. It is better to view and quote the original text directly.

11.2 *Direct quotation of sources*

If the quotation comprises fewer than 40 words, incorporate it into text and enclose the quotation with double quotation mark. If the quoted text itself, quotes a text through double quotation marks, this is expressed by single quotes. The quote must be literal. Also errors in the original have to be adopted. Without marking, only the capitalization of the first letter and the final punctuation of the quotation can be changed to fit it to the syntax of the sentence. Following the source is quoted – if not mentioned before – and the page number.

Examples:

Der Aussage, "leider ist die Verwendung des Begriffs 'Egozentrismus' nicht eindeutig" (Ewert, 1983, S. 117) ist nur zuzustimmen.
Ewert (1983) weist darauf hin, dass "leider... die Verwendung des Begriffs 'Egozentrismus' nicht eindeutig" (S. 117) ist.

If the quotation comprises 40 or more words, display it in a freestanding block of text and omit the quotation marks. Start such a block quotation on a new line and indent the block about a half inch from the left margin (in the same position as a new paragraph).

Example:

Traxel (1974) gibt folgende Umschreibung:

Die Psychologie von heute versteht sich als eine Erfahrungswissenschaft. Diese Feststellung gilt insofern allgemein, als sich sämtliche gegenwärtig bestehenden Richtungen der Psychologie auf die Erfahrung als ihre Grundlage berufen, auch wenn sie im Einzelnen die Erfahrungsdaten auf verschiedene Art gewinnen und sie unterschiedlich verarbeiten. (S. 15)

Omitting material. Use three ellipsis points (...) within a sentence to indicate that you have omitted material from the original source. Use *space* before and after the ellipsis, to separate it from the text. If one or more sentences are omitted, use four ellipsis points, where the extra point stands for the final point of the fictitious sentence.

Examples:

„They are studying, from an evolutionary perspective, to what extent children’s] play a luxury that

can be dispensed with when there are too many other competing claims on the growing brain ...” (Henig, 2008, p. 40).

Nach Haken (1981) untersucht die Synergetik "... welche allgemeingültigen Prinzipien am Werke sind, wenn makroskopische Ordnungszustände entstehen" (S. 294).

Insertions of any kind should always be put in square brackets:

"They [the experts] have ..."

Also own *emphases* in quoted material must always be marked:

"... have a *specific* [Emphasis by author] significance ..."

If errors within the original can lead to the misconception that it is an erroneous quote, then the error is immediately followed by the word *sic* (intentionally so written) set in italic and square brackets without exclamation marks.

Example:

... methodological issues such as setting, situation, and kontext [*sic*] are ...

12. Sources in the reference list

12.1 Function of the reference list

The reference list at the end of a journal article provides the information necessary to identify and retrieve each source. Each sources in the text must be listed in the reference list. Conversely each entry in the reference list must be referenced in the text.

12.2 Order of references in the reference list

Arrange entries in alphabetical order by the surname of the first author. Alphabetize letter by letter. The umlauts ä, ö, ü, ä are treated as non-mutated vowels a, o, u, au. The notations ae, oe, ue, are sorted according to the sequence of letters (ie. ae following ad). The letter ß is arranged as ss, and for identical words before ss.

Articles and prepositions in the name, if considered to be customary name components, are treated as part of the surname (eg, de Vries.); Parts that are not regarded as part of the surname, are ignored and added to the first name: H. L. F. von Helmholtz is listed as *Helmholtz, H. L. F. von*.

If there are several publications *by the same first author*, publications by single authors are arranged before publications in collaboration with co-authors. The name of the first author is cited again every time and not replaced by repeating characters. Publications by the same first author with various co-authors are ranked alphabetically by the surname of the second author; should they also be identical, they are sorted according to the family name of the third author, etc.

Publications by the same author or by a group of authors in the same sequence are ranked according to the year of publication, with the oldest publication ranking first. Publications by the same author (same group of authors) with the same publication year are ranked alphabetically by title (with definite and indefinite articles being disregarded). Those publications are indicated with lowercase letters immediately after the year (a, b, c, etc.). Exception: If such publications are indicated as part of a series (eg, as part 1, part 2, and so on.), they are ranked according to this order and not alphabetically.

12.3 Formal layout in the manuscript

The reference list always starts on a new sheet, which is characterized by the page title and page number. The page begins with the title References (first-level heading with numbering). The first line of each reference starts at the left indentation of the page. Lines following each references are indented to the 3rd position. The reference list is – unlike the rest of the text – have a 1.0-line spacing.

12.4 Literature in the reference list

Books are listed in the reference list in the following way:

Author, A.A., Author, B.B. & Author, C.C. (1999). *Title of the book*. Location: Publisher.

The title of the book is set in italics. If two or more publisher locations are given in the book, give the location listed first. Significant additional information, such as information on volumes are added to the title in parentheses and not in italics.

Examples:

Kriz, J. (1992). *Chaos und Struktur* (Systemtheorie Volume 1). München: Quintessenz.
Prigogine, I. & Stengers, I. (1986). *Dialog mit der Natur. Neue Wege naturwissenschaftlichen Denkens* (5. exp. Ed.). München: Piper.
Schmidt-Denter, U. (1995). *Soziale Entwicklung. Ein Lehrbuch über soziale Beziehungen im Laufe des menschlichen Lebens* (3. Ed.). Weinheim: Psychologie Verlags Union.

When a work has no author or editor, place the title of the book in the author spot:

Experimental Psychology. (1938). New York: Holt.

Edited books will, when cited as a whole, enclose the abbreviation Ed. or Eds. in parentheses after the last editor's name:

Haken, H. & Stadler, M. (Eds.). (1990). *Synergetics of cognition*. Berlin: Springer.
Schmidt-Denter, U. & Manz, W. (Hrsg.). (1991). *Entwicklung und Erziehung im öko-psychologischen Kontext*. München: Reinhardt.

Individual contributions of edited books are cited according to the following pattern:

Author, A.A., Author, B.B. & Author, C.C. (1999). Title of the contribution. In A. A. Editor, B. B. Editor & C. C. Editor (Eds.), *Title of the edited book* (pp. xxx-xxx). Location: Publisher.

The title of the edited book is set in italics, not the title of the article and not the page numbers.

Examples:

Hetherington, E.M., Cox, M. & Cox, R. (1982). Effects of divorce on parents and children. In M. E. Lamb (Ed.), *Nontraditional families: Parenting and child development* (pp. 233-288). Hillsdale, NY: Erlbaum.
Dziewas, R. (1992). Der Mensch -ein Konglomerat autopoietischer Systeme? In W. Krawietz & M. Welker (Hrsg.), *Kritik der Theorie sozialer Systeme. Auseinandersetzungen mit Luh-*

manns Hauptwerk (S. 113-132). Frankfurt a. M.: Suhrkamp.

Journal articles are listed according to the following pattern:

Author, A.A., Author, B.B. & Author, C.C. (1999). Title of the article. *Title of the journal*, xx (yy), zzz-zzz.
(xx-Volume, yy-Issue, zzz-Page reference)

The journal title and volume are set italic, issue and number pages are not. The issue is only indicated given pagination per issue, as otherwise the source is indicated clearly without specification of this issue by giving the volume and the pages.

Examples:

Giesecke, H. (1985). Wozu noch Jugendarbeit? *Die Jugend*, 27 (3), 1-7.
Martin, P., Halverson, C., Olsen, S., Pesce-Trudell, A. & Dumke, L. (1993). Generationsunterschiede in elterlicher Erziehung. *Psychologie in Erziehung und Unterricht*, 40, 43-52.
Minuchin, P. (1985). Families and individual development: Provocations from the field of family therapy. *Child Development*, 56, 289-302.

Other sources and special cases should be treated analogous to the following examples. When in doubt, follow the *Publication Manual of the American Psychological Association* (2009)

Artikel in a magazine:

Posner, M.I. (1993, October 29). Seeing the mind. *Science*, 262, 673-674.

Article in a daily newspaper:

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

Complete issue of a journal:

Schmidt-Denter, U. (1997). Family psychology [Special issue]: *Psychology in Education*, 44 (4).

Book without author, organization as a publisher

American Psychological Association. (2009). *Publication manual of the American psychological association* (6th ed.). Washington, DC: Author.

Entry in an encyclopedic work:

Insects. (2007). In *Encyclopedia of Animals* (11th ed., p. 170). Washington, DC: National Geographic Society.

Brochure with an institution as an author:

Research and Training Center in Independent Living. (1993). *Guidelines for reporting and writing about people with disabilities* (4th ed.) [Brochure]. Lawrence, KS: Author.

German translation of a foreign-language book:

Lindsay, P.H. & Norman, D.A. (1981). *Einführung in die Psychologie* (H.-D. Dumpert, F. Schmidt, M. Schuster & M. Steeger, Übers.). Berlin: Springer. (Original publication 1977: Human information processing.)

Citation in text: ... (Lindsay & Norman, 1977/1981) ...

Contribution to a published series:

Hackman, J. R. (1987). The design of work teams. In Lorsch, J. W. (Hrsg), *Handbook of Organizational Behavior*, (p. 315 – 342). Prentice Hall, Englewood Cliffs

Thesis / Dissertation (Quoting theses should be avoided; seminar papers are generally not citable sources):

Hauschild, S. (1996). *The use of methodological models of self-organized dynamic systems in psychology*. Unpublished thesis, University of Cologne.

Research paper:

Schmidt-Denter, U. & Beelmann, W. (1995). *Family relationships after separation and divorce: change processes in mothers, fathers and children. Research paper* (Vol. 1: Text segment), Cologne: Psychological institute of the university.

Film:

Miller, R. (Producer). (1989). *The mind* [Film]. New York: WNET.

Online journal articles with general access:

Drodge, E. N. (1999). Self-organization and Counsellor Education. *Dynamical Psychology* [Online serial]. Available HTTP: Hostname: goertzel.org Directory: dynapsyc/1999 File: AutopoiesisPaper.htm [18.02.1999].

Online report

Schmidt-Denter, U. & Beelmann, W. (1995). *Family relationships after separation and divorce: change processes in mothers, fathers and children. Research paper* [On-line]. Available at HTTP: Hostname: www.uni-koeln.de Directory: phil-chair/psych/development/ File name: divorce.html [04.01.1999].

Magazine article of an online database:

Altmann, L. K. (18. Januar 2001). Mysterious illnesses often turn out to be mass hysteria. *New York Times*. Retrieved from ProQuest Newspaper database [18.02.2007].

Magazine article of a Newspaper Website:

Korte, K.-R., (25. Oktober 1999). Das System Schröder: Wie der Kanzler das Netzwerk seiner Macht knüpft. *Frankfurter Allgemeine Zeitung*. Retrieved from <http://faz.net> [04.06.2004].

Company information of a database:

Ingersoll-Rand Company Limited. (2004). *Company Profile*. Retrieved from Hoovers in Lexis-Nexis [29.07.2008].

Information of a personal or public website:

Archer, Z. (o.J.). *Exploring nonverbal communication*. Retrieved from <http://zzyx.ucsc.edu/~archer> [21.07.2012].

Website of an institution or government:

Bundeszentrale für politische Bildung. (2017). *Wahlen in Deutschland*. Retrieved from http://bpb.de/wissen/7004AT,0,Wahlen_in_Deutschland.html [05.11.2017].

Abstract on CD-ROM:

Meyer, A. S. & Bock, K. (1992). The tip-of-the-tongue phenomenon: Blocking or partial activation? [CD-ROM]. *Memory & Cognition*, 20, 715-726. Abstract from: SilverPlatter File: PsycLIT Item: 80-16351.

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Deutsche Gesellschaft für Psychologie. (1997). *Richtlinien zur Manuskriptgestaltung* (2. überarb. und erw. Aufl.). Göttingen: Hogrefe.

14. Further literature on thesis writing (in German)

Bänsch, A. (2003): *Wissenschaftliches Arbeiten*, 8. durchges. und erw. Auflage, München: Oldenbourg.
Disterer, G. (2005): *Studienarbeiten schreiben*, 5. Auflage, Berlin: Springer.
Esselborn-Krumbiegel, H. (2002): *Von der Idee zum Text*, 2. durchgesehene Auflage, Paderborn.: Schöningh.
Rossig, W. E.; Prätisch, J. (2005): *Wissenschaftliches Arbeiten*, 5. überarb. und erw. Auflage, Bremen: Wolfdruck.
Theisen, M. R. (2008): *Wissenschaftliches Arbeiten*, 14. neu bearb. Auflage, München: Vahlen.
bearb. Auflage, München: Vahlen.

Appendix IV: Systematic literature research

