

Notes on the Design of Scientific Papers and Degree Theses*

Revision 18.2.en of 17.8.2018 (English)

Fachbereich 3 | Faculty 3

Wirtschaft und Recht | Business and Law

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Please, refer first to the guidelines of the faculty („Leitlinien zur Bewertung wissenschaftlicher Ausarbeitung“) and the additional handouts describing the registration process („Ablauf zur Anmeldung der Bachelor-/Master-Arbeit“), which are available on the internet pages of the examination office.

Additional the following holds for writing a thesis with Prof. Dr. Banning:

Finding the Subject / Process to Registration

Propose a subject (or ask me) > Fill in the questionnaire (see last page) with objective of the thesis, your hypothesis etc. > submit a disposition of work > formal registration of the thesis

Language:

- German or English
- If you wish to write the paper in English, you must apply for this to the relevant Examining Board (informally). This is not required for purely English-language degree programs.

Volume:

- Bachelor-Thesis (9 weeks editing time): 35 – 40 pages
- Master-Thesis(5 month editing time): 70 – 80 pages
- The number of pages refers to the given example of a disposition (see below) and comprises a modest number of figures and tables.

Font, paragraph format and page margins::

- Use Calibri in size 12pt for normal text, font size 10pt for footnotes
- Use line and paragraph spacing 1 ½ lines, in footnotes 1 line spacing.
- Please set the text layout as justified with hyphenation.
- The margin for correction should be on the right side of the page
- The paper must be printed on one side only ("right pages only").

Binding:

- Term papers or project reports: spiral binding (preferred) or adhesive binding.
- Thesis: adhesive binding with transparent cover or Hardcover.
- The work and all online sources (web pages / PDFs, etc.) must additionally be provided on a data carrier a suitable download location, or uploaded to a defined network location or (this depends on the respective provisions of the examination regulations)

* This text was adopted from a German source with the kind permission of the editor Prof. Dr. Schocke

Citation:

- You have to quote all parts of the text which are not directly or indirectly works or inventions of your own!
- Use one (and only one) citation form throughout the thesis. Harvard citation style would be the preferred choice. Please use inline citations and not footnote references.
- Rule of thumb: **number** of sources equals the number of text pages (i.e. a 40 pages thesis refers to about 40 sources in the bibliography).
- Quality of sources: quotes have to be citable (i.e. officially published and appropriate for citation). At least 25% of the sources should have been published in scientific journals.

Disposition of Work:

Text blocks between headings (e.g. between section 2. and 2.1) are acceptable.

Defense of the Thesis (“Kolloquium”):

Prepare a short presentation of 10 minutes length that outlines the objectives of your thesis and the achieved results. Be prepared to speak freely. You may also show presentation slides; hand-outs are optional. Afterwards the advisors will ask question about the thesis. The total time will be between 30 and 45 minutes depending on the examination regulations (PO).

Example of a Disposition (Thesis with Practical Focus):

1. Introduction
*Problem statement / motivation , **objective**, development of the subject (disposition)*
2. Theoretical classification
Theoretical context of work; literature research ; presentation of used theoretical methods
3. Actual State Analysis
Presentation of the business-problem; detailed presentation of current state
4. Target Concept
Develop a target concept using your findings of chapters 2 und 3. Describe all recognizable weak points of the actual situation and derive potential for improvements. You have to justify your proposals quantitatively and qualitatively.
5. Recommended Actions
Presentation of recommended actions based on chapter 4.

Hint: chap. 4 and 5 are the most important parts of the thesis and comprise your main contribution to the work (Bachelor > 25% / Master > 40% of volume)!

6. Conclusion and Outlook
- 7.

The disposition of other kinds of theses (e.g. literature research) could be very different. Consult your advisor on this issue.

Further Hints:

- In case of doubt the regulations of the faculties and the examination regulations of your study course apply.
- Please note the next page! You should have worked through the question before visting me for the first consultation. They have to be fixed and agreed on before you can register your thesis at the examination office and will be the base for my supervision of your work.

Questionnaire (Preparation for Disposition of Work and Registration)

Please, answer the following questions and submit them at the consultation at the latest; your answers will guide us to structure your thesis work and will be the base for the support.

Subject (Title):

(As soon as the thesis is officially registered the title cannot be changed easily afterwards)

Which objectives would you like to reach?

(The objective of your thesis is one of the main criteria the referees will use to grade your work.)

Which research methods you will use to gain the objectives?

(e.g. experimental work, literature research, data analytics, programming / prototyping, evaluation, ... or combinations of these)

What are your hypothesis or research questions (at least three)?

Which new findings you expect as a result of your work?

Provide at least five valuable literature source!

(Hint: the final thesis should refer to as many literature sources as containing text pages; at least. 25% of the sources have to refer to scientific journals.)