

Guidelines for Scientific Work

House of Insurance
Institute for Risk and Insurance

- This course is designed to help students prepare a scientific paper.
- It is intended as preparation for a seminar paper, but is also helpful for final theses.
- Both content-related guidelines as well as formal aspects are discussed.
- Failure to comply with the requirements will result in a lower grade; this applies to both content-related and formal requirements.

Chapter 1: Content Requirements

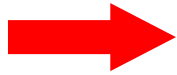
Chapter 2: Literature Research

Chapter 3: Formal Requirements

Chapter 4: Working with Word Processing Software

Chapter 5: Concluding Remarks

Chapter 1: Content Requirements



- 1.1 Definition of the Topic
- 1.2 Overview on Research Methods
- 1.3 Structure

Chapter 2: Literature Research

Chapter 3: Formal Requirements

Chapter 4: Working with Word Processing Software

Chapter 5: Concluding Remarks

Topics

- Papers at the Institute for Risk and Insurance address questions and problems in the area of economics and business administration.
- In a seminar, different topics will be offered by the lecturers and allocated with the help of a preference system.
- For final theses, it is often possible to jointly determine the topic.
- **All topics at the Institute for Risk and Insurance can be be roughly classified into the area of risk management, finance, and insurance.** Topics include, inter alia:
 - ▶ Insurance markets and their regulation
 - ▶ Insurance demand
 - ▶ Decision-making under risk and uncertainty
 - ▶ Operational risk management
 - ▶ Experimental (financial) economics

Narrowing Down the Topic

- Many scientific topics have already been extensively researched.
 - ▶ For example, the specific topic of “moral hazard in health insurance” is enriched every year with several thousands of pages of high quality literature.
 - ▶ Established literature, contemporary research, and subtopics exist for virtually all topics.
- One of the most important contributions in the writing of a seminar paper is the **reasonable thematic delimitation** of the subject to be worked on.
 - ▶ It is important to ensure that the scope of the seminar paper is sufficient to fully address the topic, i.e., the delimitation of the topic is not too broad.
 - ▶ However, a too narrow restriction of the topic should also be avoided to ensure that the paper meets the requirements of the seminar.
- A first screening of the available literature helps to discover different aspects of the topic.
- The appropriate delimitation of the subject also depends on the applied research method.

Definitions

- The delineation of the topic and the research question often includes the conceptualization or definition of relevant terms.
- When introducing a term, it must be defined briefly but comprehensively. The term and thus its definition must fit logically into the paper.
- If different definitions exist for a term, reference should be made to their origin.
 - ▶ It is necessary to choose one definition and justify its selection.
 - ▶ Sometimes it may be useful to develop an own working definition.
- Once a definition has been selected, it should be retained throughout the paper. **A term should not be defined differently within a paper.**

Chapter 1: Content Requirements

1.1 Definition of the Topic



1.2 Overview on Research Methods

1.3 Structure

Chapter 2: Literature Research

Chapter 3: Formal Requirements

Chapter 4: Working with Word Processing Software

Chapter 5: Concluding Remarks

Excursus: Scientific Research Methods I

- Generally, research methods in the area of economics and business administration can be classified into **five categories**:
 1. Literature reviews and analyses
 2. Theoretical research
 3. Qualitative research
 4. Quantitative research
 5. Experimental research

Excursus: Scientific Research Methods II

- In **literature reviews and analyses**, research questions are investigated based on results and findings from existing literature.
 - ▶ Results and findings from existing literature relevant for the research question are evaluated and analyzed in a new context.
 - ▶ No new data is generated. Rather, existing findings have to be assessed with regard to their relevance and objectively evaluated, and conclusions have to be derived.
 - ▶ The consistent effort to maintain scientific objectivity is important.
 - ▶ The central research questions should form a consistent guideline throughout the entire paper.
 - ▶ Merely reproducing existing literature is not sufficient. All adoptions from existing literature should be relevant to the research questions and put into context.

Excursus: Scientific Research Methods III

- In **theoretical research**, research questions are investigated based on theoretical models.
 - ▶ Models are assumption-based systems from which logical conclusions can be derived.
 - ▶ Models can arise on the basis of verbal reasoning, but in the field of economics and business administration they are primarily of a mathematical nature.
 - ▶ Models are either normative or descriptive and should, at best, derive empirically testable hypotheses.
 - ▶ Models are usually abstract and rarely claim to be exhaustive. They rather represent a structured way of reasoning and allow the researcher to model all existing effects within an assumption space.
 - ▶ Models allow to better understand sub-aspects of complex systems.
 - ▶ A nice example for an economic model is Akerlof's (1970) market for lemons.

Excursus: Scientific Research Methods IV

- In **qualitative research**, research questions are investigated based on data that cannot be fully captured quantitatively.
 - ▶ In most cases, current issues that are not yet captured by structured data are analyzed by interviewing or surveying experts or agents in real markets.
 - ▶ Sometimes, specific issues are not (yet) quantifiable and are therefore analyzed on a qualitative level.
 - ▶ Examples of issues that are (currently) analyzed on a qualitative level are cyber risks and potential solutions to manage these risks, risks from terroristic activities, or the motivation and fears of employees in the context of digitalization.
 - ▶ Often, qualitative studies are the starting point for the development of new sub-areas of scientific research.
 - ▶ Stringent planning of data generation and a highly structured evaluation of the data are prerequisites for successful qualitative research.

Excursus: Scientific Research Methods V

- In **quantitative research**, research questions are investigated based on data from real economic activities that are statistically analyzed.
 - ▶ Data are analyzed by means of statistical methodology to present conditions descriptively or to test hypotheses inductively.
 - ▶ Nearly every economic activity can generate data that can then be analyzed empirically.
 - ▶ Common sources of data are activities on financial markets or information provided by the financial industry.
 - ▶ One of the challenges of quantitative research is the selection of an appropriate econometric methodology to analyze a given dataset with regard to a given research question or set of hypotheses.


Excursus: Scientific Research Methods VI

- In **experimental research**, research questions are analyzed based on an artificial economic system that can be directly manipulated by researchers.
 - ▶ Participants of experiments are often members of so-called pools. These can be student participant pools (such as the Leibniz Laboratory for Experimental Economic Research) or online pools (such as Amazon's Mechanical Turk).
 - ▶ One of the main advantages of experimental research is the complete control over the circumstances under which decisions are made by participants. Additionally, the possibility of randomized manipulation can eliminate many statistical challenges.
 - ▶ One of the disadvantages is that the external validity of the results is not always given. Decisions are made in abstract and artificial environments. Monetary stakes are often relatively low.
 - ▶ Experiments in economics and business administration are subject to (ethical) guidelines, which are imposed by the scientific discipline itself. For example, it is commonly not accepted to expose participants to conditions in which they face the risk to lose substantial amounts of their own money.

Methods for Seminar Paper and Theses

- Due to the limited time available, seminar papers usually contain a literature review. In some cases, however, the integration of an empirical part or the consideration of a simple existing model may be possible.
 - ▶ The contribution therefore mainly consists of appropriately defining the topic, selecting and critically examining relevant literature, and constructing a clear line of argumentation.
 - ▶ Empirical analyses can support the line of argumentation and contribute to the results of the paper.
- In final theses, all of the discussed scientific research methods can be principally applied. When using empirical methods such as qualitative research or experiments, the limited available time should be considering in defining the scope.

Chapter 1: Content Requirements

- 1.1 Definition of the Topic
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Table of Contents

- The main part of the paper has to be preceded by a table of contents.
 - ▶ This outline is intended to help the reader understand the focuses that have been placed throughout the paper.
 - ▶ Thus, the table of contents should be consistent and coherent in the line of argumentation.
- The preparation of the table of contents represents an important milestone in the development of the paper.
 - ▶ It is recommended to prepare a rough overview of the structure of the paper before developing the final table of contents
 - ▶ If the preparation of the rough overview results in a consistent structure, it should be further detailed to arrive at the final table of contents.
 - ▶ In a first step, it may be helpful to formulate a few bullet point for each (sub-)section in the table of contents. Those can serve as a starting point for formulating the final text.

Introduction

- The introduction should present the **motivation, relevance, as well as the objective of the paper.**
- The motivation of the paper can be based on different lines of argumentation:
 - ▶ Active research stream: Connection to a research gap in an active and current research area.
 - ▶ Current events: For example, a study about climate risk or sustainability in the context of current extreme weather events.
- Building on the motivation, the objective of the paper and the structure should be briefly elaborated on. However, a complete reproduction of the table of contents should be avoided.
- A brief overview of the results and their relevance (e.g., for academia, regulators, or corporations) should also be included in the introduction. However, interpretations of the results should not be included.

Main Part

- The main part usually consists of several chapters, whereby a balanced structure should be maintained.
- The length of each (sub-)section should be at least half a page.
- For literature reviews in particular:
 - ▶ The individual sections of the main body should be divided into an (roughly) equal number of subsections.
 - ▶ Furthermore, it should be ensured that the individual chapters are weighted approximately equally in terms of content.

Conclusion

- The conclusion includes the main results of the paper and their implications.
- This final chapter should also include an outlook on problems that remain to be addressed as well as suggestions for further research.
- Generally, the final chapter refers to the research question or objective of the paper defined in the introduction.

Tables and Figures

- Tables and figures can provide useful support for a scientific line of argumentation.
 - ▶ However, tables and figures do not necessarily need to be included in a paper. **Only tables and figures truly relevant to the argumentation should be included.**
 - ▶ The paper should not be overloaded with too many tables and figures.
- Tables and figures should be unambiguous and well structured.
- Tables and figures must always be integrated into the text. They never appear in isolation, but must be addressed and included in the line of argumentation.
- Tables and figures should generally be created or at least replicated by the author. Only in rare cases is direct copying acceptable.

Footnotes

- It is often appropriate to supplement the continuous text with translations, explanations and notes in footnotes.
- As a general rule, these are remarks that provide the reader with additional information but are not relevant to the main text and may disturb the line of argumentation. For example, a footnote may additionally refer to a fundamental theory underlying the respective matter.
- These additions are placed at the bottom of the page in a footnote.
- Note that footnotes should be used sparsely.

Formulas

- It may be necessary or useful to present mathematical formulas in a paper.
- As with figures and tables, these need to be integrated into the text in a meaningful way.
- **Formulas should never be used for their complexity, but always to foster the reader's understanding.**
- Mathematical symbols and uncommon operators should be defined in the text and listed in a list of symbols at the beginning of the paper.
- A consistent use of symbols must be maintained throughout the paper.

Chapter 1: Content Requirements

Chapter 2: Literature Research



2.1 Overview on Literature Research

2.2 Electronic Literature Research

Chapter 3: Formal Requirements

Chapter 4: Working with Word Processing Software

Chapter 5: Concluding Remarks

Working with Scientific Sources

- The theoretical part of a paper discusses information that stems from the relevant literature.
- Relevant scientific literature includes:
 - ▶ **Especially scientific journals** (e.g., Journal of Risk and Insurance),
 - ▶ Nonfiction books,
 - ▶ Sometimes textbooks,
 - ▶ Sometimes websites and
 - ▶ Sometimes newspapers.
- It is not sufficient to only refer to standard books or basic literature in the respective field. Emphasis should be placed on the use of up-to-date literature.

Legitimate Sources

- Scientific journals have the benefit of being subject to the peer review process.
 - ▶ **The quality of a journal should always be considered during the literature research process.**
 - ▶ However, measuring the quality of a scientific journal is not trivial. Rankings such as the VHB JOURQUAL 3 (<https://www.vhbonline.org/vhb4you/vhb-jourqual/vhb-jourqual-3/gesamtliste>) or the impact factor of a journal provide an indication of the quality.
 - ▶ The quality of the peer review process roughly increases with the quality of the journal.
 - ▶ The quality of papers in a scientific journal can also be assessed by looking at the number of citations (e.g., on Google Scholar).
- Books are usually not subject to peer review processes, but have some quality assurance from publishers.
- Newspapers and websites are especially citable when specifically seeking opinions or statistical data (not necessarily their interpretation).

A Warning

- Sometimes it can be observed that the literature research is neglected and the topic is not grasped in its full breadth and depth as a result.
- Therefore, in addition to the active search of literature, “backward search” or the so-called “snowball system” is particularly important: Studies cite other important studies, thus careful reading is especially important when researching the literature.
- On the other hand, a mere series of citations should be avoided. Connections within the existing literature should be discussed in order to show the ability for independent scientific working.

- **Google Scholar** is by far the most powerful tool in literature research:
<https://scholar.google.com/>.

Google Scholar



Articles Case law

Stand on the shoulders of giants

Google Scholar II

- Google Scholar offers a search in virtually all scientific journals in English or German.
- Abstract and keywords are usually visible immediately. Full texts must be accessed via e-libraries.
- Proper keyword searching is critically important:
 - ▶ The same concept may be termed differently in different strands of literature.
 - ▶ The title of a work does not always directly indicate the content. Reading the abstract of potentially relevant papers often provides clarification.
 - ▶ **“Backward search”** can be very helpful to identify relevant literature.
- Google Scholar also offers a **“forward search”** by clicking on “Related articles” or “Cited by”:

How price path characteristics shape investment behavior

S Nolte, JC Schneider - Journal of Economic Behavior & Organization, 2018 - Elsevier

Price paths are often the only graphical representation of financial products investors receive before making an investment decision. We argue that price paths serve as “graphical” frames that influence the perceived attractiveness of an asset by highlighting specific asset characteristics. In a controlled lab experiment we find that price paths have an impact on investment decisions. In a regression we test a simple model relating the perception of price path shapes to several heuristics. These heuristics are: focusing on more ...

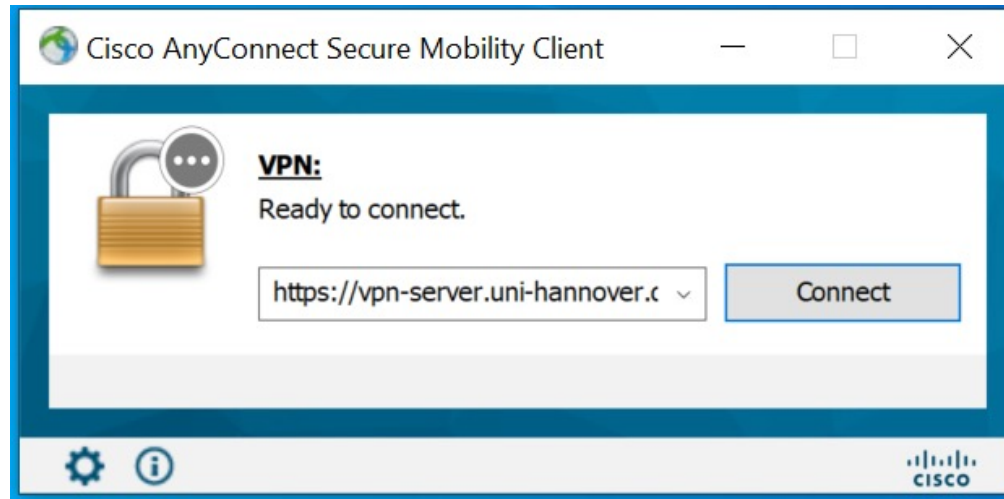
☆   **Cited by 20** [Related articles](#) [All 10 versions](#)

Access to Scientific Journals

- If you have found a source in a scientific journal, it is often not immediately accessible. Publishers often demand fees.
- Normally, paying these fees is not necessary:
 - ▶ In the first step, you should check the access rights and licenses of the LUH.
 - ▶ If the university does not provide access, the Internet can be searched for working paper versions in a second step. Often, links to working paper version of a paper are provided by Google Scholar.
 - ▶ In a third step (but only if really important), you can contact the author via e-mail or *Researchate* and kindly ask for a full version of the paper.

Literature Research at TIB I

- Literature can be searched at the *Electronic Journals Library* (EZB) at LUH's *TIB – Leibniz Information Centre for Science and Technology and University Library*.
- Several steps are required for access:
 1. Connect to the LUH network using the VPN client (more information about this at: <https://www.luis.uni-hannover.de/en/services/communication/netz/angebote-im-service-netz/vpn-service/>):



- Next, go to: <https://www.tib.eu/en/search-discover/electronic-journals>, enter the journal you are looking for, and click on “Search”:

Electronic journals

The Electronic Journals Library (EZB) enables you to use electronic journals. This way, members of Leibniz Universität Hannover have access to licensed e-journals as well as freely accessible scientific journals that are available for free on the internet.

Search for journals in the EZB

[Extended search](#)

Journal List

[List by subject](#)

[List by Title](#)

List of journals

[List by subject](#)

[List by Title](#)

Hit(s)

You searched for:

- "Journal of Risk and Insurance"

- freely available
- free for the staff and students of the University of Hannover. Please see the Readme for more information.
- Only a part of the volumes is accessible.
- not accessible (in many cases you can see the TOCs and abstracts)

9 hit(s):


Exactly hits:

[Journal of Risk and Insurance, The \(aktuelle Jahrgänge\)](#)

[Journal of Risk and Insurance, The \(ältere Jahrgänge via JSTOR\)](#)

[Journal of Risk and Insurance, The \(via EBSCO Host\)](#)

Journal of Risk and Insurance, The (aktuelle Jahrgänge)

Availability:  free for the staff and students of the University of Hannover. Please see the Readme for more information.

Licensed Period: DEAL: Vol. 69 (2002) -  [ReadMe](#)

Fulltext: <http://shan01.han.tib.eu/ezb/start?ezbid=20121&title=Journal+of+Risk+a>

Homepage(s): <https://online.lbrary.wiley.com/journal/15396975>
<http://www.ingentaconnect.com/content/bpl/jori>

Fulltext available since: Volume 69 , H. 1 (2002)

Publisher: Wiley-Blackwell - SSH
[Search publishers open access policy in SHERPA/RoMEO](#)

ZDB-ID: [2066637-8](#)

Title history: [2650412-1 in the period: 1.1954 - 3.1956](#)
 1954-1956
 The review of insurance studies / American Society for Insurance Research

[2071271-6 in the period: 24.1957 - 30.1963](#)
 1957-1963
 Journal of insurance / American Risk and Insurance Association

[2066637-8 in the period: 31.1964 - 1964-](#)
 1964-
 The journal of risk & insurance /

Subject(s): Economics

Tag(s): [Versicherungswesen](#)

E-ISSN(s): 1539-6975

P-ISSN(s): 0022-4367

Appearance: Fulltext, online and print

Costs: subject to fee

[List of participate institutions which offer full access.](#)

Literature Research at TIB V

- EZB leads to two types of websites:
 1. Journal homepages – the most recent articles are usually available here, but not always all historical volumes.
 2. Archives (e.g., JSTOR, EBSCO, ...) – here are mostly very long histories of the journals available. However, the most recent 1-5 years are usually not available.
- It is recommended to download the required articles and save them locally. You often need to access the sources several times and you can thus avoid searching the databases multiple times.

Working Paper Versions

- In the scientific publication process, working paper versions are usually submitted to a journal for publication and then published after passing the peer review process.
- Before submission, however, there is usually a process of numerous presentations and discussions. For this purpose, the working paper version is often made available online.
- Even after the publication process, some of these working paper versions remain available on the web for a long time.
- Thus, if one does not have access to the published paper, one can often download a working paper version.
- However, caution is required here. In most cases, the working paper is no longer fully consistent with the published paper. In some cases, important analyses and discussions are missing. **Thus, whenever possible, the published version of the paper should be preferably used.**

Chapter 1: Content Requirements

Chapter 2: Literature Research

Chapter 3: Formal Requirements



3.1 General Remarks

3.2 Citations and References

Chapter 4: Working with Word Processing Software

Chapter 5: Concluding Remarks

- The use of casual phrases should be avoided in a scientific paper. This includes expressions such as “unfortunately”, “regrettably”, “outstanding”, “amazing”, etc.
- In general, adjectives should be used with caution.
- The use of fill words should be avoided.
- The author should also not refer to him/herself in the paper. Expressions such as “I” or “in my opinion” should therefore be avoided.
- When using technical terms, it should be should carefully checked whether the term is used appropriately.
- Repetition of phrases should be avoided.
- In general, the language should be objective and the authors own opinion should not be mentioned. Exceptions are chapters or sections in which a sound evaluation of the topic or referenced literature is made.

General Formatting

- Scientific papers are always written with a word processing software on a computer in Times New Roman font, font size 12, 1.5 line spacing and justification.
- Each sheet is to be printed on one-sided only and white DIN-A4 sheets are to be used.
- Margins are 3cm on the left side, 5 cm on the right side, and 3cm on the top and bottom each.
- Headings should not exceed font size 16 (also Times New Roman), but may be the same size as the text.
- Visual emphasis (bold, italics, etc.) should be used sparingly.
- Individual lines of thought should be separated from each other by paragraphs. In no case should a single sentence constitute an entire paragraph.
- Hyphenation must be applied throughout the text.
- The norms of US-English spelling and grammar must be adhered to.

Scope of Papers

- Scope of papers (main text only, excluding directories, references, and appendices):
 - ▶ Seminar papers
 - Single author 16±2 pages
 - Two authors 20±2 pages
 - Three authors 24±2 pages
 - Four authors 28±2 pages
 - ▶ Bachelor theses 24±3 pages
 - ▶ Master theses 50±5 pages

Structure of Papers

- Formally, all papers have to be structured into the following parts in the given order:
 - ▶ Blank page (only for Bachelor and Master theses)
 - ▶ Title page
 - ▶ Abstract (only for Master theses)
 - ▶ Table of contents
 - ▶ List of tables (if necessary)
 - ▶ List of figures (if necessary)
 - ▶ List of symbols (if necessary)
 - ▶ List of abbreviations
 - ▶ Main text
 - ▶ List of appendices (if necessary; starting from two appendices)
 - ▶ Appendices
 - ▶ References
 - ▶ Statutory declaration (only for Bachelor and Master theses; not to be included in the table of contents)
 - ▶ Blank page (only for Bachelor and Master theses)

Numbering and Page Breaks

- Except for the blank pages (only for Bachelor and Master theses), the title page, and the statutory declaration, all pages have to be numbered consecutively.
- Consecutive numbering starts on the first page after the title page with Roman numerals (i.e., I, II, III, ...). On the first page of the main text, numbering starts with Arabic numerals (i.e., 1, 2, 3, ...) and continues until the last page of the references.
- Page numbers (Times New Roman font, font size 12) are placed in the foot line on the right side.
- The word processing software must be set so that the last line of a paragraph does not stand alone on the new page or the first line of the new paragraph does not stand alone on the old page.
- No page should end with the heading of the following section.

Outline and Directories

- In structuring, the decimal format is used. The last number of the bullet point is not preceded by a full stop (not 4.2.2. but 4.2.2).
- Items that are on the same level in the structure must have the same rank in terms of content and clearly start from a common, overarching problem (i.e., items 2.1.1-2.1.4 clarify all problems that pertain to area 2.1).
- A sub-item 1.1 should also be followed by a sub-item 1.2.
- Subheadings should avoid verbatim repetition of the top heading (e.g., 4.2 Allocative and Distributive Impacts, 4.2.1 Allocative Impacts, 4.2.2 Distributive Impacts).

Tables and Figures

- Tables and figures should be headed with a concise and precise indication of their contents; the designation of columns and rows as well as of axes in a coordinate systems and of individual graphs is obligatory.
- The title of the figure or table is placed above (font size 10, bold).
- Tables and figures should be numbered consecutively and appear in the list of tables and list of figures.
- Additional comments as well as reference(s) should be placed immediately below the tables or charts and not in a footnote (font size 10, not bold).
 - ▶ References have to be indicated. In the case of modified tables or figures, sources have to be indicated as “adapted from”.
 - ▶ In case the author has created the illustration independently, the wording “own illustration” is used.
 - ▶ If data, for example from the Federal Statistical Office, is used to create a figure or table, citation is included as follows: “Source: Own illustration, raw data obtained from ...”
- If the author believes that he cannot omit extensive material, or if the tables or charts are disproportionately large compared to the text and their importance for the paper, it is recommended to include them as an appendix to the paper.

Abbreviations

- Common abbreviations such as “e.g.”, “i.e.”, “etc.” and those for currencies, weights and measures can be used.
- In addition, abbreviations for institutions (e.g., ECB) and laws (e.g., BGB, HGB) as well as symbols for mathematical quantities and terms are allowed.
- All (and only these) abbreviations used in the text are to be listed in a list of abbreviations preceding the main text.
- Abbreviations for convenience and own otherwise uncommon abbreviations are not allowed.

Footnotes

- The numbering and marking of footnotes in the text is made using superscript numbers.
- Footnotes are formulated in sentence form with a full stop at the end.
- They are typed in single-line spacing with font size 10 (Times New Roman font).
- Footnotes should be separated from the text by a horizontal line.
- Longer explanations with footnote character should be placed in the appendix.
- If a footnote is longer than one line, the text should be indented starting from the second line.

Appendix

- The appendix can be used to include large tables and figures or imprints of difficult to access sources.
- Several appendices are numbers (appendix A1, appendix A2, ...).
- The appendix does not contain any further explanations.
- The components of the appendix must be referenced in the text (directly in the text body or by footnote), as with any other table or figure.
- For two or more appendices, a list of appendices is inserted after the text and before the first appendix.
- Only the list of appendices has to be included in the table of contents (i.e., not the individual appendices).

Chapter 1: Content Requirements

Chapter 2: Literature Research

Chapter 3: Formal Requirements

3.1 General Remarks



3.2 Citations and References

Chapter 4: Working with Word Processing Software

Chapter 5: Concluding Remarks

Citation Style

■ Generally, in-text-citation has to be used. Examples:

In financial economics, a body of research has investigated violations of rationality and market efficiency, which are often ascribed to emotional reactions and psychological sources in general (Hirshleifer, 2001; Lo & Repin, 2002; Lo et al., 2005).

Lo and Repin (2002) as well as Lo et al. (2005) empirically examined the relation between emotional factors and decision-making in an investment context, and presented evidence for the relevance of emotions for investment decisions and performance.

- The abbreviated citation method must be used always. No complete citations of sources should be included in footnotes or in the text.
- References in the text include the author(s), year, and if applicable, page number(s).
 - ▶ For more than two authors, the list of authors is abbreviated with “et al.”.
 - ▶ If there is more than one reference with the same (abbreviated) author(s) in the same year, the years are indexed with a, b, c,...
 - ▶ No first names or initials are used in the text.
 - ▶ Several citations in one bracket are separated from each other with a semicolon.
- Direct quotes are enclosed in quotation marks. In this case, it is necessary to specify the exact page number(s) where the citation can be found.

References

- All sources cited by the author (and only these) have to be included in the references section.
- Different types of sources (papers, books, etc.) are not separated by listed in alphabetic order by the (first) author's last name. It follows that there is one uniform references section, which is structured from A to Z. This also applies to sources without an author.
- Furthermore:
 - ▶ If there are more than five authors or editors, only the first three are mentioned, followed by the suffix "et al."
 - ▶ Sources by the same author are listed in order of their date.
 - ▶ First names of authors/editors are abbreviated after the first letter.
 - ▶ Titles of sources in other languages than English are kept in their original language.
 - ▶ All entries end with a full stop.
 - ▶ Papers already accepted but not yet published are listed in the text and bibliography with the current year. Instead of bibliographic information (volume, number and pages), "in press" appears in the reference entry.

References – Examples I

■ Papers in scientific journals:

- ▶ Last name author 1, initial., last name author 2, initial., & last name author 3, initial. (Year). Title. *Journal*. Volume (Number), Pages.
- ▶ Nolte, S., & Schneider, J. C. (2018). How price path characteristics shape investment behavior. *Journal of Economic Behavior & Organization*, 154, 33-59.

■ Papers in anthologies:

- ▶ Last name author 1, initial., last name author 2, initial., & last name author 3, initial. (Year). Title. In: Last name editor 1, initial., last name editor 2, initial., & last name editor 3, initial. (Eds.). *Title of the anthology*, pages. Publisher.
- ▶ Schlesinger, H. (2013). The theory of insurance demand. In: Dionne, G. (Eds.). *Handbook of insurance*, 167-184. Springer.

References – Examples II

■ Monographs:

- ▶ Last name author 1, initial., last name author 2, initial., & last name author 3, initial. (Year). *Title*, Edition [starting from the second edition], Publisher.
- ▶ von der Schulenburg, J.-M., Greiner, W. (2007). *Gesundheitsökonomik*, 2. Edition, Mohr Siebeck.

■ Newspaper articles:

- ▶ Last name author 1 [when provided, otherwise “n.a.”], initial., last name author 2, initial., & last name author 3, initial. (Year). Title. In: *Name of the newspaper*, Edition, pages.
- ▶ Schettler, G. (1988). Die Utopie des Wohlstands ohne Risiko. In: *Frankfurter Allgemeine Zeitung*, 12.11.1988, P. 14.

References – Examples III

■ Statistical hand dictionaries, yearbooks, etc.:

- ▶ Editor (Ed.) (Year) *Title* [if applicable: Volume]. Publisher.
- ▶ Gesamtverband der Deutschen Versicherungswirtschaft e. V. (Ed.) (2019). *Statistisches Taschenbuch der Versicherungswirtschaft*, 2019. Verlag Versicherungswirtschaft

■ Online sources:

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References – Examples IV

■ Working Paper:

- ▶ Last name author 1, initial., last name author 2, initial., & last name author 3, initial. (Year). Title. *Institution/working paper series*. Number.
- ▶ Bose, D., Cordes, H., Nolte, S., Schneider, J. C., & Camerer, C. (2021). Decision weights for experimental asset prices based on visual salience. *Leibniz Universität Hannover*.

Chapter 1: Content Requirements

Chapter 2: Literature Research

Chapter 3: Formal Requirements

Chapter 4: Working with Word Processing Software



4.1 Word Processing Software

4.2 Reference Management

Chapter 5: Concluding Remarks

Choice of Software

- You can choose which word processing software to use.
- Three options are common:
 - ▶ Microsoft Word
 - ▶ Open Office Writer
 - ▶ LaTeX
- Microsoft Word and Open Office Writer use the WYSIWYG (“What you see is what you get”) concept, making them easy to use. However, they can sometimes be counterintuitive and error-prone when processing long and complex documents.
- LaTeX is a typesetting system using the WYSIWYM (“What you see is what you mean”) concept. Working with LaTeX is more complex in the beginning, however, in the long term, the investment may pay off. LaTeX is free and several software options exist.

Automatic Indexation

- Word processing software usually offers the possibility of automatic numbering of text elements such as tables, figures, footnotes, etc.
 - ▶ This numbering can then be referenced by automatic referencing.
 - ▶ When tables are added or removed, the numbering is automatically adjusted. All references in the text are also updated.
 - ▶ Directories (e.g., table of contents) can also be created automatically.
- Using this option can save a lot of time and prevent errors in indexation that may occur during manual editing.

Text Segments

- Microsoft Word and Open Office Writer use different text segments:
 - ▶ Main body
 - ▶ Enumeration
 - ▶ Footnotes (but not their enumeration)
 - ▶ ...
- Often different fonts/spacing/paragraph settings etc. appear for different text segments.
- Make sure that your settings (especially the font type) are consistent for all text segments.

Chapter 1: Content Requirements

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Chapter 4: Working with Word Processing Software

4.1 Word Processing Software



4.2 Reference Management

Chapter 5: Concluding Remarks

Reference Management

- Similar to automatic figure and table indexing, automated literature management software can be used.
- Different software options are available for reference management:
 - ▶ Citavi can be used with Microsoft Word or Open Office Writer and be accessed via a free campus-license.
 - ▶ Bibtex is included in LaTeX.
- Similar to using LaTeX for the first time, time has to be invested in using literature management software. However, automated literature management is less error-prone than manually editing references.
- Citations data can be downloaded from journal websites and Google Scholar in a variety of formats (e.g., for LaTeX's Bibtex).
- Nevertheless, you have to make sure that the library file is kept clean.
 - ▶ The data from journal websites or Google Scholar may also contain errors or be incomplete. For example, sometimes volumes or numbers are missing and capitalization in journal names is inconsistent.

Chapter 1: Content Requirements

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Chapter 5: Concluding Remarks

Time Allocation

- The time allowed for writing seminar papers and theses is limited and should be fully exploited.
- An initial literature search is followed by the preparation of a rough outline, which is then discussed with the supervisor.
 - ▶ The initial literature search gives an overview on the topic and relevant sub-topics.
 - ▶ It is not sufficient to only look at the basic literature.
- The discussed rough outline is then fine-tuned with the help of further literature research.
- When writing, experience shows that further literature research will often be necessary (to further elaborate on certain topics or to substantiate statements).
- **You should not wait too long until you start writing.**

Supervision and Individual Appointments

- Discussion of the general topic.
- Discussion and commenting of the outline.
- Discussion of specific questions.
- Help with questions regarding formal requirements.

- **Procedure:**
 - ▶ Appointments via E-Mail.
 - ▶ Outline has to be send to the supervisor in advance.

Presentation of Seminar Papers

- Seminar papers are usually presented in seminars as presentations.
- Speakers are expected to consider the didactic presentation of their topic.
- The presentation should be supported by a PowerPoint (or similar) presentation.
- Laptop and beamer are provided by the supervisors.
- The presentation has to be send to the lecturer/supervisor in advance (specific dates will be provided for each seminar).

Concluding Remarks

- This presentation provides guidelines for writing seminar papers and final theses. It contains the essential information for writing scientific papers. It does not, however, claim to be exhaustive.
- **In case of doubt, check with your supervisor!**
 - ▶ If you don't ask, you will not get help!
 - ▶ However, own effort is required and the available information should be consulted with care before contacting the supervisor!

The End



Thank you for your attention
and good luck with your
paper!