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**(Sample title page!)**

Problem definition

Only for master and bachelor theses!

The assignment is a one-page document signed by the department chair in the case of Master's theses and by the supervisor in the case of Bachelor's theses. It is prepared by the supervisor and handed over to the author before the scientific work is completed. The assignment must be included directly after the title page with each copy of the thesis in original (institute copy) or in copy. (See guideline for the preparation of scientific papers)

Affidavit

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I declare in lieu of oath, that I wrote this thesis and performed the associated research myself, using only literature cited in this volume.

[Location], [Date]

([first name] [last name])

Principle of equality

For reasons of readability, gender-specific formulations have not been used in this paper. It is explicitly stated that the masculine forms used for persons are to be understood for both genders.

Acknowledgement

Kurzfassung

Abstract

Table of content

[1 Introduction 1](#_Toc130991273)

[1.1 Initial situation and problem definition 1](#_Toc130991274)

[1.2 Objective and research question 1](#_Toc130991275)

[1.3 Methodical procedure 1](#_Toc130991276)

[1.4 Structure of the work 1](#_Toc130991277)

[2 General information on page layout 2](#_Toc130991278)

[3 Theoretical part 3](#_Toc130991279)

[3.1 ....Text... 3](#_Toc130991280)

[3.1.1 ...Text... 3](#_Toc130991281)

[3.1.2 ...Text... 3](#_Toc130991282)

[3.2 ....Text... 4](#_Toc130991283)

[4 Practical case study 5](#_Toc130991284)

[5 Summary and outlook 6](#_Toc130991285)

List of Figures

[Figure 1: Possibilities of graphical representation of data 3](#_Toc130203293)

****List of tables****

[Table 1: xxxxx 2](#_Toc130202986)

List of abbreviations

Diss. Dissertation

f. folgende Seite

ff. folgende Seiten

Hrsg. Herausgeber

hrsg. herausgegeben

o.V. ohne Verfasserangabe

s. siehe

S. Seite

et al. et alteri oder et alii = und andere

vgl. Vergleiche

zit. nach zitiert nach

The abbreviations given in this template are mainly important in connection with the citation of literature sources. They are for illustration purposes only and are not to be used for the list of abbreviations of the paper, as these are general known definitions for a scientific paper.

# Introduction

A heading is always followed by a brief explanation of what the following chapter is about. There are never two headings directly following each other.

This format template is intended as a recommendation for seminar papers, bachelor's theses, and master's theses written at the Department of Economics and Business Administration.

The format template is intended to serve as a template for the respective paper and to facilitate its creation in the word processing software MS Word. The necessary formats for text, bullets, headings, etc. are already formatted. The layout has already been designed to be as readable as possible. It is recommended not to change the defined formats and to extend them only where absolutely necessary.

In the appendix there are further samples for title pages. These are to be used in the form without fail.

## Initial situation and problem definition

## Objective and research question

The aim of this work is....

## Methodical procedure

## Structure of the work

# General information on page layout

The following is a brief description of the main parameters for the page layout. (See Table 1)

Table 1: xxxxx

|  |  |  |  |
| --- | --- | --- | --- |
| Paper size | A4, white paper, written on one side | | |
| Margins | Left | 35 mm | |
|  | Right | 25 mm | |
|  | Top | 25 mm | |
|  | Bottom | 25 mm | |
| Line spacing | Text Mehrfach 1,2 pt (vor 3pt, nach 3pt)  Überschrift Ebene 1 Einfach, (vor 30pt, nach 24 pt)  Überschrift Ebene 2 Einfach, (vor 24pt, nach 18 pt)  Überschrift Ebene 3 Einfach, (vor 18pt, nach 12 pt)  Kopf- und Fußzeile Mehrfach 1,2 pt (vor 3pt, nach 3pt)  Text in Tabelle Einfach, (vor 3pt, nach 3 pt)  Beschriftung Abb. u. Tab. Mehrfach 1,2 pt (vor 6pt, nach 6pt)  Fußnoten Einfach | | |
| Font and | Text | | Arial 11pt |
| -size | Heading level 1 | | Arial 16pt bold |
|  | Heading level 2 | | Arial 14pt bold |
|  | Heading level 3 | | Arial 12pt bold |
|  | Header and footer | | Arial 11pt |
|  | Text in tables | | Arial 10pt |
|  | Labeling of figures and tables | | Arial 10pt bold, centered |
|  | Footnotes | | Arial 10pt |
| Typesetting | full justification | | |
| Header | With solid line as delimitation to the text  Right: Indication of the respective chapter | | |
| Footer | Without delimiting line  Right: page number indication | | |

In MS Word, the different headings of the main chapters can be automatically mapped in the header by inserting a section break after each chapter.

# Theoretical part

…Text….

## ....Text...

* Text
* Text
  + Text
    - Text

### ...Text...

…Text….



Figure 1: Possibilities of graphical representation of data

....Text...

### ...Text...

Starting from headings of the fourth order, the numbering can be removed. These headings are usually used to briefly set off important sections. They are not to be included in the table of contents.

## ....Text...

# Practical case study

...Text

# Summary and outlook

Text....

Bibliography

Appendix

Muster für das Titelblatt einer Seminararbeit

Titel der Seminararbeit

**Titel der Lehrveranstaltung**

[Monat] [Jahr]

Vor- und Nachnamen der Ersteller

Bachelor thesis title page sample

[Titel bachelor thesis]

Bachelor thesis

by

[First Name] [Surname]



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