1 General Instructions

Due to multiple student requests, we have developed instructions on how to write scientific papers. In particular, reducing misconceptions and ambiguity regarding correct quoting to avoid (unintentional) plagiarism seems important. That is also the purpose of the affidavit (see appendix), which you should print, fill out, sign, and attach to any written work as the last page. For formatting and design of your paper please adhere to the following detailed guidelines for authors and use the appropriate cover page included at the end of this document. For a thesis, please hand in three printed copies of your work, each accompanied by an electronic version on CD.

As you can see when reviewing scientific journals, each discipline has different foci and different specific guidelines for authors. The instructions laid out below apply generally to the Research Department of Agricultural Economics. Nevertheless, you should comply with any specific instructions of your supervisor. If you are completing your scientific paper at different department, please ask about the respective requirements.

For almost all scientific work, the selection and use of appropriate literature is of paramount importance. Whenever available for your subject, the use of articles published in peer reviewed scientific journals is a prerequisite of scientific work. As a rule, textbooks, lecture notes, practitioner journals etc. are less appropriate. Numerous books explain the execution of scientific work in detail. A good introductory textbook is: O’Leary, Z. (2010). The Essential Guide to Doing Your Research Project. Los Angeles: Sage.

Developing a proposal at an early stage will make work easier for both, you and your supervisor(s). A proposal is an intermediate step on the way to successful completion. Specifically, it includes an overview of the state of knowledge regarding the topic you are working on, demonstrates the need for further research and outlines the proposed methods.
2 Guidelines for Authors

Word Processing: MS-Word
Fonts: Arial; Text: 11pt; Tables/Figures: 10 pt.
Line Spacing: 1.5 lines
Paragraphs: standard format

Number of Pages
The following table provides benchmarks for the appropriate length for various types of scientific papers. Especially for a thesis the appropriate number of pages may vary depending on the particular topic. You must consult your supervisor in advance what is appropriate in your case. Please note that scientific work requires language that is concise and to the point, and that additional pages will not necessarily mean higher quality or a better grade.

Table 1. Approximate page numbers for scientific reports and theses

<table>
<thead>
<tr>
<th>Type of Scientific Work (Major)</th>
<th>Approximate number of pages, including cover page, table of content, lists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short report (in various courses)</td>
<td>5</td>
</tr>
<tr>
<td>Project report within the modules “Scientific Work and Project Management” and “Research Methods and Economic Research Project”</td>
<td>7 to 10</td>
</tr>
<tr>
<td>Research Project (M.Sc. Agricultural Science)</td>
<td>10 to 20</td>
</tr>
<tr>
<td>Management Internship (M.Sc. Agricultural Management)</td>
<td>10 to 20</td>
</tr>
<tr>
<td>Bachelor’s Thesis</td>
<td>40 to 60</td>
</tr>
<tr>
<td>Master’s Thesis</td>
<td>60 to 100</td>
</tr>
</tbody>
</table>

Manuscripts consist of the cover page with title and other information (see appendix), table of content, introduction, literature review, main part (e.g., divided into materials, methods and results), discussion and conclusions, summary and list of references. For spelling and grammar, use the Oxford English Dictionary.

The outline should be structured through the decimal system: 1 Introduction, 2, 2.1, 2.1.1 etc. Put chapter headings in bold type (11pt). Please note: a 1 must be followed by a 2, e.g., 2.1 requires 2.2, otherwise 2.1 is not needed.
**Page numbers** are to be placed at the outer margin of the footer.

**Figures and tables** must be mentioned in the text in advance, e.g., (see Figure 3) or As seen in Table 2 ....

**Tables** (Excel, Word) are numbered consecutively, and require a title (e.g., Table 5. World Pork Trade in 1998). Table number and title are flush left above the table. Notes and source(s) are flush left under the table.

**Figures** are also numbered consecutively, and require a caption. Figure number and caption, annotations and source(s) are flush left below the figure. Pay attention to clear contrasts, adequate font size and correct axis labeling.

Example:
Figure 3. Export Volumes of Selected Products in the European Union
Source: Hellermeir (2011)

**Emphasize** (sparingly) in **bold** or **italic** (no underlining).

For **mathematical formulas and symbols** use the font “Symbol” or the Formula Editor (based on font size 11pt) (MS-Word).

**Footnotes** are numbered consecutively and put at the end of each page. Please use footnotes only when they seem inevitable. Footnotes are not used for stand-alone literature references.

The **citation style** that we use is **APA** (American Psychological Association) **Style**. Some examples are provided below (for more information visit the website: http://www.apa.org/pubs/index.aspx).

**Direct quotations** must be put in quotation marks (“…”).

**Literature references in the text** generally have to be sufficiently detailed so the reference is made clear (e.g., Herzberg, 1966, p. 65). With text passages, which are not reliably identified by author, year, and page, confusion must be avoided by extended specifications (e.g., Bach, 1979a, p. 65). Page numbers of references in the text have to be given when using
monographs or longer works. Contributions from journals and scientific journals require page numbers when you are referring to specific details in the source. If you relate to the whole article, you do not need page numbers in the text (e.g., Kandel, 2008). When integrating references actively into the sentence, the following procedure is recommended: According to Herzberg (1966, p. 72-75) ….

The list of references is a collection of all authors and sources mentioned in the text in alphabetical order. Reserve a paragraph for each source. The usual standard (main purpose: bibliographically clear and sufficiently complete indication of the source) is demonstrated in the following examples. Also, abbreviations of sources used in the text (e.g., USDA), are explained here.

Please note that for better understanding the following examples are sorted by type of publication. This is not how the literature is presented in the finished work. The list of references is ordered alphabetically by authors’ last names, only. So, there are no subsections by publication type. In putting together your list of references and your affidavit, please follow the guidelines exactly.

**Government Documents**


**Monographs, Series, and Edited Volumes**


**Journals**


University Documents, Conference Presentations and Internet Sources

Legislation
Please indicate in a footnote or endnote and not in the list of references.
Technical University of Munich

School of Life Sciences Weihenstephan

Chair [please fill in]

Thesis
Submitted in Partial Fulfillment of the Requirements for the Academic Degree of B.Sc. [please fill in]

Title Title Title Title Title Title

Lisa Exemplary

First Examiner: .............................
Second examiner: .............................
Supervisor: .............................
Start Date: .............................
Date Submitted: .............................
Affidavit

Last Name:
First Name:
Date of Birth:

I hereby declare under penalty of perjury that the work submitted is my own unaided work. All direct or indirect sources used are acknowledged as references.

I am aware that the work, in digital form, can be examined for the use of unauthorized aid and in order to determine whether the work, as a whole or parts incorporated in it, may be deemed as plagiarism. For the comparison of my work with existing sources, I agree that it shall be entered in a database where it shall also remain after examination, to enable comparison with future work submitted. Further rights of reproduction and usage, however, are not granted here.

The work has not been submitted previously either in this country or in another country in the same or in a similar version to any other examining body, and was not previously part of a course requirement or any other examination, and has not been published.

_________________________________________    ____________________________
(Place, Date)                                      (Signature)
Example of Formatted Scientific Paper

1 General Advice

Due to multiple student requests, we have developed instructions on how to write scientific papers. In particular, reducing misunderstandings and ambiguity …

As you can see when reviewing scientific journals, each discipline has different foci and different specific guideline …

2 Guidelines for Authors

Literature references in the text generally have to be sufficiently detailed so the reference is made clear (e.g., Herzberg, 1966, p. 65) …

Figures are also numbered consecutively, and require a caption. Figure number and caption, annotations and source(s) are flush left below the figure…

3 References

[Please note that the references are sorted alphabetically, only]


