

Guideline
for the preparation of
Academic Work
at the
bbw University of Applied Sciences

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1 General information regarding academic methods of work

1.1 Characteristics of academic work

Students are expected to be able to apply academic methods of work, and to be able to prepare academic papers during the course of their university studies. Such methods and the resulting works are characterised by the fact that the topics are to be examined in a structured and well-founded manner using academic methods, techniques and sources as a means of reaching a solution.

Topics are to be analysed in a structured manner by formulating examination and evaluation criteria, and then systematically assessing the questions/problems by means of such criteria. Any statements given are to be supported by evidence and thereby made objective.

Certain formal standards are to be followed when preparing any form of written academic work. These standards vary slightly (e.g. regarding citation) within the individual department, but they are largely uniform. Since compliance with these formulated standards has a major effect on the content of the academic work paper, guidelines for the standards are described in detail below. The given guidelines for academic work are valid for all written works submitted at the bbw University of Applied Sciences.

1.2 Topic identification and formulation/supervision

The preparation of academic papers at the bbw University of Applied Sciences is to be overseen by a Supervisor. Term papers and case studies are to be supervised by the lecturer teaching the relevant subject, whereas semester projects are to be prepared independently, for the most part, although consultations with relevant lecturers can be agreed upon. **Practical Transfer Reports** prepared **as part of the dual study program** can be overseen by company supervisors in addition to the thematic supervisor. The grading of the work is performed by the lecturer at the University.

Supervisors responsible for overseeing the preparation of the Bachelor's theses and Master's dissertations are to be nominated from the pool of lecturers teaching at the University by the students and, as a rule, approved by the Board of Examiners.

Those providing support during the practical components of the paper can only act as second supervisor, and they themselves need to have at least completed the university degree being sought by the student whose paper or dissertation they are supervising. In principle, the examination committees should be composed in such a way that they have at least one full-time

lecturer (professor) of the bbw University or a professor from another university who teaches at bbw University.

Depending on the nature of the academic work or the academic subject, students have the opportunity to play a role in the topic's formulation. It is usually possible for extra-occupational students to derive topics from in-company practices or from the fields of research examined at the University. When selecting topics, in particular those related to final Bachelor's and Master's works, care should be taken to ensure the subject to be examined is specified in a way that it can actually be addressed within the time period allocated to complete the work. In order to ensure this, the University Supervisor must always be involved in the topic's final formulation. The topic should be relatively concise and not be too extensive or journalistically formulated.

Once the topic has been finalised, it is **important to ensure that the topic agreed upon is also that which is examined in the work**. Unauthorised changes to the topic may cause the (actual) topic to be left unaddressed, and the work to be evaluated with a poor grade. Through close contact with the Supervisor, this can be prevented and, if required, necessary adjustments and changes to the topic can be made by mutual agreement. Changes made to SCAs, a Bachelor's thesis or a Master's dissertation topic require the Supervisor's written approval. Topic changes to a Bachelor's thesis or Master's dissertation are only possible in a few exceptional cases and require the approval of the Examination Board. Applications are to be sent to the Examination Management and are forwarded to the Examination Board, which shall decide whether to approve the suggested amendment to the topic.

1.3 Working with sources/data search

The quality of an academic work paper also depends on the quality and diversity of the sources used. Successfully addressing a topic requires the selection and evaluation of suitable sources taken from academic texts, technical magazines and the internet, and to compare and/or contrast these sources. This is the first critical analysis. Certain sources do not meet the standards of academia. Wikipedia and popular science encyclopaedias do just as little to meet requirements as the commercial pages of company consultants, company profiles or daily/weekly papers. The latter can only be used in exceptional cases (for example, very recent statements that may have not been quoted in academic literature).

The currency of sources should be taken into consideration when carrying out data research. This applies to textbooks, which should not be older than 10 years in the field of economics, although textbooks on the natural sciences or mathematics may still be the standard after 10 years. Cited periodicals and internet sources should have been published in the last 5 years. These time frames are considered to be a rough guide. In individual cases, it may not be possible to adhere to them.

Generally, however, the state of the research to be presented changes so rapidly that an entire work based on literature written 20 years ago will rarely lead to positive results.

All sources used, regardless of their quality or age, must be indicated in the work.

See Section 4 below for information about the specific rules for citation. The sources used in a work paper are to be listed in alphabetical order (sorted by author) in the bibliography. However, this bibliography only lists the sources indicated in the footnotes. Other sources that have been read but not cited in the text are not to be provided. The bibliography only reflects the primary sources used, not the author's erudition.

1.4 Academic formulations

Academic work papers is further characterised by the use of appropriate expression. This is achieved firstly by using neutral, impersonal formulations. The "I" and "we" forms are inappropriate and should be avoided, as well as any colloquial expressions. The use of subject-specific vocabulary will also positively influence the text's expression. The use of qualified sources has a positive impact on both language and content, as they invariably meet the appropriate language level.

Any statements made in the text should be supported by appropriate sources. Subjective assessments (e.g. "Tourism is of enormous importance for Berlin") are normally not appropriate for academic works, or require objective justification (e.g. by illustrating that 'importance' is specifically an economic one).

Academic work is also characterised by a certain degree of autonomy. This is reflected, among other things, in the original formulation of the text's wording. Verbatim transfer of passages from source texts is therefore undesirable and should be limited to a few exceptions (e.g. definitions).

The copying of entire text passages from other works is forbidden and shall be deemed a case of plagiarism. The bbw University's Examination Regulations classify plagiarism as an attempt to cheat, which may lead to de-registration. A work shall be deemed to be a case of plagiarism where the sources of the text passages used in a text have not been identified, and where the original text that has been plagiarised amounts to a considerable portion of the overall submitted work. In the interests of all honest students, the bbw University undertakes all necessary measures against such cases of cheating.

The author's own contribution is no longer recognisable if an excessive amount of literary

quotations are juxtaposed in a single work. Here the author borders on plagiarism even if the respective sources are nevertheless named. This method of working is not permitted.

2 Academic works at the bbw University of Applied Sciences

Academic works with varying degrees of complexity are undertaken during the individual courses of study at the bbw University. The formal requirements and citation rules discussed in Sections 3 and 4 **apply to all** of these works in equal measure. The works differ only in the target direction and/or degree of complexity. Individual parts of the work (see point 3.2) may not be required at all, or only in a simplified form.

2.1 Term papers and case studies

In some modules, the completion of written papers or case studies shall form part of the module performance, which can replace or supplement the module examination. This shall be specified in more detail by the respective lecturer in agreement with the Examination Management.

Such papers often have a limited (6-10 pages) scope and serve to deepen knowledge of a sub-area in a module. The written presentation of this work should be based on the formal criteria detailed below, and must be correct with regards to citation.

Regardless of the form of the academic work involved, strict academic honesty must always be observed. It is not permissible to present findings or results obtained from other sources as an original contribution.

The written summary of results from case studies and group work should also be set down in line with the formal criteria, in particular correct citation, during the course of study in order to impart a sense of trust in the veracity of the text.

2.2 Student Consulting Analyses (SCAs)

Students perform a unique type of assessment when completing the Student Consulting Analysis work, which can be considered preparation for the development of their Bachelor's thesis or Master's dissertation, and which is to be prepared according to the standards of academic work.

Here, in consultation with University lecturers, students conduct module-related or cross-module

analyses that, where applicable, are related to the task spectrum of the company where the student is engaged. Ideally, practically oriented research projects are generated in cooperation with these companies and worked on individually or in groups. Knowledge of the methods and instruments related to academic work helps the students devote themselves to evermore challenging subject matters and consequently become more independent when attempting academic works.

Students independently **identify their SCA topic (or select a topic from a specific set of subjects)**. The students develop and expand upon ideas/suggestions or choose a proposed topic derived from the module content of the corresponding study phase. The subjects are to be confirmed by the Supervisor or the person responsible for the module by means of the "Application for the admission of the topic to the SCA" form, and to register this within the specified deadline in the "SCA" course room of the learning platform in the topic database. If specific subjects are given out by the lecturers, students are required to register themselves in the corresponding topic lists on the learning platform within the given deadline. If a student fails to register in due time, their work will not be assessed and, as this is a compulsory performance requirement for the semester, a default score of "5.0" shall be awarded.

The original application form signed by the Supervisor must be submitted with the work; only then can the work be evaluated. A change of the topic is possible in consultation with the Supervisor or the person responsible for the module in the case that an interesting/suitable topic becomes an option for analysis at the practical company. This change has to again be confirmed in writing by the Supervisor via the "Application for admission of the topic to the SCA" form and written proof of this submitted with the work.

In principle, it is desirable that the work has both a theoretical and a more practical/empirical part. The topic should be examined "theoretically" by means of relevant and current subject literature. Ideally, the topic can then be transferred to the operational realities of the company or there investigated and applied in depth. If this transfer is not possible, further theoretical research and/or individual critical analyses can be carried out. The **exact procedure** in each individual case is to be arranged in consultation with a Supervisor or specialist lecturer.

The scope of the SCA is determined by the number of credit points (CP) achievable in the respective study semester. For 4 to 5 CP, the SCA should involve a volume of approximately 10 to 15 pages of text (per person). Exact details are to be set by the Supervisor or specialist lecturer and depend, among other things, on the specific topic.

It is preferable that high-value topics (e.g. those relevant to the workplace) be worked on by

several students at the same time. A prerequisite for group-work is, however, that individual students are allocated sufficient amounts of material to work on, so that an assessment of individual achievement becomes possible. The amount of material allocated to each individual student is to be indicated in the work. **This provision regarding group work has been set down by the Berlin Higher Education Act (BerlHG). It is compulsory, even if the lecturer believes it is not a prerequisite!!** Group work is to be performed by a maximum of 4 students.

There is also the possibility that complex topics can be processed by a student over the course of two SCAs up to the Bachelor thesis. The prerequisite for this is that each of these works is a standalone piece, i.e. a new work each time.

Student consulting works are compulsory performance requirements for the respective semester. It is not possible to de-register from completing such works. If the work is not submitted in a timely manner (University office receipt or date of the postmark) or without the confirmation of the supervising examination authority, the work is graded as "not passed (5.0)". A repeat attempt is possible in accordance with the Examination Regulations. A new topic must be submitted in the event of a repeat.

Application deadlines for the topic and binding deadlines for submitting the work are published on the learning platform in the "SCA" course room.

The SCA must be submitted in booklet form bound with a filing fastener (also known as a document binder) as well as in digital form (Word format or PDF on CD or data stick) to the Examination Management and not to the lecturer.

2.3 Practical Transfer Reports (PTRs) and Practical Transfer Projects (PTPs)

Practical Transfer Reports and Practical Transfer Projects are to be prepared during the in-company practical phase of the degree program with vocational and academic elements. These are independently written documents pertaining to tasks designed to bridge the gap between the content learnt during the theoretical phase and the operational practical phase. The topics are set by the respective semester lecturers, or jointly developed with them. In addition to demonstrating practical activity, a PTR/PTP should also show that the students are in a position to reliably conduct the tasks assigned to them in the context of what has already been learned. This work shall be prepared in accordance with the provided guidelines for academic work. For work conducted in the field of engineering sciences, the instructions regarding non-standard citation requirements set out in the Section 4 apply accordingly. The scope of a PTR/PTP is approximately

10 pages per student. PTRs/PTPs must be submitted in both written and digital format. If this is not done, the examination performance is assessed as "inadequate".

2.4 Bachelor's thesis and Master's dissertation and colloquium

The Bachelor's thesis represents the most complex work to be completed by a student during the Bachelor's degree. The size of the text is approximately 40 to 50 pages. The preparation period is 9 weeks in full-time courses and 16 weeks in the extra-occupational courses. All the above-described guidelines apply analogously, and the formal requirements and citation rules as per Sections 4 and 5 must be strictly adhered to.

Permission to commence work on a Bachelor's thesis may be requested from the University's Examination Board once at least 130 CP have been obtained in the course. The application form is available on the virtual Campus. Allowance to commence the Master's dissertation requires proof of at least 78 CP having been attained. The extra-occupational candidate may also propose topics taken from the professional environment and, if applicable, may suggest a supervisor from the participating company. All lecturers working at the University are eligible as examiners or reviewers. The topic choice must be clearly associated with the chosen degree. Unrelated industry topics will not be accepted.

Group work is usually the exception and is only permissible if the individual parts of the overall work can be unambiguously assigned to an author, and the volume of the individual part amounts to an individual thesis.

The printed version of the thesis is to be submitted in duplicate to the Examination Management bound with a filing fastener. **A digital version is also to be submitted. The digital file must identify in the appendix all the internet sources used. If it is not possible to identify the internet sources, the relevant sources must be attached in the form of a printed appendix.**

It is essential to include an affidavit that all the sources used have been identified, and that the work has not already been submitted to another examination authority. A sample declaration can be found in the appendices and on the learning platform in the "SCA" course room. In the case of group work, an explanation must be given as to which parts have been processed by which author.

The final exam to be completed at the bbw University is the colloquium. This defence of the thesis involves the candidate presenting a 10-15 minute lecture on the essential content of the work, as well as the methods used to produce its most important results. These results are questioned and

discussed in a subsequent discussion with the examiners and the other students of the examination group, who are simultaneously completing their colloquium. The total duration of the examination is approximately 30 minutes per candidate.

3 Formal requirements

3.1 Format

Academic work must be prepared in machine-written form. The following typographical requirements are to be followed:

Border: 4 cm right (correction area), 3 cm left; top and bottom: 2.5 cm

Font: Arial Standard

Font size (text): 11

Font size (footnotes): 9

Side numbering: bottom, outside

Line spacing (text): 1.5 lines

Line spacing (footnotes): 1 line

Text arrangement: Justified

Printing: one-sided

The footnotes are separated from the text by a division mark.

3.2 Parts of the work

The following parts of the work are to be included **in this order**:

- Cover sheet with title, author, student- and course number, semester, Supervisor (see attached templates)

- Table of contents with page numbers (numerical or alphanumeric classification)
- List of abbreviations
- If necessary, index of images (with page reference)
- Table directory (with page reference)
- Text
- Bibliography listing cited authors in alphabetical order
- If applicable, appendices (illustrations, tables, statistical material, etc.)
- Affidavit
- Confirmation of the SC-A / SC-P topic from the Supervisor

The cover sheet contains the necessary information regarding the title and type (SCA or Bachelor's thesis) of the work. The design should be appropriate, with an "artistic design" considered unusual and unnecessary. **The use of University and company logos is not permitted.** Logos are protected by copyright and are trademarks of the respective companies.

The table of contents outlines the structure of the work. This classification is either numeric or alphanumeric. The form, once chosen, is to be maintained. Suitable numbering lists are usually available in Microsoft Office programs. When creating the table of contents, it should be noted that whenever an item is subdivided, the subdivided point needs at least 2 sub-points. If only one sub-point is used, this is an indication that the main item was chosen incorrectly.

The abbreviation list contains all the abbreviations used in the work that are not readily recognisable. Abbreviations such as "e.g.", "et al", "etc." need no explanation. The abbreviation list should be arranged alphabetically.

All illustrations used in the text are to be numbered and meaningfully denoted. These denotations are to be listed according to their order in an **index of images** indicating the page number where the referenced image can be found in the text. Sources for the images are not to be included here, but in the text in the footnotes of the respective image.

All tables used in the text must also be handled in the same way. The tables must be listed in a **table directory** showing the respective page numbers.

The **text** section contains the actual content of the work. The basic structure is as follows: introduction, body, conclusion, but the individual chapters are not to be explicitly named as such. **This is where the regular page numbering begins.** All other pages can be marked with Roman numerals.

The **introduction** serves to delineate and classify the topic, describe the problem and issues while also outlining the author's approach to the topic.

The **body** is where the actual topic is addressed. It is to be meaningfully subdivided.

The **conclusion** is intended to summarise the results and, if necessary, provide an overview of future possible areas of investigation or open questions.

The **bibliography** lists all the primary sources used in the work. These are to be listed in alphabetical order (by name of author). It contains the names of the author, the title of the publication, edition, place of publication and year. See section 4 for details and more information regarding naming sequence. Name affixes (titles) are not to be included. In the case of extensive literature lists, it is customary to first differentiate between books, collections, magazines and internet sources.

The **appendices** contain all supplements to the actual text part. Here more comprehensive tables, supplementary illustrations, conducted and documented interviews etc. are collated and listed. Tables and figures referred to in the text should, if possible, be incorporated into the text, unless they are too extensive.

At the end of the work (except for term papers and case studies), an affidavit affirming to the work's originality must always be attached. This declaration is intended to again make clear that any deviation from the required originality can lead to exam-related consequences. In the case of group work, each member of the group has to submit his or her own affidavit for the specific part of the work. A sample declaration form can be found in the appendices and on the learning platform in the "SCA" course room.

Furthermore, supervisory agreement with the selected SCA topic or, where applicable, agreement with a topic change, must always be submitted (exception: term papers, case studies, Bachelor's thesis and Master's dissertation) in written form as proof of agreement with (and binding nature of) the selected topic. The examination performance is evaluated as "failed (5.0)" if the work is submitted to the Examination Management without this supervisory agreement attached.

The necessary parts of the work must be structured in the above order. Individual components (abbreviation lists, appendices, etc.) may not be required in certain cases. This, however, should be confirmed with the Supervisor in advance.

4 Citation rules and footnotes

When compiling the work, formal citation rules must be observed and footnotes used. The use of

footnotes can serve to comment on and supplement the main text, but their main task is to indicate the ideas and representations of other authors used in the work. Such referencing serves to underscore the academic honesty of the work. Here the aim is to show sources so that they are directly accessible to the evaluator of the academic work as well as to a reader interested in the quoted source. The citation must therefore be given in a precise manner; referring to the referenced work as a whole "see Wöhe (2006)" does not provide readers with a means to find the cited section. A page number must be given.

4.1 Direct quotations

Direct quotes are verbatim reproductions of a used source. They are to be reproduced exactly as they were found in the original source. Passages copied verbatim are to be placed in quotation marks.

If quoting longer text passages is essential for the work, these are to be reproduced as single-spaced blocks of text indented in proportion to the main text.

Quoted text passages used verbatim may not be altered by the author of the submitted work. This means that any portion of the original passage rendered in bold, italics and the like must be reproduced as it is in the original. If the author wishes to deviate from the original, such deviations must always be indicated (e.g. with: "accentuation by the author", "italics in the original" etc.). Omissions from text passages are to be marked by ellipses (...), while necessary additions are to be placed in square brackets [but].

The aim of an academic work is to use academic sources to help address the specific task of the author, and to use the texts as supporting evidence for any original statements made. For this, it is generally not necessary to reproduce source texts word for word. The argument that the cited text is phrased particularly well does not justify such an action. The inclusion of a definition that is to be subsequently interpreted is an exception here. Verbatim quotes are in this case necessary and therefore form the exception. But it is not desirable to reproduce as many verbatim quotes as possible into a singular "whole"!

4.2 Indirect quotations

Indirect quotations are necessary where the author references ideas without transcribing them verbatim. Reproductions are here to be noted in the footnotes, preceded by a "cf." In the case of the indirect use of sources, particular care must be given to ensure the original meaning is not distorted or contradicted when integrating the idea into a new context.

As novice researchers tend to borrow the majority of their ideas from other academic sources, it is advisable to use more footnotes than too few. On the other hand, not every single word has to be individually verified (unless it is a specific term). A larger number of footnotes is generally considered a sign of a successful examination of relevant literature rather than an indication that the submitted work lacks originality.

The process of relying on one or very few academic sources which are then reproduced sentence for sentence in the footnotes should be avoided.

Furthermore, popular science lexica (e.g. Brockhaus, Bertelsmann, etc.) and wikis (e.g. Wikipedia) may be good starting points but cannot be considered academic texts appropriate for citation. Please only use academic literature!!!

4.3 Sources and footnotes

Footnotes can be used both as a referencing tool for the sources used as well as a way to make supplementary remarks that the author may not wish to include in the main text itself, in order not to divert attention from the main idea being presented.

Footnotes in an academic work are generally numbered in the main text, and usually marked with a superscripted number on the corresponding text passage. The corresponding number can be found under a dash at the bottom of the same page where the associated notes or sources are also located. The footnote section is single-spaced, and has a reduced font size (usually 9).

Not including a footnote is also possible. Here the source citation is placed in brackets and integrated directly into the text.

The actual referencing style chosen is of little importance. What matters is that the elected form is used consistency and throughout the text by the author. The primary goal of referencing is to ensure sources can be easily found. If in doubt, students should consult with their Supervisor about preferred citation styles.

4.4 Citation rules

Some standards have been established for citation in the field of economics that differ slightly from other subjects.

4.4.1 First-time use of a source

In economics, when using a source for the first time, it is customary to cite the source in full.

- 1) cf. Wöhe, G.: Introduction to the General Business Administration, 25th Edition, Munich 2013, p.345
- 2) Krczmar, H.: Information Management, 6th Edition Wiesbaden 2015, p.123 et seq.

The first names of the authors can also be indicated (but always uniformly) while academic titles are generally not included.

The entry contains last name, first names, title of the book or essay, edition, place of publication (not publisher), pages.

If ideas/quotations in the original source are written across two pages, e.g. on pages 23 and 24, this is to be marked: “p.23 f.”

“p.23 et seq.” means that the quotation refers to at least pages 23-25. It is, however, not permissible to reference to a whole chapter using “p.23 et seq.” Here, more precise constraints are necessary.

4.4.2 Subsequent citation

In subsequent citations of an author, the sources can be shortened:

- 3) Wöhe, G., supra, p. 219

(“supra” means “at the above-indicated location”).

4.4.3 Multiple citation of an author

If an author is repeatedly quoted on a single page, it is possible to refer to the source in the subsequent reference line, like so:

- 4) cf. Wöhe, G.: Introduction to the General Business Administration, 25th Edition, Munich 2013, p.345
- 5) cf., supra, p. 459

4.4.4 Several sources of an author

If several sources of an author are used, these works must be distinguishable from each other. As

a rule, the edition is added but a short title is also conceivable (as long as the approach is used consistently).

6) cf. Wöhe, G. (2013): Introduction to the General Business Administration, 25th Edition, Munich 2013, p.345

7) cf. Wöhe, G. (2007): Principles of Accountancy and Balance Sheet Technology, 5th Edition Munich 2007, p. 534

alternatively:

8) cf. Wöhe, G. [IGBA]: Introduction to the General Business Administration, 25th Edition, Munich 2013, p.345

9) cf. Wöhe, G. [ACCOUNTING]: Principles of Accounting and Balance Sheet Technology, 5th Edition Munich 2007, p.534

4.4.5 American citation

In recent years, the American citation system has been increasingly used. In the first citation of a source, only the author and (short) titles are mentioned in abbreviated form.

10) Schweizer/Küpper. [Cost Calculation], p.145 et seq.

11) cf. Jung. [Human Resources], p.534

This shortened source indication is often used even if the sources are not displayed in the footnotes at the end of the page, but in the main text.

4.4.6 Articles in anthologies and periodicals

Additional information is required in order to be able to find articles from anthologies or magazines.

Articles in collections are quoted as follows:

Last name and first name of the author, title of the essay, in: name of the publisher (publisher), title of the anthology, edition, place of publication and year, pages from the article (from/to), here: referenced page

12) Ladwig, Desirée H.: Team Diversity - Leadership of Mixed Teams. In: Rosenstiel, L. v.;

Regnet, E.; Domsch, M. (ed.): Leadership of employees, 7th edition, Stuttgart 2014, pp. 447 - 459, here: p.451.

Journal articles are cited as follows:

Last name and first name of the author, title of the essay. In: name of the magazine, year, issue number and year of publication, pages of the article (from / to), here: quoted page

13) Bassemir, Elena; Koof, Christian F.; Büttgen, Marion: Ich fahre wie ich will – Eine experimentelle Untersuchung zur Selbstbestimmung und Motivation von Kunden im Carsharing-Bereich. In: ZfbF Schmalenbach's Journal of Business Research Vol. 2/2016, pp.193 - 227, here: p. 202

4.4.7 Quoting internet sources

Since authors and readers have no influence on the availability of an internet source, it is necessary to specify the retrieval date of the source data. For larger scientific papers, it is recommended (and is required, for example, for Bachelor's theses and Master's dissertations) to save the data electronically and/or to attach it in printed form.

The following information is required:

Last name, first name of the author, title of publication, publication date, page number (if available), available at: ULR address, date of the retrieval. If the author is not mentioned, "Author not named" is to be used.

14) Author not named: The Balanced Scorecard - More than key figures. A documentation of the Hans Böckler Foundation. Available at: http://www.boeckler.de/pdf/mbf_bsc_konzept.pdf , available on 21.10.2016

Special measures must be undertaken when using internet sources. Please bear in mind that copying digital data and pasting it into a work may be a straightforward process but is **not permitted**. Please avoid putting yourself in a position where you may be accused of plagiarism! Assume that lecturers and assessors will recognise such reproductions. This, of course, also applies to copying printed originals.

4.4.8 Use of secondary sources

Wherever possible, always try to access the original source. This limits the chance that quotations have assumed a distorted meaning through their use in a secondary source, among other things. If this is not possible (e.g. where a piece of foreign literature is not easily accessible, or an edition is out-of-print), the secondary source used must be specifically identified. For example, if you have taken the following quote verbatim,

"Furthermore, group analyses have shown that team members with the highest status receive the most attention and have the highest interaction frequency (cf. Adler, 1986, p.107)"

The footnote should be structured as follows:

15) Adler, N.J. (1986). International Dimensions of Organizational Behavior. Boston 1986, p.107, cited from: Ladwig, Desirée H.: Team Diversity - The Leadership of Mixed Teams. In: Rosenstiel, L. v .; Regnet, E.; Domsch, M. (ed.): Leadership of Employees, 7th edition, Stuttgart 2014, pp.447 - 459, here: p.451.

The citation must in no way leave the impression on the reader that you as an author had access to the original. It can therefore not be listed in the bibliography.

Should you have any questions regarding the content and/or formal design of your work, please contact your university Supervisor at any time!

4.4.9 Special features of citation in the field of Engineering Science

Fundamentally, the information given in these guidelines also applies to works prepared in the field of Engineering Science. Specialities consist mainly in how formulas are presented. Formulas should be centralised, and are to be logically numbered whenever they are used in a referential manner. Any abbreviations used should be included in an abbreviation list.

The creation of comprehensive formulas in Word is often problematic. Therefore, you are free to use a different formula editor developed for scientific applications (e.g. Latex).

The detailed citation given above is less usual in the natural sciences. Usually references are set in square brackets (as a footnote or in the text):

16) [Papula (Mathematics), p. 145 et seq.]

Please also note that a general referential source is not sufficient: Page specification is mandatory.

5 Indexes

An academic work also contains various indexes in addition to the actual text. These are the table of contents that outlines the structure of the work, the index of images, the list of abbreviations, then the bibliography. While the first three indexes belong at the beginning of the work, the bibliography comes immediately after the text. An index of appendices comes after the table of contents.

5.1 Example of a bibliography

The bibliography must be arranged alphabetically by author name. The pages in the footnotes are not to be included. For example,

Books

Krczmar, H.: Information Management, 6th Edition Wiesbaden 2015

Wöhe, G.: Introduction to the General Business Administration, 25th edition, Munich 2013

Collections

Rosenstiel, L. v.; Regnet, E.; Domsch, M. (ed.): Leadership of employees, 7th Edition, Stuttgart 2014

Magazines

Bassemir, Elena; Koof, Christian F.; Büttgen, Marion: Ich fahre wie ich will – Eine experimentelle Untersuchung zur Selbstbestimmung und Motivation von Kunden im Carsharing-Bereich. In: ZfbF Schmalenbach's Journal of Business Research
Vol. 2/2016, pp.193-227

Internet resources

Abel, R.: Die Balanced Scorecard im Arbeitsfeld von Betriebsräten – eine Präsentation von Umfrageergebnisse - Bochum / Düsseldorf 2001, p. 4, Available at:

http://www.boeckler.de/pdf/mbf_bsc_umfrage_br1.pdf , available on 27.06.2008

Author not named: Industry 4.0: Digitization of the economy.

Available at: <https://www.bmwi.de/EN/Themen/Industrie/industrie-4-0.html> , available on 20.10.2016

Author not named: The Balanced Scorecard - More than key figures. A documentation of the Hans Böckler Foundation. Available at: http://www.boeckler.de/pdf/mbf_bsc_konzept.pdf , available on 21.10.2016

5.2 Example of a list of appendices

As described above, the appendices contain supplementary information that is relevant to the overall work but does not belong directly in the text. The appendices shall be indicated and numbered accordingly. For example:

List of Appendices

Page

A 1: Template cover sheets

22

A 2: Affidavit

24

6 Appendices

The appendices are to be arranged with the numbering and designation system outlined above.

The template cover sheets and text templates can be found below. They are to be included at the end of the work.

Appendix 1: Template cover sheet

Title of the Work
Subtitle (where required)

SCA Nr. / Term Paper / Case Study

Subject / Semester

Course

Submitted by: Last name, first name

Matriculation Number:

Course Number:

Supervisor: Title, Last Name, First name

Submitted on: Date

Title of the Work
Subtitle (where required)

Bachelor Thesis

Course

Submitted by: Last name, first name

Matriculation Number:

Course Number:

1. Supervisor: Title, Last Name, First name

2. Supervisor: Title, Last Name, First name

Submitted on: Date

Appendix 2: Template of an affidavit

Affidavit

I hereby confirm by means of my signature that I have prepared the submitted work independently and without the help of others, and have not used any sources other than those specified.

All texts taken literally or meaningfully from published and non-published publications are indicated as such.

The work has not been submitted in the same or similar form – not even as excerpts – to any other examination authority, and has not yet been published.

Location, Date, Signature

(* In the case of group work, an indication of the individual/jointly written parts of the work must be given here)

The provision regarding group work has been set down by the Berlin Higher Education Act (BerlHG). It is compulsory, even if the lecturer believes it is not a prerequisite!! This affidavit is to be signed separately by each group member.