Guidelines for the Preparation of Scientific Work

Valid for all written works at the Department of Management and Information Systems
(Seminar, Project, Bachelor, Master thesis)
From 2016-02-01
Abstract
These guidelines intend to make it easier for students to create scientific work and to ensure a uniform presentation. For evaluation, not only content is important, but also the external style has a decisive role in the final score. These guidelines provide the basis for the creation of scientific work.
# Table of Contents

List of Figures ........................................................................................................ II
List of Tables ........................................................................................................... III
List of Abbreviations ............................................................................................... IV
List of Symbols ......................................................................................................... V
1 Introduction ........................................................................................................... 1
2 Formal Requirements ............................................................................................. 2
  2.1 Extent and External Form ................................................................................. 2
    2.1.1 Final Work .................................................................................................. 2
    2.1.2 Seminar Work ........................................................................................... 3
  2.2 Abstract ............................................................................................................ 4
  2.3 Table of Contents and Structure ........................................................................ 4
  2.4 List of Figures and Table Directory ................................................................... 5
  2.5 Abbreviations .................................................................................................. 7
  2.6 References/ Sources ......................................................................................... 7
  2.7 Citation ............................................................................................................. 9
    2.7.1 Frequency of Quotation .............................................................................. 9
    2.7.2 Citation and Citation Requirements .......................................................... 9
    2.7.3 Footnotes .................................................................................................. 12
    2.7.4 Formulas .................................................................................................. 12
  2.8 Bibliography .................................................................................................... 13
  2.9 Appendix ......................................................................................................... 15
3 Content Requirements ......................................................................................... 15
  3.1 Properly Cited Content ..................................................................................... 15
  3.2 Introductory Part ............................................................................................... 16
  3.3 Main Section .................................................................................................... 17
  3.4 Final Part ......................................................................................................... 18
4 Stylistic Requirements .......................................................................................... 19
5 Concluding Remarks ............................................................................................. 19
Bibliography ........................................................................................................... 20
Appendix A ............................................................................................................. 21
List of Figures

Figure 1: XBRL in the future .......................................................... 6
List of Tables

Table 1: Levels of Literary Research ................................................. 6
List of Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AG</td>
<td>Aktiengesellschaft</td>
</tr>
<tr>
<td>APO</td>
<td>Advanced Planner &amp; Optimizer</td>
</tr>
<tr>
<td>API</td>
<td>Application Programming Interface</td>
</tr>
<tr>
<td>BP</td>
<td>British Petroleum</td>
</tr>
<tr>
<td>CAD</td>
<td>Computer Aided Design</td>
</tr>
<tr>
<td>CSS</td>
<td>Cascading Stylesheet</td>
</tr>
<tr>
<td>DBMS</td>
<td>Database Management System</td>
</tr>
<tr>
<td>DOM</td>
<td>Document Object Model</td>
</tr>
<tr>
<td>DTD</td>
<td>Document Type Definition</td>
</tr>
<tr>
<td>EDI</td>
<td>Electronic Data Interchange</td>
</tr>
<tr>
<td>EDV</td>
<td>Elektronische Datenverarbeitung</td>
</tr>
<tr>
<td>ERP</td>
<td>Enterprise Resource Planning</td>
</tr>
<tr>
<td>FTP</td>
<td>File Transfer Protocol</td>
</tr>
<tr>
<td>HTTP</td>
<td>Hyper Text Transfer Protocol</td>
</tr>
<tr>
<td>ISO</td>
<td>International Organisation for Standardisation</td>
</tr>
</tbody>
</table>

1 These abbreviations are fictitious and are for illustrative purposes only.
List of Symbols

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>( P )</td>
<td>Power</td>
</tr>
<tr>
<td>( \Sigma )</td>
<td>Sum</td>
</tr>
<tr>
<td>( g )</td>
<td>Specific gain</td>
</tr>
<tr>
<td>( Z )</td>
<td>Target function Total gain</td>
</tr>
<tr>
<td>( Max )</td>
<td>Maximization</td>
</tr>
</tbody>
</table>

\(^2\) This symbol list is fictitious and is for illustrative purposes only.
1 Introduction

All those who have ever dealt with this problem know that scientific work is not easy and requires a certain amount of practice. In order not only to have an abstract description of the scientific way of working, but also to have the desired result in mind, this guide is written for scientific work in the style of a Seminar or Bachelor / Master / Diploma thesis. The fact that such work has to be designed in a certain form is not harassment. Rather, a standardized craft kit, which gives the authors a guide and readers the opportunity to continue on the basis of this text. This will be, however, only possible, if ideas of others are marked as such and are documented with exact quotes. The requirements concerning the scope of the work (font size, margins, line spacing) are used to make the work comparable. Here, it is evaluated whether the authors have succeeded in processing a given problem in a given scope.

In principle, all authors must be aware that the written performance is written in an abstract and objective way. This means that subjective evaluations and tendencies have no place in any scientific work. Concluding statements have to be derived from the elaborated aspects and presented neutrally.

In the following, the formal content and stylistic requirements of a scientific work are listed in detail. This presentation is clear enough to serve as a basis for any work written at the Department of Management and Information Systems. Those works which does not follow the advices given here are normally not accepted (seminar papers) or fail (final thesis).

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3 It should be noted, however, that this work can be taken as an example for the format (page margins, line spacing, position of the footnotes, etc.), but this work does not correspond to the content requirements for scientific work. In addition to the correct reproduction of facts, independent arguments and justifications are also expected.
2 Formal Requirements

The following formal rules apply in principle to all scientific work at the Department of Management and Information Systems. Individual rules, which concern only seminar works or final theses, are indicated.

2.1 Extent and External Form

This section deals with the fact that the submitted work must also be comparable in the ratio of the problem and to the extent of the solution. For this purpose, the Department provides a word template on its internet page: http://tu-freiberg.de/fakult6/wirtschaftsinformatik/formulare

2.1.1 Final Work

The processing time in the study order of x months should correspond to the size of the work by a proportional font (Times New Roman), font size 12, and 20 pages per month of editing (+/- 10 pages). The first-level headings are displayed in bold and in font-size 14. Further underlying layers are bold and formatted in font size 12. There should not be more than four levels. The work has to be done with a text processing software (text: 1.5-line spacing, footnotes single-line spacing). If the work contains source code, it should be displayed in Courier New with font 10 in the text and in the appendix. The following margins must be observed:

- Right margin: 2 cm;
- Left margin: 4 cm;
- Upper margin: 3 cm;
- Bottom margin including footnotes: 3 cm.

The entire work must be aligned in justified text. The first paragraph of each section should start without indentation, each subsequent paragraph should have a 1.25 indentation.
The thesis has to be submitted in hard copy at the examination office and in digital form to the Department of Management and Information Systems. It consists of components in the following order:

1. Empty cover sheet;
2. Title sheet (according to the regulations of the examination office) - without page numbering;
3. Abstract - without page numbering;
4. Table of Contents - Beginning of page numbering with Latin I;
5. List of Figures - continuation of page numbering with Latin digits;
6. List of Tables - Continued page numbering with Latin digits;
7. List of Abbreviations - continuation of page numbering with Latin digits;
8. If applicable, the symbol index - continuation of page numbering with Latin digits;
9. Text - beginning of page numbering with Arabic 1;
10. Bibliography - Continued page numbering with Arabic digits;
11. Possible Annex - continuation of page numbering with Arabic digits;
12. Signed personal declaration (according to the regulations of the examination office) - no numbering;

### 2.1.2 Seminar Work

For seminar works, the same general conditions apply as for the thesis. The size of a contribution may not be less than 20 or 25 pages. Seminar works are attached or bound in a simple copy, including data carriers, to be handed over to the Department. The signed personal declaration must not be forgotten. It is not part of the table of contents and has no page numbering.

The work must be defended within the seminar. The students have to hold a ten-minute presentation, which is concluded by a ten-minute discussion. The presentation

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Please also note the remaining regulation by the exam office regarding diploma thesis.
template provided by the department on the homepage must be used for the preparation of the presentation.

2.2 Abstract
An abstract following the table of contents has to be written. An abstract is not an introduction, but it is a short (no more than one page in a thesis, 100 words in a seminar) and an informative summary of the complete work with its results. Under https://users.ece.cmu.edu/~koopman/essays/abstract.html you can inform yourself about the structure of this.

2.3 Table of Contents and Structure
The outline provides the reader with first information about the essential content and the logical structure (content sequence) of the work in advance.

The headings of each individual points have to be expressed in an objective, short, and concise form. Headers are not complete sentences (do not use verbs), but also no journalistic headlines.

The positions of the table of contents have to be provided in a seminar and / or thesis work, with the corresponding page numbers in the text and have to be completely identical with the corresponding headings in the text.

There are various regulations for the table of content. Important for the structure is that

- a further subdivided section must contain at least two sections,
- the heading to a further subdivided section expresses the overarching problem to the subpages, and
- equal structured sections have the same formal rank within the order schema [Theisen 2011, 175].

A clear and generous layout of the structure (for example, by intending of subordinate sections) facilitates an overview and is recommended. There are no general
rules for the number or for the depth of sections. The following points have to be considered:

- A brief outline, which is limited to a few sections, is clear and may show the logical overall structure of the work; but it has less content meaning for the reader [Theisen 2011, 176].
- A long, extensive subdivision, expresses the content of the work well. However, too deep subdivision must be avoided in order to achieve clarity.

In principle, we recommend the following sections, which you may wish to prepare for your topic:

1. Introduction
2. Elaboration of the challenge
3. Method selection
4. Case processing
5. Discussion of the results
6. Conclusion and outlook

Please note the line spacing of 1.5 when creating the automatic directories.

### 2.4 List of Figures and Table Directory

The table of contents is followed by two separated pages: list of figures and list of tables. The following information is required: number of the table/figure, title, page number.

All illustrations and tables should be labeled in the scientific work. The purpose of this approach is to establish a clear relationship between relevant text passages and figures or tables, as well as the creation of corresponding directories. It is common practice to position these labels below a figure or above a table and to number them. The procedure is as follows: **Figure / table number**: Figure / table title [reference]

The illustrations and tables must be centered. For the sake of clarity, the figure has to be in a frame (table with only one cell). In this case, the figure or table caption has to be left aligned.
Each figure or table must be explained according to their representation. There are no self-explanatory pictures! In the case of reference, care must be taken to ensure that the following is already indicated for minor modifications: [taken and modified from: ...]. As soon as a picture or table is referred to in the text, a reference must be made with the corresponding number. If the figure or table is on a different page or even under another classification point, the page number must also be specified. As a rule, an entry in brackets is sufficient (see figure number, p. page). The following is a table example.

**Table 1: Levels of Literary Research** [Copper 1982, 150]

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
<th>Explanation</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Problem development</td>
<td>Decide definitions that distinguish relevant from irrelevant articles.</td>
<td>Definition of five criteria to exclude articles.</td>
</tr>
<tr>
<td>2</td>
<td>Data Collection</td>
<td>Definition of data sources that are examined for relevant articles.</td>
<td>Definition of keywords used on databases.</td>
</tr>
<tr>
<td>3</td>
<td>Data evaluation</td>
<td>The application of the criteria set out in stage 1 for the separation of irrelevant articles.</td>
<td>Critical evaluation of the quality of the articles. Filtering information that affects the results.</td>
</tr>
<tr>
<td>Level</td>
<td>Description</td>
<td>Explanation</td>
<td>Procedure</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>-------------</td>
<td>-----------</td>
</tr>
<tr>
<td>4</td>
<td>Data analysis and data interpretation</td>
<td>Presentation of valid articles.</td>
<td>Presentation of the valid articles with their research approaches.</td>
</tr>
<tr>
<td>5</td>
<td>Presentation of results</td>
<td>Use of editorial criteria to distinguish between important and unimportant information.</td>
<td></td>
</tr>
</tbody>
</table>

### 2.5 Abbreviations

In text, abbreviations should be avoided. The use of common abbreviations (see Duden), such as, etc., are permitted. These have not to be listed in the abbreviation list. Abbreviations are not allowed for convenience, such as Business Administration, or Accounting. Abbreviations of a technical nature (e.g. ICT or IT), which are common in the subject, can be used, but they need to be listed in the abbreviation list. For sources indicated in footnotes or in the bibliography, the following abbreviations are generally used - without inclusion in the abbreviation index:

- p. (following pages), pp. (successive pages);
- n.d. (no date/ year);
- s.l. (“sine loco”, without place [of publication]);
- s.n. (“sine nomine”, without name [of publisher]).

Likewise, the abbreviation of journals names, such as: ZfB (Zeitschrift für Betriebswirtschaft), DBW (Die Betriebswirtschaft), ZfbF (Zeitschrift für betriebswirtschaftliche Forschung), BFuP (Betriebswirtschaftliche Forschung und Praxis) are usual for sources. Those are, however, needs to be listed in the abbreviation list. [Theisen 2011, 177-178]

### 2.6 References/ Sources

Sources are indicated in text with name and year in brackets. The name consists of the author surname or the surnames of the authors (separated by slash) and the four-digit number of the publication-year as well as the page number.
If the citation refers to a word, a sentence or a phrase, this will be within the sentence. However, if the reference refers to a section or to the context, it will be listed after the point (outside the construct).

The abbreviation should be made according to the number of authors, as it is established in the following rules:

- **One Autor**
  - The surname of the author is the author's abbreviation.
  - Example: Stahlknecht, Peter (2005) [Stahlknecht 2005, 117]

- **Two authors**
  - The surnames of the authors are the author's acronym.
  - Example: Stahlknecht, Peter; Hasenkamp, Ulrich (2005) [Stahlknecht/Hasenkamp 2005, 117]

- **More than four authors**
  - The surnames of the first four authors are the author's acronym; other authors are not included in the author's shortcut.
  - Example: Mertens, Peter; Bodendorf, Freimut; König, Wolfgang; Picot, Arnold; Schumann, Matthias (2004) [Mertens/Bodendorf/König/Picot 2004, 22]

To distinguish several identical short names, lowercase letter can be attached.

WWW sources are also to be designated. The year refers to the year of publication. If this cannot be ascertained, the year digits will be replaced by "n.d.". Furthermore, the following formal guidelines must be observed when quoting:

- If the contents of the work refer to one and the following page of a source, it should be described as follows: [Theisen 2011, 181 p.].
- If the content of the work refers to one and following pages of a source, then this can be described as follows: [Theisen 2011, 181 pp.].

It is recommended to use a tool such as Citavi.
2.7 Citation

Quotes are literal or content specific ideas or opinions of other authors. All citations should be identified as such.

2.7.1 Frequency of Quotation

No meaningful statements can be made about the useful number of quotations. The scope and extent of the quotations are determined solely by the literature used in the text. This and only this literature must be cited without any exception. Any selection from this is just as inadmissible as the reference to even an unprocessed source or work. [Theisen 2011, 132]. At the end there is no statement without a well-founded source.

The issues and the numbers of works already published on a problem are decisive. The frequency in which quotations occur in a work does not say anything about the intellectual abilities of the author. Even in the case of an accumulation of quotations, one's own performance may consist, for example, in the fact that the opinions of different authors concerning a particular problem are explained, compared with one another, and assessed with regard to individual questions.

2.7.2 Citation and Citation Requirements

Citations are possible as long as the sources are understandable and verifiable (in particular with the correction). This is the case with published works [Theisen 2011, 133]. Unpublished works are generally not accessible sources (for example statistical material of a company), they must be submitted as an appendix together with the final / seminar work and then also quoted. However, prior to the use of such sources, the author's approval is required. Non-quotable sources are repetitions or manuscripts written by working groups or self-made [Theisen 2011, 133]. If the ideas of other authors are taken literally or meaningfully, there is the obligation to make this clear through quotations. A breach of this citation (plagiarism) inevitably leads to an assessment of the work with a fail grade.
2.7.2.1 Quotations

By literal quotations: phrases, terms, sentences, or definitions, etc., are accepted in their original language. At the beginning and at the end of each literal quotation, quotation marks are to be used. Only direct quotations must be in quotation marks! Literary quotations must be absolutely identical with the original text. However, the following exceptions are possible:

1. Quotations (ellipses)

   For example, in order to fit a quotation grammatically into the own versions, the beginning and/or the end of the quotation cited may be omitted. However, this must be indicated by three points.

   **Example 1:** The main task of strategic planning "... is to secure the existing and the development of new competitive advantages." [Frank 1991, 65]

2. Quote Interruptions

   It is possible to literally reproduce the beginning and the end of a sentence, and to omit, for the meaning of the statement, non-essential parts of the sentence, if this is indicated by three points.

   **Example 2:** "Operational information systems consist - ... - of a delimited and ordered set of elements which are related each other." [Buxmann 1996, 1]

3. Citation Extension

   If a quoted sentence is expanded by means of its own explanatory notes, these have to be enclosed in brackets and to be marked with the addition of [editorial comment].

   **Example 3:** "Whether IM (IM stands for Information Management, editorial comment) is part of the general management task or within a specific institutionalized area of responsibility, depends on various factors, for example on the size of the considered company." [Picot / Frank 1991, 889]
4. Highlights

Emphasis in the text cited should be adopted. In the case of own emphasis, a note in brackets as followed (highlighted by author) is necessary.

The use of cursive writing is recommended.

Example 4: "A possible consequence of the redundancy is the inconsistency of the data (highlighted by author) ..." [Hansen 1998, 942]

2.7.2.2 Analogous Quotes

Through an indirect citation, no literal quotation is done, but only a substantive reproduction of the cited text passage takes place. An indirect quotation is only indicated by a reference to the end of the sentence. The quotation is not quoted by marks. Due to the reading flow, this form of citation is preferred.

Example 5: Three methods for solving the standardization problem are presented and compared [Buxmann 1996, 40-57].

2.7.2.3 Cited Quotes

Cited quotations are quotations not from the original text of an author A, but from the text of an author B, who in turn himself quotes author A. In principle, this is not permitted. The only exception will be, if the original cannot be obtained (for example because it is too old and cannot be obtained in any library). Quoted citations must then be quoted by the hint cited [original author’s name]. [Theisen 2011, 145 pp.]


2.7.2.4 Quotations from Sources in Foreign Languages

Texts from foreign-language sources can be cited literally or indirect. In the case of indirect quotes, no special rules are needed to be considered. For literal quotations, the following rules must be observed:

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5 See also Theisen [Theisen 2011, 143 p.].
• Literary quotations from sources in English have to be given in the original text. The technique of citation corresponds to the references to German-language literature.

• Literary quotations from sources in foreign language different to English have to be translated. Also in this case the same citation technique is used as in literal quotations in German. In this case, however, the foreign language original text must be indicated at the end of the footnote, according to the author, the year of publication and the page number. The original text should be put in brackets and in quotation marks.

Example 7: Name of author (year), (original text in foreign language)

2.7.3 Footnotes

Footnotes contain additional, subject-related remarks of the author, which could disturb the reading-flow of the text [Theisen 2011, 151]. Footnotes are not intended to contain references to literature, but merely represent text containers for content that does not belong to the core text. Footnotes should be separated by a short stroke from the text of the corresponding page. They have to be written in single-space distance. A one-and-a-half space distance between the last line of a footnote and the first line of the next footnote needs to be left.

2.7.4 Formulas

Formulas must always be generated with the form editor and numbered consecutively within the text.

\[ a^2 = b^2 + c^2 \]  \hspace{1cm} (1)

If formulas are used, add a symbol list, after the abbreviation directory, which explains the symbols used in the formula.
2.8 Bibliography

The bibliography is a compilation of all sources cited in the text in an alphabetical order. A subdivision of the literature (for example, according to books, journals, and dissertations) is not allowed. Only sources, which are cited in the text should be included in the bibliography. Conversely, all sources cited in the text have to be included in the bibliography [Theisen 2011, 180]. The literature reference is preceded by the reference itself. The following information are required for the sources in the bibliography:

a) For books [Theisen 2011, 181 p.]:

- Last name (s) and first name (s) of the author (s), alternative the publisher is mentioned (academic degrees and titles are not mentioned),
- Title of the work,
- Edition,
- Perhaps volume,
- Publisher,
- Publisher locations (if there are more than two publishing sites, only the first one must be taken with the addition, etc.),
- Release Year.

b) For journals [Theisen 2011, 185-186]:

- Last name (s) and first name (s) of the author (s),
- Title of the essay,
- in: title of the magazine,
- Year,
- Volume,
- Release Year,
- First and last page number of the article

(continued...)

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6 In the case that there are different notations, for example in the edition, those have to be adopted accordingly.
• in: name of the editor, behind (ed.),
• Title of the collection,
• Edition,
• Volume,
• Publisher (as for books),
• Publishing sites (as in books),
• Release Year,
• First and last pages of the essay or article.

d) For Internet addresses:

• Last name (s) and first name (s) of the author (s) - if available,
• Creation date in brackets (creation date),
• Title of the article - if available,
• under: entire URL,
• Release date (last call: YYYY-MM-DD).

In particular, no separating marks should be used, unless these are part of the URL. If necessary, a line break (without a hyphen) can be followed by the address components point, separating mark or slash.

If an author cites several works with the same year of appearance, the year number will be marked with a, b, etc. If there are several sources in a sentence, the source data must be separated by a semicolon.

Example: [Theisen 2011, 187-189; Buxmann 1996, 1]

It should be noted that the authors are listed in alphabetical order. If several authors' writings are cited, they are listed in reverse chronological order (most recent publication first).

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7 If no author is mentioned, a clear shortcut for the Internet address has to be selected.
2.9 Appendix

Here, additional material can be attached, which would disturb the fluency of the text and the explanation of the main arguments, but is necessary for the reasoning of the argumentation (e.g. larger tables, questionnaires and illustrations, programs, empirical statistics, longer formula derivations, literal representations and interviews).

3 Content Requirements

Each scientific work consists of three parts: the introductory part, the main part, and the final part. Quotes are generally required in all three parts. Since in the concluding section requires own ideas, the extent of the citations listed there is of course, lower.

3.1 Properly Cited Content

Both literal and indirect quotations must accurately express the opinion of the quoted author and be in the right context. It is considered as a big violation of the duty of careful scientific work if an out-of-context formulation of an author is used as proof of an unrepresented opinion. In the case of quotations, the following points are essential:

- The danger of mistaking a text passage and misrepresenting it in a big quotation can be countered by a literary quotation. But the literal quote can also be located in a wrong place. Countless literal quotations are often proof of the author's inability to adequately understand and reproduce foreign sources.
- Also if the author's statement was carefully examined, and if the meaning which is intended by this author is not clear, the statement can be interpreted by the student. In this case, however, it is important to point out that this is an own interpretation. The right to interpret a statement in a certain way should be supported by references to other statements of this author.
- A quoted text passage must not be torn out of context, in which it is located in the source, and placed in a different context (of one's own work).

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8 Theisen [Theisen 2011, 127] has a different opinion.
• It is inadmissible to quote an author several times from the same source and to defraud the interrelations between the quoted texts. This is especially to be avoided if these quotations are given a different meaning.
• Quotations and citation extensions can easily lead to a falsification of the content. In these cases, special care must be taken to ensure that the original meaning is maintained.

3.2 Introductory Part
In the introductory part [Theisen 2011, 126] of a scientific work, the necessary explanations have to be made in an appropriate form. The introduction contains:
• description of the research problem,
• formulation of the research goal,
• current state of research in the area to be treated (unless this is in the main part),
• thesis formulation and,
• description of the planned procedure (applied methods).

The problem can be theoretical or practical. For example, it can emerge from a current scientific discussion, from a historical view of the development in the literature, or from a practical question. A detailed description of the problem is the prerequisite for showing the purpose of the work.

A major part of the introduction is the description of the planned research course. The approach can be shown, when the problem is described, the importance of the work explained, and the objective is formulated. It is absolutely necessary to make the golden thread clear. This part of the work, is part of the introductory part, which no means to call it introduction. A variety of headings such as problem-solving, basics, preliminary considerations, or the problem of ... are conceivable and common.

The scope of the introductory section should be in proportion to the main part. What has to be described as appropriate cannot be defined as a whole, but depends essentially on the topic of the work. If, for example, the problem is derived from a consideration of the historical development in literature, and this development is
presented in rough statements, then the introductory part will usually be longer as if the problem were, for example, a current discussion in a trade journal. It is only a rough idea that the introduction part of an 80-page final thesis cannot exceed five pages.

3.3 Main Section
In the main part, the problem has to be examined in a logically, closed and non-contradictory way. The goal of the work has to be done without any detour (golden thread). To this purpose, the following rules should be observed:

- The procedure explained in the introduction must be followed.
- It is necessary to define marginal problems, which is important in the area of the subject of the work, but which are not directly related to the problem and the purpose of the work. In case of doubt, justify why a particular problem is not relevant to the context of work, and thus remain untreated. Frequently, it is advisable to refer to related, but not exhaustive, questions by footnotes.
- The terms which are essential for the understanding of the work should be explained and conceptually isolated, thus it becomes clear how they are used in this work. This applies in particular to terms that are new to the business administration theory and/or to which no general consensus exists, such as processor orientation, tele-cooperation, groupware etc.
- The individual sub-sections should not be treated in isolation, but should always be viewed with regard to the overarching topic.
- Explanations on individual points of contention must correspond to the problem which can be seen in the headings.
- If necessary, brief summaries at the end of each chapter can be used to increase the clarity and the possibility of an understanding of the investigation.

The assumptions underlying the investigation should be identified as such. It is necessary to justify why the chosen assumptions are justified.

Empirical references and hypotheses should be clearly identified. If the work is an empirical study, hypotheses are made on the basis of surveys, interviews or similar.
These basic principles have to be represented in the work (possibly as attachments or as loose attachments), that the reasoning is comprehensible.

A scientific work is based usually on the considerations already found in the literature. The research findings, arguments and theoretical approaches already available in the literature have to be evaluated. It should be noted, however, that the criterion for their selection and use is not the completeness of the literature, but the subject-related relevance. Likewise, a critical distance from the literature is also necessary. It is not allowed to choose criticisms already criticized in the literature, without discussing them itself, just because the idea fits well into the course of own research.

Also, novel approaches, which have not been treated in scientific discourse, should not be uncritically accepted. In addition, besides a critical examination of such approach, examining the possible performance of a particular novel approach could be subject of the own work. Independent ideas and perceptions are particularly positive features of any work, if they are founded (no pure assertions) and related to the problem. However a critical discussion of the own perception is recommended.

Non-scientific opinions or assessments (for example ideological) are allowed if they are necessary or relevant as logical prerequisites because of the nature of the topic or for a particular argumentation. However, they must necessarily be made clear as non-scientific opinions or evaluations in the literature or as own opinion or perspective.

For the reader, to understand the work it is essential that chosen prerequisites, defined terms, relationships and so on are uniform throughout the work. A change in terminology, names and so on should therefore be avoided as far as possible. Nevertheless, if necessary every change must be clearly marked. However, in this case, it should be noted that, if necessary, the argumentation must also be adapted.

### 3.4 Final Part

The concluding ideas of the work must be included in the conclusion. These concluding thoughts can be the summary of the results, a concise presentation of the derived theses, or an outlook on unsolved problems and future developments\(^9\). The key part of the work,

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\(^9\) Theisen [Theisen 2011, 127] has a different opinion.
which is described here with *final part*, should not be simply overwritten with a *conclusion*. The title should indicate the manner in which the explanations are adopted.

4 Stylistic Requirements

A good stylistically representation is emphasized by [Theisen 2011, 128]. The following advice should be followed:

- Formulate short sentences.
- Avoid several secondary sentences in one sentence. If necessary at all, then form only a subordinate clause.
- Avoid foreign words if possible.
- Avoid two or even several consecutive genitives in one sentence.
- *Personal forms*, and *we-forms* should not be used.
- Highlight the essentials.
- Explain the mental process of the work by forming sections and paragraphs within the sections.

5 Concluding Remarks

After studying this guide, many will feel that their own creativity and urge to investigate is wedged in an unacceptable forcing jacket. This fear does not apply in at least two aspects: first, these rules should serve not as a restriction, but as a support. It offers a guide to organize own thoughts and to navigate themselves in the complex structure of a scientific work ranging from doubts of the right choice of topics to the despair of the present literature. Second, only rigid demands are placed on the *external* form. There are no limits to the creativity of research, reflection, and argumentation.
Bibliography\textsuperscript{10} 


\textsuperscript{10} This bibliography is not exhaustive and is for illustrative purposes only.
Appendix A