

## Thesis Writing Guidelines – Style and Formatting –

### 1. General

The purpose of your thesis is to discuss a topic in the field of (innovation) economics. Your paper is scientific work and follows the conventions of academic writing. Therefore, discuss your selected topic in a well-structured presentation of arguments by using scientific literature.

A sound discussion follows a “red-line”, starting with the problem in your paper and focusing on the most relevant and significant arguments for your topic. It is not a mere summary of the literature, nor an enumeration of all arguments one can think of.

### 2. Structure

Your thesis should not exceed the suggested length (around 30-40 pages for B.Sc. and 60-70 pages for M.Sc.)

A thesis consists of the following elements:

1. Cover page (see here: [https://www.wi.tum.de/wp-content/uploads/2016/09/TUM-SoM\\_forms\\_Coverpage-Final-Thesis.pdf](https://www.wi.tum.de/wp-content/uploads/2016/09/TUM-SoM_forms_Coverpage-Final-Thesis.pdf))
2. Table of contents
3. List of tables, figures, abbreviations (where necessary)
4. Introduction
5. Main part
6. Conclusion
7. Bibliography
8. Appendix (if necessary)
9. Declaration of authorship

Organize your thesis into sections and subsections. Structure your work by using Arabic numerals, i.e. 1, 1.1, 1.1.1, etc. Within a (sub)section, use paragraph breaks to indicate a new thought.

The **cover page** should contain the following information.

- Title of the thesis

- Name, address, matriculation number of the author, course of study, and semester count
- Submission date
- Supervisor (and advisor if applicable)

The **introduction** should present and motivate the topic, as well as include a brief overview of key ideas and methods used in the main body text.

The **conclusion** should summarize and include a critical assessment of the topic, including possible policy suggestions as well as an outlook for further research questions.

If you include tables and figures, please numerate them and include the source. In case you developed the table or figure yourself, indicate “own calculation” or “own illustration”. Make sure you refer to the tables and figures in your main text.

### 3. Formatting

We recommend writing your thesis in word or Latex. **Overleaf is free tool and you can find a thesis template from us there: <https://www.overleaf.com/gallery/tagged/tum> (Search for “Economics of Innovation” on the page.)**

Recommended margins and font size (if you do not use the template):

- |            |  |
|------------|--|
| Main text: | Font size: 12 pt (e.g. Arial)<br>Line spacing: 1.5<br>Typographic alignment: justified |
| Footnotes: | Font size: 10 pt<br>Line spacing: 1.0<br>Typographic alignment: justified              |
| Margins:   | Right: 3cm, left/top/bottom: 2.5 cm.   |

If you include mathematical formulas, please use the equation editor (if using Word), and indent and use numerate the formulas for easier readability.

### 4. Writing

Be aware that you are writing a scientific paper and not an article in the newspaper or a novel. Try to be as precise and coherent as possible and do not use unnecessary repetitions and long multi-clause sentences. Hence, use technical terms whenever it is required. Avoid excessive passive voice and nominal style.

Write reader-friendly: your reader should be able to understand your paper without prior knowledge of scientific texts on your topic. Please check for correctness of syntax, grammar, punctuation and wording.

## 5. Citing sources

Your thesis must be an original piece of work. If you use or build on existing knowledge or ideas from other researchers, you must cite the original source of these thoughts and findings. Citations enable the reader to follow and verify your argumentation. Translating or a verbatim reproduction of original articles (or parts of them) are not permitted.

The following databases may help you with your **bibliographic research**:

- JSTOR
- OPAC
- Econlit
- Google Scholar

The selection of your cited literature should be guided by its relevance for your topic, not by the ease of access to the publications.

Economic literature uses short **in-text citation**. Therefore, do not cite your references in the footnote. A short reference contains the name of the author(s) and the year of publication, e.g. Hottenrott (2019).

Cite the reference of each quotation, and make sure that your reference allows to unambiguously identifying the original source. In case an author has multiple publications in a given year, distinguish by including small letters, e.g. Hottenrott (2019a) or Hottenrott (2019b). If a publication has more than three authors, only the name of the first author appears in the reference, followed by “et al.”, e.g. Baumann et al. (2019).

## 6. References

Include all cited sources (and only these!) in the **bibliography** in alphabetical order. In general, focus on original / primary sources and sources that are officially published articles. You may consider recent discussion papers if they have not been published in journals or books yet (e.g. NBER, CEPR, CESifo discussion papers).

Your citation style should be consistent. We suggest the following:

Journal article:

- Last Name<sup>1</sup>, First Name<sup>1</sup>, First Name<sup>2</sup> Last Name<sup>2</sup> and First Name<sup>3</sup> Last Name<sup>3</sup> (Year), Title of Article. Journal, Issue No., Pages.
- Example:  
Hottenrott, Hanna and Cindy Lopes-Bento (2014), (International) R&D Collaboration

and SMEs: The Effectiveness of Targeted Public R&D Support Schemes. *Research Policy*, 43(6), 1055-1066.

#### Books:

- Last Name, First Name (Year), Title of Book. Edition No. (if more than 1), Publisher, Place of publication.
- Example:  
Taylor, M. Z. (2016), *The Politics of Innovation: Why Some Countries Are Better Than Others at Science and Technology*. Oxford University Press, Oxford.

#### Articles in edited volumes:

- Last Name, First Name (Year), Title of Article, in: Editor's Last Name, Editor's First Name (editor), Title of Book. Publisher, Place of publication, Pages.
- Example:  
Haucap, Justus, Uwe Pauly and Christian Wey (2000), *The Incentives of Employers' Associations to Raise Rivals' Costs in the Presence of Collective Bargaining*, in: P. de Gijssel, R. Olthoff, T. Zwick (Editors), *The Unemployment Debate: Current Issues*. Metropolis Verlag, Marburg, 185-226.

#### Discussion paper:

- Last Name1, First Name1, First Name2 Last Name2 and First Name3 Last Name3 (Year), Title of Article, Discussion Paper Series, Issue No.
- Example:  
Becker, Annette, Hanna Hottenrott, and Anwesha Mukherjee (2020), *Division of Labor in R&D? Firm Size and Specialization in Corporate Research*, *Munich Papers in Political Economy*, Working Paper No. 3/2020.

#### Web-Sources:

- Author, Title, URL address, Date of Information Retrieval.
- Example:  
Bundesministerium für Wirtschaft, "Digital Jetzt – Neue Förderung für die Digitalisierung des Mittelstands", <https://www.bmwi.de/Redaktion/DE/Dossier/digital-jetzt.html>, last accessed on 6.11.2020.

## **7. Declaration of Authorship** **(to be included on the last page with an original signature and date)**

*I hereby declare that the thesis submitted is my own unaided work. All direct or indirect sources used are acknowledged as references. I am aware that the thesis in digital form can be examined for the use of unauthorized aid and in order to determine whether the thesis 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 theses submitted. Further rights of reproduction and usage, however, are not granted here. This paper was not previously presented to another examination board and has not been published.*

## **8. Further Reading**

This guideline provides an overview of some rules for writing your thesis. For more detailed information on how to write a scientific paper, you find some useful literature below.

- Eco, Umberto (2015), How to Write a Thesis. MIT Press, Cambridge.
- Hamermesh, Daniel (1992), The Young Economist's Guide to Professional Etiquette. The Journal of Economic Perspectives, 6 (1), 169-179.
- McCloskey, Donald (1985), Economical writing. Economic Inquiry, 23(2), 187-222.