



## Formal Requirements of the Master Thesis

### Length of the thesis:

The main body of the text of the Master Thesis must be at least 200.000 characters (including space characters) long, but not more than 270.000 characters (including space characters). The table of contents, the reference list and appendixes are not to be included in the count.

### Language of the thesis:

The thesis must be written in English. Both UK and US spelling are possible.

### Layout and structure - must:

- The paper format is DIN A4, portrait orientation.
- The thesis must be printed double-sided and bound in hardcover.
- Page margins must be chosen to allow printing and binding.
- The cover page must be in English and German and be structured exactly as shown in the examples linked on the “completion” webpage.
- The appendix must include a German and an English abstract of the thesis (1-2 pages each).

To ensure the protection of your personal data, the plagiarism check will be performed on the basis of pseudonymized documents. The first 6 pages (containing the cover sheet, acknowledgements etc.) of the uploaded document will be removed automatically and only the remaining text will be forwarded to the external service provider. In order to guarantee an anonymized plagiarism check please – starting with page 7 -

- do not include any personal data (like your name or student ID)
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### Layout and structure – recommended:

Page margins are 25mm on left/right side as well as on the top/bottom. Page numbers should be indicated on every page on the bottom / outside.

The font size is 11pt; the line spacing is 1.5. The font style is either Times New Roman (serif) or Arial (sans-serif) (or a typeface that is rather similar to one of those, e.g. Helvetica). Do not use typefaces that are difficult to read. The text should be justified.



The content is structured in consecutively numbered chapters. Chapter sections and subsections should also be assigned a numerical index. E.g.:

1. Introduction

1.1. Problem definition

1.1.1. Context

1.1.1.1. Regional Context

The chapter structure should not have more than 4 hierarchical levels.

The thesis must have table of content with page numbers.

Tables and figures should be numbered and have a heading. Please be aware that also figures need to be referenced. In particular, please pay attention to copyright issues and the often-required permission to reprint figures.

The thesis can either have numbered footnotes or numbered endnotes.

References should be in a style common in the STS domain (e.g. APA). The reference list must be in alphabetical order.