



Quotation guidelines

Compulsory guidelines and
instructions for producing
written work

Faculty of economics

Degree programme
Business Informatics
Business Information Management

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1 Formal requirements

1.1 General

The following **general guidelines and instructions** aim to ensure a formally perfect representation of written compositions as is usual in economic sciences. In particular, it should be ensured that the sources used are described in such a way that they can be found or procured by the reader.

The following guidelines provide only an introductory overview of the layout of written work at the DHBW Stuttgart, Business Informatics degree programme. Further advice can be found in textbooks on the subject of "Scientific works" (cf. list after the Appendix).

For project work and bachelor thesis, there are also **special instructions**, which supplement these general guidelines.

In order to facilitate the formally correct creation of papers, the Business Informatics degree programme can provide templates for common systems (LaTeX or Microsoft Word). An author who uses such a template in the **respective latest version and unchanged**, and follows the given examples, can assume that they have thus fulfilled the technical requirements of these guidelines.

All work should be written in a gender-neutral style. The use of **general clauses**, e.g. statements at the beginning, end or in footnotes with the aim of declaring that any gender-specific terms also apply for the opposite gender, is **not permitted**. Guidelines on how to write in a gender-neutral manner can be found in the DHBW notice "**Auf die Sprache kommt es an**".

1.2 Confidentiality notice

If confidentiality has been agreed with the training facility regarding any company-specific confidential data contained in the work, this is to be noted on the cover sheet with the following text: "The content of this work may not be made accessible to people outside of the testing process and the evaluation process neither as a whole nor as excerpts, unless an authorisation stating otherwise is presented to the training facility."

1.3 Page layout and numbering

For the main text, 11 point font is to be used with a line spacing value of one and a half, for the table of contents and other tables single-spacing is also allowed. The font must be Arial or alternatively Computer Modern, if LaTeX is being used.¹ Passages of text should be justify aligned. Hyphenation is to be used. (At least) one blank line should be inserted at the beginning of a new chapter or sub-chapter. A paragraph is to be defined in the word processor with the following intervals: before: 6 pt; after: 0 pt. No blank lines between paragraphs are allowed.

Printouts should be single sided. The left border should be 3.5 cm, the right border 1.5 cm. At the upper end of the sheet, 2.5 cm must be kept free - the respective page number is in this area - at the lower end of the sheet 2 cm. Alternatively, the page numbers can also be at the bottom end if there are chapter / section names contained in the headers.

Footnotes contain the source references or additional useful information. They are to be numbered consecutively, per page or continuously through all pages of the text. Footnotes are separated from the text by a line and written with single-spacing in **Arial 10**.

All sheets are to **be numbered** with the **exception** of the title page. The following style should be applied:

- **Roman page numbers** (I stands for the title page, however is **not** indicated on this, then II, III etc.) for preface, table of contents, table of abbreviations, table of figures or tables
- **Arabic page numbers** (1, 2, 3 etc.) for the actual text as well as the appendix, the bibliography and the declaration.

¹ The LaTeX default is used so that headings in Computer Modern SansSerif and otherwise Computer Modern Roman are used.

Appendices are (in addition to the page number) to be provided with a sequential **appendix number** (in case of several parts with sub-number after a forward slash; e.g. Appendix 1, ... Appendix 4, Appendix 5/1, Appendix 5/2, Appendix 6 etc.). This is placed either before the appendix header or the appendix footer.

Orthography, punctuation and grammar must meet the requirements of standard English; the mode of expression should be concise and clear, appropriate for a scientific paper. Exaggerated expressions and superfluous foreign words are to be avoided.

1.4 Pattern for the formal structure

All papers are to be completed in accordance with the following structure:

1. Cover sheet (template cf. **Appendix 1**)
2. Preface (if necessary)
3. Table of contents
4. Table of abbreviations (if necessary)
5. Table of figures, for figures **in the text** (if necessary)
6. Table of tables, for tables **in the text** (if necessary)
7. Text of the work (introduction, main body, conclusion)
8. Appendix (if necessary including glossary) (if required)
9. Bibliography
10. Declaration (sample cf. **Appendix 2**)

1.5 Preface

The work can contain a preface. The preface includes all remarks which have no direct relation to the actual text (topic). Here belong, for example, personal comments on the emergence of the topic, information on difficulties encountered in approaching the topic, in the sourcing of literature, etc., as well as possibly naming those persons and organisations, whose assistance aided the work; such references however should be made only in justified cases. The preface can include the place and date of writing.

1.6 Table of Contents

The scheduling and arrangement of the work are specified in the table of contents. It shows in principle **all** chapter and section headings in the text (in the exact same spelling as in the part of the text) with the corresponding page numbers. The **headings** should not consist of complete sentences; therefore, verbs should be avoided in the bullet points. The headings should be short and accurate. There is no punctuation mark at the end of a heading.

1.7 Table of abbreviations

Abbreviations should be **avoided** where possible in the main body of the text. If, however, abbreviations are used in the text, in the footnotes or in the Appendix, the following guideline generally applies:

- all abbreviations except for common abbreviations such as 'etc.', 'cf.', 'e.g.' are to be included in the table of abbreviations.
- no abbreviations should be used out of convenience (e.g. ADF = Appendix Directory File or similar) if they are not used in technical language or in business practice
- abbreviations are to be used in the entire work uniformly

Examples of abbreviations which should be specified in a table of abbreviations, are:

AktG	= Aktiengesetz (Stock Corporation Act)
BFH	= Bundesfinanzhof (Federal Finance Court)

Abbreviations that are only used in **source references** (in footnotes or in the bibliography), should **not** be listed in the table of abbreviations. Examples of this are:

ed.	= edition
vol.	= volume
et seq.	= following page
et seqq.	= following pages
pub.	= Publisher
no.	= Number
n.d.	= no date
n.a.	= no author
n.p.	= no place of publication/no publisher
p.	= page
cf.	= Compare

The abbreviations used are listed in the table of abbreviations in alphabetical order. In addition, the abbreviation can be used in brackets at the first mention. Here is an example: "The interpretation of statistics is handled increasingly through the use of standard software for personal computers (PCs) ...".

1.8 Table of figures

If more than two figures (drawings, diagrams, photos, etc.) are included in the main body of the text, the figures are to be numbered continuously using Arabic numerals. In the table of figures, the respective corresponding page number of the text part is to be noted. The names of the figures in the table of contents must be **identical** to those in the text part (figure caption). The figure caption should be separated from the following text by at least one blank line and have the following appearance: **Fig. X:** Description of the figure with X, where X stands for the respective consecutive figure number.

1.9 Table of tables

If more than two tables (statistics, evaluation of own surveys, etc.) are included in the main body of the text, the tables are to be numbered continuously using Arabic numerals. In the table of tables, the respective corresponding page number of the text part is to be noted. The names of the tables in the table of tables must be **identical** to those in the text part (table caption, otherwise as 1.8.).

1.10 Text of the work

In the **introduction**, the problem definition and the resulting objective of the work are to be formulated accurately and the approach justified. Necessary distinctions should be made here. A more meaningful heading can also be used instead of the heading "Introduction".

The statements in the **main body** are primarily to be measured by how high the relevance is to the topic, to what extent the work contributes to the topic in terms of the objective and how adequate the procedure is. The main body of the work is to be sub-divided in a balanced way. The literature is to be processed critically. Sources used are to be referenced. Own statements and results must be justified.

In the **conclusion** (concluding observations, summary, conclusion, outlook) the main results of the work are to be summarised; if necessary, still unresolved problems are to be pointed out. Also, you can specify an outlook on possible future developments.

1.11 Appendix

Extensive materials that contain supplementary information, such as e.g. larger tabular and graphical representations, photocopies, long law texts, etc., are to be included in the appendix. For example, specific statistics, translations, a glossary, sample forms, questionnaires, or full-page illustrations can also be included there (whose ability to be understood would be affected if reduced or adapted in the main body).

Folded tables and graphs as well as tables and graphs arranged in horizontal format should be avoided; otherwise their arrangement should be such that the work has to be turned clockwise to read them

A **table of appendices** is to be included at the beginning of the appendix for all components of the appendix (page numbering with Arabic numerals), in which all appendices are included with their correct names (same as header or footer of the appendices) and the respective (Arabic) page number, sequentially according to appendix number.

1.12 Glossary

In most cases a glossary is in principle non-essential; the technical terms are usually explained in the text at the point concerned, or explained in a footnote.

If in a paper very many topic-specific or industry-specific **technical terms** are used, it can be useful to summarise them in a special glossary with the corresponding (short and incisive) statements and explanations (if necessary complemented by figures). The glossary should be **alphabetically** arranged and is a part of the appendix. Thus the glossary is also to be listed in the **table of appendices**. The individual pages of the glossary are to be numbered with Arabic numerals and **also** marked with the note "Appendix X" or "Appendix X/X".

1.13 Declaration and note of confirmation

Bachelor theses, project work and seminar work are to be provided with a declaration (cf. Appendix 2). The declaration is to be bound **after** the bibliographies as the last sheet in the paper and signed **by hand** (not copied signature).

The **paper** must contain a master note (company, name, function and signature) (cf. Appendix 1), with which the person responsible in the training facility confirms having seen the paper and the correctness of the facts relating to the training facility.

2 Structure systems

2.1 General

With the classification of scientific papers, it should be noted that the individual chapters, sections etc. are balanced to each other and weighted according to their content. This is e.g. not the case, if for instance a chapter in the main part is divided into several sections with many sub-sections, while other chapters continue not to be sub-divided at all. This **balance** should be expressed if possible also in the page count of the chapters, sections, etc.

Moreover, the use of chapters with only one sub-section etc. should be avoided (after subheading 1 a subheading 2 should always follow). **Introductory** text passages after a chapter or a section heading before the next subsection heading are permitted.

The paper should also not become dismembered. A section is usually only advisable if it contains several paragraphs, each with several sentences. Sub-sections should in all other respects contain no literal repetition of the superordinate point.

The arrangement of a paper should be **clear**. In the **table of contents**, this can be achieved by indentations in the **main text** by **emphases** of the headings (bold, letter spacing, italics, underlining etc.). Such emphases of important words can also (used economically) improve the legibility of the text. The designation of the chapters, sections and paragraphs of the paper must designate the following text part below appropriately.

2.2 Example of the structure

Table of Contents

	Page
List of abbreviations	III
Table of figures	IV
Table of tables	V
1 First chapter (Introduction)	1
2 Second chapter	2
2.1 First section	2
2.1.1 First sub-section	2
2.1.2 Second sub-section	3
2.2 Second section	5
2.2.1 First section	5
2.2.2 Second section	8
3 Third chapter	*
.....	*
? ? Chapter (Closing remarks)	*
Appendix	*
Bibliography	*
Declaration	*

* current Arabic page number

? current chapter number

3 References and quotation

3.1 General

Statements, reflections and results that are taken from external sources, must be indicated by specifying the origin. It is strongly advised hereby to only use original sources. If passages are taken from one's own earlier papers, these are also to be indicated.

The need to quote sources, essentially stems from the Copyright Act of 9.9.1965. Every external body of thought from **scientifically recognised literature** must be quoted (scientific books, higher-quality textbooks, manuals, encyclopaedias, articles in scientific journals, important newspaper articles e.g. in the business section, reports from associations or corporations, legal texts and comments, court decisions and administrative directives).

3.2 Indication of sources in footnotes

In order to keep the "footnote apparatus" small, the indication of sources for direct or indirect quotations in the text takes place in principle as in **shortened notation** style in **the footnotes**.² A reference to this footnote is to be made using a **superscript** Arabic numeral in the text (if necessary with parenthesis) (see below for the "special full document" for court decisions and resolutions).

The reference to the bibliography must be **clear**; i.e. the source data of the footnotes must also be in the bibliography. **Additionally** the source data in the footnotes (contrary to the bibliography) must contain the **actual page indication** (or indication of column e.g. with articles), which are referred to in the place concerned.

In principle only the following are to be indicated by the shortened notation in the footnote:

Author(s) year of publication, page(s)
Multiple author names are separated by a slash.

Examples: ¹ Cf. Hartel 2015, p. 37
² Cf. Dillerup/Stoi 2016, p. 23 et seq.

Several different works of one author with the same year of publication are distinguished by consecutive lowercase letters (which also appear in bibliographies for these sources).

Example: ¹ Swoboda 2012a, p. 40
² Swoboda 2012b, p. 21 et seqq.

If different authors have the same name, the abbreviated first name will be added to the surname

Example: ¹ Swoboda, U. 2002, p. 70
² Swoboda, B. 2012, p. 21 et seq.

When citing **different literature sources in a single footnote**, each source is separated with a semicolon (;). Explanatory notes (e.g. "see also...") are allowed.

For sources without author indication but with recognisable **publisher**, use:

publisher publication year, page(s)

For sources **with no author** and without identifiable publisher, use: "n.a." (without author):

n. a. year of publication, page(s)

For sources **without year of publication** use the note "n.d." (no date), if necessary with distinctive lowercase letters:

Author n.d., page(s)³

² The shortened notation can be placed optionally in round brackets, if this is given by the word processing system for example.

³ The footnote is structured as follows: n. a., n.d., p. X

Examples: ¹ n.a. 2017, p. 8
² IBM Deutschland GmbH. n.d. a, p. 3
³ cf. IBM Germany GmbH n.d. b, p. 9 et seqq.

3.3 Indication of sources for figures, tables and appendices

Figures, graphs, tables etc. must bear a **clear content designation**. One must pay attention to a detailed local, temporal and factual distinction. A short **explanation of used symbols** is to be put directly under the table or figure. The figures and tables shall be **numbered** consecutively. Every figure, table, and appendix must be referred to in the text at least once by its number.

The indication of sources for figures and tables in the text or in the appendix is carried out in footnotes. The footnote number is located at the end of the figure designation. The source indication itself is made with the **addition**: "Included in: ...", if the figure was included unchanged; otherwise, the **addition** states: "With changes taken from: ...". The source indication takes place in the **same form** as one in the footnotes.

Example: Fig. 14: ... (Description of figure) ⁴ or ⁵

It is generally accepted that all figures and tables and also the accompanying text are **the author's own thoughts**, if they were not identified as an external body of thought. Additions such as, for example, "own representation" for independently created figures are therefore not necessary.

3.4 Indication of sources for court decisions

Court judgements and decisions are in principle not to be quoted as a shortened notation, but rather in the form of the **special full document**:

Court and nature of the decision of day.month.year, judgement number and/or case number, publication title and year of publication, page(s)

Example: ¹ BFH judgement of 17.12.1986, VII R 34/86, BStBl II 1986, p. 123

3.5 Direct quotation

All literally reproduced text (verbatim quotation) should be written in **double quotes**. The indication of source in the **footnote** begins directly after the footnote number. The inclusion of longer literal quotations is to be avoided; it is then frequently better to report the context (with reference proof "cf. ..." in the footnote).

Literal quotations should usually only be used if either the exact wording is relevant or if it concerns particularly concise sentences. If a longer text (more than five lines) must nevertheless be quoted, then it is best to indent it and write it single-spaced.

In the case of literal reproduction, in principle **no changes** may be made to the original quotation, not even if the spelling is out of date and the punctuation is wrong. Only obvious typographical errors may be corrected.

Quotations must not be taken out of **context**. The quotation must not have another meaning in the original than after its inclusion in your text. The **omission** of one word in the quotation is to be indicated by **two** points in square brackets, for several words **three** points in square brackets.

If the original text is complemented by extraneous **insertions**, such additions of the author should be put in square brackets.

Example: The shareholder orientation is "not a one-sided [...] concept, but rather is aimed at long-term [and sustainable] competitiveness"⁶.

⁴ Included in: Hartel 2015, p. 9

⁵ With changes taken from: Hartel 2015, p. 9

⁶ Dillerup/Stoi 2006, p. 74

Own emphases are to be indicated with the addition of "(emphasis added)" or "(emphasis added by the author)" at the end of the **footnote**.

Example: The shareholder orientation is "not a one-sided and short-term concept, but rather is aimed at **long-term** competitiveness"⁷.

If emphases (blocking, bold, or italics) are **not included** from the original, this must be indicated in **brackets** behind the indication of sources in the **footnote** with a corresponding note: "blocked in the original" or "in italics in the original", etc.

Quotations in a quotation are provided at the beginning and at the end with an **apostrophe** ('...').

Example: Dietrich von Kyaw, Economic Envoy to the German Embassy in Washington, with reference to a word from the former U.S. Secretary of State George Shultz, literally stated: "Even if the present US Administration does not apply the protectionist parts of the law, one does not know how future Governments would handle this. ... 'Protectionism is the wrong way to protect no longer competitive industries'."⁸

In **foreign language quotations** (except in quotations from English or French), a translation is used in the text and the original quotation is reproduced in the **footnote**. The translation may also come from another publication (this should then also be quoted in the footnote). Otherwise, it is up to the author to create a translation, which can be literal or which reflects the content of the quotation.

3.6 Indirect quotation

In scientific papers, indirect quotations (paraphrased quotations) are used much more than direct quotations. Also the paraphrased rendering of external intellectual property must be referenced by a precise indication of the source. It must be **unambiguously** recognisable that it is the reproduction of third-party ideas. Also the scope of an analogous inclusion must be **clearly** recognisable.

The designation is made with a **superscript** Arabic numeral, if necessary with a closed parenthesis ")" for the indication of the source. Indirect quotation is usually indicated **at the end** of the reproduced idea/sentence. If longer external ideas are quoted indirectly, the footnote number should be **at the end** of the first mention of the paraphrased idea and contain the note "See also hereafter ...".

Example: Steger provides the following functions for controlling:⁹

In the case of indirect quotation, the addition "Compare" in its Latin abbreviation "Cf." is inserted in the footnote before the indication of the source; the quotation marks are left out of the text itself.

However, **other explanatory additions are also possible in the footnote**, such as "Cf. in addition: ...", "See also: ..." or "Cf. in detail: ...". These additions are useful, if they should refer to additional literature sources (multiple authors), or if it is to be pointed out to the reader that the other author expresses more detail on this specific issue than is possible at this point.

⁷ Dillerup/Stoi 2006, p. 74 (emphasis added)

⁸ n.a. (n.d.), p. 8

⁹ Cf. Steger 2013, p. 41 et seqq.

Example for indirect quotation: The shareholder orientation is a comprehensive and long-term concept that focuses on competitiveness.¹⁰

If you specify the **page number**, it is to be strictly observed whether only one page is quoted (e.g. p. 20), whether the included passage also extends to the following page of the work (p. 20 et seq.) or whether statements span multiple pages (p. 20 et seqq.). The same applies to the indication of column numbers (e.g. with compilations or encyclopaedias as sources of literature, which are then designated with col.).

3.7 Quoting from secondary literature

In principle, only original sources should be quoted. Only if the original work is not accessible, an indication of source in the **secondary literature** can be quoted as an exception. The source reference in the **footnote** initially names the original source with all bibliographic data (e.g. title, place and year of publication) and then with the addition "quoted from ..." from the secondary literature (in the form of the **shortened notation**). The original source is **not** included to the bibliography, in contrast to the secondary literature.

Example: Mustermann (1975): The oil crisis in Germany. Musterverlag: Marbach, p. 78 quoted by Musterfrau 2017, p. 45.

3.8 Repeated quotation

If **the same source** is quoted repeatedly, the source reference is respectively the same in the **shortened notation**. Thus for every quotation, the following is to be specified:

Author(s) year of publication, page(s)

Example: ¹ Hartel 2015, p. 19
² Hartel 2015, p. 27
³ Cf. Hartel 2015, p. 41 et seqq.

4 Bibliography

4.1 General

In the bibliography, all used sources are specified which are referenced **in the footnotes or in the appendix**. This means at the same time that source references which do not appear in the footnotes or in the appendix do **not** belong in the bibliography (exception: Quotation of legal texts only in footnotes, not however in the bibliography).

The **requirements** of the bibliography are characterised by correctness, completeness, uniformity and clarity. A distinction should be made between the following types of bibliography:

- Literature bibliography (monographs; articles in scientific journals and newspapers; contributions in collected editions; internet and intranet sources; other literature)
- Index of legal publications
- Index of internet and intranet sources
- Meeting index (expert meetings conducted personal and by telephone).

While a literature bibliography is always necessary, the other indices are to be included as required.

All source references should be given in the respective indices **in alphabetical order according to surname** of the (first mentioned) author. **First names** are shortened for logical reasons. Academic titles and degrees are not indicated.

¹⁰ Cf. Dillerup/Stoi 2006, p. 74

With sources without indication of author, however with recognisable **publisher**, in place of an author name, the publisher requires the addition "Pub." (in parentheses). The alphabetical order thereby takes place according to surname of the (first mentioned) publisher. The comment in brackets "Pub." appears only in the bibliography, however **not** in the footnotes of the text.

With **several authors** (or also publishers) of a source, the following applies:

- Divided by a slash "/" after the (shortened) first name;
- Denomination only of the first mentioned author with surname and (shortened) first name with the reference "inter alia" in the case of more than 3 authors (this also applies for footnotes indicating this source).

With sources **without indication of author** and without recognisable publisher, the indication of source begins with the reference "n.a." (no author).

With sources **without location reference** the reference "n.p." (no place of publication) is made. With **several publication places**, a slash is placed between the individual location references ("/").

With sources **without publisher**, the reference "n.p." (no publisher) is made.

For sources **without year of publication** use the note "n.d." (no date).

Several different papers of one author with the same publication year are differentiated by small letters (directly after publication year). Publication year and if necessary small letter are located in parentheses behind the author name(s). The differentiating small letters are also to be included in the same form in the **footnotes** of the text.

The manner of quoting, i.e. the extent and the sequence of the designation of the necessary source data is different depending on which type of sources are related. More details is given in the following remarks.

E-books are handled like books, articles in e-journals are handled as articles in classical magazines, however with the addition of links as well as the access date. Since the page number is often not clear with e-books, a clear reference to the place of discovery is made in place of the indication of the page number when quoting from e-books, so that instead of the page number, the corresponding section is referred to, for example: "Section 1.2.3, paragraph 4".

If LaTeX is used, the settings of the template provided by the degree programme for the representation of the sources in the directories apply.

4.2 Independent books and texts

Surname, first name (year): Title of the work, if necessary. sub-title, if necessary series of publications, (if necessary. Pub.:), Volume, edition, place of publication: Publisher

Explanations:

- Publishers with the reference "Pub.:" in parentheses
- Number of the volume only with multiple volume works
- Number of the edition only, if not first edition

Example:

Laudon, K.C./Laudon, J.P./Schoder, D. (2016): Wirtschaftsinformatik, Eine Einführung, 3. Edition., Hallbergmoos: Pearson¹¹

4.3 Articles in magazines

Surname, first name (year): Article title, if necessary. Sub-title, in: Magazine title, year, volume number, page(s)

Example:

¹¹ Appearance in corresponding footnote: Laudon/Laudon/Schoder 2016, p. X

Schönbohm, A./Egle, U. (2016): Der Controller als Navigator durch die digitale Transformation, in: Controller Magazin, Vol. 41, Nr. 6, p. 4-8

4.4 Contributions in Collected and reference works

Surname, first name (year): Title or keyword, if necessary. sub-title, in: Collected work, (if necessary. Pub.:), if necessary volume, edition, place of publication: Publisher, page(s) or column(s)

Explanations:

- Number of the volume only with multiple volume collected works
- Number of the edition only, if not first edition
- Indication of pages columns of the **entire** contribution (for multiple page contributions) always in the form: "p. XX-YY" or "Col. XX-YY"

Example:

Ryan, M. i.a. (2016): Digitale Führungsintelligenz in der Praxis, in: Digitale Führungsintelligenz: "Adapt to win", (Pub.: Summa, L.), Wiesbaden: Springer Gabler, p. 171-412¹²

4.5 Newspaper article

Surname, first name (year): Heading/title of the article, if necessary sub-title, in: "Newspaper" No. from day.month.year, page(s)

Explanations:

- "n.a." = no author, if no recognisable author
- Date of the newspaper issue always completely (DD.MM.YYYY); the month can thereby be written as a number or a word (compulsorily keep to the form once selected)
- for newspaper articles over several pages, the page indication takes the following form: "p. XX-YY"

Example:

Bucher, E. (2016): Der Untergang der Fakten, in: „Die Zeit“ No. 46 vom 03.11.2016, p. 69-70

4.6 Other literature

This includes e.g. generally not accessible documents such as

- internal company texts and publications
- product descriptions or training materials from manufacturers (e.g. Software providers), etc.

The quotation of these other sources must contain a clear reference to the publisher of the publication. Own lecture notes or scripts of teachers do not count as quotable for scientific work and thus are not covered by other literature.

Example:

Siemens (2006): Siemens track record in: Siemens consultant letter, December, Munich, p. 6

4.7 Legal publications

Common **law texts** do **not** need to be included in the source directories. It is sufficient to mention the paragraph (article), sub-section and sentences of the law used (latest version!) in the **body of the text** (e.g. in parentheses or in footnotes).

In contrast to common law texts, comments on laws shall however be included additionally in the source directories. **Legal comments** are quoted analogously as independent books and texts.

Court decisions and administrative directives are handled like legal texts and not included in the bibliography. They are specified in the footnotes as follows:

Example of judicial decisions:

- ¹ BFH judgement of 17.12.1986, VII R 34/86, BStBl II 1986, p. 123

¹² Appearance in footnote: Ryan i.a. 2016, p. X

² BFH judgement of 27.10.1977, IV R 60/74, BStBl 1978 II, pp. 100-102

Example of administrative directives:

¹ Federal Minister of finance, letter of 11.07.1974, IV C I - p. 1340 - 32/74, BStBl 1974 I, pp. 442-492

4.8 Internet sources

Surname, first name (year): Title/subject of the website /Internet source, Internet address, retrieval: DD. MM.YYYY

Explanations:

- a web page (http address) or a web document (http address of a document in a format like PDF, DOC or XLS) is generally specified as Internet address
- Author and year of publication are often at the end of a website (when there is no author/year of publication: "n.a." / n.d.)

Since Internet sources might no longer be available at the time of appraisal, they should be able to be made available to the appraiser on request in digital and/or printed form.

Example:

DHBW Stuttgart (2015): Business simulation forum: Important platform for the university area, <http://www.dhbw-stuttgart.de/themen/aktuelles/meldung/2015/06/planspielforum-bedeutende-plattform-fuer-den-hochschulraum/>, Retrieved: 23.09.2015¹³

4.9 Meetings directory

This includes own interviews and discussions with experts on the topic concerned.

Examples:

Musterfrau, B. (2017): Divisional Director International Marketing, H. Bahlsens Keksfabrik KG, Hanover, personal meeting on 20 January 2017 in Stuttgart

Mustermann, M. (2017): Director Human Resources, ZARA Deutschland GmbH, Hamburg, telephone meeting on 21 January 2017

¹³ Appearance of footnote (in which the URL should not be present) as follows: DHBW Stuttgart 2015

Appendix**Appendix directory**

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Appendix 1: Contents and design of the cover page of written papers

Topic

- 1. Project work
- 2. Project work
- Bachelor thesis
- Seminar work

submitted on

Faculty of economics

Business informatics degree programme

Course

by

First name and surname

Responsible person in the training centre: DHBW Stuttgart:

Name of the company	Title, first name and surname of the
Title, first name and surname of the responsible person	scientific responsible person/examiner
Function of the responsible person	
Signature of the responsible person	

(Confidentiality note - only if necessary on the lower edge of the cover page. For wording see 1.2 confidentiality note)
The cover page does not have to contain either the logo of the DHBW Stuttgart or the logo of the training company.

Appendix 2: Declaration

I hereby insure that I have personally authored my Bachelor thesis (or project work or seminar work)* with the topic: (...) and have used no sources and aids other than those indicated. I also insure that the submitted electronic version corresponds to the printed version.

(place, date)

(signature)

* According to the kind of paper, either Bachelor thesis, project work or seminar work shall be written.
(...) The topic of the paper is to be inserted here.

Further reading on the subject of scientific papers

Bänsch, A. (2013): Wissenschaftliches Arbeiten, 11th Ed., München/Wien: Oldenbourg

Ebster, C./Stalzer, L. (2013): Wissenschaftliches Arbeiten für Wirtschafts- und Sozialwissenschaftler, 4th Ed., Stuttgart: UTB

Kornmeier, M. (2007): Wissenschaftstheorie und wissenschaftliches Arbeiten, Eine Einführung für Wirtschaftswissenschaftler, Heidelberg: Physica

Kruse, O. (2007): Keine Angst vor dem leeren Blatt, Ohne Schreibblockaden durchs Studium, 12th Ed., Frankfurt/Main: Campus

Rossig, W. E. (2011): Wissenschaftliche Arbeiten, Leitfaden für Haus- und Seminararbeiten, Bachelor- und Masterthesis, Diplom- und Magisterarbeiten, Dissertationen, 9th Ed., Syke: Print-Tec Druck & Verlag

Standop, E. (2008): Die Form der wissenschaftlichen Arbeit, 18th Ed., Wiesbaden: Quelle&Meyer

Theisen, M. R. (2017): Wissenschaftliches Arbeiten: Erfolgreich bei Bachelor- und Masterarbeit, 17. Aufl., München: Vahlen