

Faculty of Business Administration 2
Master Programmes
MIBIM & MITM

Dean of the programmes
Prof. Dr. Elias Jammal

Guidelines for Academic Writing

Heilbronn, March 2010

Notice to Students

These guidelines are intended to assist you in preparing written work for the Master Programmes. They apply to all academic written work.

By observing the recommendations given below, you will meet the minimum requirements for writing assignments within the study programmes at Heilbronn University.

Further guidelines might be provided by your instructors.

For more information on the technical and academic regulations of your study programme, please refer to the Student Handbook.

While every effort has been made to ensure that this booklet is accurate and up-to-date, it may include typographical or other errors. Changes are periodically made to this publication and will be incorporated in new editions.

Written by Prof. Dr. Elias Jammal (Dean of the programmes)

Contents

| | | |
|----------|--|-----------|
| 1 | Structure of your Paper(s) | 2 |
| 1.1 | Title page | 2 |
| 1.2 | Abstract / Preface | 2 |
| 1.3 | Table of contents | 3 |
| 1.4 | List of tables / figures / abbreviations | 3 |
| 1.5 | Introduction | 3 |
| 1.6 | Main part of your paper: Presentation and discussion | 4 |
| 1.7 | Conclusions and Recommendations | 6 |
| 1.8 | List of References | 7 |
| 1.9 | Statutory Declaration | 10 |
| 2 | Recommendations for Good Writing | 11 |
| 2.1 | Problem statement | 11 |
| 2.2 | Tying the text to the data | 11 |
| 2.3 | Clarity and accuracy | 12 |
| 2.4 | Editing your Text | 12 |
| 3 | Technical Information | 13 |
| 3.1 | Application Master Thesis | 13 |
| 3.2 | Time tables Master Thesis | 13 |
| 3.3 | Number of copies | 13 |
| 3.4 | Length | 13 |
| 3.5 | Binding | 13 |
| 3.6 | Typeface and formatting | 14 |
| 4 | Citation Rules | 15 |
| 4.1 | Quotations – A general remark | 15 |
| 4.2 | Direct quotations | 15 |
| 4.3 | Indirect quotations | 16 |
| 4.4 | Repeated quotation | 16 |
| 4.5 | Incomplete quotation | 17 |
| 5 | Additions to the Text | 18 |
| 5.1 | Tables and Figures | 18 |
| 5.2 | Equations | 18 |
| 5.3 | Appendices and Footnotes | 19 |
| | Appendices | 20 |
| A | Sample title page Seminar Paper | 21 |
| B | Sample title page Master Thesis | 22 |
| C | Sample Statutory Declaration (English) | 23 |

1 Structure of your Paper(s)

Your written paper should include all the parts mentioned throughout this chapter (1.2. is an exception).

1.1 Title page

This is where you enter

- the full title, and the sub-title if any, of the seminar paper, thesis etc.;
- the name of the author;
- the degree programme under which the paper is submitted;
- to whom the paper is submitted
- and the date of submission

(see Appendices A → seminar paper; B → Master Thesis).

1.2 Abstract / Preface

In case your guidance professor requests it, you may submit an abstract. The abstract provides the reader with a summary of the contents of the paper/thesis. It should therefore be brief but contain sufficient detail, telling the reader the motivation for the work, project objectives, techniques and methods employed, main results and conclusions. Abstracts should normally not exceed two pages and should be self-contained. Try to write the abstract with a "punchy" style.



Write the abstract last.

The paper/thesis will be easier to summarise once all the bits are in place. Answers to these questions should be found in the abstract:

- What did you do?
- Why did you do it? What question were you trying to answer?
- How did you do it? State the methods.
- What did you learn? State the major results.
- Why does it matter? Point out at least one significant implication.

1.3 Table of contents

- List all headings and subheadings with page numbers
- Indent subheadings

The Table of Contents will look something like this:

| | Page # |
|------------------------------|--------|
| List of Figures | xxx |
| List of Tables | |
| Introduction subheads...? | |
| Methods subheads...? | |
| Results subheads...? | |
| Discussion subheads...? | |
| Conclusion | |
| Recommendations | |
| Acknowledgments | |
| References | |
| Appendices | |

1.4 List of tables / figures / abbreviations

List the title and page number of all tables and figures. Provide, if necessary, a list of abbreviations / acronyms.

1.5 Introduction

You can't write a good introduction until you know what the body of the paper says. Consider writing the introductory section(s) after you have completed the rest of the paper, rather than before.

Be sure to include a hook at the beginning of the introduction. This is a statement of something sufficiently interesting to motivate your reader to read the rest of the paper, it is an important/interesting problem that your paper either solves or addresses. You should draw the reader in and make them want to read the rest of the paper.

The next paragraphs in the introduction should cite previous research in this area. It should cite those who had the idea or ideas first, and should also cite those who have done the most recent and relevant

work. You should then go on to explain why more work was necessary (your work, of course.)



What else belongs in the introductory section(s) of your paper?

- A statement of the goal of the paper: why the study was undertaken, or why the paper was written. Do not repeat the abstract (if available).
- Sufficient background information to allow the reader to understand the context and significance of the question you are trying to address.
- Explain the scope of your work, what will and will not be included.
- The methods/techniques you are using.
- A verbal "road map" or verbal "table of contents" guiding the reader to what lies ahead.

1.6 Main part of your paper: Presentation and discussion

The main part of your assignment consists of three chapters:

- Literature review and methods / techniques
- Results
- Discussion of the results

Literature review and methods / techniques

This chapter should include

- Information to allow the reader to assess the believability of your results,
- Information needed by another researcher to trace it to replicate your research,
- Description of your materials, procedure, theory,
- Limitations, assumptions, and range of validity,

The Literature Review is there for you to:

- provide details about the motivation for the project
- state why the problem addressed by the paper/thesis is important
- set the scene for the work described in the paper/thesis
- describe what others have done and hence sets a benchmark for the current project
- justify the use of specific solution techniques or problem solving procedures in your work

It is called the Literature Review because the contents of this chapter are based on published material. A thorough literature review is essential because it shows that you have studied rigorously what others have done. This lends credibility when you state the problem the paper/thesis is addressing, and when you provide reasons as to why obtaining a solution is important. Where applicable, you should also include a critique of the available solutions to the problem that you are tackling. This would implicitly provide justifications for the project and, at the same time, establish benchmarks against which your contributions can be assessed. Therefore, make sure that you seek out the most recent information relating to your field of study.

Results

The results are actual statements of literature review, statistics, tables and graphs etc.:

- Indicate information on range of variation.
- Mention negative results as well as positive. Do not interpret results - save that for the discussion.
- Lay out the case as for a jury. Present sufficient details so that others can draw their own inferences and construct their own explanations.
- Break up your results into logical segments by using subheads
- Quarantine your observations from your interpretations. The writer must make it crystal clear to the reader which statements are observation and which are interpretation. In most circumstances, this is best accomplished by physically separating statements about new observations from statements about the meaning or significance of those observations.



How do you do this?

- Physical separation into different sections or paragraphs.
- Don't overlay interpretation on top of data in figures.
- Careful use of phrases such as "We infer that".

Discussion

Start with a few sentences that summarize the most important results. The discussion section should be a brief essay in itself, answering the following questions and caveats:

- What are the relationships, trends and generalizations among the results?
- What are the exceptions to these patterns or generalizations?
- What do the results mean? Provide several interpretations.
- Interpret results in terms of background laid out in the introduction - what is the relationship of the present results to the original question?
- What is the implication of the present results for other unanswered questions in earth sciences?
- Include the evidence or line of reasoning supporting each interpretation.
- What are the things we now know or understand that we didn't know or understand before the present work?
- What is the significance of the present results: why should we care?

1.7 Conclusions and Recommendations

Conclusions

- What is the strongest and most important statement that you can make from your observations?
- If you met the reader at a meeting six months from now, what do you want them to remember about your paper?
- Refer back to problem posed, and describe the conclusions that you reached from carrying out this investigation, summarize new observations, new interpretations, and new insights that have resulted from the present work.
- Include the broader implications of your results.
- Do not repeat word for word the abstract, introduction or discussion.

Recommendations

- Remedial action to solve the problem.
- Further research to fill in gaps in our understanding.
- Directions for future investigations on this or related topics.

1.8 List of References

The list of references contains **all** works cited in the written assignment (books, journals, Internet sources etc.). Entries in the list are ordered alphabetically. When authors are mentioned, the entries should be ordered according to the surname of the author, and, if several books are cited by the author, they should be ordered chronologically.

With regard to the layout of the list of references, it should be single-spaced with one blank line between each entry.

Books

Surname, initials., date. Title: subtitle. Edition statement. Place of publication: publisher.

Example with a single author:

Jonas, L. J., 1994. The social context of organisations. Basingstoke: Macmillan.

Example with an editor:

Weblog, C. (ed.), 1993. Caring for people: history and diversity. 2nd Ed. Buckingham: Open University Press.

Example with more than one editor:

Weblog, C. and Hansen, J. (eds.), 1993. Caring for people: history and diversity. 2nd Ed. Buckingham: Open University Press.

Example with two to four authors:

Hewitt, G. J. and Grabman, S. R., 2000. Principles of economy. 9th Ed. New York: Wiley.

Example multi-authorship (four or more authors):

Atkinson, R. L. et al, 2000. Hilgard's introduction to psychology. 13th ed. Fort Worth: Harcourt College.

Example same author(s), same year but different works:

Hayes, N., 1993a. A first course in marketing. 3rd Ed. Walton-on-Thames: Nelson.

Hayes, N. 1993b. Marketing: an introduction. 2nd Ed. Harlow: Longman.

Reference to a contribution in a book

Contributing author's Surname, Initials., Year of publication. *In:* Initials. Surname, of author or editor of publication followed by ed. or eds. if relevant. *Title of book*. Place of publication: Publisher, Page number(s) of contribution.

Example for an article in an edited book:

Yerxa, E. J., 1983. Postmodern Values. *In:* G. Kielhofner. *Transition societies: theory and practice*. Philadelphia: F A Davis, 65-106.

Governmental / Institutional Documents

Name of the institution, date. *Title: Subtitle*. Edition statement. Place of publication: publisher.

Example:

OECD, 1999. *Economic indicators*. 1st edition. Brussels: OECD.

Journals

Author's Surname, initials., Year of publication. Title of article. *Title of journal*, Volume number and (part number), page numbers of contribution.

Example:

Parker, M. J., Twemlow, T. R. and Pryor, G. A., 1996. Market analysis. *Harvard Business*, 25(4), 322-325.

Newspapers, magazines

Author's Surname, Initials., year. Article title. *Newspaper title*, date, pages.

Example:

Parker, M. J., 2007. A new crisis? *Financial Times*, 30 March, 3.

Internet sources

Information derived from sites on the World Wide Web can be treated in much the same way as printed sources. When citing information from the Web, it is important to state the date the information was retrieved, because documents and site addresses frequently change.

For example, an article located on the Web could be cited as follows:

Jacobson, J. W., Mulick, J. A. and Schwartz, A. A., 1995. A history of facilitated communication. *American Psychologist*, 50, 750-765. Retrieved 25 January 1996 from the World Wide Web: <http://www.apa.org/journals/jaconson.html>

Reference to a book located in a database

Author's/Editor's Surname, Initials., Year. *Title* [online]. (Edition). Place of publication, Publisher (if ascertainable). Available from: URL [Access Date].

Example:

Moloney, K., 2000. *Rethinking public relations: the spin and the substance* [online]. London, Routledges. Available from: <http://site.ebrary.com/lib/bournemouth> [Accessed 22 May 2006].

Reference to a journal article in a database

Author's Surname, Initials., Year. Title. *Journal Title* [online], Volume (issue), location within host. Available from: URL [Access Date].

Example:

McFall, R., 2005. Electronic textbooks that transform how textbooks are used. *Electronic Library* [online]. 6 (15). Available from: <http://www.emeraldinsight.com> [Accessed 20 May 2006].

Reference to web pages/sites and e-books

Author's/Editor's Surname, Initials., Year. *Title* [online], (Edition). Place of publication, Publisher (if ascertainable). Available from: URL [Access Date].

Example:

Holland, M., 2004. *Guide to citing Internet sources* [online]. Poole, Bournemouth University, Available from: http://www.bournemouth.ac.uk/library/using/guide_to_citing_internet_sourc.html [Accessed 4 November 2004].

Much information is put up on the Internet by organisations without citing a specific author. In these instances authorship can be attributed to an organisation or corporation e.g. BBC. Ascribe authorship to the smallest identifiable organisational unit, e.g. BBC, Training and Development.

Reference to e-journals

Author's Surname, Initials., Year. Title. *Journal Title* [online], volume (issue), location within host. Available from: URL [Access Date].

Example:

Korb, K. B., 1995. Persons and things: book review of Bringsjord on Robot-Consciousness. *Psychology* [online], 6 (15). Available from: <http://psycprints.ecs.soton.ac.uk/archive/00000462> [Accessed 20 May 2004].

Reference to a Blog

Author's Surname, Initials., Day Month Year. Subject of message. *Blog Title* [online]. Available from: URL [Access Date].

Example:

Schofield, J., 20 May 2006. Yahoo is winning in the portal wars. *GU technologybloc* [online], Available from: <http://blogs.guardian.co.uk/technology/> [Accessed 20 May 2004].

CD-ROMS

Microsoft, 1998. *Encarta 98 Encyclopaedia*. British Ed. Wokingham, Microsoft (Multi-media CD-ROM)

1.9 Statutory Declaration

A statutory declaration is obligatory for your Master Thesis. See Appendix C.

2 Recommendations for Good Writing

2.1 Problem statement

Almost all assignments, no matter how complicated, can be reduced to a single question. Your first step, then, is to distil the assignment into a specific question. For example, if your assignment is "Write a report to the CEO explaining the potential benefits of using computers in the warehouse," turn the request into a question like "What are the potential benefits of using computers in the warehouse?" After you've chosen the question your essay will answer, compose one or two complete sentences answering that question.

A problem statement is based on your single question and it is a specific declaration that summarizes the point of view you will express in your paper. It is the basic stand you take, the opinion you express and the point you make about your narrowed subject. It's your controlling idea, tying together and giving direction to all other elements in your paper. Your primary purpose is to persuade the reader that your thesis is a valid one.



Examples:

- Poor problem statement: Deregulation is good for the telecommunications industry.
- Or: there are many advantages to deregulating local telephone service.
- Better problem statement: Deregulation is not only welcomed by consumers as a way to lower prices, but it also serves as a catalyst for innovation. Or: Deregulating local telephone service has political, social and economic advantages.

2.2 Tying the text to the data

"Show them, don't just tell them..." Ideally, every result claimed in the text should be documented with data, usually data presented in tables or figures. If there are no data provided to support a given statement of result or observation, consider adding more data, or deleting the unsupported "observation."

Examine figure(s) or table(s) pertaining to the result(s).

Assess whether:

- the data support the textual statement,
- the data contradict the textual statement,
- the data are insufficient to prove or refute the textual statement.

The data may support the textual statement, but are not presented in such a way that you can be sure you are seeing the same phenomenon in the data that the author claims to have seen.

2.3 Clarity and accuracy

- Be careful with commonly confused words:
Supply has an *effect* on the demand.
Supply *affects* the demand.
- Write at a level that's appropriate for your audience.
- Use the active voice. It's clearer and more concise than the passive voice.
- Use verbs instead of abstract nouns
- Use strong verbs instead of "to be"
- Use short sentences. A sentence made of more than 40 words should probably be rewritten as two sentences.
- Make sure that the antecedent for every pronoun (it, these, those, that, this, one) is crystal clear. If in doubt, use the noun rather than the pronoun, even if the resulting sentence seems a little bit redundant.
- Ensure that subject and verb agree in number (singular versus plural).
- Be especially careful with compound subjects. Be especially careful with subject/verb agreement within clauses.

2.4 Editing your Text

Even a rough draft should be edited.

- Proof read your thesis a few times.
- Check on the logic of your arguments!
- Check your spelling. Spellcheckers are useful for initial checking, but don't catch homonyms (e.g. hear, here), so you need to do the final check by eye.
- Make sure that you use complete sentences
- Check on repetitions, style etc.
- Check your grammar: punctuation, sentence structure, subject-verb agreement (plural or singular), tense consistency, etc.
- Give it to others to read and comment.

3 Technical Information

3.1 Application Master Thesis

Within the Master Programmes MIBIM and MITM, it is necessary to apply for your Master Thesis by using the application form provided on the website of the Master Programmes (section 'Downloads').

For more information, refer to the Student Handbook.

3.2 Time tables Master Thesis

Refer to the Student Handbook. See also the website of the Master Programmes (section 'Thesis').

3.3 Number of copies

- Master Thesis: three copies must be submitted by the specified deadline.
- Seminar and project papers: one or several copies, depending on the specifications of the course professor.

3.4 Length

- Master Thesis: 60 - 80 pages.
- Seminar and project papers: the guidelines of the course professor apply.

3.5 Binding

- Master Thesis: must be securely bound with a front and back cover.
- For seminar and project papers, stapling is sufficient.

3.6 Typeface and formatting

Your printout should be single-sided and in A4 format. The left margin should be 3.5 cm. All other page margins should be at 2 cm.

For the normal text, please use the font size 12 and 1.5 line spacing. For the footnote text, select the font size 10 and single line spacing.

The pages must be numbered consecutively.

4 Citation Rules

4.1 Quotations – A general remark

Each quotation should be verifiable. Whenever text, tables, figures etc. are quoted directly or indirectly, reference to the source **MUST** be given.



In case you fail to acknowledge sources, your written assignment will NOT be accepted, because of plagiarism.

4.2 Direct quotations

Direct quotations repeat the exact wording of an original source. Hence, they should be quoted word for word and, of course, accurately: Author (year, page). A short quotation of less than 20 words can be incorporated in the text but enclose it within double quotation marks, citing the source.

Direct Quotations - Short Quotes: An Example

Barber (1995, p.3) states that "correct referencing and adherence to style guidelines are important and inaccuracies can be problematic".

If the quote exceeds 20 words it is best cited as a free-standing block of text enclosed within quotation marks (author surname, year, page number). Start the quotation on a new line leaving one blank line before you begin it

Direct Quotations - Longer Quotes: An Example

"Material quoted from another author's work or from one's previously published work, material duplicated from a test item and verbatim instructions to subjects, should be reproduced word for word" (Barber and Grabowski 1995, p.68).

As a rule, the original source should be quoted. You may quote from a secondary source, but you must provide the necessary information on the source. Example:

" " (Smith 2001, p.44, quoted in Jones 2002, p.101).

To cite a book written by two to four authors:

" " (Atkinson, Grenn and Robin 2002, p.65).

To cite a book written by more than four authors:

" " (Atkinson et al 2002, p.65).

To cite a Web site in the text (but not a specific document) it is sufficient to give the URL (Uniform Resource Locator) address in the text. No entry is needed in the reference list. Example: The recent books on human development (<http://www.undp.org>) ...

Information derived from sites on the World Wide Web can be treated in much the same way as printed sources. For example, an article located on the Web could be cited as follows:
(Jacobson, Mueller and Schwartz 1996)

4.3 Indirect quotations

In indirect quotations, you present an author's ideas in your own words.

Example with no specific page number:

Recent research deals with risk management (Beck 2002).

Example with reference to more than one author:

Recent research deals with risk management (Beck 2002; Loesch 2004; Parker 2006).

Example with a specific page number:

Recent research (Jones 1994, p.44) has indicated that....

Or:

Recent research (Jones 1994, p.44; Parker 2002, p.62) has indicated that ...

In case you are referring to more than one page:

Recent research (Jones 1994, pp.44) has indicated that ...

If the author's name is actually included in your sentence you only need to add the publication date in brackets after the surname:

A study by Isaac (1988) has suggested...

If you cite more than one item by the same author they should be listed chronologically (earliest first), and by letter if more than one item has been published during a specific year. Example:

Studies by Isaac (1993a, 1993b) suggest ...

4.4 Repeated quotation

When citing the same source in the text, one doesn't have to re-write the source. One uses the acronym "ibid." or "ibidem".

Repeated quotation: An Example

"Material quoted from another author's work or from one's previously published work, material duplicated from a test item and verbatim instructions to subjects, should be reproduced word for word" (Barber

and Grabowski 1995, p.68). The authors mention further, that "[...] all sources should be mentioned" (ibid.).

4.5 Incomplete quotation

As the above example (Repeated citation) shows, when we cite an incomplete statement, we put the part we omitted in parentheses.

Incomplete Quotation: An Example

Barber and Graboswski mention further, that "[...] all sources should be mentioned" (Barber and Grabowski 1995, p.68).

5 Additions to the Text

5.1 Tables and Figures

You should decide where your tables and figures should be placed. Tables and figures within your text must be easy to grasp.

Prolonged and complicated tables and figures should be placed in the appendix.

Tables and figures within the text should be numbered consecutively throughout your written work (Table 1; Table 2 etc.).

Each table and figure should be given a caption, describing concisely and comprehensively what is being shown. Captions are put above the tables and figures.

The sources of tables and figures must be provided.

Example:

Table 1: Export volume in Germany - 3 years

| Year | 2004 | 2005 | 2006 |
|-----------------------------|------|------|------|
| Export volume (... Euro) | ... | ... | ... |

Source: OECD (2007, p.112)

If a table or a figure taken from another source is modified, the source description will be, for example:

Source: adapted from OECD (2007, p.112).

All sources should be completely provided in the reference list.

5.2 Equations

Equations must be numbered consecutively to allow for cross-referencing. They should be set off from the text by blank lines.

Example:

$$R = p_1x_1 + p_2x_2 \quad (1.1)$$

5.3 Appendices and Footnotes

Appendices must be essentially necessary to achieve adequate succinctness and coherence, and must assist to maintain easy readability of the paper. A complicated table with rich contents should be put as an appendix. Added to the text it would inhibit easy readability of the paper.

Footnotes are frequently misused by containing information which should either be placed in the text or excluded altogether. They should be used a) for complementary, but nonetheless necessary information and b) when the incorporation of their content in the text would inhibit the readability of the text.

Examples for using footnotes: Reference to sources and additional literature, references to other parts of the manuscript, deviations from the main line of argumentation in the text.

Footnotes are denoted in the text by means of a superscript Arabic numeral and they should be numbered consecutively.

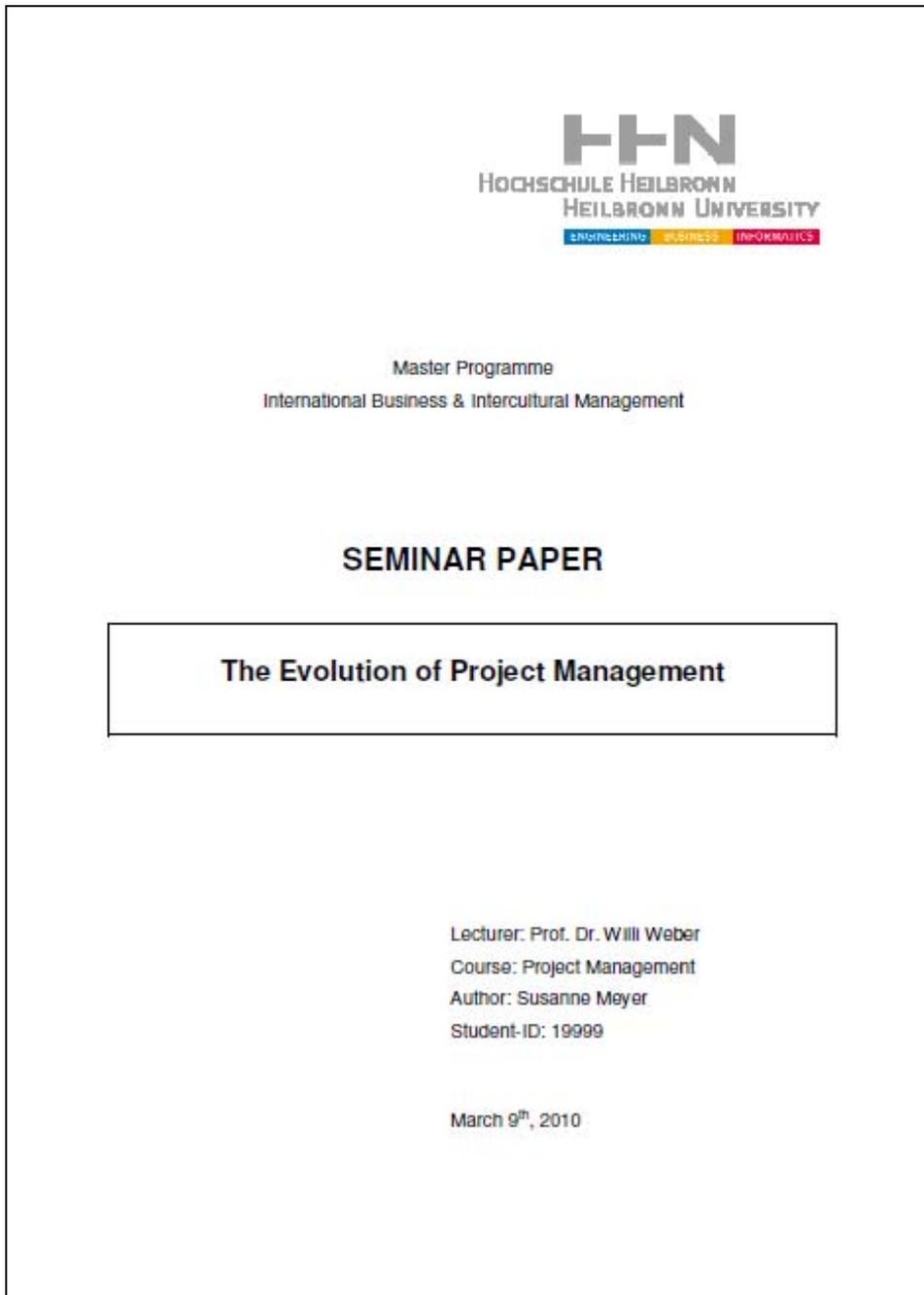
The text of the footnote should appear at the bottom of the same page on which the footnote reference number is given.



Avoid using footnotes for long explanations of side issues of the text.

Appendices

A Sample title page Seminar Paper



The image shows a sample title page for a seminar paper. At the top center is the logo of Hochschule Heilbronn University, featuring the letters 'HHN' in a large, bold, sans-serif font. Below this, the text 'HOCHSCHULE HEILBRONN' and 'HEILBRONN UNIVERSITY' is written in a smaller, all-caps font. Underneath the university name is a horizontal bar with three colored segments: blue for 'ENGINEERING', yellow for 'BUSINESS', and red for 'INFORMATICS'. Below the logo, the text 'Master Programme' and 'International Business & Intercultural Management' is centered. The main title 'SEMINAR PAPER' is centered in a bold, all-caps font. Below this, the specific title 'The Evolution of Project Management' is centered within a rectangular box. At the bottom of the page, the following information is centered: 'Lecturer: Prof. Dr. Willi Weber', 'Course: Project Management', 'Author: Susanne Meyer', 'Student-ID: 19999', and 'March 9th, 2010'.

HHN
HOCHSCHULE HEILBRONN
HEILBRONN UNIVERSITY
ENGINEERING BUSINESS INFORMATICS

Master Programme
International Business & Intercultural Management

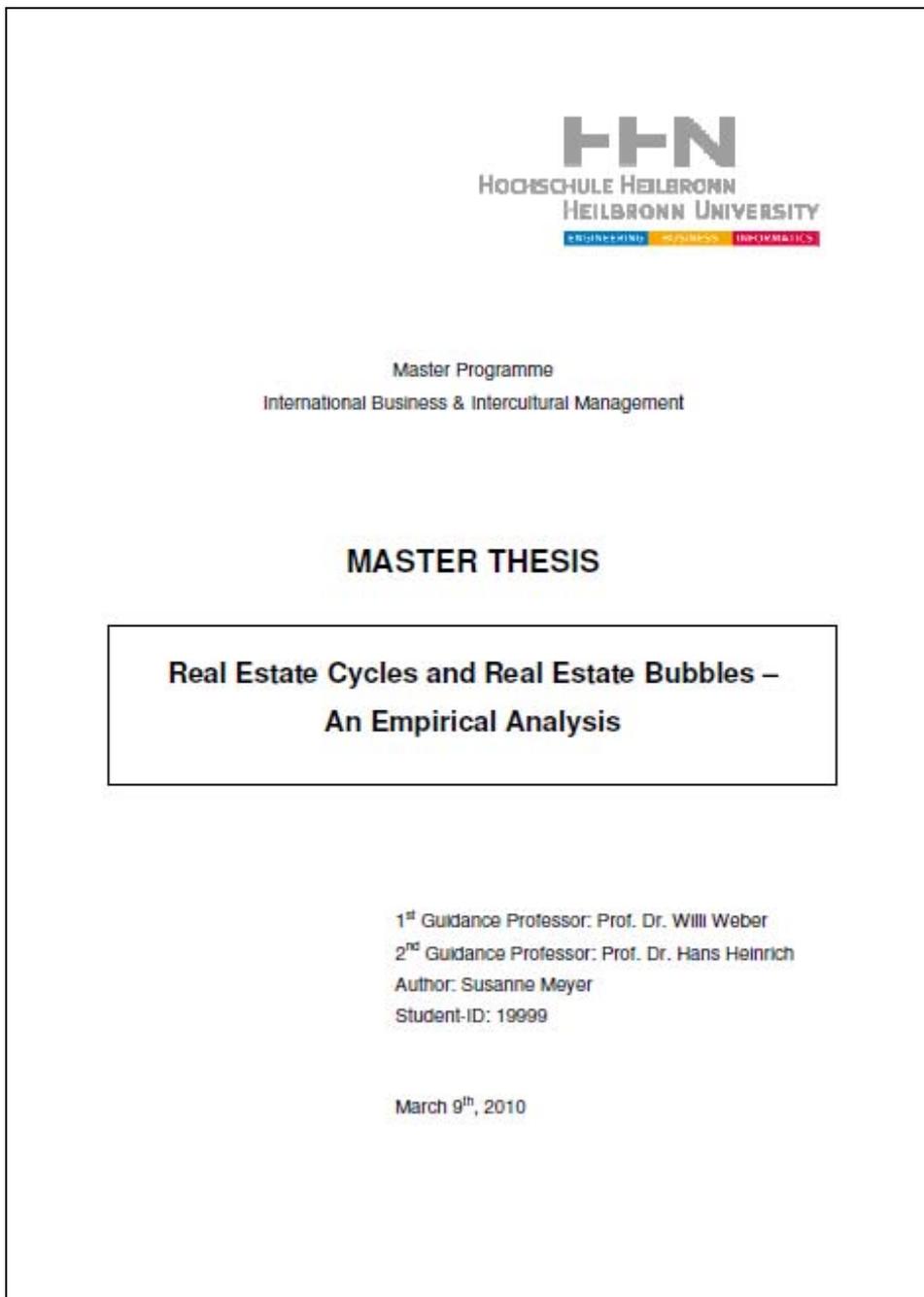
SEMINAR PAPER

The Evolution of Project Management

Lecturer: Prof. Dr. Willi Weber
Course: Project Management
Author: Susanne Meyer
Student-ID: 19999

March 9th, 2010

B Sample title page Master Thesis



The image shows a sample title page for a Master Thesis. At the top center is the logo of Hochschule Heilbronn University, featuring the letters 'HHN' in a stylized font above the text 'HOCHSCHULE HEILBRONN' and 'HEILBRONN UNIVERSITY'. Below this, three colored bars represent the university's focus areas: 'ENGINEERING' (blue), 'BUSINESS' (yellow), and 'INFORMATICS' (red). Below the logo, the text 'Master Programme' and 'International Business & Intercultural Management' is centered. The main title 'MASTER THESIS' is centered in a bold font. Below this, the specific title 'Real Estate Cycles and Real Estate Bubbles – An Empirical Analysis' is centered within a rectangular box. At the bottom, the following information is listed: '1st Guidance Professor: Prof. Dr. Willi Weber', '2nd Guidance Professor: Prof. Dr. Hans Heinrich', 'Author: Susanne Meyer', and 'Student-ID: 19999'. The date 'March 9th, 2010' is centered at the very bottom.

HHN
HOCHSCHULE HEILBRONN
HEILBRONN UNIVERSITY
ENGINEERING BUSINESS INFORMATICS

Master Programme
International Business & Intercultural Management

MASTER THESIS

**Real Estate Cycles and Real Estate Bubbles –
An Empirical Analysis**

1st Guidance Professor: Prof. Dr. Willi Weber
2nd Guidance Professor: Prof. Dr. Hans Heinrich
Author: Susanne Meyer
Student-ID: 19999

March 9th, 2010

C Sample Statutory Declaration (English)Statutory Declaration:

I declare that I have developed and written the enclosed Master Thesis completely by myself, and have not used sources or means without declaration in the text. Any thoughts from others or literal quotations are clearly marked. The Master Thesis was not used in the same or in a similar version to achieve an academic grading or is being published elsewhere.

Location, Date

Signature

List of References

- <http://instruct1.cit.cornell.edu/courses/taresources/wriass.html>, retrieved 15 February, 2007 from the World Wide Web
- http://www.bournemouth.ac.uk/library/citing_references/docs/Citing_Refs.pdf, retrieved 20 February, 2007 from the World Wide Web
- [http://www.ex.ac.uk/Affiliate/stloyes/harv.htm#1a\)%20Book%20example](http://www.ex.ac.uk/Affiliate/stloyes/harv.htm#1a)%20Book%20example), retrieved 20 February, 2007 from the World Wide Web
- <http://www.indiana.edu/~wts/pamphlets.shtml>, retrieved 15 February, 2007 from the World Wide Web
- <http://www.tele.sunyit.edu/Thesis-statement.html>, retrieved 15 February, 2007 from the World Wide Web
- Jammal, E., 2001. *The Case Method. Guidelines for Students in Business and Management*. Aachen: Shaker Verlag
- University of Konstanz. Department of Economics, 2003. *Recommendations for the Formal Presentation of Essays, Seminar Papers, and the Master's Thesis*. Konstanz: University of Konstanz
- www.bms.bc.ca/library/Guidelines%20for%20writing%20Scientific%20papers.pdf, retrieved 10 February, 2007 from the World Wide Web
- www.columbia.edu/cu/biology/ug/research/paper.html, retrieved 12 February, 2007 from the World Wide Web
- www.ldeo.columbia.edu/~martins/sen_sem/thesis_org.html, retrieved 15 February, 2007 from the World Wide Web
- www.writing.eng.vt.edu/, retrieved 10 February, 2007 from the World Wide Web