

Chair for Industrial Organization, Regulation and Antitrust (VWL I)

Chair for International Economics (VWL III)

Chair of Monetary Economics (VWL V)

Chair of Behavioral and Institutional Economics (VWL VI)

Chair of Statistics and Econometrics (VWL VII)

Chair of Economics of Digitalisation (VWL IX)

Chair of Data Economics (VWL X)

Chair of Decision Intelligence (VWL XI)

## **Guidelines for Academic Writing**

Version dated October 1, 2025

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## **1. Preliminary Remarks**

The objective of a written academic paper is the independent presentation of scholarly work. This independent contribution may also involve an empirical analysis (e.g., econometric estimation, survey, simulation study, etc.). Additionally, the author is expected to provide an original assessment of the chosen topic or research question.

Typically, academic texts analyze and compare the findings and arguments of several authors. The aim of the independent work is to offer the reader a comprehensive overview that cannot be derived directly from the processed literature. If the literature under review contains differing evaluations of the subject matter, the author must critically assess and weigh these differing perspectives. A high-quality paper goes beyond a mere review and contributes original insights. As multiple sources are used, the author must also ensure consistency in presentation, especially in mathematical notation.

The following guidelines apply exclusively to the professorships listed on the cover page. Any deviation from the specified rules must be explicitly discussed in advance. If you are unsure about how to interpret these instructions or if you notice that important aspects remain unclear, please contact your supervisor(s). We are not only happy to help, but also welcome suggestions for improving this guide.

Please always use the latest version of this guide, which is available on the respective websites of the listed professorships. This document is updated regularly.

## 2. Structure

Written academic work includes term papers and theses. Term papers include seminar papers and proseminar papers, while theses comprise Bachelor's and Master's theses. All written work must generally follow a consistent structure. Any deviations – particularly for term papers – will be communicated in the respective course.

A standard academic paper consists of the following sections:

- Title page (see the template provided in the appendix)
- Table of contents (see the table of contents of this guide)
- List of abbreviations and symbols (if necessary)
- List of figures and tables (only if required by the supervisor; see below)
- Main text (including appendices)
- Bibliography (see the example provided in this guide)
- Declaration of originality (see below)

Academic papers address scientific problems and propose solutions. In economics, this often involves explaining social phenomena; the academic problem lies in identifying the most appropriate explanation. The structure and style of the paper should reflect this goal. The tone must be objective, factual, and impersonal – neither narrative nor entertaining. When using words such as “e.g.,” “one,” or impersonal constructs like “it is,” consider whether it might be clearer to attribute viewpoints more specifically or to rephrase in more general terms.

The goal is to present problems and proposed solutions as clearly, concisely, and transparently as possible. The quality of the proposed solutions, and possibly the significance of the problems themselves, should be evaluated independently and supported by well-structured and logically sound arguments. The paper should be written for a reader who seeks to understand the content with minimal effort. However, this does not mean that complex issues should be oversimplified. On the contrary, if the problem or its solution is complex, it is particularly important to avoid adding unnecessary difficulties through poor presentation.

The discussion of problems and solutions requires an introduction, a main body, and a conclusion. In the **introduction**, the problem and research question must be formulated as precisely as possible, without delving into details that will be covered in the main section. The research question should be clearly defined, and the structure of the paper – especially the main

section – should be outlined. The **main body** consists of multiple logically ordered subsections. The **conclusion** should revisit the issues raised in the introduction, summarize the main findings, and, if applicable, highlight open questions.

Together, the introduction and conclusion must provide the reader with a coherent overview of the paper and its findings. A time-constrained reader – and academic papers are written with such readers in mind – will likely first read the introduction and conclusion to determine whether reading the full paper is worthwhile. Therefore, it is advisable to print both sections consecutively and read them as a standalone text – or, even better, ask someone else to do so. If you or your reader notice inconsistencies – for example, problems raised in the introduction are no longer mentioned in the conclusion, or solutions are not clearly summarized – then the introduction, the conclusion, or both must be revised.

A common mistake is to write an overly long introduction and a very brief conclusion or summary. Summarizing a 50-page paper in one paragraph is insufficient. As a rule of thumb, both the introduction and the conclusion should each account for **5–10% of the total length** of the paper. In a 50-page paper, this means approximately **3 to 5 pages** for each section. However, more important than the length is whether a reader can gain a clear understanding of the problems addressed and the solutions proposed by reading just the introduction and the conclusion.

### 3. Evaluation Criteria

The following evaluation criteria are used by examiners to assess submitted written work. In order for you to understand what aspects we focus on during evaluation, these criteria are presented in the form of a checklist. This gives you the opportunity to review your work against these questions and identify potential shortcomings. Both **content-related** and **formal** criteria are taken into account. Additional or, in some cases, differing criteria may arise depending on your specific topic and the task definition agreed upon with your supervisor.

- **Task Definition:** Has the author understood the assigned task? Has a clear research problem been formulated? Has the author identified and addressed all relevant aspects of the topic? Is the problem embedded within a broader thematic context? Has it been accurately contextualized? Are the central influences and interdependencies between the topic and related subject areas made explicit? Has the topic been narrowed down appropriately? Is this narrowing of focus well justified?

● **Structure:** Is the paper structured in a logical and coherent manner? Is the structure clear and meaningful? Does it reflect the logical progression of the argument? Are the headings informative and indicative of the content? Is the structure appropriate in depth and scope for the topic? Is it too extensive or too superficial? Are sections weighted appropriately based on their relevance? Have prior agreements regarding structure been implemented?

● **Literature and Source Analysis:** Is the selection, analysis, and use of literature appropriate in terms of scope, academic relevance, topicality, and quality of sources? Were sources beyond standard textbooks used? Is the literature used overly narrow or diverse across disciplines? Does the author merely summarize the literature, or does he/she critically engage with and evaluate it? Are differing viewpoints in the literature acknowledged and discussed? Does the author take a clear stance? Is this stance well argued?

● **Approach to the Problem:** Is the research problem clearly and precisely stated? Is there a logical connection between the research question and the structure of the paper? Is the topic approached systematically? Are clearly verifiable objectives established? Does the paper stay focused on the topic or deviate into unnecessary detail? Does the main body follow through on the introduction? Is the argumentation coherent, objective, and logically sound? Are there gaps in reasoning or abrupt leaps in logic?

● **Independence:** Does the author demonstrate an original and up-to-date approach to the topic? Is there a distinct, personal perspective? Is the literature critically assessed? Does the author present original arguments or merely repeat the opinions of others? Are independent connections drawn? Are individual assessments and conclusions developed independently? What methods are employed?

● **Quality of Findings:** Does the author arrive at original insights? Do these insights represent progress within the scope of the research topic? Are the findings well justified? Is there a critical distance to the cited authors' views? Are argumentative inconsistencies, contradictions, or methodological weaknesses in the prevailing literature identified? Are unresolved issues addressed and evaluated? *Note:* Original empirical analyses also count as independent contributions. Is the choice and analysis of data appropriate in terms of scope, age, and quality for academic work?

The formal assessment of the paper takes the following into consideration:

- **Language and Style:** Is the language neutral and academic? Is the terminology used accurately and appropriately? Is the style consistent with academic standards? Is the argumentation clearly presented? Are sentence structure, grammar, spelling, and punctuation correct? Is the clarity of presentation enhanced by meaningful examples, figures, clear graphics, and informative tables?
- **Citations:** Are citations formally correct? Has the author consistently and precisely cited all ideas and statements—whether quoted verbatim or paraphrased—from other publications? Is the citation style applied consistently? Are all citations complete? Are all sources cited in the text also listed in the bibliography, and vice versa?
- **Structural Consistency:** Has the structural system (hierarchy of headings) been applied consistently? Is the classification complete? Are sections and subsections correctly assigned? Is the structure free from redundancies (e.g., identical subsections appearing in different parts of the paper under different headings)?
- **Mathematical Representation:** Are all parameters and variables clearly defined and explained? Is the notation consistent throughout the paper? Are the formulas accurate, or do they contain errors? Can the mathematical presentation be understood without consulting additional sources? Is the presentation appropriate for the topic and scope of the paper?
- **Other Formal Requirements:** Are the formatting guidelines of this manual followed (title page, layout, page numbering, page breaks, etc.)? Is the required length observed? Are all necessary lists (e.g., tables, figures, abbreviations) included? Are all figures, graphs, and tables numbered and labeled properly? Are sources of illustrations and data clearly indicated?

## 4. Formal Requirements for a Written Paper

### 4.1 Title Page

The title page of the paper has to be designed according to the template provided in the appendix.

### 4.2 Table of Contents and Structure

The table of contents must follow the format of numerical decimal classification (see the table of contents of this guide). Each heading listed in the table of contents must match the titles of the corresponding chapters and sections and include the correct page numbers. The headings

should be concise yet informative. Simple references to sources should be avoided. For example, a heading like “Fehr and Schmidt (1999)” is insufficient; “The Fairness Theory of Fehr and Schmidt” is more appropriate.

Each section should generally be at least one page long. Use a third-level heading (e.g., 1.1.1) only in final theses. For seminar papers, the second-level heading is usually sufficient. As a rule of thumb, the entire table of contents should fit on one page; otherwise, you have created too many subpoints. Make sure that each heading level includes at least two points (i.e., section 1.1 requires the existence of section 1.2).

The text under each section heading should be divided into paragraphs separated by a blank line. Ideally, use the paragraph spacing features of your word processor rather than hitting “Enter” repeatedly. Do not start a new line to begin a new paragraph. A paragraph should normally include at least two sentences but be shorter than one page. A single sentence, regardless of its length, should not form its own paragraph—unless it serves the purpose of strong emphasis without further elaboration.

You may use automatically generated tables of contents, such as those created by MS Word or LaTeX. However, using such tools does not excuse formatting errors. In particular, ensure that automatically generated tables of contents are updated manually if necessary.

### 4.3 Abbreviations and Symbols

Any abbreviation beyond commonly accepted ones (e.g., i.e., e.g., etc.) must be explicitly defined the first time it appears in the text (e.g., “The marginal rate of substitution (MRS) refers to...”). This also applies to abbreviations used in figures and tables. Note that abbreviations must not be used at the beginning of a sentence. Exceptions apply in footnotes, where abbreviations like “e.g.” or “cf.” may begin a sentence—but with a capitalized first letter (“E.g.” or “Cf.”).

Any symbols used in the paper must be explained in the text. Symbols may only appear in the body of the text if they are also used in formulas.

### 4.4 Appendices

Appendices are not listed in a separate directory but must appear as a section in the table of contents. In general, the appendix must not be used to attach content that could not be accommodated in the main text. Appropriate uses include calculations, mathematical proofs and tables or figures that do not logically fit in the main body. However, appendices must be

kept brief and should not unnecessarily lengthen the paper. Exceptions (e.g., extensive data sets) must be approved by your supervisor.

#### 4.5 Page Numbering

The main text, bibliography, and appendix must be numbered consecutively using Arabic numerals. Preliminary pages such as the table of contents, list of abbreviations, and list of symbols use Roman numerals starting with the table of contents on page II. Footnotes, figures, and tables must each be numbered consecutively and separately using Arabic numerals.

#### 4.6 Figures, Graphics, and Tables

Figures and tables must be newly numbered and typically provided with titles and brief explanations, even when adapted from other sources. It is not permitted to scan or photocopy figures or other material directly into your paper. All visual elements must be created by the author. Exceptions must be approved by the supervisor. Each figure or table must be accompanied by a caption and a short description, for example:

Fig. 7:            Dynamic Equilibrium (Marshall 1871: 3).  $p^*$  denotes the equilibrium price.

Alternatively, you may use headings instead of captions—especially if they include a note and a brief explanation. In such cases, the explanatory note can follow the heading or be placed under the figure or table. In any case, consistency in formatting is required. Refer to a reputable academic journal or a professionally published economics book as a guide. If uncertain, discuss the formatting with your supervisor.

A data table must be explained in such a way that it is comprehensible on its own, without reference to the main text. Sources must be cited either after the caption (as in the example), within a note (e.g., “Author’s illustration based on Marshall (1871: 3).”), or—less ideally—in a footnote. If diagrams or tables are based solely on your own data, do not include a source citation (not even “own illustration”).

Use “Fig.” for figures and “Tab.” for tables in captions. All tables and figures must be numbered consecutively throughout the paper. A separate list of figures or tables is only necessary if they are intended to be referenced independently from the main text. This is almost never the case in academic papers (unlike in art books, for example). Create such lists only if your supervisor explicitly requests them.

## 4.7 Formatting Rules

The following formatting requirements must be observed precisely. Font-related specifications refer to MS Word. If you use a different word processor, select equivalent fonts. These requirements are considered fulfilled if you use a LaTeX template provided by the department.

**Line spacing:** The main text (including headings and appendices) must be formatted with 1.5 line spacing. Footnotes, figure/table captions, and related notes should be single-spaced.

**Paper size:** The paper must be printed on A4 paper.

**Margins:** Top margin: 2 cm; left and bottom margins: 2.5 cm; right margin: 4 cm.

**Font size:** 12 pt for main text; 10 pt for footnotes (consistent throughout).

**Font:** Use “Times New Roman” throughout. For headings, sans-serif fonts may be used if required by the word processor.

**Alignment:** All headings (except on the title page) must be left-aligned. The main text and footnotes must be justified. Use hyphenation to prevent excessive word spacing. Enable manual hyphenation to avoid errors. If you use LaTeX, check the automatic hyphenation results.

**Page numbers:** Page numbers must be centered in the footer (except on the title page). You may use automatic page numbering or insert them manually in a footer on each page.

**Formulas:** Important or lengthy formulas must be centered, numbered consecutively or by chapter, and set off from the text with a half to full line of spacing. Mathematical variables, parameters, and operators must be italicized. Otherwise, the same font and size as the main text must be used.

## 4.8 Word/Length Requirements

The required length is specified either in pages or word count and may vary by course or be arranged with your supervisor. Deviations of up to 10% above or below the target are acceptable without prior approval. Larger deviations must be discussed with your supervisor.

Note: Appendices (e.g., data, questionnaires, calculations), the title page, bibliography, and other directories are not included in the word count. Footnotes do count toward the total.

## 4.9 Plagiarism and Affidavit

In all seminar and final theses, you are obligated to clearly indicate any thoughts borrowed from other authors and to mark direct quotations accordingly, with proper citation. Using ideas or even sentences from other authors without citation is considered attempted fraud. This also

applies to direct translations from other works. In particular, we warn against taking sources from the Internet without citing the source. We carry out routine checks using special software to identify plagiarism.

The use of AI tools requires particular caution; you must follow the current guidelines of the respective chair.

All papers must include an affidavit, in which you declare compliance with the above obligations. A suggested wording is:

“I, FIRST NAME LAST NAME, hereby declare in lieu of oath that I have prepared the proseminar/seminar/BSc/MSc thesis submitted at Justus Liebig University Giessen independently and without the use of sources or aids other than those indicated. All thoughts taken from other sources are appropriately marked as such.

This paper has not previously been submitted in the same or similar form to any examination board and has not been published.”

The affidavit must be signed with the place and date.

## **5. Citation**

### **5.1 Basics**

Use the short citation method as a general rule: Author (Year: Page(s)), e.g., “Mustermann (1996: 3) claims that...”. You can also place the author’s name at the end of the sentence or at another suitable position in parentheses; this is particularly necessary when inserting terms like “cf.”: “Mustermann claims that ... (cf. Mustermann 1996: 3)”. In many cases, it is possible to omit “cf.” or “see”.

If you are citing literature for an entire paragraph or section of your paper, you may use a footnote. Keep in mind that footnotes must contain complete sentences. Example: “The following information can be found in Mustermann (1996: 271-273).” It is also possible to introduce a paragraph or section in a way that makes it clear that the subsequent description is taken from the cited source. Example: “Güth et al. (1990: 10-15) use the following experimental design.” After this introductory sentence, if an experimental design is described, it is clear from which source the information comes, even if it is a lengthy description. It is not necessary to

provide page numbers for every detail; you should only do so if a particularly important point is being made.

For two authors (Albert and Meckl 2003: 205-215), or three authors (Falk, Fehr, and Fischbacher 2003: 18), or more than three authors (Liefner et al. 2002: 301), the same rules apply.

When citing two authors with different works, list them as follows: (Author Year: Page(s); Author Year: Page(s)). If they are works by the same author, the repetition of the author's name can be omitted. The works are separated by a semicolon. Example: (Lux 1996a: 11; 1996b: 13). Multiple page references from the same source should be separated by commas. Example: (Mustermann 2001: 34, 75).

Ensure that all numerical references and direct quotes are properly cited. However, in general, you should avoid direct quotes (see below) and paraphrase the connections in your own words. Still, the source should be indicated. Avoid citing authorities for trivial statements ("If it rains, it rains (Samuelson 1996: 302)").

In general, citations should include page numbers. Only when referring to the work as a whole page numbers can be omitted. For example: "Mustermann (2001) is cited more often than read." Abbreviations like "f." or "ff." are not acceptable for page numbers. Always specify the exact page numbers to which you refer. Do not use number words for page references.

Legal sources and references to laws can be incorporated into the text or inserted at the appropriate place in parentheses. Example: "The author is the creator of a work." (§ 7 UrhG). The choice of publication is his responsibility (cf. § 12 para. 1 UrhG). If a paragraph contains several sentences, the sentence should be specified (e.g., § 20a para. 2 sentence 2 UrhG). If the version of the law is outdated at the time of submission, the relevant year should also be stated (e.g., § 7 UrhG 1994).

You should generally avoid citing works that you do not have. However, if it is unavoidable to cite a work from a secondary source, this must be made clear (Mustermann 1996, cited in Müller 2001: 799). Avoid quoting works by your professors just to please them.

Textbooks should only be cited for specific results or representations that are not found in every introductory textbook (textbooks for basic studies). Generally, you will only use textbooks for written papers when dealing with technical details of the original literature. However, you do not need to cite these textbooks for this purpose. Some newer textbooks for advanced levels,

however, are more like monographs than textbooks; they contain results that are not found in every elementary textbook. These textbooks should be cited.

Journals specifically aimed at students (especially WiSt and WISU) should not be cited, as they are didactic companion literature designed to facilitate access to original sources. However, you should use these sources to explore your topic.

In general, there is no reason to cite articles from daily newspapers or non-scientific journals in an academic paper, as these are usually not scientific literature and the authors are not experts. If an expert writes a guest article for a newspaper, you should try to identify the original source and cite that. However, there are justified exceptions in which you may rely on a newspaper article. In such cases, please follow the guidelines for citing newspaper articles below.

Note that in the humanities and some social sciences, a different citation style is used: bibliographic details are provided in footnotes, and abbreviations like “ibid.” are used to refer to works already mentioned. This citation style is not allowed. Therefore, the use of “ibid.” is also omitted.

## 5.2 Handling of Foreign Texts

Normally, direct quotes are indicated by quotation marks “...” or, if it is a longer quote, in an indented paragraph. Example:

“Political rules broadly specify the hierarchical structure of the polity, its basic decision rules, and the explicit characteristics of agenda control. Economic rules define property rights, that is the bundle of rights over the use and the income to be derived from property and over the ability to alienate an asset or a resource. Contracts contain the provisions specific to a particular agreement in exchange.” (North 1989: 661)

In any case, a source reference must follow. Note that literal translations are treated as direct quotes; the source reference must then be followed by the addition “own translation.” For example, the citation for the above quote would be “North 1989: 661; own translation”. However, English quotes should not be translated. Quotes from other languages must be translated.

If you quote literally, you must quote exactly. Any additions, omissions, emphasis, or corrections should be marked. Grammar or spelling errors in the original are generally retained and indicated to show that they are not quoting errors. Example: “Here you will be helped [sic].”

For works written under the mentioned professors, the rule is: Direct quotes should only be used when they are indispensable within the context of the argument. This is the case, for example, when interpreting a specific passage (i.e., the exact wording). Direct decorative quotes, which are used simply because the author is famous or has found a particularly beautiful formulation, are unnecessary.

Since you should generally avoid using direct quotes, you must always paraphrase the ideas of the authors you refer to in your own words. Even then, it is still the incorporation of foreign thoughts, which must be identified as such.

In a longer summary of foreign works, it must be clear from the context where the ideas come from (e.g., by a heading or a footnote). Indirect speech can clarify that the summary is continuing. Important points should still be supported by page references so that the accuracy of a summary can be verified.

If a longer section of the original text and your text can be read side by side and only differ by small rearrangements, it constitutes plagiarism. It is generally required that you mentally process and independently present foreign works. Therefore, longer passages should generally rely on multiple sources, unless it is the presentation of an experiment or similar. Engaging with literature means presenting and discussing sources in connection with other sources.

### 5.3 Footnotes

Footnotes contain detailed bibliographic references or side thoughts that disrupt the flow of the text, as well as technical notes that are not of interest or understandable to every reader. However, consider whether the content of the footnote could also be integrated into the text. Central arguments or facts should not appear in footnotes. In any case, the content of a footnote must be relevant to the paper.

Footnotes are numbered consecutively. Bibliographic references do not belong in the footnotes but exclusively in the bibliography (see above regarding the humanities citation style).

Keep footnotes short. Longer explanations that disrupt the text but are indispensable (e.g., longer proofs) should be placed in an appendix. However, if you want to make historical side remarks or refer to or discuss literature that cannot be included or discussed in the text, footnotes should be used. In this case, footnotes can be lengthy, but even then, they must be relevant in the context of the paper.

The superscript footnote number in the text appears within the sentence (i.e., possibly before the period) when referring to a part of the sentence or a word. It appears after the period when referring to the entire sentence or paragraph.

#### 5.4 Bibliography and Citable Literature

At the end of the paper, a bibliography of all (and only the) cited works (including works cited from other sources) should be included, arranged alphabetically by the last name of the first author. When citing works by an author who appears multiple times as the first author with various co-authors or both as a sole author and first co-author, begin with the sole-authored works and list the others alphabetically by the second author. Multiple works by the same author or author group should be listed chronologically. If you cite multiple works by the same author published in the same year, distinguish them by adding lowercase letters to the year, e.g., 2001a, 2001b, etc.

In the bibliography, the full names of all authors are required; the abbreviation “et al.” for additional, unlisted names is not allowed in the bibliography (but is acceptable when citing in the text). First names should be abbreviated to initials in the bibliography. If there are two (or more) first names, no space is left between the initials. For the first author of a work, the initials are placed after the last name (e.g., Chamley, C.P.). For all other authors, the initials appear before the last name (e.g., J.E. Stiglitz).

In the bibliography, titles of independent publications (books, journals, habilitation and dissertation theses) should always be italicized, while titles of other publications (articles) should be in regular type. Titles of articles should not be enclosed in quotation marks, unless the quotation marks are part of the article title.

For English-language articles, capitalize the first letter of the title in the bibliography. The rest of the title remains in lowercase unless capitalization is required in English (e.g., for country names). Titles of independent publications (books, journals) in English also follow English capitalization rules.

For articles published in journals, include the volume number of the journal, but not the issue number.

Unpublished papers and manuscripts are considered independent publications. Discussion papers published in series are not independent publications; the title of the discussion paper series should be italicized.

For articles in collected volumes, both the article title, author's name, year, and page number, as well as the collected volume title, editor(s) (indicated by "(Ed.)"), publisher, and year should be listed. Both years usually match when the article first appears in the collected volume. In this case, the year is omitted for the collected volume. If the article has already been published elsewhere, the year of the article specifies when it was first published.

Articles from newspapers should generally be avoided unless there is a specific reason, as they are typically not considered scientific literature. If such a source must be cited, follow this approach: If it is a newspaper article with an author's name, cite it in the text normally but without a page number (e.g., Sinn 2004). In the bibliography, treat the article as a journal article (author's name, date, title), but the journal entry should indicate "Süddeutsche Zeitung v. 1.10.2004" (no page). If no author is listed, refer to it as "Die Süddeutsche Zeitung v. 1.10.2004 writes..." and list the title in the bibliography. The name of the newspaper should always be italicized. Further articles can be appended to the bibliography as follows: *Süddeutsche Zeitung* v. 1.10.2004, article title; v. 2.10.2004, article title.

Legal sources should include the law name, abbreviation, and date of the version.

For online sources, include these details at the end of the bibliography: Website owner, author (if known), full URL, the date the source was published, and the date the source was accessed (e.g., accessed on...). Online sources should only be cited when no offline sources are available.

Particularly for online sources and data sources, they must be scientific sources, not scripts or informal reports or papers. The latter, like Wikipedia, are not considered credible sources.

A purely online-published article should not be cited as an online source but like an unpublished manuscript. In such cases, the full URL or DOI can be added in parentheses after the regular details. Do not delete the files of such articles in case follow-up questions arise or the website changes.

Please also ensure that you conduct scientific literature searches traditionally, using handbooks with basic articles for initial exploration, and later using online databases such as EconLit, EconPaper, WISO, or collections of academic papers like NetEc. Additionally, make use of the "cited reference search" in the ISI database. We also recommend JUSTfind from the university library and Google Scholar. We advise against relying on regular search engines like Google for primary literature research.

Please note that the bibliography is not included in the decimal classification of the outline. The heading is simply "Bibliography" or "References", without numbering.

The examples provided follow the guidelines mentioned above. Please note that your bibliography must list all works alphabetically. A subdivision by categories, as shown below, is neither sensible nor permitted; it is only meant to help you look up the examples more easily. Also, remember that each source listed must end with a period.

### **Published Articles**

Chamley, C. P. (1986), Optimal taxation of capital income in general equilibrium with infinite lives, *Econometrica* 54, 607–622.

Dixit, A. K. and J. E. Stiglitz (1977), Monopolistic competition and optimum product diversity, *American Economic Review* 67, 297–308.

Jones, L. E., R. E. Manuelli, and P. E. Rossi (1993), Optimal taxation in models of endogenous growth, *Journal of Political Economy* 101, 485–517.

### **Monographs**

Atkinson, A. B. and J. E. Stiglitz (1980), *Lectures on Public Economics*, McGraw-Hill, London and New York.

Obstfeld, M. and K. Rogoff (1999), *Foundations of International Macroeconomics*, MIT Press, Cambridge, MA.

Robinson, J. (1934), *The Economics of Imperfect Competition*, Macmillan, London.

### **Discussion Papers**

Judd, K. L. (1997), The optimal tax rate for capital income is negative, *NBER Working Paper No. 6004*, NBER, Cambridge, MA.

Martinez-Mongay, C. (2000), *ECFIN's effective tax rates. Properties and comparisons with other tax indicators*, Economic Paper No. 146, European Commission, Brussels.

Vollan, B. (2008), *Kinship and friendship in a trust game with third party punishment*, MAGKS Joint Discussion Paper Series in Economics, 09-2008, Marburg.

### **Chapters in Edited Volumes**

McGrattan, E. and J.A. Schmitz Jr. (1999), Explaining cross-country income differences, in: J.B. Taylor and M. Woodford (eds.), *Handbook of Macroeconomics*, Vol. 1A, Elsevier, New York, pp. 669–737.

## **Legal Sources (Laws)**

Investment Tax Act (InvStG) as of December 15, 2003, *Federal Law Gazette I 2003*.

## **6. Submission**

Guidelines for submitting term papers will be provided in each course. It is sufficient to submit the complete electronic version of the final paper as a PDF document by email and/or to the JLU box, depending on the department. If an empirical analysis was conducted, the original data and the corresponding program code must also be submitted.