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Friedrich-Alexander-Universität Erlangen-Nürnberg
Fachbereich Wirtschaftswissenschaften
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**Guidelines for Writing Seminar, Bachelor's, and Master's Theses at the
Professorship of Health Economics**

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1. Basic principles

This document summarizes the formal and content-related requirements that must be observed when writing a Seminar, Bachelor's or Master's Thesis at the Professorship of Health Economics.

Through a scientific paper, students are expected to demonstrate that they are capable of independently addressing a given problem and presenting it using scientific methods.

When writing an academic paper, students are expected to show initiative. This includes, in particular, comprehensive research and independent classification of the literature. Especially in the case of bachelor's theses, this should clearly go beyond the introductory literature specified by the professorship. A summary of one (or two) basic texts is therefore not sufficient.

For a master's thesis in particular, it makes sense to carry out your own empirical analysis and not limit yourself to a literature review.

Topics for seminar theses are assigned within the framework of the respective course. For final theses, you can either choose a topic from the pool of available topics or propose your own topic. Please arrange a preliminary meeting with a member of the professorship to finalize the topic of your thesis. Before you begin writing your paper, you should schedule another appointment with your advisor to discuss the outline of your paper.

The outline essentially determines how you will approach your topic. It is therefore advisable to clarify in good time whether the planned approach is appropriate for the topic and whether the focus areas are sensible. Please send your supervisor the current outline before the agreed appointment. This makes discussing the content much easier and more efficient. It is also helpful to email your supervisor a list of the literature you have already found, as well as any questions you may have, in advance.

2. Content and formal requirements

Section 2.1 below describes the general formal requirements for your seminar paper, bachelor's or master's thesis. The following section 2.2 describes the specific content and formal requirements for the individual elements of your thesis. It follows the typical structure of an academic thesis.

2.1. General Formal Requirements

Submission: Bachelor's and Master's theses must be submitted to the Examination Office (*Prüfungsamt*) in two printed copies (bound) and in electronic form (PDF file (not password-protected) on CD or USB stick).

For seminar papers, send them by the binding deadline at the latest as an attachment (PDF format; not Word, TeX, etc.) via email to your supervisor, with a CC to wiwsekretariat-gesoek@fau.de. Please use your xxx.yyy@fau.de address for this—as well as for all other email communication with the Professorship (this ensures your work does not accidentally end up in a spam filter). Make it clear in the subject line that your email concerns the submission of a seminar paper.

Length: The scope is approximately 30 pages for a Bachelor's thesis, 60 pages for a Master's thesis, and 12–15 pages for seminar thesis. The page count refers to the body text, including footnotes. Deviations from the intended page count must be discussed with the supervisor prior to submission, if applicable. All lists (e.g., table of contents) and appendices are not included in the count.

Formatting: The text must be aligned as justified text. Please adhere to the following margins:

- **Left:** 2 cm
- **Right:** 4 cm (correction margin)
- **Top:** 2 cm
- **Bottom:** 2 cm

Font: For the font size, use 12 pt for the body text and 10 pt for footnotes. We recommend Times New Roman as the font. In principle, you may also use a different font.

Line spacing: The main text must be set to 1.5 line spacing. Footnotes and the bibliography should be single-spaced. Please use double spacing between paragraphs.

Headings: Section headings must be formatted in bold. Please ensure that the headings in the text exactly match those in the table of contents. It is strongly recommended to use the text editor's built-in tools to automatically generate the table of contents.

Footnotes: Footnotes are to be numbered consecutively and should always appear on the page where the corresponding reference occurs. If unavoidable, a footnote may be completed on the following page. In this case, it is placed below the text on the following page without special marking.

Footnote markers are placed without a space after the immediate punctuation mark. If the footnote contains remarks regarding a specific term, the footnote marker follows directly after this term, without a space.

Every footnote must begin with a capital letter on a new line and end with a period. A short horizontal line separates the body text from the first footnote on each page.

Page numbering: The pages of the text body are to be numbered consecutively using Arabic numerals, starting with "1". Lists (directories) and appendices must be numbered consecutively using Roman numerals, starting with "i". The Roman numbering initiated for the pages containing the lists continues after the Arabic-numbered text body (e.g., continuing with "vii"). The title page and the declarations are not to be numbered.

Structure: The structure of the paper follows this order:

1. Title Page
2. Table of Contents
3. List of Abbreviations (if applicable)
4. List of Figures (if applicable), List of Tables (if applicable)
5. Text Body
6. Bibliography
7. Appendix (if applicable)
8. Generative AI declaration
9. Assurance/Statutory declaration

2.2. Requirements for the individual elements of your thesis

2.2.1 Title Page

Templates for the title page of your Seminar, Bachelor's, or Master's thesis can be found in the appendix of this document.

2.2.2 Outline and Table of Contents

An important milestone in working on your thesis is the creation of an outline. Your outline conveys the first impression of the contents of your work. The line of reasoning of the investigation should already be comprehensible based on the outline. Please ensure a structure that is as clear, non-overlapping, and logical as possible.

For headings, prioritize concise but understandable phrasing as well as a precise indication of the respective section's content. It is important that main points of equal weight in terms of content within the outline are assigned the same formal rank. If you subdivide a section, at least two subsections must exist; this means that **1.1** must inevitably be followed by **1.2**. The number of outline levels should be proportionate to the scope of the work and, in general, should not be too fragmented.

In the table of contents, assign the corresponding page numbers to the individual items of your outline. In addition to all outline points—which must match the headings of the chapters and subchapters in the text—your table of contents must include all actual components of the work (i.e., all lists as well as the appendix, if applicable, each with the corresponding [potentially Roman] page numbers). A decimal numbering system should be used (e.g., "1. ... 1.1. ... 1.1.1. ... 1.1.2. ... 1.2. ... 2. ... 2.1. ... 2.1.1. ... 2.1.2. ... 2.2. ...", etc.).

2.2.3. Abbreviations and List of Abbreviations

In general, you should avoid abbreviations, as they often impair the reading flow. As a rule, abbreviations must be summarized in a list of abbreviations and written out in full.

All abbreviations common in general usage (e.g., i.e., etc.) and abbreviations explained in the *Duden* dictionary do not need to be included in the list of abbreviations. Before an abbreviation can be used on its own in the text, the term to be abbreviated must be written out in full upon its first occurrence. The abbreviation in parentheses follows directly after, indicating the use of the abbreviation in the subsequent text (e.g., "The quality-adjusted life year (QALY) is a measure of disease burden").

2.2.4. Figures, Tables, and their Lists

Both figures and tables should be your own work. If you use tables from other works, you must transfer them into the uniform table format used in your own work and provide a corresponding source citation, preceded by the word "Source:".

In the event of a reproduction that differs from the original, the changes must be explained following the source citation (Example: "The presentation of the control variable coefficients is omitted here."). Your own work must be marked accordingly as "Own illustration" (*Eigene Darstellung*).

Please strictly ensure that you refer to the used figures and tables referred to in the text. When doing so, all elements of a figure should be explained, and the most important values or findings of a table should be elucidated.

The figures and tables used in the work must be numbered consecutively ("Figure 1", etc. and "Table 1", etc.). Figures must be provided with a caption (below the figure), and tables with a heading (above the table); each must contain a clear, keyword-style description of the content, as well as source citations and, if necessary, notes.

The List of Figures and the List of Tables provide the reader with an overview of the graphical and tabular presentations used in the work. All figures and tables in the text and the appendix must be listed in the List of Figures or List of Tables with their number, caption/heading, and page number.

2.2.5. Text Body

The text body of your thesis essentially consists of the Introduction, Main Body, and Conclusion.

Introduction: In the introduction, you should capture the reader's interest in your work and clearly formulate which research question is to be answered. State the reasons that argue for the relevance of the topic discussed. To do this, for example, establish links to current events and place the research question within a broader context. However, motivating the question with your own personal experiences is generally not appropriate in an academic paper.

Precise your research question and make clear what goal is being pursued with the work. Provide an outlook on the course of the investigation and justify the chosen structure and methodological approach. In empirical papers, it should already be clearly worked out in the introduction which empirical question is to be investigated using which methods on the basis of which data.

Main Body: A comprehensive engagement with your topic takes place in the main body. First, you should categorize the topic within the relevant literature and provide the reader with an overview of the current state of research. Critically engage with the sources discussed and interpret the results independently.

Try to place the sources used into context with one another. At the beginning of each chapter, it is helpful to explain in concise form what will be dealt with in the respective chapter and how it connects to the other chapters. The so-called "common thread" (line of argument) should always be recognizable. Ensure that statements and evaluations are always justified in terms of content.

The main body of an empirical paper generally follows a scheme wherein the data underlying the investigation are first described in a section titled "**Data**". This section should describe the data source from which the utilized data originate and clarify how the specific data used were selected.

Furthermore, the variables used must be described both in terms of content (e.g., "the variable *hospital stay* is a binary indicator that takes the value 1 if an individual was admitted to a clinic as an inpatient at least once in the past year") and using descriptive statistics (e.g., "for 13 percent of the respondents in the dataset, the variable *hospital stay* takes the value 1").

The "Data" section is generally followed by the "**Methods**" section, in which the statistical procedures used are described; it should be made clear why these are suitable for answering the research question on the basis of the available data.

In the third section of the main body of an empirical paper, the results of the analysis are described and discussed ("**Results**"). Papers that do not present their own empirical investigations may deviate from this scheme. Nevertheless, it is often useful to structure the discussion of empirical works by others based on the points "Data," "Methods," and "Results."

Conclusion: In the conclusion, summarize the central aspects and results of your work briefly. Address the research question posed in the introduction and answer it according to the results of your investigation.

In the concluding part, you can present conclusions that you derive from the results of your work, for example regarding possible policy implications. It is important that pure expressions of personal opinion are out of place here; rather, your evaluations must follow from the results of your work. Furthermore, you can provide an outlook on further research problems.

General Style and Argumentation: Argue precisely and concisely; avoid repetitions. A good paper is also characterized by its success in clearly carving out the essential points within a limited space. Ensure a logical structure and a comprehensible and clear line of thought, which is also expressed through an objective writing style as well as clear and lucid sentence structure.

2.2.6. Citation Style and Bibliography

An important prerequisite for the academic treatment of a topic is a conscientious and thorough engagement with existing literature. Please ensure that you use high-quality academic sources

("peer-reviewed articles") whenever possible. As a rule, the state of research on a topic can only be established based on articles published in high-ranking academic journals.

The use of other sources may also be useful under certain circumstances. For instance, very recent works are often not yet published in an academic journal but are already available as discussion or working papers. However, greater caution is advised here, as discussion papers have not yet undergone quality assurance by reviewers. Non-academic literature can also be helpful for a paper; e.g., newspaper articles to illustrate the topicality of a subject, or legal texts, handbooks, etc., to clarify institutional circumstances relevant to your research question.

Adopted ideas of any form must be identified as such through precise source citations in the form of direct or indirect quotes. Secondary sources should be avoided; generally, the original source must be cited.

Citation Standard (APA): For the citation style, please use the APA (American Psychological Association) standard common in the department: References are made directly within the running text by indicating the authors' surnames (without titles and academic degrees) as well as the year of publication and (for direct quotes) the page number in parentheses. For more than two authors, only the first is named with the addition "et al.".

Direct Quotes: Direct quotes—i.e., sentences, parts of sentences, or individual words adopted literally (verbatim)—should only be used in exceptional cases. If you make use of them, keep the verbatim quotes as short as possible, as they disrupt the flow of reading, among other things. Direct quotes can be employed, for example, for defining terms or for particularly striking phrasing. Direct quotes begin and end with quotation marks.

- For incompletely adopted direct quotes, two dots [...] are to be placed instead of a single omitted word.
- For the omission of two or more words, use three dots [...].
- Explanatory or supplementary additions, as well as emphasis such as underlining, must be indicated as such using square brackets.
- Quotation marks occurring within a verbatim quote are replaced by single quotation marks ['].

Missing source citations for direct quotes are considered plagiarism and will result in a failing grade for your work.

Indirect Quotes: To describe the ideas of others, you should—apart from exceptional cases (see above)—use indirect quotes (content adopted by meaning/paraphrasing). Their purpose is to reproduce the thoughts, but not the exact words, of an author. They are identified, for example, by prefixing the words "cf." (vgl.) or "see," or clarified through a corresponding phrasing such as "Schuster (2013) interprets this as...".

As a basic principle, even the non-verbatim adoption of others' thoughts constitutes plagiarism if it is not identified as such. This is particularly the case when longer text passages are adopted in paraphrased form, or when a specific line of reasoning is explicitly or implicitly passed off as one's own, even though it originates from another source.

Use of Footnotes: Footnotes may contain additional information or explanations that are not strictly necessary for understanding the work, as well as references to further or thematically related areas elsewhere in the work. However, you should make sparing use of footnotes. Information essential for understanding should be integrated into the body text and not relegated to footnotes. Regarding non-essential information or reflections that digress from the central thread of the argument, you should critically examine whether it would be better to omit them entirely.

Bibliography: At the end of the paper, append a uniformly formatted bibliography, which contains all sources cited directly and indirectly in the work. Conversely, it must not contain any non-cited works.

The sources used are to be arranged in alphabetical order by the authors' surnames (first author of a publication). You should refrain from distinguishing between books, articles, internet publications, etc. (i.e., do not categorize the list).

- If an author appears both as a sole author and together with other authors, all independent publications are listed first, followed by the publications with other authors.
- Multiple publications by the same author(s) are listed chronologically one below the other—beginning with the oldest title.
- In cases of identical names and years, the sources must be identified by adding letters in ascending order (a, b, c, ...).
- If a source is identified by a Digital Object Identifier (DOI), it is advisable to include this information, as it allows the source to be identified unambiguously and makes it easier to find.

When creating your bibliography, you may deviate from the layout proposed below, provided that your bibliography is uniform and designed according to a common standard.

2.2.6.1. Specialist Books and Textbooks (Monographs)

Surname and initial of the author(s) (Year of publication in parentheses): Title of the source, Publisher, Place of publication, Edition (if applicable). DOI

Example:

Breyer, F., M. Kifmann and P. Zweifel (2012): Gesundheitsökonomik, Springer Gabler, Berlin, 6. Auflage. <https://doi.org/10.1007/978-3-642-30894-9>

2.2.6.2. Contributions in Edited Volumes

Surname and initial of the author(s) (Year of publication in parentheses): Title of the contribution, in: First and Last name of the editor(s) with suffix (Ed.): Title of the edited volume, Publisher, Place of publication, Edition (if applicable), Page numbers of the contribution. DOI

Example:

McGuire T. G., (2012): Chapter Five: Demand for Health Insurance, in: Mark V. Pauly, Thomas G. McGuire and Pedro P. Barros (Eds.): *Handbook of Health Economics*, North Holland, Oxford, pp. 317-396.
<https://doi.org/10.1016/B978-0-444-53592-4.00005-0>

2.2.6.3. Articles in Journals and Newspapers

Surname and initial of the author(s) (Year of publication in parentheses): Title of the article, Title of the journal, Volume (Issue number), Page numbers of the article. DOI

Example:

Tauchmann, H., S. Lenz, T. Requate and C. M. Schmidt (2013): Tobacco and Alcohol: Complements or Substitutes?. *Empirical Economics* 45(1), 539-566. <https://doi.org/10.1007/s00181-012-0611-3>

2.2.6.4. Grey Literature

Grey literature is unpublished literature. This includes, among other things, Working and Discussion Papers, but also manuscripts.

Surname and initial of the author(s) (Year of publication in parentheses): Title of the text, Working or Discussion Paper Series if applicable (if no information is available, this should be indicated with the note “mimeo”), location (if applicable), and link to the location where the source was found or can be found if applicable.

Example:

Hübner, N., N. S. Stahl and K. Süß. (2025): Life-cycle health effects of compulsory military service in the GDR (No. 1191). *Ruhr Economic Papers*.

Ladha, K., G. Miller and J. Oppenheimer (2003): *Information Aggregation by Majority Rule: Theory and Experiments*, mimeo, May 6, 2003.

Dickstein, M. J., (2018): Physician vs. Patient Incentives in Prescription Drug Choice, mimeo, September 2017, mimeo,
https://pages.stern.nyu.edu/~mdickste/papers/pat_phys_mjdickstein_sept17.pdf

2.2.6.5. Online Sources

Surname and First name of the author (year in parentheses if applicable): Title of the source, URL, indication "accessed on" (*abgerufen am*) with the complete date of the last access to the website(s).

Example:

UNESA – United Nations Department of Economic and Social Affairs (2002): Global Challenge, Global Opportunity, Trends in Sustainable Development,
http://www.un.org/esa/sustdev/publications/critical_trends_report_2002.pdf, accessed on 01.03.2007

2.2.6.6. Legal Sources (Laws, Decrees, Judgments, etc.)

These are to be cited with their exact source reference and should follow the pattern below:

Gesetz über die Durchführung eines Feldversuchs mit Bildschirmtext
(Bildschirmtextversuchsgesetz NW) vom 18.03.1980. Gesetz und Verordnungsblatt für das Land Nordrhein-Westfalen, 34(16): 153f.

2.2.7. Appendix

An appendix is not a mandatory element of an academic paper. Calculations, figures, or tables that are central to the understanding of the text must absolutely be integrated directly into the text body at the appropriate places. Only content that serves as a supplement and is not immediately necessary for direct understanding can be placed in be relegated to the appendix of the work.

All components of the appendix must relate directly to the text body. This relationship must be explicitly ensured through references from the text body to the respective appendix. Appendices are not intended to serve the purpose of complying with length specifications when the work has turned out to be too long.

2.2.8. Generative AI

The Professorship of Health Economics has universal guidelines for the appropriate use of generative AI tools in all seminar and final theses conducted under our supervision. You can find the guidelines and an example declaration that must be also submitted at our [website](#).

2.2.9. Declaration

For Seminar, Bachelor's, and Master's theses, a declaration must be attached to the last page, in which you confirm by signature that you are the sole author of the submitted work, that you have cited all sources used, and that the work has not yet been submitted to any other examination authority in the same or similar form and accepted by it as part of an examination.

Please use the following template in your work:

Statutory Declaration:

I hereby declare that I have authored this work without external assistance and without the use of sources other than those indicated, and that the work has not yet been submitted to any other examination authority in the same or similar form and accepted by it as part of an examination. I further confirm that any use of AI-based tools has been fully disclosed as indicated in the previous declaration and conducted in accordance with the Professorship's guidelines on AI usage. All statements that have been adopted verbatim or in substance have been clearly identified as such and properly cited.

Nuremberg, [Date]

[Signature]

3. Appendix

3.1. Title Page of a Seminar Thesis

Seminar on Health Economics in Semester 20xx

"Title of the Seminar"

Instructor: Prof. Dr. Harald Tauchmann

FULL TITLE OF THE SEMINAR PAPER

submitted to the

Faculty of Law, Business, and Economics

of the Friedrich-Alexander-Universität Erlangen-Nürnberg

School of Business and Economics

Professorship of Health Economics

Prof. Dr. Harald Tauchmann

Supervisor:

Author:

Street:

City:

Email:

Matriculation Number:

Degree Program:

Submission Date:

3.2. Title Page of a Final Thesis

FULL TITLE OF THE THESIS

Independent Academic Thesis

for the attainment of the academic degree

"XYZ"

submitted to the Faculty of Law, Business, and Economics
of the Friedrich-Alexander-Universität Erlangen-Nürnberg

School of Business and Economics

Professorship of Health Economics

Prof. Dr. Harald Tauchmann

Supervisor:

Author:

Street:

City:

Email:

Matriculation Number:

Degree Program:

Submission Date: