

Chair of ...

**Head: Prof. Dr. ...**

Location of the Chair:

Template for academic paper  
at the Institute for Food and Resource Economics

Bonn, 2018

# Template for Academic Paper

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**LIST OF ACRONYMS**

A            Austria

OECD        Organisation for Economic Co-operation and Development

...

## 1 GENERAL REMARKS

### 1.1 Submission of the final papers

Term papers at the Institute of Food & Resource Economics need to be submitted as follows, if not other discussed with the supervisor: Printed version (in a folder) AND electronic version (saved CD/DVD).

B.Sc. and M.Sc. at the Institute of Food & Resource Economics have to be submitted in triplicate -personally and signed- and one time in electronic version (CD/DVD).

### 1.2 Reference management

In consultation with the supervisor, all used literature and references should be stored/organized in Citavi. If so, the Citavi database has to be submitted (electronically) together with the final version of the term paper, B.Sc. or M.Sc.

## 2 PRINCIPLE STRUCTURE

1. Title page
2. Contents (max. 4 division levels)
3. List of Figures
4. List of Tables
5. List of Acronyms
6. Main Part
7. References
8. Appendix

## 3 FORMATTING INSTRUCTIONS

**Layout:** DIN A4, 2.5cm margin at top and bottom. 2.5cm margin at the left and 2.5cm at the right hand side.

**Figure + Table:** Standard + bold, hanging indent: 2 cm, align-left, spacing after 3 pt, keep with next, keep lines together.

**Standard paragraph:** Times New Roman 12 pt or Arial 11 pt, English, justification, line spacing 1 ½, space after 6 pt, paragraph control.

**Remark:** Standard + font size: 10 pt, hanging indent: 1.25 cm, spacing after 0 pt.

**Equation:** Standard + spacing before 3 pt, spacing after 3 pt.

**Literature:** Standard + font size: 11pt, hanging indent: 0.5 cm.

**Source:** Standard + font size: 10 pt, hanging indent: 1.25 cm.

**Heading 1:** Style for following paragraph: standard, standard + bold, small caps, hanging indent: 0.5 cm, spacing before 12 pt, keep with next.

**Heading 2:** Style for following paragraph: Standard, Heading 1 + no small caps, hanging indent: 0.75 cm, spacing before 9 pt.

**Heading 3:** Style for following paragraph: standard, Heading 2 + hanging indent: 1.25 cm, spacing before 6 pt.

**Heading 4:** Style for following paragraph: standard, Heading 2 + hanging indent: 1.5 cm, spacing before 0 pt.

**Citations:** Standard + Font size: 10pt

## 4 LAYOUT FOR TABLES, FIGURES AND EQUATIONS

Tables, Figures and Equations are to be numbered continuously. Tables and Figures are numbered independently.

### 4.1 Tables

Insert Headings of tables on top of the table. Table headings have the following format (Template “Table”, “Remark”, “Source”). According to the supervisor, the “source” can be introduced in footnotes.

**Table 1: Political Variables in the Milk Sector**

	Base year 1994	Reference 2005 (% change to base year)	Agenda 2005 (% change to reference)
<b>Administrative prices</b>			
Beef	4285	3475 (-19%)	2780 (-20%)
Butter	3202	2954 (-8%)	2511 (-15%)
Milk powder	2377	2055 (-14%)	1747 (-15%)
<b>Premiums</b>			
Milk cows	0	0	157
Suckler cows	133	164 (23%)	284 (73%)
Male adult cattle	105	136 (30%)	324 (138%)
<b>Milk quota</b>	113879	115577	120335

Remark: ....

Source: Author (Year, p.).

Or (example for references in footnotes):

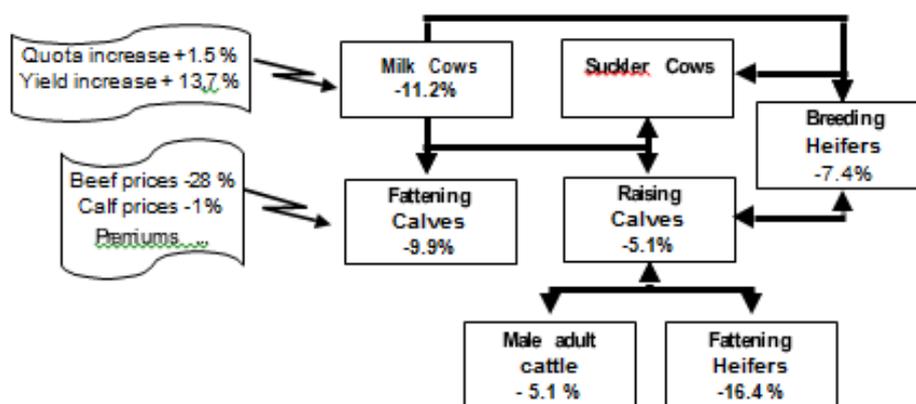
**Table 2: Political Variables in the Milk Sector<sup>1</sup>**

	Base year 1994	Reference 2005 (% change to base year)	Agenda 2005 (% change to reference)
<b>Administrative prices</b>			
Beef	4285	3475 (-19%)	2780 (-20%)
Butter	3202	2954 (-8%)	2511 (-15%)
Milk powder	2377	2055 (-14%)	1747 (-15%)
<b>Premiums</b>			
Milk cows	0	0	157
Suckler cows	133	164 (23%)	284 (73%)
Male adult cattle	105	136 (30%)	324 (138%)
<b>Milk quota</b>	113879	115577	120335

Remark: ....

## 4.2 Figures

Insert Headings of figures below the figure. Headings of Figures have the following format (Template “Figure”, “Remark”, “Source”). According to the supervisor, the “source” can be introduced in footnotes.



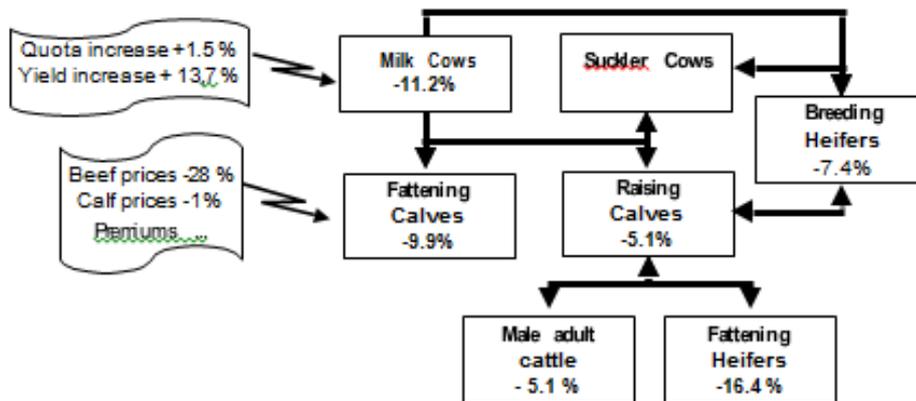
**Figure 1: Development of Flock Dimensions**

Remark: ....

Source: Author (Year, p.).

<sup>1</sup> Author (Year, p.).

Or (example for references in footnotes):



**Figure 2: Development of Flock Dimensions<sup>2</sup>**

Remark: ....

### 4.3 Equations

Equations are integrated with the format “Equation” and numbered continuously.

(1)  $y = x^2$

Source: Own calculations.

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<sup>2</sup> Author (Year, p.).

## 5 CITATIONS AND REFERENCES

The type of citations within the text can differ between chairs at the ILR and **needs to be specified by the supervisor**. In the following, we will introduce two different types of citations:

*Academic papers written at the chair of Technology and Innovation Management in Agribusiness (Prof. Dr. Stefanie Bröring):*

All the citations within the text should be introduced in footnotes – including the name of the author, year and the page.

**Quotation marks** are used within a document to denote the actual words spoken or written by an individual. Indirect quotes should not be enclosed in quotes.

Each citation within the text has to have a number which refers to the literature source located in footnote. The reference in the footnote has to include the name of the author, year and the page number. Please use semicolon, if there are several references within parentheses.

**Example (indirect citation):**

The concept of involvement refers to the level of perceived personal relevance or interest evoked by a stimulus, which the consumer links to situation-specific goals.<sup>2</sup>

**Example (direct citation):**

“A person's perceived relevance of the object based on inherent needs, values, and interests”<sup>3</sup>.

Please use semicolon if there are several references within one footnote and use either alphabetical or chronological order of the references consistently.

In case you use the name of the author(s) within the text, please put it small captions and indicate the particular citation again within a footnote.

**Example:**

HAUSCHILDT further argues that an innovation project, in order to qualify for the term innovation, must at least advance to the stage of market introduction of a new product or usage of a new process in production.<sup>4</sup>

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<sup>2</sup> C.f. Zaichkowsky (1985), p. 59.

<sup>3</sup> Zaichkowsky (1985), p. 59.

<sup>4</sup> C.f. Hauschildt (2004), p. 25.

Academic papers written at the chair of Production Economics (Prof. Dr. Robert Finger):

Literal quotations should be written in quotation marks with a following reference. E.g. „Die Landwirtschaft weist einige charakteristische Eigenschaften, jedoch keine grundsätzliche Sonderstellung im Rahmen des marktwirtschaftlichen Systems auf“ (HENRICHSMEYER and WITZKE 2002, pp. 428-429). References without literal quotation should also be marked in the text: MEADOWS (1998, p. 8) wisely says that an environmental indicator... **or:** Some work was recently devoted to indicators and measurement of quality of life (COBB 2000).

Please, no footnotes for the pure indication of a source.<sup>5</sup>

Example for citations:

(MÜLLER 1996)	General Reference.
(MÜLLER 1996, p. 23)	Reference, related of one page.
(MÜLLER 1996, pp. 23-24)	Reference, related of two pages.
(MÜLLER 1996, pp. 23-28)	Reference, related of more than two pages.
(MÜLLER 1996a, p. 23)	Reference, if there are in one year two or more published books/papers by the author (a, b, c, ...).
(MÜLLER 1989, 1993)	Reference, if you use more then one publication by the author.
(MÜLLER, E. 1996)	Reference, if two authors have the same name.
(MÜLLER and MEIER 1996, p. 23)	Reference with two authors.
(MÜLLER et al. 1996, p. 23)	Reference with three or more authors.
(N.N. 1996)	Reference, if the author is unascertainable.

Please use semicolon, if there are several references within parentheses.

(MÜLLER 1990, p. 101; MEIER 1996)

Please use small captions if the author is named in the text and set the year specification in parentheses.

„Nach MÜLLER (1996, p. 101) kommt den gesamtwirtschaftlichen Rahmenbedingungen eine herausragende Bedeutung zu.“

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<sup>5</sup> If necessary, footnotes could be used for extra explanations which are not essential for the general understanding of the text. Related to this it is also possible to give additional references.

If institutions or organisations are named as author, please use also small captions.

INSTITUT FÜR AGRARENTWICKLUNG IN MITTEL- UND OSTEUROPA (1996, p. 123).

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Please follow general principles for literally citation:

1. Set the citation in quotation marks.
2. Changes of the citation will be unacceptable, also if the syntax is wrong. Exceptions:
  - It will be allowed to correct obvious misprints.
  - Footnotes of the cited text could be disregarded.
3. If a word (or several words) in a quotation are omitted set two (three) points instead. The points can be omitted, if the quotation consists only of few words of a sentence.
4. Additions and explanations of a quotation are to be set in parentheses.
5. Quotations within a quotation are to be marked by single quotation marks.

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Secondary Sources:

A secondary source is a document or recording that relates or discusses information originally presented elsewhere. A secondary source contrasts with a primary source, which is an original source of the information being discussed. It is principally not allowed to cite secondary sources! Only in the exceptional case, if it is not possible to procure the original document, a secondary source is acceptable! Both authors should be recorded in the references:

MÜLLER 1977, p. 81 cf. KRÜSSELBERG et al. 1986, p. 44

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## 6 REFERENCES

A reference of a MONOGRAPH must contain:

Author, Initials (year): title, edition, place of publishing: publisher. Please use edition, if it is no problem to detect.

Example:

KROEBER-RIEL, W.; WEINBERG, P. (2003): Konsumentenverhalten, 8th edition, München: Vahlen.

BECKER, J. (2002a): Das Marketingkonzept, 2nd edition, München: Dt. Taschenbuchverlag.

BECKER, J. (2002b): Grundlagen der Marktforschung, 2nd edition, München: Dt. Taschenbuchverlag.

A reference for JOURNALS must contain:

Author, Initials (year): Title, *Journal italic*, Vol. (Volume), page number (p.). If the pages are not numbered consecutively, the issue number (No.) must be before the page number.

The name of the Journal should be unabbreviated and written in italics.

Example:

EPPING, A. (1996): Die Wettbewerbsfähigkeit der estnischen Milchindustrie, *Zeitschrift für Molkereiwirtschaft*, 3(1): S. 124-134.

A reference for ARTICLES-ANTHOLOGY must contain:

Author, Initials (year): Title, in: Name of the Editor (ed. or plural: eds.): Title, place of publishing: publisher, paging number (engl.: p.).

Example:

GARDNER, S. (1995): Lost in Supermarket: Consumer Confusion and Marketing Mania, in: SHAPIRO, R. (Hrsg.): Nutrition Labeling Handbook, New York: CRC Press, p. 373-387.

A reference for a DISCUSSION PAPER must contain:

Author, Initials (year): Title, *Title of the series plus number (No.)*, Place of publication.

The series appear in italic.

Example:

ANDERSON, K. (2004): Trade Standards and the Political Economy of Genetically Modified Food, *CEPR's Discussion Papers No. 4526*, London.

For NOT PUBLISHED written issues please use (mimeo) at the end of the reference. If the

publication is PLANNED later please use (forthcoming) at the end of the reference.

Example:

MEIER, M.: Regionaler Agrarhandel in Südrussland (mimeo).

MÜLLER, K. (1997): Getreidetransport in der Russischen Föderation, *Agrarwirtschaft*, Jg. 46 (forthcoming).

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A reference for STATISTICS must contain:

Institution (year): Title of the scientific series, Place of publication.

Example:

ZMP (2003): Ökomarkt Jahrbuch 2003: Verkaufspreise im ökologischen Landbau, Bonn.

A reference for ACADEMIC PAPERS must contain:

To quote ACADEMIC PAPERS, after the title, the name of the University, the type of paper (master's thesis, dissertation, etc.), the location of the university, and the year must be listed.

Example:

DIENEL, W. (2001): Organisationsprobleme im Ökomarketing -eine transaktionskostentheoretische Analyse im Absatzkanal konventioneller Lebensmittelhandel, HU Berlin, Diss., Berlin.

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OTHER SOURCES are:

1. Verbal, written and telephonic notes.
2. Laws, executive orders, statutes etc.
3. Advertising and information-material (companies, organisations etc.).
4. Internet and online sources.

Please use ORAL REFERENCES only with personal consent, including name and date:

Verbal information according to Mr Muster Mann, BMVEL, from 1.1.2004.

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A reference for INTERNET SOURCES must contain:

To quote books, articles and statistics please obey the rules above with the **exact** URL and the date of last accessing the document.

Example:

N.A.: "Die Zahlen und Fakten."

[http://naturaplan.coop.ch/de/downloads/naturaplan/zahlen\\_fakten.pdf](http://naturaplan.coop.ch/de/downloads/naturaplan/zahlen_fakten.pdf), last accessed 03.12.2002.

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Please also note:

Write "n.p." if it is not possible to declare a place of publication, "n.d." for an unavailable year and "n.p.n.d." if both could not be found.

**APPENDIX I – Title Pages**

**TERM PAPER**

for scientific working in the field of Agricultural and Food Economics (example)

in (semester)

at the University of Bonn

Faculty of Agriculture, Institute for Food and Resource Economics

Chair of ....

Submitted on the: .....

By: .....

Matriculation Number: .....

Supervisor: .....

RHEINISCHE FRIEDRICH-WILHELMS-UNIVERSITÄT BONN

Faculty of Agriculture

**B A C H E L O R T H E S I S / M A S T E R T H E S I S**

As part of the Bachelor programme / Master programme

***[Study field]***

Submitted in partial fulfilment of the requirements for the degree of

**„Bachelor of Science“ / „Master of Science“**

**[Title of the thesis]**

*[ – Subtitle of the thesis (if available) – ]*

submitted by:

[Name of student]

[Matriculation number]

submitted on: [date of submission]

first examiner: [Name]

second examiner: [Name]

**APPENDIX II – Personal Declaration****PERSONAL DECLARATION**

I hereby affirm that I have prepared the present paper self-dependently, and without the use of any other tools, than the ones indicated. All parts of the text, having been taken over verbatim or analogously from published or not published scripts, are indicated as such. The thesis hasn't yet been submitted in the same or similar form, or in extracts within the context of another examination.

Place, [date of submission]

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Student's signature