

# AIBIS Formatting Guidelines

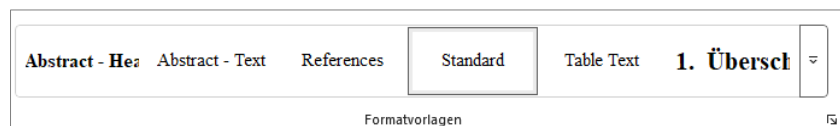
The purpose of this document is to provide students with formatting guidelines for seminar, bachelor, and master theses written at the Chair of Explainable AI-Based Business Information Systems.<sup>1</sup> All thesis types must adhere to these guidelines.

## 1. Language

All theses must be written in English. Since most scientific research is published in English, you will inevitably engage extensively with English-language literature during your thesis project. Therefore, although it may appear more difficult at first, in the end it is usually easier to write your thesis in English.

## 2. Microsoft Word Template

All theses must follow the official MS Word template provided [here](#). The template includes predefined styles that match our formatting guidelines. To use these styles, you just need to apply them to the relevant sections of text in your document.



If the use of Word is absolutely not possible, LaTeX may be used, provided the formatting matches Word exactly in appearance.

## 3. Cover Page

The first page of your thesis is the cover page. It should include the title of your thesis, your name and matriculation number, the name of your supervisor, and the date of submission. Keep the format as it is and just fill in your details. The cover page should be one page only.

## 4. Body Text – Font and Spacing

All body text should be 1.5-spaced and set in Times New Roman 11 pt font. Use justified alignment (“Blocksatz”) with 6 pt spacing before and after paragraphs. The Word style is named ‘*Standard*’.

## 5. Headings

Sections and subsections should be numbered, with 12 pt spacing before and after each heading. Use the following formatting:

- 1. First-Level Heading: Bold, Times New Roman, 16 pt font (Word style: “*Heading 1*”)
- 1.1 Second-Level Subheading: Bold, Times New Roman, 14 pt font (Word style: “*Heading 2*”)
- 1.1.1 Third-Level Subheading: Bold, Times New Roman, 12 pt font (Word style: “*Heading 3*”)

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<sup>1</sup> Some parts are adapted from the MISQ formatting guidelines (<https://misq.umn.edu/>).

## 6. Figures

All figures must follow the style shown in Figure 1. Single space the figure and use Times New Roman 11 pt font with 2 pt spacing for the figure caption text (Word style: “*Figure Caption*”). Provide border lines (1 pt) between cells. Figures should be inserted into a table as shown below. All main words of the caption are capitalized and the caption is below the figure. The width of the figure should be set to 100% of horizontal width of the page in portrait orientation. If the figure is not legible, you may rotate it. Figures should be inserted after their first text reference.



## 7. Tables

All tables must follow the style shown in Table 1. Single space the table and use Times New Roman 11 pt font with 2 pt spacing for both the table text (Word style: “*Table Text*”) and table caption (Word style: “*Figure Caption*”). Provide border lines (1/2 pt) between cells and use bold for the header row. For tables, the caption is above the table. All main words of the caption are capitalized; in the table itself, capitalize the first word of each cell only. Tables should be inserted after their first text reference.

The width of the table should be set to 100% of the horizontal width of the page in portrait orientation. If contents do not fit, you may reduce the font size (no smaller than Times New Roman 8 pt in the body of the thesis and 7 pt in the appendix). You may also condense table text up to 0.3 pt or reduce cell margins if necessary. As a last resort, rotating the table is acceptable.

| Table 1. Example Table |        |
|------------------------|--------|
| Header                 | Header |
| ...                    | ...    |
| ...                    | ...    |

## 8. References

References should follow the style outlined in the Publication Manual of the American Psychological Association (APA) style (7th edition). This section contains examples for many types of referencing. We also recommend the use of a reference management tool such as Zotero, Mendeley, or Citavi.

### 8.1 In-Text Citations

All references in-text must also be included in the References section. References in text should follow APA’s author-date system. For citations of papers written by one or two authors, use all author names in

each citation. For three or more authors, use the first author's name followed by "et al." for all citations. Separate different references by different authors with a semicolon; separate different references by the same author with a comma. Use the ampersand (&) in all citations with two or more authors; do not use "and." However, when you use the authors as part of a sentence, use "and."

Some examples of in-text citations:

- One author: (Matlin, 1977; Sanchez, 2021)
- Two authors: (Wetherbe & Whitehead, 1977, 1979)
- Three or more authors: (Carlson et al., 1977)
- In sentence: Benbasat and Schroeder (1977); Balasubramanian et al. (in press); Zhang et al. (2019a)

## 8.2 Listing Your References

Entries should be ordered alphabetically (in text and Reference section) according to authors' or editors' last names, or the title of the work for items with no or editor listed. All references should also include their corresponding DOI number. References must be in Times New Roman 11 pt font, left-justified, and 1.5-spaced with a 1 cm hanging-indent. The Word style is named 'References'.

Give the last name and first/middle initials for all authors of a particular work up to and including 20 authors. Separate each author's initials from the next author in the list with a comma. Use an ampersand (&) before the last author's name. If there are 21 or more authors, use an ellipsis (but no ampersand) after the 19th author, and then add the final author's name.

## 8.3 Reference Section Examples

This section gives a few examples on how to cite references in the Reference section.

### Journal Papers

Ackoff, R. L. (1961). Management misinformation systems. *Management Science*, 14(4), 147-156.

<https://doi.org/10.1287/mnsc.14.4.B147>

Henseler, J., Ringle, C. M., and Sarstedt, M. (2015). A new criterion for assessing discriminant validity in variance-based structural equation modeling. *Journal of the Academy of Marketing Science*, 43,115-135. <https://doi.org/10.1007/s11747-014-0403-8>

Note: If a journal does not use page numbers, give article number—i.e., "Article 7," "Article e12546," or URL if there is no other indicator. For example:

Saadatmand, F., Lindgren, R., and Schultze, U.(2019). Configurations of platform organizations:

Implications for complementor engagement. *Research Policy* 48(8), Article 103770.

<https://doi.org/10.1016/j.respol.2019.03.015>

## Conference Proceedings

Pine, K. H., and Liboiron, M. (2015). The politics of measurement and action. *Proceedings of the 33<sup>rd</sup> Annual ACM Conference on Human Factors in Computing Systems*, pp. 3147-3156.  
<https://doi.org/10.1145/2702123.2702298>

Note: if no page numbers are available, give location.

Gaffney, D. (2010). Iranelection: Quantifying online activism. In *Proceedings of the Web Science Conference*, Raleigh, NC.

## Books

Bonini, C. P. (1963). *Simulation of information and decision systems in the firm*. Prentice-Hall.

Moran, A., & Toner, J. (2017). *A critical introduction to sport psychology* (3rd ed.). Routledge.

Haile, L., Gallagher, M., & Robertson, R. J. (2015). *Perceived exertion laboratory manual: From standard practice to contemporary application*. Springer. <https://doi.org/10.1007/978-1-4939-1917-8>

## Chapters / Sections in Books

Chenhall, R. H., and Romano, C. A. 1989. Formal planning and control presence and impact on the growth of small manufacturing firms. In W. C. Dunlop and A. J. Williams (Eds.), *Job generation by the small business sector in Australia* (pp. 71-89). Institute of Industrial Economics.

## Conference Presentations

Fistek, A., Jester, E., & Sonnenberg, K. (2017, July 12-15). *Everybody's got a little music in them: Using music therapy to connect, engage, and motivate* [Conference session]. Autism Society National Conference, Milwaukee, WI, United States.  
<https://asa.confex.com/asa/2017/webprogramarchives/Session9517.html>

## Forthcoming / Preprint Papers

Balasubramanian, N., Ye, Y., & Xu, M. (in press). Substituting human decision-making with machine learning: Implications for organizational learning. *Academy of Management Review*.

## Working Paper

Shore, J., Baek, J., and Dellarocas, C. (2016). Network structure and patterns of information diversity on Twitter. Boston University Questrom School of Business, Research Paper 2813342.  
Available at [https://papers.ssrn.com/sol3/papers.cfm?abstract\\_id=2813342](https://papers.ssrn.com/sol3/papers.cfm?abstract_id=2813342)

## Webpages

Johnson, A. (2018, May 24). "It doesn't need to be this way": The promise of specialised early intervention in psychosis services. IEPA. <https://iepa.org.au/network-news/it-doesnt-need-to-be-this-way-the-promise-of-specialised-early-intervention-in-psychosis-services/>

Association of Massage Therapists. (n.d.). Benefits of massage. <http://www.amt.org.au/massage-and-you/benefits-of-massage.html>

Australian Bureau of Statistics. (n.d.). Population clock. Retrieved January 22, 2020, from <https://www.abs.gov.au/ausstats/abs@.nsf/0/1647509ef7e25faaca2568a900154b63?OpenDocument>

Chegin, C. (2018). There is no such thing as a data scientist, Medium <https://medium.com/indeed-data-science/theres-no-such-thing-as-a-data-scientist-8dae923c14e3>

NCWIT. (2017). Women and Information Technology: By the Numbers [https://www.ncwit.org/sites/default/files/resources/btn\\_04042018\\_web.pdf](https://www.ncwit.org/sites/default/files/resources/btn_04042018_web.pdf)