

## Formal Requirements for Seminar Papers

- Version March 2020 –

### Submission:

The seminar paper must be submitted filed in due time to the chair. One copy has to be printed one-sided on white paper in DIN A4 format.

It is also necessary to hand the seminar paper in as electronic data via email (or CD) to the responsible supervising tutor of the seminar.

### Scale:

Seminar paper: 15 pages (including cover and lists).

### Contents:

Every work must contain the following elements:

- Cover
- Table of contents
- List of abbreviations and symbols
- Text (Introduction, main part, conclusion)
- Bibliography

**As template for seminar paper see the download document (Template Cover & Table of Contents for Seminar Paper) on our website.**

You can neglect the use of a list of figures and a list of tables.

### Formal Specifications:

- Times New Roman 12 pt, Footnotes 10pt

- Line spacing: 1, 5
- Margins: left 3 cm, right 2, 5 cm, top and bottom 2 cm
- Full line alignment with automatic hyphenation
- Place page numbers in the lower right corner of a page
- No header lines

**Structure:**

The structure of a scientific paper should allow the reader to quickly gain an overview of its contents. It is thus important that the selected headings reflect the content in a concise way. Headings are consecutively numbered using Arabic numerals. There should not be used more than 3 levels of subsections. The page numbers that mark the beginning of a section are included in the table of contents and are justified right.

**Citation rules:**

For further information see the document at the website of our chair:

“Citation rules” (→Teaching →Seminar paper and theses → General information and rules to create a dissertation on our chair)