



Ruprecht-Karls-Universität Heidelberg

Alfred Weber-Institut für
Wirtschaftswissenschaften

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Organizational Behavior

Guidelines for seminar papers

Size, form and deadlines

- Approx. 15 pages.
- Please hand in a printed copy to Ms. Keil and send an electronic version to christiane.schwieren@awi.uni-heidelberg.de.
- Unfortunately, seminar papers handed in late cannot be accepted. To meet the deadline, the electronic **and** printed versions (if a printed version is required) must be received until the deadline.

Layout

- Margins: 2 cm.
- Line spacing: 1.3 - 1.5 lines, font size 11pt or 12pt.
- Footnotes: on the bottom of each page, continuous count (10pt).
- Page numbers: centered at the bottom or on the right:
- Cover page and outline: without page number.
- Text, appendix, bibliography: Arabic numerals.
- Please check for spelling errors, punctuation, missing words, missing pages, etc. before submission.

Structure

- Please adhere to the following order: First page, table of content, text, (if needed) appendix, (if needed) list of abbreviations, references

Cover page

- The cover page should contain the name of the class, the professor, the title of the paper, and the author information (Name, matriculation number, address, telephone number, semester number and submission date).

Table of contents, structure

- Please make sure that each level in the table of contents contains at least two sub-levels. For example, if you introduce heading 2.1 there must also be heading 2.2.
- To many sublevels reduce readability!
- A „red line“/recurring central theme should be recognizable in the structure.

Introduction

- The introduction should set the topic in context and describe the aim of the paper.
- You should describe how the paper is structured and mention the main results.

Main part

- In the main part a logical clear presentation of the subject is important.
- The paper should show that you understand the model, concepts, and underlying assumptions you describe.
- Present your topic in your own words, making use of the literature. It is clear that references need to be given correctly and plagiarism may not happen.

Conclusion

- Summarize the results of your work and conclude whether the objective was reached (and if not, elaborate why this might be the case).
- If possible, give an overview of unresolved questions.

Footnotes

- Side-comments that do not belong to the main theme can be made in footnotes.
- Standard layout of footnotes (on the same page, below, numbered) applies.
- Please keep the number of footnotes small! It is important to stay focused and report only what is necessary for the topic at hand.

References

- Please provide clear references for all not self-developed thoughts and statements (if it is not scientific commonplace).
- Wordly quotes have to be in „“, the source should be given in a footnote, e.g.: Allen & Gale (2000, p. 12).
- If you make changes in a wordly quote (e.g., to integrate it better in the text), set the addition in brackets, parts left out with [...].
- Wordly quotes should be an exception and should not be longer than two to three rows. If a quote is longer, it should be indented and spacing should be single spaced.
- Indirect quotes: If you report part of a text indirectly, give the reference in a footnote or in the text in the following way: see Allen & Gale (2000, p. 12ff.).
- Please use the original references and not secondary references!
- If you need additional literature, use standard data bases like EconLit (can be accessed from the UB homepage) or Google-Scholar, and reference lists in textbooks or overviews.

Reference list

- All quoted literature must be in the reference list.
- The reference list should be organized alphabetically, by author names (first author).
- Please use the following style (note the difference between books, papers in journals, chapters in books and the internet):

Mas-Colell, A., Whinston, M. und J. Green (1995), *Microeconomic Theory*, Oxford University Press, New York.

Pitchford, R. (1995), "How Liable should a Lender be? The Case of Judgement-Proof Firms and Environmental Risk", *American Economic Review* 85, 1171-1186.

Sykes, A. (1999), "Vicarious Liability," in: Newman, P. (Hrsg.) (1998), *The New Palgrave Dictionary of Economics and the Law*, Macmillan, London, Band 3, 673-677.

Internet: Author (if available date of update or construction of the site), title, URL, date of accessing the site, example:

Raman, Manjari (2006), „Putting inner cities to work“, Economic Development America, Fall. http://www.iedconline.org/EDAmerica/Fall2005/inner_cities.html (accessed February 24, 2006).

Guidelines for the Presentation

General Requirements

- Stick to an overall length of 40 minutes (includes presentation & discussion!) Use the rule of thumb: one powerpoint slide equals 2-3 spoken minutes. The presentation should not exceed 25 minutes.
- Co-Presenters should not exceed 10 minutes.
- The final electronic version of the slides plus any additional material must be emailed at the latest 3 days prior to the date of presentation to: christiane.schwieren@awi.uni-heidelberg.de. The slides will then be distributed to all seminar-participants in advance of the presentation.

Goal

- Goal of the presentation is to explain the key concepts of the subject-matter in a comprehensible way and to encourage discussion on the topic.

Order of Slides

Introduction

- Topic introduction
- Outline of the presentation
- Short overview of the key topics and results of the work

Analysis

- Assumptions of the theoretic models, or hypotheses; assumptions and methods of the empirical analysis
- Presentation of results

Conclusion

- Summary of Results
- Critical Reflection of Arguments
- Points of Discussion

Slide Layout

- Font size: 18+
- Ideally no more than 7 rows/slide!
- Important information, without which the presentation is hard to understand, such as variable definitions, should be visible to all participants. For this a handout makes sense.

- Please spell-check the slides.
- Only use „Gimmicks“ if they are functionally useful to understand a concept.

Presentation

- Please hold an open presentation and do not read from notes or a handout.
- Keep eye-contact with other students, not only with the professor.
- Summarize key ideas.
- Use pauses to your advantage, so that listeners have time to digest information and can catch their breath. Most people tend to speak too quickly.
- Formulas, tables and graphics, that show up on the presentation must be explained in detail. Graphic elements without explanations do not help the concept or presentation. Further, these must be labelled coherently and in an understandable way.
- If a question is on something that will be covered later, promise the asking party that you will answer it at a later time; then do answer the question at that point in time.
- Practice the presentation beforehand at home with friends or in front of the mirror or wall. This will help you estimate the realistic time you will need for your slides.

Grading of the seminar

The final paper counts 60%, the seminar 40% (25% presentation, 15% oral participation/co-presentation).

Term-Paper Grading

- Is there a clear, i.e. precisely formulated hypothesis underlying the paper?
- Is there a clear structure to the paper, with a „red line“ that connects the dots?
- Does the introduction clearly and effectively lead the reader into the topic (with quotes, or referring to current events, etc) and do you explain why the subject is important?
- Has the topic been placed in the context of existing (current) literature?
- Are key arguments summarized in the own words of the author?
- Is the paper too long or too short without a really important reason?
- Are the assumptions of the models and the empirical methods critically scrutinized or challenged?
- Knowledge of the subject-matter conveyed
- Presentation (with particular regard to the quality of written expression, understandability and format)
- Have all formal requirements/guidelines been met (i.e. listing of secondary literature, method of citation, etc.)?

Grading of the Presentation and Co-Presentation

- Could all students understand the content?
- Knowledge of the subject matter
- Were the presentation guidelines followed?
- Could important questions be answered?
- Were the slides understandable and clearly arranged?

Grading of the Small Paper

- Quantity **and** quality of contributions