



Faculty of Automotive Engineering

STANDARD GUIDELINES

for term papers
and Bachelor's and Master's theses

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Date:	June 2012

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List of Abbreviations

cf.	confer (see)
cont.	continued
ed./eds.	editor(s)
et al.	et alii meaning "and others"
n.a.	no author
no date	date/year of publication unknown
s.l.	for "sine loco", meaning "without place", i.e. place of publication unknown
s.n.	for "sine nomine", meaning "no name", used when the publisher is unknown
vol.	volume

1 General Notes

These standard guidelines are binding rules and recommendations to assist Ostfalia students of the Automotive Engineering faculty in the preparation of term papers and Bachelor's and Master's theses.

This document has been prepared according to the rules described in it, and it can therefore be used as a template.

Procedures for Bachelor's and Master's theses and for the Colloquium are available on the faculty website (Form and Document Centre). All details of the process and the order of the necessary formalities are explained there (form, submission of thesis and recipient, number of bound and electronic copies, Colloquium, deadlines etc). These guidelines also provide specific information in Section 2 „Standard Guidelines for the Formal Design of Students' Term Papers and Theses“.

1.1 Topic, Scope, Mentoring and Supervision

Term papers are generally written during the practical semester (Bachelor programmes). Term papers are to be submitted and graded during the practical semester.

Bachelor's or Master's theses are written in the final semester of the respective programme. Duration and supervision are stipulated in the applicable 'Regulations for the Final Exams' of the respective Bachelor's or Master's programmes as amended from time to time.

1.2 Time Limit, Due Date

Term papers are generally written during the practical semester (Bachelor programmes). Term papers should also be submitted and graded during that semester.

Bachelor's or Master's theses are written in the final semester of the respective course of studies. Duration and supervision are as stipulated in the applicable 'Regulations for the Final Exams' of the respective Bachelor's or Master's programmes as amended from time to time.

1.3 Variant of English

The author should decide for one variant of English (British or US) and use the chosen one consistently throughout the entire paper or thesis.

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2.1 Number of Copies, Binding

Term papers are to be submitted to the supervisor in both printed and electronic formats. The faculty website (Form and Document Centre) contains the procedures for Bachelor's and Master's theses with details on the number of bound and electronic versions to be submitted as well as instructions regarding submission and recipients of the thesis.

Term papers and Bachelor's or Master's theses must be written on white paper German format DIN A4, printed on one side only and in portrait format. The work must be submitted securely bound (glued or spiral binding) and with a cardboard cover (front cover to be transparent, the back cover to be cardboard.).

2.2 Font Type, Font Size, Line Spacing, Headers and Footers

The font type must be agreed with the supervisor, as certain font types can lead to confusion between formula symbols and letters. Preferred font types are "Arial" and Times New Roman". The font size for the main body of text must be 11pt for Arial and 12pt for Times New Roman. Headers and footers must use a font size of 8pt. Line spacing in the main body of text must be 1.5. Text, including footnotes, must be justified, i. e. with left-margin and right-margin justification, with expedient and correct end-of-line word division. Paragraphs and lists must be distinguished from other text by adequate spacing. Headings must also be accentuated (see 2.8 Headlines 1-4).

2.3 Margins and Page Numbers

The text margins shall be formatted as follows: top 2.5 cm, bottom 2.5 cm, left 2.5 cm, right 2.5 cm. The title page, the student's declaration, the confidentiality clause (if confidential data e.g. of a company were involved) and the preface do not have page numbers. The subsequent pages (table of contents as well as lists of abbreviations or tables if included) must be numbered with Roman numerals beginning with I. The main body of the text must be numbered with Arabic numerals beginning with 1.

The pages following the main text body such as lists of references and of appendices must again be numbered using Roman numerals, continuing from the page numbers of the tables and lists referred to above. The pages of the appendices must be numbered with Arabic numerals beginning with 1.

2.4 Number of Pages

The length of the work must be agreed with the examiners.

Term papers, Bachelor's or Master's theses generally comprise 40 to 80 pages of text. The contents page, lists of illustrations/figures, list of tables, the bibliography and any appendices are not included in this page count. The total number of pages shall not exceed 100.

2.5 Lists of Quotations and References

2.5.1 General Notes

Quoting must follow the regulations of DIN 1505. Any deviation should be discussed and agreed with the examiner beforehand.

In scientific technical texts every source and reference must be verifiable. Other authors' thoughts and ideas used in the student's work must be identified as such, regardless of whether they are quoted directly or as an indirect quotation.

A number in square brackets is inserted into the text at the end of a quotation or reference. The same number must appear in the Bibliography/Table of References and Sources to state the exact source. The bibliography shall only include sources which have been referred to in the work or from which tables or illustrations have been taken.

Also list basic literature used as well as lecture notes, hand-outs and newspapers.

Example:

According to Paclift/Beitz [1] the general four-step development process shows...

The complete source is given later in the bibliography; example:

[1] Paclift, Gene ; Beitz, Paul: *Construction Engineering : Methods and Application*. 4th ed. London: Routledge, 2012

The internet can also be a useful source of information for your studies, assignments, papers and theses. It should, however, not be used for fundamental research, and if internet sources are quoted, the complete internet address (URL) and date must be stated in the list of references.

Note: Whether Wikipedia may be used as a source, and if so, to what extent, is a matter to be agreed with the examiner.

In the following examples the letter X is used in place of the source numbering. All numbers in square brackets refer to actual quotes.

2.5.2 Omissions

Omissions, as for example [...], are shown by an ellipsis (three dots) in square brackets". [X]

" [...] is an excerpt from a longer text of a [...]“ [X]

2.5.3 Direct Quotations

A direct quotation is the verbatim reproduction of somebody else's ideas and words.

"The quotation is completely enclosed in inverted commas. Even spelling mistakes must be transcribed, i.e. reproduced as they were found in the original text". [X]. Additionally you write the word "sic", which is Latin for "so" in order to tell the reader that the spelling mistake was not produced by you.

2.5.4 Indirect Quotations

An indirect quotation is the reproduction of somebody else's ideas and words.

Suitable markers or formulation must make clear to the reader which sentences are an indirect quotation. Do not use inverted commas ("...").

In the case of long passages of indirectly quoted material, the insertion of a blank line before the text is recommended.

Example:

Professor Dr. Example is of the opinion that [...] (according to [X]) or (cf [X])

2.5.5 Page Numbers

Sources consisting of several pages, the page number must be stated where possible ([X] p. 123).

If two pages are quoted, it is sufficient to state „p. 10-11“ or „p. 10f.“. If a quotation consists of more than two pages: „p. 10-15“ or „p. 10ff.“. ([2] p. 7)

If the source is a magazine or the like the page number must be stated in the bibliography and not directly after the quotation.

2.5.6 Source: Book

The information for the reference should be taken from the title page and the back of the title page, not from the cover of the book. If a book has several authors, each one must be stated in the bibliography.

State all authors in the order in which they appear on the title page.

[X] Last name (1), first name (1) ; Last name (2), first name (2): *title : subtitle*. edition.
place: publisher, year.

[Y] Paclift, Gene ; Beitz, Paul: *Construction Engineering : Methods and Application*. 4th
ed. London: Routledge, 2012

2.5.7 Source: Collected Edition, Article in a Collection

If a quotation from a collected edition is used, the editor(s) must also be stated (notation "ed." or "eds."), the title (notation introduced by "in") [...] and page numbers ([2] p. 16)

[X] Last name(1), first name(1) ; last name(2), first name(2): *article title : subtitle*. In:
editor's last name, first name: *title of the collected edition : subtitle*. edition. place:
publisher, year, page No(s).

[Y] Bunce, Geoffrey A.: *Effects of humidity on photosynthesis*. In: Stone, Searle (Ed.):
Journal of Experimental Cytokinesis. Sheffield : CRUS. 2nd ed. Princeton: Princeton
University Press, 1996, p. 1245-1251.

2.5.8 Source: Standard (DIN etc.)

If a standard is used as a source, it must be listed in the bibliography as follows:

[X] Standard Standard No Edition. *Standard title*. page No(s)

[Y] Standard ISO 306: 2004: *Plastics – Thermoplastic Materials*. p.11

2.5.9 Source: Journal, Magazine, Periodical, Serial

[X] Last name(s), first name(s) of editor(s): *Article title : subtitle*. In: *Periodical title*.
Volume (publication date) No., page(s)

[X] Claiborne, William: *Marking a Victory for Eagle Rights*. Newsweek 3 (July 2009)
home edition: A2, p. 56-57.

2.5.10 Source: Internet

[X] Last name(s), first name(s) or name of organisation editing or publishing the article, year: *title* : *subtitle*. [http\(s\)://www.copy-the-exact-URL.com](http(s)://www.copy-the-exact-URL.com), exact retrieve date

[X] Study Commission 1, Dept. of Traffic, 2010: *Standard Guidelines for term papers and Bachelor's and Master's theses*.

https://www.ostfalia.de/cms/de/k/download/Standard_Guideline_PapersAndTheses.pdf, 2012-10-27

If sources from the internet are used, the respective pages must be printed out, and the student must keep them carefully so that s/he can refer to them when necessary, e.g. if the examiners need to see them. Furthermore information must be provided as to whether it was a mere internet source or if the content had been published in another means of publication (e.g. journal, magazine, book). If the author knows where the content had been originally published, s/he must state the source respectively.

Note: **Whether Wikipedia may be used as a source and if so, to what extent, is a matter to be agreed with the examiner.**

2.5.11 Source: Conference, E-Mail and the Like

Quotations from meetings, telephone conferences or e-mails must be documented by means of a pertinent protocol in the appendix.

„This is a quotation from a workgroup meeting “ (Appendix AX)

2.5.12 Source: Undetermined/Unclear

If the source cannot be assigned to one of the above categories, it should be discussed and agreed with the examiner how to list the source in the bibliography.

2.5.13 Documents with a Confidentiality Clause

If the text contains parts from sources which are subject to a company's confidentiality regulations, a confidentiality clause must be attached to the paper or thesis. Sources of such type must be made available to the examiners for assessment and grading of the paper or thesis. The above regulations governing quotations also apply to quoting such sources.

2.5.14 Missing Indication of Source and Reference

If the author of a quoted text is not known, the editor(s) (ed. or eds.) must be stated (e.g. Volkswagen AG, Federal Bureau of Statistics and the like). If the editor(s) is/are not known, the quotation is marked 'n. a.' (no author). For other unknown details the following indications should be made:

- no year (year of publication unknown)
- s.l. for "sine loco", meaning "without place" (place of publication unknown)

2.6 Tables

2.6.1 General Notes

Every table must be given a title. They must be numbered consecutively and included in a list of tables. The numbering must be preceded by the chapter number. Large amounts of extra material are (upon consultation and agreement with the examiners) to be included in the appendices. Tables should be quoted directly or indirectly, as with text, if they are not the student's own work. Text in the tables should be in the font type Arial.

2.6.2 Tables Extending over Several Pages

Tables extending over several pages should be formatted according to the following samples which has been adopted from the Standard Guidelines of the 'Hochschule/University Pforzheim'.

Table 2.1 Results of XX <to be continued>

--

This is what the title of the table looks on the successive pages:

Table 2.1 Results of XX <continuation>

--

Tables extending over several pages have the same table numbers and title on the second and all successive pages (in line with [3] p.15f)

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If a more clear marking seems expedient, this can be done as follows:

Table 2.2 Results of YY

--

< to be continued >

Table 2.2 Results of YY (continuation)

--

<to be continued >

Table 2.2 Results of YY (continuation)

--

(in line with p. 16, [3])

--

“The title of the table should be a precise description of the table content in line with the regulations applicable to the wording of headlines in the text body. Each table, which is placed within the text body, should be referred to in the respective text at least once.

If the author uses tables not prepared by him-/herself, s/he must state the source.“ (in line with p. 16, [3])

2.7 Illustrations, Figures

Each illustration must have a title. Illustrations must be numbered consecutively and stated in the Table of Illustrations. The chapter number must be stated before the illustration number. Large amounts of extra material must be included in the appendices – upon consultation and agreement with the examiners. Illustrations that were not created by the author of the text must be quoted either directly or indirectly, just like text sources. Any text within illustrations should be written in the type font Arial.

2.8 Headlines 1-4

Headlines must follow the formatting rules shown below.

The font type should be adapted to the text. Spacing above and below headings as well as indentures should be appropriate.

We recommend to use only three levels of sub-structure (plus a fourth level in exceptional cases). The text should never have only one sub-headline (e.g.: 4.1.1 without a 4.1.2 following).

Table 2.3: headline format

1 Headline 1:

- Arial/Times New Roman
- Font size 16
- Bold
- Flush left

1.2.3 Headline 3:

- Arial/Times New Roman
- Font size 14
- Bold
- Flush left

1.2 Headline 2:

- Arial/Times New Roman
- Font size 14
- Bold
- Flush left

1.2.3.4 Headline 4:

- Arial/Times New Roman
- Font size 12
- Bold
- Flush left

2.9 Abbreviations

If the author uses abbreviations in the text, the word(s) must be used in the long form once when the abbreviation appears for the first time, and the abbreviation must be stated in the List of Abbreviations in alphabetic order. The author should not use any abbreviations for the sake of ease.

2.10 Numbers/Figures/Formulas/Units

Numbers and figures in the text must be written as a word up to and including twelve (with the exception of comparisons such as "3 out of 15 units " and in connection with technical units such as „1 cm“)“ ([2] p. 176).

Numbers greater than 999 should have comma as a '1000 separator' (in line with [2]).

[...] Text processing programmes normally provide a formula editor. Under every formula any newly introduced symbols must be shown with their meaning and the respective unit (also called "dimension"). All symbols must be stated in a List of Symbols (in line with [2])

If numbers and/or figures are used with a unit assigned to them, they must be stated with the respective unit symbol (e.g. kg, W, s). There must be a blank space between the number or figure and the unit symbol (in line with [2])

If fractures of units are given such as "kilometres per hour", two notations are possible: either as a fraction with a slash as a separator (km/h) or in scientific notation ($\text{km}\cdot\text{h}^{-1}$). The author should decide for one variant and use the chosen one consistently throughout the entire paper or thesis. Attention should be paid to singular and plural indication (e.g. watts, lumens).

Symbols and the respective units can also be stated in two notations: the symbol U with the unit Volt can be noted as "U[V]" or as "U/V". Again the author should decide for one variant and use the chosen one consistently throughout the entire paper or thesis.

2.11 Punctuation

2.11.1 Slash

The slash is to be used without blank spaces before and after it („x/y“). It is used

- as the word substitute for "or" which indicates that a choice exists as in: and/or, male/female, Y/N
- to replace the word "per" (to indicate prices) or to replace a hyphen (-) or a dash (-) to make a clear, strong joint between words or phrases such as: "cybertech/biochemical skills".
- to represent "and" as in: 1990/91, Minneapolis/St. Paul or "of" as in 9/11.
- to represent a preposition such as: at, for, versus, with, i.e., c/o addressee, w/dressing.
- to represent "per" or "to" in measures and ratios as in: 2 ft./min., price/earnings ratio.

2.11.2 Colon

A colon informs the reader that what follows the mark proves, explains, or lists elements of what preceded it. The word following the colon is in lower case unless it is a proper noun or an acronym, or if it is normally capitalised for some other reason. It is used

- after a statement (usually an independent clause) that introduces a quotation, an explanation, an example, or a series
- to smooth over a rough logical connection; it has a verbal content ranging anywhere from 'namely' to 'thus'.
- before a list (when the list is normally preceded by a complete independent clause).

Never use a colon to separate a preposition from its objects or a verb from its complements.

2.11.3 Semicolon

Semicolons are followed by a lower case letter, unless that letter is the first letter of a proper noun or an acronym (the word I or Paris or UNO). It is used

- between items in a series or listing containing internal punctuation, especially parenthetical commas, where the semicolons function as serial commas:
Examples:

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- She saw three men: Jamie, who came from New Zealand; John, the milkman's son; and George, a gaunt kind of man.
- Several fast food restaurants can be found within the cities: London, England; Paris, France; and Madrid, Spain.
- Typical familiar sequences are: one, two, and three; a, b, and c; and first, second, and third.
- between closely related independent clauses not conjoined with a coordinating conjunction
Examples:
 - I went to the basketball court; I was told it was closed for cleaning.
 - A man chooses; a slave obeys.
 - I told John that his shoe was untied; he looked.
 - He bought four things at the shop; his sister bought only three things.
- between independent clauses and semi clauses linked with a transitional phrase or a conjunctive adverb
Examples:
 - Everyone knows he committed the crime; of course, it will never be proven.
 - Of these patients, 6 were not enrolled; thus, the cohort was composed of 141 patients at baseline.

2.11.4 Comma

The comma is most commonly used to separate or set off items that might otherwise be misunderstood, such as:

- Members of a series used with "and," "or," or "nor."
- Main clauses, or before the conjunction in a compound sentence.
- Two verb phrases in a sentence.
- Subordinate clauses/phrases within a sentence.
- Introductory items, e.g., Sir, are you listening?
- Before a quotation following an introductory phrase, e.g.: She said, "He did it."
- Inside a closing quotation mark, e.g.: I said "wash," not "wish."
- Between compound qualifiers, e.g., He has big, broad shoulders.
- Between name and title, title and organization, name and degree, surname and Junior/Jr./Senior/Sr.
- In an inverted name, e.g., Shakespeare, William; Kipfer, Barbara Ann.
- To separate thousands, millions, etc. in number of four or more digits, e.g., 2,000.
- To set off the day of the month, e.g., The meeting will be held on June 5, 2012.
- To set off elements of an address, e.g., The Technical Centre, University of Exeter, Exeter, England EX4 4QH.

2.11.5 Hyphen

The hyphen is used

- to join words
- to separate syllables of a single word
- to connect the elements of some compound words, especially ones of three or more words.

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- to divide a word at the end of a line
- in fractions and compound numbers
- Found in measurements with numbers and unit
- in ages with number and unit
- in prefixed words when a vowel is doubled or consonant is tripled.
- for certain prefixes such as *ex-*.
- to make a word clear from its homonym ("recover" and "re-cover") between a prefix and the second word if it is a proper noun and proper noun compounds.
- for certain suffixes such as *-elect*.
- for compounds which begin with a single capital letter, such as H-bomb.
- for compound adjectives, including those where the first adjective ends in *-ly*, as in "scholarly-written piece" (but not for compound modifiers of adverb-and-adjective, such as "widely known author").
- for directions, such as: north-northwest.
- (rarely) for words spelled out letter-by-letter, as in "y-e-s."

3 Structure of the Term Paper/Thesis

3.1 Structure and Perspicuity

It is an essential parameter of any term paper or thesis to arrange and document the research work carried out by the student in a systematic and logical way. The topic must therefore be treated in such a way as to enable the clear identification of the conception of the term paper or thesis as well as the evaluation of its focus.

The composition should contribute to scientific discussion and not present the author's personal opinion. For this reason the “I” or “one” forms of speech must be avoided along with comments that use them (e.g. “in my opinion...”).

If, for some reason a personal opinion must be expressed, stylistic tools should be employed such as “the author/the writer holds the view that...”

3.2 Structure Scheme

- (1) Cover Sheet
- (2) Statutory Declaration
- (3) Confidentiality Clause
- (4) Preface and Acknowledgement
- (5) Abstract (maximum ½ page) ..
- (6) Table of Contents
- (7) List of Illustrations
- (8) List of Tables
- (9) List of Abbreviations
- (10) List of Symbols
- (11) Text Body
- (12) Bibliography/List of References and Sources
- (13) Appendix

3.2.1 Cover Sheet

Samples for the cover sheet of a Bachelor's thesis (B.Eng.) and a Master's thesis (M.Sc./M.Eng.) as well as for a term paper are provided in the Appendix A 1 - A 4. The cover sheet must state the logo of Ostfalia, University of Applied Sciences. No logo, e.g. of a company, may be added.

3.2.2 Statutory Declaration

The Bachelor's and Master's thesis must contain a statutory declaration as prescribed in the Examination Regulations. A sample is provided in Appendix A 5 .

3.2.3 Confidentiality Clause

The confidentiality clause is subject to the regulations of the respective company that was involved. This is important with respect to data privacy.

3.2.4 Preface with Acknowledgement

The preface with acknowledgement and the expression of thanks to the sponsoring and/or supervising company or the supervising person is optional.

3.2.5 Abstract

The abstract is a summary of the contents of the term paper or thesis.

3.2.6 Table of Contents

The Table of Contents shows the structure of the term paper or thesis. An example is shown in Appendix A 6 .

3.2.7 List of Illustrations

Wenn eine oder mehr Abbildungen vorhanden sind, muss ein Verzeichnis dafür angelegt werden. Das Abbildungsverzeichnis kann vor oder nach dem Haupttext stehen. Dies ist mit dem Prüfer abzustimmen.

3.2.8 List of Tables

See 3.2.7 List of Illustrations.

3.2.9 List of Abbreviations

If abbreviations are used in the text, a list of abbreviations must be provided to be placed before the text body.

3.2.10 List of Symbols

If symbols are used in the text, e. g. in formulas, a list of the formula symbols must be provided to be placed before the text body.

3.2.11 Text Body

The text body of a term paper or thesis must be structured. The structure and composition is reflected in the table of contents, which is an important part of the work. It is therefore important that sections (see list below) are clearly arranged and that a logical structure can be seen.

The main text should be divided into

- (1) Introduction
- (2) Basic facts, fundamentals
- (3) Solution of the assigned task or question
- (4) Abstract
- (5) Conclusion and outlook

Sections of text which contribute greatly to the overall understanding of the work should be as extensive as possible. The results of experiments and their design etc, can be documented in the appendix.

The last section must contain closing thoughts on the work. The last chapter may include additional information or refer to open points that need further investigation or examination.

The introduction and task, the outlook and conclusion should each comprise 1-2 pages. An example layout of a term paper/thesis can be found in appendix A 6.

3.2.12 Bibliography/Table of References and Sources

The bibliography lists the sources which were used. Chapter 2.5 describes and shows how to state the different types of sources. At the end of these Standard Guidelines a sample bibliography is provided.

3.2.13 Appendix

Large amounts of material such as large tables, figures, charts, drawings or long texts should be placed in the appendix – upon consultation and agreement with the examiners.

4 Practical Tips and Information

When the topic for the assignment has been announced, the student should make a general search of published literature. Remember: there is no need to reinvent the wheel!

General reference books ("The pocket book of Mechanical Engineering" or the like) may provide further literary sources. The notional layout structure may be based on such works. This must, however, be agreed with the respective examiner or supervisor!

It then remains to write the content of the individual chapters. It is entirely possible that new findings are obtained which require a reorientation of the term paper or thesis. If these are likely to have a major effect it will be necessary to discuss this with the supervisor.

5 Tips Regarding Electronic Data Processing

The use of electronic data processing tools when writing a term paper or thesis is inevitable. Experience shows that the same problems occur time and again. Here are a few tips to help avoid the most common mistakes:

1. Learn to use the programme beforehand
It is advisable to acquaint yourself with the word processing system and have a good command of the basic functions before starting work on the term paper or thesis, so as to be able to concentrate on the subject of the paper during the assignment period.
2. inuously save your work at regular intervals
Programmes often crash when a back-up copy has not been made for a long time. Work is then lost.
3. Make test printouts of diagrams
Diagrams are often not large enough or are of inferior quality when printed. The latter is often the case with scanned-in charts or diagrams. Making a test print-out will allow revisions to be made before the final print-out.
4. Judicious and time-saving formatting
It is generally more efficient to create an initial template for the format and then concentrate on the contents, or to write the contents first and format the text afterwards. Experience has shown that doing both at the same time can be very time-consuming.
5. Avoid changes to programmes or programme versions
Changing computer programs or their versions can often lead to loss of formatting, diagrams etc. or even system failures.
6. Plan a specific printer for the final print-out
The printed version can vary between printers and between printer driver versions. Print sample sections of your work to check for problems.

6 Recommended Literature

- Standard ISO 690 June 2010: Information and documentation - Guidelines for bibliographic references and quotations
- TURABIAN, Kate L. A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers. ISBN-13: 978-0226823379
- CONE, John D., FOSTER, Sharon, L. The Chicago Manual Of Style: The Essential Guide for Writers, Editors, and Publishers. ISBN-13: 978-0226104201
- CONE, John D., FOSTER, Sharon, L. Dissertations and Theses from Start to Finish. ISBN-13: 978-1591473626
- ZERUBAVEL, Eviatar. The Clockwork Muse: A Practical Guide to Writing Theses, Dissertations, and Books. ISBN-13: 978-0674135864
- OLIVER, Paul. Writing Your Thesis (Sage Study Skill Series). ISBN-13: 978-8178299181
- SKERN, Tim. Writing Scientific English. A Workbook. UTB, ISBN-13: 978-3825231125
- HOLTOM, Daniel, FISHER, Elizabeth. Enjoy Writing Your Science Thesis or Dissertation! A Step by Step Guide to Planning and Writing Dissertations and Theses for Undergraduate and Gradua. ISBN-13: 978-1860940903
- RAHIM, Abdul. Thesis Writing: Manual for All Researchers (New Age International Pvt Ltd. Publishers). ISBN-13: 978-8122405422
- LIPSON, Charles. How to Write a BA Thesis: A Practical Guide from Your First Ideas to Your Finished Paper (Chicago Guides to Writing, Editing, and Publishing). ISBN-13: 978-0226481265

Helpful links:

- <http://www.nottingham.ac.uk/is/documents/about/inductionguides/references.pdf> (Referencing Style Guide of the University of Nottingham according to ISO 690)
- <http://classweb.gmu.edu/rnianian/quote&cite.html> (quotation and citation guidelines)
- <http://owl.english.purdue.edu/owl/resource/563/01/> ("Quoting, Paraphrasing, and Summarizing"; Tips of the University of Purdue, but citation according to APA, not ISO)
- http://www.documentit.co.uk/support/help.php?version=v4_01&topic=&template=support (DocumentIt Help Topics)
- <http://www.cs.bham.ac.uk/~pxc/refs/index.html> (Referencing Style Guide of the University of Birmingham; Dept. of Computer Science)

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https://www.ostfalia.de/cms/de/k/download/Leitfaden_wiss_Arbeiten.pdf. 2011-10-27
- [3] M. Bauer, 2002: *Einführung Technische Berichte : Arbeitsunterlage für die Erstellung technischer Berichte*. <http://automatisierungstechnik.hs-pforzheim.de/fileadmin/kleinehelfer/technischedoku/bericht.pdf>, 2011-09-30

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A 1 Cover Sheet Bachelor's Thesis (B.Eng.)



Automotive Engineering Faculty

BACHELOR'S THESIS

Title of the Bachelor's thesis
(may extend over two lines)

for the attainment of the academic degree of

BACHELOR OF ENGINEERING

in the course of studies

XY Course of Studies XY

submitted by:	First name, last name Student enrolment No
First examiner:	Name
Second examiner:	Name
Due date::	Datum

A 2 Cover Sheet Master's Thesis (M.Sc.)



Automotive Engineering Faculty

MASTER'S THESIS

Title of the Master's thesis
(may extend over two lines)

for the attainment of the academic degree of

MASTER OF SCIENCE

in the course of studies

XY Course of Studies XY

submitted by:	First name, last name Student enrolment No
First examiner:	Name
Second examiner:	Name
Due date::	Datum

A 3 Cover Sheet Master's Thesis (M.Eng.)



Automotive Engineering Faculty

MASTER'S THESIS

Title of the Master's thesis
(may extend over two lines)

for the attainment of the academic degree of

MASTER OF ENGINEERING

in the course of studies

XY Course of Studies XY

submitted by:	First name, last name Student enrolment No
First examiner:	Name
Second examiner:	Name
Due date::	Datum

A 4 Cover Sheet 'Term Paper'



Automotive Engineering Faculty

TERM PAPER

Title of the term paper
(may extend over two lines)

in the course of studies

XY Course of Studies XY

submitted by:	First name, last name Student enrolment No
First examiner:	Name
Second examiner:	Name
Due date::	Datum

A 5 Statutory Declaration

"Herewith I declare in lieu of an oath that I have written this *thesis* myself independently and that I have not used any other sources other than the ones specified."

Place, date (day/month/year)

first name, last name

A 6 Sample Table of Contents

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