



Orientation framework for the formal design of a written document or thesis

(non-binding proposal, as at 13/06/2024)

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List of abbreviations

DOI

Digital Object Identifier
HRZUniversity Computer Centre
LVLiterature management
TVP word processing programme

1 Introduction

In a scientific paper or thesis, you demonstrate that you can work independently on a topic, apply the methods of your subject and know the techniques of scientific work. Depending on the qualification level of a thesis, there are different requirements in terms of content and subject matter, which you should discuss with your supervisor. If they do not express any specific wishes regarding the formal aspects of the thesis, you can use this non-binding recommendation as a guide.

2 Structure and common thread

The common thread describes the logical structure of the argumentation and the structure of your work and should run through the entire text. This begins with the sensible organisation of the main chapters and continues through the sections within a chapter to individual sentences. The text should not be an accumulation of acquired material, but should always be focussed on the research question and its answer. An academic paper comprises an introduction, main body and conclusion. In some degree programmes, an abstract is also required. The contents of these sections are explained below.

2.1 Abstract

An abstract is a summary of the entire paper and is inserted between the cover page and the table of contents. It serves as an initial orientation of the content and should not exceed half a page. The following points should be included:

- Research question including its relevance
- Method used to answer the research question
- Object or material that was analysed
- Test results
- Main conclusions

2.2 Introduction

The introduction serves as an introduction to the topic and provides an outlook on the structure of the academic paper. It should not account for more than 10 % of the total text and should address the following points:

- Introduction to the topic and justification of the choice of topic
- Research question and its relevance (e.g. for the subject or society)
- Subject and aim of the work
- Methodological approach to answering the research question
- Structure of the work

The introduction can be written as a closed text or divided into sub-chapters. This must be agreed with the supervisor.

2.3 Main part

The main section comprises the concrete examination of the research question formulated at the beginning and is usually roughly divided into the following parts:

- State of research and theoretical foundations
- Methods, especially for empirical studies or literature analyses
- Presentation and discussion of the research results and the literature analysis
- Identification of possible limitations of the study

The structure of the main section is highly dependent on the field of study and the object of investigation. While the description of the research design, the study and the results take up the largest part of an empirical paper, the main part of a theoretical paper consists mainly of the literature analysis.

2.4 Conclusion

The conclusion is divided into a summary and an outlook and also comprises no more than 10 % of the total text.

Conclusion:

- Answering the research question
- Concise summary of the key results; the results should be formulated at a meaningful level of abstraction: Take care not to derive generalised results from an individual case study.
- Relevance of the results, e.g. for your own subject, for other subjects, regionally, nationally, internationally and/or globally
- Critical reflection on your own work: Where does your work have weaknesses? Which weaknesses do you consciously accept? Why?

Outlook:

- How can research on the topic under investigation be continued?
- What new research questions arise from the results?

No new sources or information are cited in the final section.

3 Layout

The text and image design of a scientific paper not only supports readability, but also reflects the content and argumentative structure of the text. The table of contents uses meaningful headings to illustrate the central theme of the paper. Page numbers and indexes help readers to quickly find figures or graphics, for example. Individual disciplines use different layout specifications, such as those of the IEEE or APA, which go beyond the citation rules. These must be agreed with the supervisors.

3.1 Formatting the text and page layout

The formatting requirements may also vary depending on the supervisor. If you do not receive any specifications on request, you can use the following as a guide:

- Side margins:
 - top: 2.5 cm
 - bottom: 2.5 cm
 - right: 2.5 cm
 - left: 3 cm

The same font should be used throughout the text, usually Times New Roman, Arial or Calibri. It makes sense to use or create style sheets for formatting body text, headings, footnotes and indented quotations. You can use the following values:

Table 1 Formatting values

	<i>Continuous text</i>	<i>Headings level 1</i>	<i>Headings from level 2</i>	<i>long quotes</i>	<i>Footnotes</i>
<i>Font size</i>	12 point	16 Point	14 Point	10 point	10 point
<i>Font formatting</i>	--	bold	bold	--	--
<i>Line spacing</i>	1,5	1,0	1,0	1,0	1,0
<i>Alignment</i>	Justification	flush left	flush left	Justification	Justification
<i>Distance before heel</i>	0 point	30 point ¹	24 point	0 point	0 point
<i>Distance after paragraph</i>	9 point	12 point	12 point	12 point	12 point

Use the paragraph formatting with the values from the table to insert spaces between paragraphs. Do not use blank lines for this. You should always switch on hyphenation for both justified and left-aligned text alignment in order to avoid irregular spaces between words.² Highlighting in the text is formatted either in bold or italics and should be used sparingly.

3.2 Numbering and directories

A table of contents is essential for theses and dissertations as it shows the structure of the document. It makes sense to have this created automatically by the word processing programme (TVP) so that the entries in the table of contents match the headings in the text. This should be checked during the final proofreading.

¹ The space before a heading should always be greater than that after a heading so that the unity between the heading and the subsequent text is also visible in the layout.

² It is important to check the automatic hyphenation during the final correction to avoid errors. Use conditional hyphens at the desired position in the word or before a word to prevent hyphenation. In most TVPs, the conditional hyphen is inserted with the key combination "Ctrl + -". If you use LaTeX or other software, research on the Internet how to insert a conditional hyphen.

All chapters and sub-chapters are labelled with a heading. The headings are numbered in Arabic numerals as follows:

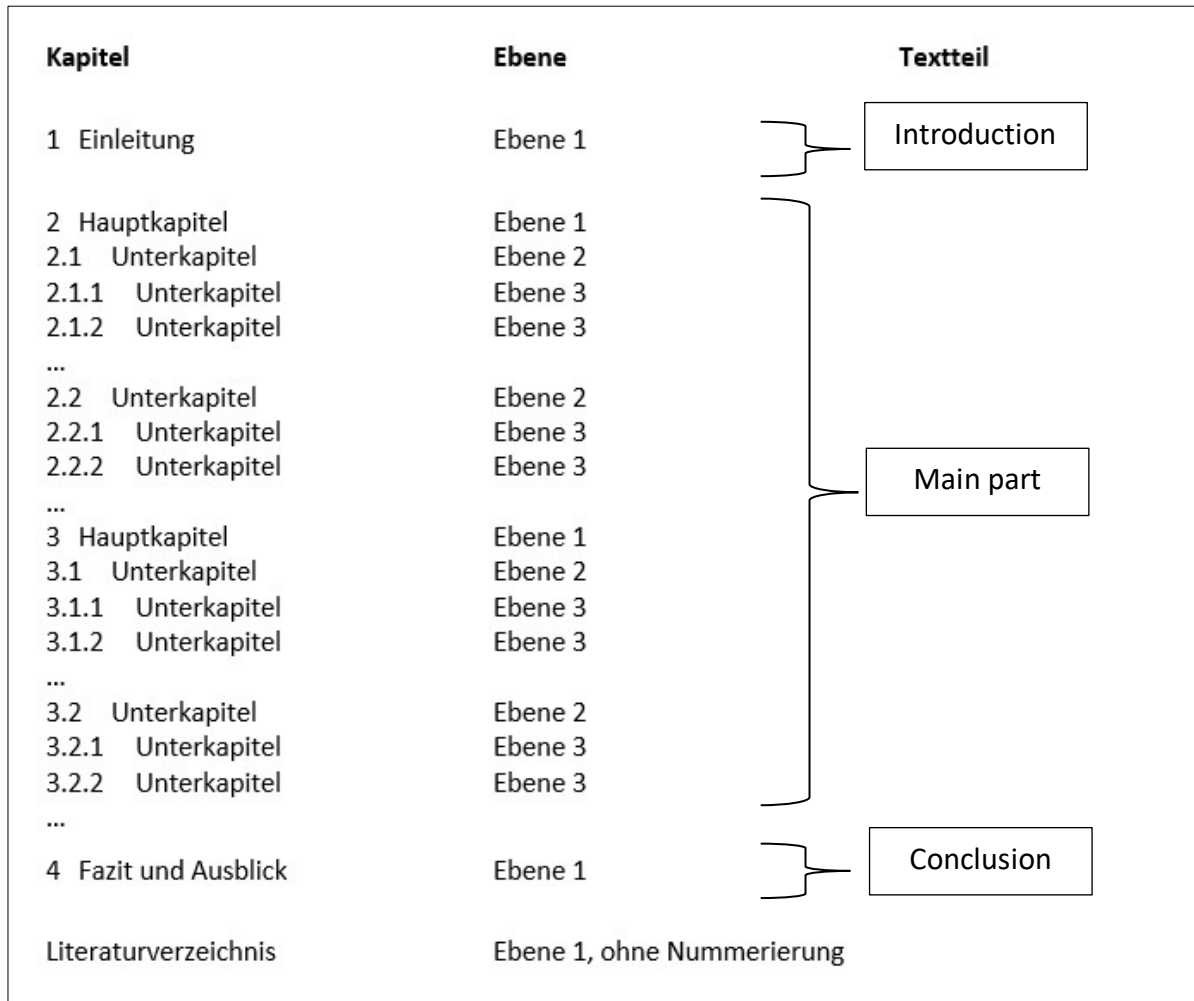


Illustration 1 Chapter numbering in a scientific document/thesis

In general, an academic paper should not have more than three levels of structure. However, depending on the topic, it may be necessary to include further levels of structure, especially in degree programmes with a legal focus. In this case, care should be taken to ensure that the depth of structure of the main chapters does not differ by more than two levels, i.e. if most main chapters have three levels of structure, there should be no chapter with more than four levels of structure. The headings can be formatted as such and automatically transferred to the table of contents. This is possible with all common TVPs and with LaTeX. Every type of index, the bibliography and the appendix are included in the table of contents but not numbered. In most cases, these lists are inserted after the table of contents (as in this document), but in some degree programmes, especially technical

ones, it is also common to place these lists at the end of the paper. The table of contents itself is also not numbered and is not included in the table of contents.

If elements are used to illustrate the work, they must be labelled consecutively separately for figures, tables etc. and included in directories with a reference to the page. With the labelling function in the TVP, the numbering can be generated automatically, as can the directories. As mentioned in the first chapter, an index is also created for abbreviations that are not listed in the dictionary, but without a page number.

All pages of the thesis are counted and all chapters and elements of the thesis are included in the table of contents. The cover page, affidavit and abstract are not numbered. Indexes are given Roman numerals, i.e. I, II, III, IV etc. The introduction, main body, conclusion, bibliography and appendix are given Arabic numerals, i.e. 1, 2, 3 etc.

Seitenzahlen (Paginierung):	
Deckblatt/ Formblatt der TH Wildau	ohne Seitenzahl
Bibliografische Beschreibung und Abstract	ohne Seitenzahl
Inhaltsverzeichnis	römische Seitenzahl
(ggf.) Abkürzungs-/Formelverzeichnis	römische Seitenzahl
(ggf.) Abbildungs-/Tabellenverzeichnis	römische Seitenzahl
(ggf.) Anlagen-/ <u>Beilagenverzeichnis</u>	römische Seitenzahl
(ggf.) Glossar	römische Seitenzahl
Text	arabische Seitenzahl
Literaturverzeichnis	arabische Seitenzahl
Anhang	arabische Seitenzahl
Eidesstattliche Erklärung	ohne Seitenzahl

Illustration 2 Page numbering in a scientific document/thesis

The page numbers are inserted in the centre at the bottom of the page. Here too, your supervisor's instructions take precedence.

4 Citation and sources

In your academic paper, you refer to literature in order to derive your research question based on the current state of research by closing a research gap and/or scrutinising existing

results and looking at them from a new perspective. In addition, the literature serves to define key terms for your work or to contrast contradictory definitions and statements and to support your argumentation. To make it clear in the text which ideas originate from you and which ideas and arguments you have taken from the literature you have worked on, you must cite them directly in the text with inverted commas or indirectly and disclose your sources in the bibliography. If you use images, graphics, etc., the same rules apply, as these are also subject to copyright. General knowledge and specialised general knowledge do not have to be cited. In keeping with the idea of "quality over quantity", refer to the literature required for your work.

4.1 Criteria for source evaluation

The literature used should always be evaluated and selected according to the following criteria: Citation ability, citation worthiness and topic relevance.

4.1.1 Citation ability

Citability is a formal criterion and refers to the verifiability of a source. This is the case if it

- is clearly identifiable by specifying one or more persons or publishing organisations, a publication date/year, a place and, if applicable, an edition. In the case of electronic resources, those with a DOI (Digital Object Identifier) or similar are preferable.
- has been published in a scientific context and can therefore be found using research tools such as library catalogues and databases.
- is accessible. This applies to public libraries, but is only the case to a limited extent for closed archives and internal company documents, which may be required for the processing of a scientific paper depending on the subject of the research.
- is permanently usable and verifiable. This applies to the print and also mostly to the licensed database holdings of libraries. Internet pages, on the other hand, are dynamic and should therefore only be used as a resource if their content is the subject of research or if the information is absolutely necessary and can only be

found there. In order to save the information used in each case, the website should be saved as a PDF or screenshot.³

Literature that is accessible via the library of the TH Wildau is usually citable, as it has been published and can be accessed at any time as a collection in the library or via licensed databases, e.g. monographs and journals from established publishers such as Wiley or Springer Nature. The "Publication Policy" of the TH Wildau provides guidance on how literature should be prioritised.⁴

4.1.2 Citation worthiness

Citation quality refers to the quality of the content of your literature. In general, the following criteria are important:

- Sources support the argumentation and reflect the current state of research.
- The sources used in the literature correspond to scientific standards.
- Content is quality-checked through a peer review or editing process. This is usually the case for journals and books published by specialised publishers, but you should still check this by looking at the journal description or the imprint of a book.
- Websites must have an imprint and ideally an update date.
- Commercial, ideological, political or religiously orientated sources should be avoided. This can be recognised, for example, by sales intentions or language that is not neutral.

Whether a source is worth citing often depends on the research objective of the work. Sources that are not normally worth citing according to the above criteria, such as websites of commercial companies, must be cited if these websites are the subject of the study, for example because you are analysing the guidelines of clothing manufacturers that can only be found on the corresponding websites.

Subject-specific positive (rankings) or negative lists are further aids for citation worthiness. Their use and sources of reference must be agreed with the supervisors.

³ Based on Träger (2018).

⁴ Technical University of Applied Sciences Wildau 2017.

4.1.3 Topic relevance

Only use sources that actually relate to your research question. When researching and analysing the literature, always keep your research question in mind and check whether the material is relevant to it. If this is not the case, do not use it for the current writing project and save it for a later date if necessary.

4.2 Quote

Quotations can be used directly or analogously. Direct, i.e. verbatim, quotations of up to three lines are placed in inverted commas. Possible errors (grammatical, spelling or content-related) are labelled as such by inserting [sic!] after the error: "The measures are necessary [sic!] to stop climate change." (Müller 2020, p. 3)⁵ If a part of the quotation is omitted, ellipsis are inserted in square brackets [...]: "The Federal Government has presented a comprehensive legislative package. [...] The measures are necessary to stop climate change." (Müller 2020, p. 3) If only part of a sentence is to be quoted verbatim, it is adapted grammatically to the rest of the sentence and the change is indicated in square brackets: Müller (2020) sees the "extensive legislative changes" as essential to mitigate the effects of CO₂ emissions on the climate (p. 3). Sometimes a word needs to be added to the quote to make the context clear, in which case square brackets are also used and followed by the author's own initials: "They [the measures; J. G.] are necessary to stop climate change." (Müller 2020, p. 3)

Quotations of more than three lines or more than 40 words are formatted in 10 point font size and single line spacing and indented 1 cm to the left and right. After the quotation there should be a space of 12 points to the next paragraph. As the text passage is thus clearly emphasised, inverted commas are no longer necessary. The source reference is given as a footnote or short reference at the end of the quotation.

The footnote symbol is added at the end of a quotation or after a single word in superscript. Footnotes are numbered consecutively and also formatted in font size 10.

In contrast, an indirect quotation summarises the content of a section of text in your own words. The message of the original text must not be distorted. It is not enough to replace individual words; the section must be completely reformulated in your own words.

⁵ The quotes from Müller (2020) are for illustrative purposes and do not refer to any existing publication.

Direct quotations from English are treated as explained above and are not translated. If quotations are taken from other languages, the author of the translation must be indicated in round brackets. The original quotation is also given in a footnote.

The utmost care must be taken when citing sources and a source must be cited at every point where reference is made to literature.⁶

4.3 References and bibliography

Reference management programmes such as Zotero, Mendeley, Citavi, Endnote or the integrated reference management (LV) of Word can be used to automatically generate a standardised bibliography and references in the appropriate citation style. Please also note the services offered by the University Computer Centre (HRZ) and the University Library, which offer LV programs and suitable training courses as part of campus licences.

A distinction is made between short and full references. In the case of direct and indirect citations, short references are used to indicate the exact references in the literature consulted as a short reference (Müller 2020, p. 5)⁷ in the text, as a footnote⁸ or as an endnote [1]⁹. References consist of surnames with year and page number; no distinction is made between source types (e.g. journal article or monograph) in the short references. In the bibliography, the sources you have used are listed alphabetically in a standardised citation style¹⁰ or, if you have used endnotes, according to the numbering. If there are several works by the same author or editor, small letters are placed after the year:

Müller, M. (2020a). Title. Place: Publisher.

Müller, M. (2020b). Title. Place: Publisher.

...

⁶ For doubtful cases when citing, e.g. a longer paragraph that refers to only one source, see Prexl (2019), p. 99 ff.

⁷ This short reference in the text is also called American citation, Harvard short reference or author-date form.

⁸ Citation styles that require the source to be cited in the footnotes are also summarised under the term German citation style. How this affects the information to be cited and its arrangement in the full reference is handled differently.

⁹ This citation style with endnotes is very common in the technical field. The full references can then be found in the bibliography in numbered order.

¹⁰ APA style is used here as an example: American Psychological Association. (2020).

Depending on the discipline, different citation styles are used, which must be agreed with the supervisors. At the TH Wildau, the citation style of the American Psychological Association,¹¹ the Chicago Reference Style¹² and the citation style IEEE¹³ are mostly used, for which there are comprehensive instructions with examples for the different types of sources. Below you can see some examples in APA style in the 7th edition. The basic pattern of a citation looks like this:

Surname, initials. (year). Title (edition, if applicable). Publisher.

Monograph with one author:

Kerres, M. (2012). *Media didactics. Conception and development of media-supported learning programmes (3rd edition)*. Oldenburg Wissenschaftsverlag.

Monograph with several authors:

Niehues, N., Fischer, E. & Jeremias, C. (2014). *Examination law (6th edition)*. Publisher C.H.Beck.

Contribution to the anthology with editor:

Reinmann, G. (2009). *Knowledge management in online learning*. In L. J. Issing, P. Klimsa (Eds.), *Online learning. Handbook for science and practice* (pp. 217-228). Oldenburg Wissenschaftsverlag.

Journal article:

Lischka, A. (2016). *Successful knowledge transfer is (also) a question of culture*. *Knowledge Management*, 5, 46-47.

Legal text:

Criminal Code (StGB) as amended on 13.11.1998 (BGBl I, 3322) last amended by Article 1 of the Act of 16 March 2011 (BGBl I, 418).

Website:

Website sources should be carefully checked for their trustworthiness: Is there an author, an imprint? What political or financial interests does the operator pursue? Is the status of

¹¹ Cf. American Psychological Association. (2020).

¹² See Murdoch University (2023, 13 March).

¹³ See Victoria University (ed.). (2023, 25 February).

the information recognisable? Internet pages on which neither author nor imprint can be found must not be quoted.

Since websites are not static, but are constantly changing, information that you have found and cited there may soon no longer be available under the URL that you have specified in your bibliography. It is therefore advisable to save the current status of this source as a PDF or screenshot and to add or keep it in digital form when submitting the thesis, should the reviewer wish to check the information. In addition, websites are not structured like a printed text and do not have page numbers. In order to give the reader the opportunity to follow the information, subheadings, sections or paragraphs should be included.

Example with author

Kubica, S. (n.d.). Business Intelligence Research Group. Services offered section. Retrieved on 14/03/2020 via <https://www.th-wildau.de/forschung-transfer/business-intelligence/>

Without author

Wildau University of Applied Sciences (n.d.). Innovation Hub. 2nd paragraph. Retrieved on 14/03/20 via <https://innohub13.de/innovation-hub/#>

Online document without DOI:

German Rectors' Conference (2016). German right of residence for academics from non-EU countries. Retrieved on 02.11.16 from https://www.hrk.de/fileadmin/redaktion/hrk/02-Dokumente/02-10-Publikationsdatenbank/EVI-2016_Deutsches_Aufenthaltsrecht.pdf

Online document with DOI or handle:

Ernest, G., Masciandaro, D. (2018). Do we need central bank digital currency? Economics, technology and institutions. SUERF Conference Proceedings. Vienna: SUERF - The European Money and Finance Forum. Retrieved 15.12.19 from <http://hdl.handle.net/10419/193957> (alternatively handle or DOI in brackets and then website)

4.4 Plagiarism

The adoption of parts of the text and the paraphrasing of previously published literature is not only permitted, but also necessary to support the argumentation. However, as explained in chapter 4.2, it is absolutely necessary to mark the quotation as such, otherwise it is plagiarism and violates copyright law (exception is self-plagiarism, see below). There are different types of plagiarism:

- Full plagiarism: The text was copied one-to-one and neither placed in inverted commas nor was a source cited. In the case of images or graphics, these have been copied unchanged and no source has been given either.
- Partial plagiarism: Part of the sentence has been copied word for word and neither placed in inverted commas nor has a source been indicated. In the case of tables or figures, information was taken in parts and not labelled.
- Self-plagiarism: Parts have been taken from an earlier text without citing the source.
- Translation plagiarism: Word for word translated from another language and integrated into one's own text without citing the source.

Common phrases used to structure the argument can be used without reference because they do not themselves represent a new contribution to the discussion. You can write down such phrases from articles you read and collect them to use in your work. Examples of this are

The present work examines ...

To summarise, ...

The work can also be checked for plagiarism afterwards and the grade can be cancelled.

4.5 Artificial intelligence

The use of applications based on artificial intelligence (AI) for text generation, such as ChatGPT, should be discussed with your supervisor. Even though the use of AI tools is still relatively new, some important basic rules have already been established - the following is taken verbatim from the University of Basel's AI guidelines:

1. "AI tools, just like other aids and sources, must always be cited. Student work without complete labelling of sources and aids can be assessed as an attempt to cheat or deceive.
2. The products of AI tools are not scientific sources. In terms of writing, they should be treated more like the results of a standard internet search. Even if the source is correctly cited, it remains the responsibility of the authors to check the relevance, truthfulness or accuracy of the products

3. Student work and examinations must continue to be independent performances by the students. For this reason, AI-based tools may only be used to support assessment-relevant work. Students must use them in a controlling manner. The point is to be able to take responsibility for one's own text in the context of academic work. The same applies to other products such as images, diagrams, bibliographies, etc." (University of Basel, 2023)¹⁴

Also make sure to check the secondary sources cited by AI tools. References are often made up by AI tools!

When you submit your thesis, you will submit a declaration of independence. This contains the following statements with regard to the use of AI tools:

1. "In particular, I have listed all the tools based on artificial intelligence (AI tools) that I use as aids, including their product names and an overview of the scope of functions and purpose of use used in the context of this examination/study work."
2. "I have labelled all content taken from sources or generated by AI tools unchanged or analogously as such and indicated the corresponding sources or attached the complete command call (e.g. prompt used or chat history)."

Below you will find suggestions on how you can characterise and document the use of AI tools in accordance with the declaration of independence at TH Wildau.

4.5.1 Specification of all AI tools used as aids

In principle, you must specify all tools used. This includes in particular all AI tools used. To do this, you must state which **AI tool** you used (if applicable, in which **version**, via which **URL or app** or at which **point in time**), for which **purpose** and **at which point in the work**. Preferably in tabular form as in the example below:

¹⁴ University of Basel, Vice-Rectorate Teaching, Guide "Citing from AI", CC BY-SA 4.0 https://digitalskills.unibas.ch/fileadmin/user_upload/digital_skills/Leitfaden-KI-zitieren_Apr-2023.pdf

Table 2 Overview of all AI tools used

AI tool	Purpose	Affected parts of the work	Remarks
DeepL (deepl.com, May/June 2024)	Translations of text passages	Whole work	see sources in the text or in the footnotes
ChatGPT (App, GPT3.5)	Creation of text proposals	Chapter 1, p. 3, section 2	marked in the text or in footnotes
Elicit (elicit.com, April-May.2024)	ChatGPT was asked about the topic of the work, the results were compared with our own research	Chapter 2, p. 5-7	Complete chat history attached
Stable diffusion (v. 3 medium, python)	Creation of a visualisation	Fig. 2, p. 6 Fig. 9, p. 17	Fig. 2, p. 7: heavily revised, only visualisation idea of stable diffusion
ChatGPT (App, GPT4o)	Check the final version of the work for spelling, grammar, style and linguistic plausibility (proofreading)	Whole work	Original text of the original work before proofreading in the appendix

A supplementary and extended documentation option is provided by a table in the appendix, which specifically records for each individual call which prompts were used for the work when using AI tools for research purposes:

Table 3 List of prompts used

AI tool	Time of access	Entered source text or initial phrase
ChatGPT (App, GPT 3.5)	11.10.2023	"Analyse the impact of GPT-3 on the area of content marketing. Consider both positive and negative influences".
Research Rabbit	14.01.2024	"What is the advantage of ArrayList or Generica in Java compared to a normal array?"

4.5.2 Labelling of analogous or verbatim transfer

If you adopt content created using AI tools in full, in spirit or verbatim, you must indicate this in the same way as you do when adopting content from other sources (see 4.2). The prompt is given here instead of the title, the tool used instead of the author and the retrieval date instead of the publication date. Here are three examples:

Example 1: Literal adoption of text

Geology can be defined as the science that "explores the upper layers of the earth" ("What is geology?", ChatGPT edition, 23/03/2023)

Example 2: Paraphrasing text

As a geologist, Martina Musterfrau does not explore the entire interior of our planet, but only its upper layers (see "What is geology?", issue of ChatGPT, 23 March 2023).

Example 3: Translation

"Not I, nor anyone else can travel that road for you. You must travel it by yourself. It is not far. It is within reach. Perhaps you have been on it since you were born, and did not know. Perhaps it is everywhere - on water and land". (Walt Whitman, *Leaves of Grass*)
"Neither I nor anyone else can walk this path for you. You must go it yourself. It is not far. It is within your reach. Maybe you've been travelling it since you were born and didn't know it. Maybe it's everywhere - on water and on land." (Translated by DeepL, 13.06.2024)

Example 4: Image



Illustration 3: "Pointillist painting of a sheep in a sunny field of blue flowers", image generated by DALL-E, 08.03.2023.

4.5.3 Documentation of analogous and literal transfer

Unless explicitly and bindingly agreed otherwise with the supervisor, the complete chat history or, in the case of text revisions, the original text must be provided in full in the appendix of the thesis if AI-generated texts are copied analogously or verbatim. In order to be able to quote correctly and securely, it is therefore advisable to always save the entire chat history (questions/entries and answers) outside of the AI application.

This applies both to individual parts of the text, such as translations or adopted text responses, and to revisions affecting the entire work, such as revisions with regard to spelling, grammar, language style, etc. In the case of a complete revision, the entire previous chat history or the text originally created and then submitted to the AI tool for revision must be included in the appendix of the paper.

5 Use of language

Scientific papers must be written with correct spelling and grammar and in a scientific style. Use the automatic spelling and grammar checker and have your work proofread in order to submit an error-free text.

5.1 Scientific style

The scientific style is characterised by the following features:

- Precise and clear formulations
- Value-free language: Do not use terms that are positively or negatively coloured. Pay attention to this not only with nouns, but also with verbs and adjectives. Avoid unspoken, judgemental assumptions. Instead, state your assumptions explicitly.
- no nested sentences
- no tapeworm words
- No empty phrases and filler words
- few foreign words
- Correct use and definition of technical terms
- Correct designation of differences and opposites/contradictions as well as relationships (e.g. causal connection, chronology, simultaneity and conflict)
- Verbal style instead of nominal style (e.g. examine something instead of carrying out an examination)
- no genitive case

- gender-sensitive language according to the guidelines of the TH Wildau¹⁵

In German-speaking countries, the author of a scientific text rarely uses the pronoun "I". Instead, passive formulations are favoured, e.g. "the question is being investigated" instead of "I investigated the question". However, there is no standardised rule here, which is why you should discuss this with your supervisor. You can find a selection of literature on academic language style in Appendix III, Section C).

5.2 Spelling and grammar

Orthography and grammar are based on German spelling as it can be looked up in the current edition¹⁶ or the online version¹⁷ of the Duden. There are some words for which two spellings exist side by side. The spelling recommended by the Duden editors is marked in yellow, e.g. **orthography** vs. orthography, **mithilfe** vs. mit Hilfe. It is possible that the other spelling, which is not marked in yellow, is desired in the subject area, in which case it can be used. Always ensure consistency. You should also use the automatic spell checker of your TVP.

Abbreviations listed in the Duden dictionary can be used in the text but not listed in the list of abbreviations. Abbreviations such as Bundesgerichtshof (BGH) are listed in the list of abbreviations. When first mentioned in the text, the term is written out in full and the abbreviation is given in brackets.

¹⁵ TH Wildau (2028).

¹⁶ The university library owns several volumes of the Duden series, which are helpful in cases of uncertainty, e.g. the "Synonymwörterbuch", "Stilwörterbuch" and the "Wörterbuch der sprachlichen Zweifelsfälle".

¹⁷ Can be found at www.duden.de. The advantage of this Duden version is that there is an overview of the grammatical forms for words with irregular declensions or conjugations, such as "Automat" (<https://www.duden.de/rechtschreibung/Automat>, accessed on 27/02/2020 3) or "fragen" (<https://www.duden.de/rechtschreibung/fragen>, accessed on 27/02/2023).

Literature

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Appendix

I. Scheduling

Before starting the writing process, it makes sense to write down all the necessary steps and consider whether they should be completed at the same time or one after the other. As soon as all deadlines have been entered, you will receive an overview of the time available. If there are any postponements, deadlines for the subsequent steps can be adjusted. The list is available [here](#) and can be customised.

Project phase	until	√	Remark
Topic/question			
Topic request			
Topic agreed with supervisor			
Topic coordinated with the company			
Exposé			
Method			
Familiarisation with the method			
Preparation of the examination			
Research and material review			
Literature research			
Reading/excerpting literature			
Literature management			
Data collection if necessary			
Interviews, laboratory tests, etc.			
Data preparation			
Structuring			
Structure			
Structure of the argumentation			
Raw texts (writing)			
State of research			
Results			
Summary			
Introduction			
Revision (content)			
Red thread/structure			
Linguistic revision			
Feedback from third parties			
Correction (formal)			
Proofreading (spelling, grammar, checking quotations)			
Proofreading by third parties			
Layout			
Delivery			

II. Checklist before delivery

Before you submit your work, you should check again that you have not forgotten anything. You can tick off all the points that have been completed on the checklist so that you can keep an overview. The list is particularly focussed on the formal aspects and can be extended as required.

TASK	Done
Contents	
You have a clear research question.	<input type="radio"/>
Your argumentation relates to the research question (red thread).	<input type="radio"/>
Your conclusion refers to the introduction.	<input type="radio"/>
Your table of contents correctly reflects the content of your work and shows the common thread.	<input type="radio"/>
You have provided complete and consistent proof of all your sources.	<input type="radio"/>
You have listed all the AI tools used in full.	<input type="radio"/>
You have attached the chat history or original text for all verbatim or analogous transfers from AI tools	<input type="radio"/>
Completeness of the work	<input type="radio"/>
Cover sheet is available.	<input type="radio"/>
Abstract is available.	<input type="radio"/>
Lists of contents, figures, tables and abbreviations are available.	<input type="radio"/>
Literature list is available.	<input type="radio"/>
Formalities	
The table of contents has been synchronised so that the entries match the chapter headings and the page numbers are correct.	<input type="radio"/>
You have checked spelling, grammar and style.	<input type="radio"/>
All pages are numbered correctly.	<input type="radio"/>
They have consistently used either footnotes or short references in the text.	<input type="radio"/>
You have used a standardised citation style.	<input type="radio"/>
The bibliography is sorted alphabetically.	<input type="radio"/>
All sources used in the text also appear in the bibliography.	<input type="radio"/>
All entries in the bibliography have been used and cited as sources in the text.	<input type="radio"/>
The same font and colour have been used throughout the text.	<input type="radio"/>
Your layout is standardised (margins, spacing, etc.).	<input type="radio"/>
All figures, tables etc. are labelled, numbered and listed in the index.	<input type="radio"/>

III. Literature on scientific work (selection)

A) Guide to scientific work

- Balzert, H., Schröder, M. & Schäfer, C. (2017). Scientific work: Ethics, content & form of scientific work, tools, sources, project management, presentation (2nd edition).
- Breuer, E., Güngör, N., Riesenweber, M., Klassen, M. & Vinnen, J. (Eds.). (2019). Writing scientifically - knowing how! Tips from students for students. wbv.
- Gußen, L. (2020). Scientific work in law studies: An introduction to legal working techniques. Ferdinand Schöningh.
- Kunkel, C. & Schoewe, J. (2018). Scientific work for business lawyers. epubli.
- Möllers, T. M. J. (2018). Legal work technique and scientific work: Klausur, Hausarbeit, Seminararbeit, Studienarbeit, Staatsexamen, Dissertation (9th ed.). Vahlen Law. Publisher Franz Vahlen.
- Oehrich, M. (2022). Wissenschaftliches Arbeiten und Schreiben: Schritt für Schritt zur Bachelor- und Master-Thesis in den Wirtschaftswissenschaften (3rd, completely revised edition). Springer Gabler.
- Theisen, M. R. & Theisen, M. (2021). Scientific work: Erfolgreich bei Bachelor- und Masterarbeit (18th, newly revised and abridged edition). Vahlen.
- Voss, R. (2017). Scientific work ... easy to understand (5th, revised edition). UVK Verlagsgesellschaft mbH.

B) Quote

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Träger, T. (2018). Zitieren 2.0: Elektronische Quellen und Projektmaterialien richtig zitieren (2nd, revised and expanded edition). Publisher Franz Vahlen.

C) Language style

Esselborn-Krumbiegel, H. (2022). Correct scientific writing: Scientific language in rules and exercises (7th, updated edition). Brill Schöningh.

Kühtz, S. (2016). Formulate scientifically: Tipps und Textbausteine für Studium und Schule (4th edition, vol. 3471). Schöningh.

Schimmel, R. (2020). Legalese? A book full of practical exercises for better texts (2nd, updated and expanded edition). Ferdinand Schöningh

D) Grammar, spelling, typography and layout

Bendix, M. (2008). Designing scientific papers typographically. Berlin, Heidelberg: Springer.

German Institute for Standardisation (Ed.) (2011). Practice: Information, Communication. Writing and design rules for word processing. Special edition of DIN 5008:2011 (5th ed.). Beuth.

Hennig, M., Schneider, J. G., Osterwinter, R. & Steinhauer, A. (Eds.). (2016). Duden Library: Volume 9. Duden - The dictionary of linguistic doubts: Correct and good German (8th ed.). Bibliographical Institute; Duden.