

Chair for Innovation Management

STYLE GUIDE FOR SEMINAR, BACHELOR, AND MASTER THESES

(based on the style guide of the Academy of Management Journal)

Formatting

When formatting your thesis, please consider the following guidelines.

Font-type. Please use Times New Roman 12-point type.

Tabulation. Left justified.

Margins. Please use DIN A4 page setting for size, with 2.5cm margins all around.

Line spacing. The document should be 1.5 line-spacing throughout.

Page numbers. Please place page numbers in the upper-right corner.

Footnotes. Avoid using footnotes and endnotes. Give citations in-text, not in footnotes.

Headings and sections. Use only three levels of headings. Use boldface for all three levels. Additionally, the first level is formatted centered and in capital letters. The second level is aligned left. The third level should be italic with increased indent. Number the different sections/levels consecutively according to the scheme given below. Every section must contain at least one sentence of text. See the example below.

	2. METHODS	[1st level]
2.1 Data and Sample		[2nd level]
2.2 Measures		[2nd level]
2.2.3 Independent variables		[3rd level]
2.2.4 Dependent variables		[3rd level]

Structure

Title page. A title page containing the title of the thesis, name(s), address(es), and matriculation number(s) of the author(s) goes on the first page.

Abstract. An abstract of 200-300 words goes on the second page.

Contents. A table of contents must be included after the abstract on a separate page.

Figures / tables. If your work contains any figures and/or tables, please include a list of tables and/or a list of figures, which follow after the contents on a separate page. Please number tables and figures consecutively (one series for tables, one for figures). Each table or figure needs an introductory sentence in your text. Figures as well as tables should be integrated in the text.

Main part. The structure of your main part depends on your type of work (e.g. theoretical vs. empirical). The structure of your main part must be approved by your supervisor. The main part starts with an Introduction on page 1, which is numbered with an Arabic 1. Following pages are numbered consecutively. All pages that go before the main part are numbered with Roman numerals. Please format your work according to our formal requirements, given in this document.

Back pages. References must be included after the main part of your work. See below for formatting of references. All sources cited in the thesis need to be mentioned in the list of references. Sources that have not been cited in the thesis must not be listed in the references. Any appendixes shall be included after the references. Continue your page numbering. A Declaration of Honor (see below) has to be attached to your work as the last page.

Language

Technical terms. Define key technical terms that are used in your thesis. A technical term is a word or phrase that is not in a general-use dictionary.

Abbreviations. Avoid using abbreviations for the names of concepts. Use ordinary words for variable names - not code names or other abbreviations. Use the same name for a variable throughout your text, tables, figures, and appendixes. Names of organizations and research instruments may be abbreviated, but give the full name the first time you mention one of these.

Sexist or biased language. Avoid language that might be interpreted as denigrating. Do not use “he” or “she” exclusively. Using the plural - changing “the manager... he” to “managers... they” - is one solution; using “he or she” (“him or her”) is another.

Active voice and first person. Write in the active voice (“They did it”) instead of the passive voice (“It was done”) to make it easy for readers to see who did what. Use the first person (“I” or “we”) to describe what you, or you and your coauthors, did.

Citations

In-text citations. Cite sources in-text, in parentheses, to identify other research you directly or indirectly build on. Every work that has a citation needs to have a corresponding reference. An example is provided below.

Name and year—Several studies (Adams, 1994; Bernstein, 1988, 1992; Celias, 2000a, 2000b) support this conclusion.

Year only—But Van Dorn and Xavier (2001) presented conflicting evidence.

Order of citations. Order citations alphabetically. Designate two or more works by one author (or by an identical group of authors) published in the same year by adding “a,” “b,” and so forth, after the year. See the “name and year” example above.

Multiple authors. If a work has two authors, give both names every time you cite it. For three through six authors, give all names the first time, then use the name of the first author and “et al.” in citations. For more than six authors, use the name of the first author and “et al.” from the first citation.

Direct Citations. Direct citations must contain a page number. Directly cited text must be indicated as such with the help of quotation marks. Please avoid excessive use of direct citations.

Citation with no author. For an article with no author, cite the periodical as author. For reports, handbooks, and the like, cite the “corporate author” that produced them. Such sources can also be identified informally. No corresponding reference will then be needed.

Websites and electronic sources. Identify an author of one of the types discussed above (human, periodical, or corporate). Use a regular citation (author, year). A corresponding reference should be given (see references). Do not give web addresses as in-text citations.

References

Order. Alphabetize Follow this references by the last name of a sole author, a first author, or an editor, or by the name of a corporate author (for instance, U.S. Census Bureau) or periodical (such as the Wall Street Journal) if there is no human author or editor. Order works by an identical author by year of publication, listing the earliest first. If the years of publication are also the same, differentiate entries by adding small letters (“a,” “b,” etc.) after the years. Repeat the author’s name for each entry.

Books. Follow this form: Last names, initials (separated by a space). Year. Title (Boldface italic, capitalize only the first letter of the first word and of the first word after a long dash or colon.) City where published: Name of publisher. Examples:

Granovetter, M. S. 1965. *Getting a job: A study of contracts and careers.*

Chicago: University of Chicago Press.

Kahn, R. L., & Boulding, E. (Eds.). 1964. *Power and conflict in organizations.*

Glencoe, IL: Free Press.

Periodicals. Follow this form: Authors’ last names, initials. Year. Title (regular type; same single-capital rule as for books). Name of Periodical (boldface italic, title-style

capitalization), volume number (issue number, if needed): page numbers. Include an issue number only if every issue of the referenced periodical begins with a page numbered. Examples:

Shrivastava, P. 1995. The role of corporations in achieving ecological sustainability. *Academy of Management Review*, 20: 936-960.

Nonaka, I. 1991. The knowledge-creating company. *Harvard Business Review*, 69(6): 96-104.

Chapters in books. Follow this form: Authors' last names, initials. Year. Title of chapter (regular type, single-capital rule. In Editors' initials and last names (Eds.), Title of book: Page numbers. City (same rules as above): Publisher. Example:

Dutton, J., Bartunek, J., & Gersick, C. 1996. Growing a personal, professional collaboration. In P. Frost & S. Taylor (Eds.), *Rhythms of academic life*: 239–248. London: Sage.

Unpublished works. These include working papers, dissertations, and papers presented at conferences. Examples:

Duncan, R. G. 1971. *Multiple decision-making structures in adapting to environmental uncertainty*. Working paper no. 54-71, Northwestern University Graduate School of Management, Evanston, IL.

Smith, M. H. 1980. *A multidimensional approach to individual differences in empathy*. Unpublished doctoral dissertation, University of Texas, Austin.

Electronic documents. Include the author's name, if known; the full title of the document; the full title of the work it is part of; the ftp, http, or other address; and the date the document was posted or accessed.

Declaration of Honor

A Declaration of Honor has to be attached to your work on the last page in German or English:

Ehrenwörtliche Erklärung

“Ich erkläre hiermit ehrenwörtlich, dass ich die vorliegende Arbeit selbstständig angefertigt habe; Die aus fremden Quellen direkt oder indirekt übernommenen Gedanken sind als solche kenntlich gemacht. Die Arbeit wurde bisher keiner anderen Prüfungsbehörde vorgelegt und auch noch nicht veröffentlicht.”

Bochum, den (Datum)

Unterschrift

Declaration of Honor

“I do solemnly declare that I prepared this paper/thesis independently and that the thoughts taken directly or indirectly from other sources are indicated accordingly. The work has not been submitted to any other examination authority and also not yet been published.”

Bochum, (date)

Signature

The Chair for Innovation Management does not accept any kind of plagiarism. Every document will be checked for plagiarism electronically as well as manually.