

Guidelines for theses, seminar papers and reports

**TUM School of Management
Entrepreneurship Research Institute**

Prof. Dr. Dr. Holger Patzelt

Prof. Dr. Oliver Alexy

Prof. Dr. Nicola Breugst

Prof. Hana Milanov, PhD

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Templates

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General remarks

- Generally, theses, papers, and reports can be written in English or in German – please discuss your language choice with your advisor.
- We accept empirical as well as conceptual theses. But you will always need to highlight your own contribution.
- You may propose an own topic for your thesis.
 - Please submit a proposal to your favored advisor. Please ask for the minimum requirements for a proposal in advance.
 - Please consider that each thesis (also when collaborating with a corporate partner) needs to have a sound theoretical basis.

Submission

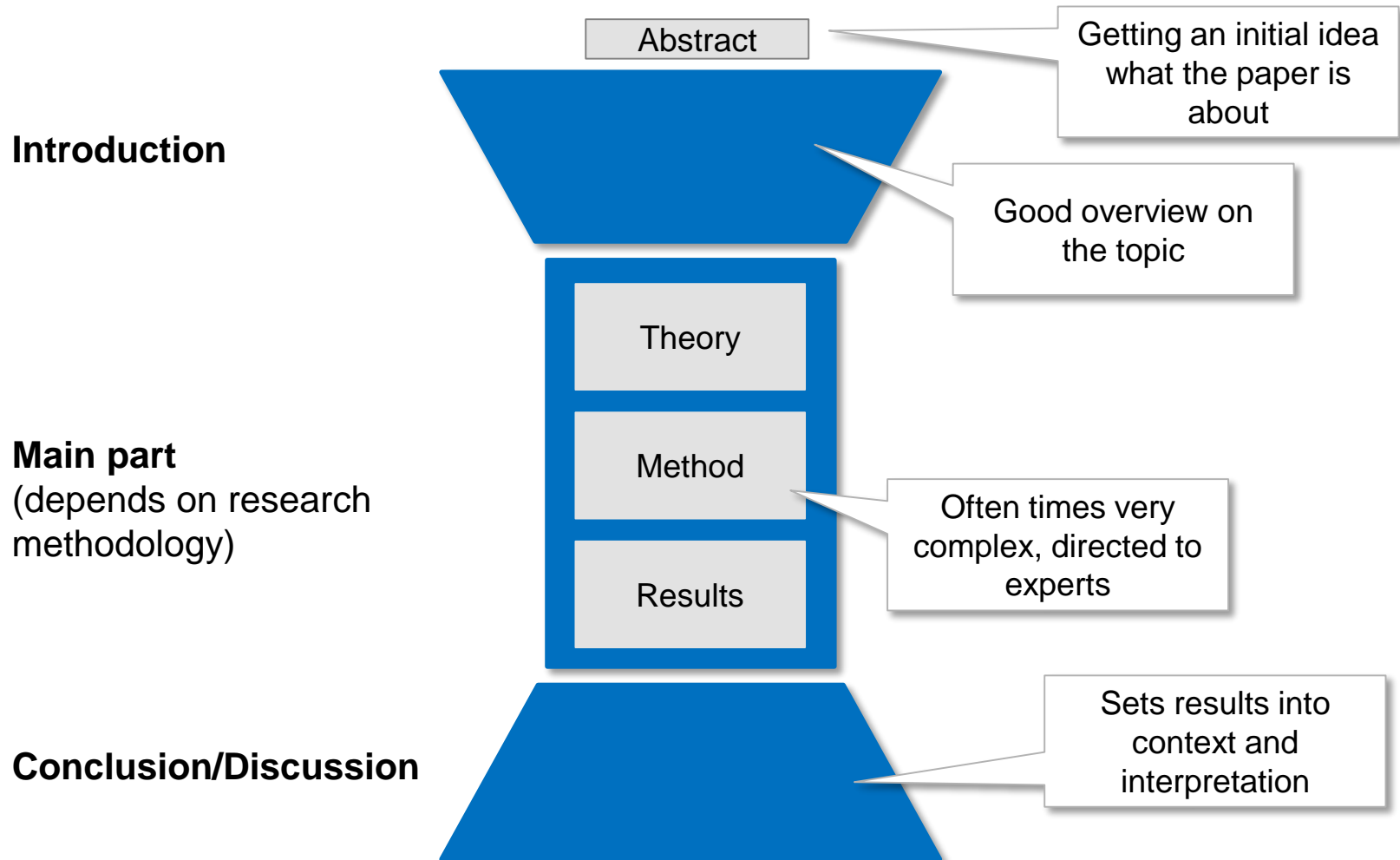
- For **seminar papers** and **reports** you need to hand in 1 copy as well as an electronic version at our chair.

- For **final theses**:
 - Please check the general requirements of TUM School of Management's Grade Management:
http://www.wi.tum.de/fileadmin/w00bpt/www/acad_program/Download_Center/Information_sheet_Submission_of_final_thesis_TUM_SOM.pdf
 - TUM SoM requires you to hand in three hard copies of your thesis at TUM SoM's Grade Management
 - Our chair further asks you to also hand in an electronic version of your thesis including all supplementary material such as audio-files, datasets, or transcripts. Please ask your supervisor for the detailed requirements and the most suitable device (USB, CD, etc.)

Getting started...

- It is essential to build on recent literature taken from established international journal for your work. Moreover, high quality articles are a good example of how your thesis or paper should look like.
- To get a good overview of a topic, it might help you to search for review articles on that topic, i.e. articles that summarize the state of research connected to a topic. Journals such as *Annual Review of Psychology* and *International Journal of Management Reviews* are specialized on publishing review articles, but you can also find some in *Journal of Management*. Meta-analyses, i.e. studies that consolidate the findings of others studies, might also provide a good overview. However, there is only a limited number of review articles and meta-analyses in a young field like entrepreneurship!
- Get familiar with the general set-ups of academic papers quickly. Categorize them in terms of level of analysis (e.g., individual, team, firm, economies) and in terms of method (e.g., quantitative, qualitative, conceptual). It helps if you take notes on the research questions and the key constructs. No, you will not be able to “just remember” the contents.

How does a typical paper look like?



Literature research

- You have to cite all ideas taken from someone else. Moreover, you need to prove your arguments by drawing on previous research!
- Please be very clear which conclusions you have taken from the literature (“X suggests that...” or “Research has shown...” and which conclusions are your own assumptions (“It is likely...” or “This study postulates...”))
- All citations mentioned in the text need to be listed in the references at the end of your thesis, paper, or report .
- Only cite articles that you have read and checked the content! (No second-hand quotes!)
- We strongly recommend the use of a reference management software (Citavi, EndNote,...)
 - However, please check the formatting of an automatically compiled reference list! Sometimes titles or author names are imported in capitals and you need to correct them.

Literature research

- In contrast to working papers, reports, and books, academic journals use a peer review system to maintain high academic standards. Thus, you should focus on academic journals for your thesis or paper. (For reports, sometimes citations are needed that show less academic rigor.)
- Moreover, there are differences in the quality of academic journals:
 - Good journals are influential, i.e. their articles are highly cited. This is measured via impact factors (good journal typically have IFs higher than 1.5). Please check Web of Science (<http://webofknowledge.com.eaccess.ub.tum.de/JCR>).
 - Good journal are rated high (A+, A, B) by the academic community. Please check VHB-Jourqual 2.
 - Leading entrepreneurship journals are *Journal of Business Venturing*, *Entrepreneurship Theory and Practice*, and *Strategic Entrepreneurship Journal*.
 - Examples for leading journals in the field of management/ organization/ strategy/ psychology/ international business/ innovation management: *Academy of Management Journal*, *Academy of Management Review*, *Administrative Science Quarterly*, *Organization Science*, *Strategic Management Journal*, *Journal of Management*, *Management Science*, *Journal of Applied Psychology*, *Journal of International Business Studies*, *Journal of Product Innovation Management*

Literature research

Access

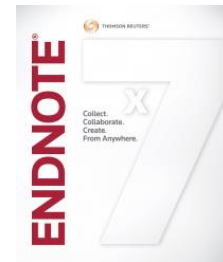
UB TUM (<http://www.ub.tum.de/>)
 EBSCO Business Source Premier
 Web of Science/ Social Sciences Citation Index
 StaBi – access to additional journals
 Google scholar

Search efficiently

Attend workshops offered by UB
 (<http://www.ub.tum.de/benutzergruppen/get-started>)
 Use logical operator (AND / OR / NOT)
 Use backward and forward searching
 Plan and track your research terms

Organize

Use software right from the start!



Getting started with writing

- Before you start writing you should develop an outline for your thesis, paper, or report. It will be very helpful for you if you map out “your story” in advance.
- Develop each chapter according to your plan and structure your arguments within each chapter in a comprehensible way.
- Your literature review should help to develop the story for the reader. Stay focused on your line of argument!
- Be consistent with the names of constructs and technical terms (for example, “team satisfaction”, “cohesion”, and “team climate” cannot be used interchangeably).
- Do not forget the reader: Provide little introductions at the beginning and little summaries at the end of each (sub-)chapter.

Writing – the details

- Please use clear and short sentences.
- As a rule of thumb you should use one sentence for each statement and one paragraph for each idea! Usually, there are no one-sentence paragraphs.
- Draw on the academic literature and support your statements by using citations and quotations. However, do not list one quotation after another.
- Please make clear which ideas are your own new ideas and which ideas are taken from someone else.
- Use running text (no lists of bullet points!) and add some meaningful figures and tables.
- If necessary, set emphasis using italics.
- Only use footnotes for additional, but important explanations
- Schedule some extra time for proof reading and for checking the formatting. We expect a formally and orthographically correct writing in your theses, papers, or reports.

Length of theses and seminar papers

- **Master thesis**
60 pages \pm 10%
- **Bachelor thesis**
30 pages \pm 10%
- **Seminar paper, project report**
Depending on topic and group size. Please check seminar materials for more information.
- This information refers to the **text section only** (including figures, tables and illustrations). The number of pages do not include tables and lists before the text section and the reference list and appendices.
- The text section should only include tables, figures and illustrations that are essential to the reader. All others should be included in the appendix.

Formatting

- **Margins**

2.5 cm

- **Font**

Times New Roman, 12 pt

- **Line spacing and text alignment**

1.5, justified

- **Footnotes**

Font size: 10 pt

Line spacing: 1.0 within footnote, 1.5 between footnotes

- **Page numbers**

Abstract, all tables and indices before the text: Roman numerals

Text, references and appendix: Arabic numerals

- **Outline**

Please use Arabic numerals (1, 1.1, 1.1.1, ..., 2, 2.1, 2.1.1,...)

Note: There cannot be 1.1 without 1.2

Table of content

- Exemplary table of content

Table of content			
Each table/ list is on a separate page!	List of figures*	II	R o m a n
	List of tables*	III	
	List of abbreviations*	IV	
	List of symbols*	V	
	Table of appendices*	VI	
	Abstract.....	VII	
	1. Introduction.....	1	A r a b i c
	2. [Main part]	2	
	3. Conclusion	4	
	References.....	6	
	Appendix*.....	7	
* If applicable			

- Note: Declaration of authorship follows the appendix, but is not listed in the table of content

Figures and tables

- Each figure and each table needs a title, e.g.:
 - Figure 1: Model of entrepreneurial decision making
 - Abbildung 1: Modell der unternehmerischen Entscheidungsfindung
- Please name the source below the figure/table, e.g.:
 - English
 - Source: Own illustration
 - Source: Own illustration modified from Shepherd (2003, p. XXX)
 - Source: Shepherd (2003, p. XXX)
 - German
 - Quelle: Eigene Darstellung
 - Quelle: Eigene Darstellung in Anlehnung an Shepherd (2003, S. XXX)
 - Quelle: Shepherd (2003, S. XXX)
- Do not wrap text around the figure/table
- Please list number (outline number/ number of figure, etc.), title, and (first) page number in the corresponding list at the beginning of your report
- Figures and tables should be on the same page as the text paragraph they refer to

Citing and references

- The correct use of citations and references is essential for all scholarly texts. Please be correct, accurate, and consistent throughout your work.
- We speak of ‘citations/citing’ in the text, and of ‘references’ at the end of your text, where you list all the references used (which you have ‘cited’ in the text).
- If you are in doubt after reading the following pages, you can find more information about the APA style in the Internet, for example:
 - <http://flash1r.apa.org/apastyle/basics/index.htm>
 - <http://owl.english.purdue.edu/owl/resource/560/01/>

Citing (in text)

- Please insert citations directly after the thought they refer to.
- **Do not forget page numbers for direct quotes:**

“There appears to be an emotional relationship between the self-employed and their business.”
(Shepherd, 2003, p. 319)

Note: Only in the case of a direct quote the exact page number is required.
- **One author**

Entrepreneurship is vital for the growth of societies (Audretsch, 1998)
Audretsch (1998) argues that ...
- **Two authors**

Entrepreneurs frequently experience stress (Gumpert & Boyd, 1984)
- **Three or more authors**

Mentioned for the first time: ... the intersection of psychology and entrepreneurship research (Baum, Frese, Baron, & Katz, 2007).
Mentioned for the second time in the text: ... the intersection of psychology and entrepreneurship research (Baum, et al., 2007)

Citing (in text)

- **Several citations for one thought**

entrepreneurs have to bear high levels of uncertainty (Knight, 1946; McKelvie, Haynie, & Gustavsson, 2011; McMullen & Shepherd, 2006)

- **Several citations by the same author(s)**

Entrepreneurs are prone to cognitive biases (Baron, 1998, 2004)

References (at the end)

- Please list all references in alphabetic order according to the (first) author's family name, then year of publication

- **Journal articles**

Author/s [family name, initials]. (publication year). Title of article. *Name of journal* [italics], *volume* [italics](issue), pages.

Example: McMullen, J. S. & Shepherd, D. A. (2006). Entrepreneurial action and the role of uncertainty in the theory of the entrepreneur. *Academy of Management Review*, 31(1), 132-152.

Please do not include doi number in reference.

- **Monographs**

Author/s [family name, initials]. (publication year). *Book title* [italics]. City: Publisher.

Example: Menard, S. W. (1995). *Applied logistic regression analysis*. Thousand Oaks, CA: Sage Publications.

- **Chapters in edited books**

Author/s [family name, initials]. (publication year). Title of chapter. "In" name of editor/s [initials, family name!] (Ed/s.), *Book title* [italics] (pp. page numbers). City: Publisher.

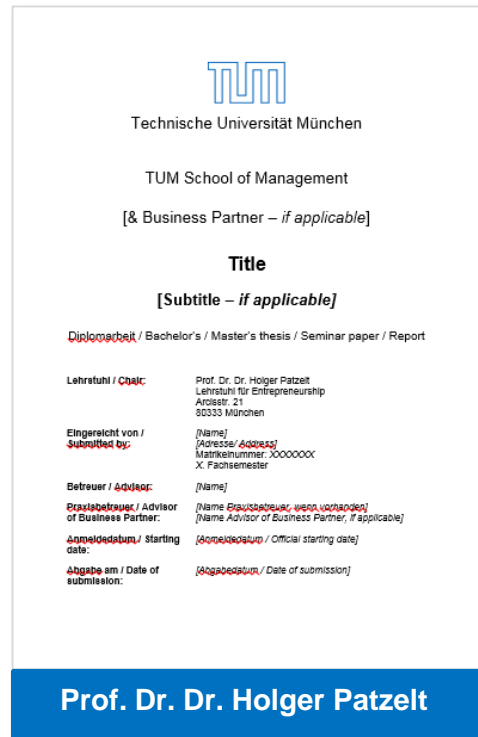
Example: Parrott, W. G. & Hertel, P. (1999). Research methods in cognition and emotion. In T. Dalgleish & M. Power (Eds.), *Handbook of cognition and emotion* (pp. 61-81). New York: Wiley.


- For **other types of sources** (e.g. internet sources), please view

<http://owl.english.purdue.edu/owl/resource/560/01/>

Cover

- Please use the template of your supervising professor provided via <https://www.ent.wi.tum.de/en/teaching/guidelines-and-resources/>




Technische Universität München

TUM School of Management
[& Business Partner – *if applicable*]

Title
[Subtitle – *if applicable*]

Diplomarbeit / Bachelor's / Master's thesis / Seminar paper / Report

Lehrstuhl / Chair: Prof. Dr. Dr. Holger Patzelt
Lehrstuhl für Entrepreneurship
Arosstr. 21
80333 München

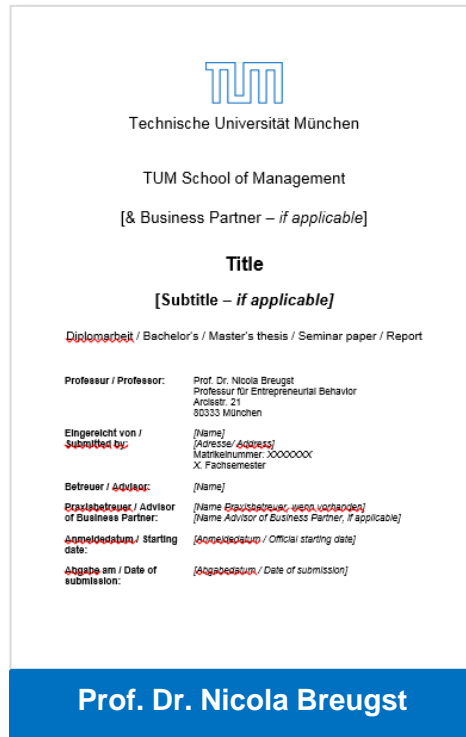
Eingereicht von / Submitted by: [Name]
[Adresse / Address]
Matrikelnummer: XXXXXXXX
X. Fachsemester


Betreuer / Advisor: [Name]
[Name Brauchbetreuer, wenn vorhanden]
[Name Advisor of Business Partner, if applicable]

Anmeldedatum / Starting date: [Anmeldedatum / Official starting date]

Abgabe am / Date of submission: [Abgabedatum / Date of submission]

Prof. Dr. Dr. Holger Patzelt




Technische Universität München

TUM School of Management
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Title
[Subtitle – *if applicable*]

Diplomarbeit / Bachelor's / Master's thesis / Seminar paper / Report

Professur / Professor: Prof. Dr. Nicola Breugst
Professur für Entrepreneurial Behavior
Arosstr. 21
80333 München

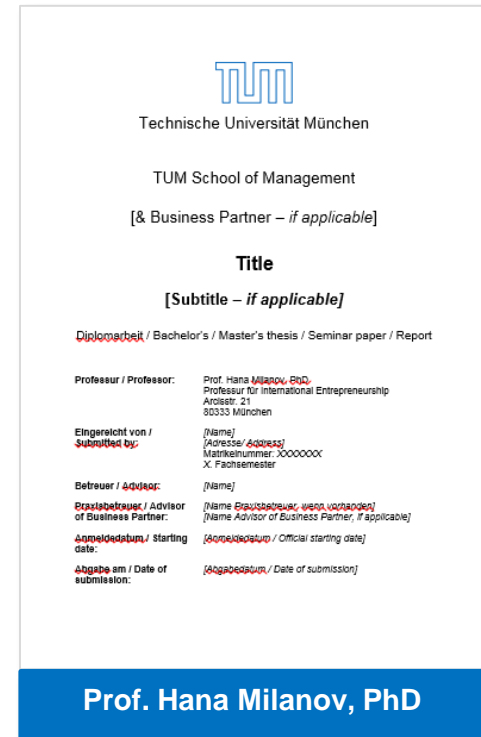
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[Name Advisor of Business Partner, if applicable]

Anmeldedatum / Starting date: [Anmeldedatum / Official starting date]

Abgabe am / Date of submission: [Abgabedatum / Date of submission]

Prof. Dr. Nicola Breugst




Technische Universität München

TUM School of Management
[& Business Partner – *if applicable*]

Title
[Subtitle – *if applicable*]

Diplomarbeit / Bachelor's / Master's thesis / Seminar paper / Report

Professur / Professor: Prof. Hana Milanov, PhD
Professur für International Entrepreneurship
Arosstr. 21
80333 München

Eingereicht von / Submitted by: [Name]
[Adresse / Address]
Matrikelnummer: XXXXXXXX
X. Fachsemester

Betreuer / Advisor: [Name]
[Name Brauchbetreuer, wenn vorhanden]
[Name Advisor of Business Partner, if applicable]

Anmeldedatum / Starting date: [Anmeldedatum / Official starting date]

Abgabe am / Date of submission: [Abgabedatum / Date of submission]

Prof. Hana Milanov, PhD

- Please make sure to select the cover sheet corresponding to your supervising professor.

Declaration of authorship

Ehrenwörtliche Erklärung

Ich erkläre hiermit ehrenwörtlich, dass ich die vorliegende Arbeit selbständig angefertigt habe. Die aus fremden Quellen direkt und indirekt übernommenen Gedanken sind als solche kenntlich gemacht.

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Die Arbeit wurde weder einer anderen Prüfungsbehörde vorgelegt noch veröffentlicht.

Ort, Datum Unterschrift

Declaration of Authorship

I hereby declare that the thesis submitted is my own unaided work. All direct or indirect sources used are acknowledged as references.

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This paper was not previously presented to another examination board and has not been published.

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