

Guidelines for Seminar Papers and Theses

Institute of Economic History
Humboldt-University Berlin

(1) Formal Requirements

Your paper has to include:

- cover page
- list of contents (and list of tables, list of graphs, list of abbreviations etc.)
- text body with introduction, main part and conclusion
- list of references
- appendix (for detailed data description, additional tables etc.)

For the text lay-out use :

- page margins of 2.5 cm (ca. 1")
- double line spacing
- regular font, such as Times New Roman, Arial, Verdana, Calibri, Tahoma
- font size of 11 or 12 pt.
- page numbers (first page of text is page 1, for previous pages use roman numbering I, II etc., cover page does not count)

Your cover page has to include:

- title
- name of student and matriculation number
- date of submission
- course title
- name of professor/lectures
- name of institute, faculty and university

Your list of contents has to include:

- all sections and sub-sections
- no single sub-sections (2.1 only if 2.2 exists)
- short, meaningful, and precise section and sub-section titles

Your list of references has to include:

- all and only works referenced in your paper
- list references alphabetically

Your citation style has to be strictly IN-TEXT:

- as a guideline use this [article](#) by Prof. Wolf in the Journal of Economic Geography
- see also the links to in-text citation guides on our website

Usage of footnotes:

- reference footnotes only at the end of a sentence
- keep footnotes at a minimum: use only for further information, translations, or explanations that are not essential for understanding of the main text
- always use footnotes and not endnotes

Usage of quotations (i.e. a direct quote with "..."):

- keep quotations at a minimum: use only when the wording is unique, striking, figurative
- distinguish between short (< three lines) and long quotation (≥ three lines), so-called "block quotation" which are distinct and indented from main text

Usage of tables, equations, definitions, etc.:

- number tables, graphs etc. according to chapters (e.g. "table 2.2" for the second table in section 2, "definition 3.2" for the second definition in section 3.)

(2) Research Sources

Use these article search engines (and others):

- <http://scholar.google.de>
- <http://econpapers.repec.org>
- <http://jstor.com>
- <http://www.sciencedirect.com>

Use also these libraries and databases:

- <http://www.ub.hu-berlin.de/literatur-suchen/zeitschriften>.
- <http://www.kobv.de>
- <http://staatsbibliothek-berlin.de>
- <http://www.ub.hu-berlin.de/literatur-suchen/fachdatenbanken>