
Guidelines for Structuring an MA Thesis

The following structure should be followed:

- Cover sheet
- Table of content
- List of graphics, tables and abbreviations
- Body
- Bibliography
- Appendix
- PDF version on CD attached inside the back cover (according to the requirements of your individual program)
- Signed *Statement on Plagiarism*

Guidelines

- Please check the relevant examination regulations to determine the number of copies required.
- Template *Statement on Plagiarism* will be available soon.
- Please contact your thesis supervisor for individual guidelines regarding the length of the thesis.
- Margins
 - top/left: at least 4 cm
 - bottom/right: at least 2 cm
- Font size: 12 pt
- Spacing: 1.5
- Printed single-sided
- Please check if additional font requirements apply to your degree program.
- Standard regulations on citations should be followed. Please see your supervisor for additional information.
- Spiral binding is not allowed.