



**How to write a thesis paper.  
Some practical tips.**

**Northern Business School –  
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# 1. Formal components of a thesis paper

A scientific paper should contain the following components in the order described:

- Cover sheet (with title, author, matriculation number, semester information, supervisor, personal data) (without page number)
- Blocking notice (signed, without page number)
- Table of contents with page numbers (Roman page numbers)
- List of abbreviations (if necessary, Roman page numbers)
- List of figures with page numbers (if necessary, Roman page numbers)
- List of tables with page numbers (if necessary, Roman page numbers)
- Continuous text (Arabic page numbers)
- List of sources and bibliography (categorized, in alphabetical order of the surnames of the authors, with Arabic page numbers)
- Appendix (with Arabic page numbers)
- Declaration on honor (signed, without page number)

The cover sheet contains only the most important formal information. The design is done objective, without pictures, drawings or the like. The use of university and company logos is not permitted as they are protected by copyright and are only used for university or company publications may be.

The table of contents gives a first structural overview of the work. It should be noted that the common thread should ideally be recognizable at first glance in the table of contents. When structuring it should be noted that each subdivided point requires at least two sub-points.

## 2. Good to know – some things to remember

### 2.1 Template for scientific papers

The Northern Business School offers you a template for your scientific papers. This template can be found here: [NBS Northern Business School | Prüfungen an der NBS in Hamburg | NBS Northern Business School](#) (click on "Hausarbeiten" under "Prüfungsformen" and then "Formatierungsvorlage" in the second row).

This schema serves only as a template for formatting. The chapter headings mentioned there are suggestions or "placeholders" and cannot be taken over one to one. Instead, it is advisable to know the customs of your own discipline and to discuss your paper's structure with your academic supervisor. the structure.

### 2.2 Writing style

Overall, your work should not only have an appropriate structure, but also be formally appealing. The following basic recommendations are appropriate:

1. Write simply and clearly.
2. Avoid unnecessary passive sentences.
3. Don't use the nominal style.
4. Be honest.

### 2.3 Table of contents

The table of contents is the "business card" of your paper, which is given directly to the respective reader. Already at this point, transparency and a common thread must be used to convince. Accordingly, it is essential to discuss the table of contents/structure with the lecturer.

### 2.4 List of abbreviations

Only abbreviations are listed here that the reader may not know or understand directly. Basic things like "e.g.", "or", "etc." are not to be listed.

### 2.5 Goal of the paper

The description of the goal of the work is not to be equated with the research question. If necessary, the various keywords (1.1. Goals, 1.2. Methodology, 1.3. Research questions) can also be included as sub-items and rolled out thematically. If you are unsure, you should contact your supervisor.

## 2.6 Declaration on Honor

The declaration on honor must be signed with the first and last name in both the digital and the analogue version of the paper. If this is not the case, the teacher can refuse to correct the work.

## 2.7 Page and text formatting

Academic work must always be typewritten.

The following settings must be made:

- Margin: 3 cm right (correction margin),  
3 cm left,  
2.5 cm each at the top and bottom
- Font: Arial
- Font size for chapter headings: 14
- Font size for other headings: 13
- Font size text: 11
- Font size footnotes: 8
- Font size tables and list of figures: 11
- Page numbering: bottom, right
- Line spacing (text): 1.5 lines
- Line spacing (footnotes): 1 line
- Text arrangement: justification

## 2.8 Sources and literature

Don't just "blindly" consult sources and literature when it comes to creating your work. Work source-critically: Question what you read and compare it with other sources and other literature.

### 3. Checklist for correcting the work

- Is the work bound or in a loose-leaf binder? If this is not the case, the paper will not be accepted. No loose-leaf collections!
- Is the declaration of honor signed?
- Are there still errors in the table of contents?
- Are the page numbers correct?
- Have meaningful sections been formulated? Not: a sentence = a paragraph!
- Has the bibliography been checked for accuracy?
- Have the footnotes been checked again?
- Have all internet sources been checked for meaningfulness and seriousness?
- Are technical terms written and formulated consistently?
- Have the correct tempi been used in the text?
- Do I/we formulations appear in the text of the work?