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## **Instructions for the Preparation of Bachelor's, Master's and Diploma Theses and Other Scientific Papers**

### **1. Preliminary Remarks**

In the following, basic instructions for the preparation of Bachelor's, Master's and diploma theses and other scientific work at the School of Mechanical Engineering at Hochschule Stralsund, University of Applied Sciences are given. These hints have only the character of recommendations. They can be supplemented or also changed by the supervising professor. It is therefore strongly recommended to coordinate the general conditions of the thesis including the formal requirements with the supervising professor.

### **2. Outline/Example Structure**

The following outline must be observed for Bachelor's, Master's and Diploma theses and other scientific papers:

1. Title page
2. Table of contents
3. List of figures
4. List of tables
5. List of abbreviations
6. List of symbols
7. Task and problem definition/objective
8. Explanations on the topic
9. Summary/outlook
10. Appendix
11. Bibliography
12. Affidavit

The outline of the paper can be numerical or alphanumerical; in any case, it must be kept consistent. In the interest of clarity, too deep a subdivision should be avoided. As a rule, the text for an outline item should not be less than half a page.

### 3. Formalia

With regard to the formal requirements for a Bachelor's, Master's or Diploma thesis, reference is generally made to the relevant sources on the technique of scientific work (see Section 6). In addition, the following regulations apply:

1. A font size of 12-point shall be used. Footnotes may be set in a 10-point font size.
2. A proportional font is to be used. Commonly used proportional fonts are Times New Roman, Calibri and Arial.
3. Line spacing of 1.5 lines should be used.
4. The text should be formatted in justified style with hyphenation.
5. The following dimensions apply to the page margins (paper size DIN A4)
  - bound work: top 3 cm, bottom 2.5 cm, left 5 cm, right 2 cm
  - unbound work: top 3 cm, bottom 2.5 cm, left 3cm, right 2 cm.
6. Latex fonts and formats are possible after consultation with the supervisor.
7. Although there is no rigid upper limit for the number of pages of the final papers, the following information serves as a guideline. For Bachelor's theses, the length should be between 40 and 60 pages. For master's and diploma theses, 80 pages should not be exceeded. The values given refer to the explanations of the topic including figures and tables in the text (points 7 to 9 of the outline). The expected length of the thesis should in any case be agreed with the supervisor of the thesis.
8. Figures and tables should be labeled and numbered. Figures and tables necessary for the understanding of the work belong in the text, all other, supplementary figures and tables, in the appendix.
9. Abbreviations used in figures and tables shall be indicated as legends under the figure or table or included in the list of abbreviations.
10. The paper shall be written in a scientific language style in the present tense. It is not allowed to write the paper from the first person perspective.
11. The citation method is to be agreed upon with the supervisor. Once a citation style has been chosen, it must be consistently followed through. Common citation styles are IEEE, DIN ISO 690, Vancouver, Chicago or Harvard style.
12. When citing, one's own thoughts and those of others must be clearly distinguished from one another. The author's own thoughts must be recognizable by the reader without research and distinguishable from ideas and thoughts of other authors. If other authors' thoughts are taken over without a citation, this will be considered plagiarism and will lead to failure of the thesis.
13. Internet sources represent a special feature when citing. In this case, the procedure should always be coordinated with the supervisor.

#### **4. Bachelor's, Master's and Diploma Theses in Cooperation with Companies**

Bachelor's, master's and diploma theses are regularly written in cooperation with companies and contain directly practice-relevant, operational problems. The following applies to such theses:

- The processing time follows unchanged the specification of the study office.
- The problem statement or topic regularly arises from the company's practical experience. However, the topic of the thesis must be agreed upon in close consultation with the supervisor. The final, examination-related topic is assigned by the supervisor, not by the candidate or the company involved.
- Scientific standards are applied in the assessment of the theses.

#### **5. Submission of Bachelor's, Master's and Diploma Theses**

The submission of the thesis is governed by the requirements of the relevant examination regulations.

#### **6. Literature References**

M. Alley, The Craft of Scientific Writing, Springer-Verlag New York 2018.