

Fact sheet on how to prepare scientific papers for the degree courses LTM and TDS

Font	Arial	Times New Roman
Font size	11 pt	12 pt
Font colour	Black	
Line spacing	1.5	
Footnotes	9 pt, space single-line	10 pt, space single-line
Page numbers	End of page: Centred or on the right side	
Margin	Left: 2.50 cm Right: 2.50 cm Bottom: 2.00 cm Top: 2.50 cm Header: 1.25 cm Footer: 1.25 cm	
Text format	Justification! Please structure your text with regular paragraphs (2-4 per page); paragraph = line break!	
Citation method	Harvard Referencing preferred (one citation method consistently)	
References	use and cite different academic resources	
Declaration of Originality	"I assure that I have prepared (name of paper/dissertation) independently. All verbal and textual quotations from published and unpublished resources have been marked as such. I have indicated all references used. This dissertation is unique. The same or predominantly same content has not yet been received by an examination board."	
Information for submission to Prof. Dr. Scherl	Spiral binding	



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