

Recommendations for writing a Master's thesis at the Faculty of Natural Sciences¹

1. Length

The Master's thesis should be approximately 50 to 80 pages long, excluding the bibliography and addendum.

2. Layout

2.1 Format

The following criteria have to be met:

- Language: German or English
- Passive voice ("The experiment was designed to show...")
- Continual paging
- Page margins: top: 2.5 cm; bottom: 2 cm; left: 3 cm, right: 2 cm
Distance of header from top 1.25 cm; distance of footer from bottom: 1.25 cm
- Paper format DIN A4 (upright format)

2.2 Font

Choose a font that is big enough and easily legible, e.g. Arial, Times New Roman or Helvetica 12pt, (variables in equations and Latin names or the names of microorganisms: in italics). 1.5 line spacing. Grouped style is recommended.

2.3 Citing journals, books or the internet

The citational style has to be consistent – once a style has been chosen, you have to adhere to it throughout the text. The use of citation managing programs, such as RefManager or Endnote, is recommended.

An example for a **journal** citation:

- Author A, author B, *Title of the text*, (acronym of the) journal volume, pages xx-yy (year)

An example for a **book** citation:

- Author A, author B; in Title of the book; editor A; Publishing house, publishing place (year); pages xx-yy.

If you are using sources found on the **internet**, they have to be cited. The following information should be included in the citation:

- Name, first name of the author, title of the publication, publishing organization if applicable, url, date of retrieval

¹ Deviations are possible in consultation with your supervisor.

3. Outline

Every Master's thesis should have the following outline:

1. Cover
2. Declaration of authorship
3. Table of contents
4. Introduction
5. Materials and methods
6. Results
7. Discussion
8. Conclusion
9. Summary in German and English
10. Bibliography
11. Addendum (if applicable)

4. Cover

See page 4.

5. Bibliography

Material not authored by you, such as citations, research results, charts, photos, illustrations, etc., have to be clearly indicated.

The bibliography includes all citations in alphabetical or numerical order. We expect our students to engage with primary literature and reviews. Cited literature should always be up to date.

The use of any online encyclopedia, such as Wikipedia, or other commercial information material (company flyers, advertisement brochures, internet platforms) are not to be used.

6. Addendum

Additional material, such as tables, extensive derivations, computer codes, etc., which would interrupt the flow of the text, are added here. Acknowledgments, dedications, etc. may be added to the Master's thesis. These are, however, not required and not given page numbers or included in the table of contents as they are not part of the scientific text.

7. Declaration of authorship

At the beginning of the Master's thesis every student has to declare to be the sole author of the text. The text of this declaration is as follows (according to German law this text has to be in German, please find a translation below):

„Hiermit versichere ich, dass ich die vorliegende Arbeit selbstständig verfasst habe. Dabei wurden keine anderen als die angegebenen Quellen und Hilfsmittel verwendet. Wörtlich oder inhaltlich übernommene Stellen wurden als solche kenntlich gemacht.

Place, date

Signature”

(“I hereby declare to be the sole author of this text. I have used no other than the cited sources and aides. Citations, direct or indirect, are marked as such.”)

8. Writing your Master's thesis outside the University of Hohenheim

Only if you are unable to find a suitable Master's thesis topic at the University of Hohenheim and only if a professor from Hohenheim agrees is it possible to write your thesis at an external institution. The external institution must provide proper conditions for conducting research at a university level. The topic for a Master's thesis may be issued and the thesis work supervised by a person who is not a full-time member of scientific staff at the Faculty of Natural Sciences, as long as the supervisor possesses qualifications equal to those of a professor at Hohenheim. This means that you can write your Master's thesis, e.g. at a research and development department of a company meeting the required scientific and academic standards and that a qualified person at that company may issue the thesis topic and supervise your work.

Please **follow these steps**, if you want to write your Master's thesis at an institution outside the University of Hohenheim:

1. Contact the professor heading the department corresponding to your desired thesis topic to seek approval to write your thesis outside of the University of Hohenheim. Discuss your thesis as well as the institution at which you would like to conduct your research with the professor. If your supervisor at the external institution is not a full-time scientific staff member at the Faculty of Natural Sciences, ask the professor to be your second supervisor. Further, the professor at Hohenheim has to agree to the thesis topic proposed by the external supervisor.
2. If the professor agrees to your proposed thesis work, you need to petition the examinations board in a formal letter for its approval. Please submit your petition to the Examinations Office and include the following information in your petition:
 - **Title** of your proposed thesis and an **exposé**
 - the **reason** for conducting your thesis work at an external facility
 - Name of your **external supervisor**
 - Name of your second **supervisor from Hohenheim**.
3. Once the examinations board has approved your petition, your supervisor may assign your topic and you must register the thesis immediately with the Examinations Office. Please use the form available online at **www.uni-hohenheim.de/en/exams**.

UNIVERSITY OF HOHENHEIM

Name of the institute



Title of the Master's thesis

Master's Thesis

Degree program:

Handed in by
(Name)

Head of Department :

1. supervisor :

2. supervisor :

Topic issued on :

Date of submission :