

# Creating an academic paper

## Guidelines

Status: 26.10.17

Publisher: Institute of Electrical Power Engineering  
Chair for Power Electronics and Electrical Drives

## 1. Outline of the work

- Cover
- Table of Contents
- List of Figures
- List of Tables
- List of Symbols
- List of Abbreviations
- Text part with introduction, body, conclusion
- Bibliography
- Declaration of the author
- Appendix

The scope of the work has to be agreed with the supervisor.

## 2. Formal recommendations

Paper size	DIN A4, white, printed on one side
Page format	left, right and top 2.5 cm; bottom 2 cm
Font text	Arial 11 p, Times New Roman 12 p
Font footnote	Arial 9 p, Times New Roman 10 p
Line spacing text	1.5
Line spacing footnote	1.0
Line alignment	justified

These details are only recommendations; variations in font and size are acceptable.

### **3. Page numbering**

- cover is not included in the numbering
- roman numbering for directories (I, II, III, ...)
- arab numbering for the body starting at 1 (1, 2, 3, ...)
- numbering of the appendix as A-1, A-2, A-3, ...
- arrangement of the page numbers flush right in the header
- font as footnotes

### **4. Header**

- numbering and the title of the main chapters left-aligned
- page numbering flush right
- solid line for separation of header and body part

### **5. Footer**

- single spaced
- solid line for separation of footer and body part
- space requirement of the footnotes should not exceed a quarter of the page
- no pictures, logos or other graphics in the footer

### **6. Abbreviations and acronyms**

During the first use of abbreviations, they are explained in the text (e.g. Virtual Flux Direct Power Control (VFDPC)) and included in the list of abbreviations.

### **7. Cover**

As cover the use of the corporate design of the University of Rostock is recommended. The templates for the corporate design can be downloaded at:

<https://www.uni-rostock.de/universitaet/uni-gestern-und-heute/corporate-design/>

## 8. Outline

First outline level	font size 16 pt, bold
Second outline level	font size 14 pt, bold
Third outline level	font size 12 pt, bold
Fourth outline level	font size 12 pt, normal

## 9. Citing sources

### 9.1. Direct quote

A direct quote is the exact takeover of a foreign text excerpt in the own text. The purpose of a direct quote is the analysis and interpretation of the statement that was made. If this is not the purpose do not use a direct quote but explain the facts in your own words.

- exact takeover of all letters and characters
- quotation marks
- source reference at the end of the quote
- quote in the original language, no translation  
own notes or text changes have to be indicated by square brackets
- omissions have to be indicated by square brackets and three points [...]
- exact takeover of punctuation and optical highlights  
no correction of spelling errors, no matter how obvious they are

### 9.2. Indirect quote

An indirect quote is the paraphrasing of other people's ideas or contents based on other texts. For an indirect quote there has to be a source reference at the end as well, but no quotation marks are used.

### 9.3. Secondary quotes

If the original source is not available, you can also quote from secondary literature. This must be indicated as well in the bibliography.

### 9.4. Source references for citations

The proof of direct and indirect quotes is done by indicating the original source. The source references in the text refer to the bibliography.

The numbering of the source references can be done using the Harvard notation

- at the end of direct and indirect quotes the author and the year are listed in brackets

„Here is a quote.“ [FRI01]

- for several publications of an author in one year additional characters are used

... [FI04a]

... [FRI04b]

- using several sources for a quote, these can be listed together separated by a semicolon

... [FRI03]; [HEI02]; [MOH04]

- source references for internet sources are treated as other publications

## **10. Directories**

### **10.1. Table of Contents**

- contains the section numbers, the section headings and the page numbers
- is entitled “Table of Contents”
- no headings without numbers are listed

### **10.2. List of Figures and List of Tables**

- contains the numbering, the title and the page number of the figure
- if many tables are used, a List of Tables is recommended

### **10.3. List of Symbols**

- contains the symbols with an explanation and an unit, if applicable
- if many formulas are used, a List of Symbols is recommended

### **10.4. List of Abbreviations**

- contains the abbreviations with an explanation
- if many abbreviations are used, a List of Abbreviations is recommended

### **10.5. Bibliography**

The structure of the bibliography can be done according to the Harvard notation:

[ECK12] H.-G. Eckel, D. Wigger, “Leistungshalbleiter für die dezentrale Energieeinspeisung“, VDE Kongress 2012, Stuttgart

- all sources has to be listed
- sorting of the sources is done alphabetically
- source description is prefixed by the source reference
- sorting by date of first mention in the text is also possible
- letters for Harvard notation result from the first three letters of the surname

- for authors with the same combination of letters a different coding is used

Schmitt → [SCT10]

Schmidt → [SCD10]

Schmitz → [SCZ10]

- coding is solely based on the first author of the source
- numbers refers to the year of the publication, for several publication in one year additional characters are used

[ECK12a], [ECK12b]

- for more than three authors or places of a publication, only the first has to be listed and than using “et al.”
- using numbers for coding is also possible

„Here is a quote.“ [1]

### 10.5.1. Internet sources

When using web sites as sources, the following information should be listed in the bibliography.

- author or person involved (e.g. editor)
- full title of the document
- year of publication or year of last revision
- URL
- last access time

## 11. Figures and Tables

- Figures and Tables are displayed centred, only in exceptional cases they are included in the text flow
- Captions appear centred below the figure

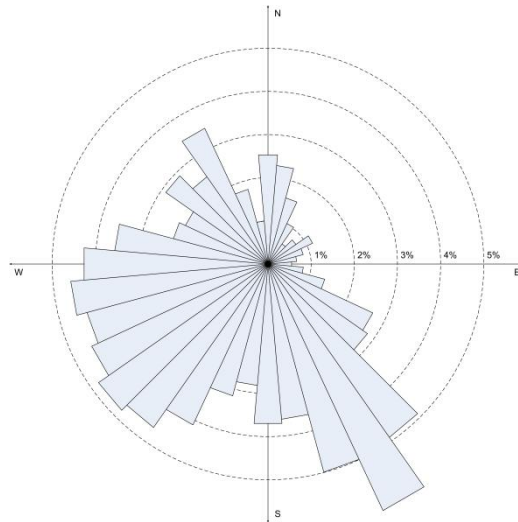


Figure 1: Example

- Tables are labelled above the table, flush left

Table 1: Example

Monday	Tuesday	Wednesday	Thursday	Friday

- if Figures or Tables are not self-developed, they have to be indicated by a source reference
- content of Figures and Tables has to be explained in the text, located next to the Figure or Table

### 11.1. Slightly changed Figures and Tables

If changes in the sense of adaption (e.g. graphical changes, modification of terms, ...) are made, but the reference to the original is still clearly visible, this should be clarified in the caption.



## **11.2. Significantly changed Figures and Tables**

If major changes are made and only the structure or basic idea is contained in the Figure or Table, this should be clarified in the caption by adding “in accordance with”.

The source reference to a Figure or Table can alternatively be done in a footnote.

## **11.3. Preparation of Figures and Tables**

For creating your own images, the use of programs with vector graphics is recommended (e.g. Visio, AutoCAD,...) so pleasing results can be achieved.

The use of raster graphics (e.g. Microsoft Paint) should be avoided.

These programs are available via Remote Desktop connection or can be downloaded legally using the software download of the University of Rostock.

The use of free hand drawing is not recommended in most cases and should only be done in consultation with your supervisor.

Scanning or copying figures from sources should only be done if figures cannot be created by you within an acceptable effort of time. In most cases there is a loss of quality and differences in size, colour and labels occur.

## 12. Numbers

- numbers one to four are written out
- for larger number digits are used
- numbers at the beginning of a sentence are always capitalized
- real numbers always as digits
- within the range of -1 to +1 numbers will always presented with a zero before the decimal point (e.g. 0.52 instead of .52)
- no use of thousands separators to avoid confusion because of the different use of the point and comma (e.g. 5861 instead of 5,861)
- separation of numbers with more than five digits can be done by space character, avoid a division in two numbers by a line break
- for numbers with a unit put a space character between number and unit, avoid a line break

## 13. Declaration of the author

Here you confirm that this work was done by yourself and you only used the sources that are listed in the bibliography and everything is indicated within the text.

A possible formulation:

*I declare by personal signature that I have made this thesis independently and without the use of sources that are not specified. All quotes taken over direct or indirect of other publications are identified as such. I am aware that this work is failed by making a false insurance.*

*Place, Date*

*Signature*

This declaration can be used for your work.