

## **Guidelines for the preparation of students' work at the Institute for Groundwater Management at the TU Dresden**

### **1 Requirements on design**

#### **1.1 Cover Page**

The cover page should include the following information:

- Topic of the work
- Type of work: (e.g. Bachelor thesis or Master thesis)
- Target degree with study course
- Name and date of birth of the author
- Name of the supervisors at the IGW and optionally external supervisor
- Name of the supervising university teacher
- Date of submission

#### **1.2 Statement of authorship**

In all work a handwritten signed declaration of an independent state of the work has to be inserted. (e.g. „I hereby declare that I completed this work on my own and that information which has been directly or indirectly taken from other sources has been noted as such. Neither this, nor a similar work, has been published or presented to an examination committee.“).

#### **1.3 Definition of task**

In one copy of the work the **definition of task in the original** must be included, in any further copies a copy of the original has to be included.

#### **1.4 Abstract**

The Abstract is an English summary of the complete work. The scope is not more than a page. Under the Abstract 4 to 6 comma-separated ‚Keywords‘ are to be inserted.

#### **1.5 Theses**

The work must be preceded by 3 up to 10 formulated theses. Good scientific theses are ideally as short as possible, and so long and differentiated as necessary. There are no factual claims or facts. They may be controversial assertions and may stimulate discussions. They should be formulated before processing and may not include any results!

#### **1.6 Table of contents**

The table of contents includes structures of the work provided with page numbers. All available directories are also included in the table of contents. The page numbering using Arabic numerals starts with the first page and ends with the last page of the work, but is shown only after the title page.

## 1.7 Lists of figures, tables, formula symbols and abbreviations

If figures and tables appear in the work these must be included in the appropriate directory specifying the respective content designation with the page number. When using symbols these can be explained under ‚Symbols and Abbreviations‘. It must be ensured that the same variable is not referred to by various characters and that the same character is not used for different variables.

In the text should be as few as possible ‚not common used shortcuts‘ applied. In titles such abbreviations should be avoided. If certain specialist shortcuts are used these must be included in the list of ‚Symbols and Abbreviations‘.

## 1.8 Text part

Recommended general structure:

- 1 Introduction/Motivation
- 2 Basics/Literature Discussion
- 3 Materials & Methods
- 4 Results & Analyses
- 5 Discussion
- 6 Outlook
- 7 Summary

The plain text without directories and appendix should not exceed the following amounts **unless other arrangements are made with the supervisor**:

- at bachelor theses: about 40 to 60 pages (or approximately 10,000 words),
- at master theses: about 70 to 90 pages (or approximately 20,000 words),
- other works (e.g. study work) are discussed individually.

The following format specifications are recommended (see also [Corporate Design](#) of TU Dresden):

- Margins: right about 2 cm and left about 3 cm,
- Line spacing: approximately 1.2 to 1.5 lines,
- Easy to read fonts (e.g. Arial with 11 pt or Calibri with 12 pt),
- Justification,
- Can be printed either single-sided or double-sided the decision rests with the supervisor.

**Spelling, grammar, commas and expression is important.** A large number of spelling, grammar, comma or expression errors can lead to a lower rating of the thesis.

## 1.9 Bibliography

In the bibliography all used or cited literature has to be listed. Conversely, literature that has not been mentioned in the text must not be found there.

References has to be in alphabetical order. If an author appears multiple times the posts have to be indicated corresponding to the year of publication. If there are several articles by the same author in the same year of publication, the respective year is to supplement by a, b, c, etc.

## 1.10 Appendix

In the Appendix large amounts of data or figures and tables which are not directly fitting into the text can be placed. However, they should be pointed out in the text.

Each copy of the work has to include a media, where a **digital version of the work and all relevant data** (measurements, models, diagrams, pictures, etc.) are stored.

## 2 General information

Each adoption of foreign ideas has to be marked! It stands behind the respective statement in parentheses and contains author and year of publication (Name-date system) e.g. (Müller, 2010) or from three or more authors (First Author et al., 2012). **Text parts which were taken off and were not marked as a citation can lead to failure of the work.**

Direct citations must be precisely applied and enclosed in quotation marks. If phrases are left out this is to be marked by [...]. Additions within the quote also have to be enclosed in square brackets. In analogous quotations the content is reported in own words. Basically, all references have to be traceable, i.e. directly found at the specified location. Also with adopted tables and figures a citation is required.

**'Wikipedia' is not allowed as a citation!** It must be quoted the original source.

Note: For Internet sources the time of access has to be indicated (e.g. ‚full URL‘ (access: 10.02.2015 at 10:15 am)).

The own contribution of the author must remain clear. The work must be written with its own formulations, i.e. it must not be applied entirely statements from other authors.

**Shortcuts have to be introduced at the first use in the text.** For this the term is written out and the abbreviation is given behind in brackets (e.g. Institute for Groundwater Management (IGW)). Exceptions are commonly used Shortcuts.

A **regular consultation with the supervisor** is useful and explicitly desired. Especially the structure and procedure is to be coordinated in order to prevent incorrect interpretations of the theme.

When creating charts there are to ensure easy to read and having accordingly large axis labels. Also the legend is part of a diagram. When choosing the representation, it should be noted that the clarity should remain intact even in grayscale printing.

The use of formulas, symbols and units demands consistency and correctness in spelling.

On the spine of the bound work should be printed the year of the release, the last name of the author as well as a short title (or a fitting catchword) with reading direction from the bottom to the top.

For Students who worked directly at the IGW it is possible - by prior arrangement with Mrs. Reimann (about three days ahead) - to print their work in duplicate at the Institute.

## 3 Colloquium

According to the examination regulations final theses have to be defended in a public colloquium. The Colloquium is divided into a presentation and a discussion part. **The presentation of Master Thesis should take 20 to 25 minutes, of Bachelor Thesis 15 to 20 minutes** and has to be prepared accordingly. A prior consultation with the supervisor is recommended. After the presentation a discussion takes place in which the graduate is confronted with topic related questions. At Bachelor defenses a total duration of 30 minutes (presentation and discussion) is provided. For Master defenses additionally a poster is to be drawn up. Templates for this can be found on the website of the TU Dresden ([Corporate Design](#)).

The time for the presentation of other works (e.g. study project) is to be requested from the supervisor.

## 4 Additional Notes

These guide serves only as an orientation for the formal assessment of scientific work at the IGW.

It is no public document. **The guidelines of the examination office and the examination regulations have to be considered in any case.** Priority must apply to agreements with the supervisors.

## 5 Literature:

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| DIN 1422 Teil 4       | Veröffentlichungen aus Wissenschaft, Technik, Wirtschaft und Verwaltung;<br>Gestaltung von Forschungsberichten |
| DIN 1426              | Inhaltsangaben von Dokumenten; Kurzreferate, Literaturberichte   |
| DIN ISO 690           | Information und Dokumentation – Richtlinien für Titelangaben und Zitierung<br>von Informationsressourcen       |
| Durner, W. (2006),    | Leitfaden zur Erstellung von wissenschaftlichen Berichten  |
| Theisen, M.R. (1998), | Wissenschaftliches Arbeiten: Technik-Methodik-Form, 9. Aufl., München.   |