A close up of a logo

Description automatically generated

Faculty of Business and Economics

Chair of Business Information Systems, esp. Business Engineering OR   
Information Systems in Trade and Industry

**Thesis/Paper Title**

**Master Thesis** OR **Diploma Thesis**

to obtain the academic degree of “*Master of Science/Diploma XYZ*“ OR

**Research Paper (Belegarbeit)** OR

**Seminar Paper**

*Course Name*

|  |  |  |
| --- | --- | --- |
|  | Submitted by: | Last name, first name(s) |
|  | Email: | [firstname.lastname@mailbox.tu-dresden.de](mailto:firstname.lastname@mailbox.tu-dresden.de) |
|  | Student ID: | 1234567 |
|  | Study program: | Program name |
|  | Chair: | Prof. Dr. Susanne Strahringer OR Prof. Dr. Martin Wiener |
|  | Supervisor: | Supervisor name |
|  | Working period: | DD.MM.YYYY – DD.MM.YYYY |

Abstract

The abstract introduces the study topic and research objectives/questions (including a brief motivation), outlines the methodological approach used, as well as summarizes the study’s key findings and contributions. The length of the abstract is limited to one page (max).

Table of Contents

[List of Figures III](#_Toc87899560)

[List of Tables IV](#_Toc87899561)

[List of Formulas V](#_Toc87899562)

[List of Abbreviations VI](#_Toc87899563)

[1 Introduction (Heading 1) 1](#_Toc87899564)

[2 Template Use 1](#_Toc87899565)

[2.1 Headings (Heading 2) 1](#_Toc87899566)

[2.2 Standard Text and Accentuations 1](#_Toc87899567)

[2.3 Bulleted Lists and Numberings 1](#_Toc87899568)

[2.4 Figures, Tables and Formulas 2](#_Toc87899569)

[2.4.1 Figures (Heading 3) 2](#_Toc87899570)

[2.4.2 Tables 2](#_Toc87899571)

[2.4.3 Formulas 3](#_Toc87899572)

[2.5 Footnotes 3](#_Toc87899573)

[2.6 Headers 3](#_Toc87899574)

[2.7 Abbreviations 3](#_Toc87899575)

[2.8 References 3](#_Toc87899576)

[2.9 Index Tables 3](#_Toc87899577)

[2.10 Declaration of Academic Integrity and Originality 4](#_Toc87899578)

[References 5](#_Toc87899579)

[Appendix A: Appendix Title VII](#_Toc87899580)

[Appendix B: Appendix Title VIII](#_Toc87899581)

List of Figures

[Figure 1: Meaningful figure caption (Source, 1979, p. 25) 2](#_Toc35525153)

[Figure 2: Pointer on how to set the correct page number for the appendix 4](#_Toc35525154)

List of Tables

[Table 1: Meaningful table caption 2](#_Toc35525155)

[Table 2: Use of Arabic and Roman page numbers 4](#_Toc35525156)

List of Formulas

[Formula 1: Binomial theorem 3](#_Toc35525157)

List of Abbreviations

|  |  |
| --- | --- |
| Abbr. | Abbreviation |
| … | … |

# Introduction (Heading 1)

This MS Word template is used for academic (student) papers supervised at the Chair of Business Informatics, esp. Business Engineering of TU Dresden. Using the template saves time and enables students to write their paper in a uniform layout.

# Template Use

The use of this template requires basic MS Word skills. The following general information therefore focuses on the specifics in using the styles embedded in the template.

## Headings (Heading 2)

There are three basic types of headings:

**Chapter headings** (level 1) are formatted in the style *Heading 1*.

**Subchapter headings** (level 2) are formatted in the style *Heading 2*.

For **headings in subchapters** (level 3), the style *Heading 3* is used.

Moreover, the template makes use of some additional formatting styles:

The headings of the **Abstract** and **Table of Contents** are formatted in the style *TOC* (Table of Contents). The headings of the **other index tables** (list of figures, tables, formulas, and abbreviations) are formatted in the style *TOX*. All index tables are not numbered.

For the **References** and **Appendix** headings, the style *Heading 1* (see chapter headings above) is used again, but without numbering.

## Standard Text and Accentuations

For standard text, the style *Standard* is to be applied. To accentuate text (foreign words, names), *italics* are being used.

## Bulleted Lists and Numberings

For bulleted and numbered lists, the style *List Paragraph* is used.

* This is a sample text (*List Paragraph*).
* More sample text.

1. And another sample text (*List Paragraph*).
2. And so on.

## Figures, Tables and Formulas

### Figures (Heading 3)

Figures are centered and need to be aligned with the text width (i.e., they must not reach into the left or right page margins). Further, each figure requires a meaningful caption, which may include a literature reference. A figure caption can be added by right-clicking on the figure (context menu 🡪 option “Insert Caption”). Doing so will automatically add the figure to the List of Figures. For figure captions, the style *Caption* is used.



Figure 1: Meaningful figure caption (Source, 1979, p. 25)

Each figure *must* be referenced at least once at an appropriate place in the running text. Students need to make sure that figures are easily readable, even if they are printed in black and white.

### Tables

Tables are to be formatted as follows: For text within the table, the style *Table Contents* is to be used. The column headers are to be formatted in **bold**. The width of the table should cover the full width of the text (100%). Like figures, each table requires a corresponding caption, leading to the automatic inclusion in the List of Tables. Table captions are placed above the table and are (also) formatted in the style *Caption*.

Table 1: Meaningful table caption

|  |  |  |
| --- | --- | --- |
| Column header 1 | Column header 2 | Column header 3 |
| A | B | C |
| D | E | F |
| G | H | I |
| … | … | … |

To improve readability, table rows can be formatted in an alternating color scheme, such as the one used in Table 1.

### Formulas

To integrate a formula into the running text and label it appropriately, students should use a table with only one column and remove the table borders. Using the *Caption* function of MS Word, a corresponding formula caption can then be added by selecting, or creating, the label *Formula*.

Formula 1: Binomial theorem

|  |
| --- |
|  |

## Footnotes

For footnotes, the style *Footnote Text* will be automatically used. Please note that all footnotes need to end with a full stop.[[1]](#footnote-2)

## Headers

The header contents are automatically updated and depend on the first-level heading. Please make sure not to delete any of the *page/section breaks* between the title page, the index tables, the actual content chapters, and the appendices. Doing so would lead to problems with the header contents and formatting.

## Abbreviations

Each abbreviation that is not included in common dictionaries (e.g., *Merriam-Webster*) must be included in the List of Abbreviations. Also, the first time an abbreviation (abbr.) is mentioned in the running text, it needs to be spelled out and the abbreviation needs to be specified in parentheses. The List of Abbreviations follows the List of Formulas (if relevant) or the List of Tables. All abbreviations need to be manually added to the List of Abbreviations (in alphabetical order).

## References

The Chair of Business Informatics, esp. Business Engineering uses the referencing style *APA 7th Edition* (<https://apastyle.apa.org>), **including the specification of page numbers**. Please consult the APA guidelines for detailed instructions. To ensure that literature sources are correctly referenced, it is advisable to use a corresponding software tool, such as *Citavi* or *Mendeley*.

## Index Tables

The Table of Contents, as well as the index tables for figures, tables, formulas, and abbreviations are already included in this MS Word template. If the template is used correctly (i.e., use of the prespecified captions and formatting styles), the index tables only need to be updated. Index tables that are not relevant for the given work need to be removed.

Please note that Roman page numbers are used for the Abstract and the above-mentioned index tables. The Roman page numbering is then continued in the Appendix, as also illustrated in the following table (see “Example” column).

Table 2: Use of Arabic and Roman page numbers

|  |  |  |
| --- | --- | --- |
| Section | Page number type | Example |
| Title page | N/A | --- |
| Abstract | Roman | I |
| Table of contents | Roman | II |
| List of figures | Roman | III |
| List of tables | Roman | IV |
| List of formulas | Roman | V |
| List of abbreviations | Roman | VI |
| Running text & References | Arabic | 1 – n |
| Appendix | Roman | VII |

The page numbers for the Appendix need to be adjusted manually. To do so, double-click on the header of the corresponding page, go to the menu item *Page Number* under “Header & Footer”, and select the function *Format Page Numbers* (see also Figure 2). Next, enter the correct page number under “*Page numbering: Start at*”.

A screenshot of a social media post

Description automatically generated

Figure 2: Pointer on how to set the correct page number for the appendix

## Declaration of Academic Integrity and Originality

All academic (student) papers to be submitted at the Chair of Business Informatics, esp. Business Engineering need to conclude with a *Declaration of Academic Integrity and Originality*. For this declaration, please use the text components provided at the end of this document and add the required information.

# References

The literature sources included in the reference list are to be formatted in the style *Sources*. If possible, the DOI link for each source should be added. Below is a sample reference list following the APA standard.

Bacharach, S. B. (1989). Organizational theories: Some criteria for evaluation. *Academy of Management Review*, *14*(4), 496-515. <https://doi.org/10.5465/AMR.1989.4308374>

Bock, M., & Wiener, M. (2017). Towards a taxonomy of digital business models – Conceptual dimensions and empirical illustrations. *Proceedings of the 38th International Conference on Information Systems (ICIS)*, Seoul.

Bock, M., Wiener, M., Gronau, R., & Martin, A. (2018). Industry 4.0 enabling smart air: Digital transformation at KAESER COMPRESSORS. In N. Urbach, & M. Röglinger (Eds.), *Digitalization cases: How organizations rethink their business for the digital age* (pp. 101-117). Springer.

Burton-Jones, A., McLean, E. R., & Monod, E. (2015). Theoretical perspectives in IS research: From variance and process to conceptual latitude and conceptual fit. *European Journal of Information Systems*, *24*(6), 664-679. <https://doi.org/10.1057/ejis.2014.31>

Gregor, S. (2006). The nature of theory in information systems. *MIS Quarterly*, *30*(3), 611-642.

Sutton, R. I., & Staw, B. M. (1995). What theory is not. *Administrative Science Quarterly*, *40*(3), 371-384. <https://doi.org/10.2307/2393788>

Weber, R. (2012). Evaluating and developing theories in the information systems discipline. *Journal of the Association for Information Systems*, *13*(1), Article 2. [https://doi.org/10.17705/  
1jais.00284](https://doi.org/10.17705/1jais.00284)

Wiener, M., Mähring, M., Remus, U., Saunders, C. (2016) Control configuration and control enactment in information systems projects: Review and expanded theoretical framework. *MIS Quarterly*, *40*(3), 741-774.

Yin, R. K. (2013) *Case study research: Design and methods* (5th ed.). Sage Publications.

# Appendix A: Appendix Title

Text

# Appendix B: Appendix Title

Text

**Declaration of Academic Integrity and Originality**

I hereby confirm that I have written this work, entitled

„*Thesis/Paper Title*“

by myself, without any external support, and without the use of any sources other than those cited in the text. All intellectual property taken directly or indirectly from external sources is distinctly marked as such.

The work has not been submitted to another examination office in this or in similar form and has not been published.

Dresden, DD.MM.YYYY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First and last name Signature

1. This is a sample text for a footnote without a literature reference. [↑](#footnote-ref-2)