

Guidelines for writing a Master's thesis

I. General information

Sheets are to be written on one side only. Pages are to be numbered, with the top right-hand corner being the most appropriate place. Roman numerals are used for the indexes, Arabic numerals for the actual text. The cover sheet is included in the numbering, but it does not show the number.

II. Structure

A Master's thesis has the following structure:

1. Cover sheet

Top left: name, address, current semester, contact information
In centre: title of the thesis

2. Table of contents

All headings appearing in the body text must also be included in the table of contents; conversely, each heading from the table of contents must also appear in the body text. The usual legal structure must be used (A., I., 1., a), aa).

3. Bibliography

a) Content

The bibliography must list all literary references used. It includes only literature, not case law, decisions or parliamentary materials.

b) Form

The literature should be listed in alphabetical order by author or editor (without academic title), with the full title of the work, edition if applicable, place and year of publication. The bibliography may be subdivided according to type of publication (e.g. essays on the one hand, textbooks, commentaries on the other), but this is not usually necessary. Periodicals, especially journals, should be abbreviated in accordance with Kirchner, *Abkürzungsverzeichnis der Rechtsprache*, 10th ed., Berlin 2021.

4. List of abbreviations

All abbreviations used in the thesis are listed here.

5. Text

The length of the paper must not exceed the number of pages that has been assigned with the title of the thesis. The following format specifications must be observed: Line spacing (also for the footnotes) 1.5; font size in the text at least 12 pt.; font size in the footnotes at least 10 pt.; font: Times New Roman; top margin at least 1 cm; bottom margin at least 1 cm; left margin 5 cm.

Judgements and literature are to be cited in footnotes as follows:

BGH, NJW 2003, 2096 (2097)

BGHZ 123, 328 (332 f.)

Müller, BB 1994, 313 (318)

Meyer, in: FS f. Pfister, 1995, p. 410 (415)

Schulze, Die Willenserklärung, 1996, p. 520

Schulze, in: Meyer/Müller (editors), Der Vertragsschluss, 1999, p. 244 (246)

6. Final declaration

The last page of the thesis must be a final declaration in accordance with the sample attached to these instructions.

Sample final declaration:

Affirmation

I declare that I have written this thesis myself and without the help of others and that the text has not been prepared with the aid of sources and aids other than those specified and that no artificial intelligence has been used.

Place, date

Signature