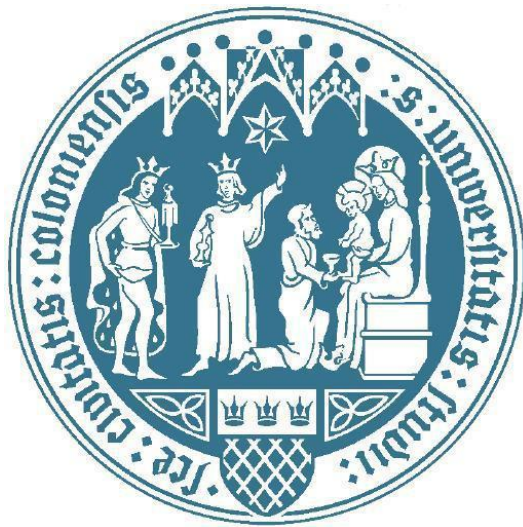


International Master of Environmental Science Thesis Guide



Universität zu Köln

Version May 2023

This guide was designed by the Examination Committee of the International Masters of Environmental Science (IMES) Program at the University of Cologne. Please note that it is intended to act as an initial guide to assist the student in the preparation of her thesis, and the final structure, formatting and specific requirements must be confirmed with the thesis supervisor.

1: GETTING STARTED

Introduction

In order to maintain a high standard of scholarly work in the International Master of Environmental Science (IMES) Program, the IMES Examination Committee has developed these guidelines to help you prepare and submit your Master's Thesis. A thesis should reflect positively on you as a student, your advisor, the IMES Program, and the University of Cologne. Your research and its presentation are your responsibility, in consultation with your thesis advisor. The candidate is responsible for the thesis in all aspects, including quality of presentation, correct spelling and punctuation, complete and accurate references, and coherent organization.

2. FORMAT AND APPEARANCE

2.1 General Format

The guidelines specify certain requirements pertaining to style, organization, and format. The preliminary pages of all theses will have a uniform and consistent presentation from the IMES Program. Acceptable styles for the main body, including documentation of reference materials, should conform to a style guide appropriate to your field of study and formally approved by the faculty in which your advisor works, if that faculty has guidelines. Only minimum standards for the body are set in these guidelines. Each candidate must consult with his or her advisor on matters of style before beginning work. If the faculty of a candidate's advisor has no guidelines, the candidate should use the guidelines provided below.

2.2 Fonts

The text should be a 12-point serif font, such as Times New Roman or Times. The font type and size must be consistent throughout the document, with the following exceptions:

1. Headings and subheadings may be larger than the text.
2. Footnotes, subscripts, and superscripts may be smaller than the text.
3. Tables may use a smaller point size (10 point or greater) and a sans serif font, such as Arial or Helvetica.
4. Use special fonts as required for formulas and foreign languages. Special fonts should be embedded in the document before creating a PDF file.

2.3 Line Spacing

Standard double-line spacing is required for the document text, both within and between paragraphs, with the following exceptions:

1. Single-line spacing may be used within long quotations, tables, footnotes, bibliographic entries, and multi-line captions.
2. Numbered or bulleted lists may be single-line spaced, with double spacing between items.

2.4 Margins

Margins should be set to 2,5 cm on the top and 2,0 cm at the bottom, and 2,5 cm on the left and right. Only page numbers may appear outside of these margins. Tables, figures, and scanned images must fit within these margins. Landscape-orientated pages may be used for larger tables and images.

2.5 Pagination

Bound copies of theses are double sided. Page numbers should appear at the bottom center, approximately 1,26 cm from the edge of the page (this is the default setting in most word processing programs). Page numbers, however, may be placed at the top or bottom corners if they appear on the right side for odd pages and the left side for even pages.

1. Every page of the document is counted and receives a page number. The two exceptions are the title and copyright/blank pages, which are counted, but not numbered.
2. Small Roman numerals are used for the preliminary pages (including an introduction). Page numbers begin with iii, assigned to the signature page.
3. Arabic numbers begin with Chapter 1, and are used for the remainder of the document, including reference material and appendices. Pages are numbered consecutively beginning with 1 and continue to the end of the document.
4. Landscape pages should be numbered so that, when turned sideways for binding, the number appears in the same position as the portrait pages.

2.6 Headings

Heading styles and levels must be used consistently throughout the document. Many style manuals offer specific heading styles. Consult with your advisor or department for recommended heading styles.

2.7 Tables, Figures, and Equations

A table consists of columns of information, often in the form of numbers. A figure is any kind of graphic illustration other than a table; figures include graphs, charts, drawings, diagrams, maps, photographs, and other illustrative materials.

1. Tables, figures, and equations should be located as close as possible after the first reference in the text describing them.
2. Text should not wrap around tables, or equations.
3. Tables, figures, and equations should be numbered consecutively throughout the document (1, 2, 3), or consecutively within chapters (1.1, 1.2 . . . 2.1, 2.2) and appendices (A1.1, A1.2, A1.3). Once a scheme is chosen, it must be used consistently throughout the document.

2.8 Footnotes, Endnotes, and References

Citation practices differ widely. Candidates should confer with their advisors regarding accepted practices in their individual disciplines. Depending on the style approved by your advisor's department:

1. References may be numbered either consecutively throughout the entire manuscript or consecutively within each chapter.
2. References may be at the bottom of the page, the end of a chapter, or at the end of the document.

CHAPTER 3: ARRANGEMENT OF CONTENTS

Examples are given in the Appendix.

3.1 Title Page (required)

The title page is assigned page number *i*, although the number does not appear on the page. The thesis title is centered horizontally on the page in capitalized letters using 12 point font. "A Thesis" should be centered on line 9. On line 17, "the degree of Master of (with the appropriate name) should appear. Place the month and year of your defense on line 22.

3.2 Affirmation statement (required)

An affirmation statement is required (§8.6. of the regulations). The affirmation statement is inserted immediately after the title page. It is counted, but not numbered. Center "Statement of Affirmation" on line 19, followed by the student's name centered on line 20, and the year on line 22. The text could be anything as the following example:

"I hereby declare that the master thesis submitted was in all parts exclusively prepared on my own, and that other resources or other means (including electronic media and online sources), than those explicitly referred to, have not been utilized. All implemented fragments of text, employed in a literal and/or analogous manner, have been marked as such."

3.3 Abstract (required)

The page should be numbered "iv" and if necessary a second page can be used. These indices are limited to 150 words for theses. You may wish to limit the length of your abstract if this concerns you. The abstract will not be altered in your published manuscript.

3.4 Dedication and/or Acknowledgment Pages (optional)

These pages are used to dedicate the thesis, and to recognize assistance (financial or other) as an acknowledgement.

3.5 Table of Contents (required)

The table of contents is NOT listed in the table of contents, even though it will have page numbers assigned to it. Number all table of contents pages with lower case Roman numerals.

3.6 Lists of Tables, Figures, Illustrations, Charts, or Graphs (optional)

These lists should only be included in a thesis that incorporates five or more tables, figures, illustrations, charts, or graphs. If used, then the page(s) should be numbered with lower case Roman numerals. Each list (List of Tables, List of Figures) should begin on a separate page.

3.7 List of Abbreviations or Symbols (optional)

If a thesis contains specialized symbols, abbreviations, or acronyms that have meanings outside of common knowledge, this list of definitions should be included in the preliminary pages. Such information may also be placed in an appendix.

3.8 Introduction

An introduction, if included, is considered part of the preliminary material. Continue numbering with lower-case Roman numerals.

3.9 Main Body (required)

Chapter 1 begins the main body of the thesis. Pages are numbered consecutively beginning with 1 and continue to the end of the document.

3.10 Footnotes or Endnotes (optional)

Footnotes come at the bottom of the page, where endnotes come at the end of each chapter or are grouped together directly after the entire body of the thesis. They should be formatted according to the style selected by the department.

3.11 References/ Bibliography (required)

All theses must include a list of works cited and/or referenced; format according to the style guide selected by the department.

3.12 Appendix (optional)

If included, appendices should follow the bibliography.

APPENDIX 1

Overview

The following figures illustrate the preliminary pages of the thesis. In each figure, the entire physical page is given. The margins are indicated as light grey; only the page number will appear in this area. Line numbers, based on Times New Roman 12 point font, and are given to help clarify the starting points of the requested information (with the exception of the signature page, all line numbers are for double line spacing).

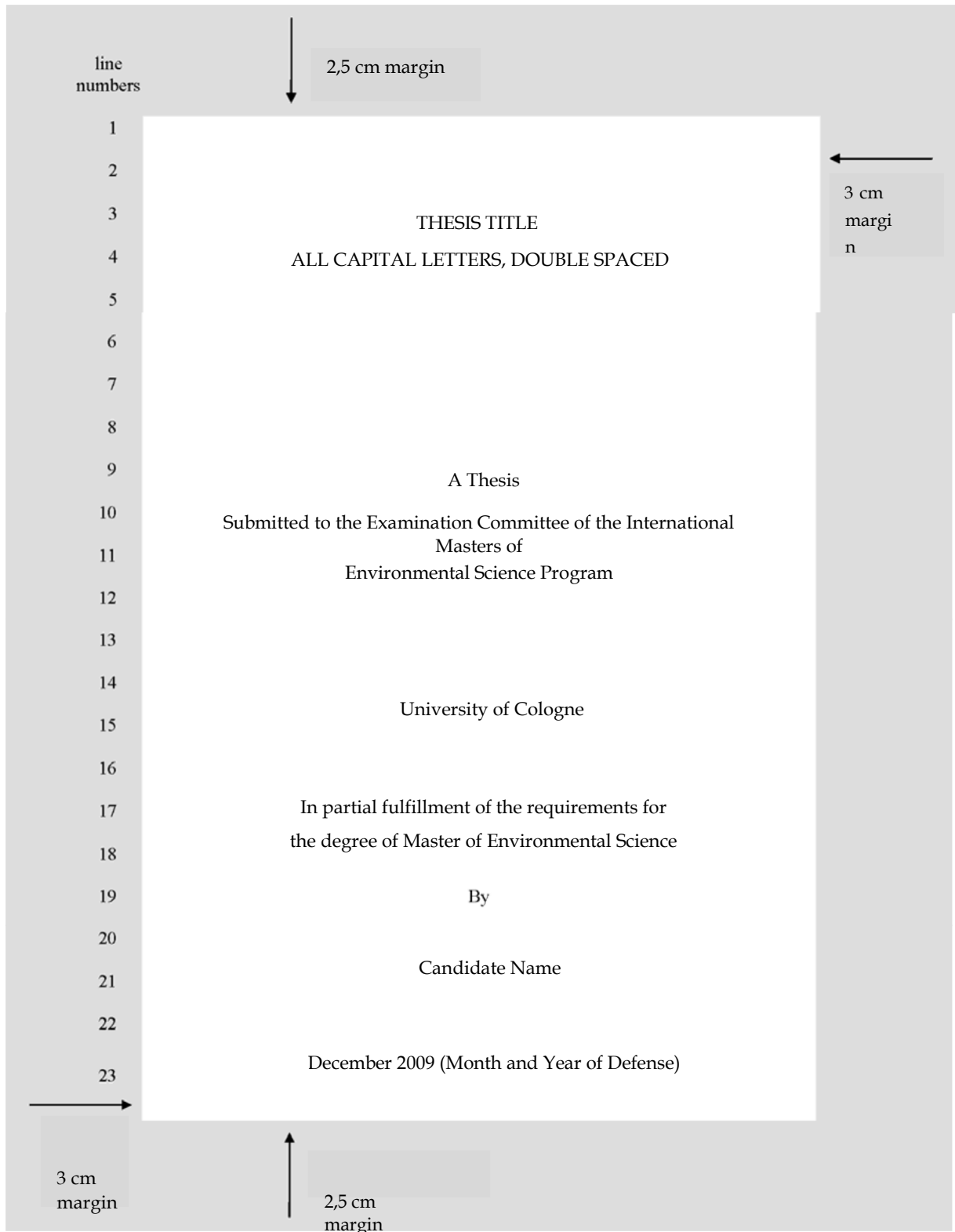


Figure A1.1 Title Page

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Statement of Affirmation
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Figure A1.2 Statement of Affirmation

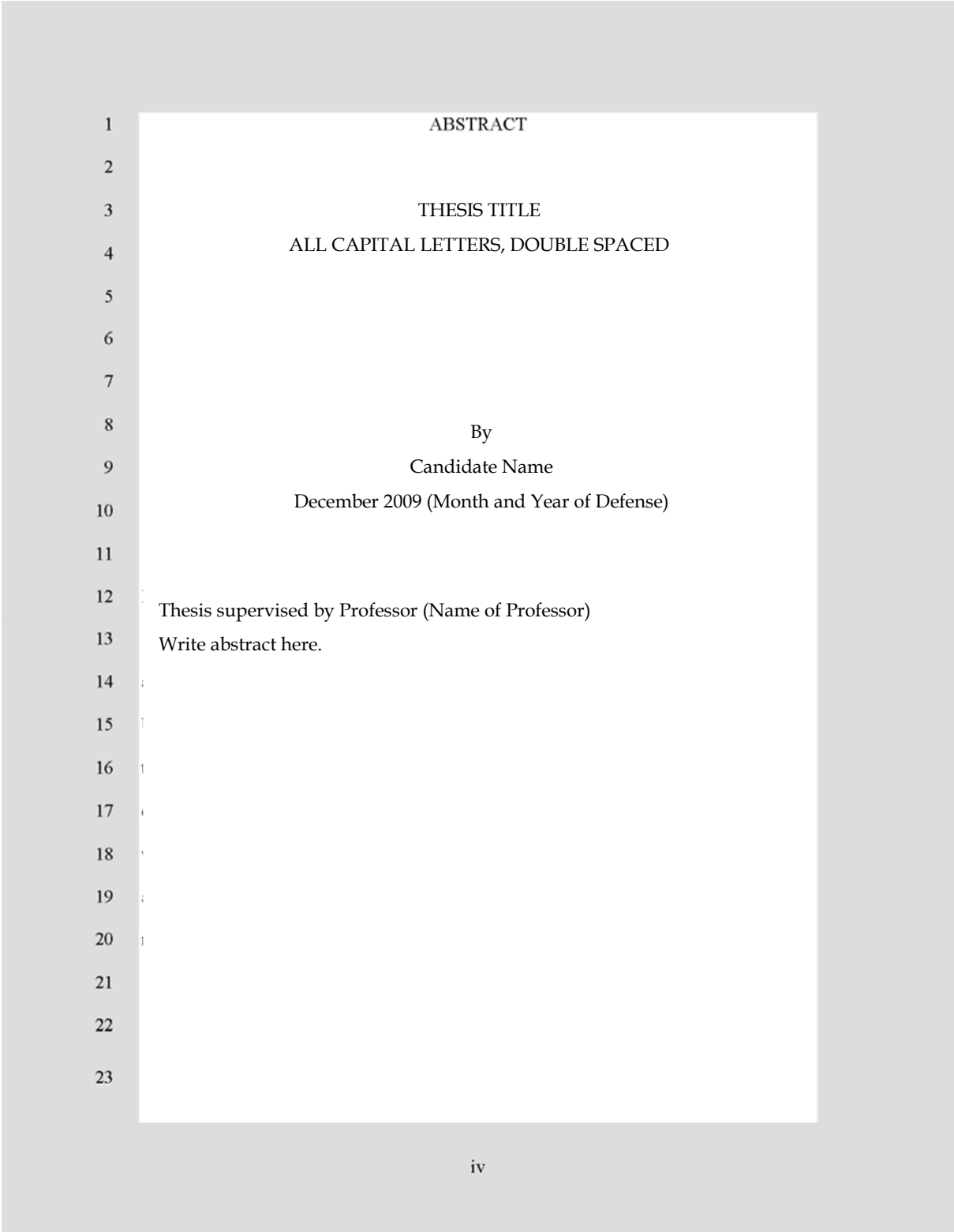


Figure A1.3 Abstract

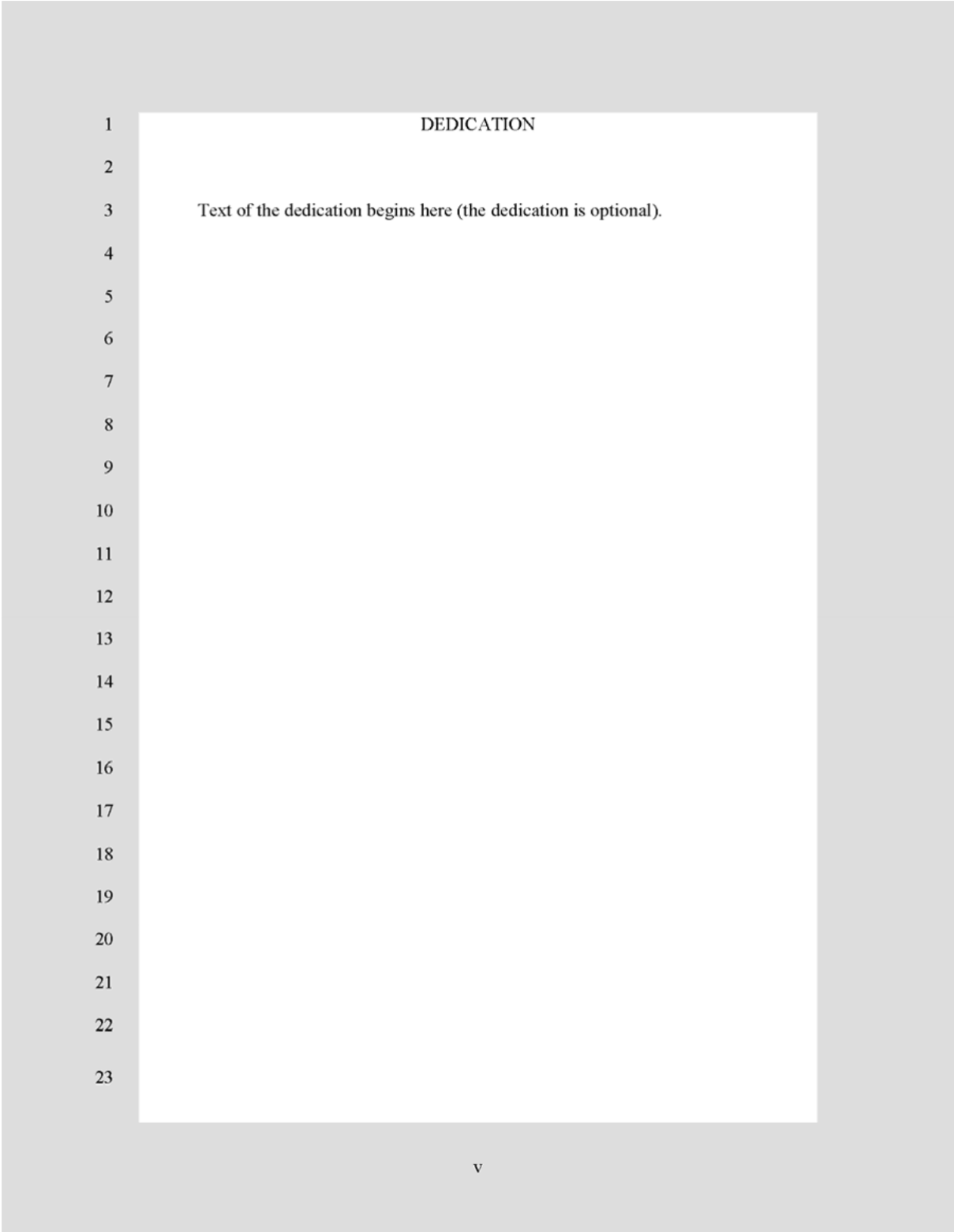


Figure A1.4 Dedication

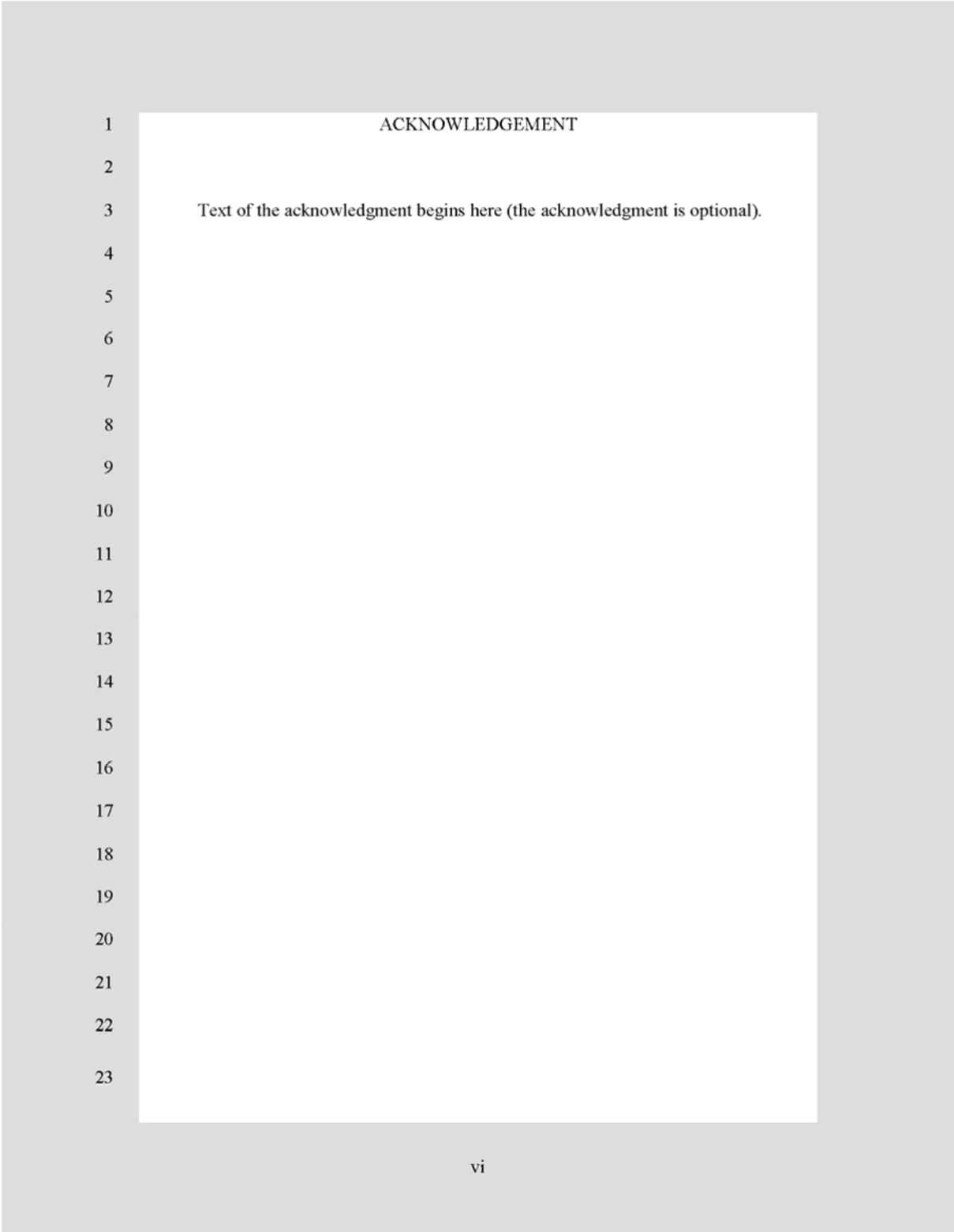


Figure A1.5 Acknowledgement

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Figure A1.8 List of Figures

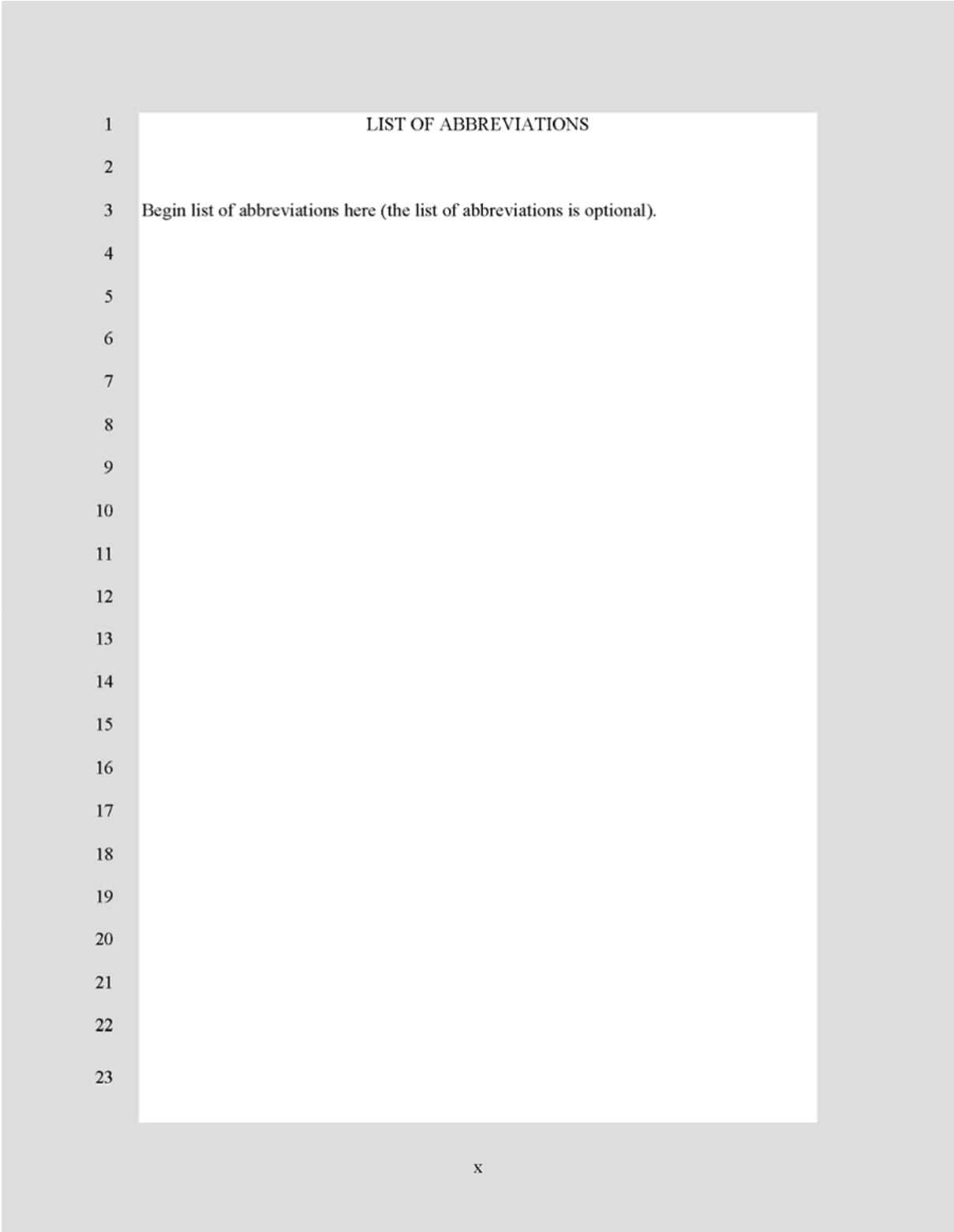


Figure A1.9 List of Abbreviations