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**Bachelor thesis / Project work / Student research project 201x**

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Declaration of Authenticity

I the undersigned declare that I have prepared the present paper independently and without the use of sources other than those indicated in the reference list.

All statements and information contained herein are listed and indicated as quotations and / or paraphrases.

This Bachelor Thesis / Project Work / Student Research has not been published to date. It has thus not been made available to other interested parties or examination boards.

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Preface or Background of the Project or Acknowledgment

Management Summary / Abstract

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# Heading 1

Heading 1 without numbering

## Heading 2

### Heading 3

Heading without numbering

# Formatting

## Quotes

Enable „Replace "Straight quotes" with “smart quotes”” in the AutoFormat section of the AutoCorrect options. Default language is „English (U.K.)“.

Variant: «…»

## Enumerations

Please use the „List Bullet“ template.

* Item 1
* Item 2

## Footnotes

Example for text containing a footnote.[[1]](#footnote-1)

## Figures

Please use the following option to insert graphical illustrations (e.g. Power Point charts):

Home Tab 🡪 Paste 🡪 Paste Special… 🡪 Picture (Enhanced Metafile).

Use the template „Figure“ for the formatting of illustrations. After inserting the illustration it must be anchored to the text. For this purpose, place the cursor in the target area of the figure (a paragraph which is formatted as „Figure“), do a right click on the figure and follow the instructions below:

Size and position 🡪 Text Wrapping 🡪 In Line with Text

The size of the illustration can also be changed in „Size and position“.

To **name** your illustration, place the cursor below your figure and choose „Insert Caption“ from tab „References“.

Caption: Figure number, colon, space, caption.

Please compare the following example: Figure 1



Figure 1: Example illustration

## Tables

### Tables as illustration

For tables which are imported as **illustration** or **object** e.g. from excel, use the same procedure like for figures (2.4) except that the illustration is formatted as “Figure Table” instead of “Figure”

For the caption use the same label “Table” as for word tables and format it as “Caption Table”.

Table caption: Below the table, like in our example: Table 1



Table 1: Example for a table imported as illustration

### Word tables

Choose our template „Table heading“ for title row and „Table text“ for table content. Please follow our instructions to caption your table:

Tab “References” 🡪 “Insert caption” (Position: Below selected item)

Reformat accordingly to „Caption Table“ (Styles).

Caption: Table number, colon, space, caption.

|  |  |
| --- | --- |
| Bezeichnung der Grössenklasse | Anzahl Beschäftigte (Vollzeitäquivalent) |
| Kleinunternehmen | 10 bis unter 50 |
| Mittlere Unternehmen 1 | 50 bis unter 100 |
| Mittlere Unternehmen 2 | 100 bis unter 250 |

Table 2: Example for a table created by Word

## Changing the font

The font for the whole document can be changed by the “normal” template (is not recommended). All other styles which are used in this document are linked to this template.

To change the font anyway:

Tab „Home“ 🡪 „Styles“ 🡪 Choose template „Normal“ in the dropdown-menu (right click) 🡪 „Modify“

References

Formatting: „Literature entry“

Bräuer, Sebastian/Bode, Kim (2012): Die Herren des Finanzmülls. In: NZZ am Sonntag, 17. Juni 2012, 11. Jahrgang, Nr. 25, S. 31 [online]. URL: http://epaper.nzz.ch/nzz.asp?ticket=ST%2D425 510%2D1JFjZxeTCPHxgiJsMz90%2Dcas [Stand: 24. Juni 2012].

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Langer, Inghard/Schulz von Thun, Friedemann/Tausch, Reinhard (2011): Sich verständlich ausdrücken. 9., neu gestaltete Auflage. München: Ernst Reinhardt.

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Theisen, Manuel René (2011): Wissenschaftliches Arbeiten. 15., aktualisierte und ergänzte Auflage. München: Franz Vahlen.

Weiss, Gabriela (2012): Immer wieder neu erfunden. In: NZZ am Sonntag, 17. Juni 2012, 11. Jahrgang, Nr. 25, S. 36 ff. [online]. URL: http://epaper.nzz.ch/nzz.asp?ticket=ST%2D425510 %2D1JFjZxeTCPHxgiJsMz 90%2Dcas [Stand: 24. Juni 2012].

List of Figures

[Figure 1: Example illustration 3](#_Toc416164694)

Annotation: A convenient way to create default list of figures and list of tables in the text is to follow the sequence:

Tab „References“ 🡪 „Captions“ 🡪 „Insert Table of Figures“

Now, the caption is formatted automatically according to our template „caption“.

For the figures the template „Figure“ and for tables the templates „Table heading“ and „Table text“ should be used.

Further information can be found in chapters: 2.4 and 2.5

List of Tables

[Table 1: Example for a table imported as illustration 3](#_Toc416160904)

[Table 2: Example for a table created by Word 3](#_Toc416160905)

List of Abbreviations

Abbreviation: Description (template: List of abbreviations)

Appendix

References and appendix are formatted as „Heading 1 without numbering.“ Thereby this entry is listed in the table of contents (but without numbering). To structure your appendices use CAPITAL LETTERS (Appendix A, Appendix B etc.).

1. Example Footnote. [↑](#footnote-ref-1)