
Relevant Information for Seminar Papers

General and formal instructions for the work on seminar papers at the Institute of Production and Supply Chain Management

Organizational information

- Requirements: Written seminar paper as individual examination component, 15-20 pages for Bachelor's students, 25-30 pages for Master's students
- Presentation of approx. 15 minutes in the course of a block seminar; defense of the seminar paper and discussion
- Grade composition: will be announced in the seminar.

General information

- Do not change the given title of the seminar paper that is provided by us.
- Laptop and projector will be provided in the seminar room for the presentation. Please bring your presentation file on a USB flash drive or send it to your supervisor in advance.
- You should use the PowerPoint template on our website for your presentation: [Link Template PPT](#)

Formal information

- Follow the Guidelines for scientific work and use the format template for written reports [Link Guidelines Scientific Papers](#)
- Format your text as a justified text with hyphenation
- Make sure to use the same fonts everywhere and to keep the line spacing consistent.
- The corporate design fonts of the TU Darmstadt are not pre-installed on Windows, Mac or Linux.

You can find the fonts of the TU Darmstadt here for download:

https://www.intern.tu-darmstadt.de/arbeitsmittel/corporate_design_vorlagen/index.de.jsp

- Do not include scanned illustrations and figures in the text. If illustrations are to be taken from other works, please create your own (modified) copy and provide it with a reference.
- Do not include handwritten notes or drawings in your seminar paper. References and appendices that are attached to the paper must comply with the format requirements.
- Pay attention to the external form of your work. Hand in your work in bound form (e.g. ring binding, please no loose-leaf binders or similar) in a single version at the institute PSCM, as agreed with your supervisor. Additionally, you are required to send your work (in PDF format) incl. associated files (implementations, data sets etc.) as an e-mail to your supervisor. The bound form does not have to be accompanied by a digital version (e.g. on a USB flash drive).
- Do not use “doubled footnotes”, where several footnotes are stringed together in the text. For examples, the footnotes 4 and 5 should never be condensed to the expression 45.
- Open spaces at the end of a page should be prevented, for example, by moving figures/illustrations in the text. Page breaks in short works are unnecessary, even at a new heading.
- Even if a work is connected with an implementation, a clean, scientifically correct elaboration on the investigations is absolutely mandatory.

We wish you much success for your seminar paper!