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Matriculation number: <Matriculation number>  
Degree program: <Degree program>

<Master's thesis / Bachelor's thesis / Seminar paper>  
Topic: <Topic of student work>

Submitted on: <Date>

Supervisor: <Name of the supervisor>

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**Erklärung zur Abschlussarbeit gemäß § 22 Abs. 7 APB der TU Darmstadt**

Hiermit erkläre ich, *<Name der Bearbeiter:in>*, dass ich die vorliegende Arbeit gemäß § 22 Abs. 7 APB TU Darmstadt selbstständig, ohne Hilfe Dritter und nur mit den angegebenen Quellen und Hilfsmitteln angefertigt habe. Ich habe mit Ausnahme der zitierten Literatur und anderer in der Arbeit genannter Quellen keine fremden Hilfsmittel benutzt. Die von mir bei der Anfertigung dieser wissenschaftlichen Arbeit wörtlich oder inhaltlich benutzte Literatur und alle anderen Quellen habe ich im Text deutlich gekennzeichnet und gesondert aufgeführt. Dies gilt auch für Quellen oder Hilfsmittel aus dem Internet.

Diese Arbeit hat in gleicher oder ähnlicher Form noch keiner Prüfungsbehörde vorgelegen.

Mir ist bekannt, dass im Falle eines Plagiats (§ 38 Abs. 2 APB) ein Täuschungsversuch vorliegt, der dazu führt, dass die Arbeit mit 5,0 bewertet und damit ein Prüfungsversuch verbraucht wird. Abschlussarbeiten dürfen nur einmal wiederholt werden.

**English translation for information purposes only:**

**Thesis Statement pursuant to §22 paragraph 7 of APB TU Darmstadt**

I herewith formally declare that I, *<Name of the author>*, have written the submitted thesis independently pursuant to §22 paragraph 7 of APB TU Darmstadt without any outside support and using only the quoted literature and other sources. I did not use any outside support except for the quoted literature and other sources mentioned in the paper. I have clearly marked and separately listed in the text the literature used literally or in terms of content and all other sources I used for the preparation of this academic work. This also applies to sources or aids from the Internet.

This thesis has not been handed in or published before in the same or similar form.

I am aware, that in case of an attempt at deception based on plagiarism (§38 Abs. 2 APB), the thesis would be graded with 5,0 and counted as one failed examination attempt. The thesis may only be repeated once.

Darmstadt, *<Datum/Date>* Unterschrift/Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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List of Abbreviations

TUDa Technical University of Darmstadt

List of Symbols

Cost per unit of quantity of the good

Running index; -th good

Cost

Quantity of the good

# Formatting Notes

This document template was written in the following font and size: Charter 11pt, line spacing 1,5 lines, spacing after paragraph 6pt, justify text, hyphenation.

In this section the most important formatting guidelines for this document are explained. The complete document complies with the guidelines formulated here and thus serves as a document template; for this purpose, please delete the contents of chapters 1 to 3 as well as the appendix and update the references and all lists.

## Corporate Design of the TU Darmstadt / Colour Scheme

This document template is based on the corporate design of the Technical University of Darmstadt (TUDa) according to the Corporate Design Handbook from 2016. To use the template, it is necessary to install the fonts Charter and FrontPage, which are not pre-installed on most systems. The fonts – as well as the design handbook – are available for download on the website of the press office of the TUDa[[1]](#footnote-1) or will be provided by the supervisor of the student work at the institute.

Printout is allowed in colour or in black and white. If the work is not printed in colour, the identity bars in the headers of all sections should to be set to the colour "40% black" (RGB 181r, 181g, 181b; HEX #B5B5B5). Only the title page retains the coloured identity bar (cf. section 1.1). Even if the work is printed in black and white, the title page must be printed in colour to ensure a consistent appearance.

## Usage of the Format Templates

In this document template, the general formatting styles (headings, lists, footnotes, etc.) are already set. These should only be changed in exceptional cases (if necessary, after consultation with the supervisor).

## Page Margins

The document has to comply with the following page margins: top 3 cm, bottom 2,5 cm, left 3 cm, right 2 cm. The margins are already set accordingly in the document template.

## Cover Sheet

The layout of the cover sheet is pre-set using a table. The logos move along automatically, depending on the size of the title block.

*Important: Please do not change the title formulated in the task description of your thesis without consulting your supervisor first!*

In the three lines for the sub headlines (maximum three lines), the following information is provided for scientific papers:

* First line: Type of student work (Bachelor's thesis / Master's thesis / Seminar paper). This line must be formatted in "bold".
* Second line: name of the author, followed by a hyphen ("|"), then the matriculation number.
* Third line: degree program (e.g., “Business Administration / Industrial Engineering – specialising in Civil Engineering (B.Sc.)”).

If the paper has been written by two or more authors (e.g., seminar papers), the lines two and three should be repeated with the information of the second author as lines four and five, etc.

For all other documents based on this document template, the sub headlines (up to three) can be used freely.

## Second Page / Thesis Statement

On the second page of the document, the information about the author and the student work should be completed according to the given scheme for scientific papers (Bachelor’s thesis / Master’s thesis / Seminar paper). For all other documents, the second page can be omitted or used as an imprint.

The thesis statement must be included in all theses and follows on the third page of the document. It is not allowed to change the text; the date is the submission date of the thesis. The thesis statement must be signed by hand. For seminar papers and all other documents, the page with the thesis statement must be removed.

## Pagination

All pages containing lists (List of Tables, List of Abbreviations etc.), the references and the appendix are numbered with Roman numerals, all text pages are numbered with Arabic numerals. The pagination for the references and the appendix is continued from the beginning of the document. Depending on the size of the lists, the page numbers must be adjusted.

## Lists

Every list starts on a new page in the document (after “section break next page”). The lists occur in the document in the following order:

1. List of Contents
2. List of Figures (optional)
3. List of Tables (optional)
4. List of Abbreviations (optional)
5. List of Symbols (optional)

[Body text]

1. References
2. List of Indices (optional)

Components marked as optional are to be used only as required.

### List of Contents

The list of contents contains all lists (except the list of contents itself), all 1st-3rd level headings, the references, and the appendix. It is recommended not to exceed an outline depth of three levels for Seminar papers and four levels for Bachelor's and Master's theses, otherwise there is a risk of confusion.

### List of Figures / List of Tables

All figures or tables contained in the document should be added to the List of Figures and List of Tables. If there are no figures or tables, the corresponding lists can be omitted.

If many figures/tables are included in the appendix, it may be useful to list them in a separate list at the beginning of the appendix.

### List of Abbreviations

All abbreviations used in the document should be listed in the List of Abbreviations. Abbreviations used in general language such as "e.g.,", "etc.", "cf." and similar should not be added to the list.

### List of Symbols

All symbols used in the document should be listed in the List of Symbols.

### References

All sources used/cited in the document should be listed in alphabetical order in the chapter “References”. For formatting, the styles "Literature" (Charter 11pt, hanging indent 0.63 cm, line spacing 12pt, spacing after paragraph 6pt, justify text) and "Literatur\_Autoren" (style "Literatur" + bold) are available. In each case, the names of the authors, the year of publication and the colon should be formatted bold with the corresponding style ("Literatur\_Autoren").

Information on the correct presentation of the references (order of the individual pieces of information) can be found in the guideline for the design of scientific papers at the Institute of PSCM.

## Text Formatting

For visual and stylistic reasons, two headings directly following each other should generally be avoided and should only be used in exceptional cases.

### Headings

The heading formats are the following:

* Heading 1: FrontPage 14pt bold, align text left, line spacing 16pt, spacing after paragraph 16pt, frame line top and bottom 0.5pt, numbered, outline level 1
* Heading 2: FrontPage 12pt bold, align text left, line spacing 14pt, spacing after paragraph 14pt, frame line top and bottom 0,5pt, numbered, outline level 2
* Heading 3: FrontPage 11pt bold, align text left, line spacing 14pt, spacing after paragraph 14pt, frame line top and bottom 0,5pt, numbered, outline level 3
* Heading 4: FrontPage 11pt bold, align text left, line spacing 12pt, spacing after paragraph 12pt, frame line top and bottom 0,5pt, numbered, outline level 4
* Heading 5: FrontPage 11pt bold, align text left, line spacing 12pt, spacing after paragraph 12pt, frame line top and bottom 0,5pt, numbered, outline level 5

### Body Text

The body text has the format template "Industrielles\_Management\_Textkörper" (Charter 11pt, line spacing 1,5 lines, spacing after paragraph 6pt, justify text). If other formatting is required, it is recommended that this is also created as a style sheet.

Remark: When using LaTeX for written work, please note that line spacing and font sizes are interpreted differently than in Word. To obtain a comparable typeface (and thus a comparable overall size) of the work, the continuous text in LaTeX is to be formatted with charter 12pt. The defaults for other text formatting, headings, etc. remain unaffected and should be adopted in LaTeX.

After each section (before a heading level 1-5) a blank line should be inserted.

### Enumerations and Lists

Both enumerated lists and numbered lists with the corresponding format templates can be used.

Example of an enumerated list:

* List item level 1
* List item level 1
  + List item level 2
  + List item level 2
    - List item level 3
    - List item level 3
    - List item level 3
  + List item level 2

Example of a numbered list:

1. List item 1
2. List item 2
3. List item 3
   1. Sub item 1
   2. Sub item 2
4. List item 4

### Citations

Verbatim citations that extend over at least three lines of text should be formatted using the "Zitat" style (Charter 10pt, indent left 1cm, line spacing 12pt, spacing after paragraph 6pt, justify text). All other quotations are formatted in the same way as the rest of the body text.

Example:

"In vielen Unternehmen oder Unternehmensverbünden sind die Anwendungssysteme historisch und zum Teil unkoordiniert gewachsen. Dies führt zu heterogenen IT-Landschaften, die den Informationsaustausch zwischen verschiedenen Bereichen durch Inkompatibilitäten erschweren."[[2]](#footnote-2)

Further information about the usage of citations in scientific papers can be found in the guideline for the design of scientific papers at the Institute of PSCM.

## Footer

The use of footers is preferable to endnotes. Footers can contain cross-references, source citations or other further information. Footnotes are formatted using the predefined style sheet "Fußnotentext" (Charter 9pt, line spacing 12pt, spacing after paragraph 3pt, justify text, hanging indent 0,75cm).

A tab-space should be set directly after the footnote number in the first line of the footnote.

Generally, footnotes are terminated with a period, regardless of whether it is a grammatically complete sentence.

## Header and Footer

At most a one-line header can be inserted in the document. This should be formatted by using the style sheet "Kopfzeile" (Charter 11pt, line spacing 12pt).

The footer should also only be used as a single line, otherwise the margins of the affected section have to be changed. The spacing of the footer is set to 1.25 cm. If the footer has to be double-spaced, the corresponding setting (“From edge”) has to be changed under page setting 🡪 Layout 🡪 Header and Footer to 0.75 cm. The footer contains the page number in right-justified alignment. The footer is formatted with FrontPage 10pt, the page number is formatted with FrontPage 10pt Bold (format templates predefined).

## Figures

In general, figures should be placed in the centre of the document. The figure caption is placed below the figure and should also be centred. It is also possible to label figures with the abbreviation "Fig.". Figures (and their captions) are followed by a blank line to keep the distance to the following text. Figures should always be referred to in the text. Always refer to the figure with the specific designation (such as "... as shown in Figure 1..."). Avoid relative designations (such as "... as shown in the figure below..."). This promotes unambiguity and prevents misunderstandings.

Examples:



Figure 1: Logo of the Institute of Production and Supply Chain Management.[[3]](#footnote-3)



Figure 2: Location of the BWL Institute within the Core Area of the TU Darmstadt.[[4]](#footnote-4)

Graphics, photos and other illustrations are given the "Figure" style (Charter 11pt, line spacing 12pt, spacing before paragraph 12pt, spacing after paragraph 6pt, left-aligned). Captions are automatically formatted with the "Caption" style sheet (Charter 10pt, line spacing 12pt, spacing after paragraph 6pt, left-aligned).

## Tables

In general, tables should be inserted centred in the document. The label is placed above the table and should be left aligned. It is also possible to label the tables with the abbreviation "Tab.". Tables are followed by a blank line to keep the distance to the following text.

Example:

Table 1: Example Table

|  |  |  |  |
| --- | --- | --- | --- |
| Column 1 | Column 2 | Column 3 | Column 4 |
| Line 1 | Line 1 | Line 1 | Line 1 |

The table’s format itself (lines, coloured backgrounds, etc.) is up to the author. The predefined style sheet "Table" contains a text formatting as recommendation (Charter 10pt, line spacing 12pt, left-aligned), but can be adapted if necessary. Tables should always be referenced in or referred to the text. Always refer to tables by their concrete designation (such as "... as shown in Table 1 ..."). Avoid relative designations (such as "... as shown in the table below..."). This promotes unambiguity and prevents misunderstandings.

## Formulas and Equations

To present formulas, the format given below should be used. For this purpose, a three-column table has been created. This table is only used to align the formulas and should not be pointed out as an actual table (see section 1.12) in the document. For this reason, all frames of the table were removed and it was not labelled as such. The right column is used for the consecutive numbering of the formulas. The middle column contains the actual formula in a centred alignment. The left column is empty and is only used to centre the middle column.

Proceed as follows to insert your own formulas: Select the table below or one of its rows and copy it. Paste the table at the desired position in the text document. You can now edit the actual formula in the middle column. Then right-click on the numbering in the right column and select ‘Update Field’. This will automatically adjust the numbering so that all formulas in your document are numbered consecutively. If you insert formulas at a position, that is further forward than previous formulas, you must also update the numbering of subsequent formulas in the same way (right-click on the numbering and select ‘Update Field’).

The numbering of the formulas has been created in such a way that it can be referred to in the text by a cross-reference (analogous to tables and figures). For this, proceed as follows: Select the “Insert” tab. Click “Cross-reference”. For “Reference type“ select the Equation type. Choose the corresponding numbering of the formula. Click “Insert“. Consequently, a cross-reference of type (1) appears in the text. The cross-reference now always refers to the corresponding formula. If the numbering of this formula changes because you insert another formula at an earlier position, the cross-reference will automatically adopt this change. This only has to be updated by right-clicking and clicking on the "Update Field" option.

|  |  |  |
| --- | --- | --- |
|  |  | (1) |
|  |  | (2) |

Furthermore, the following principles apply to the formatting of formula symbols. Variables (e.g., cost ) and changeable running indices (e.g., „“ at ) should be written in italics. Units (e.g., kg) and indices that describe a specific element (e.g., „“ at or „“ at ) are not written in italics. Insert a space between values (numbers) and units. Always refer to formulas and equations in the text with an appropriate signal word, such as “formula”, “equation” or similar, e.g., “The relationship shown in formula (1) applies.” instead of “The relationship shown in (1) applies.”

## Final Page

The paper usually closes with a blank final page, printed only with identity bar and footer separator, but containing neither text nor headers and footers.

# Dummy Text as Layout Example

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## Dummy Text Heading Level 2 "Blindheit per Definition"

Mit Blindheit per Definition geschlagen, dennoch nicht unsichtbar, präsentiere ich mich als unbeachtetes und ungeliebtes Stiefkind zeitgenössischer Literatur. Meine Bestimmung liegt - wie ich selbst - in engen Grenzen und ist rein platzhalterischer Natur. Kann ein missbrauchtes Wortgefüge eigentlich noch Schlimmeres erleiden, denn als Blindtext erdacht und vor der Öffentlichkeit versteckt zu werden?

### Dummy Text Heading Level 3

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### Dummy Text Heading Level 3 "Inhaltsleer"

Streng dem definierten Wesen des Blindtextes folgend, fungiere ich als solcher und gebe mich unverbindlich inhaltsleer. In bedrückender Enge in vorgefertigte Masken gepresst friste ich ein freudloses Dasein auf dem schmalen Grat zwischen Nichtbeachtung und Bedeutungslosigkeit und habe doch eine Bitte: Handeln Sie Sinn stiftend für meine Existenz und lesen Sie mich.

## Dummy Text Heading Level 2

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References

Buxmann, Peter; Diefenbach, Heiner; Hess, Thomas (2008): Die Softwareindustrie. Ökonomische Prinzipien, Strategien, Perspektiven, edition 1, Springer-Verlag, Berlin.

Nikolaus Heiss (2021): Standort Stadmitte (S). Online: <https://www.tu-darmstadt.de/universitaet/campus/stadtmitte_3/index.de.jsp>, accessed: 12th of July 2021.

Technical University of Darmstadt (2021): Fachgebiet PSCM. Online: https://www.pscm.tu-darmstadt.de/fachgebiet\_pscm/index.en.jsp, accessed: 12th of July 2021.

Appendix

Here follows the appendix. Text, further graphics, tables or similar can be listed here. It is possible to divide the appendix into subsections. However, care should be taken that the headings of the corresponding subsections of the appendix are not listed in the table of contents.

1. https://www.intern.tu-darmstadt.de/arbeitsmittel/corporate\_design\_vorlagen/index.de.jsp [↑](#footnote-ref-1)
2. Buxmann et al. (2008), p. 39. [↑](#footnote-ref-2)
3. Technical University of Darmstadt (2021). [↑](#footnote-ref-3)
4. Nikolaus Heiss (2021). [↑](#footnote-ref-4)