**Title**

**Subtitle**

**Bachelor thesis / Project work / Student research project 202x**

Client: xxx
Author: xxx
Lecturer: xxx
City, Date: xxx, xxx

[This template was created by Word 2010. >Insert Disclaimer here<]

|  |  |
| --- | --- |
| **Xxx Title**Xxx Subtitle |  |
| **Author** |  |
| xxx First Name, Last Namexxx Addressxxx ZIP Code, Cityxxx Phone Numberxxx E-Mail-Address |  |
| **Lecturer** |  |
| xxx First Name, Last NameUniversity of Applied Sciences and Arts Northwestern Switzerland xxx E-Mail-Address |  |
| **Client** |  |
| xxx Company / Organizationxxx First Name, Last Name of supervisorxxx Addressxxx ZIP Code, Cityxxx Phone Numberxxx E-Mail-Address |  |
| Xxx City, Month 202x |  |

**Declaration of Authenticity**

I hereby declare

* that I have written this performance record independently and on my own;
* that I have correctly cited all text passages not originating from myself according to common scientific citation rules and that I have clearly mentioned the sources used;
* that I have declared in an index all aids used (e.g. AI tools such as chatbots [e.g. ChatGPT], translation/paraphrasing tools) or programming applications [e.g. Github Copilot] and have indicated their use at the corresponding text passages;
* that I have acquired all intangible rights to any materials I may have used, such as images or graphics, or that these materials were created by me;
* that the topic, the paper or parts of it have not been used in a performance record of another module, unless this has been expressly agreed with the lecturer in advance and is indicated in the paper;
* that I am aware that my work may be checked for plagiarism and for third-party authorship of human or technical origin (artificial intelligence);
* that I am aware that the School of Business FHNW will pursue a violation of this declaration of authenticity or its underlying obligations of the study and examination regulations of the School of Business FHNW and that disciplinary consequences (reprimand or expulsion from the study program) may result.

Place, date

Signature

Corresponding adjustments are to be made in the case of group work: "We declare ...". This declaration is to be provided with place and date and signed.

Preface or Background of the Project or Acknowledgment

Management Summary / Abstract

Table of Contents

[Declaration of Authenticity II](#_Toc21950224)

[Preface or Background of the Project or Acknowledgment III](#_Toc21950225)

[Management Summary / Abstract IV](#_Toc21950226)

[Table of Contents V](#_Toc21950227)

[1 Heading 1 1](#_Toc21950228)

[Heading 1 without numbering 1](#_Toc21950229)

[1.1 Heading 2 1](#_Toc21950230)

[1.1.1 Heading 3 1](#_Toc21950231)

[2 Formatting 2](#_Toc21950232)

[2.1 Quotes 2](#_Toc21950233)

[2.2 Enumerations 2](#_Toc21950234)

[2.3 Footnotes 2](#_Toc21950235)

[2.4 Figures 2](#_Toc21950236)

[2.5 Tables 3](#_Toc21950237)

[2.5.1 Tables as illustration 3](#_Toc21950238)

[2.5.2 Word tables 3](#_Toc21950239)

[2.6 Changing the font 4](#_Toc21950240)

[References 5](#_Toc21950241)

[List of Figures 6](#_Toc21950242)

[List of Tables 7](#_Toc21950243)

[List of Abbreviations 8](#_Toc21950244)

[Appendix 9](#_Toc21950245)

# 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 : 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].

Ebster, Claus/Stalzer, Lieselotte (2008): Wissenschaftliches Arbeiten für Wirtschafts- und Sozialwissenschaftler. 3., überarbeitete Auflage. Wien: Facultas (UTB 2471).

Esselborn-Krumbiegel, Helga (2008): Von der Idee zum Text. 3., überarbeitete Auflage. Paderborn, München, Wien, Zürich: Ferdinand Schöningh (UTB 2334).

Freiburghaus, Ruth (2008): Leitfaden für die sprachliche Gleichstellung. 2. unveränderte Auflage. Brugg: Fachhochschule Nordwestschweiz.

Kornmeier, Martin (2011): Wissenschaftlich schreiben leicht gemacht. 4., aktualisierte Auflage. Bern: Haupt (UTB 3154).

Kruse, Otto (2007): Keine Angst vor dem leeren Blatt. 12., völlig neu überarbeitetet Auflage. Frankfurt/M., New York: Campus Verlag.

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

Niederhauser, Jürg (2011): Die schriftliche Arbeit. Mannheim: Dudenverlag.

Runkehl, Jens/Siever, Torsten (2001): Das Zitat im Internet. URL: http://www.mediensprache.net/ de/publishing/literatur/suche/show.aspx?id=1 [Stand: 10. Sept. 2011].

Stangl, Werner (2012): Werner Stangls Arbeitsblätter. URL: http://arbeitsblaetter.stangl-taller.at/ FORSCHUNGSMETHODEN/Forschungsplanung.shtml [Stand: 12. März 2012].

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 aids**

The information in the table serves as an example, please adjust individually.

|  |  |  |
| --- | --- | --- |
| **Aid** | **Usage** | **Affected areas** |
| Private proofreading | Spell check | Entire work |
| Paid proofreading | Spell check | Entire work |
| DeepL Write | Optimization of individual text passages according to feedback from proofreading | Chapter 2, paragraphs 1-4Entire chapter 5 |
| DeepL Translate | Translation of quoted text passages from Turkish to English | p. 16, paragraph 2 |
| Zotero | Preparation of in-text citations and reference list | In-text citationsReference list |
| Litmaps | Literature search using "Seed Map" function | Entire work |
| Dream (by Wombo) | Creation of graphics | Figure 3, p. 10 Figure 8, p. 23 |
| ChatGPT | ChatGPT was asked to identify possible adjacent topic areas to the research question. The results were used to search for further literature and to delineate the research question as precisely as possible. | Entire chapter 1.2 (screenshots of prompts and answers in appendix B) |
| … | … | … |

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)