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UNIVERSITÄT LEIPZIG

Formal Guidelines for the Seminar Paper

Below are requirements for the formal design of the seminar paper:

Fonts: Times New Roman or Arial.
Font size: Text: 12 pt .; Footnotes: 10 pt.
Line spacing: Text: 1.5 lines; Footnotes: 1-line.
Margins: left 2-3 cm; right 2-3 cm, top and bottom 2.5 cm.
Page numbering: cover page without numbering (does not count towards the 15 pages); Pages with directories are numbered consecutively with Roman numerals;
the text and bibliography are to be numbered consecutively with Arabic numerals.

Language / Spelling:
Use the applicable rules for English spelling and grammar (either British or American English).

Scope:
The scope of the seminar paper is 15 pages of plain text. Tables, figures, cover page and bibliography are not part of the 15 pages.

Cover page: The cover page contains information on the university, faculty, lecturer, course, type of work, title, "submitted by", name, e-mail address, student registration number of all group members

Tables of contents and figures: A table of contents and, if required, a table of illustrations, a list of tables and a list of abbreviations are to be prefixed to the text. At the end of the text is a bibliography.

Structure: Use one of the standard tables of contents for your text processing program. Tables and illustrations are to be consecutively numbered and provided with title (above) and source (below).

Footnotes: To be numbered consecutively.

Citations:

Literal citations are quoted in double quotes.
The Harvard citation method should be used. Sources are referenced with round brackets in the text, using the style “Author (year)”. Page numbers only have to be added for literal quotations. In case of three or more authors, give the name of the first author with “et al.”:

Examples:
Black and White (2001) discuss the challenges related to climate change in Chapter 7.

Black et al. (2010) analyze primary city growth in Sub-Saharan Africa.

These problems are well-known (Meier and Müller, 2005).

Taylor (2020, p. 15) refers to the event as a “humanitarian catastrophe of immeasurable scope”.

Please mark omissions in citations by means of three points "...", insertions with [square brackets].
In the case of analogous citations, the addition "cf." should be given.
If one source refers to another source, the original source must be cited (and bibliographed in the bibliography) and separated by a comma, the quoting source with the addition "as cited in".
If the citation refers to two pages, the page number follows an "f.", If it refers to more than two pages, then "ff."
If several works of an author are cited which also appeared in the same year, then the Latin numerals (beginning with a, alphabetically sorted by title) are to be used.

Bibliography:

The bibliography is to be arranged alphabetically. The sources in the bibliography should be indicated as follows:

Journal article: Name, abbreviation of the first name (year): "Title", in: Journal, Volume of the volume (Y./vol.), Issue number (No.), p.
Example:
Galor, O., Moav, O. (2004): "From Physical to Human Capital Accumulation: Inequality and the Process of Development", Review of Economic Studies 71, p.1001-1026.

Articles in collected editions: Name, abbreviation of the first name (year): "Title", in: Publisher name, Abbreviation of the publisher's first name (edited by): "Title", possibly series, number of the volume, location, publisher, p.

Example:
Bauer, C., Herz, B. and Karb, V. (2005): "The Credibility of CIS Exchange Rate Policies", in: Lúcio Vinhas de Souza and Philippe de Lombaerde (eds.), "The Periphery of the Euro. Monetary and Exchange Rate Policy in CIS Countries", Ashgate, p. 111-143.

Books and Monographs: Name, abbreviation of the first name (year): "Title", possibly series, place, publisher.
Example:
Hastie, T., Tibsharini, B. and Friedman, R. (2017): "The Elements of Statistical Learning – Data Mining, Inference, and Prediction," Springer Series in Statistics, New York, Springer.

Websites: Name, abbreviation of the first name: Title. Available at URL [Accessed: Date]. The URL (path) must be specified.
Example:
Bundesfachstelle Barrierefreiheit (2016): Wie ist Barrierefreiheit definiert? Available at https://www.bundesfachstelle-barrierefreiheit.de/DE/Ueber-Uns/Definition-Barrierefreiheit/definition-barrierefreiheit_node.html [Accessed: 4 January 2026]

Honorary Statement

To be included on the last page of your document and signed:

> *We confirm that we have written this seminar paper independently and without help from another party. We have not used any material or sources apart from those which have been indicated on the list of references. We have made use of the following AI tools for the following tasks:* [*insert e.g.* ChatGPT for proofreading and editorial improvements of the final text, Claude for help on QGIS implementation]. *We have not used AI for developing the ideas, arguments and conceptual framework of this seminar paper, the data analysis and interpretation, or the generation of de novo text.*
>
> Date, signatures of all group members

A Note on the Responsible Use of AI

AI tools (such as ChatGPT, Claude, Gemini) may be used as supportive tools in the preparation of your seminar paper. It is important that you are aware of the risks and limitations of AI, which involve inaccuracies or so-called hallucinations (statements that are factually incorrect or misleading).

AI does not replace original, independent academic work. You remain fully responsible for the accuracy and appropriateness of your arguments, statements, interpretations, citations,

and references. All uses of AI tools and the tasks must be mentioned in the honorary statement.

Sensible and helpful use of AI:

- **Proofreading and editorial improvements of the final text** (e.g. avoiding repetitions) – but don't rely on AI to catch all spelling mistakes, check for yourself!
- **Coding and de-bugging of software code** (e.g. what is the correct Stata syntax with this command, why does my Python code give an error message and which QGIS plugin do I still need?)
- **Translations** (e.g. from a memo of the Hungarian Central Bank into English)
- **Browsing for data and information** (e.g. where in the 600-page document is the figure I need? Does Eurostat have a panel data set of my variables of interest?)

AI may be used, but with caution (risk of bias and hallucination):

- **Academic literature review** (it may point you to important papers from the field, but also may miss out on some, and frequently gets journals, coauthors and details of the content wrong – always check the suggested papers yourself!)
- **Summarizing content** (e.g. of long reports or papers)

AI use is NOT allowed:

- **Developing new ideas, frameworks, and arguments**
- **Data analysis, interpretation, and synthesis of results**
- **Writing de novo text**