Leibniz Universität Hannover
Institute of Human Resource Management (HRM) and Organizational Behavior

Course: example module (course no. 123456)
Examination: seminar paper, Bachelor or Master thesis
Examiner: Prof. Dr. Erk P. Piening

Guidelines for Scientific Working

Institute of Human Resource Management (HRM) and Organizational Behavior

Prof. Piening

Recommendations for students on how to write a scientific paper

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Table of contents

List of Figures II
List of Tables II
List of Abbreviations II
1. Preliminary Remark 1
2. Finding Topics 1
3. Selection of Literature and Sources 2
4. Literature Research 4
4.1. Documentation of the Research Process 4
4.2. VPN-Client 4
4.3. Data Banks 4
4.4. Formulating Search Words using Operators 5
4.5. Using Programs for Literature Management 6
5. Formal Requirements 6
5.1. Numbering of the Pages 6
5.2. Design Requirements 7
5.3. Figures and Tables 8
6. Writing a Scientific Paper 9
6.1. Terms and Abbreviations 9
6.2. Structure of a Scientific Paper 10
7. Citation 12
8. List of References 14
8.1. Books/ Monographs 14
8.2. Collected Editions/ Book chapters or Contributions: 14
8.3. Journals/ Journal Articles 14
8.4. Websites 15
9. Notes on Submission 15
Appendix 17

List of Figures

Figure 1: Materials for scientific work at the Institute POB……..…….….1

List of Tables

Table 1: Selection of relevant databases for the literature research ……..5
Table 2: Numbering of the pages …….……...…..7
Table 3: Formatting…….....7
Table 4: Page specifications for scientific papers at the Institut POB ……..…….....8
Table 5: Examples of respected scientific journals ……..….....10
Table 6: Examples of outlines for scientific articles …….……..10

List of Appendixes

Appendix 1: List of References (Example)…….……17
Appendix 2: Cover Page of Bachelor Theses…….……..……...18
Appendix 3: Cover Page of Master Theses…….……..……..19
Appendix 4: Ehrenwörtliche Erklärung…….…….....20

List of Abbreviations

approx.	approximately
fig.	figure
cf.	confer (latin) → compare
e.g.	exempli gratia = for example
etc.	et cetera
i.e.	id est (latin) → that is
ed.	Editor
eds.	Editors
et al.	et alii
no.	number
p.	page
pp.	pages

1. Preliminary Remark

The Institute of Human Resource Management (HRM) and Organizational Behavior Human Resource Management (HRM) supervises seminar paper, bachelor and master theses in various areas of organisational and management research (e.g., HRM, organisational behaviour, innovation management and entrepreneurship). By writing these theses, you as a student should show that you are able to independently deal with a scientific problem in the areas listed above. You should also proof that you can apply scientific methods within a given timeline.

In order to support you in this process in the best possible way, the Institute fof HRM has developed a number of different materials[1]:

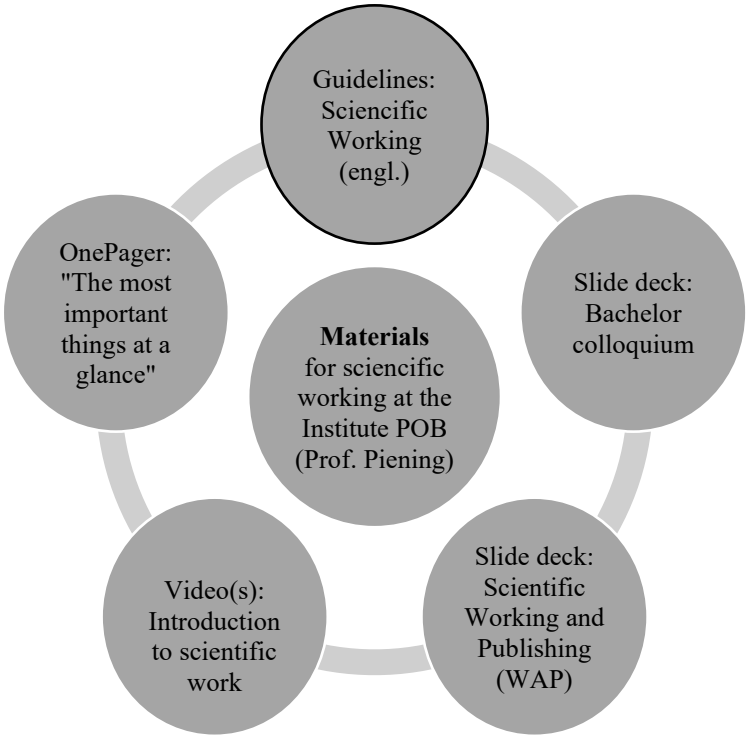

Figure 1: Materials for Scientific Working at the Institute of HRM and OB

2. Finding Topics

While we generally provide the topics for seminar papers, you have a greater freedom of choice regarding the topic of bachelor and master theses. You have the option of either

[1] Note: Both this guide and the other materials mentioned in figure 1 will be published step-by-step and expanded regularly.

working on a topic provided by us or on your own topic ideas. It is also possible to write your thesis in cooperation with companies (after consultation with your supervisor or Prof. Piening). In the case of both predefined and your own topics, please note that the topics formulated in general terms at the beginning (e.g., human resource management in the non-profit sector) have to be developed more specifically during the research and writing process. To specify and justify your own research focus is an important step towards successful work.

When choosing or specifying the topic, you should always make sure to choose a topic that interests you and allows you to demonstrate your expertise in terms of content and methodology. Furthermore, the availability of literature or access to data can be an important criterion. Finally, when choosing a topic and developing your research question, you should ask yourself whether you can answer it sufficiently well within the scope of your thesis. Please try to avoid topics that are too broad and ambitious as well as too specific. You should also steer clear of topics that motivate you solely through their practical relevance.

→ **Tip:** Ideas for a topic can arise from current events (e.g., the COVID-19 pandemic), personal experiences or conversations with people who are familiar with the research field. For a scientific approach to the topic and the concretion of your research idea, well-grounded research on the current state of research in your topic area is essential. Read editorials, review articles, conference programmes, and current "Future Research" chapters from articles in scientifically recognised journals[2]. Long story short: It is essential to become an expert in your field. The more knowledgeable you are in a field of literature, the more likely you are to to identify interesting topics with a high research need.

3. Selection of Literature and Sources

Working with relevant literature is an elementary part of scientific work. Previous research in the subject area forms the starting point for your own academic work, enables the conceptual, empirical, and methodological foundation of your argumentation and serves as a reference point for the classification of your results. When selecting your sources, in addition to a sufficiently broad literature base, you should pay attention to: **1) originality, 2) quality, and 3) up-to-dateness**:

[2] More information about the topic of journals and journal quality can be found further down in the text.

1) In scientific literature, it is generally differentiated between primary and secondary sources. Primary sources are the written presentation of first-hand information (e.g., empirical studies, conceptual articles). Secondary sources deal with the description, analysis, interpretation, and synthesis of primary sources (e.g., review articles, textbooks). These sources are especially helpful to get an overview of the state of research in a field. However, please try to avoid an argumentation that is too heavily based on secondary sources. The independent analysis, integration and application of relevant primary sources is an essential aspect of scientific working that we expect from you. Therefore, it is crucial to make use of primary sources whenever possible.

2) In order to make well-founded statements and conclusions you should, if possible, use literature that meets the highest scientific standards. In particular, research articles published in renowned, international journals meet this quality standard. In contrast to other forms of publication (e.g., textbooks, internet sources, etc.), peer-reviewed journal articles are subject to a rigorous review process, often involving several rounds of revisions. That ensures that published articles are convincing in terms of content and methodology and make a valuable contribution to the literature. However, journals differ considerably in terms of their target audience (academia vs. practice), focus and scientific quality. For students, it is sometimes difficult to judge whether articles from certain journals are actually citable or offer a solid argumentative basis for their own work. **Journal rankings** or the **impact factor** according to the Social Sciences Citation Index[3] can help with this issue. Even though rankings have some weaknesses and should not be used without reflection (not every article published in an "A" journal, for example, is equally good), rankings such as the ranking of the Verband der Hochschullehrer für Betriebswirtschaft e.V. (VHB) are suitable as an orientation.

→ **Tip:** Primarily use peer-reviewed journal articles as your references. If possible, the articles should have been published in respected international journals (e.g., VHB ranking: A+, A, or B, see also Table 5).

3) The up-to-dateness of the sources is also an important criterion. If possible, the literature should not be older than 10 years in order to reflect the current state of research. Exceptions are relevant "classics" in the respective literature fields (e.g.,

[3] The impact factor indicates how often the articles in a journal are cited on average within a certain period of time. This key figure reflects the influence of a scientific journal in the field. SSCI: https://clarivate.com/webofsciencegroup/solutions/webofscience-ssci/

articles or books that have contributed significantly to the development of theories or have established a research field such as Chesbrough's book on open innovation which was published in 2003). You should definitely include such significant (seminal) works in your argumentation. In order to show the current relevance, you can also use information from internet sources such as newspaper articles or current surveys by scientific or public institutes. However, these should only support your argumentation, as they are usually not subject to a scientific peer review.

4. Literature Research

For the literature search, you should be able to classify and limit your topic as precisely as possible. If necessary, consult encyclopaedias or introductory literature in order to better understand and specify certain terms. Create a comprehensive list of English (and if applicable, German) search terms, including synonyms, abbreviations and related terms. To do this, break your research topic down into sub-areas.

4.1. Documentation of the Research Process

It can be helpful to document your own research, e.g., which search words were used, which catalogues, databases, websites, and what content was found there? You can also classify the literature reviewed based on its relevance to your topic and research question. A brief overview of the content in respective sources makes it easier to find your way around the literature field and to keep track of the literature in later stages.

4.2. VPN-Client

If you are not working exclusively from the university network, we recommend installing the VPN client on your computer/laptop. Through the VPN client, you can access journals, e-books, and databases regardless of your location.

4.3. Databases

You can find analogue books and reference works, as well as digital articles and e-books in the TIB library catalogue. Journal articles can be found in the databases such as Google Scholar, Web of Science, WISO and EconBiz, or directly from the publishers, such as Sage Publishing or Science Direct. It may be useful to log in to databases to save search results or create a search profile. You can also find articles on the pages of scientific journals. Table 1 provides an overview of relevant databases for the literature search:

Database	Web link
Google Scholar	https://scholar.google.de
WISO	www.wiso-net.de
EconBiz	www.econbiz.de
University library of Hanover – TIB	www.tib.eu
Library of Hanover	www.hobsy.de
Gemeinsamer Verbundkatalog – GBV	https://gso.gbv.de
JSTOR	www.jstor.org
Sage Publishing	www.sagepub.com
ScienceDirect	www.sciencedirect.com
Web of Science	www.webofknowledge.com

Table 1: Selection of relevant databases for the literature search

4.4. Formulating Search Words using Operators

To combine several search terms, you can use AND, OR, NOT:

- AND means that both or all terms should be included in the result list. The number of successful results is limited.
- OR means that only one, or at least one of the search terms should be included in the result list. The number of results is limited, but increased compared to AND.
- NOT means that the following term is excluded (pay close attention, so that no usable results are accidentally excluded). In Google Scholar, the minus operator "-" can also be used instead of NOT.
- Place holder used in truncation are * and ?. The asterisk * can stand for any number of letters and include related word stems in the search, e.g., lead* includes leading, leader and leadership. In the case of ?, only exactly one letter is added, e.g. if there are different spellings for a term. For example, if you want to include the British and American spelling in your search (organisation and organization), search for organi?ation. However, the use of * is also possible here.
- If you want results that include the content exactly as specified, you can search phrases by using " ", for instance, “business model innovation”. With the operator allintitle, Google Scholar searches for terms that are in the title tag of a page (e.g., allintitle: "mixed emotions").

4.5. Using Programs for Literature Management

Literature management programmes, such as **Mendeley, Citavi** or **Zotero** can be a great support in sorting, retrieving and citing the literature. Citavi is available to LUH students and free of charge. The citation function in Microsoft Word can also be used to automate the citation in the text as well as the creation of the list of references.

5. Formal Requirements

Every academic paper is preceded by a cover page, which may look like the title page of this guide. For bachelor and master theses, binding regulations apply for the title page and the declaration of authorship (the so-called Ehrenwörtliche Erklärung), which are implemented as a sample in the appendix. Both the cover page and the Ehrenwörtliche Erklärung have to stay in German language. You can find the exact, current regulations on the website of the Faculty of Economic Sciences at Leibniz Universität Hannover.[4] Please always double-check the most updated version before submitting your thesis.

5.1. Numbering of the Pages

The cover page is not numbered. The numbering of the pages begins with the table of contents, which is numbered with the Roman numeral I. In the case of list of abbreviations, list of figures, and list of tables in your thesis they follow with consecutive Roman numeration (e.g., II, III, IV). Please apply the numbering of this guideline as an orientation. Your body text begins with the Arabic page number 1. It is up to you where you place the page number. However, please ensure consistency and match the page number to the font and size of your body text. The Arabic numbering of the pages ends with the last page of your reference list or appendix. The declaration of authorship is attached to the end of your paper without a page number and does not appear in the table of contents. Table 2 shows an example on how to number your pages:

[4] **Information for Bachelor theses:** https://www.wiwi.uni-hannover.de/de/studium/im-studium/pruefungsinformationen/abschlussarbeiten/bachelorarbeit/b-sc-wiwi-po-2017/waehrend-bachelorarbeit/
Information for Master theses: https://www.wiwi.uni-hannover.de/de/studium/im-studium/pruefungsinformationen/abschlussarbeiten/masterarbeit/m-sc-wiwi-po-2018/waehrend-masterarbeit/

Chapter	Page numbering	Example
Cover page	No numerals	
Table of contents	Roman numerals	I
List of figures (if applicable)	Roman numerals	e.g., II
List of tables (if applicable)	Roman numerals	e.g., III
List of abbreviations (if applicable)	Roman numerals	e.g., IV
Body text	Arabic numerals	1
References	Arabic numerals	e.g., 42
Appendix (if applicable)	Arabic numerals	e.g., 46
Declaration of authorship (Ehrenwörtliche Erklärung)	No numerals (also not listed in the table of contents)	

Table 2: Numbering of the pages

5.2. Design Requirements

The following table shows an overview of the formal requirements for the design and layout of your scientific paper:

	Design requirements
Page format	DIN A4, one-sided text
Page margins	Left: 4 cm Right, top and bottom: 2 cm
Font	Times New Roman
Font size (text and indexes)	12
Font size (figures, tables, footnotes)	Minimum 10
Line spacing	1,5 Justification
If automatic hyphenation	Please check for correctness; manual hyphenation is recommended

Table 3: Design and formatting requirements

The length of your thesis depends on the type of scientific work. You can see an overview of the required page numbers in the following table:

Type of scientific paper	Number of pages*
Seminar/ term paper	15 pages (+/–10%)
Bachelor thesis	20 pages (+/–10%)
Master thesis	60 pages (+/–10%)

Table 4: Page specifications for scientific papers at the Institute of HRM and OB

*The number of pages refers to the body text (excluding the cover page, indexes, figures, references, and appendix).

5.3. Figures and Tables

Figures and tables should be self-explanatory and visually appealing. They should be labelled as precisely as possible and, where appropriate, include a brief explanation of the symbols, notes, and abbreviations used (but still provide a detailed explanation in the text). Furthermore, they should be numbered consecutively and included in the list of figures or tables. Beyond that, the sources of figures and tables must be listed in the list of figures or tables. Here, the source is placed in brackets after the name of the figure or table and looks like the following illustrative examples:

- **For your own illustrations:**
  "Figure 1. name of figure (source: own illustration)".
- **In the case of own presentation based on existing figures or tables:**
  "Figure 1. name of figure (source: own illustration based on van Knippenberg et al., 2004, p. 1010)."
- **For complete replication from other sources:**
  "Figure 1. name of the figure (source: van Knippenberg et al., 2004, p. 1010)". The complete transfer from other sources should be avoided, if possible, since this is a pure reproduction of existing studies. If reproduction is necessary for understanding the text, reproduce the figure itself in either Word or PowerPoint to ensure consistent images and good readability. Please do not simply copy figures or tables from other sources into your work.

Each figure or table should also be referred to in the body text. You can do this, for example, as follows: "Figure 1 shows that ..." or "X has a significant effect on Y (see Table 1)".

6. Writing a Scientific Paper

The title of your paper should be concise, appealing, and meaningful. It should reflect the main focus of your work.

The main text should be written in a precise, understandable, and structured way. Please keep sentences short and simple (if a sentence extends over more than three lines, it tends to be too long) and avoid complicated relative clauses. Moreover, make use of paragraphs regularly to structure your work and chain of arguments and to ensure good readability. Each paragraph should be about 150 to 250 words long and preferably deal with a self-contained idea or topic (basically: new idea ≙ new paragraph).

→ **Tip:** Please pay particular attention to the first sentence of each paragraph, the so-called "lead sentence". This sentence should express what the paragraph is about. You can also use these sentences to check whether the central theme of your work is clear. Sanity check: Is your argumentation stringent and comprehensible if you only read the lead sentences of the paragraphs of your paper?

If you want to use gendered German language (this is not a requirement), you can find suggestions for gender-appropriate wording of texts at LUH here: https://www.chancenvielfalt.uni-hannover.de/de/chancengleichheit/geschlechtergerecht-formulieren/.

6.1. Terms and Abbreviations

Please keep your terminology consistent – do not use different terms for the same issue or concept. Instead, try to use appropriate scientific language. For example, please try to avoid informal words (e.g., big, good), phrases (e.g., pick the low-hanging fruit), vague words (e.g., think, get), emotional expressions of personal feelings (e.g., fantastic, terrible) and normative language (e.g., should, must).

Moreover, please avoid direct ascriptions such as "one" (e.g., "one might say ...") and do not write from your personal point of view: "In my opinion ..." or "I think that …". Please note that deviating from the German academic tradition, active language is primarily used in many English-language journals, e.g., "we argue". Apart from the source references, only use parenthesis in the text as an exception, as they disrupt the flow of reading.

Similarly, abbreviations should also be used sparingly in the text. Please avoid abbreviations used for reasons of convenience or space (e.g., MA for "Mitarbeiter", PE for "Personal Entwicklung"). On the other hand, common abbreviations of general usage are recognised (such as etc., e.g., etc., cf. – here, the standard is the so-called Duden. Commonly used abbreviations, e.g., for magazine titles, as exemplified in the following table, legal texts (e.g., BGB) or also organisations (e.g., VW), can be used. Table 5 shows a few abbreviations of top-notch academic journals with its corresponding VHB ranking:

Abbreviation	**Title of journals**	**VHB ranking**
AMJ	Academy of Management Journal	A+
AMR	Academy of Management Review	A+
ASQ	Administrative Science Quarterly	A+
JAP	Journal of Applied Psychology	A
JOM	Journal of Management	A
JMS	Journal of Management Studies	A
SMJ	Strategic Management Journal	A
HRM	Human Resource Management	B

Table 5. Examples of respected scientific journals

6.2. Structure of a Scientific Paper

Scientific papers are characterised by a relatively standardised structure. The following table shows the similarities and differences between empirical and conceptual papers:

Empirical paper	**Conceptual paper**
1. Introduction 2. Theoretical Background 3. Development of Hypotheses 4. Methods 4.1.Research Design and Data Collection 4.2.Data Analysis 4.3.Results 5. Discussion 5.1.Theoretical and Practical Implications 5.2.Limitations and Future Research 5.3.Conclusion	1. Introduction 2. Theoretical Background 3. Development of Concept 4. Discussion 4.1.Theoretical and Practical Implications 4.2.Limitations and Future Research 4.3.Conclusion

Table 6. Examples of outlines for scientific articles

Wie Tabelle 6 zeigt, sind die Einleitung, das Theoriekapitel, bei empirischen Arbeiten das Methodenkapitel, das Ergebniskapitel und die Diskussion typische Elemente von wissenschaftlichen Arbeiten.

As illustrated in Table 6, the introduction, the theory chapter, the methods chapter (in the case of empirical work), the results chapter and the discussion chapter are typical elements of scientific papers. The emphasis and concrete contents of these chapters can differ depending on the type of research project. Here, not only differences between conceptual and empirical research must be taken into account, but also the specifics of different forms of empirical studies (e.g., qualitative vs. quantitative studies).

Let us take a brief look at the typical contents of the individual chapters:

- The **introduction** is particularly important to catch the reader's attention. The introduction has to point out what is being done in your work and why this is relevant (e.g., what are your study's main contribution/new insights?).
- In the **theory** chapter you lay the conceptual foundations for your work. While this chapter is often rather brief in qualitative studies and limited to the presentation of the state of research or the classification of basic concepts, a comprehensive development of the research hypotheses takes place in quantitative studies.
- The **methods** chapter of empirical work describes the research context, the data collection (which data were collected, how the constructs of the research model were operationalized?) and the data analysis (e.g., which statistical methods were used?).
- In the **results** chapter, the results of the work are presented. While the central result of conceptual articles lies in theory development (e.g., the development of a model and/or propositions), in empirical studies, e.g., the hypothesis tests (quantitative studies) are reported on the basis of statistical analyses.
- The final **discussion** chapter deals with the classification of the results of the work. It is important to address the question on an aggregate level of what the results of the work mean taken together, rather than concentrating on individual results: How do my work contributes to the progress of knowledge for the literature and business practice and how is it evaluated with regard to possible limitations?

→ **Tip:** The introduction and the conclusion form the content framework of your work. After you have finished your work, read your introduction and then your conclusion. The conclusion should refer to the research question you formulated in the introduction. Have you answered your research question sufficiently?

7. Citation

Correct and careful citation plays a particularly important role in the academic field. The Institute of Human Resource Management (HRM) and Organizational Behavior HRM checks all papers by means of a plagiarism software scan. If references are missing or sources are not marked, your submission will be assessed as plagiarism and is failed accordingly. Every statement/argument that does not originate exclusively from your own reflections must be comprehensively and precisely substantiated. Thus, a single reference at the end of a paragraph is usually not sufficient. If you want to refer to the findings of an article or the results of a study in a longer paragraph, mention this explicitly at the beginning of the paragraph (e.g., the theory of XYZ makes the following assumptions ...).

We recommend the citation methods according to **Harvard**[5] or **APA**[6], whereby APA is preferred. You can work with footnotes or cite in the text. Regardless of the choice of citation style, ensure consistency and uniformity of citation. The following are examples of in-text citation. If you use footnotes, the content of the brackets is transferred to the footnotes. When citing, always state the page number on which the information can be found in the original text. Exception: You refer to the results of empirical studies (that cannot be assigned to individual pages) or want to refer to a work as a whole (example: "the attribution theory of Kelley (1967) attempts to explain...").

[5] For Harvard-guidelines, see: https://www.mendeley.com/guides/harvard-citation-guide
[6] For APA guidelines, see: https://www.mendeley.com/guides/apa-citation-guide. For a list of references, see: https://www.hibifo.de/resources/APA-6.pdf

- ***One Author.*** "Mitchel (2017, p. 1) argues that …" or "It is argued that …" (Mitchel, 2017, p. 1).
- ***Two authors.*** "Mitchel and Smith (2017, p. 1) argue that …" or "It is argued that ... (Mitchel & Smith, 2017, p. 1)."
- ***Three, four, or five authors.*** In body text, the first citation must be stated with all names, e.g., "Mitchel, Smith and Thomson (2017, p. 1) argue that …" or "It is argued that… (Mitchel, Smith, & Thomson 2017, p. 1)." After that, only the first author followed by an "et al." can be used: "Mitchel et al. (2017, p. 1) argue that …" or "It is argued that … (Mitchel et al., 2017, p. 1)".
- ***Six or more authors.*** Only the first author followed by "et al." is used (see example above).
- ***Several sources by different authors.*** When multiple works by different authors are to be referred to within a single thought, the authors are sorted alphabetically and separated by a semicolon: (Mitchel & Smith 2017, p. 1; Thomsen, Coyne, & Davis, 2015, p. 23; Wegge et al., 2018, p. 128)
- ***The same authors from different years.*** If an author or group of authors published different works from different years, they may be cited together in the parenthesis: Mitchel (2007, p. 1; 2013, p. 2; 2017, p. 3) or (Mitchel, 2007 p. 1; 2013, p. 2; 2017, p. 3).
- ***The same authors from the same year.*** If an author or the same group of authors have published several works in the same year, they are sorted alphabetically in the list of references and marked with an a, b, c, etc.: Mitchel (2017a, p. 1) and (Mitchel, 2017b, p. 2).

When citing, make sure that you only cite sources that you have **actually read** – in particular, taking over chains of arguments from secondary sources is not in line with the expectations of scientific work. For example, if you want to refer to the results of a study or a theory, you should use and cite these primary sources. If the original source is not accessible to you or access to the academic article would require considerable effort, secondary sources can be referred in these exceptional cases. For this, the primary source is mentioned first and a "cited in ... (secondary source)" is added: "A study by Lorde (1980) cited in Mitchel (2017, p. 75) ..." or "A study by Lorde showed that ... (Lorde, 1980, cited in Mitchel, 2017, p. 75)". The secondary source Mitchel (2017) is then listed in full in the list of references, while the primary source "Lorde (1980)" is not included.

8. List of References

In the reference section (exclusively) all works by authors that you have used in your work[7] (continuous text, footnotes, figures, tables, etc.) is listed in alphabetical order. If an author has written several works, they are listed chronologically, starting with the oldest source.

The following is an example of how the references appear in the list of references, according to the APA style and depending on the number of authors and the form of publication. For a detailed list and "special cases", see the APA Style (6th) Short Manual[8].

8.1. Books/ Monographs

Authors surname, initials. (Year). *Title* (edition). Place: publisher.

- *Example for books with one author:*
  Chesbrough, H. W. (2003). *Open innovation: The new imperative for creating and profiting from technology*. Harvard Business Press [optional: Publishing place].

- *Example for books with two until seven authors:*
  Cyert, R. M., & March, J. G. (1963). *A behavioral theory of the firm (Vol. 2)*. Prentice-Hall [optional: Publishing place].

8.2. Collected Editions/ Book chapters or Contributions

Authors surname, initials. (Year). Title of chapter. In editors' initials., editors' surname (Ed.). *Title of the book* (pages of the chapter). Place: publisher.

- *Example for a book chapter:*
  Tajfel, H., & Turner, J. (1979). An integrative theory of intergroup conflict. In J. A. Williams & S. Worchel (Eds.). *The social psychology of intergroup relations* (pp. 33–47). Belmont: Wadsworth.

8.3. Journals/ Journal Articles

Authors surname, initials. (Year). Title of the article. *Titel of the journal, Volume*(Issue), pages.

[7] Exception: the primary source, if you cite indirectly through a secondary source (See chapter 3, 7).
[8] For an APA style short manual see: https://www.hibifo.de/resources/APA-6.pdf or: http://lib.swu.ac.th/en/images/researchsupports/APA.pdf

- *Example for a journal article:*
  Piening, E. P., Salge, T. O., Antons, D., & Kreiner, G. E. (2020). Standing together or falling apart? Understanding employees' responses to organizational identity threats. *Academy of Management Review*, *45*(2), 325–351.

8.4. Websites

Author/ organization (year). *Title of the article* [optional: Type of article]. Retrieved from https://hyperlink.de [dd.mm.yyyy].

- *Examples for websites:*
  McKinsey & Company (2007). *Women matter. Gender diversity, a corporate performance driver.* Retrieved from https://www.raeng.org.uk/publications/other/women-matter-oct-2007 [22.03.2021].

9. Notes on Submission

Submission of theses:

Term/ seminar papers	Please send an e-mail with your paper attached to the Secretary of the Institute of Human Resource Management (HRM) and Organizational Behavior HRM as a PDF and as a Word file to: sekretariat@pob.uni-hannover.de. The date of sending the e-mail counts for timely submission.
Bachelor/ master theses	The submission of the duplicated copies, including an electronic version should be made during office hours in the Office of the Dean of Studies (Studiendekanat) (or by appointment or by post-delivery). In the case of **post-delivery**: We recommend to send your duplicated copies, including an electronic version by registered mail with return receipt (Versand per Einschreiben mit Rückschein). The post stamp counts for timely submission. Promptly submit your post receipt and your assignment sheet (Vergabeblatt) to the Studiendekanat for confirmation in a timely manner. Do **not** turn your thesis into the post box of the department or gatekeeper! You must **not** have an academic leave of absence at the time of submission!

Important information about Bachelor theses	https://www.wiwi.uni-hannover.de/de/studium/im-studium/pruefungsinformationen/abschlussarbeiten/bachelorarbeit/b-sc-wiwi-po-2017/waehrend-bachelorarbeit/
Important information about Master theses	https://www.wiwi.uni-hannover.de/de/studium/im-studium/pruefungsinformationen/abschlussarbeiten/masterarbeit/m-sc-wiwi-po-2018/waehrend-masterarbeit/

Submission of theses during the COVID-19 pandemic:

Bachelor/ master theses	Submission in electronic form with scanned signature at the declaration of authorship by e-mail in the Studiendekanat as a PDF document to: studiendekanat@wiwi.uni-hannover.de. Please take your supervisors and examiners in "CC" when submitting your thesis. The date of sending the e-mail counts for a timely submission. **Attention:** There might be a limitation of the size of the attachment depending on the provider. At the LUH, there is a limitation on receiving e-mail attachments of 100 MB. **Alternatively, by post**: Send thesis by USB stick or CD by post ("registered mail with return receipt") to the Studiendekanat. The post stamp counts for timely submission.
Latest Corona news	https://www.wiwi.uni-hannover.de/de/corona/

Appendix 1 – List of References (Example)

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Appendix 2 – Cover Page of Bachelor Theses

(Thema)

Bachelorarbeit

zur Erlangung des akademischen Grades „Bachelor of Science (B.Sc.)“ im Studiengang Wirtschaftswissenschaft der Wirtschaftswissenschaftlichen Fakultät der Leibniz Universität Hannover

vorgelegt von

Name: Musterfrau/mann Vorname: Maxime/Maximilian

Geb. am: dd.mm.yyyy in: Musterstadt

PrüferIn: Prof. Dr. M. Musterfrau/mann

Ort, Datum*

*(tatsächliches Abgabedatum)

Appendix 3 – Cover Page of Master Theses

(Thema)

Masterarbeit

zur Erlangung des akademischen Grades „Master of Science (M.Sc.)“ im Studiengang Wirtschaftswissenschaft der Wirtschaftswissenschaftlichen Fakultät der Leibniz Universität Hannover

vorgelegt von

Name: Musterfrau/mann Vorname: Maxime/Maximilian

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Appendix 4 – Ehrenwörtliche Erklärung

Hiermit versichere ich, dass ich die vorliegende Arbeit selbstständig verfasst und keine anderen als die angegebenen Quellen und Hilfsmittel benutzt habe, dass alle Stellen der Arbeit, die wörtlich oder sinngemäß aus anderen Quellen übernommen wurden, als solche kenntlich gemacht sind und dass die Arbeit in gleicher oder ähnlicher Form noch keiner Prüfungsbehörde vorgelegt wurde.

Ort, Datum* Unterschrift

*(Abgabedatum)