

# **Tips for scientific writing**

**- non-binding -**

## **Getting started**

- Chair
    - Determine the topic as precisely and promptly as possible together with the supervisor at the chair and, if applicable, the company
    - Submit form (see chair website) and observe final deadline.
    - Coordinate the outline of the paper with chair supervisor 3-4 weeks after starting
    - Obtain formal requirements (see chair website)
- Link:  
[https://www.fa.mgt.tum.de/fileadmin/w00chf/controlling/Lehre/Abschlussarbeiten/Scientific\\_Guidelines\\_Chair\\_of\\_Management\\_Accounting.pdf](https://www.fa.mgt.tum.de/fileadmin/w00chf/controlling/Lehre/Abschlussarbeiten/Scientific_Guidelines_Chair_of_Management_Accounting.pdf)
- Library
    - Get library card for TUM, StaBi/LMU
    - Participate in library tour (database usage, explanation of the loan of books)
    - Look at books in advance on the subject of "Successful scientific working"
  - Student
    - Set up schedule with clear milestones (agreeing on outline incl. rough number of pages, completion of theory section, completion of empirical section, completion of thesis, submission date).

## **Sources of the work**

- Literature research (journals, books, magazines, newspapers, etc.) → Mandatory
- Empirical data (primary data, secondary data) → Optional

## **Literature research**

- Journals, magazines, newspapers, etc. via databases (EBSCO, ScienceDirect, Google Scholar)
- Books via library catalogue or Google books
- If necessary, get literature program (Citavi, Endnote) and work it in.
- Pay attention to the quality of the journals (Jourqual from VHB)
- See also form guidelines

## **Empirical investigation (if relevant)**

- Determine research design (interviews, questionnaires, data, etc.) early (weeks 1-6)
- Sufficient number of contacts or, if necessary, contact intermediaries at an early stage
- Timely and well-founded determination of survey content, if necessary, test beforehand
- Consider at an early stage what should/could come out in the end and how results can be systematically recorded
- Clarify anonymity and confidentiality

## **Preparation of the manuscript**

- Word or LaTeX possible
- Required volume and number of copies: see form guidelines
- Possible structure of the work (also see form guidelines)
  - Cover sheet
  - Preface, if applicable
  - Table of contents, list of figures/tables/abbreviations/symbols, if applicable
  - Introduction
    - Relevance and classification of the topic
    - Motivation and aim of the work
    - If applicable, structure/approach of the work
  - Main part
  - Final part
    - Results & conclusions
    - Recommendations for action for the company, if applicable
    - Open (research) questions / outlook

## Evaluation/Weighting

- Company: 1/3
- Chair: 2/3
  - Content:
    - Relevance of the topic
    - Independent work and creativity of the approach
    - Balance of the partial contents/structure
    - Content that builds on and interlocks with each other
    - Logical and comprehensible argumentation/sentence structure
    - Different sources are put in relation to each other
    - Critical examination of the contents
    - Balanced relationship between descriptions and conclusions
    - Scope and quality of literature
  - Form:
    - Consideration of the formal requirements of the chair (see above)
    - Appropriate number of pages
    - Readability of text, figures, tables, abbreviations, formulas, etc.
    - Correct citation
    - Correct orthography (spelling, grammar, syntax, and punctuation)
    - Clear structure and paragraphs
    - Avoidance of filler words and unclear formulations

## Dos & Dont's

- Do not shy away from the chair: Ask and coordinate early!
- If practical relevance, then coordinate method early on (e.g., concept, interviews, surveys, data analysis, etc.)
- Draw on existing literature (including English-language international literature!). Never try to reinvent the wheel ("almost everything has been thought and written about before")
- Ensure or question the quality of the sources (if necessary, make critical remarks)
- If possible, use the most recent sources to ensure topicality (bibliographies of current sources also show other relevant older texts)
- At the beginning, skim texts (introduction, outline, and conclusion) and check for relevance
- Briefly summarize relevant texts in writing (preferably directly in the target document) directly during/after reading (what are the goals, method, results, and open questions of the study) and link directly to bibliography/literature management program
- Consider a storyline/outline as early as possible and write down key statements! Do not start formulating too early
- Avoid pure description in your final text. Instead compare, relate, build on each other, argue and critically question
- In empirical work, critically question statements/data and do not adopt them unreflectively (plausibility check!)
- Before handing in the paper, always give it to a third person for correction (content and form)
- Allow sufficient time for printing and binding
- Never copy other sources without citation. Use Wikipedia only for initial orientation!
- Do not submit handwritten manuscripts
- Do not look at the work after submission ☺ You will always find something...