

Guidelines for writing your bachelor / master thesis at the research group Comparative BioCognition (CBC)

General

1. Your thesis should contain max. 30 pages for Bachelor theses and max. 50 pages for Master theses (**including references**) and should be written in at least font 11.5.
2. It should include a table of contents, an abstract, an introduction, a method, discussion, limitation, conclusion, and a reference section and if you do an empirical thesis a result section.
3. For your reference section, please use a special reference manager program (such as Endnote, Mendeley etc.) and follow the APA style guidelines (7th edition). There are several free resources online and the use of reference managers also assist you in keeping citations in the proper format as well as automatically creating a reference list at the end of your thesis.
4. Here are some [useful guidelines](#) with regards to the correct way of citing original work and other papers and the important topic of [avoiding plagiarism](#).
5. Please also have a look at the [APA style guidelines](#) for many other aspects of your thesis such as for instance how to depict numbers.
6. Concerning the result section, [here](#) are some information how to provide a first descriptive overview of a data set.
7. Please provide for tables and figures a short, brief and clear title and a detailed legend explaining all data, parameters, axes, etc. shown.
8. Additional data, such as data for statistical analyses, videos (with explanatory excel sheet) should be submitted as supplementary material on an USB-stick.
9. Video and/or audio data should be annotated as per our annotation manual. After submission of your thesis, these video/audio files will be loaded onto the CBC server by our CBC assistant, Mrs. Möllmann. The correct annotation should be tested together with her by means of three examples.

Content-related information

1. Please always define the most important terms used in your thesis. You can also create a table showing all definitions for crucial terms used in your thesis and refer to it.

2. Structure your text consistently. It is important that all paragraphs show the same or similar structure. For instance, if you introduce three questions in your intro, refer to them in the result and discussion section and use the same order throughout the manuscript.

3. All illustrations, tables and figures should be provided with meaningful short titles, detailed legends and consecutive numbers, all mentioned parameters, axes, abbreviations etc. should be explained. Additionally, each figure and table should include a figure/table comment below the specific figure/table, which provides all relevant information (and citations, if applicable).

Writing assistance and help

The Bachelor's thesis is the first real scientific paper (in English) for many students - and thus is a challenge. To gain an overview of how such a work should look like, we recommend to read the book (in German) "Bachelorarbeit in Psychologie" (Spaeth-Hilbert & Imhoff, 2013; available on the webpage of the University library under this [link](#)).

You can also check the following useful links for writing advice:

[University of Konstanz Writing Centre](#) and [Scribbr](#) for useful instructions concerning writing introductions, method sections, etc.

[Tim Skern's](#) "Writing Scientific English"

[Scitable](#) English Communication for Scientists.

[Springer International Publishing AG](#) offers an instructional guide to scientific writing.

In addition, the Institute of Cognitive Science regularly organizes events on scientific work, which also deal with scientific writing (e.g., "Writing like a language scientist"). We also recommend the courses and advisory services of the [Writing Workshop](#) of the University of Osnabrück to develop the skills in scientific writing.