

## 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**).
2. It should include an abstract, an introduction, a method, and a reference section and if you do an empirical thesis a result and discussion section.
3. For your reference section, please use a special reference manager program (such as Endnote, Mendeley etc.) and follow the APA style guidelines (7<sup>th</sup> 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 guidelines with regards to the correct way of citing original work and other papers: <https://uark.libguides.com/c.php?g=78985&p=504784> and the important topic of **avoiding plagiarism**: <https://www.enago.com/academy/how-to-avoid-plagiarism-in-research-papers/>
5. Please also have a look at the APA style guidelines (7<sup>th</sup> edition) 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: <https://conjointly.com/kb/descriptive-statistics/>
7. Additional data, such as tables, pictures, data for statistical analyses, videos (with explanatory excel sheet) should be submitted as supplementary material on an USB-stick.
8. 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 titles, legends and consecutive numbers, all mentioned parameters and abbreviation 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 within the webpage of the University [under this link](#)).

You can also check the following links for writing advice:

<https://www.uni-konstanz.de/en/writing-centre/materials/exercises/>

<https://www.scribbr.com/> for useful instructions concerning writing introductions, method sections, etc.

Tim Skern's "Writing Scientific English" (Skern, 2011; available at the University [under this link](#)).

English Communication for Scientists (This portal can be found [under this link](#)).

Springer International Publishing AG offers an instructional guide to scientific writing. (The guide can be found [under this link](#)).

In addition, we would like to point out that 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. ["Schreibwerkstatt der Universität Osnabrück"](#).