

<Title>

<Bachelor/Master> Thesis

by

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Karlsruhe Service Research Institute (KSRI) &

Institute of Information Systems and Marketing (IISM)

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Date of Submission: <DATE>

# Declaration of Academic Integrity

I hereby confirm that the present thesis is solely my own work and that if any text passages or diagrams from books, papers, the Web or other sources have been copied or in any other way used, all references—including those found in electronic media—have been acknowledged and fully cited.

*Karlsruhe*, <DATE> <NAME>

# Abstract

**Maximum of one page for the abstract of the thesis.**

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# Acronyms

FAQ

frequently asked questions

KSRI

Karlsruhe Service Research Institute

# List of Figures

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# Introduction

To help you with your final thesis, listed below are some tips and functions.

## Headings

The headings of the individual sections should be as informative and concise as possible. It cannot be generalized as to how many sections the thesis will be divided into. The outline used should be numerical. A maximum of four outline levels should be introduced, as far as justifiable in terms of content. The title of the thesis should not be identical to a heading within the thesis.

The content section of the document can also be divided into several files.

The table of contents can only function properly if you always use the format templates for headings and subheadings, etc. To do this, mark the desired line and select the outline level.

You can also define these format templates yourself and design them according to your preferences.

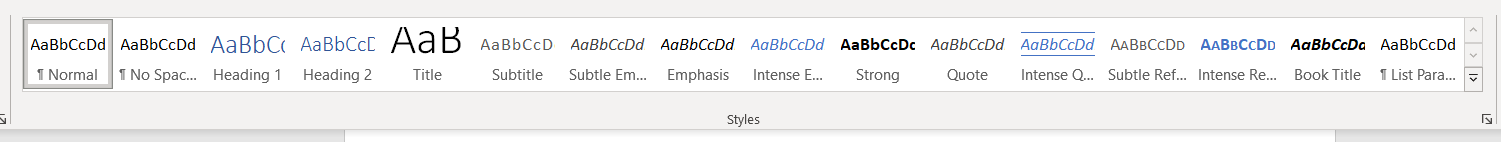


Fig. 1 Overview of format templates

The table of contents lists this new heading when you update the directory (see: [Update all directories](#_Update_all_directories)).

## Update the Directories

All listed directories can be updated very easily and quickly

* Table of contents,
* List of figures,
* List of tables,
* List of abbreviations and
* Bibliography

by selecting the entire text (Ctrl+a)/(Cmd+a) and then pressing 'F9'. Depending on the number of directories used, several windows appear as shown. 🡪‚Update entire table‘ 🡪 ‚OK‘.



Fig. 2 Context menu “Update Table of Contents”

Another, somewhat more cumbersome option is to carry out the updates individually. For this go to the tab 'References'.

## Figures

Each figure and table must be referenced and explained within the text.

To insert an image, select the following:

🡪‚Insert‘ 🡪 ‚ Pictures‘ 🡪 select desired image 🡪 ‚Insert‘

🡪‚References‘ 🡪‚Insert Caption‘

First select all options as shown below and replace \*Figure name\* with your own description. If the caption option 'Figure' does not exist, you can create it yourself with the ' New Label...' option.



Fig. 3 Context menu “Caption (Figure)”

After updating all references in the document (See: [Update all directories](#_Update_all_directories)), the figure appears along with its page number in the list of figures.



Fig. 4 Exemplary KSRI-Logo

## Tables

To insert a table, select the following:

🡪‚ Insert‘ 🡪 ‚ Table‘ 🡪‚ References‘ 🡪‚ Insert Caption ‘

Proceed in the same way as when inserting an image.

Table 1 Exemplary table (days of the week)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|  |  |  |  |  |  |  |

After updating all references in the document, the table appears in the list of tables.

## Bibliographical References

Within the scope of a thesis, the fundamental and current literature on the subject area must be reviewed. Since conclusions about the candidate's scientific working methods can be drawn from the handling of the specialized literature, particular **diligence** and **conscientiousness** are required.

Quoting is understood as adopting statements verbatim or analogously, as well as providing evidence for the assertion from the sources used.

Note: Recall how to cite properly and how to indicate different types of sources. For example, which information is needed for journals, books, conferences, direct quotes etc.?

Further citation notes available at:

http://www.ksri.kit.edu/643.php

**All citations from all sources must be included in the bibliography.**

Prior to inserting a literature reference, you need to add sources to your bibliography.

🡪 ‚References‘ 🡪 ‚Manage Sources ‘

An overview of all sources appears, where new entries can be added.

To insert a literature reference:

🡪 ‚References‘ 🡪 ‚Insert Citation‘

Word inserts parentheses containing the author (or authors) and the year.

Examples:

„[...] citation B1 [...]“ (Becker, S., H. Koziolek, & R. Reussner, 2009)

„[...] citation B2 [...]“ (Becker, S., H. Koziolek, & R. Reussner, 2009)

„[...] citation B3 [...]“ (Becker, S., H. Koziolek, & R. Reussner, 2009)

„[...] citation M [...]“ (Markowitz, 1991)

Note: Literature management tools (e.g. Mendeley) allow easy management and maintenance of literature and often feature a Word Plug-In. Sources can then be automatically included in the bibliography.

## Footnotes

To insert a footnote select the following:

🡪‚References‘ 🡪 ‚Insert Footnote‘ 🡪 Enter text

Footnotes are automatically numbered correctly and written on the correct page.

Here is an example:

This is a footnote[[1]](#footnote-1)

## Abbreviations

When creating a new abbreviation, proceed as follows:

Select the abbreviation 🡪 ‚References‘ 🡪 ‚Mark entry‘ 🡪 select all options as shown below 🡪 ‚Mark‘🡪 ‚Cancel‘.



Fig. 5 Context menu “Mark Index Entry”

Once you have updated all the directories, the abbreviation will appear in a clear arrangement in the list of abbreviations.

Here are some examples[[2]](#footnote-2):

Abb.

DESCR

BGB

KSRI

FAQ

ca.

etc.

# Content Chapter 2

## Demonstration Text

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## Part 2

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# Content Chapter 3

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# Discussion

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## Part 5

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# Conclusion

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# Appendix

## First part of the appendix

Simulation results, tables, etc. can be placed here.

Fig. 6 Homepage image

...

# References

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1. The numbering starts anew on each page. [↑](#footnote-ref-1)
2. The explanations can be found in the list of abbreviations [↑](#footnote-ref-2)