

First name and surname

**Title**

Bachelor/Master Thesis

in the Area Supply Chain Management

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Master of Science (M. Sc.) in Business Administration

Faculty of Management, Economics and Social Sciences

University of Cologne

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**List of Tables**

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## List of Abbreviations

All abbreviations that are used in the bachelor thesis have to be listed here, if there are a lot of them and it appears to make sense. Common abbreviations, such as etc., should not be listed. There are also a few abbreviations that do not need to be mentioned in the List of Abbreviations. They should rather be explained directly in the text when they appear for the first time. The following table can be used as a template. After listing all abbreviations, you should delete spare lines, and then arrange the components of the table in alphabetical (ascending) order.

CR	Critical Ratio
DC	Distribution Center
DimWt	Dimensional Weight
DP	Demand Planning
ROI	Return on Investment
...	...
...	...
...	...

# 1 Introduction

For further information regarding theses at the Wiso-Faculty, please visit the website of the examination office („WiSo-Prüfungsamt“).

For examination regulations of 2015 / 2021, please click this link:

<https://wiso.uni-koeln.de/de/fakultaet/dekanat/pruefungsamt/po-2015-po-2021/abschlussarbeiten>

(last checked: 03.03.2023)

## 2 Main body

There always has to be a (mostly introductory) text between two headings. Please note that a new chapter does not have to start on a new page. The main body usually consists of more than one chapter.

### 2.1 First sub-section

You should use a spacing of 1.5, a serif font (such as Times New Roman) with a size of 12pt and the format “full justification” (“Blocksatz”).

The margins of the pages have to be set as follows: Left: 4 cm, Right: 2,5 cm, Upper: 2,5 cm, Lower: 2,5 cm.

All pages have to be numbered consecutively. For the pages prior to the introduction, you should use Roman numbering (I, II, III, ...). However, please note that even though the front page counts as a page, it should not be numbered. For the pages starting with the introduction you have to use Arabic numbers (1, 2, 3, ...).

The page limit of the thesis is excluding table of contents, list of abbreviations, list of tables and figures, and appendix. All figures and tables in the main body are included in the page limit.

### 2.2 Other sub-sections follow...

Each sections should have at least two sub-sections, meaning that 1.1 has to be followed by 1.2.

### 2.3 Other sub-section

After uploading the file in the 'pics' folder, you have to make sure you include it using `includegraphics [] {}` within the `\begin{figure}` environment. Afterwards, they

should be centered. See the example Figure 1:

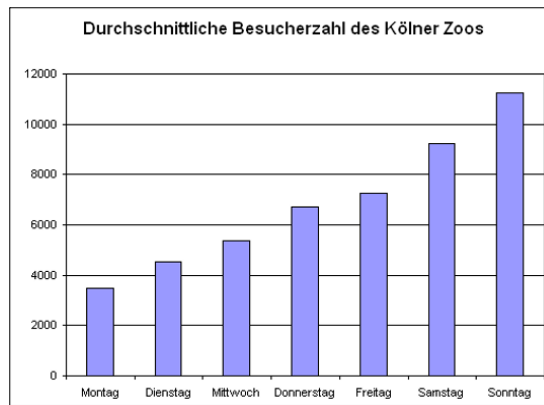


Figure 1: Number of visitors of the zoo in cologne

The caption for the figure in the following line has to be generated inside „caption“. This formatting is necessary for the List of Figures and Tables.

## 2.4 An example of a table

The labelling of tables follows the same procedure as the one for figures and should be consistent. The caption is either placed below or above the table and should be formatted as „Caption“ (see 2.3 for an instruction). All used figures and tables have to be mentioned in the text (e.g. see Table 1). If you struggle to create tables in Latex, you can use <https://tableconvert.com/excel-to-latex> to convert Excel tables into Latex code.

Size	$\mu$	$\sigma$
M	40	20
M	40	20
L	40	20

Table 1: Sales quantity of Zoo T-Shirts per month

## 2.5 Submission

Please always check the current guidelines on the Website of the examination office (“Wiso-Prüfungsamt”).

## 2.6 Citations

The use of knowledge from external sources has to be labelled with a reference to the author and the year of publication. Corresponding to that, the source has to be mentioned in the Reference List.

### **2.6.1 Citations in the text**

For all citations in the text, please use the Harvard citation style. In the case of word-for-word reproduction, you have to use quotation marks before and at the end of the quotation. If content is only indirectly reproduced in own words, no quotation marks are needed. However, you should make it clear that the knowledge and the ideas you are using are not your own. You do that by inserting a citation at the end of your sentence as follows:

- Surname of the author (if there are two authors, both names are connected with “and”; if there are three or more authors, only the surname of the first author is mentioned and “et al.” is added)
- Year of publication, e.g. 2009
- Page number, if relevant (with abbreviation “p.” for page)

If you are quoting something word-for-word, it is recommended to add the corresponding page number. The same can be applied to the citation of books (Thonemann 2010, p. 198). If you reproduce something indirectly, the latter is not necessary.

Examples:

- Human behavior, such as misunderstandings concerning information about storage and demand, can cause the bullwhip-effect (Sternan 1989).
- Cachon (2003) analyze different contracts that can coordinate a supply chain ...

### **2.6.2 Reference list**

The literature has to be arranged in alphabetical order by the name of the first author. If one author has several publications, the year of publications is used for sorting. In the case of several publications in the same year, lower case letters are used (e.g. “Thonemann 2001a”). You can find examples for quoting different sources in the Reference List of this text.

## **2.7 Listings/Numerations**

For numerations or listings, you can use either bullet points or Arabic numbers. First possibility looks as follows:

- ...
- ...



Second possibility looks as follows:

1. ...
2. ...

## 2.8 Formulas

Formulas should be used if they support the explanation. For formulas, LaTeX is ideal.

A formula should - if it is not extremely short - be presented in a separate line. For referencing, formulas should be numbered consecutively with Arabic numbers. The numbers should be aligned right in the last line of a formula. Formulas and variables must always be explained in the text.

Example: The following formula describes the expected mean snake length  $LQ$  of a (M/M/1) system, where  $\rho$  represents the expected utilization:

$$LQ = \frac{\rho^2}{1 - \rho} \quad (1)$$

If you present an entire optimization model, the objective function and constraints should be numbered individually. In addition, the model including variables, parameters and indices should be explained in the text.

## 3 Conclusion and Outlook

The fundamental findings of the thesis are summarized at the end. The Outlook is used for referring to possible future developments and research directions.

## Reference list

Cachon, G. P. (2003). Supply Chain Coordination with Contracts. *Supply Chain Management: Design, Coordination and Operation*. Ed. by S. Graves, A. de Kok. Vol. 11. Handbooks in Operations Research and Management Science. Amsterdam, Netherlands: Elsevier, 227–339.

Sterman, J. D. (1989). Misperceptions of feedback in dynamic decision making. *Organizational behavior and human decision processes* 43 (3) 301–335.

Thonemann, U. (2010). *Operations Management: Konzepte, Methoden und Anwendungen*. 2nd ed. München, Deutschland: Pearson Deutschland.

The Reference List is not created separately for different kinds of sources (books, papers, websites, etc.). Please note that different types of sources need different citations. Please also refer to Section 2.6.2. In order to simplify the management of literature, there are specific literature management programs, such as Citavi, Zotero or Mendeley with plug-ins or add-ins for Latex. We highly recommend using such a program.

As an alternative, you can use biblatex, which allows you to create a reference list as well. Click here for the instruction: [https://de.overleaf.com/learn/latex/Bibliography\\_management\\_in\\_LaTeX](https://de.overleaf.com/learn/latex/Bibliography_management_in_LaTeX)

We do not recommend creating the reference list manually. This is very time-consuming and particularly prone to error.

## **Appendix**

The appendix lists all explanations, figures and tables that are not needed to understand the main body but provide additional insights. Examples could be further explanations of specific concepts or data that is mentioned only for the sake of completeness. In the case of extensive documentation (e.g. program code or questionnaire), it can be agreed on an individual exception (e.g. appendix on a DVD). If the appendix includes more than one section, you should put the different sections in order (Appendix A, Appendix B, Appendix C,...).

## **Statutory declaration**

The form for the statutory declaration can be found on the website of the examination office (“Wiso-Prüfungsamt”). The statutory declaration should not be integrated into the printed version. Instead, it should be printed out separately, filled in and enclosed as a loose paper.