

ECOS GUIDELINES HOW TO FORMAT YOUR MA THESIS

Please note: This is a summary of the key aspects to take into consideration before submitting your MA Thesis. It is also important to check the information from the SSC concerning both your [MA Thesis](#) and your [MA Final Examination](#). You can find the guideline to format and upload your thesis [here](#) [official; in German] and [here](#) [unofficial translation by EcoS staff].

Formatting Guidelines of the University of Vienna

- The cover page will be created automatically during the electronic submission process. Click [here](#) for more information.
- Abstract [Academic Summary] of your MA thesis in the appendix section of your thesis, in both German and English [minimum 100 words].
- Academic Curriculum Vitae (CV)*
- ***Attention:** Since 23.02.2016, you do not have to include a CV in your thesis! If you choose to add your CV, you have to add it after the cover page.

Please refer to recent **MA theses** for examples. You can find in the online section for thesis of the University of Vienna [\[here\]](#). You can also find a full list of all EcoS MA Thesis titles in the section '[EcoS Graduates](#)' of the program's website. (Caution: Faculty standards, ie. cover page and CV, have changed recently and might do so again. When in doubt please refer to the homepage of the [SSC](#).)

Citation

- You are free to choose the academic citation style of your preference. Nonetheless, make sure to use it consistently throughout the whole document,
- Examples: APA Style, MLA Style, Chicago Manual of Style, Harvard referencing etc.

Spacing

- Between "Single" and "1.5"

Font

- A font with serifs is preferred. Typically, students use Times New Roman 12.

Bibliography

- Needs to be continuous, references should, for example, not be grouped by languages [e.g. English/German/Chinese],
- Alphabetically ordered by last name of author.

Length

- Minimum 35.000 words of text [excluding bibliography, title and annexes]

Please make sure you have checked the grading template as introduced by Prof. Frank in his Master Colloquium class!!!