

## 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 guidelines 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].

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 list of all EcoS MA Thesis titles in the section '[EcoS Graduates](#)' of the program's website. [Caution: Faculty standards, i.e., 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.
- Always provide the page number for direct and indirect citations, except when referencing the entire publication or when page numbers are not available.

### 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 the last name of the [first] author.
- Online material needs to be supplemented with a last access date.

### Length

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

**Please make sure you have checked the grading template as introduced in the 'M5 Research Seminar and Monitoring Class for the Master's and PhD Thesis'!**