

Requirements and conditions for written master thesis submission and evaluation

The following items must be submitted by the thesis submission deadline.

1. **Three hardcopies of the complete thesis**, submitted to the Examination Office (*Prüfungsamt*). The copies should be submitted in person. In case this is not possible, they may be sent by mail or registered mail: the date stamped by the post office is then the submission date that will be recorded for the thesis. It is recommended to avoid mailing the thesis since potential delays might result in your thesis not arriving or not being evaluated in time to meet the requirements for scheduling of the defense. This applies especially to the July graduation session, when thesis submission deadline and defense date may be just over two weeks apart. No submissions by email are allowed. The evaluation copy for your advisor is included in these three: it will be forwarded to your advisor. The thesis is an official exam document, and as such **the original** (meaning **your signature must be original, not a copy/scan**) must be submitted and it will be kept by LMU. Each copy must include a CD containing the complete thesis, preferably in pdf form, in a sleeve attached inside the back cover.

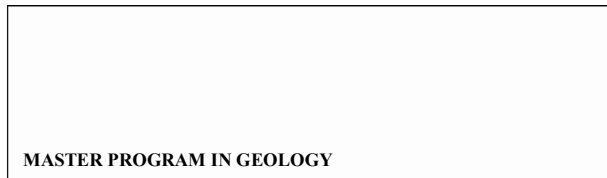
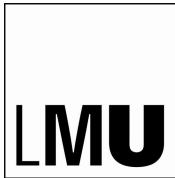
The opening times of the *Prüfungsamt* are posted online. Please check them in advance, so as not to show up at the last minute and find that the office is closed. If the deadline falls on a closing day, show up the day before. Given how much time is allowed to prepare the thesis (two semesters), there is no reason to deliver it at the last second of the last day.

Copyright of the written thesis (text, figures, tables, diagrams, scientific results) remains with the student, unless (1) the thesis was part of a third-party-funded project, or (2) the student was paid by LMU to carry out thesis work, or (3) the student renounces copyright. The page with "declaration of authorship and consent for distribution" must be included in the thesis, and it must be signed by the student.

Further general information about copyright at LMU may be found here: http://www.uni-muenchen.de/einrichtungen/zuv/uebersicht/dez_i/ref_i6/aufgaben/abschlussarbeiten/index.html.

2. **One editable pdf (or a MSWord document) of the complete thesis**, which may be used to check the text for plagiarism, must be submitted by the thesis submission deadline, by email, to the Chair of the Examinations Board (*Prüfungsausschuss*). Do not submit a scan, which is inaccessible to editing tools. In the same email, include also a separate line containing the complete title of your thesis, which will be used for the thesis defense. Please do not modify the title, or shorten it in any form.

3. If thesis research includes fieldwork, the originals or a complete scan in pdf format of **field notebooks and field maps** must be submitted. If the thesis is computer-based or lab-based, then **samples, thin sections, analytical results, data files, computer models, etc.** must be also supplied. All these items must be delivered to the first examiner (advisor) no later than



the deadline for submission of the thesis. No thesis will be evaluated until all items have been delivered.

Such materials are necessary to verify that the content of thesis is original work of the student, and not plagiarized from elsewhere. *Plagiarism in the master thesis (either in scientific contents, or in text alone) will result in immediate exmatriculation (i.e. expulsion from the University, without completing the degree).* Plagiarism and cheating are regulated by **§30 of the Examinations and Study Regulations (Studien- u. Prüfungsordnung)**, and plagiarism in the master thesis is considered a serious occurrence.

Student-owned material will be returned to the student after evaluation of the thesis, unless other arrangements have been made with the thesis advisor. If field work, samples, thin sections, software, hardware, lab analyses, etc. had been paid for by anyone other than the student, then field data, samples, thin sections, analytical results, data files, computer models, etc. are property of the person or entity who paid for them. These will not be returned to the student, though the student may retain a copy of materials that can be duplicated at his/her own cost.

Requirements for thesis binding, cover and spine

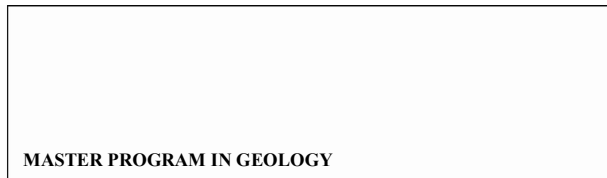
The three hardcopies must have the student's last name and the academic year *printed, labeled, or embossed* on their spine. Pages must be bound together securely. No flimsy plastic grip binding, and glued pages if possible should be first stitched/stapled together to avoid the volume falling apart upon opening. Wire ring binding, spiral binding, or any other type of binding where printing/labeling on the spine is not possible, are not allowed. If soft cover is used, the back cover must be heavy cardboard, and a clear plastic cover must protect the cover page.

Text and figures

Body text: 12 pts, standard fonts (e.g. Times New Roman or other serif font), 1.5 or double line spacing, one-sided printing, margins of at least 2.5 cm (plus sufficient additional space on left margin for binding). All pages that follow the table of contents must be numbered using arabic numerals; pages before and including the table of contents should be numbered using roman numerals.

Tables and figures must be numbered sequentially in the text (i.e. in the order in which they are first mentioned), and named either "figure" or "table" (not "sketch", "photo", "map", etc.). If color figures are used in the thesis, all copies of the thesis must contain those figures in color.

Chapters must be numbered sequentially. For sections within a chapter, use also a sequential number for the sub-levels starting with the chapter number as first digit (e.g. 1.2 Geological Setting, 1.3 Regional Tectonics, etc.). Keep the sub-levels number to no more than three (e.g. 1.1.2.1, 1.1.2.2, but not 1.1.2.2.1).



References: use the "Geology" journal (Geological Society of America) reference style for everything. Incomplete referencing may result in plagiarism charges, therefore particular attention should be paid to proper formatting of references and to adequate citations within body text and figure captions. It is the responsibility of the student (not of the advisor) to avoid committing plagiarism, including unintentional plagiarism resulting from poor handling of citations and reference lists.

Order of items

- Cover page
- Declaration of authorship and consent for distribution
- Abstract
- Acknowledgments
- Table of contents
- Introduction
- Main body text (with figures and tables, either inline or on separate pages at the end of each chapter)
- References
- Appendices (if present, for example long lists of analytical results)
- If any oversized attachments are present (e.g. maps, stratigraphic columns, etc.), these must be placed securely inside a pocket bound to the rest of the thesis, or folded and bound with the rest of the pages in a way that they can be easily unfolded.

If you have a list of figures and tables, each figure and table must have a short title in the list (avoid copying the entire figure caption into this position).

A list of acronyms (i.e. abbreviations) may also be necessary, if the thesis text contains more than just a couple of them.

Cover page

A template is provided. Layout and elements of the text should remain as shown. You can change the type of font used, but avoid fancy fonts (e.g. cursive, handwriting styles, etc.). Do not use any logos on the cover, including any LMU logo. Change the academic year to the proper one.

One of the three copies must have a cover page version that contains the field for advisor's (first examiner) signature and date. The other three copies should not contain this field: remove it before printing the cover page for these. Co-advisors should be listed only if co-advisors were involved in the thesis work. The second examiner is not necessarily a co-advisor.

Ludwig-Maximilians Universität München
Fakultät für Geowissenschaften
Department für Geo- und Umweltwissenschaften

Master Degree Program in Geology

INSERT YOUR THESIS TITLE HERE
YOU MAY USE MORE THAN ONE LINE

Master thesis of:

Max M. **SAMPLE**

Matr. n° 123456

Advisor: Prof. John A. **SMITH**

signature:

Co-advisors: Prof. Mary B. **DOE**
Dr. Alan C. **SMITH**

date:

Academic Year 2014-2015