



Guidelines for English-language Master's Thesis Proposals with Prof. Tilmann Altwicker

1. Principle Guidelines

- *Expected volume of a Master's thesis:* A Master's thesis for 12 ECTS should be 30-40 pages long (60'000 - 80'000 characters, with footnotes but not including spaces; plus cover sheet and indices). In justified cases exceptions can be granted by e-mail.
- *Structure of the text:* The paper should consist of three parts: I. Introduction; II. Main part (answering the question asked); III. Conclusion. (This is only an abstract outline; suitable content-related (sub)headings should be chosen).
- *Spacing:* 1.5 lines.
- *Text font:* Times New Roman, 12 pt., justification and automatic hyphenation, left and right margin min. 2.5 cm
- *Footnotes font:* Times New Roman, 10 pt., justification and automatic hyphenation
- Please follow the OSCOLA guidelines for accurate citing. Find detailed information here: <https://www.law.ox.ac.uk/research-subject-groups/publications/oscola>

2. Minimum Requirements for a Proposal

- *Volume:* The proposal should cover max. three pages, not including the preliminary bibliography.
- *Content:* The topic and the research question should be presented on approximately two pages, incl. why the topic was chosen and why the planned approach (e.g. methodology, theoretical framework, etc.) is suitable for its analysis. If available, the main hypotheses of the thesis should already be mentioned.



- *Outline*: The preliminary outline of the paper should be illustrated on approximately one page (incl. headings and subheadings). Please provide estimated page counts for each part, e.g.:
 1. Introduction (6 pages)
 - 1.1 ... (1 page)
 - 1.2 ... (2 pages)
 - 1.3 ... (3 pages)
- *References*: The proposal should contain footnotes as needed and include a preliminary bibliography of 5-10 references. Important: Do not simply cite textbooks, but primary and secondary sources specifically relevant to the chosen topic.

3. Submission and Deadline

- *Deadlines for Master's theses written in the context of a seminar*: **deadlines communicated within the seminar apply.**
- *Deadlines for individually agreed Master's theses* (i.e. not written within a seminar): The latest day of submission is **Friday of the first week in June** (for submissions in the Spring Semester) and **Friday of the first week in December** (for submissions in the Fall Semester).
- For individually agreed theses, there is no fixed deadline for the submission of the proposal and signing the thesis agreement; the time management is the responsibility of the student depending on the desired thesis submission date.
- *Submission*: The proposal must be sent electronically (in pdf or word format) to tilmann.altwicker@ius.uzh.ch and lst.altwicker@ius.uzh.ch.

4. Procedure

- *Pre-review*: After submission, there will be a preliminary review of the proposal by an academic assistant. They will either forward the reviewed proposal to Prof. Altwicker or contact the student with suggestions to improve the proposal. The suggestions can be made in writing, in a video call or in an in-person meeting.
- *Review and discussion*: After the academic assistant has forwarded the proposal, the student is responsible for making an appointment with Prof. Altwicker to discuss and finalize their proposal, as well as to sign the Master's Thesis Agreement.

14 December 2023 / us / ta