Working Paper

Style guide for student dissertations

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Style Guide for Student Dissertations

Kay W. Axhausen

Arbeitsbericht Verkehrs- und Raumplanung

August 2016

Institut für Verkehrsplanung und Transportsysteme
Institute for Transport Planning and Systems

Eidgenössische Technische Hochschule Zürich
Swiss Federal Institute of Technology Zurich
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Kay Axhausen
Arbeitsbericht Verkehrs- und Raumplanung 1140

Style Guide for Student Dissertations

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August 2016

Abstract

This style guide describes the recommended layout and structure for student dissertations and similar pieces of work by members of the group. It also discusses the requirements for the structure of reports and the design of tables, figures and overhead slides.

Keywords

Dissertation; Thesis; Style Guide; IVT; ETH Zurich; Institute for Transport Planning and Systems

Preferred citation style

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1 Purpose of this style guide

The instructions in this guide describe the structural and formal elements of a student thesis, recommended for the creation a clean and complete report and a meaningful overhead presentation. While the students are free to adopt their own style and format and use it consistently, our experience shows that this is an unnecessary burden during the preparation of substantial content for a thesis or report.

ETH Zurich established directives for the uniform design of printed material and websites (Corporate Design). There are binding specifications for the ETH Logo, letterheads, fax cover sheets, compliments slips, business-cards, etc. and a corresponding manual. These can be looked up on the website of the Corporate Communications Department (ETHZ CC, 2016).

Duden Publishing House provides authoritative guidance on German spelling and grammar which can be consulted in case of doubt (2014). Gowers (1986) is recommended for questions on English style and usage.

In addition requirements for the structure of reports as well as the content and style of tables and figures are described in this guide.
2 Structure and elements of a report

The structure of a report should reflect its scope. Table 1 describes the preferred elements. It is recommended to start each chapter of a research or doctoral thesis on an odd numbered page. The corresponding preceding even numbered blank page needs to be accounted for. Chapters, sections and subsections should only be broken down further, if at least two sections or subsections are present.

Table 1: Elements of a report

<table>
<thead>
<tr>
<th>Report or working paper</th>
<th>Thesis</th>
<th>Term paper</th>
<th>Paper</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title page</td>
<td>Title page</td>
<td>Title page</td>
<td>Title page</td>
<td>Title page</td>
</tr>
<tr>
<td>Preface</td>
<td>Acknowledgments</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Acknowledgments</td>
<td>Abstract</td>
<td>Abstract</td>
<td>Abstract</td>
<td>–</td>
</tr>
<tr>
<td>Abstract</td>
<td>Table of contents</td>
<td>Table of contents</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Table of contents</td>
<td>Lists of tables, figures, abbreviations, symbols</td>
<td>Lists of tables, figures, abbreviations, symbols</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Lists of tables, figures, abbreviations, symbols</td>
<td>Abstract</td>
<td>Abstract</td>
<td>Abstract</td>
<td>–</td>
</tr>
<tr>
<td>Abstract</td>
<td>Text</td>
<td>Text</td>
<td>Acknowledgements</td>
<td>Acknowledgements</td>
</tr>
<tr>
<td>Text</td>
<td>Reference list</td>
<td>Reference list</td>
<td>Reference list</td>
<td>Reference list</td>
</tr>
<tr>
<td>Reference list</td>
<td>Glossary</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Glossary</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Index</td>
<td>Appendix</td>
<td>Appendix</td>
<td>Appendix</td>
<td>Appendix</td>
</tr>
<tr>
<td>Appendix</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
</tbody>
</table>

The elements in *italic* should always be included.

2.1 Additional cover sheet

The design of any official cover sheet should follow the guidelines of ETH Zurich, respectively those of the department if available.

2.2 Title page

The unnumbered title page should contain the following information:
• title of the report
• nature or purpose of the report
• names of the authors
• name of the institutes to which the authors belong
• date (month and year)

Special attention should be given to the wording of the title. The title should represent the essential content of the work in a short and concise manner. It should not be overlooked that library systems and Internet search engines are searching by title words (key words) among other criteria. It would be a good test, to ask a person who is not involved with the project, what content he or she would be expect based on the title.

The naming of the authors (names, order) is not a discretionary issue but is the subject of copyright regulation. For ETH Zurich specific rules are in place (RSETHZ, 2007) to safeguard the contribution of all authors.

2.3 Foreword

The preface contains information, that provides an understanding of the work and its origin, which can help the reader to place the content into context. However, it is neither an abstract nor an abbreviated version of the work.

2.4 Acknowledgments

All reports should contain at least the following points in the acknowledgments:

• the source(s) of possible financial assistance and/or grant name/number, if any
• colleagues or institutions outside ETHZ, who have contributed data, documents or help to the success of the work
• fellow students and co-workers at ETHZ, who have contributed to the success of the work by providing data, documents or help

2.5 Table of contents

The table of contents should give the title and list the first page of each part of the report. The inclusion of the first two levels is recommended, e.g. chapters and sections in a thesis, or sections and subsections in a term paper. The inclusion of the first three levels is rarely necessary.
2.6 Summary and abstract

The summary is the flagship of the text. Its purpose is to inform the reader during the first few seconds about what to expect when reading the entire report. Therefore, it contains a compressed version of the content including the highlights of the most important results in the abstract, which has to be independent of the other chapters and does not contain references to other contents.

The summary is single spaced and is one or in rare cases two pages long. Its single spaced header contains the following information:

- type of the text
- title of the text
- names of authors
- name of the institution to which the author belongs
- mail address, email and phone number
- date (month and year)

Below the abstract, four to eight keywords should summarize the content. Also, a preferred citation style indicates how the report should be cited in other texts. Both elements are single spaced.

It is desirable that the abstract and the other information is repeated in English or German, as appropriate (including keywords and citation style).

2.7 Main section

2.7.1 Structure

Introduction, problem, motivation

The issue addressed in the study and its connection to the scientific and/or political context should be discussed in the introduction. The motivation for the study should be presented as well. Why is this study conducted? What is the expected benefit of it?

The title of the introduction should not be 'Introduction' but rather specific to the theme of the thesis.
Basics, theories and preliminary work

This section presents the current state of knowledge on which the work is based. The elaborations should be focused on the theoretical foundation of own and third party preliminary work, which are relevant for the thesis. References to and discussions of content which are not, or only remotely relevant to the text at hand, should be omitted.

Own investigations, measurements and calculations

This central part is dedicated to the description of the actual research, development or design of the work. The most important criteria are completeness and comprehensibility. It also requires a carefully selected and explained terminology. After reading this section, the reader should have understood what was done in what manner, without the need to consult the authors.

A clear outline of this section with well-chosen headings facilitates understanding considerably. A possible outline in this case might look like this:

- research material
- tools, software
- method A
- method B
- execution

Results

This section contains the results of the study. Its goal is to show the results achieved, therefore again focusing on the new scientific insights.

Here again, an informative outline is important for the reader's understanding. Depending on the situation, such an outline could look like this:

- partial results from method A
- partial results from method B
- final result
Conclusions and outlook

This section complements the introduction. Here, the results obtained as well as the methods and procedures to reach them should be discussed critically. Has the chosen approach proven to be valid and are the results plausible?

This section should also contain the conclusions, which are based on the issue raised in the introduction. The goal is to formulate a core message for the readership. Where can or should the results be applied? Where is further research necessary?

2.7.2 Content requirements

The highest priority must be the clarity of the core conclusions and their justification. A good selection and structure of the content is of upmost importance for the quality of the text.

Selection criteria for the right content could be the following:

• Which key points are dealt with in this chapter?
• What absolutely has to be shown here?
• What is unnecessary or is shown elsewhere?
• Where is it necessary to have cross references?

Each chapter should contain 5 to 15 issues while relationships and cross-references between the issues should not be neglected.

Special care should be given to the formulation of chapter and section titles. Reliable quality control of a title wording would be, for example, a review where the text is suppressed and only the table of contents is shown. From the titles, the content of the work should be clear.

Just as important is a clear and consistent terminology. It should be consistent in itself and with the relevant usage and scientific terminology as well as follow national and field specific conventions. Different or new terms have to be explained. Furthermore it is important to use the selected terminology uniformly throughout the entire report.

Even though a report is basically a text, its form should always match function and content. Issues that can be better represented in a table or figure should be displayed as such, rather than packed into a complicated or difficult text to understand. A good schematic drawing often explains more than multiple pages of text. You can assume, that a table or figure is
being read with equal care and you can therefore focus on the conclusions, new insights and surprises in the text.

Long enumerations are easier to read in the form of lists rather than text. The content of lists should be formulated through concise keywords systematically applied.

2.8 Footnotes

Footnotes should only be used exceptionally. They should contain material, which is important, but cannot easily be included in the text. But the key point is: "If it is really important, it belongs in the text; if it is not important, why confuse readers!" Footnotes should not be used for references.

2.9 Tables and figures

The saying "a picture replaces a thousand words" only applies if there actually are one thousand words to be replaced. The decision between text, tables or figures should be considered carefully. It is the purpose of a table or figure to present content, which would be confusing in text form or not easily explainable, such as very long bulleted lists of numbers or text, dynamic processes, spatial connections, or complex interactions between variables. Therefore a table or figure is part of the argument of the report. They show the argument or insight, which an author would like to make or demonstrate. The text belonging to them only needs to direct the reader to the argument or insights shown. A description or listing of their content is not necessary, because it can be assumed, that the tables and illustrations are read and studied.

Besides tables and figures documenting one or two arguments or insights, sometimes other tables and figures are necessary to document content in the highest possible detail. While the first kind of figure or table usually directs the reader to the argument with their design or through a limited number of significant digits - usually no more than three significant digits - reference tables or nomograms show their content with the highest available accuracy. In a

---

1 In social sciences and humanities such usage is a common way of showing the exact source of quotes and references. This use is not recommended.

2 The number of significant digits equals the number of digits which are not rounded automatically. For example, 45.862 for two significant digits will be changed to 46 and for three 45.9
reference table, one would for example list the yearly numbers of trips of a city as 32,682,000, where as in a table one would speak of 32.7 million or 32,700,000 trips.

In an interesting discussion of these differences, Chapman and Wykes (1996) point out that in many cases tables are superior to graphs as argumentation instruments, because they lay out content with less effort. In this context Tufte (1983) speaks of "data ink maximization" for the design of graphics, i.e. the maximizing of information/pixel. In many cases one can reach this objective with a table and not with a figure.

A reference to each figure and table must be mentioned in the text at the appropriate place, generally before the table or figure itself is presented.

2.9.1 Content and structure of tables

A table, after it has been separated from the surrounding text, should - in essence - still be understandable. This requirement means that the table, its title and headers must cover a wide range of topics. See also Chapman and Wykes (1996) for an example:

- data source, e.g. Microcensus 1995
- time frame, such as working days
- spatial frame, such as French speaking Switzerland
- units of the reported variable (e.g. km/day)
- names of the evaluated variables and the variables by which they are categorised as well as the classes and categories of the variable being classified (e.g. mileage by vehicle and season)
- if needed, the table itself can include a footnote explaining further details

If a table from another report or publication is adopted, the source has to be mentioned underneath the content of the table. If the original content has been edited, it has to be noted as: "Source: adopted from Müller (1995), Table 3.a." The source includes the reference and the page number or table number of the original.

2.9.2 Content and structure of figures

The strength of figures is the representation of temporal trends, spatial contexts and the interactions between variables. They also allow for the comparison of patterns, such as the distributions of values, or the constellation of various values.
The literature about figures and their various forms is too large, so that it is not possible to adequately discuss it here. Highly recommended are: Tufte (1983), Cleveland (1994), or Wilkinson (1999), as their recommendations lead to elegant and content rich figures. Three recommendations can be given though: A figure should never mislead a reader, a figure should direct the reader’s attention to its content and a figure should be designed according to the principle of "data ink maximization".

It is very difficult to provide simple instructions for designing figures, because of the various possibilities of displaying data, but the following points should always be considered:

- would a table be more sensible?
- readable fonts and symbols (size of markers: form, size and grey/colour scale can be used, but applied frugally)
- adequate contrasts when using colours and grey scales, not more then 4 (5) grey shades, respectively hatchings, as they cannot be distinguished by the reader
- do not use backgrounds, clip-art and playful or incomprehensible symbols
- do not use non-informative elements, such as 3-D-effects or shadows
- complete axes labels and legends, including the units of values displayed, e.g. [km]
- correct scaling of the values, preferably by showing the point of origin, or of the axis
- scaling should be uniform across figures, when the reader is invited to compare values between them

During the creation of the figure it is advisable to remember that the usual program settings for creating figures, such as those of spreadsheet programs or statistics packets, are optimized towards screen viewing. Such specifications are generally inappropriate if those figures will
be used in print: small print and symbol sizes, missing grey-scale contrasts, too many axis categories.

In case a figure is adopted from another report or another publication, the source has to be named below and inside the figure frame. In case the adopted data is edited it has to be cited as: "Source: adopted from Müller (1995), 46". The source comprises the reference and the indication of the page or figure number in the original reference.

### 2.10 Literature

References and bibliographies are a minefield, because each journal, every publishing house, each country has developed different ideas. All styles are acceptable, as long as the following conditions are met:

- they will be used consistently
- they allow the reader to easily identify the document and to find it in the list of references
- they do not force the reader to do unnecessary work when retrieving the literature information.

#### 2.10.1 References in the text

In-text references consist of the names of the authors and the year of publication. The year is supplemented by a letter, in case there are further citations from publications of the same authors of the same year.

In a second reference, the list of more than two authors' name is replaced by referring to the first author and the abbreviation et al. (et alii; Latin 'and others'). Examples are:

"[...] such as Müller and Meier (1990, 1992a) in contrast to Schmidt (1988a) or Schmidt, Krause and Krause (1989). Schmidt et al. (1989) have come to different conclusions to those of the current literature (Schmidt, 1988c; Meier, 1985 or Müller, 1990), who [...]"

#### 2.10.2 List of references

The style of the references should not be complicated by unnecessary punctuation or non-intuitive word order. The style proposed below treats references as an incomplete sentence, which contains all of the necessary information to find it in a library catalogue. Table 2
describes the contents of the reference, and table 3 the sequence and punctuation of the reference.

The names of journals should not be abbreviated, as this confuses the reader and is highly error-prone. Abbreviations in the title of a journal should be left unchanged. On the other hand, first names of authors should be abbreviated to avoid errors.

The bibliography is formatted in single line spacing. Each reference is indented by 1cm, if it needs more than one line. The following examples cover the most important cases:


3 Some journals require that journal titles are abbreviated. To avoid errors, that work should be left to the publisher.


The references are sorted alphabetically by the name and first name of the first author, then the names of the other authors and finally by the year of publication. In case the references contain more than one article by the same author or authors in the same year, a letter is added to the year: 1994a, 1994b, etc.

Sources from the Internet should be treated like abstracts from unpublished books, except that the names of the book are replaced by the universal resource locator (URL). The reference uses the date of acquisition (month and year). The author’s proposal is to be used, in case the author proposes his/her own way to specify a quotation, because the article is for example part of an article series. In case the text is published in printed form as well as on the web, the URL or DOI does not need to be included.
Table 2: Items to be included in a reference by type

<table>
<thead>
<tr>
<th>Element</th>
<th>Type of reference</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Book</td>
<td>Report</td>
<td>Article in Journal</td>
<td>Conference Paper</td>
<td>Conference Paper</td>
<td>Article in Book</td>
</tr>
<tr>
<td>Name(^1) and initials of authors(^2)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Year of Publication</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Title</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Name and initials of editors</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Name of publication</td>
<td>--</td>
<td>if series</td>
<td>Yes</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Name of volume</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>Yes</td>
</tr>
<tr>
<td>Volume number(^3)</td>
<td>(Yes)(^3)</td>
<td>Yes(^4)</td>
<td>Yes</td>
<td>(Yes)(^3)</td>
<td>(Yes)(^3)</td>
<td>Yes</td>
</tr>
<tr>
<td>Issue number</td>
<td>--</td>
<td>--</td>
<td>Yes</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Page number/URL/DOI</td>
<td>--</td>
<td>--</td>
<td>Yes</td>
<td>--</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Name of publisher</td>
<td>Yes</td>
<td>Yes(^3)</td>
<td>No</td>
<td>--</td>
<td>--</td>
<td>Yes</td>
</tr>
<tr>
<td>Headquarter of publisher</td>
<td>Yes</td>
<td>Yes(^5,6)</td>
<td>No</td>
<td>--</td>
<td>--</td>
<td>Yes</td>
</tr>
<tr>
<td>Name of conference</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>Yes</td>
<td>Yes</td>
<td>--</td>
</tr>
<tr>
<td>Place of conference</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>Yes</td>
<td>Yes</td>
<td>--</td>
</tr>
<tr>
<td>Month and year of conference</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>Yes</td>
<td>Yes</td>
<td>--</td>
</tr>
</tbody>
</table>

\(^1\) If it concerns a legal person, the name of the author should be the company name, but the name of the publisher should be its department, for example "Stadt Innsbruck" as author, but "Tiefbauamt" as publisher.

\(^2\) For editors add (eds.).

\(^3\) In case it is a multiple volume publication.

\(^4\) Volume number for well-known serials or identification number of the contract or the project of the client and sponsor, which should also be named.

\(^5\) Name and location of the contractor, if it is an official report.

\(^6\) If the publisher has multiple locations, please cite the first one listed in the imprint.
Table 3: Order and punctuation of the elements of a reference

<table>
<thead>
<tr>
<th>Element</th>
<th>Style</th>
<th>Separation from the next element</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of first author</td>
<td>--</td>
<td>comma</td>
</tr>
<tr>
<td>Initials of the first author</td>
<td>--</td>
<td>comma</td>
</tr>
<tr>
<td>Initials of a further author</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Name of a further author</td>
<td>--</td>
<td>comma or <em>and</em> before the initials of the last author</td>
</tr>
<tr>
<td>Year of publication</td>
<td>in parenthesis</td>
<td>--</td>
</tr>
<tr>
<td>Title(^1)</td>
<td>books: italic</td>
<td>comma or <em>in</em> in edited volumes, or <em>presented at</em> for conference contributions</td>
</tr>
<tr>
<td>Initials of first editor</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Name of first editor</td>
<td>--</td>
<td>comma</td>
</tr>
<tr>
<td>Initials of a further editor</td>
<td>--</td>
<td>comma</td>
</tr>
<tr>
<td>Name of a further editor</td>
<td>--</td>
<td>comma or <em>and</em> in front of the initials of the last editor</td>
</tr>
<tr>
<td>Title of publication(^1)</td>
<td>italic</td>
<td>comma</td>
</tr>
<tr>
<td>Title of edited volume</td>
<td>italic</td>
<td>comma</td>
</tr>
<tr>
<td>Volume number</td>
<td>bold</td>
<td>comma, unless issue number follows</td>
</tr>
<tr>
<td>Issue number</td>
<td>in parenthesis</td>
<td>--</td>
</tr>
<tr>
<td>Pages</td>
<td>write out (not 124-37)</td>
<td>comma</td>
</tr>
<tr>
<td>Name of publisher(^2)</td>
<td>--</td>
<td>comma</td>
</tr>
<tr>
<td>Headquarter of the publisher</td>
<td>--</td>
<td>full stop</td>
</tr>
<tr>
<td>Name of conference</td>
<td>--</td>
<td>comma</td>
</tr>
<tr>
<td>Location of conference</td>
<td>--</td>
<td>comma</td>
</tr>
<tr>
<td>Month and year of conference</td>
<td>--</td>
<td>full stop</td>
</tr>
</tbody>
</table>

\(^1\)The title of the book or the name of the publication is capitalized; i.e. all nouns and verbs.
\(^2\)The term *publisher* includes non-commercial publishers, such as universities, government ministries and research institutes.

### 2.11 Glossary

In the glossary the terms used are listed and explained. A glossary of terms is particularly relevant if it is an interdisciplinary text and if the work addresses a broader audience, who is not familiar with the specific area of expertise. Special features of the terminology used can be clarified here, as well.
2.12 Index

The index opens up the report with key words. A good alphabetical subject index is a very welcome reading aid. Its quality depends on the choice of keywords. The associations of the readers are relevant, not those of the author.

2.13 Appendix

Explanations, declarations, supplements, extensive graphics (plans, photos, schemas, etc.), important original documents (scans) as well as other materials used, are to be placed in one or several systematically structured appendices. Appendices should only contain documents, which are explicitly mentioned in the report.

In the appendices, headers, tables and illustrations, should be numbered analog to the main text. The appendices have to be included in the table of contents.
3 Format

3.1 Basic elements

3.1.1 Font

Each text should be written in the most legible font possible. There is no font that is equally suitable for all text elements or languages. The selection should therefore be specific for the case at hand.

For long texts Antiqua fonts with serif, such as Times New Roman, Times, etc. work best. The serifs facilitate the line-by-line reading of multiple lines of texts. Font size 12 point (pt) is the easiest to read on screen as well as in print. We recommend the use of Times New Roman font 12pt.

For text items which are shorter than a line, such as headings, sans serif fonts such as Arial, Helvetica, Universe are more suitable. The individual words, short texts and characters are most recognizable. Signposts, addresses, etc. are therefore usually written in these fonts. We recommend the use of Arial.

ETH Zurich uses Arial for letterheads and main body texts in business letters. Arial and FF DIN Pro\(^4\) are typefaces for ETH Zurich. They are never used simultaneously in one document. The use of Arial or FF DIN Pro is determined by the area of application. FF DIN Pro is a licensed font and it is not always automatically available by all computer systems. It is mainly used for the design of published print material, which is not sent to external partners as a file for further editing.

3.1.2 Paragraph format

The line spacing of the text should be 1.3 times the lettering. The body of text is to be formatted in block setting.

\(^4\) The licensed fonts can be downloaded from the Internet: https://www.ethz.ch/services/de/service/kommunikation/corporate-design/schrift/ff-din-pro.html
3.1.3 Page layout

Lines should not be too long. 16cm or 70 characters (including spaces) represent the upper limit. This results in the following margins:

- 2.5cm from the left and right edge
- 3.5cm from the top edge
- 2.5cm from the lower edge

Tabs should be apart by 1cm. The page number should be centered and placed 1cm from the bottom edge in the footer. The header should be placed 1cm from the top edge. Header and footer elements should have a font size of 10pt in Times Roman.

3.2 Special elements

3.2.1 ETH logo

The ETH logo on the title page is required. Neither the design, nor the arrangement (bottom right) may be changed. Further information about the proper use can be found in the ETH guidelines on how to use the ETH Zurich logo (RSETHZ, 2014).

3.2.2 Table of contents

The following page layout is recommended for the table of contents, list of figures, list of tables, etc.:

- *table of contents* in the style of a section or chapter title
- additional items should be treated as a list, with the section numbers replacing the bullet points
- chapters should be separated by a blank line
- page numbers should be aligned to the right

Table of contents, the various other lists, foreword and acknowledgements in a thesis or dissertation should be numbered with Roman numerals, while other elements should be numbered in Arabic numerals.

The table of contents and the lists of this report can be used as an example.

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5 It can be downloaded in two language versions from: http://www.ethz.ch/services/en/service/communication/ETH-identity.html.
3.2.3 Chapter headings

Since chapter headings are incomplete sentences, the first word should be capitalized. In English texts, only the first word of a sentence, names and abbreviations should be capitalized.

For the font size of the headings refer to table 4. Headings are aligned left, hyphenation is not allowed.

Orphaned headings, i.e. headings without associated text, have be moved to the following page.

Spacing of two blank lines should be provided above a section heading, as long as the heading is not at the top of the page. After a section heading, spacing with one blank line should be provided.

Table 4 defines the nature and use of the different headings and table 5 the distance between the headings and the text itself.

If the heading is more than one line long, it should be single spaced.

Table 4: Chapter titles

<table>
<thead>
<tr>
<th>Structure of levels</th>
<th>Font size</th>
<th>Numbering</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 1:</td>
<td>16 points</td>
<td>1</td>
<td>References</td>
</tr>
<tr>
<td>Chapter or title</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 2:</td>
<td>14 points</td>
<td>1.1</td>
<td>1.1</td>
</tr>
<tr>
<td>Sections</td>
<td></td>
<td></td>
<td>Introduction</td>
</tr>
<tr>
<td>Level 3:</td>
<td>12 points</td>
<td>1.1.1</td>
<td>1.1.1</td>
</tr>
<tr>
<td>Subsections</td>
<td></td>
<td></td>
<td>Background</td>
</tr>
<tr>
<td>Level 4:</td>
<td>12 points</td>
<td>1.1.1</td>
<td>1.1.1</td>
</tr>
<tr>
<td>Sub subsections</td>
<td></td>
<td></td>
<td>Technology</td>
</tr>
<tr>
<td>Level 5:</td>
<td>12 points</td>
<td></td>
<td>Work Place</td>
</tr>
<tr>
<td>Titles without numbers</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Table 5: Spacing between chapter title and text

<table>
<thead>
<tr>
<th>Structure of levels</th>
<th>Spacing in front of heading</th>
<th>Spacing after heading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1: Chapter or title</td>
<td>new page</td>
<td>1 blank line</td>
</tr>
<tr>
<td>Level 2: Sections</td>
<td>with odd numbers</td>
<td>1 blank line</td>
</tr>
<tr>
<td>Level 3: Subsections</td>
<td>2 blank lines</td>
<td>1 blank line</td>
</tr>
<tr>
<td>Level 4: Sub-subsections</td>
<td>1.5 blank lines</td>
<td>1 blank line</td>
</tr>
<tr>
<td>Level 5: Titles without numbers</td>
<td>1 blank line</td>
<td>1 blank line</td>
</tr>
</tbody>
</table>

The spacing suggestions in table 5 are understood as an indication. All vertical distances between headings and text, as well as within the text, should be formatted as a distance, in the style rather than blank lines! For example, as 13.5pt. In this way, unwanted distances in the form of unnecessary blank lines at the top of a page or at the end are avoided.

3.2.4 Tables, figures and graphics

The design of tables, figures and graphics is described in table 6. In tables, the column headers must be separated by a horizontal line from the rest of the text. Complicated tables may need additional horizontal lines for further structure. Vertical lines should not be used. See the examples in this text, which can be used as templates.

Sometimes it is useful to display additional material (text, images or graphics) in separate table boxes. Although such material should be of interest, it does not justify an individual section. Typical examples are case studies or sample calculations.

All text in a table is left aligned and without hyphenation. If hyphenation should be necessary, it should be done by hand so that the word is divided linguistically correctly.

Numbers should be right aligned. Columns should be as equally spaced as possible.

The title of a table, figure or graph should be a summary of its content. If there is a need to add further information, for example of how the numbers were calculated, which cannot be found in the associated text, then one can add a footnote, which is placed inside the table, figure or graph and above the bottom line. The same applies, if the source needs to be added.
### Table 6: Tables, figures and other graphics

<table>
<thead>
<tr>
<th>Details</th>
<th>Table</th>
<th>Figures</th>
<th>Other graphs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position of the label</strong></td>
<td><strong>Above the table</strong></td>
<td><strong>Above the figure</strong></td>
<td><strong>Above the graph</strong></td>
</tr>
<tr>
<td><strong>Numbering</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long reports</td>
<td>Section by section</td>
<td>Section by section</td>
<td>None</td>
</tr>
<tr>
<td>Others</td>
<td>Continuously</td>
<td>Continuously</td>
<td>None</td>
</tr>
<tr>
<td><strong>Width</strong></td>
<td>Margin to margin</td>
<td>Margin to margin</td>
<td>Margin to margin</td>
</tr>
<tr>
<td><strong>Spacing before table, figure, graph</strong></td>
<td>1 blank line</td>
<td>1 blank line</td>
<td>1 blank line</td>
</tr>
<tr>
<td><strong>Spacing after table, figure, graphs</strong></td>
<td>1 blank line</td>
<td>1 blank line</td>
<td>1 blank line</td>
</tr>
<tr>
<td><strong>Borders</strong> (top and bottom)</td>
<td>Horizontal line: margin to margin</td>
<td>Horizontal line: margin to margin</td>
<td>Horizontal line: margin to margin</td>
</tr>
<tr>
<td><strong>Font</strong></td>
<td>Times New Roman</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td><strong>Font size</strong></td>
<td>12 point</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td><strong>Text alignment</strong></td>
<td>Left</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td><strong>Number alignment</strong></td>
<td>Right</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td><strong>Spacing</strong></td>
<td>3 point after 0 point before</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td><strong>Line spacing</strong></td>
<td>Single</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td><strong>Footnotes</strong></td>
<td>Above the bottom border</td>
<td>Above the bottom border</td>
<td>Above the bottom border</td>
</tr>
</tbody>
</table>

### Design of figures with MS Excel and other tools

Excel’s default settings for figures are designed for the 50cm distance between the eye and a high resolution bright screen. They cannot be used for reports and presentations, as they have too little contrast, respectively unreadable font sizes. The following recommendations help to create easy to read figures, even after the copying them into a MS Word, Power Point or any other document:

- do not use bold or italic fonts
- font size at least 16pt, but font size of the axis labels 20pt
- white background
- grid and guide lines should be softened by using light grey or dashed lines
• usually it is better to move legends into the data area, respectively to label lines or markers directly
• when choosing colour it is necessary to remember that they need to be distinguishable in black and white in case they are printed this way
• remember those who cannot distinguish between red and green

Usually it is a good idea to mark categories of points by choosing different kinds of lines or markings. Symbols combining lines and markers are difficult to comprehend. In case of displaying two variables simultaneously, a combination of colour and lines, respectively colour and marking are better.

For axis labels pay careful attention to the selection of the number of significant digits, and that the number is not too high (3 significant are usually sufficient to clearly show the structure of the data). When necessary change the unit, for example from [SFr] to [kSFr]. The axis label should include the unit in square brackets.

### 3.2.5 Lists

Bulleted or numbered lists, which are part of the text, should be formatted like this:

• the lists in the text body should be aligned, i.e. the bullet should be aligned 1cm from the left margin
• the list should be single spaced
• every element of a list should be marked by a bullet, or similar symbol, such as "-" or "+' , or numbers and should be formatted with a tab forward of 1cm
• lists within lists should be treated similarly, the left margin should be indented by a further tab of 1cm.

### 3.2.6 Quotations

Short quotations should be cited within the text: "[...] Müller (1992) notes, that the results so far have not allowed any recommendations [...]."

Lengthy quotations should be provided in a separate paragraph (1cm additional left and right margin). They are single spaced. The exact reference, i.e. source and page, should be included.

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6 In Excel this requires changing the format of the underlying data cells.
Please see below and refer to the ETH guidelines on plagiarism (RSETHZ, 2004a) on how to use texts, graphs and figures of others and of your own texts.

3.2.7 Footnotes

Footnotes should be normally numbered continuously. Only in very long texts, such as research reports and theses, footnotes should be numbered by chapter. The text in footnotes is single line spaced and separated from the rest of the text by blank lines and marked by a 5cm long horizontal line. The font is the same as in the text body, but it is smaller by two points.

3.2.8 Spelling

The spelling follows the latest addition of the Duden (2014). In addition, the two guides for the revision of the German spelling and for language equality of the Swiss Federal Chancellery (Schweizerische Bundeskanzlei 1998, 1996) must also be observed. For English-language reports the dictionaries from Oxford University Press apply.

Abbreviations should be avoided as far as possible. If they are necessary, they should be written out at the first appearance in the text body:

"[...] the new federal 'Bundesverkehrswegplan (BVWG)' (Federal Infrastructure Investment Plan) attempts [...]"

4 PowerPoint and overhead transparencies

Slides are an important medium. They should be prepared with care. About 15 years ago PowerPoint presentations have replaced overhead transparencies. The ETH Zurich Didactic Center\(^7\) offers courses that help with the design of effective presentations and papers.

The following suggestions guarantee an adequate number of readable slides:

- **Number of slides**: One slide per two to three-minute lecture time allow a very comfortable lecture tempo.
- **Title**: Each slide should have a title.
- **Number of words**: The number of words or numbers should be kept low. Twenty or thirty words per slide are a good number. That is the number of words a listener

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\(^7\) See [http://hochschuldidaktik.medioag.ch](http://hochschuldidaktik.medioag.ch)
is able to absorb, while still concentrating on the spoken word. One should always remember that the slides are to support the spoken word, not to replace it.

- **Figures:** Figures must be radically simplified so that the listener will not be confused by unnecessary details (remove unnecessary legends and labels, reference lines etc.) The diagram should stress the final conclusion. Figures copied from other reports almost never work!

- **Tables:** Tables must be radically simplified to avoid confusing the listener with unnecessary details (aggregate unnecessary categories, simplify titles, round numbers to three significant digits). For example, 114.6295 needs to be replaced by 115 or 15 335 782 by 15 300 000. Tables copied from reports never work!

- **Clip Art:** There is hardly ever a reason to use clip art!

- **References:** There is no need to show references on overheads, unless a print version is handed out to the audience, or the slides are made available electronically. Rotate them and place them at the left margin in a grey font.

- **Orientation:** It is easier to create slides in landscape format.

- **Font:** Sans Serif-Fonts, such as Arial, Helvetica or Universe, have better readability in the font sizes used. Font Size: 16pt and larger, so that even the listener in the last row can read the text. This also applies to legends and other texts on diagrams. In very large spaces a minimum size of 20pt is required.

- **Support for the listener:** Complicated images can be made easier for the listener by showing the differences between the elements which need to be differentiated through enhancements such as:
  - Colour/pattern,
  - thickness of line/size of the markings,
  - the level of detail should however only be as great as absolutely necessary.

- **Colour:** Colours should be avoided with the exception of diagrams/charts. In case colours are used, it is necessary to consider the particular colour combinations under normal lighting conditions, as missing contrast makes them unreadable (see table 7). Certain combinations are completely unreadable for colour-blind people.
Table 7: Readable colour combinations with sufficient brightness contrast

<table>
<thead>
<tr>
<th>Colour</th>
<th>Beige</th>
<th>White</th>
<th>Gray</th>
<th>Black</th>
<th>Brown</th>
<th>Pink</th>
<th>Purple</th>
<th>Green</th>
<th>Orange</th>
<th>Blue</th>
<th>Yellow</th>
<th>Red</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>√</td>
<td>√</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>√</td>
<td>–</td>
</tr>
<tr>
<td>Yellow</td>
<td>–</td>
<td>–</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>–</td>
<td>√</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Blue</td>
<td>√</td>
<td>√</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Orange</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>√</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Green</td>
<td>√</td>
<td>√</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
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</tr>
<tr>
<td>Purple</td>
<td>√</td>
<td>√</td>
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</tr>
<tr>
<td>Pink</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>√</td>
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<td>–</td>
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<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Brown</td>
<td>√</td>
<td>√</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Black</td>
<td>√</td>
<td>√</td>
<td>–</td>
<td>–</td>
<td>–</td>
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<td>–</td>
<td>–</td>
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<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Gray</td>
<td>–</td>
<td>√</td>
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<td>–</td>
</tr>
<tr>
<td>White</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Beige</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
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<td>–</td>
<td>–</td>
</tr>
</tbody>
</table>

Source: Arthur and Passini (1992), 179
5 Literature search and use

5.1 Literature search

A good literature review is essential for the success of a scientific paper or report. The literature search should therefore be well planned and structured. In an unstructured search much time will be lost. Therefore, the subject should be clearly defined and outlined, so that the literature search can be focused on the topic from the start. In which disciplines could the subject be relevant? What kind of literature is most likely dealing with this topic?

It is important to pay attention to the management of the references. To subsequently assemble references is very tedious and should be avoided. It is appropriate to keep a complete record of the references, including references which at the beginning of the work do not seem relevant (Backhaus und Steinemann, 2000). The use of a reference data base, such as Endnote, Zotero or BibTeX is recommended.

5.2 Literature sources

5.2.1 Library catalogues

Informationsverbund Deutschschweiz (IDS)

The IDS\(^8\) consists of over 330 libraries; the four available databases contain over 17 million entries with over 27 million copies. Most of these libraries are located in the German-speaking part of Switzerland. However, some of them are in the French and also in the Italian part of Switzerland. IDS offers a comprehensive search, which covers all databases of all Swiss libraries.

NEBIS

The ETH Library is part of a network of libraries and information centers in Switzerland called NEBIS\(^9\), in which over 80 libraries of universities, colleges and research institutes from all language regions are connected. NEBIS also is a member of the Informationsverbund

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\(^8\) http://www.informationsverbund.ch

\(^9\) http://www.nebis.ch/eng/
Deutschschweiz IDS. The NEBIS Catalogue contains in total over 3 million titles, including books, series, journals and non-book materials. Most documents can be ordered online. Prerequisite for the checkout is the registration as user of a NEBIS library.

5.2.2 Journals

ETH Journals

At ETH libraries over 17,025 Journals are available to members of ETH Zurich. In most cases, the table of contents or the summary and abstract is available to external users as well. Print-only journals may be ordered via NEBIS catalogue, otherwise the PDFs of the papers can be downloaded when logged in to ETH computers or being connected via VPN.

The following journals cover current transport research, each with details of the 5 year overage impact factor (as of Spring 2015), which gives an idea of importance of the journal:

- International Journal of Transportation Economics (no impact factor)
- Journal of Choice Modelling (0.96)
- Journal of Land Use and Transportation
- Journal of the American Planning Association (2.77)
- Journal of Transport Economics and Policy (1.22)
- Journal of Transport Geography (3.21)
- Networks and Spatial Economics (1.56)
- Transport Policy (2.18)
- Transport Research Procedia (2015: no impact factor)
- Transport Reviews (1.91)
- Transportation (2.35)
- Transportation Research Part A: Policy and Practice (3.56)
- Transportation Research Part B: Methodological (4.11)
- Transportation Research Part C: Emerging Technologies (3.40)
- Transportation Research Part D: Transport and Environment (2.60)
- Transportation Research Part E: Logistics and Transportation Review (3.51)
- Transportation Research Part F: Traffic Psychology and Behaviour (2.24)
- Transportation Science (2.91)
For the German literature, the following journals are relevant, all without an impact factor:

- Der Nahverkehr (D)
- Internationales Verkehrswesen (D)
- Strasse und Autobahn (D)
- Strasse und Verkehr (CH)
- Strassenverkehr (D)
- Verkehr und Technik (D)
- Zeitschrift für Verkehrswissenschaft (D)

**Journals at IVT**

The IVT journals can be viewed in the IVT break room. Older volumes are located in the IVT-library.

**5.2.3 Newspaper archives**

For certain topics, more current but rather less well-researched articles can be found in the newspaper archives (e.g. NZZ archive). This archive is accessible through NEBIS for free for ETH Zurich members.

**5.2.4 Databases**

ETH-Library offers over 140 online databases. These are mostly bibliographic databases. They can be researched by members of ETH directly from their personal workstations. On top of that, they are accessible to users on site.

**5.2.5 Internet**

The literature search over the Internet opens up many possibilities, since the contents are accessible from anywhere. However, there are problems associated with this vast and unorganized amount of data. First, it cannot be managed in a reasonable timeframe, second the mere quantity gives the user the impression that all relevant data can be found on the internet. Third, the usage of sources found is problematic, since websites can be changed anytime. Fourth, the reliability of statements on the web and the origin of the information are controversial. For these reasons, it is important to view the Internet as a versatile platform,
which does not however replace the search through original literature sources (Backhaus und Steinmann, 2000).

The following are useful search engines and citation databases:

- Google Scholar: https://scholar.google.com/
- Scopus: https://www.scopus.com
- ISI Web of Knowledge: https://webofknowledge.com
- Cite seer: http://citeseer.ist.psu.edu

It is recommended that the search is carried out via ETH VPN connection, since ETH has access rights with many publishers and web pages, which allows the direct download of the reference found.

The web databases generally indicate, how often a published paper or book has been quoted by others, which is commonly used as indicator of the relevance of an article. Since essays with quotations from a published work are usually directly linked, links and history can be tracked very easily in both directions:

- from a paper backwards to see its sources, and
- from a paper forward to see how it was used and its results compared to new ones.

5.2.6 Manuals

Manuals for specific software can be found mostly for free on the website of the manufacturer. Further information can be found with the help function of the software. Furthermore, selected manuals are available through the library (NEBIS catalogue).

5.2.7 Experts

Experts in many cases can – provided they wish and have the time – give advice on central references of a field, about specific, as well as grey literature or about newly published work. However, an expert consultation only makes sense, if you have explored and read about the topic and you know exactly what you want (Backhaus und Steinemann, 2000).
6 Assessment

The work will be evaluated on the basis of four criteria groups with different value. The ability to work independently and solve problems is an integral part of the evaluation, which is consistent through all criteria.

6.1 Formal correctness (20%)

Including language, form and layout (integrated structure, consistent with the style guide):

- spelling
- language and grammar
- clarity and structure
- design of tables
- design of figures and graphs
- consistent bibliography

6.2 Content structure and scientific idea (10%)

- useful sequence of the chapters (e.g. problem, hypothesis, state-of-the-art science/existing literature, theory/presentation of the methodology, application, review of the hypotheses, conclusion)
- reasonable allocation of the scope of each chapter (proportions)

6.3 Content implementation (40%)

- understanding of the topic
- use of the relevant literature
- production and presentation of the result
- traceability of the results (e.g. documentation of the intermediate steps)
- result interpretation and assessment

6.4 Commitment and innovation as well as presentation (30%)

- interim presentations
- final presentation
- innovation of the approach of the final solution
- independent development of the task
7 Plagiarism

The content of this chapter is in line with those described in "Guidelines for Research Integrity and Good Scientific Practice at the ETH Zurich\textsuperscript{10}" on dealing with plagiarism (RSETHZ, 2007).

7.1 What is regarded as plagiarism?

Plagiarism is the acquisition in part or as a whole of another source without mentioning or quoting the source or author. Plagiarism is a violation of the copyright law. Shorter passages from another source may be quoted. But this requires the identification of the quote and an indication of the source. The following actions constitute plagiarism according to ETH regulations (RSETHZ, 2004a, 2004b, 2007):

- The author submits work that has been created by another person (ghost-writer) and submits it in his or her own name.
- The author submits work that was created by another person, in his/her own name (full plagiarism).
- The author submits the same work (or parts of it) for different exams or seminars.
- The author translates foreign texts or parts of it and claims it as his/her own without quoting the source (translation plagiarism).
- The author adopts parts of texts of other works without quoting the source. This includes the usage of text from the internet without quoting the source.
- The author extracts parts of texts from another source and makes slight adaptations and transitions (paraphrases), without listing the sources in the references.
- Paraphrases and quotes the source, but not in context of the adopted text or parts of the text. (Example: hiding the plagiarized source in a footnote or at the end of the text).

Scientific ethos demands that intellectual creations, ideas, theories and persons are cited, even if only the meaning of the texts is adopted. In each field there are specific rules to citations, which are to be followed by the author. These rules usually are not applied to handbook knowledge, therefore basic knowledge, which can be assumed to be general knowledge in the specific field. If on the other hand the representation of such handbook knowledge is taken by the author (for example out of a textbook) it has to be identified.

\textsuperscript{10} https://rechtssammlung.sp.ethz.ch/Dokumente/414en.pdf
7.2 Procedure in case of the detection of plagiarism

According to article 2 in the Disciplinary Code of ETH Zurich (RSETHZ, 2004b) plagiarism is a disciplinary offense and has to be brought to the attention of the rector as well as to the pro-rector in charge and possibly to other people of interest. The rector will then conduct the disciplinary proceedings.

7.2.1 Sequence of disciplinary proceedings

Disciplinary action is initiated by notification of the rector or the pro-rector in charge by the lecturer of ETH Zurich. For violations concerning exams, the study director of the degree course as well as the examiner, are informed additionally, if they were not the initiating persons. For violations concerning the doctorate, the advisor will be informed as well. The persons involved have to treat the matter confidentially.

In case of minor infringements, after hearing the person concerned, the rector may initiate, or not the disciplinary actions. For non-minor offenses the rector shall convene the disciplinary committee which decides, whether it wants to investigate the case and draw additional people into the case, or whether it returns the case to the rector for further consideration. If the disciplinary committee chooses to take disciplinary action, it shall be decided by the rector. The person concerned has to be notified in writing.

Detailed information on the procedure and responsibilities are set out in the Disciplinary Orders of ETH Zurich (RETHZ, 2004b).

7.2.2 Disciplinary action

According to art. 3 Disciplinary Code ETH Zurich (RSETHZ, 2004b) the following disciplinary actions can be initiated:

- expulsion
- failure of exam or thesis
- exclusion from courses or from the use of individual facilities for more than three years
- threat of expulsion from ETH Zurich
- expulsion from ETH Zurich for more than three years
- revocation of the academic title, provided that it was acquired illegally
The nature and extent of the action will depend on the case, the motives and the previous 
behaviour of the person concerned as well as the scope and importance of the endangered or 
injured interests of ETH Zurich.

7.3 Acknowledgement of the plagiarism rules and declaration of 
the independent work

As part of a student thesis, a signed and dated acknowledgement of the plagiarism rules has to 
be submitted. The signed declaration is therefore an integral part of a student thesis.
8 Literature


RSETHZ (2004a) Procedure to address allegations of research misconduct at the ETH Zurich (RSETHZ 415), Rechtsdienst ETH Zurich, Zurich.

RSETHZ (2004b) Disciplinary code of the Swiss Federal Institute of Technology Zurich (RSETHZ 361.1), Rechtsdienst ETH Zurich, Zurich.

RSETHZ (2007) Guidelines for Research Integrity and Good Scientific Practice at the ETH Zurich (RSETHZ 414), Rechtsdienst ETH Zurich, Zurich.


A Appendix

A.1 Templates

The creation of reports and overheads is most effectively done by using the corresponding format and document templates. The IVT provides format and document templates for MS Word (text), LaTeX or MS PowerPoint (overheads).

Document templates contain the formats (font, paragraphs, etc.) for the various text elements, such as text, title, listings, lists, tables, figures, table of content, and bibliographies, etc.

Document templates contain the necessary format templates and document layouts of the different document types.

All of the following MS Word document templates are found under such name. The names of the templates have the extension '.dot and .dotm' for MS Word Templates, or '.pot and .potm' for MS-PowerPoint templates.

The online help program of MS Word provides plenty of information about the use of format and document templates and the assignment of a document template to a text.

A.1.1 Styles

The following templates contain all necessary styles which can be found in MS Word's style window. When in doubt, consult the corresponding style.

A.1.2 Templates

Templates can be downloaded from the IVT website. To ensure a correct functioning of the programs MS Word, MS PowerPoint, the template has to be downloaded from the IVT website and saved on the local desktop in a folder 'templates' inside the program folder "MS Office". The templates can be used by opening the documents library in the file menu.
A.1.3 MS Word templates

Templates for documents in German

- **Thesis**: Template for theses, especially for those which are going to be published as a working paper of the Transport Planning group online or in a conventional way.
- **Term paper**: Template for term papers, especially for those which are going to be published as a working paper of the Transport Planning group online or in a conventional way.
- **Research report or working paper**: Template for reports, especially for those which are going to be published as a working paper of the Transport Planning group online or in a conventional way.
- **Essay**: Template for short reports and internal working papers, which are not planned for publication (styles and functions according to working papers).
- **Blank sheet**: Templates for short texts, such as drafts (styles and functions according to working papers).

Templates for documents in English

- **Working Paper**: English version of the template Arbeitsbericht.
- **Essay**: English version of the template Aufsatz.
- **Blank sheet**: English version of the template Notiz.

A.1.4 PowerPoint templates

- **ivt-presentation-template-powerpoint.pot**: For PowerPoint presentation in German
- **ivt-presentation-template-powerpoint.pot**: For PowerPoint presentation in English

A.2 Working papers Traffic and Spatial Planning

The Working Papers Traffic and Spatial Planning (Arbeitsberichte Verkehrs- und Raumplanung) are intended for the quick dissemination of the results of the members and guests of the institute. Their content is the sole responsibility of the authors. The catalogue can be obtained from: [http://www.ivt.ethz.ch/institut/vpl/publikationen/papers.html](http://www.ivt.ethz.ch/institut/vpl/publikationen/papers.html)