

EUROAKADEEMIA



**GUIDELINES FOR
WRITING AND FORMATTING
GRADUATION THESES**

Tallinn 2015

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1. DIPLOMA THESIS

- 1.1. A diploma thesis is a part of professional higher education curricula assessed at the defence of the thesis.
- 1.2. A diploma thesis is an independent work conducted by the student under a lecturer's supervision including a comprehensive solution to a set problem. In solving the problem, it is recommended to move from the general (theoretical basis, research methodology) to the specific experimental analysis. The diploma thesis may be referential.
- 1.3. The extent of the thesis (excluding the appendices and graphs) is at least 30 typed pages (line spacing 1.5, font size 12, font *Times New Roman* or *Arial*, 1800 characters on a page. Left margin 35 mm, all other margins 25 mm).
- 1.4. The thesis generally includes the introduction explaining the selection of the given topic, its currency, the aims and tasks of the research and a general description of the problem on the basis of literature; the main part including a detailed description of the materials used and methods employed; the presentation of the research results and the comparison with other similar studies; a summary (conclusions); a resume of the results in the original language and also in a foreign language (usually in English, however, in Estonian in case of theses written in Russian or English); a list of references and appendices if necessary.
- 1.5. The diploma thesis in the arts consists of a project/models, respective graphic material and explanatory summary up to 25 typed pages (line spacing 1.5, font size 12, font *Times New Roman* or *Arial*, 1800 characters on a page) and appendices if necessary.
- 1.6. The diploma thesis in the specialty of Translation may include a translation with respective comments. The extent of the thesis without appendices must be at least 40 pages.
- 1.7. The diploma thesis is submitted in three copies in hardback binding and also in digital form. One of the copies together with the digital version shall be stored at the library of Euroakadeemia.

2. MASTER'S THESIS

- 2.1. The Master's thesis is a part of Master's studies curricula assessed at the defence of the thesis.
- 2.2. The Master's thesis is an independently conducted scientific research or development work certifying the student's erudition in the given area, his creative abilities, skills to formulate problems and find sound means for their solution.
- 2.3. The Master's thesis includes the introduction explaining the selection of the given topic, the aims and tasks of the problem solution, the main hypothesis of the study; a detailed description of the materials used and methods employed; an analysis of the source materials, the well-founded presentation of the results and their comparison with other similar studies; a resume of the results and suggestions (also in a foreign language); a list of referenced materials used and appendices if necessary
- 2.4. A Master's thesis in the specialty of Translation may include a translation with respective comments.
- 2.5. The extent of Master's thesis (excluding the appendices and graphs) is no less than 70 typed pages (line spacing 1.5, font size 12, font *Times New Roman* or *Arial*, 1800 characters on a page).
- 2.6. The Master's thesis is submitted in three copies in hardback binding and also in digital form. One of the copies together with the digital version shall be stored at the library of Euroakadeemia.

3. THE STRUCTURE OF A GRADUATION THESIS

Section of the thesis	
Title page	+
Table of contents	
Resume (in English, however, in case the thesis is written in English or Russian, in Estonian)	+
Lists (if necessary) <ul style="list-style-type: none"> - List of abbreviations (if necessary), - List of graphs (Figure 1,, Figure X) - List of tables (Table 1,, Table X) - List of Appendices (Appendix 1, .., Appendix X) 	if necessary + if necessary + if necessary + if necessary +
Introduction	+
Main part of the thesis	+
Summary (may be entitled Conclusion)	+
List of bibliography	+
Appendices (enumerated, with titles and page numbers)	if necessary

The extent of the thesis (excluding Appendices): diploma thesis – at least 30 pages; Master’s thesis – at least 70 pages.

Title page:

The title page of the thesis is in the language of the thesis (Estonian, Russian or English) with ‘Euroakadeemia’ written on the top of the page, below is the name of the faculty, 16 spaces below the first and last name of the author, 2 spaces below the title of the thesis in capital letters, 3 spaces below the type of the thesis (diploma or Master’s thesis), then 6 spaces on the right side of the page the name of the supervisor – the initial of the first name and the last name, followed by the academic degree, one space below the name the supervisor's title (academician, professor, associate professor etc), at the bottom of the page 'Tallinn' and the year (see the sample in **Appendix 1**). The title page font size is 14, the title of the thesis is written in capital letters font size 16.

The verso of the title page includes the author’s confirmation that the thesis has been compiled independently and the references to the used materials are correct (see the sample, **Appendix 2**).

Table of contents (see the sample in Appendix 4):

The table of contents includes the full headlines of all the sections of the thesis with respective sequence and page numbers.

Resume (see the sample in Appendix 3):

- The resume is a short summary (1-2 pages) of the thesis describing the problem and the execution of the research (goals and tasks) and highlighting the main results. The resume must include the exact title of the study in the foreign language and the name of the author.
- The resume should not concentrate on what was done, instead, on what kind of results were achieved.
- The resume is written in the language of the thesis, in Estonian (in case the thesis is not in Estonian) and in English (*Resume*).

List of graphs and tables:

In case the thesis includes numerous tables and graphs, they are given in a list together with the titles, sequence and page numbers.

List of abbreviations:

The list of abbreviations includes the explicit explanation of abbreviations and markings (except the legends of maps and diagrams and the abbreviations used in tables).

List of appendices:

The enumeration of appendices: Appendix 1 ... X, with headlines (the text of the thesis must refer to the appendices).

Introduction is a component of the main part of the thesis.

The introduction includes the following:

1. The explanation to the selection of the topic, its currency and novelty;
2. The working hypothesis – what the thesis aims to prove or refute;
3. The aim of the thesis;
4. The tasks fulfilled during the research;
5. A short description of the area and object of research;
6. A short description of the source data, materials and the origin of other sources;
7. It is in keeping with good practice that at the end of the introduction the author thanks the people contributing to the completion of the thesis.

The main part of the thesis is divided into chapters, also into subsections or enumerated paragraphs if necessary. The given parts are listed in the same order in the table of contents.

The main part of the thesis includes the following:

1. An analytical overview (an overview of the problem and pertinent literature);
2. A detailed description of the material and methods employed (forming the basis for the decision on the representativeness of the materials and the reliability of the results);
3. A presentation of the research results (analysis);
4. A discussion (synthesis) comparing the results and points of view with those of other authors and expressing the well-founded conclusions.

Summary (may also be entitled **Conclusions**) gives a short summary of the results and conclusions of the study.

- The results must explain how the tasks set in the introduction have been solved and the aims reached.
- On the basis of the results, the student may make suggestions regarding their implementation or highlight issues that require further research, however, remained outside the scope of the present study.

Bibliography

The list of references includes all publications and information sources referred to in the thesis.

The publications in the bibliography must be referenced in the text and vice versa, each reference in the text must correspond to an item in the list of references.

The bibliography is presented in alphabetical order at the end of the thesis, the sources do not have to be categorised by type.

A diploma thesis must include references to at least 5 scholarly publications (preferably to articles in scholarly journals, collections, monographs) and a Master's thesis at least 10.

In case of online resources, the reliability of the source must be ensured, for instance, with the existence of the name of the author and publisher and date of publication.

Appendices

The appendices include the materials of the main part of the thesis that are relevant to the research, however, would complicate the reading of the text (tables and diagrams of the source data, samples of questionnaire sheets and other materials needed for a comprehensive understanding of the results).

The appendices shall be enumerated and the text shall refer to the respective appendix including the given data.

4. REFERENCING

1. No serious research can be conducted without referring to scholarly literature.
2. The earlier information, interpretations, opinions, points of view and presented results are the author's intellectual property and it belongs to the author. Intellectual property is protected by copyrights. The misuse of the information is unacceptable, in some instances also punishable as a misdemeanour or crime.
3. It is a common practice in scholarly literature to refer and compare with the thoughts of results of other authors in order to show the validity or development of the author's hypotheses, ideas and results.
4. The use of ideas uttered or written by others is called **referencing**.
5. Upon referencing, the writer refers to the author and the source in which the given information has been published.
6. References to the author and his work are collected in the list of references at the end of the text, article or book.
7. There are specific referencing methods and practices agreed upon prior to the writing of the text.

There are numerous information sources referenced in research studies that may include:

- books and monographs;
- collections of articles;
- articles in scholarly journals;
- hand-written materials (unpublished research reports, manuscripts, summaries etc);
- archive materials;
- official documents;
- journalistic or other media sources;
- online materials;
- electronic data media (CD-ROM, discs etc);
- unpublished oral or written information.

The practice of literal copying of a text or other work by other authors and passing it under one's own name is

PLAGIARISM

**Also a text compiled by the “copy-paste” method is a form of plagiarism.
Plagiarism is a gross violation of copyright liable to punishment.**

- Successful research work requires a comprehensive overview of the literature of the respective subject area.
- When searching for appropriate literature, it is advisable to look at the references of recent (of the past two years) study books or monographs.

- Good information sources include the recent years of issue of professional journals.
- Pertinent literature may also be found in the library catalogues, bibliographic publications, reference books, specialist databases in libraries, the Internet.
- The online catalogue ESTER shared by major libraries features necessary information on <http://helios.nlib.ee> or <http://merihobu.utlib.ee>
- The library of Euroakadeemia includes the catalogue system RIKS (Library Information and Catalogue System) and EBSCO database.
- Pertinent literature is searched by a keyword, author, title or indexes (UDK, ISBN).
- The search results include bibliographic entries with the data regarding the existence and availability in libraries.
- Good possibilities for finding data sources are also available on Google, AltaVista etc.

There are two primary ways of referencing:

- 1) citing and
- 2) referencing.

Citing means the literal re-writing of the author's text in one's own text; a quote is always between inverted commas.

Referencing means the description, summary or commentary of another author's views.

Extracts

- Extracts are written out of each necessary source either on a computer or paper supplied with references and also with a reference to the library or archive if necessary.
- The extent of the extract depends on the specific needs, however, it should be sufficiently comprehensive to characterise the content and relevant details of the publication.
- The quotes are written out precisely, between quotation marks supplied with the page number of the original.
- The tables and graphs are either rewritten or scanned. They must be supplied with precise commentaries and data necessary for referencing (each table or graph must be presented as a comprehensive whole).
- In case the referenced work includes another reference to other authors, it is advisable to write out the full records for facilitating further possible searches.

The practice of research and documentation includes two primary referencing systems accepted by international standards (ISO 5966-1982 and ISO 690-1987):

- 1) author/date citation,
- 2) numbered citation.

Please note that author/date citation is used at Euroakadeemia.

4.1. Referencing examples

In referencing it is important to keep to the same referencing style throughout the thesis – either the author/ date or numbered version. **In the list of references at the end of the thesis**, the date of publication may be written after the title together with the name of the publishing house, but also immediately after the author(s). The number of pages may but does not have to include the abbreviation p/pp. **It is important to use the same style throughout the text.**

Aarma, A., Vensel, V. Statistika teooria põhikursus. Tallinn: Külim, 1996. pp 21...34.
Aarma, A., Vensel, V. 1996. Statistika teooria põhikursus. Tallinn: Külim, 21-34.

In case the research (article) refers to an extensive text or article more than once and more extensively than a couple of pages, the total number of pages are written in the bibliography. In case of single quotes, only the precise page numbers are quoted.

In case of more extensive use: Unt, I. 1974. Õpilaste aktiviseerimine tunnis. Tallinn: Valgus. 272 pp

In case of a quote: Unt. I. 1974. Õpilaste aktiviseerimine tunnis. Tallinn: Valgus. pp 128...132.

When is it not necessary to quote? Generally no reference is needed for common wisdoms, reference books and study materials unless required by the content of the research. Similarly, it is not possible to refer to materials that have no authors, publishers or dates of publication (for instance slogans, posters). In case of the latter, it is advisable to include the material as an appendix and refer to the given appendix.

4.2.A reference to an illustration

Any illustrative material is subject to referencing, including graphs, photos, tables, diagrams, appendices as well as any other material included in the thesis.

Diagrams, photographs and graphs must have an explanatory caption – a short summary of the information featured in the illustration.

Tables, appendices etc must have a title – a short overview of the information in the given material.

Each illustrative material must be referred to in the text.

The research results show that the students' interest in the given object has decreased (Figure 3). A detailed overview of the issue is given in the table in the appendix (Appendix 7).

4.3.Examples of referencing methods

The text shall include the author's last name followed by a comma and the date of publication of the source (referencing method author/date). In case there are several sources by the same author from the same year, one of them shall include the letter *a* and the other the letter *b* etc.

Example 1:

So far in Estonia only simulation games based on e-mails have been implemented with most of them addressing ecological or political topics (Mardiste, 1999).

The other important prerequisite for the extensive implementation of IT in education is the development of the graphic work environment (Taylor, 1980a).

Example 2:

In case the source has two authors, both names are included by separating their names either by a comma or the symbol **&**. In case there are more authors, the first name is included together with the abbreviation *et al.*

The aim of working with the simulation environment in research is the establishment of a specific conceptual model (van Joolingen, de Jong, 1993).

Based on the above, the determination of the problem solving skill stands for the evaluation of analytical skills (Whimbey & Lochhead, 1986).

Computer simulations may be regarded as the most effective learning programmes in the development of problem solving skills (Woodward *et al.*, 1988).

For the given purpose, the learner must set hypotheses, plan experiments and draw conclusions from the respective result (Peterson *et al.*, 1987).

Example 3:

The name of the author(s) may be stated also within the sentence. In that case, only the date of publication is given in the brackets. Here it is advisable to keep the author's name in the nominative case, however, by using apostrophes also other cases may be used.

Based on the studies of Ohlsson (1992) as well as Christopher and Smith (1987), it may be stated that the simulation must...

Example 4:

In case of sources published by institutions, the first two words of the title will be included in the brackets followed by a dotted line, a comma and date of publication.

The selection of topics was made on the basis of the Estonian National Curriculum ... (Estonian National..., 1996) ...

Example 5:

In case of referring to general sources, a well-known abbreviation may be used. Although reference books are not generally referred to, they may be stated if required by the content of the research.

The selection of topics was made on the basis of the Estonian National Curriculum ... (RÕK, 1996) ...

The verb "sulgema" in the sense of *close* may have two forms in the imperative – "sulge!" and "sule!" (ÕS, 1999).

According to the fifth volume of Estonian Encyclopaedia the number of mollusc species is 128 (EE, 1990).

5. EXAMPLES OF BIBLIOGRAPHY

The following requisite information is needed for referring to a book **Author (initial(s) of the first name). Date of publication. Title. Place of publication (city): Publishing house.**

A book with two authors, with or without the number of pages:

Bransford, J., Stein, B. 1984. *The IDEAL problem solver*. New York: Freeman.

Aarma, A., Vensel, V. 1996. *Statistika teooria põhikursus*. Tallinn: Külim, 21-34.

A text by specific authors as a part of a more extensive book with respective editors:

Adler, P. A., Adler, P. 1994. *Observational techniques*. In: N. K. Denzin & Y. S. Lincoln (eds.), *Handbook of qualitative research*. London: Sage, 377–392.

In case of a collection by a number of authors, it is advisable to refer to the name of the editor or (in case of a well-known text) with the conventional abbreviation. This is done for practical purposes as often it is highly difficult to distinguish between the specific parts of a text by several authors. For instance, in the given example we have the Estonian translation of “Life of Animals” with the name of the editor of the Estonian translation as the name of the editor.

Loomade elu. 1980. (Ling, R., ed.). 6. Linnud. Tallinn: Valgus. 464.

In such cases, abbreviations (LE, 1980 or Ling, 1980) may be used on condition that also an explanation to abbreviations is given.

In case the chapters by various authors are easily distinguishable and only the work of one author is used in the study, the referencing is similar to that of journals.

Ploom, K. (ed.) 2001. *Lastetus. Tervise käsiraamat. Medicina. 256-259.*

In case of the latter example, we have a translation with various authors and editors. As we are only interested in one chapter of the 584-page book, we only refer to the editor of the given section.

Texts published by an institution are referred to as follows:

Cambridge syllabus. *Biological Sciences*. 1997. University of Cambridge Local Examinations Syndicate.

National Curriculum for Basic School and Upper Secondary Schools. Government of Republic Regulation No 56 of 25. 01. 2002 (RT I 2002, 20, 116). <https://www.riigiteataja.ee/ert/act.jsp?id=1008388> [21.04.2006]

An article is referred to as follows:

Author. Date of publication. The title of the article. – *The name of the journal or newspaper (the name of the journal in italics)*, issue, date of publication, page numbers of the article.

An article from one issue of a specific year of issue, page numbers used:

Maksing, M. 1991. *Kas arvuti sobib õpetajaks? - Haridus, 2, 25.*

de Jong, T. 1991. *Learning and instruction with computer simulations. - Education & Computing, 6, 217–229.*

An article from a journal with separate numeration for each year of issue and for the year:

Alessi, S. 2000. *Designing educational support in system-dynamics-based interactive learning environments. - Simulation & Gaming, 31, 2, 178–196.*

An article from conference procedures in case the publishing organisation has been mentioned:

Sarapuu, T., Pedaste, M. 2001. A Pilot Study of the Web-based Environmental Simulation. Proceedings of SITE 2001 – March 5-10, 2001 Orlando, Florida, USA. Association for the Advancement of Computing in Education. Norfolk, USA, 1921–1923.

Pedaste M., Sarapuu T. Narkoteemalise kaugkoolituse efektiivsus. Uimastivaba Eesti. Eesti Uimastipreventsiooni Sihtasutus, 2000, 16–17.

An article from a collection of articles with the names of the editors included:

Barab, S. A., Williams, M., Dodge, B. 1993. Tracking and analysing learner-computer interaction. In: M. Simonson & K. Abu-Omar (eds.) Proceedings of selected research and development presentations at the 1993 National Convention of the Association for Educational Communications and Technology. Orlando, 1115–1129.

Online material

In case of online materials, the reference includes the author's last name, first name, the headline, the name of the website, the complete address of the website (URL link), the date of using the material:

Dalgarno, B. 1996. Constructivist computer assisted learning: theory and techniques. <http://www.ascilite.org.au/conferences/adelaide96/papers/21.html> [12.04.2006]

Pedaste, M., Hallik, K., Sarapuu, T. 2002. Tiigiretk Eestimaal. The Division of Natural Sciences Didactics of Tartu University. <http://bio.edu.ee/matk/> [12.04.2006]

Electronic periodicals:

Urla, L. 2006. Puumarket: I kvartali majandustulemused. - *Äripäev* (online), 25.04.2006. http://www.aripaev.ee/mod/emb/online.html?disp=2&uud_id=826260&tyyp=4&leht_id=3202. [26.04.2006].

CD-ROM

Marandi, T., Pedaste, M., Sarapuu, T. 2000. Eesti taimed. The Division of Natural Sciences Didactics of Tartu University. CD, ISBN 9985-60-774-0.

SimEarth. 1995. Maxis. CD, ISBN 1010-030-0601-A.

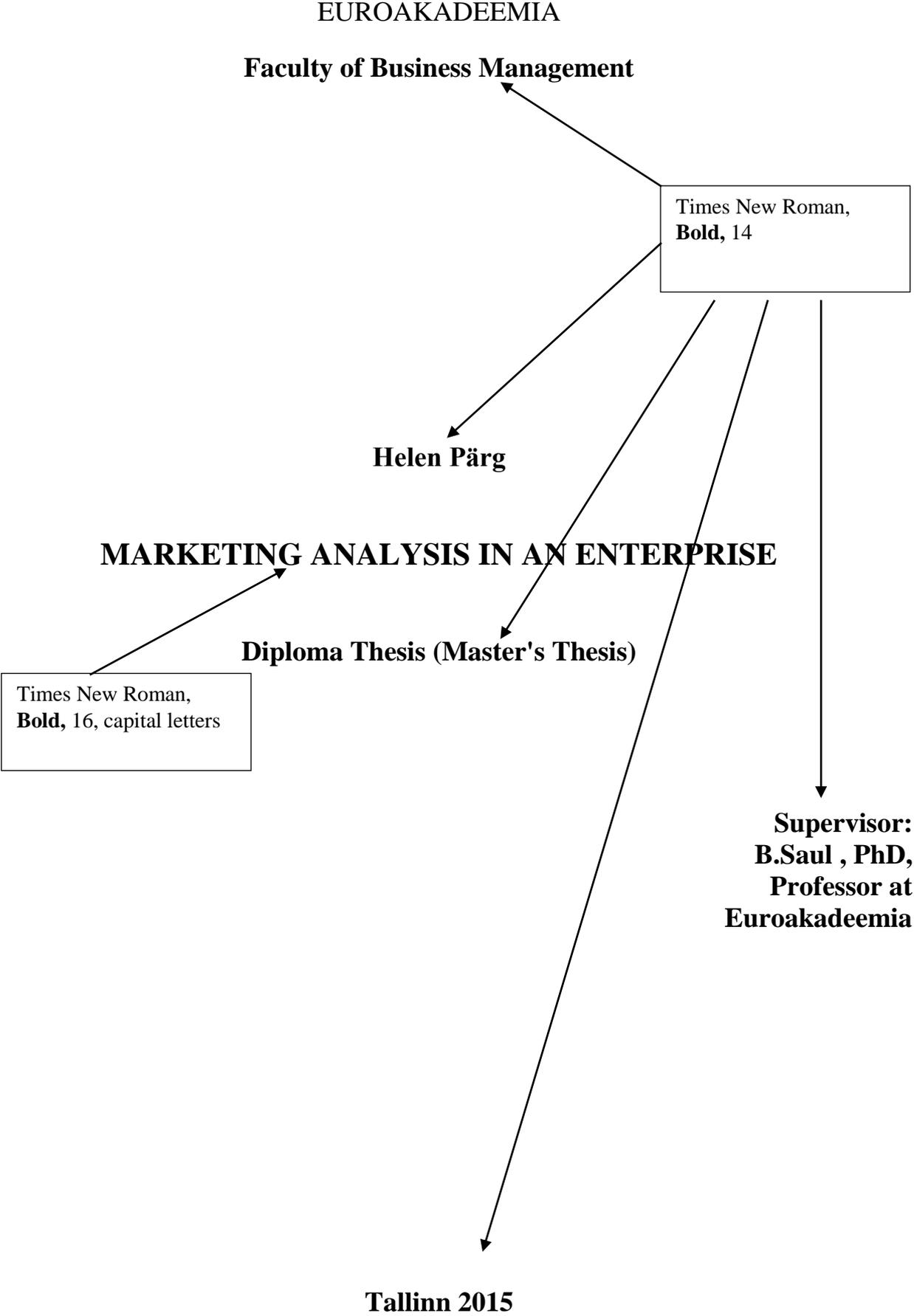
In case the Internet source has no author or headline etc, the reference includes the website address. Anonymous sources should be avoided.

In case the author employs oral or other unpublished sources, the reference is to the person who provided the information or to the manuscript.

J. Ranne, personal communication, 2004;

J. Ranne, manuscript, 2004.

Appendix 1. Sample title page



Appendix 2. Sample title page verso

I hereby confirm that I elaborated the present diploma/Master's thesis independently and I have referenced all the works and points of view of other authors and the data from literature and other sources.

Author/name, signature/

Date.....

The thesis adheres to the valid requirements

Supervisor/name, signature/

Date.....

Allowed for defence

Dean of the Faculty of.....,/name, signature/

Date.....

Appendix 3. Sample resume

Marketing Analysis in an Enterprise

Helen Pärj

Resume

The aim of the present graduation thesis is to..... (analyse...., summarise....., compare...., suggest....., provide recommendations).

Object of the study (the material studied) is

The research methods used (or theoretical methodology).....

The sources analyzed consist of

Structure of the graduation thesis includes

The most important conclusions are the following.....

Appendix 4. Sample table of contents

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Appendix 5. Examples of formatting tables and graphs

Sample table.

Table 1. State budget revenue forecast for 2004 – 2008 (million kroons) (reference).

Type of revenue	2004	2005	2006	2007	2008
Tax and social security contribution	38 791,20	42 843,60	45 029,20	47 508,90	52 279,50
Income of natural person	3 292,00	2 875,00	2 215,00	1 780,00	2 300,00
Income of legal person	2 000,00	2 400,00	2 400,00	2 125,00	2 250,00
Social tax	15 405,00				
Heavy goods vehicles tax	60				
Value added tax	12 809,70				
Excise duty	4 890,50				
Alcohol excise duty	1 510,00				
Excise duty on tobacco	980				
Excise duty on fuel	2 400,00				
Excise duty on packaging	0,5				
Gambling tax	190				
Customs duty	144				
Non-taxable revenue	8 828,60				
TOTAL REVENUE	47 619,70				

Sample figures

All the illustrations in the thesis are called graphs: diagrams, graphics, geographical maps, drawings, schemes, photographs. The figures are enumerated and captioned. Each graph must have a caption providing a short description of the featured information.

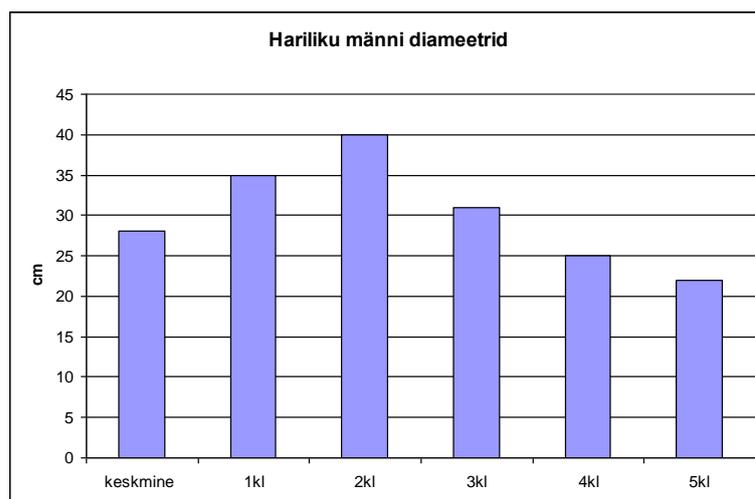


Figure 1. The trunk diameter distribution of Scots pine (*Pinus sylvestris*) in Nõmme-Mustamäe nature reserve.

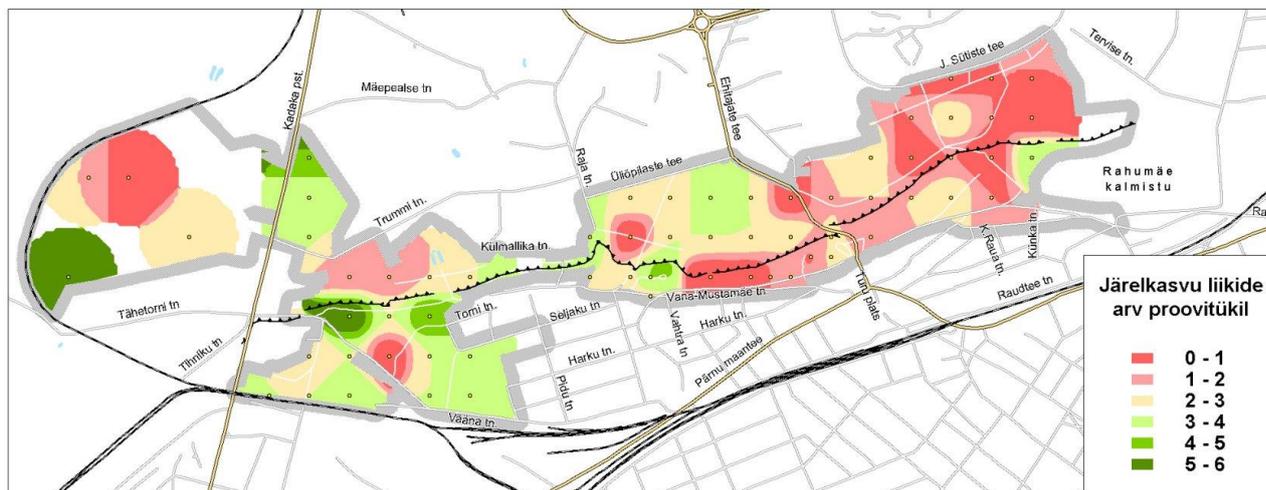


Figure 2. The number of undergrowth species on the observation plot (Nõmme-Mustamäe nature reserve, image processing by A. Pukkonen)

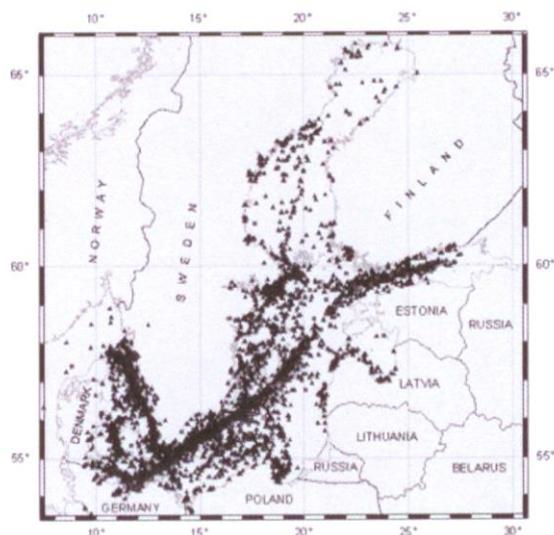


Figure 3. Map of oil spills detected in the Baltic Sea in 1989-2002 (HELCOM, 2002)

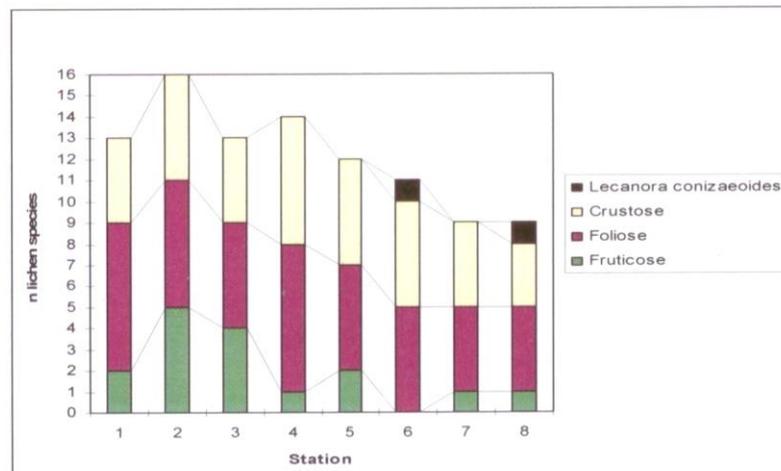


Figure 4. Distribution of lichen life forms on the North-European climate profile.

1 –Kevo (Fin-1), 2 –Muhos (Fin-2), 3 –Punkaharju (Fin-3), 4 –Estonia (Est-1), 5 –Latvia (Lat-1), 6 –Plaska (Pol-1), 7 –Browsk (Pol-1), 8 –Jozefow (Pol-3)



Figure 5. Estonia Peak in Pamir in Trans-Alay Range (Photo by J. Martin, private collection)