

Master of International Business Program

Guidelines on writing master theses

Balance between APA* style and HSE rules

- The APA style mainly relates to **citation and bibliography**
- Font, interval, margins, etc. are specified in HSE rules

* APA (American Psychological Association - an author/date based style). Emphasis is placed on the author and the date of a piece of work to uniquely identify it.



General requirements

- Font – Times New Roman, size 14
- Interval – 1,5
- Width alignment
- Margins:
 - Left – 35 mm
 - Top & bottom – 20 mm
 - Right – 10-15 mm
- The title page is prepared using the established template
- The MT title should be stated without quotes or a period at the end
- The title page is the first page but this page shall not be numbered
- The title page is followed by the table of contents with page numbers
- You may indent the first word in each paragraph and set paragraph indention to one tab button click

General requirements (cont'd)

- Each chapter starts on a new page; the same rule applies to other major components (introduction, conclusion, bibliography, appendices)
- Continuous numbering should be used for all pages of a thesis work, including those with illustrations and appendices
- Each appendix begins with “Appendix” indicated in the top right corner and has a title
- If there are two or more appendices, they should be numbered
- The main text is linked to the appendices via references with the word “see”, usually with a reference number indicated in parentheses
- All sources cited in the text should be included in the bibliography that is provided at the end of the paper
- The text of the quote is enclosed in quotation marks and is given without changes, without arbitrary reduction of the cited fragment. Each citation must be accompanied by a reference to a source

Formatting tables and pictures

- Tables and figures (pictures) should have titles and sequential numbering (for example, Table 1, Figure 3). Font size - 12 for titles and numbers
- Figures and tables should be placed immediately after the text where they are mentioned for the first time
-  A table identification number must be placed in the **upper right corner** above the table's title, aligned to the right
- The data source is presented below the table in font 12 (if the author's own calculations - "Source: author's calculations"; if the author's own compilation - "Source: compiled by the authors" should be stated)
- Each table should indicate the units of measurement used and the period covered by the data given. If a unit of measure is used for all table data listed, it should be specified in the table's heading after its title
- Font size 11-12 is acceptable inside the table
-  Titles of pictures must be placed **under the picture** in the centre of the page

Rules for graphs, formulas and abbreviations

- When making **graphs**, the axes are labelled in accordance with relevant variables with, designations placed near the ends of the axes marked by arrows. If needed, descriptive notes are added along the axis
- **Formulas** are usually located on a separate line in the centre of the page or inside text lines
- It is advisable to use short and simple formulas, not bearing independent value and without numbering
- So as to save space, several short, homogenous formulas can be included in the same line, rather than one under the other
- Besides commonly used **abbreviations**, the text may also contain abbreviations of specialist terms that the author borrowed from the respective field of knowledge
- Upon the first mention, an abbreviation is given in parentheses after a full form; further in the text only the abbreviation should be given (without the full form)

Citation in the Text (APA Standard)

- (1) If a citation in your text refers to a whole study, it should give the author's name and the year of publication. (Hofstede 1989)
- (2) If a citation in your text refers to a particular idea or statement in a study, it should give the author's name, the year of publication and the page number(s) where this idea can be found. (Hofstede 1989:15-17)

Bibliography (different standards)

- Campbell, W.C. & Ballou, S.V. (1990). Form and Style: Theses, Reports, Term Papers (**APA Standard, required**)
- Porter M.E. The Competitive Advantage of Nations. N.Y.: Longman, 1990. 246 p. (MLA or CMS standards)

Citation in the Text (cont'd)

- **Single author**

- Kirby (2003) has explored the metaphor of managing diversity....
- In a study (Kirby 2003) the metaphor of managing diversity coping was investigated....

- **Organization as author**

- The National Research Council (NRC) (1989) has found that...
- ... premature death ... is diet-related (National Research Council 1989).

- **Two authors**

- In *Write for business* by Johnson and Swift (2000) ...
- High levels of job performance and job satisfaction occur when ... (Goris and Johnson 2000:348).

- **Three to six authors**

- (Putnam, Phillips and Chapman 1996:35-40)  the first time the study is referred to
- ... (Putnam et al. 1996:41)  in subsequent references

- **More than six authors**

- Warner et al. (1995:5) define design as ...  the name of the first author followed by et al.

- **No author**

- ...(Enlarging the EU 2002:28)  two or three first words of the title