GUIDELINES FOR WRITING AND FORMATTING FINAL THESIS

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INTRODUCTION

The present guide is designed to ensure that the same final paper format (except for doctoral theses) is adopted across all the Institutes of the EMU. The requirements also apply to the written tasks (e.g. coursework, reports, etc.) performed in different subjects unless the Institute or the lecturer responsible for teaching the subject has not established different requirements. The guidelines are based on the writing practices well established at the Estonian University of Life Sciences. Specialty-specific formatting requirements are explained in the framework of the lecturers of academic writing or fundamentals of scientific research. The conditions and procedures in the selection of the theme for the thesis, supervision, reviewing and publication of the final thesis have been laid down in the Regulation of the Council of the University «Requirements and Procedure for the Awarding of Bachelor’s and Master’s Degrees and Diplomas of Professional Higher Education at the Estonian University of Life Sciences».

Internationally recognized systems (APA, Harvard, Oxford, etc.) may be used in the compilation of the sources of reference and bibliography. In this case, the introduction must indicate which system has been used.

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1. REQUIREMENTS FOR FORMATTING

1.1. Structure of the final thesis

The mandatory parts of the thesis are a title page, a brief summary of the thesis in Estonian and English, table of contents, introduction, the body of the thesis, summary, list of references, appendixes (if necessary) and non-exclusive licence.

**Title page** includes the logo of the University, states name of the University and the Institute, the first and family name(s) of the author, the title of the work in Estonian (in capital letters, Bold) and English (in capital letters), the level of the studies (bachelor's thesis, final thesis of applied higher education, master’s thesis, final paper/thesis in construction engineering, final paper/thesis in veterinary medicine), the name of the curriculum, the name, surname and the academic degree of the supervisor, the place of defence and the year of defence (Appendixes 1 and 2). Every element is on a separate line except for the place and the year of defence, which are on the same line.

**Abstract** (sometimes also called synopsis) is drawn up according to the respective form in Estonian (Lühikokkuvõte) and English (Abstract) (Appendixes 3 and 4). The abstract includes the following information on the thesis: author, curriculum, title of the final thesis, number of pages, number of drawings, number of tables, number of annexes, department or chair supervising the work, area of research, supervisor(s) and place and year of defense. This is followed by a short description of the work outlining the problems in the research area, aims of the final thesis, methods of research and analysis, the most important findings, outcomes (solutions) and their implications. The length of the short summary is about 150-250 words. The summary ends with three to five key words. The key words do not repeat the words in the title of the final thesis. The key words are tags which carry the thesis’ content and ideas that are separated by commas. A list of key words is not a reproduction of the title of the thesis.

**The table of contents** presents the headings of the content and all compulsory sections of the work (i.e. main section or chapter, section, sub-section) together with the page numbers.
where the chapters begin. The wording of headings in the table of contents must be identical to the wording in the paper/thesis. It is recommended to use ‘all caps’ or Bold for first level headings (headings of chapters). Only the chapters, sections and subsections of the paper are numbered. It is advisable to use a three-level ranking system (Example 1). The minimum number of ranks is two. The levels of headings and subheadings are indented from the preceding level.

*Example 1*

1. __________
   1.1. __________
      1.1.1. __________
      1.1.2. __________
   1.2. __________
2. __________

The title page, abstracts, table of contents, abbreviations and symbols, introduction, summary, list of references, appendixes and the non-exclusive licence are not numbered. All appendixes (models, technical drawings, etc.) are numerated and listed in the table of contents with the respective heading and page number.

**List of abbreviations and symbols** is presented, if applicable. Before using a little-known technical term or an abbreviation it has to be defined. There is no need to define well-known abbreviations and acronyms and include them in the list of abbreviations. The abbreviations and symbols from formulas are presented in alphabetical order, separating them into groups according to the alphabets used – Latin alphabet, Greek alphabet, and Russian alphabet. The list of abbreviations and symbols will be presented following the table of contents.

The **introduction** provides an overview of the final thesis and presents its structure. It includes the justification of the choice of topic (topicality and novelty) and objective of research (hypothesis, if necessary) and research tasks (questions) raised to reach it. Shortly, data used in the research and method(s) of research are described. Introduction constitutes about 5% of the content of the thesis.

If necessary, **acknowledgments** to the persons and organisations who contributed to the writing of the paper are given at the end of the introduction.

The structure and the breakdown of the **body of the thesis** depend on the nature and the subject matter of the research. In a conventional thesis based on data collected during
observations or experiments, the body of the paper may be divided into three main sections: literature analysis, materials and methods, results of research and discussions. Up to three-level sub-division and numbering is recommended, where the first number indicates the number of the chapter, the second indicates the heading and the third one the respective subheading. The body of the thesis should include references to the literary sources used. The body of the thesis should account for 70-80% of the final paper.

The literature analysis of the body of the thesis explains the theoretical starting points of the research and provides a systematic comprehensive overview of the topic based on literature. In case of empirical study, this part should take up about 25% of the volume, whereas in case of theoretical study, it may amount to nearly 50% of the volume of the body of the thesis. The chapter concerning literature analysis is titled according to the theme.

Methodical part gives a detailed description of the research, as well as methods of data collection and processing. It is also mentioned which data processing software the author used. Standard methods must be indicated and the original methods fully described. The proportion of this part is about 5% of the volume of the thesis.

The research results and their interpretations are presented in the chapter ‘results and discussions’ of the main body of the thesis. This part may also include statistical processing of the results and spatial-conceptual solutions. The results obtained are compared to those from the published literature, and the reasons for similarities or differences justified. The arguments used must be based on research results, and the author has to explain his views on the key issues in the paper. The volume of ‘results and discussions’ in the paper is about 40 to 50% of the body of the thesis.

The summary presents in brief the key findings, conclusions and assessments, and gives answers to the research challenges (questions) raised in the introduction. The summary must indicate if the goals of the thesis were achieved (if the work hypothesis was confirmed or not), and what possible solutions were suggested. The summary gives recommendations for the supplication of the results and outlines the future challenges to be met. The summary is not the place to refer to literature sources and present the views and conclusions on issues not addressed in the paper, i.e. the summary does not present any data or conclusions not handled in the text before. Summary accounts for about 5-10% of the main body of the thesis.
**List of references/literature used/references** is a list of sources quoted in the thesis, which are either in an alphabetical order or numbered in the order of their usage.

**Summary in the Estonian language** gives a summary of the whole work. It presents a concise overview of the stated objectives, problems studied, research tasks, methods for their solution, the main research findings and their applicability. The title of the summary is the title of the thesis in Estonian, with the word *Summary* below it in the appropriate language. The volume of the summary is 1-3 pages.

**Appendixes** provide additional materials (databases, diagrams, charts, voluminous tables, copies of documents, questionnaires, interview plans, etc.). Each appendix must be referred to in the text. An additional page titled ‘Appendixes’ in the centre of the page is placed before the first appendix. All the appendixes are titled and identified either in numerical or alphabetical system according to their reference in the text. Additional small-scale materials similar in type (e.g. photos) can be presented as one appendix. Each appendix begins on a new page. If the appendix sits on multiple pages the notation (Appendix 1 or Appendix A continued) is printed at the top of the page starting from the second sheet.

**Non-exclusive license and the authorization from the supervisor(s) allowing the thesis for the defence.** Non-exclusive license determines the order of publication. There are three types of non-exclusive licenses:

- Non-exclusive licence for depositing the final thesis and opening it for the public (restricted access);
- Non-exclusive licence for depositing the final thesis (indefinite restriction);
- Non-exclusive licence for depositing the final thesis and opening it for the public.

In addition the supervisor(s) of the thesis confirm(s) with their signature that the thesis has been allowed for the defence (See appendixes 5, 6, 7). Non-exclusive licence as a part of the thesis is numbered and is bound as the last appendix at the end of the thesis.

**1.2. Language of the thesis**

The theses are prepared in the language of instruction of the curriculum. If the supervisor of the thesis is from a foreign country, as an exception and upon the agreement of the
supervisor(s), a thesis in an Estonian-taught programme may be written in English. In this case, the thesis must include a summary in Estonian.

The thesis must meet the language requirements of scientific writing, be accurate, neutral and follow the rules of written language. The wording of the thesis must be clear and coherent, the content of the sentences must be unambiguous, sentences and paragraphs should be structured in a logical and coherent way.

Commonly used terminology and traditional well-established terms should be preferred. When translating the terms and the exact equivalent cannot be found, it is advisable to give the term in the original language in the brackets after the translation.

1.3. Formatting the final thesis

1.3.1. General terms

In formatting the paper the following requirements should be fulfilled:

1) As a rule the final thesis must be on white paper, size A4, single or double-sided;
2) Margins on the top and bottom of the page must be 2.5 cm, on the binding edge 3 cm and on the right edge 2.5 cm;
3) The font to be used is Times New Roman, font size 12 pt, line spacing 1.5 throughout the paper except for the table of contents, where the line spacing is 1.0;
4) Text is organised into paragraphs; block style is used with 12 pt blank lines between them; text alignment is justified, i.e. text is aligned from margin to margin;
5) The font size used on the title page is 14 pt, except the title of the paper which is written in 16 pt;
6) The main parts of the paper (table of contents, introduction, the body of the paper, summary, list of references etc.) begin on a new page, leaving two lines from the top of the page blank (font size 12 pt, line spacing 1.5, paragraph spacing 0);
7) All headings and sub-headings are typed in Bold, typeface Times New Roman. Words in the heading are not hyphenated and there is no full stop at the end of the heading. Headings are aligned left of the page;
8) For the first level headings (main parts of the paper) use All caps, font size 16 pt, for the second level headings use the first letter capitalised, font size 14 pt. For the third and the following level headings use the first letter capitalised, font size 12 pt;

9) One blank line (font size 12 pt) is left between the first level headings (main parts of the paper) and the second level heading (sub-heading). One blank line (font size 12 pt) is left between the second level and third level heading as well;

10) One blank line (font size 12 pt) is left between the heading and the paragraph following it;

11) Headings do not contain references and, in general also abbreviations;

12) Two blank lines (font size 12 pt) are left between the heading and the text preceding it;

13) There is no text between the headings and subheadings.

14) In listings, the line spacing is 1.5 pt and the space between the listings and the paragraph 0. If necessary, the line spacing may be reduced.

15) As a rule, the line spacing in tables is 1.0 and the space between the table and the paragraph 0; if necessary, the font used in tables can be smaller than the one in the main text but not smaller than 10 pt. Font size for comments written under tables and figures is 10 pt;

16) The text alignment for headings of tables and signatures of figures and comments presented with them is “justified”;

17) The main parts of the paper are never started or ended with a list, drawing, table, formula or reference;

18) The list of references is formatted in font size 11 pt, line spacing 1.5 pt, 0 space between paragraphs and the second line with an indent of 0.8 cm;

19) The text alignment for the list of references is “justified”;

20) All pages of the thesis are numbered starting from the title page, but page numbers are displayed starting from the table of contents. Page numbers are centred at the bottom of the page;

21) When formatting the text bear in mind that in addition to the heading there should be room for at least two lines of the following text at the bottom of the page;

22) The terms, abbreviations, etc. in a foreign language should be presented in italics;
1.3.2. List and listings

Lists are marked with Arabic numerals, lowercase letter or any other symbol. When the sequence and number of elements are important or elements have to be referred to or the items on the list consist of more than one sentence, the elements shall be numbered. In other cases the numbering (numbers or letters) may be replaced by bullets, a dash or any other symbol.

In case the numbers are followed by parentheses, the items on the list are started in the lowercase. Lists may be presented horizontally (elements are placed on one row in the text) or vertically (elements are placed on separate rows, rows are indented). See Examples 2 and 3. Lists must be preceded or followed by an explanation, which means that the main parts of the paper are not begun or finished with a list.

Example 2

The main tasks of the treatment are to: 1) converge and fix the torn ends of the tendon, 2) ensure peace for the injured tendons and 3) avoid further complications.

Example 3

Fish diseases occurring on Estonian fish farms may provisionally be divided into four groups:

1) diseases induced by mistakes in nutrition and harmful environmental conditions;
2) infectious diseases of fish;
3) parasitic diseases;
4) hitherto unexplained causes of disease.

In case there are full sentences in list items beginning with the lowercase, the sentences start with the capital letter and there is a full stop between the sentences. If the sentence ends the list item but the list continues, the sentence ends with a semi-colon (See Example 4).

Example 4

The sampling points are typically divided into two groups:

1) surfaces in direct contact with the product, e.g. parts of the equipment, areas in direct contact with food and that can be cleaned. Poor sanitation of these production surfaces affects the microbiological quality of the products;
surfaces indirectly exposed to products, the results of the ATP bioluminescent analyses of which show that the company has effectively introduced good hygiene practices.

When the list items consist of sentences, the introductory sentence ends with a colon. Sentences in the list start with a capital letter and end with a full stop (See example 5).

**Example 5**

Econometric studies can be classified into three groups:

1. Checks of the theoretical model. The methods and data are deemed reliable, the objective of the paper is to study the validity of the theoretical economic model.
2. Check of the methods. The theory and the respective data are eligible, the task is to investigate the properties and utility possibilities of the method.
3. Data verification. The objective is to evaluate the data, their reliability and representativeness.

The line spacing used in list items may be 1.0 pt.

### 1.3.3. Tables

All **tables** are numbered consecutively using Arabic numbers and either ordinary (up to 10 tables) or multiple level numbering (numbered according to the main parts of the paper). The number of the table and its heading are written above the table, typeface *Times New Roman*, font size 12 pt. The heading starts with the generic term “Table”, which is followed by the number (both in **Bold**). There is no full stop at the end of the heading of the table. The signs, numbers and text in the table are usually in font size 11 pt and line spacing 1.0 pt (Single). No full stops are used at the end of full sentences in the tables. Column headings are started with a capital letter and are centred. One blank line is left between the text preceding and following the table. The drawings, tables and graphs must be legible separately and if necessary, their abbreviations may be explained. The heading of the table must be informative and explain what the table or figure describes.

As a rule the columns in the table are not numbered. The columns must be numbered (i.e. wrap to the next line) only in case of immediate necessity when:
- the table continues on the next page;
- a certain column is referred to in the text;
- a column shows how the result is received (e.g., “column 2 + column 3”).

When numbering the columns it is advisable to label the columns that do not contain figures with capital letters A, B, etc., whereas the rest of the columns are numbered 1, 2, 3, etc. If the table does not fit on one page use ‘Table X continued’ in the top right-hand corner of each subsequent page above the wrapped line.

In case different units of measure are used, they are presented in the respective columns and rows, separating the units from the preceding text by a comma.

All the data presented in the tables must be bound to the body text and all tables must be referred to in the text beforehand. When the data in the table were not compiled by the author, the source the table came from must be indicated in accordance with the rules of reference after the heading of the table. See Table 1.

**Table 1.** Heading of the table (content, object, period of time), unit of measure. Source: (Family name year: 55)/[3:55]

<table>
<thead>
<tr>
<th>Uppercase first letter</th>
<th>Uppercase first letter</th>
<th>Uppercase first letter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>lowercase first letter</td>
<td>lowercase first letter</td>
</tr>
<tr>
<td>A</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>1. Heading of the 1st row</td>
<td>123.45</td>
<td>123</td>
</tr>
<tr>
<td>2. Heading of the 2nd row</td>
<td>0.00</td>
<td>0</td>
</tr>
</tbody>
</table>

Notes:
1. Symbol “0” means that the indicator exists but its value is small, i.e. less than 0 after rounded up.
2. Symbol “.” or sometimes symbol “-” is used, means that the concept (indicator) cannot be applied (cannot be found).
3. Symbol “…” means that data cannot be accessed or are too inconclusive to be published.

Comments on the information in the table are placed below the table. If there is only one comment, the term "Note" is followed by a full stop, which is followed by an explanatory text. If there are several comments the word "Notes" is followed by a colon, the comments are numbered and presented vertically one below the other. Remark(s) may also be presented in a footnote. In this case, the word "Note(s)" is not used.
1.3.4. Figures

All illustrative materials presented in the paper are called figures. Figures can be divided into two: 1) figures placed in the text (including graphs, diagrams, maps, drawings, schemes, plans photographs, etc.) and 2) figures placed outside the text (technical drawings, graphs, charts, etc. annexed or separately bound).

All figures are numbered consecutively throughout the paper using either ordinary or multiple level numbering where the first number describes the number of the main part and the other the number of the figure in this section. The information in the table must be so clearly presented and captioned that it is possible to understand the figure without reading the text. See Figure 1. A full stop follows the caption. All figures must be referred to in the text and all the information in the figure explained in the text. Small-scaled figures are placed in a suitable place in the text. Larger figures are placed on a separate page. There should be one blank line between the figure and the text preceding and following it.

Figures must be legible in case they are printed in black-and-white.

![Graph showing the number of dairy cows and average milk yield per cow in Estonia from 2010 to 2014.](image)

**Figure 1.** Number of dairy cows (as of December 31) and average milk yield per cow in Estonia in 2010 – 2014 (PM09; PM12).
Figures should be placed in the text right after their first reference.

**Formats and sizes of technical drawings.** When formatting technical drawings it is advisable to refer to the following publications "Handbook for Civil Engineers"(2014) and "Handbook for Mechanical Engineers" (2012). Other materials making the formatting of technical drawings easier, such as respective ISO standards, document formats in CAD environments, collections of symbols, etc., are also available to students. These materials facilitate the formalization of technical drawings. The present guide has been limited to basic requirements only.

The aesthetically acceptable and economical design assumes that about two-thirds of the surface of the paper should be covered with images, measurements and text. The drawings are made on sheets of paper, which the height and width ratio or format is specified in international standard ISO 5457 (Figure 2).

![Figure 2. Main standards.](image)

Formats can be used horizontally (except A4) or vertically (Figure 3). Each drawing has a drawing frame, title box and gutter. If necessary, the drawing may also have centring and orientation marks.

The recommended line weight for **drawing frame (border)** is at least 0.5 mm extra wide continuous line. Its distance from the edge of the paper for standards A4, A3 and A2 is at least 10 mm, for formats A1 and A0 at least 20 mm.
Figure 3. The use of orientation marks and title box: a – in landscape format (except A4) and b – portrait format.

Title box is located in the bottom right-hand corner of the drawing and extended to the lower right-hand corner of the frame (Figures 3 and 4). Standards provide only general principles and recommendations for the compilation of the title box. Title boxes depicted on Figures 5, 6, 7 and in Annex 8 (title box for construction drawings) are used at the Estonian University of Life Sciences.

The technical content of the cell “variations on dimensions without tolerance values“ is provided according to "ISO 2768". Title boxes in construction drawings are compiled according the ISO 7200 standards.

Figure 4. The correct positioning of the object.

If the document consists of one or more pages, the total number of sheets should be written after the slash, for example 1/6.

The scale explains the ratio of a linear dimension of the object in the drawing to the same dimension of the original. The scale is the numerical expression of the ratio. Standard ISO 5455 determines the following proportions:
- in case of magnification (enlarged scale) 2:1; 5:1; 10:1; 20:1 and 50:1;
- in case of reduction (reduced scale) 1:2; 1:5; 1:10; 1:20; 1:50; 1:100; 1:200; 1:500; 1:1,000; 1:2,000; 1:5,000; 1:10,000.

**Figure 5.** Elements of title box in mechanical drawing for format A4.
Explanations to Figure 5.

A Logo of the structural unit the supervisor/checker comes from

B Identification number

1 SPECIALITY: TN – technotronics

2 YEAR: 14 – the year 2014

3 MATRICULATION NUMBER: 100376

4 THE DRAWING CAN BE FOUND IN APPENDIX: A – number of the appendix

5 NUMBER OF THE MAIN DRAWING (ASSEMBLY): 01

6 NUMBER OF THE SUB-DRAWING (DETAIL): 03 (00 in the main drawing/assembly)

7 DOCUMENT TYPE: K- assembly, D- detail, G-graph, S-scheme, P-plan

Figure 6. Title box elements for schemes and plans on format A4.
Figure 7. Title box elements for other drawings on format A4.

The scale is written in the cell in the title box “Scale”. When the title box shown in Figure 6 is used, e.g. the location plan of the object, the scale is indicated in the drawing field.

The appropriate paper size is selected according to the size of the object to be depicted and the required scale (See Figure 4). The printout of the drawing must be legible, and all the necessary additional elements (dimension lines, centre lines, symbols, notes, etc.) must remain inside the drawing frame. The scale and dimensions of the sheet of paper must be such that the image of the object is neither too small nor too big. That being the case, the necessary additional drawing elements do not fit in the drawing frame or sit too close to the edge.

Types and uses of lines. Figure 8 shows the most commonly used line types in technical drawing, and Figure 9 their main application areas.
Figure 8. Line types. (Riives *et al.* 1996)

**Line weights and their choice.** Lines of two different weight are used in the drawings — thick lines and thin lines. The width ratio of a thick and thin line should be at least 2:1. The thickness of the line: 0.13; 0.18; 0.25; 0.35; 0.5; 0.7; 1; 1.4 and 2 mm. These requirements also apply in case of reduction of the object in the figure.

The distance between the parallel lines should never be less than two times the thickness of the thicker line of the two side by side lines. The recommended distance should be more than 0.7 mm.

In printouts the minimum thickness of thin lines must be at least 0.13 mm and that of thick lines 0.25 mm.

The standard font used in figures is set by the EVS-EN ISO 3098-0:1999 and EVS-EN ISO 3098-5:1999 standards. As the standard font is italic, numerical data in the figure must also be presented in the italic. The height of capital letters in millimetres accounts for the font size. The following font sizes are acceptable: 2.5; 3.5; 5.0; 7.0; 10.0; 14 and 20 mm. The height of lowercase letters must not be smaller than 2.5 mm. This means that only capital letters can be used to write the text, which height is 1.8 mm.
Figure 9. Application of different lines: A1 – visible outline; A2 – visible edge or transition line; B2 – dimension line; B3 – projection line; B5 – hatching line; B9 – thread bottom line; B11 – division line of brought forth element; C1 – limits of interrupted views or sections; E1 – hidden outlines; G2 – lines of symmetry; J1 – indication of heat treated surfaces. (Riives et al. 1996)

Folding drawings. Large-format drawings can be folded before binding. The drawing is first folded vertically into bellows so that the title box of the drawing is on top and next, the bellows is folded at the height of A4 format. The width of the lower layer of the bellows, together with the binding edge, is 297 mm, the upper layers are narrower. The width of the upper layer that holds the title box is 190 mm. The upper left corner of the drawing is folded back.

Engineering drawings. The drawing of the product must include images of all details in the construction of the product. Views, sections, and the elements brought forth must give a complete picture of all the details of the design.

The shape of the turning parts (e.g. shafts, wheels and bushings) is completely determined by one projection. For the determination of more complex components several projections should be used. In order to describe the structure of the object, in addition to the full view (main view) of the shaft also the front, top and side views as well as a number of section views should be presented.
The scale used in drawing the main views is 1:1. Less important views are drawn reduced (1:2, 1:5). Scales 1:1 or enlargement (2:1; 5:1) are used to draw the sections or the elements brought forth accompanying these views.

**Construction Drawings.** When compiling construction drawings the requirements published in "Handbook for Civil Engineers" (2014) must be taken into account. The images for technical drawings have been specified in international requirements ISO 128 and for construction drawings in ISO 4068, ISO 8048, and in the information card RT 15-10635-et (in Estonian only). The main images of a building are view, plan and section. The examples of view, plan and section can be found in Appendixes 9, 10, 11 and 12.

### 1.3.5. Maps

The map must contain the following data:

1) the author;
2) the date of creation;
3) the heading;
4) a sub-heading where necessary (obligatory when several map fragments are shown on one sheet);
5) the scale (if several scales are used, the scale should be specified for each map fragment).

   It is recommended to use the standard scales and back it up with linear (bar/graphical) scales as well;
6) the direction of North;
7) symbols;
8) the coordinate system attributes, where necessary;
9) preferably a drawing frame (the distance from the edge of the paper cut to size 10 mm, from the binding edge 40 mm).

If there are several maps bearing the same heading, each map should bear a unique note or number so that it is possible to have a good overview of the maps and they could be referred to in the text.

The recommended spatial planning symbols must be used in designs and layouts.
If the map/plan contains materials that are not created by the author, they must be referred to properly. If work of another author forms a basis for the paper (for example, an analysis map based on the base map of the Estonian Land Board, the fact of such derivation must be pointed out and the original source referred to.

1.3.6. Posters

If the work constitutes to a substantial extent of posters, it is important to make sure that the formatting of the poster and the paper tally visually. Maximum legibility and composition must be borne in mind in formatting the text and graphic elements.

The graphical material of the poster must provide the following information:
1) the author's name;
2) the date of creation;
3) a generalizing title (e.g., design idea for subdivision plat X);
4) subtitles, if necessary;
5) in case of plans, sections, etc. the scale (if several scales are used, the scale should be specified for each map fragment). It is recommended to use linear (bar/graphical) scales in addition to the standard scales;
6) in case of a map or plan the direction of the North;
7) symbols, if necessary;
8) preferably a drawing frame (the distance from the edge of the paper cut to size 10 mm, from the binding edge 40 mm);
9) a unique note or number so that it is possible to have a good overview of the collection of posters and each poster could be referred to in the text.

If the poster contains materials that are not created by the author, they must be referred to correctly. If the work of another author forms a basis for the paper by the author (for example, an analysis map based on the base map of the Estonian Land Board, this fact must be pointed out and the original source referred to on the poster.
1.3.7. Equations

The equations are presented on a separate row in *italic*, font size 12. Simple mathematical expressions, which need not to be referred to in other sections of the text, may also be given inside the text (in case of fractions use the forward slash). Use the equation editor to write equations. The obtaining of all equations and mathematical expressions used in the thesis must be explained. If the thesis contains more than one equation, they must be numbered. When numbering equations using multiple level numbering (example 6), the first number marks the heading of the paper and the second number marks the equation in the heading. The numbers are placed in parentheses to the right of the same row with the equation. The explanation of the symbols of the equations begins with the word "where" and the explanations may be given either in the text or, for better oversight, one below the other (Example 6).

**Example 6.**

Differential equation describing the accumulation of heat in radiators and piping systems (Kokin *et al.* 2000: 62-70)

\[ C_{SS} \frac{dT_{SS}}{dt} = Q_{SS} = Q_{S4} + Q_{S8} - Q_{11} - Q_{12} - Q_{17}, \]  

(1.1)

where

- \( C_{SS} \) is the total thermal capacity of the hot-water pipe and the water in it, J/kg;
- \( t \) – time s;
- \( T_{SS} \) – temperature of hot water °C;
- \( Q_{SS} \) – heat flux stored in the hot-water piping system W;
- \( Q_{S4} \) – heat flux transmitted from the primary side to the secondary side of heat exchanger W;
- \( Q_{S8} \) – heat flux entering the system with received water W;
- \( Q_{11}, Q_{17} \) – heat flux leaving the system with consumed water W;
- \( Q_{12} \) – thermal loss from hot-water pipe system W.

Units of measurement are presented at the end of the explanatory text, without being separated by a comma or brackets.
2. REFERENCING

2.1. Quoting, abstracting, mediated referencing

The other author’s views ideas, information, photos, etc. used in the thesis must be properly referenced. It is not necessary to refer to generally known data. If in doubt whether the data is well known or not, be sure to refer to the source.

Quoting is repeating the text word for word (including punctuation marks, italics, spacing, etc.). Quoting is used when there is a suspicion that the idea of the author may be misinterpreted in referencing, the quote is important for understanding the content of the citation, or it serves as a particularly vivid, interesting and colourful example. The quote is placed between quotation marks and the reference is placed after the ending quotation marks regardless of the fact whether the quotation is located at the end or in the middle of the sentence. Longer quotation (about 40 words or more) is presented separately as a new paragraph and without quotation marks. If longer extracts or sentences are left out from the quotation, the excludable is marked by a dashed/broken line (---).

Paraphrasing involves putting a viewpoint, idea or a work /passage from source material by another author into one’s own words. No quotation marks are used in paraphrasing, but the paraphrase must also be attributed to the original source. The use of paraphrasing in the thesis should make it clear which thoughts belong to the author and which to the author referred to, and where the author’s own text starts. It is not allowed to put together sentences from other author’s text to compile one’s own text.

There are three possible ways of paraphrasing:
1) paraphrasing - the length of the original text is retained, the idea is conveyed in other words or changes are made in the sentence structure. In paraphrasing, as compared to summarizing, more detailed information from the original source is presented;
2) summarizing - the key ideas of the original source are passed on in one’s own words while shortening the original text significantly;
3) synthesising - the basic points from a range of literary sources are combined together in an abridged form.

**Mediated/secondary quoting.** If one author's material is quoted or paraphrased in another author's work, and the original text is not available, the reference identifies both sources of the data: first, the data of the original source, and second, the data of the source the citation came from (see example 17). The latter should be complemented with the attribute cit. (cited) or ref. (referenced). First, the data of the original source are entered on the list of bibliography/references, about which the data are found in the list of bibliography of the second source and second, data of the used source is entered.

**Plagiarism** is the partial or full representation of another author’s research results, thoughts, ideas, or expressions as one's own original work.

### 2.2. Referencing systems

The referencing system is usually chosen based on the most common referencing system used in the specific field. Generally, the most popular systems of referencing in student theses are name/year system (Harvard style) and numerical system. One reference system must be used through the whole scope of the thesis.

In case of the **name/year system** the family name of the author(s), the year of publication as well as the pages referred to are placed in the parenthesis after the citation or reference.

If **numerical reference system** is used the number of the source in the list of bibliography and, if applicable, the number of the page referred to is placed in the square brackets after the citation or reference (dependent of the referencing system used in the specific field).

In-text referencing does not exclude the use of footnotes that will supplement the main text. References in footnotes must be made in the same system as references in the basic text.

The place of the reference in the sentence depends on whether the reference is author-focused (highlighting the author) or content-focused (emphasis is on the content of the text). In case of author-focused referencing the author's name and other relevant reference
information precedes the statement by the author (see Example 10). In case of content focused referencing reference is placed at the end of the sentence or at the end of the paragraph (see Example 7).

If the reference goes for a single sentence, the reference is placed before the full stop ending the sentence, whereas if the reference is made to the entire paragraph reference is added after the full stop ending the paragraph. Reference to an entire paragraph may be used in exceptional cases and a direct reference to the original source is preferred.

In case of listings the place of reference depends on how many sources of reference have been used to compile the list. If only one source was used, the reference is placed before the colon, preceding the list. When several sources were used to draw up the list, the reference is placed on parts of the list before a punctuation mark in the list or immediately after the full stop ending the listing.

2.3. The name/year system

In the name/year system of references the reference begins with the author's surname, followed by the year of publication of the source. First name or first letter is indicated only in case the reference list contains several authors with the same surname. There is no comma between the author's name and the number of the year. If you need to refer to the page number or numbers, the number of the year is followed by a colon, a space, and the number or range of numbers of the reference page.

If the reference source has two authors, both names are indicated in the reference (Example 7)

Example 7

Typically indirect costs are fixed cost by nature (Haldma, Karu 1999: 51).

In case the source has three or more authors, the surname of the first author is placed in the reference, followed by the abbreviation "jt" (in Estonian, meaning and others) or "et al." as presented in Example 8.
Example 8

Plagiarism is often reflected in a lack of or ambiguous references (Hirsijärvi et al. 2005: 110).

If several items by the same author are referred to in one reference, it is not necessary to repeat the author's name. The years of publication of the items are separated by commas and presented in the chronological order. If the author has used several publications of the same author published in the same year, letters a, b, etc. are added to the number of the year. (See Example 9)

Example 9

There was a great abundance of deathwatch beetles in 1920 - 1930, and, of course, after the storms of 1967 and 1969 (Voolma 1998, 2002a, 2002b).

If the author and the title of the source have been mentioned in the sentence already, the reference includes only additional data. (See Example 10)

Example 10

Ivar Trikkel wrote in his book "And the world and the people" (1990: 26): "A journalist is not a speaking tube, he is responsible to his land and people (as well as for them)."

If references to the same item follow each other, and there have been no references to other authors, the word "ibidem" ("Sealsamas" in Estonian) or its abbreviation "ibid." can be used in repeated reference (Example 11).

Example 11

Aamer thought that such an approach is right and easy to understand (Aamer 1990: 12). The labour factor is of vital importance. Entrepreneurship is a continuous redistribution of assets. (Ibidem: 9) or (Ibid.:9)

When the reference is made to the entire work, page number is not included in the reference (Example 12).

Example 12

In preparing student reports a number of books, including "Learning at an higher educational institution" (McMillan, Weyers, 2011) may prove useful.
In case there is no author's name, the first word (or the first few words) of the heading is placed in the reference, which is followed by three dots and the year of publication of the source (Example 13).

Example 13

In agronomy plant species, their varieties, breeding lines or hybrids form the basis for experiments (Estonian Rural ... 2008: 311).

When the reference is made to a keyword in an encyclopaedia or a dictionary the title of the book or its abbreviation, the year of publication, the abbreviation s.v. (sub verbo - under the word in Latin), as well as the keyword in the reference book are placed in the reference (Example 14).

Example 14

Camp sheeting rammed in the soil are anchored (EE 1996 s.v. retaining wall).

When referring to different regulations, decisions of the various committees, etc. which authors are unknown, the references should begin with the title of the publication, sometimes with the name of the issuing organization, followed by the year and the page number where the text referred to can be found (Example 15).

Example 15

The manual (FAO 1976: 125) is used in land appraisal.

In case of legislative and normative acts the reference must indicate the title of the source, the date of issue, the number of the article and the section (Example 16).

Example 16

A sole proprietor shall submit a petition for his or her entry in the commercial register before the commencement of the activity. (Commercial Code 2012, § 3, section 2).

In case of secondary referencing the original source is mentioned in the text, followed by ‘cited’ or ‘referenced’ and then the source via which the original source was referred to (Example 17)
Example 17

In assessing the alternative economic policy-making decisions distinctions are made between the political and economic main line analysis (baseline simulation) and deviations analysis caused by policy renewal (pesturbed simulation) (Wallis 1993 Business cited in Process Modeling 1996: 98).

References to online sources must meet the same general requirements as paper documents, i.e. the identifiability and controllability of the source must be ensured.

The reference to online sources must include the author or the heading of the item, the year of publication, or in case of its absence, the year of its use, and if possible, also the page number. If it is impossible to identify the page number, only the beginning of the source heading and the year are given. Internet address is not included in the reference.

If names of the authors are used in the list of bibliography the references are listed alphabetically.

2.4. Numerical reference

In case of numerical reference, the reference number (the range number of the source in the list of bibliography is placed in the square brackets at the end of the citation. The number must coincide with the number in the list of bibliography (Example 18).

Example 18

In using sources in other language one should be alert so that the foreign language would not affect the author’s sentence structure and way of expression [2].

When reference is made to several sources, the reference numbers of all cited sources are put in the reference, separated by commas or by a hyphen when it comes to successive references (Example 19).

Example 19

In using sources in other language one should be alert so that the foreign language would not affect the author’s sentence structure and way of expression [1, 2] or [6-9].
In quoting, or if it is deemed necessary, the page number of the sources is added in the numerical reference (Example 20)

*Example 20*

In using sources in other language one should be alert so that the foreign language would not affect the author’s sentence structure and way of expression [2: 18].

In case of numerical reference, the items in the list of bibliography must be numbered.
3. FORMATTING THE LIST OF REFERENCES/
   BIBLIOGRAPHY

3.1. General rules

Formatting of the list of bibliography is related to the reference system used. The student can choose the reference system dependent on the most common reference system used in this field. All sources cited in the text must appear in the list of references at the end of the thesis (References) and all sources in the list of references must have been cited in the text. The list of references contains some required elements, which uniformity in terms of their sequence, punctuation and emphasis of individual elements must be strictly followed.

In the name and the year system the list of references is alphabetised by the family name of authors; if the work has no author or editor, alphabetise the work by the first word of the title. When the source has more than one author, the names are presented in the same sequence as they appear on the title page. Presenting the author’s name may cause some problems if, in some cases the author’s first name has been written out and in some cases only the first letter of the first name is used. For the sake of unification in that case the first letter of the author’s first name should be used throughout the list of references.

In case the source has yet another title or additional data are added to the title, a colon is added to the main title, which is followed by the additional data. If there are several places of issue, the first one is presented in the list of reference.

All entries on the list of a reference are compiled in the same language the source is in, using the conventional abbreviations in the respective language.

Entries in Latin alphabet come first, followed by entries in other alphabets. The sources in Cyrillic may be transliterated into Latin alphabet according to international standards, and at the end of the reference item add a note in parentheses on the original language of the source, for example (in Russian). In this case the entries are included in the general list of references. The text alignment of the list of references is “justified”, the font size is 11, line spacing 1.5 and the second line begins with an indent of 0.8.
Items on the list of references may be numbered.

In case of numerical reference, the entries are numbered after the list of references has been finished.

3.2. List of references in the name and year reference systems

3.2.1. Books

Data on the sources entered in the list of references can be found on the title page and/or its reverse. In case of books, the entry starts with the name(s) of the author(s) in bold (Bold), followed by the year of publication in brackets. See Table 2. If the year of publication cannot be identified, write s. a. (sine anno in Latin, meaning without the date). In case the author has published several books in the same year, letters a, b, c, etc. in low case are added. The title of the book and the subtitle (if shown on title page) are separated by a colon. In case of a book in multiple volumes, the number of the volume as presented in the item follows. Include the number of edition (edn) only if it is not the first edition. The number of edition is given in Arabic numerals in round brackets. The place of publication and the publisher are indicated in full and separated by a colon. If the book has been published in several places, only one place (the first one) is shown in the list of references. When no place of publication can be identified, write s. l. (sine loco in Latin, meaning without the place). In the name of the publisher no quotation marks are used. In case of books the total number of pages in the book (volume) is shown. See Example 21.

Example 21


For the books with no author, but the name(s) of the compiler and/or editor on the cover or title page, the entry starts with the title of the source, followed by the year. Then put a slash, followed by the respective abbreviations (Ed(s), Comp(s)), the name of the person (first letter of the first name, family name) and the place of publication, the publisher and volume. See Example 22 and Table 3.
Example 22

Title of the book. (Year). /Comp. A. Compiler. Place of publication. Publisher. Volume

In case of mediated/secondary referencing the entry of the original source is preceded by “*”:

*Original source, cited in/cited by means of: Secondary source p (pp) x

In the following example an article (primary source) cited in a book (secondary source) has been referred to (See example 23).

Example 23


Table 2. References to books with an author or authors

<table>
<thead>
<tr>
<th>Reference type</th>
<th>Examples</th>
</tr>
</thead>
</table>

If the author of the book is not mentioned, but the compiler or editor is mentioned, the relevant data are presented after the slash /.
Table 3. References to books with no author on the cover or title page

<table>
<thead>
<tr>
<th>Reference type</th>
<th>Examples</th>
</tr>
</thead>
</table>

In case of books information for compiling the list of references may be found on the back cover of the book.

3.2.2. Articles

Article entry consists of two parts, which are separated by em dash. The first section highlights the author(s), the year of publication (or date) and the title of the article. The second part sets out the details of the publication where the article was published, as well as the numbers of the pages where the article began or ended (Table 4).

In case of a collection, the required elements in the reference also include the title of the collection, the name of the editor and/or compiler, place of publication and publisher. Collections may also be a part of a series of editions. In this case the name or the number of the series will be added to the reference (Example 24).

Example 24

The author(s) of the article. (Year). Title of the article. - The title of the collection. /The names of the editor(s) or compiler(s) of the collection. Name and/or number of the series. Place of Publication. Publisher, pages xx-xx.
Articles from a reference book are referenced in a similar way to an article in a collection of papers but the reference can also be written as a short record using the Latin abbreviation *s. v.* (*sub verbo*, meaning under the word).

When using conference proceedings the name of the conference and the name of the proceedings are given in the list of bibliography.

For articles in journals and newspapers the required elements for a reference are as follows (Example 25):

*Example 25*

The author(s). (Year or date of issue). Title of the article. - The name of the journal, magazine or newspaper. Annual volume, number, number of the section, pp xx-xx.

**Table 4. References to journals**

<table>
<thead>
<tr>
<th>Reference type</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Lehtsaar, T.</strong> (March 2007). Tippjuhil tuleb arvestada üksildusega. – <em>Juhtimine</em> (Supplement to Äripäev), pp. 8–9.</td>
</tr>
<tr>
<td>Reference type</td>
<td>Examples</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>

These guidelines do not present examples of all possible ways of referencing sources and thus, the author must find the most suitable way to reference special sources in their list of references which would make it possible for the reader to find the source.

### 3.2.3. Electronic sources

References to electronic sources follow the same principles as those to printed materials, i.e. the controllability and the identifiability of the source must be ensured (Table 5). Entries must be devised based on a simple rule: all information available must be presented. In addition to the usual reference elements, such as the name(s) of the author(s), year, title of the book/article, publication details, media type, e.g. [WWW], [online], [e-journal], must be indicated in square brackets, followed by the owner of the website. The date of visiting the webpage is presented at the end of the entry in round brackets.
In case of electronic databases (e.g. EUROSTAT, Statistics Estonia database), the name of the table, the owner of the homepage, name of the database, address and the date of last entry are indicated.

**Table 5.** References to electronic sources

<table>
<thead>
<tr>
<th>Reference type</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td><strong>Eesti Maailikool.</strong> (s.a). Ulkool arvudes. [veebileht] <a href="http://www.EMU.ee/Ylikoolist/Ylikoolarvudes/">http://www.EMU.ee/Ylikoolist/Ylikoolarvudes/</a> (27.12.2016)</td>
</tr>
</tbody>
</table>
When presenting electronic resources not reflected in these guidelines, the author must find an analogical way of presenting them.

### 3.2.4. Other Sources

References to interviews must contain the following information (example 26): 1) the last and first name of the interviewee; 2) the title of the interview; 3) the name of the interviewer; 4) the form of the recording of the interview (in writings, audio recording, video recording, e-mail), time and place of the interview.

**Example 26**


As to the reports, documents, etc. used, it is necessary to indicate the name of the document (the name of the company), if possible, the time of issue (year or date), type of the document, etc. (Example 27).

**Example 27**


If archival materials are used, the entry should include the title and the date of the archive unit and the author, if possible. They are followed by the archival data: the name of the archive, the fund number, inventory number, and item number as well as the number of the sheet or page (Example 28).
Example 28


To refer to other theses (Bachelor's, Master's, Doctoral or final thesis), the reference should include the family and the first name of the author, the year, the title of the work (not All Caps), the type of the thesis in parentheses, the name of the higher educational institution and its subdivision, where the thesis is located, place of defence, volume (Example 29).

Example 29


Manuscripts used are listed in the list of references/bibliography/used literature. In addition to the author and the title of the paper, the year, the type of the manuscript and place should be indicated (Example 30).

Example 30

REFERENCES


1 Sources used for compiling these guidelines
APPENDIXES
Appendix 1. Sample title page of the Bachelor’s thesis

ESTONIAN UNIVERSITY OF LIFE SCIENCES
Institute of Economics and Social Sciences

Kaisa Kriisk

EESTI PÕLLUMAJANDUSE RAHVUSVAHELINE KONKURENTSIVÕIME
INTERNATIONAL COMPETITIVENESS OF ESTONIAN AGRICULTURE

Bachelor’s thesis
Curriculum in Rural Entrepreneurship and Financial Management

Supervisor: lecturer Katri Mäesoo, MSc

Tartu 2017
Appendix 2. Sample title page of the Master’s thesis

ESTONIAN UNIVERSITY OF LIFE SCIENCES
Institute of Technology

Margus Kukkerpill

MAAGAASI KASUTAMISE TEHNILIS-MAJANDUSLIK ANALÜÜS TRAKTORIMOOTORIS
THE TECHNO-ECONOMIC ANALYSIS OF THE USE OF NATURAL GAS IN TRACTOR ENGINE

Master’s thesis
Curriculum in Production Engineering

Supervisor: Assistant Professor Villu Tuhkanen, PhD

Tartu 2017
**Appendix 3. Official abstract form in Estonian**

<table>
<thead>
<tr>
<th>Eesti Maaülikool</th>
<th>Magistritöö / Bakalaureusetöö / Rakenduskõrgharidusõppe lõputöö lühikokkuvõte</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kreutzwaldi 1, Tartu 51014</td>
<td></td>
</tr>
</tbody>
</table>

**Autor:**

**Pealkiri:** *

**Lehekülg:**

**Jooniseid:**

**Tabeleid:**

**Lisasid:**

**Osakond / Õppetool:**

ETIS-e teadusvaldkond ja CERC S-i kood:

Juhendaja(d):

Kaitsmiskoht ja -aasta:

Töö tausta kirjelduses (1 - 2 lauset**) antakse ülevaade probleemi olemusest, seotusest mingi teise töö või probleemiga, probleemi varasemast uuritustest jne. Tuuakse välja töö eesmärk (1 lause). Antakse ülevaade töös kasutatud andmetest ja tuuakse metoodika kirjeldus (paar lauset). Töö tulemuste ja arutelu osas (mitu lauset) esitatakse olulisemad tulemused, võrreldakse saadud tulemusi eelmiste analoogiliste töödega, viidatakse jatkuvuuringute võimalustele, töö kasutatavusele reaalse projektina jms.

**Märksõnad:**

kuni viis märksõna

---

* pealkiri kirjutatakse harilikus kirjastilis (mitte suurtähtedega);

** lühikokkuvõtte lauset arv on soovituslik, kuid mitte kohustuslik, sõltudes oluliselt töö sisust ja olemusest.
Appendix 4. Official abstract form in English

<table>
<thead>
<tr>
<th>Estonian University of Life Sciences</th>
<th>Abstract of Master’s / Bachelor’s / Professional Higher Education Thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kreutzwaldi 1, Tartu 51014</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td>Curriculum:</td>
</tr>
<tr>
<td>Title: <em>(do not use capital letters only)</em></td>
<td></td>
</tr>
<tr>
<td>Pages:</td>
<td>Figures:</td>
</tr>
<tr>
<td>Tables:</td>
<td>Appendixes:</td>
</tr>
<tr>
<td>Department / Chair:</td>
<td></td>
</tr>
<tr>
<td>Field of research and (CERC S) code:</td>
<td></td>
</tr>
<tr>
<td>Supervisors:</td>
<td></td>
</tr>
<tr>
<td>Place and date:</td>
<td></td>
</tr>
</tbody>
</table>

*The abstract (in 1-2 sentences) outlines the nature of the problem, its relation to other papers or problems, previous studies in the same field, etc. It states the purpose of the work (in one sentence), provides an overview of the data and the methodology used (a few sentences). As to the results and discussion (several sentences) the main results are highlighted and compared with the results of previous similar works, reference is made to follow-up research and the applicability of the results.*

Keywords:
Appendix 5. Non-exclusive licence for depositing the final thesis and opening it for the public and the supervisor’s (supervisors’) confirmation for allowing the thesis for the defence

Hereby I,  
Write your first and family name(s) here. Write your date of birth here (dd/mm/yy).

1. grant Eesti Maaülikool, the Estonian University of Life Sciences, a free-of-charge non-exclusive licence to store the final thesis titled Write the title of your final thesis here., supervised by Write the name(s) of your supervisor(s) here. for

1.1. preservation;
1.2. depositing a digital copy of the thesis in the archive of DSpace and
1.3. opening it for the public on the Web

until the validity of the term of protection of copyright.

2. I am aware that the author retains the same rights as listed in point 1;

3. I confirm that by being issued the CC licence no rights deriving from the Personal Data Protection Act and the Intellectual Property Rights Act have been infringed.

Author of the final thesis ____________________________

signature

In Tartu, Click here to add the date.

The core supervisor’s approval for the final thesis to be allowed for defence

This is to confirm that the final thesis is allowed for defence.

…………………………………………………. …………………………………
Supervisor’s name and signature Date

…………………………………………………. …………………………………
Supervisor’s name and signature Date
Appendix 6. Non-exclusive licence for depositing the final thesis and opening it for the public (restricted access) and the supervisor’s (supervisors’) confirmation for allowing the thesis for the defence

Hereby I, Write your first and family name(s) here. Write your date of birth here (dd/mm/yy).

1. grant Eesti Maaülikool, the Estonian University of Life Sciences, a free-of-charge non-exclusive licence to store the final thesis titled Write the title of your final thesis here., supervised by Write the name(s) of your supervisor(s) here. for

1.1. preservation;
1.2. depositing a digital copy of the thesis in the archive of DSpace and
1.3. opening it for the public on the Web after the expiry of the period of validity of the licence

until the validity of the term of protection of copyright.

2. I am aware that the author retains the same rights as listed in point 1;

3. I confirm that by being issued the CC licence no rights deriving from the Personal Data Protection Act and the Intellectual Property Rights Act have been infringed.

Author of the final thesis ________________________________

signature

In Tartu, Click here to add the date.

The core supervisor’s approval for the final thesis to be allowed for defence

This is to confirm that the final thesis is allowed for defence.

Supervisor’s name and signature ________________________________ Date

Supervisor’s name and signature ________________________________ Date

47
Appendix 7. Non-exclusive licence for depositing the final thesis (indefinite restriction) and the supervisor’s (supervisors’) confirmation for allowing the thesis for the defence

Hereby I,  Write your first and family name(s) here. Write your date of birth here (dd/mm/yy).

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The core supervisor’s approval for the final thesis to be allowed for defence

This is to confirm that the final thesis is allowed for defence.

Supervisor’s name and signature  Date

Supervisor’s name and signature  Date
Appendix 8. Elements of title box in technical drawing in A4 format

**SELGITUUSED KIRJANURGA JUURDE:**
* Projekti nimetus: töö liik (*Kursuseprojekt*, "Kursusetõm", "Ainetöö" vms); selle alla aine kood ja nimetus
* Projekti nr: koosneb (töö liig akronüüm - töö nr - aasta)
* Tellija: üldjuhul Eesti Maaülikool (adressiga)
* Objekti aadress: täidetakse juhul, kui on tegemist reaalise või virtuaalse aadressiga; NB! Ei täidata, kui asendidplaan (geolaasial) puudub
* Objekti nimetus: hoone või rajatise nimi; NB! Ühe projekti nimetuse all võib olla mitu erinevat objekti nimetust
* Stadium: projekti stadiaad vastavalt standardite;
NB! Tingib teatud määral ke erineva graafika ja projektikausta siis ülesehitis
* Osa: projekti osa (nt arhitektuur, konstruktsioon, vesi-kanal, kütue-vent, elektro-nõrvakool vm)
* Joonise nimetus: siia joonise nimetus või nimetused, kui need on ühel formaadil mitu
* Alajaotus: jooniste alajaotus (asendiplaanid, plaanid, lõikad, vaatad, 3D vaatad, sõlmed, spetsifikatsioonid)
* Projektiteis: tegeliku projektiendiga s.o. joonise tegemisel vahetult osaliku nimivälimi või nimevälkirjad;
NB! Kõik, mis on toodud/koopereeritud projekti väljapoolt (nt tootejoonised, üldised selgitavad skeemid jne) peavad olema viidatud, k.a. juhul kui nende autoriks on projektiendia ise
* Kuup: kuupäev (dd-mm-yyyy)
* Kontrollis: hindamisõigiku ja tegelikult joonist kontrollinud/hinnanud õppejõu nimi (ilma kirjirata, sest kui nt projektiteisa kutsed omav lektor alla kirjutab, muutuks see joonis juba õiguslikult kasutatavaks ja allakirjutanud isik automaatselt vastutajaks);
NB! Aine vastutav õppejõu, kui ta ei ole joonist ise kontrollinud/hinnanud nime siia ei penda
* Mõõtkaava: mõõtkaava vastavalt graafika standardile, e mitte igu mõõtkaava pole aktsepteeritav! NB! Mõõtkaava ei anta, juhul kui on tegemist 3D joonistega
* Leht: lehtede arv projektikausta graafilises osas, v.a. geolaus (teostatud kolmanda päevaleitsentsseeritud isiku või tema vastutuse all oleva firma poolt ja lisatud projektikausta);
NB! Sellele joonisel ei tohi perjektiteisa mitte midagi muuta, k.a. lehtestar numbri
* Leht: jooniselehe nr projektikaustas (projekti nr - alajaotuse nr projektikaustas - joonise nr alajaotuses);
NB! Sellaga muuduvad kõik joonised projektikaustast kergemini ülesleitavaks ja projektiteisma käigus alajaotusse juurdeilusamine ei riku õigeüldse numeratsiooni.
Märkus: väiksemate täiendust/paranduste tegemisel juba olmasolevate joonisele lisatakse lehe nr lõppu suurtehe (nt B. C. jne, vastavalt muutudusel järjekorrale) ilma lehe nr ennast muutuma; see välistab objektidel vale/varasema joonise kogemata kasutamise
Formaat: joonise lehe formaat (väljatüükki mõõtkaava vigade vältimiseks)
Fail: faili nimi, millest on antud joonis genereeritud
NB! Täiendava kontrolli võimalus ehituskorralduses, e valedele jooniste objektidel kasutamise vältimise abinõu
Appendix 9. 3D view of a sample building
Appendix 10. Plan of a sample building
Appendix 12. View of a sample building