SCHOOL OF ENGINEERING

1 STYLE GUIDE FOR MASTER’S THESES

1.1 Fonts and font sizes
- The font used in the body text is Times New Roman (or Times Roman).
- The font size in the body text is 12 point.
- In the headings, use Arial (or Helvetica or a close equivalent).
- If working in a program other than Word (e.g. LaTeX), choose a closely equivalent font (but still follow the guidelines for font size and line spacing).
- The size and style for titles: main headings - 16 point (bold); subheadings - 14 point (bold).
- Line spacing: 1.0 (single spaced).

1.2 Margins
- The margins of the body text depend on how your thesis will be printed.
- For adhesive-bound theses with pages printed on one side only, the margins are:
  o left 35 mm
  o right 20 mm
  o upper 25 mm
  o lower 30 mm
- For adhesive-bound theses with pages printed on both sides, the left and right margins are reversed (20 and 35 mm) on the even-numbered pages.

1.3 Alignment and hyphenation
- Use justified alignment for the body text.
- Do not, however, let justified alignment cause large gaps between words; use hyphenation to avoid this.
- In general, hyphenation is not needed for works written in English.
- Titles and headings are aligned to the left.
- Do not indent paragraphs. Leave one blank line between paragraphs and add 12 pt. spacing after that line.

1.4 Headings and numbering
- Only the headings in the body text are numbered. Do not number other sections such as the table of contents, the references section or lists of figures, tables and symbols.
- There is no full-stop (period) after the heading numbers.
- Add 12 pt. spacing after the main headings (such as Table of Contents, References, List of Symbols, List of Figures). Add 6 pt. spacing after subheadings.

1.5 Page numbering
- Page numbering begins on the first page of the body text (not on the title page, the abstract, the table of contents, etc.).
- Page numbering ends on the last page of the bibliography section (i.e. References).
- Page numbers are put in the footer and centre-aligned.
- Always begin major sections on a new page. For works printed in duplex (two-sided), begin the major sections on odd-numbered pages. Add a blank page if needed and number it in the normal way.

1.6 Numbering appendices
- Number appendices consecutively using Arabic numerals (not letters or Roman numerals).
1.7 References

Several citation systems exist for referring to sources. Arrange with your thesis supervisor which system to use for your own work.

Your in-text citations should be as concise as possible while referring clearly to the complete source information in the bibliography section. Avoid packing too many references into a paragraph or section. It is considerate towards readers to include the page numbers of the sources you cite.

References are usually put in parentheses at the point in the text that refers to the source (e.g. in the middle of a sentence).

References that apply to one sentence only are put before the full stop (period) of the sentence (for example, ‘... (Peirce 1934).’). References that apply to several sentences or a whole paragraph are placed after the last full stop (for example, ‘... . (Peirce 1934)’).

According to the Finnish standard, SFS 5342, three citation systems may be used for referencing: the ‘name-year system’ (similar to the Harvard system), the ‘number-reference system’ and the ‘footnote system’.

In the name-year system (Harvard), references consist of the name of the author (both authors’ names if two, or the first author’s name plus ‘et al.’ (et alii) if more than two) and the year of publication.

Though Adams (1989, p. 54–55), Boyd and Callen (1997) and Davids et al. (1995) present the matter in this way, other interpretations (Einstein 1900) are possible.

In the number-reference system, the sources cited are represented by numbers. Page numbers may also be included. The citations are numbered in the order in which they appear in the text (or alternatively, for large bibliographies, the numbering follows that of the sources when they are alphabetised).

Though Adams (18, 54–55), Boyd and Callen (19) and Davids et al. (20) present the matter in this way, other interpretations (21) are possible.

The footnote system is like the number-reference system except that the sources are also listed as footnotes (or as endnotes) that include the author’s name, publication title and often the page number(s). Footnotes are referred to in the text usually by means of superscripted numbers.

If a footnote system is used, complete bibliographic references must still be included at the end of the work.

Though Adams,18 Boyd and Callen,19 and Davids et al.20 present the matter in this way, other interpretations21 are possible.
1.8 Numbering figures, tables and formulas
- Figures, tables and formulae are numbered sequentially in their own respective series.
- Captions appear below figures and are either centred or left-aligned.
- Table captions appear above tables and are aligned with the table’s left margin.
- No full-stop or other punctuation is used after figure or table numbers.
- For formulas, parenthesise and right-align the number of the formula, placing it on the same line as the formula itself.
- Numbered formulas may be either indented or centred as long as the style is consistent; formulas are italicised if there is no reason to do otherwise.
- The numbering of figures, tables and formulas and the position of their captions should be consistent throughout the work.

1.9 Cover page and abstract
- The cover page and abstract should follow the models provided by the School of Engineering.
- Templates for abstracts in Finnish, Swedish and English are available from the Into pages of the School of Engineering.
- For a Finnish thesis, write the abstract in both Finnish and English; for a Swedish thesis, in Swedish and English. The abstracts for English theses written by Finnish or Swedish speakers should be written in English and in either Finnish or Swedish, depending on the student’s language of education. For international students in master's programmes taught in English, only an English abstract is required. Students may include a second or third abstract in some other language (such as the author’s native language) if they wish.

1.10 Colours and archiving
- The figures used in theses may be in colour. However, the body text and the headings must be black.

1.11 Compiling the list of references
Making bibliographic reference lists is an integral part of scientific publishing. Practices pertaining to references are stipulated in the Copyright Act (Tekijänoikeuslaki 404/1961), and reference styles for printed material are defined in SFS 5989 of the Finnish Standards Association.

Bibliographic references may be listed alphabetically, numerically or alphanumerically.

For an alphabetised order, as in the name-year system, list the sources according to the surname of the author or the name of the group or publication. Works by the same author are arranged chronologically.

For a numerical order, as in the number-reference system, list and number the sources in the order in which they appear in the body text.

For an alphanumerical order, as in the alphabet-number variation of the number-reference system, first list the sources by author name (or by title of the work if the author name is unavailable), and then number the resulting list.
A complete References section must be included at the end of the work, even when the footnote system is used. From a reader’s perspective, the easiest system to use is name-year, as it often allows a source to be identified without the reader having to wade through a long bibliography. The name-year system is also handy as it avoids the need to correlate references with numbers. Another advantage of the name-year system is that it is less prone to typographical error compared to the number-reference systems.

More information is available from the following books:


1.12 Examples

1.12.1 Electronic material

**Journal articles**

The author or group responsible for article or section (required). Year of publication or revision (required in the Harvard system). Title of section (required). Title of publication (required). Type of communication (required). Institution (required). Journal issue number or section code (required). Location in host publication (required). Date of citation (required for internet documents, optional for others). Notes (optional). Availability, i.e. the URL address or DOI number used when cited (required). Standard number (required).


**Bulletin boards, discussion lists and emails**

Sender of message (required). Year of publication or update (required in the Harvard system). Message title (required). Name of email list or discussion group (required). Type of communication (required). Publisher and publication site (required). Time of publication or update (required). Date cited (required). Notes (optional). Availability and internet address or DOI number (required).


1.12.2 Printed material

**Journal articles**

Author(s). (Year of publication) Title. Name of journal. Volume and issue. Page numbers of article. ISSN number.

**Books, series and reports**

Author(s), editor(s), (year of publication) Title. Edition, if more than one. Place of publication: Publisher. Total pages. Possible series entry and/or report codes. ISBN number.


**Theses**

Author. (Year of publication) Title. Thesis. Higher education institution, university, institute or the equivalent. Place of publication. Number of pages: (ISBN or ISSN.)


**Conference papers**

Author(s). (Year of publication) Title of paper. In: (Publication) Author(s) of conference publication. Title of conference publication. Edition. Conference place and date. Place of publication. Publisher and conference organiser. Series entry code, if any, or journal information. Page numbers of paper. ISBN.


**Part of compilation**

Author(s). (Year of publication) Title of chapter or section. In: (compilation editor(s)). Title of compilation. Edition. Place of publication: Publisher. Page numbers of article. Series entry code, if any. ISBN.


**Standards:**

The identifier and number of the standard. (Year of publication) Name of standard. Edition, if not the first. Place of publication: Publisher. Number of pages.

Patents

Country of publication and patent number. (Year of publication) Title of patent. Patent holder, domicile. (Inventor of patent) Application number, date filed. Date of publication. Number of pages.