

Estonian Business School

**Formatting of Student Papers
in Estonian Business School**

Style Guide

Tallinn 2025

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Introduction

Writing is both a creative and systematic exercise. Achieving excellence in writing contributes to academic and professional success and helps to structure and support arguments with evidence-based literature. Mastering professional writing can benefit all students by developing their critical thinking skills and clarity in communication (APA, 2020).

The current style manual supports your academic and professional work by providing guidelines for the formatting and structuring of written works for Estonian Business School (further referred to as EBS). All written works in EBS aim to contribute to the existing body of knowledge in your field of study, namely Management Studies, and develop your critical thinking skills.

All written works of EBS aim at academic integrity, ethical usage of existing literature and knowledge, focus on reader friendliness, and as strategic guidelines to businesses and research. Following this line of thought, we note that all principles introduced in this guideline are consistent with the American Psychological Association (further referred to as APA) Style manual, and relevant links to the manual are provided within the texts. Extensive in-text referencing to the same web page is avoided in this paper to contribute to the reader friendliness of the current documents.

We expect all the students, independent of curriculum or level of academic competencies, to follow the instructions presented in this style guide. The EBS Style Guide helps to create mutual understanding and respect toward the reader and authors of previous research. Enjoy the writing so we can enjoy reading and evaluating it.

1. Academic Writing: Formatting

In general, the EBS Style Guide is consistent with the guidelines of the Publication [Manual of the American Psychological Association](#) (further referred to as APA Style¹) which is the most used style in Social Sciences, including Management Studies. Thus, at EBS, we design our writing instructions and homework based on the APA Style Guide.

If you fail to find specific details of formatting and examples of professional writing in the current EBS Style Guide, then proceed to the [APA Style Website](#) for further instructions or ask your instructor for assistance. Pay attention to each aspect of professional writing, namely, [paper format](#), title page (see Appendix 1 & 2, pages 19-20), [mechanics of style](#), [in-text citations](#), [references](#), [tables and figures](#), [grammar](#), [bias-free language](#), and the [research and publication process](#), especially when undertaking the doctoral studies.

Our summarizing style guide supports your academic and professional advancement while developing critical thinking skills for writing. We have linked it with all the relevant documents you will need throughout your studies.

1.1 Paper Formatting Principles

Compulsory parts of the written documents. A shorter written work that is **less than five pages** (e.g., homework, reports, and others) should include the **title page**, **page numbers**, the **body text**, the **reference list**, and the **author's notes about AI usage**.

In addition to the previous list of requirements, a longer written work that **is more than five pages** should have a table of contents.

Overall, written work may also include **tables**, **figures**, and **appendices**, depending on the task at hand and the content. Written works should always be formatted according to the EBS Style Guide (that is consistent with the APA Style Guide, with minor exceptions).

In case a lecturer or a supervisor prefers to have the written work formatted and presented differently, they will point it out in the task instructions of the respective task. **Otherwise, students should always follow the EBS Style Guide when presenting their homework.**

Students should always use the [EBS PowerPoint template](#), which carries the elements of the EBS Corporate Visual Identity (CVI), to present study-related homework or research

¹ The APA Style website can be found: <https://apastyle.apa.org>

results in the auditorium or outside of EBS, for example, in conferences or seminars.

We also expect students to report how they have used AI-related applications and [cite these actions properly](#). This is a necessary ethical procedure and should not be taken lightly.

When you prepare to write research reports or a final thesis, start by checking out the requirements for the final thesis and the rubric based on what the theses are graded. You can find related documents [here](#).

We know that the first steps of getting used to proper formatting can be challenging. However, stay curious and keep finding answers to your writing-related questions. You will end up with critical writing skills that will help you during your studies and your future professional career.

1.1.1. Title Page

The title page is **always compulsory**, and it includes the following components: 1) Name of the University, 2) name of the program where the student is currently studying, or the course name and number 3) title of the paper, 4) name of each author or authors of the paper in order of authorship, 5) lecturer or supervisor name, and 6) an assignment due date with a year, or year and place where the paper is produced. You can find examples of title pages in Appendix 1 & 2.

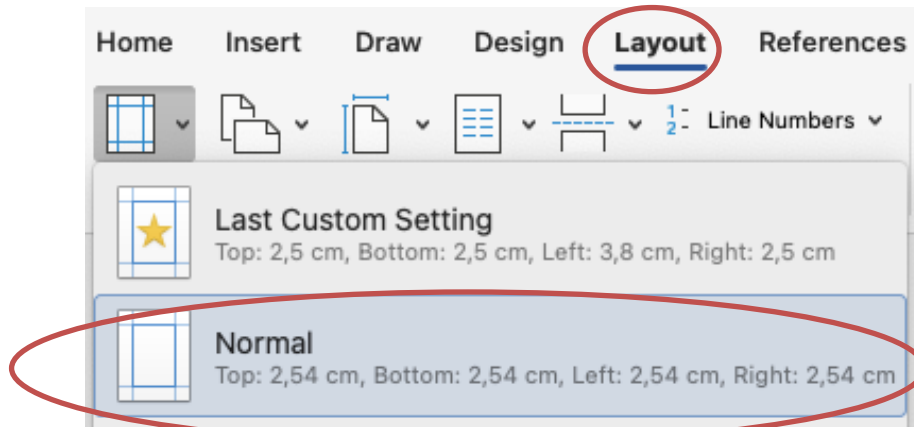
Note that the text on the title page is always centered. The title should summarize the main idea of the paper simply and in an engaging way for readers, so keep it focused and concise. Simple, concise titles contribute to interest, clarity, and the reader's interest in your written work. Also, include important terms in your title to enhance your understanding of the topic. Avoid words that have no purpose.

1.1.2. Margins

Use 2.54 cm margins on all sides (top, bottom, left, and right) of the page. This is the default margin in most word-processing programs (*Layout → Margins → Normal*).

Figure 1

The automatic margins setup, screenshot from the WORD program



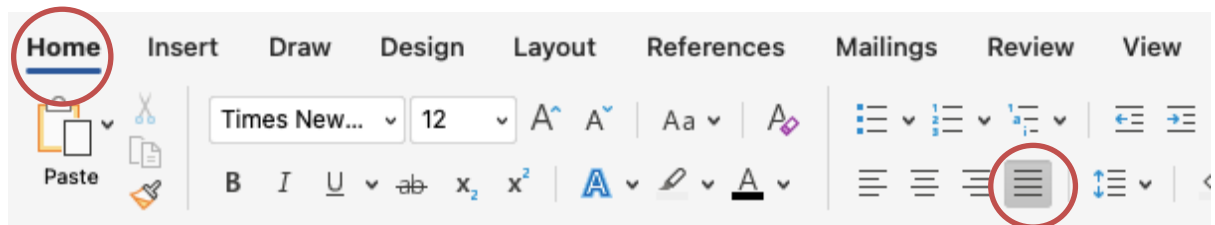
A new heading should start with a new page if two or fewer lines fit the page under the new heading.

1.1.3. Paragraph Alignment

Align the text to the left and leave the right margin uneven.

Figure 2

Using the text alignment in formatting. Screenshot from the WORD Program



Use full justification, which adjusts the spacing between words to make lines the same length.

Avoid manually dividing words at the end of a line and using the hyphenation function to break words at the ends of lines.

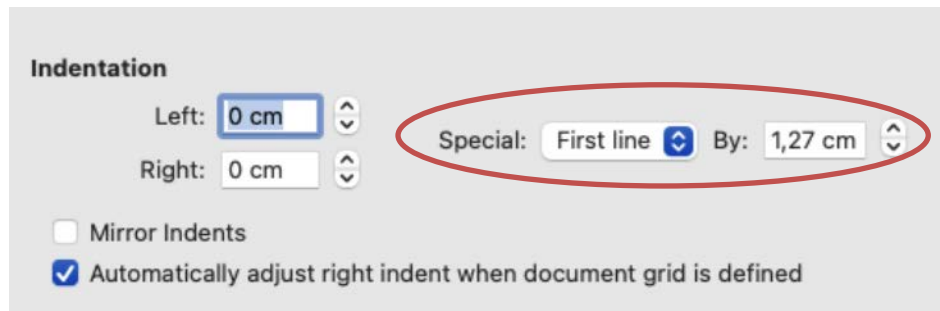
Avoid manually inserting line breaks into long DOIs or URLs (the latter is mainly relevant for formatting reference lists or bibliographies).

1.1.4. Paragraph Indentation

Indent the first line of every paragraph 1.27 cm. For consistency, use the automatic paragraph-formatting function (*Format*→*Paragraph*→*Indentation*→*Left & Right 0*→*Special, First line, 1.27*) of your word-processing program (see in more detail Figure 3, next page).

Figure 3

The Automatic Paragraph-Formatting Function Screenshot from the WORD Program



1.1.5. Headings and Labels

The number of levels of headings needed for a paper depends on its length and complexity. The average of levels used titles is three. Headings are always numbered using Arabic numbers. Table formatting details are presented in Table 1.

Table 1

Formatting for the Five levels of headings in APA style. Source: APA Style, 2021.

| Level | Format |
|-------|--|
| 1 | <p style="text-align: center;">Centered, Bold, Title Case Heading, Times New Roman 16</p> <p>The text begins as a new page. Level 1 Heading always starts from the new page, 5 cm from the top of the page, intent first line 0 cm.</p> |
| 2 | <p>Flush Left, Bold, Title case heading, Times New Roman 14</p> <p>The text begins as a new paragraph.</p> |
| 3 | <p><i>Flush Left, Bold Italics, Title Case Heading, 14</i></p> <p>The text begins as a new paragraph.</p> |
| 4 | <p>Indented, Bold, Title case Heading, Ending with a Period, Times New Roman 12. The text begins in the same line and continues as a regular paragraph.</p> |
| 5 | <p><i>Indented, Bold, Italic, Title Case Heading, Ending with a Period, Times New Roman 12.</i> The text begins on the same line and continues as a regular paragraph.</p> |

Note: In title case, most words are capitalized.

Section labels. You should use section labels in case you add “Author note,” “Abstract,” “References,” and “Appendix A”. Section labels are placed on a separate line **at the top of the page on which the section begins, in bold, and centered**. See an example in Appendix 9,

pages 26-27 (Author's notes).

1.1.6. Fonts and Spacing

Unless stated otherwise, *Times New Roman* font style is used throughout the written work (the main body text), line spacing 1.5, paragraph spacing 0 pt *before* and 0 pt *after* as **the main body of the text**.

For the **table of contents**, use Times New Roman 12, line spacing 1.5.

For all **footnotes, tables, and figures, as well as their headings**, use Times New Roman 10, line spacing 1.0 (*single*).

For a **reference list**, use *Times New Roman* 12, line spacing 1.5, **first line hanging 1,27 cm**.

To highlight part of a text, use **bold**.

For words in a **foreign language, equations, and symbols**, use *Italic*.

1.1.7. Indentations and Line Spacing of Quotes

A direct quotation means reproducing words verbatim from another work or your own previously published work, as well as your previous homework. It is highly recommended not to use direct quotes but rather paraphrase sources because paraphrasing allows materials to fit the context and style of the work you are currently undertaking. Use quotes only when necessary. For example, when you present the findings of a qualitative study, where you are expected to support your findings with direct quotes from transcribed conversations.

For short quotations (those with fewer than 40 words), add quotation marks around the words and incorporate the quote into your own text – no additional formatting is needed. Avoid inserting an ellipsis at the beginning and/or end of a quotation unless the original source includes an ellipsis. Use indentations as follows: Quotes are formatted using Times New Roman 12, line spacing 1.5, and indent one Tab on the left.

For example:

Sustainable entrepreneurship involves “discovering, creating, and exploiting entrepreneurial opportunities that generate social and environmental benefits to the communities to promote sustainability” (Muñoz & Cohen, 2018, p. 10).

Block Quotations (40 words and more). You do not have to use quotation marks to enclose a block quotation, but you should start them on a new line and indent the whole block 1,27 cm in from the left margin. Please space 1.5 the entire block quotation and do not add extra space before or after it.

For example:

Researchers have defined Sustainable Entrepreneurship as:

Entrepreneurship that is focused on preserving nature, life support, and community (sustainability) in the pursuit of perceived opportunities to bring future products, processes, and services into existence for gain (entrepreneurial action) where the gain is broadly construed to include economic and noneconomic benefits to individuals, the economy, and society (development) (Hisrich, Peters & Shepherd, 2017, p. 31).

Further, please note how you are required to format short and block quotations: Include page numbers for quotations, indicate changes in quotations, and present quotations from research participants. For more detailed explanations and examples of using quotations, please visit the [APA Style Guide website](#).

1.1.8. Page Numbers

The numeration of pages starts from the title page, but the title page does not show a page number. Instead, page numbers begin to appear on the following page with page number 2, which is called a *verso* title page. Again, **do not show the page number on the title page**. After the title page, numbers appear at the top of the page and are aligned to the right. Arabic numbers are used for page numeration, and the font is *Times New Roman 12*.

1.1.9. Equations and Symbols

All equations and symbols appear in Times New Roman 12, *Italic*, line spacing 1.5. On specific occasions, you can also use triple- or quadruple-spacing before and after a displayed equation.

Formulas quoted in the paper must be enumerated consistently using Arabic numerals throughout the paper. When quoting a concrete formula in the text, the number of the formula is given in parentheses.

1.1.10. Tables and Figures

The placement of the [tables and figures](#) depends on the context and their content. The tables usually show either numerical values or textual information, and figures can be charts, graphs, photographs, drawings, or other illustrations or non-textual representations.

For table and figure **headings**, use *Times New Roman 10*, line spacing 1.0, and **align them to the left**. Every table and figure must have the table number, title, headings, body, notes source, and a note “Composed by the author based on...” above it.

All tables must be numbered throughout the paper (simple numeration) using Arabic numerals.

Tables that are larger than half a page should be presented in Appendices. Tables that are larger than one A4 must be continued on the next page or moved to the Appendix. To facilitate the reading of tables, continued tables must also have headings for rows and columns. If needed, a horizontal layout (*landscape*) may be used. All information on tables and figures must be presented in the language of the written work.

Tables and figures may be multi-colored, but differentiation between different elements must be ensured. This also applies to situations where the printed version of the written work appears in black and white.

If needed, figures may be stretched, but the proportions on the figure must remain unchanged.

For example:

Table 2

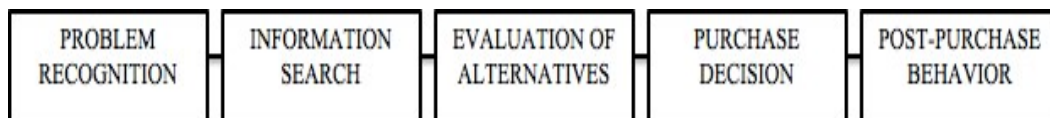
Table heading. Source: Composed by the author based on APA Stylebook, <https://apastyle.apa.org/style-grammar-guidelines/tables>

| Heading | Heading | Heading |
|---------|---------|---------|
| Text | Text | Text |
| Text | Text | Text |

For example:

Figure 4

Five-stage model. Source: Composed by the author based on Kotler et al., 2012, p. 271.



2. Types of Sources, Reference Lists, and In-Text Citations

As a student or an instructor, you are important members of the scholarly community; therefore, student writing deserves the same level of attention to detail as professional writing. You should be ethical and always credit other author(s) for the work that you use to support arguments and point out the connection with your scholarly work. In addition, as a student or instructor, you should always strive to achieve ethical standards of written work, whatever materials or research you use in your writing. The most fundamental ethical principles of the APA Style Guide are achieving the following goals: (1) Ensuring the accuracy of scientific findings; (2) Protecting the rights and welfare of research participants and subjects; and (3) Protecting intellectual property rights (APA, 2020, p. 11). Following the previous line of thought, you should also always ask your research participants for permission to record your data collection. You can find an example of the participant consent form in Appendix 10, pages 29-30. You can read more details about the ethical code in the [APA Ethical Principles and Code of Conduct](#) or in the [EBS Academic Fraud](#) document.

You should cite only work that you **have read** and **ideas** that you **have incorporated** into your writing.

2.1.Types of Articles and Other Sources

In general, we use primary or original sources, secondary sources, and other sources in our writing. In academic and professional writing, we always **focus on using primary sources**, but sometimes, it is also appropriate to use secondary sources.

Primary or original sources are articles that are published in scientific journals, including empirical articles and replications. Generally, there are three types of articles: (1) theoretical, (2) empirical, (3) meta-analyses. Theoretical articles are literature review articles that provide narrative summaries and evaluations of the theories. They are drawn from existing literature to advance theory. Empirical articles present either qualitative, quantitative, or mixed methods research findings of original research. Meta-analyses articles can use both quantitative and qualitative original data to draw general conclusions. In the academic writing context, we expect students to use primary sources that are published in scholarly articles.

Secondary sources refer to content first reported in another source. Textbooks used in university studies are often classified as secondary sources.

Other sources can be online sources that are easily accessible to any reader. Note that online sources are often produced in a way that does not meet academic or professional writing

standards, especially when the text that is published has no authors. However, there are many reliable and relevant online sources that are acceptable for academic and professional standards.

In sum, you find different types of articles, such as methodological articles, theoretical overviews, dissertations, and replication articles. When the source you plan to use in your writing has unique **DOIs** or **URLs**, you can be sure that this source is a reliable source. In other words, when articles are published in scientific peer-reviewed journals, these sources usually have DOIs and URLs.

A DOI (Digital Object Identifier) is a permanent identifier for digital content, ensuring stable access over time. A URL (Uniform Resource Locator) is an address for locating online resources that may break if the content is moved.

You can find below an example of how the DOI is presented in the reference list.

An example:

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207-217.
<https://doi.org/10.1037/ppm0000185>

You can see more detailed information about creating the reference list and using DOIs and URLs [here](#). Specific details of references are pointed out in this [APA reference guide](#).

2.2. Formatting In-text Citations

You should **always cite the work**, research, ideas, theories, and other materials **that have influenced your writing** and highlight the background information to support your written work's arguments.

Always strive to use primary sources. Using previous research and theories in your writing provides an excellent opportunity to present your ideas based on facts and evidence. Appropriate usage of in-text citations also helps you to avoid plagiarism and self-plagiarism.

How many sources you need to use depends on the purpose of your writing or research. Usually, in homework or project work tasks, students get specific instructions on how many and what sources they need to use.

It is wise for you to avoid both overusing in-text citations and underusing them. Overusing citations can be distracting for the reader, and underusing it might lead to plagiarism. So, you must be critical and intelligent about how to use in-text citations. The most common example of overciting is when you repeat the same citation in many consecutive sentences.

Instead, use paraphrasing and summarizing and bring out the key points in one sentence that you cite.

There are two types of in-text citations: parenthetical and narrative. **Parenthetical citations** are in-text citations where the name of the author and the year of the publication appear in parentheses. **Narrative citations** appear where information is incorporated into the text as a part of the sentence. When to use what option depends on your style and the context of the writing task. Table 3 highlights the specifics of different possibilities for in-text citations.

Table 3

Basic In-Text Citation Styles. Source: APA Style Guide, 7 Edition, 2020, page 266.

| Author Type | Parenthetical citation | Narrative citation |
|-----------------------------------|--|--|
| One author | (Luna, 2020) | Luna (2020) |
| Two authors | (Salas & D'Agostino, 2020) | Salas and D'Agostino (2020) |
| Three or more authors | (Martin et al., 2020) | Martin et al. (2020) |
| Group author with abbreviation | | |
| First citation | (National Institute of Mental Health [NIMH], 2020) | National Institute of Mental Health (NIMH, 2020) |
| Subsequent citations | (NIMH, 2020) | NIMH (2020) |
| Group author without abbreviation | (Stanford University, 2020) | Stanford University (2020) |

Make sure that in-text citations are formatted correctly, all authors' names are spelled correctly, and all necessary information is presented.

Every in-text citation must be presented in the reference list, and every reference in the reference list should be cited in the text.

Ideas and many examples of how to use in-text references are offered in the [APA Style Guide in-text citations section](#).

2.3. Formatting Reference Lists

Each source you cite in the paper must appear on your reference list. Likewise, each entry on the reference list must be cited in your text. You can find examples of [reference list formatting here](#).

In the reference list, sources are always listed **in alphabetical order** and appear in the form of one complete reference list, i.e., do not divide/categorize the sources into books, journal articles, or web pages. Do not enumerate sources on the reference list. Use **Times New Roman** 12, line spacing 1.5, paragraph spacing 0 pt *before* and 0 pt *after*, and *hanging* 1,27 cm option. Line spacing – the first line is flush left, and all subsequent lines are indented 1,27 cm. Use the *Formatting* → *Paragraph* → *Hanging* option. See the formatting instructions in Figure 5.

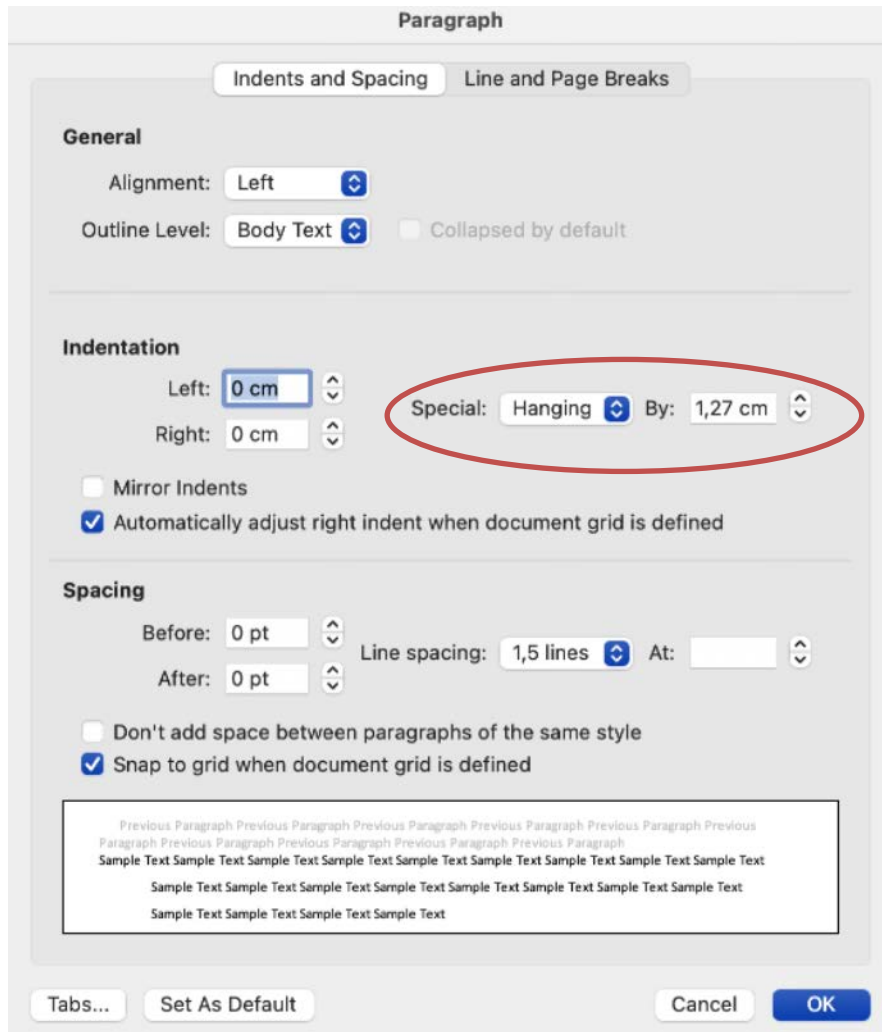
Make sure that in-text citations are formatted correctly, all authors' names are spelled correctly, and all necessary information is presented.

Every in-text citation must be presented in the reference list, and every reference in the reference list should be cited in the text.

Ideas and many examples of how to use in-text references are offered in the [APA Style Guide in-text citations section](#).

Figure 5

How to set the reference list formatting. Screenshot from the WORD Program.



Do not use a blank line to separate entries on the reference list.

Always include a DOI or URL at the end of the reference for any work that has one. Simply press *enter* to start a new entry. The reference list must be aligned to the left. Please see the correct checklist for creating a reference list [here](#).

When a journal article has a DOI or URL link, you must include the DOIs and URLs in the reference list. Also, always include the issue number for a journal article. In case the journal article does not have a DOI and is from an academic research database, end the reference after the page range. The reference, in this case, is the same as for a print journal article.

Example of the Reference List formatting:

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207-217.
<https://doi.org/10.1037/ppm0000185>

In-text formatting options:

- Parenthetical citation: (Grady et al., 2019)
- Narrative citation: Grady et al. (2019)

You can find the example of a formatted reference list [here](#).

3. General Requirements of a Final Thesis

A bachelor's thesis is between 15,000-18,000 words, app. 30-40 pages (from introduction to conclusions) and uses at least 30 academic sources, of which at least 20 are peer-reviewed research papers. A master's thesis is between 18,000-20,000 words, app. 40-60 pages without appendices and uses at least 50 academic sources, of which at least 30 are peer-reviewed research papers.

In case qualitative, semi-structured, or unstructured interviews are conducted as a part of the thesis data collection method, transcribing the interviews for the final thesis is compulsory. However, audio files of the recorded and transcribed interviews must be archived and presented to the defense committee if required by reviewers. Also, when you conduct quantitative research, you need to archive the raw data (E.g., Excel files with questionnaire responses) for the potential inquiry. The data must be presented to the reviewers immediately after the request.

3.1. The Structure and the Compulsory Parts of the Final Thesis

The mandatory parts and the structure of a final thesis:

Title page and *Verso* page

Acknowledgments (if applicable)

Table of contents (see in more detail in Appendix 4, page 21. Table of Content)

List of tables (if applicable and if five or more tables)

List of figures (see in more detail in Appendix 5, page 22)

List of abbreviations (see in more detail in Appendix 6, page 23)

Abstract (only for master's thesis) and an overview of the bachelor thesis (for the Estonian-language Bachelor thesis) (see in more detail in Appendix 7, page 24)

Introduction

Chapter 1: Theoretical framework of

1.1. Definitions

1.2. Overview of the Previous Research on "the Topic"

Chapter 2: Materials and Methods

2.1. Context description

2.2. Methodology (Research philosophy, type of research (quantitative or qualitative), sample, data collection, data analysis, research ethics, and research bias-related issues).

Chapter 3: Results and discussion

3.1. Results

3.2. Discussion

Conclusions

Bibliography or Reference list

Appendices (if applicable)

The thesis should follow the overall structure presented above, which is consistent with a rubric developed to grade it. You can find the final thesis grading rubric for [the Bachelor's Thesis](#) and [Master's Thesis](#) on the EBS website student intranet. Please note that the thesis has three chapters and only chapters and sub-chapters are numbered. **Do not number any other parts of the thesis.**

3.2. Plagiarism and Self-Plagiarism

Avoid plagiarism and self-plagiarism.

Plagiarism means you are presenting other authors' or AI generated work as your own. Plagiarism is serious academic fraud, whether it is intentional or unintentional.

Self-plagiarism appears when you present your previously written work (also homework) as new or original writing. Self-plagiarism is as serious academic fraud as plagiarism. To learn more about plagiarism and academic fraud, please read the [EBS Academic Fraud Statement](#).

If you want to make sure that your work is cited properly and has no plagiarism, you can use the plagiarism detection program [Strike Plagiarism](#). In addition, with recently developing AI tools, for example, Chat GPT, it is even harder to draw the lines between plagiarism and original work, so you should carefully read the instructions that indicate how to cite the use of AI in your written work and reference it properly. You can find relevant information in [EBS guidelines for using AI chatbots for teaching and studies](#).

Appendix 1. Sample Title Page of the Thesis (Bachelor's and Master's Thesis)

Estonian Business School

Impactful Entrepreneurship

**Estonian Entrepreneurs' Perceptions of
an Entrepreneurial Lifestyle**

Bachelor's Thesis

Student(s): Tiina Tali

Supervisor: Marge Täks, PhD

Tallinn 2025

Appendix 2. Sample Title Page of the Homework

Estonian Business School
Impactful Entrepreneurship

**Field Observation for Customer
Behavior**

Tiina Tali, IntBEB24
BUS1118: Seeding and Starting up
Instructor: Marge Täks
Due date: March 22, 2025

Tallinn 2025

Appendix 3. Sample *verso* title page

I herewith declare that I have written the (type of written work) independently. References have been indicated for all the publications, claims, opinions, and different sources by other authors.

Month Day, Year /T. Tali/

Appendix 4. Sample table of contents

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Appendix 5. Sample list of figures

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Appendix 6. Sample list of abbreviations**List of Abbreviations**

| | |
|-------|---------------------------|
| ANOVA | analysis of variance |
| AP | accounts payable |
| AR | accounts receivable |
| n.d. | no date |
| n.p. | no place |
| NI | net income |
| NS | net sales |
| sec. | section |
| TA | total assets |
| TCL | total current liabilities |

Appendix 7. Sample abstract (only for Master's Theses)

Abstract (12 pt)

White, J. Title of work. Master's Thesis, Estonian Business School, Tallinn 2004, 62 pages, 12 figures, 16 tables, 44 references, in English.

Keywords: Cost, cost allocation, cost management

An abstract is a brief summary of a master thesis, which allows it to be presented in databases. Depending on the language of the abstract, it is between 200-250 words.

The structure and the content of the abstract consist of

- a brief background of the topic
- the aim of the master thesis
- the methodology
 - the sample
 - data collection method
 - data analysis method
- main findings
- contribution of the study
- beneficiaries

Appendix 8. English Language Summary for Bachelor's theses

(only for the theses that are written in the Estonian language)

Summary (16 pt)

The summary of a Bachelor's thesis written in Estonian is necessary to present your work in databases. The summary is needed only for the theses written in Estonian language and should be a maximum of one A4 page long (Between 250-300 words).

The structure and the content of the abstract consist of

- a brief background of the topic
- the aim of the thesis
- the methodology
 - the sample
 - data collection method
 - data analysis method
- main findings
- beneficiaries

Appendix 9. Example of the Reference List

Reference List

- American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.). Washington, DC. <https://doi.org/10.1037/0000165-000>
- American Psychological Association. (2024) APA Style Guidelines. <https://apastyle.apa.org/>
- Crossref. (2021). *What is a DOI and how does it work?* Crossref. <https://www.crossref.org/documentation/member-setup/doi-basics/>
- Hallock, R. M., & Dillner, K. M. (2016). Should title lengths really adhere to the American Psychological Association's twelve-word limit? *American Psychologist*, 71(3), 240-242. DOI:10.1037/a0040218

Authors Notes about AI usage (An example)

In the process of preparation of this [Name of the paper: thesis, project, homework, etc.], I have utilized artificial intelligence (AI) tools to support various stages of research and writing. Specifically, the AI tools employed include [name of tool(s), e.g., ChatGPT, Grammarly, etc.] to assist with the following:

Initial Idea Generation: The AI [Name of AI tool] was used to brainstorm and explore early research questions and themes, helping to refine the scope of the thesis topic. [Please add here the detailed description of the process and list of prompts you used].

Literature Review: Some assistance was provided [Name of AI tool] in the identification of sources and summarization of scholarly articles through AI-driven search engines and text summarization tools. [Explain in detail how this process was undertaken and provide a step-by-step guide explaining what exactly you did to identify the sources and after you identified sources, and/or how you used AI to summarize texts.]

Writing Support: AI tools [Name of AI tool] were used for grammar and style correction to ensure clarity and conciseness in the presentation of my ideas. These tools provided suggestions for phrasing, grammar corrections, and sentence structure adjustments.

Data Analysis (if applicable): [Name of AI tool] was used for statistical analysis, data visualization, or to automate repetitive calculations. The description in this part of the author's note needs to be specific. Prompts and step-by-step descriptions of the process need to be included.

All the intellectual work, analysis, and conclusions in this thesis are my own. AI-assisted tools were only used to complement my research and writing efforts. Where AI-generated content was involved, careful human review and adjustments were made to ensure that the final output aligns with academic standards and original research contributions.

I affirm that AI assistance was used ethically and responsibly, in compliance with institutional guidelines on the use of such technologies in academic work.

Appendix 10. Consent form for research participation

Here is an example of how consent of interviews can be used and inserted into the thesis.

Please remember to ask the form (see next page) to be filled out before the interviews and from every respondent.

Consent for interviews

Here's an example of how this can be in the text:

The agreements between the interviewer and interviewed respondents were made orally (or in written form) at the beginning of every interview.

All the participants received information about the study and voluntarily agreed to be interviewed. They were explained that they were free to ask questions, to decline to answer any questions when willing to do so, and/or withdraw from the process at any time without giving any reason or having negative consequences.

They were also assured that the information will be kept confidential, and they agreed that notes will be taken during the interviews.

They agreed that the interview materials will be used only for analysis, that extracts from the interviews can be used in publications, and that anonymized data will be kept for future research purposes, such as publications related to the study.

Consent for interviews form:

Title of Research:

Name of Researcher:

As part of a research on I am conducting interviews. You will be asked questions about This study is being conducted as part of a

The interview will take about ... minutes.

If you are interested in receiving further information about this research, please write your e-mail address on the extra sheet.

Example of the consent agreement form (can also be formatted as a table):

I confirm that I have read and understood the information sheet dated ... and have had the opportunity to ask questions.

I understand that my participation is voluntary and that I am free to withdraw at any time without giving any reason and without any negative consequences. In addition, should I not wish to answer any particular question or questions, I am free to decline.

I understand that my responses will be kept strictly confidential.

I understand that my name will not be linked with the research materials and will not be identified or identifiable in the report or reports that result from the research.

I agree that this interview will be recorded. I understand that the audio recording made of this interview will be used only for analysis and that extracts from the interview, from which I would not be personally identified, may be used in any conference presentation, report, or journal article developed as a result of the research.

I understand that no other use will be made of the recording without my written permission and that no one outside the research team will be allowed access to the original recording.

I agree that my anonymized data will be kept for future research purposes, such as publications related to this study after the completion of the study.

Name of Participant Date Signature

Name of Researcher Date Signature