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Tallinn University

School of Natural Sciences and Health

Well-being and Healh Behaviour

**Guidelines for Master Thesis for Well-being and Health Behaviour Study Programme**

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# CHOICE, APPROVAL AND SUPERVISION OF A MASTER’S THESIS

A Master’s thesis is research independently carried out by a student, which provides an opportunity to receive an insight into different fields of and approaches to well-being and health behaviour, test research methods, develop skills to carry out research. The procedure for graduation and defending the thesis are governed by the [Tallinn University Study Regulations.](https://www.tlu.ee/sites/default/files/%C3%95ppeosakond/%C3%95ppeinfo/TU_Study_Regulations_23_08_2021.pdf)

### General purposes of a Master’s thesis

1. To obtain thorough knowledge in the field to be researched.
2. To obtain the skill to search, abstract, analyse and assess speciality-specific academic texts.
3. To obtain skills in choosing and implementing the research methods of social sciences.
4. To obtain the skill to collect, process and analyse data.
5. To obtain the skill to draw up academic texts that correspond to the requirements for publishing research.
6. To obtain the skill to present the results of one’s research in a public defence and to participate in academic discussion.

### Choice of topic

In choosing the topic, the student considers the possibilities of supervision, research literature, ongoing projects, etc. The list of topics supervised by the lecturers and research fellows of TLU displayed in the well-being and health behaviour webpage. Ideas offered by the lecturers constitute a recommended framework, but not the final list. Ideas can be obtained also from the lectures, research publications (incl. e-journals), topical problems in the society, topics of previous Master’s theses, the Internet, etc. The student turns to a potential supervisor with the proposal to supervise him/her and describes his/her interests and the timeframe for writing the thesis.

It is good practice that the lecturer contacted by the student requesting supervising replies to the student within five working days at the latest. The student confirms his/her willingness to work with the agreed topic for the supervisor within five working days. If the student has not confirmed his/her willingness, the supervisor does not need to further consider the student as the supervisee.

The supervisor and the supervisee agree on the time schedule of writing the Master’s thesis before the approval of the project.

The potential supervisor has the right to refuse to supervise the topic chosen by the student if: the number of theses supervised by him/her exceeds the workload; he/she does not feel to be sufficiently competent, or in a case of conflict of interests. In such situations, advice is given by the study programme administrator.

### Presentation of the Master’s thesis proposal for the approval of the topic

The Master’s thesis proposal (see Annex A) is submitted for approval by the date set in the calendar of academic deadlines of the study programme to the study counsellor, who forwards it to the study programme administrator.

The Master’s thesis proposal is drawn up on 2-4 pages. The proposal signed by the student and by the supervisor must contain the following components:

1. Title of the thesis
2. Name of the author and of the supervisor
3. Objective of the thesis
4. Brief description of the content (theoretical positions together with references)
5. Research questions or hypotheses
6. Research method (measurement tool, interview scheme, sample, procedure, etc.)
7. Stages of work and time schedule of writing the thesis
8. Reference material and some existing important sources of literature, where necessary
9. Name and signature of the supervisor
10. Name and signature of the author of the thesis

11. Date

### Approval of the topic

The approval of Master’s theses’ topics and supervisors takes place within a maximum of two weeks after the deadline for the submission of the Master’s thesis proposals. The proposal is returned for making specifications or additions, where necessary. Topics and supervisors are coordinated by the study programme administrator twice a year (in the spring semester of the first academic year, and in the autumn semester of the second academic year), as a rule. Topics and supervisors are approved by the director of the academic unit in the penultimate semester of the nominal period of studies of the student at the latest.

Cooperation with the enterprises of the public and private sector in choosing and implementing the topics of the theses is preferable. Costs of carrying out the studies, i.e. conducting research, are not reimbursable from the School of Natural Sciences and Health to the author of the thesis.

### The role of the supervisor

The Master’s thesis is an individual independent work of the student performed in cooperation with the supervisor. The supervisor has a guiding role: he/she helps with the choice of topic and preparation of the research plan, with the choice of the instrument of procedure, recommends literature, monitors the compliance of the thesis with the substantive requirements.

As a rule, the lecturers, research fellows or doctoral students of TLU perform as thesis supervisors. If the supervisor of the student is not a university employee and/or a person who teaches in the degree studies of higher education, the director of the academic unit appoints a co-supervisor for the student from among the academic employees of the university. The approval of an external supervisor (an academic employee of another school of TLU or a supervisor from outside the university) is decided by the study programme administrator of the speciality of well-being and health behaviour in cooperation with the head of the study area after the examination of the relevant application. The free-format application must be submitted at the latest one week before the submission of the thesis proposal. For making the decision, the academic CV of the external supervisor may be requested.

In the case of co-supervision, the roles of the co-supervisor are defined on the basis of duties given in the Study Regulations.

The supervisor of a Master’s thesis must comply with at least one of the following requirements:

* has a doctoral degree or an equivalent qualification;
* has a Master’s degree or an equivalent qualification, and at least five years of experience in research and development in the field of the thesis;
* has a Master’s degree or an equivalent qualification and is a recognised expert in his/her speciality.

The role of the supervisor enters into force after the approval of the proposal. The supervisor and the student agree on the time schedule of writing the Master’s thesis.

The tasks of the supervisor include:

1) helping the student with the choice of the topic, formulation of the research problem, choice of methods, topic-related literature and other sources, and ensuring the scientific validity;

2) approving the activity plan of the research, giving advice, supervising and consulting the student during the process of carrying out the research during all the work stages;

3) checking the thesis’ compliance with the substantive and formal requirements, and confirming by his/her signature that the thesis which meets the requirements is allowed to be submitted for defence.

The tasks of the student in drawing up the thesis include:

1) establishing the activity plan of the thesis, search and examine the topic-related literature and formalise the results of the research as a correct thesis paper;

2) submitting parts of the thesis to the supervisor to read and comment in line with the agreed activity plan;

3) submitting the thesis formatted according to this quideline by the deadline set by the unit.

The supervisor has the right to stop supervising the student if the student does not meet the agreed deadlines, violates the ethical requirements for research or ignores the supervisor’s recommendations.

The student has the right to choose another supervisor. A prerequisite for changing the topic and/or the supervisor is the submission of a new proposal. The initiator of the termination of the supervising relationship must inform the study programme administrator.

The thesis is written in English. The communication between the supervisor and the Master's student may take place in a language other than English.

A lecturer has approximately 60 hours for supervising/consulting a Master’s thesis. The time for supervising/consulting also includes the time for reading the thesis.

The preliminary defence of the Master’s thesis takes place as a part of the Master’s seminar. At least 75% of the thesis should be completed by the preliminary defence and all parts of the thesis must be covered in the version of the thesis. The preliminary defence is organised by the administrator and the supervisor’s active participation in the preliminary defence process is preferable.

The final version of the thesis (electronically, preferably in .pdf format) must be submitted to the supervisor at least one week before the deadline for the submission of theses, so that the supervisor could read the complete work before allowing it to be submitted for defence – failing that, the supervisor may not allow the thesis to be submitted for defence. The supervisor has the right not to allow the thesis to be submitted for defence also in the event that the thesis does not comply with the requirements for content and/or format.

# DRAWING UP THE MASTER’S THESIS

### Structure of the Master’s thesis

The Master’s thesis is an empirical study. The aim of an empirical study is to verify the validity of the established hypotheses and to receive answers to the research questions on the basis of the original study (carried out by the author). The title, incl. the subtitles, of the work must reflect the content. It should be kept in mind that the treated material should be feasible (the work should be performable by the volume and complexity).

Structure of the Master’s thesis (corresponding to the main stages of conducting a typical study):

1. Title page – an example of the formalisation of the title page has been given in Annex B
2. Abstract – a brief summary of the study (the length of the text is 250 words maximum), which correctly reflects the aims and content of the study. The results of the study are commented in the abstract without any assessment. Information not contained in the thesis will not be added to the abstract.
3. Contents – preferably on one page, titles of the first three levels are brought out.
4. Introduction – characterisation of the research problem, the importance of studying it and raising the research questions, objective of the work. Theoretical positions of the thesis and the importance of the given thesis in the context of previous studies are highlighted.
5. Theoretical background – a brief overview of significant topic-related approaches and studies is provided. As much as possible, student should back up his/her opinions with references to empirical studies. In the theoretical overview, one should primarily rely on the original sources. Intermediated references are used in duly justified specific cases on which the student consults with the supervisor.
6. Empirical study:
	1. Objective of the study
	2. Research questions and/or hypotheses – their reasoning together with references to previous studies or a theory
	3. Method – description of the used research method (incl. the sample, measurement tool and procedure)
	4. Results – a general description of the research results (average, standard deviations, frequency distributions, reliability indicators, etc.) and the presentation of the results by research questions and/or hypotheses. Data are presented as tables and/or figures, where necessary.
7. Discussion – addressing the research results in the context of the theoretical background and previous studies, highlighting the reliability and importance of the results, and the restrictions together with the author’s positions regarding further research opportunities. One should refrain from controversy, trivialities, slogans.
8. Conclusion – provides a possibility for a short generalisation of the material treated in the thesis. The conclusion is necessary, when, for instance, there are multiple test series or research stages and a discussion follows the results of each test series or stage.
9. Reference material – a list of all reference materials referred to in the thesis. The number of references depends on the scale of the topic and the number of sources of literature in this field. Thesis need not be overburdened with references, the substantive examination of referred sources is important.
10. Annexes – the used measurement tool, structure of the interview (if it is an original instrument created by the student, the instrument is presented in full) or an example of the instrument (in the case of scales protected by copyright), the permission to use the measurement tool, the permission from Ethics Committee where necessary. Supporting and illustrating results of data analysis, which are necessary for understanding and assessing the thesis (incl. tables and/or figures, examples of interview texts, drawings, etc.).

The parts *Method*, *Results* and *Discussion* range consecutively, the remaining parts of the thesis begin on a new page.

If the results of the work are summarised in *Discussion* and *Conclusion* is not added, then the part *Discussion* also begins on a new page.

### Data analysis methods in a Master’s thesis

Depending on the research question raised in the thesis, a suitable method of statistical analysis is chosen. The used parameters must be in conformity with the size of the sample.

Size – the size of the sample depends on the concrete research question, objective of the thesis and the peculiarities of the sample.

Statistical methods which could be used accordingly are:

1. Analysis of frequency tables and cross tabulations (e.g. chi-square).
2. Comparing averages and the correlation analysis (e.g. t-test, Pearson, Spearman).

If necessary, other methods are used (ANOVA, *post-hoc* tests, cluster analysis, factor analysis, etc.), which should be mastered by the student.

In the presentation of statistical data in the thesis, the following should be kept in mind:

1. As regards the scale and tests used in the thesis, numeric values describing the reliability of the tool should be presented.
2. If a new test or scale is used in the thesis, the analysis of the structure of the claims in the test or scales should be presented.
3. The averages, standard deviations, minimum and maximum values of the test or (sub)scales, and the correlations between the subscales should be presented in the thesis.
4. Data processing should be presented in a way which enables to check the argumentation regarding the conclusions. In the annexes or in the text, the corresponding statistics of data processing, description of the method and the results received must be presented, which demonstrate the knowledge of the data processing method, incl. the adequacy of using the data processing method.
5. Standard deviations, minimum and maximum values of questions, claims or scales and (sub)scales must be presented in the annexes or in the text. If there are answers on a nominal scale, then the frequencies of the distribution of answer categories should also be presented. In the case of categorisation of qualitative data, the indicator describing the reliability between the assessors (for example, *Cohen´s Kappa).*
6. If missing answers have been replaced in the processed data, description of the procedure for replacement should be presented.
7. The information necessary for assessing the reliability of all statistics should be presented, i.e. the values of the statistics, degrees of freedom depending on the statistic, confidence level and the sizes of sample or groups used in the calculation of the statistic.
8. In the comparison of averages by the dispersion analysis, F statistic, name of the method of *post-hoc* comparison of averages and the results of the comparison should be presented.
9. The results of the regression analysis should be presented in the form of a table that includes the values of B and *betas*, values of T statistics and of the confidence level. In the regression analysis, the value of the multiple correlation coefficient and the F statistic regarding the importance of the regression equation should be presented.
10. In the results of the cluster analysis, the picture of the clusters’ tree, method and metrics of grouping should be presented.
11. In the results of the factor analysis, table(s) of loadings, numeric values and graph(s) of eigenvalues must be presented, method of differentiating the components and turning the axles must be described, table of correlations between the factors should be presented, where necessary, and explanatory power of factors regarding general variability.
12. All mathematical and statistical symbols (except the Greek letters α, β, ρ, χ etc.) are presented in italics (*M, SD, t, p, r* etc.) in the text, tables and figures. Greek letters and subscripts and superscripts are written in the roman type. In the case a statistic is presented together with the value, it will be formalised as follows: symbol-space-equals sign-space-value (for example, *M* = 12.5, *SD* = 1.12 or, for example, *t*(154) = 5.43, *p* < .001). If the numeric value is less than 1 (e.g. correlations, materiality levels, etc.), then 0 is not written, after the symbol of the statistic and the equals sign, a point is written, followed by two to three decimal places of the numeric value. In the case of numeric values, point is used throughout for the differentiation of decimal places.
13. In the case of theses where qualitative methods are used, a thorough description of the qualitative method, analysis process and stages of analysis should be presented. In the annexes, definitions of identified categories together with examples, coding tables, sections of interviews for illustrating, etc. are to be presented.

### Ethical requirements for research

In Master’s theses, the ethical requirements for research publications of the American Psychological Association (APA) ([www.apa.org](http://www.apa.org/)) must be followed. Below, some most important rules which also apply to student papers, can be found:

1. It is unacceptable to use the data, texts and quotes of other authors without referring to the original source. Plagisarised theses are not accepted to a defence. If plagiarism becomes apparent during the defence, the thesis is removed from the defence. The presentation of someone else’s or one’s own written work or the parts thereof without the required academic referencing (plagiarism) is deemed to be indecent behaviour and disregard for academic practice (see also § 27 of the TLU Study Regulations (writing and defence of the final thesis) section 25; §30 (deletion from the matriculation register) section 7).
2. The academic unit is obliged to check students’ final theses with the help of the plagiarism detection system [Ouriginal](https://www.tlu.ee/en/taxonomy/term/90/ouriginal) and to make the results known to the defence committee. It is recommended for the students to use free referencing programmes such as Mendeley.
3. The student must send his/her final written thesis to the supervisor at least one week before the deadline for the submission through the plagiarism detection system Ouriginal. To this end, the thesis must be sent as an attachment to the address of the supervisor (in the case of the main supervisor from outside TLU, to the address of the co-supervisor or study counsellor of the study programme) in Ouriginal. The student requests the address of the supervisor/study counsellor in Ouriginal from the supervisor/study counsellor. A supervisor or study counsellor to whom the thesis has been sent immediately receives a report and they have the right to share the report, incl. with the author of the thesis or the reviewer.
4. If data collected within the framework of another study is used/analysed in the thesis, the student must have a permit from the holder of the data.
5. If the copyrights of the measurement tool are not held by the author of the Master’s thesis, the measurement tool is not published in full extent in the Master’s thesis as a rule. The student shall not use the measurement tool protected by copyrights without permission outside the conduct of the study necessary for their Master’s thesis.
6. Participation in the study must be voluntary. Each participating person has the right not to participate or to terminate participation. The relevant information must be available to the persons who are studied, e.g. in the introductory text to the questionnaire (the appeal must be presented as an example in the annex or as information in the description of the procedure).
7. For the publication of the personal data, photos, video recordings, drawings and other such materials of the studied persons, a written consent of the relevant person or his/her official carer must be received.
8. The main positions of research ethics can be found in the European Code of Conduct for Research Integrity (available on TLU webpage).
9. If necessary, the approval of an ethics committee must be applied for (e.g. [Ethics Committee of Tallinn University](https://www.tlu.ee/en/ethics-committee-tallinn-university), [Research Ethics Committee of the National Institute for Health Development](https://en.tai.ee/en/about-us/tallinn-medical-research-ethics-commitee) etc.) as regards the thesis and the received approval must be added to an annex to the Master’s thesis.

# DEFENCE AND ASSESSMENT OF THE MASTER’S THESIS

Master’s theses are defended in public defences which take place at the times determined in the academic calendar and the study programme deadlines’ calendar at the end of the spring semester and autumn semester.

The defence of the thesis may be closed if the disclosure of the content of the thesis is not possible due to economic rights of the author held by other persons, legal acts governing personal data protection, state secret or business secret, or another classified information. If the student requires a closed defence or limitations on the circulation of the thesis, they must file a relevant written application in accordance with the procedure laid down in the Study Regulations 4 weeks before defence.

The Master’s thesis is submitted for defence by the date set in the calendar of academic deadlines of the speciality of well-being and health behaviour, approximately 10 to 15 days before the beginning of the defence session. One copy of the thesis is submitted electronically in the form of a pdf-file and the abstract for preservation in the school’s database. The thesis must have the supervisor’s consent (signature) for allowing the thesis to be submitted for defence. The thesis is registered by the study counsellor and forwarded to the reviewer for reviewing. The reviewers are appointed by the school.

Presentation of the thesis takes place in a public defence as an oral presentation, preferably illustrated by exemplary materials (e.g. Power Point slides, audiovisual and other materials). Together with the questions and debate, approximately 40 minutes is foreseen for the presentation in the defence. The student should inform the study counsellor and specialist of the study programme at the submission of the thesis of the need for technical aid.

### Indicators of the level of the Master’s thesis

1. Clarity and justification of the problem raised in the thesis. Clear formulation of the objective.
2. Novelty and topicality of both the theoretical and statistical information reflected in the thesis, and the adequacy of its presentation.
3. The original intellectual contribution of the author.
4. Structure of the thesis and the interconnectedness of its parts (the conformity of the content with the title, the conformity of the method to the objective of the thesis; the conformity of the conclusion with the treatment of the topic in the thesis, etc.).
5. Knowledge of the research literature and theoretical approaches as regards the topic.
6. In the theoretical overview, the student has primarily relied on research publications (research articles, collections of articles, monographs). In the thesis, mainly original sources have been used – an indirect reference is justified only in the case the original is not available.
7. Mastering the research methods used in the thesis.
8. Choice of the structure of research and the used method – does it enable to verify the hypotheses and receive results of satisfactory reliability and validity.
9. Representativeness of the sample – do the studied persons represent the population on whom the results of the study will be generalised/extended. The suitability of the conclusions to the sample.
10. Formalisation of the thesis (conformity with the guidelines to the formalisation of the Master’s theses in Well-being and Health Behaviour, and in cases not governed by the guidelines, to the APA standard).
11. Linguistic (in terms of grammar, ortography and terminology) level of the thesis.
12. Length of the thesis (is it substantially justified, does it comply with the amount of the required hours of work).
13. Presentation and argumentation of the positions described in the thesis, and answering questions during the public defence.

The written review is presented orally during the defence of the thesis, bringing out the essential. In addition, the reviewer poses some substantive questions to the author of the thesis.

### Procedure of the defence of the Master’s thesis

The procedure for defending thesis is in English.

1. The leader of the procedure is the chairperson of the defence committee who gives the floor to the defender for introducing his/her work.
2. The defender presents his/her introductory speech, standing up. The introductory speech should not last for more than 15 minutes. Then, the defender sits down if he/she so wishes.
3. If the defender has discovered substantially important typos in the text, he/she may prepare a printed sheet with the corrections of the typos and present it immediately before the defence to the committee. The sheet of corrections is not included in the corrections of typos mentioned in the review of the reviewer.
4. At the end of the defender’s speech, the leader of the procedure turns to the reviewer and asks him/her to present his/her opinion and comments on the Master’s thesis, and pose questions.
5. The chairperson of the defence committee asks the reviewer to provide his/her final assessment on the defended thesis’ compliance with the requirements for a Master’s thesis.
6. The defender thanks the reviewer while standing up and then sits down.
7. The chairperson of the defence committee turns to the committee, asking if a committee member would like to ask questions from the defender. The discussion continues between the defender and the committee.
8. The chairperson of the defence committee gives the defender the possibility for the closing statement.
9. The chairperson of the defence committee announces that the public defence of the Master’s thesis has ended. The whole procedure should not last longer than 40 minutes in the case of a Master’s thesis.

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# FORMATTING MASTER’S THESES

The final thesis is written in English. The Master's thesis is prepared in the style of a scientific article and submitted for defense electronically in .pdf format.

This chapter is based on requirements for research publications of the American Psychological Association (APA) ([www.apa.org](http://www.apa.org/)).

The list of terms and abbreviations is appropriate if the thesis includes a number of area-specific terms and little known abbreviations. The definition of contents of terms and abbreviations presented need to be adhered to throughout the entire thesis.

### Page format

A white background with A4 (Portrait) format is used to format the thesis. The text is presented with a line spacing of 1.5. Line headings of 1.0 should be used in the titles of the tables, in the captions of the figures, in the case of long quotations and in references (except between references). Format: Times New Roman, font size 12 points. Leave at least 2.5 cm from the top, bottom and right of the edges of the page, leave a space of at least 3 cm from the left edge of the page. The edges of the pages are aligned in parallel (justify). The title of the work is written in italics in the upper right-hand corner of each page (except the title page) in a maximum of 50 characters (shorten the original title if necessary) and the page number (in vertical) so that the title is 5 spaces to the left of the page number.

### Chapters

Outlining of parts (chapters) into subsections has to take place in a way which ensures comprehensive, logical, and cohesive presentation. The smallest amount into which a part or a subsection can be outlined is two. Titles have to reflect the contents of the (sub)section as shortly and accurately as possible. Titles are usually not presented as questions nor are they abbreviated.

The headings are used at up to five different levels (see Annex C or [APA guidelines](https://apastyle.apa.org/style-grammar-guidelines/paper-format/headings)). The table of contents lists the first three levels. The number of headings to use in a paper depends on the length and complexity of the work. If only one level of heading is needed, use Level 1. If two levels of heading are needed, use Levels 1 and 2. If three levels of heading are needed, use Levels 1, 2, and 3 (and so on).

Use only the number of headings necessary to differentiate distinct sections in your paper. Furthermore, avoid these common errors related to headings:

* Avoid having only one subsection heading within a section, just like in an outline.
* Do not label headings with numbers or letters.
* Double-space headings; do not switch to single spacing within headings.
* Do not add blank lines above or below headings, even if a heading falls at the end of a page.

### The volume of the Master thesis

The volume of the Master's thesis is 24 ECTS credits. The length of the master's thesis (including title page, summary and references) is approximately 50,000 to 85,000 characters without appendixes (approximately 30-50 pages). The pages are counted from the title page up until the end of the references. The volume of the Master's thesis must not exceed 50 pages without appendices. The main part of the thesis can be followed by up to 20 pages of appendices. The length of the theoretical and empirical parts should be more or less equal.

### Academic writing

When writing a scientific work, the academic style should be used. Text should be relevant, easy to understand and the expressions are unambiguous. Excessive wording and unnecessary repetition should be avoided. The other extreme - conciseness in the transmission of ideas can also make the text difficult to read.

In the scientific text, the impersonal form is usually used (..... have been studied.…; ..... was used for measurement etc). When expressing your personal position or contribution, the I-form is used. Text in the form of a third party ("the author of the work hypothesized ...") is not used.

It is recommended to ask a fellow student or a colleague to read the work before submitting. As you write, the text becomes too familiar, so inconsistencies, incomplete explanations, and typos may be unnoticed.

### Figures and tables

For information on formatting figures and tables, see the examples for formatting figures and tables (Appendix D) and the corresponding links.

**Figures**

[APA Style figures](https://apastyle.apa.org/style-grammar-guidelines/tables-figures/figures) have these basic components:

* **number:** The figure number (e.g., Figure 1) appears above the figure title and image in bold font. Number figures in the order in which they are mentioned in your paper.
* **title:** The figure title appears one double-spaced line below the figure number. Give each figure a brief but descriptive title, and [capitalize the figure title in italic title case](https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case).
* **image:** The image portion of the figure is the graph, chart, photograph, drawing, or other illustration itself. If text appears in the image of the figure (e.g., axis labels), [use a sans serif font between 8 and 14 points](https://apastyle.apa.org/style-grammar-guidelines/paper-format/font).
* **legend:** A figure legend, or key, if present, should be positioned within the borders of the figure and explains any symbols used in the figure image. [Capitalize words in the figure legend in title case](https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case).
* **note:** Three types of notes (general, specific, and probability) can appear below the figure to describe contents of the figure that cannot be understood from the figure title, image, and/or legend alone (e.g., definitions of abbreviations, copyright attribution, explanations of asterisks use to indicate *p* values). Include figure notes only as needed.

See also [examples](https://apastyle.apa.org/style-grammar-guidelines/tables-figures/sample-figures).

**Tables**

[APA Style tables](https://apastyle.apa.org/style-grammar-guidelines/tables-figures/tables) have the following basic components:

* **number:** The table number (e.g., Table 1) appears above the table title and body in bold font. Number tables in the order in which they are mentioned in your paper.
* **title:** The table title appears one double-spaced line below the table number. Give each table a brief but descriptive title, and [capitalize the table title in italic title case](https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case).
* **headings:** Tables may include a variety of headings depending on the nature and arrangement of the data. All tables should include column headings, including a *stub heading* (heading for the leftmost, or stub, column). The heading “Variable” is often used for the stub column if no other heading is suitable. Some tables also include column spanners, decked heads, and table spanners; these are described in the *Publication Manual*. [Center column headings and capitalize them in sentence case](https://apastyle.apa.org/style-grammar-guidelines/capitalization/sentence-case).
* **body:** The table body includes all the rows and columns of a table (including the headings row). A *cell* is the point of intersection between a row and a column.
	+ The table body may be single-spaced, one-and-a-half-spaced, or double-spaced.
	+ Left-align the information in the leftmost column or stub column of the table body (but center the heading).
	+ In general, center information in all other cells of the table. However, left-align the information if doing so would improve readability, particularly when cells contain lots of text.
* **note:** Three types of notes (general, specific, and probability) appear below the table as needed to describe contents of the table that cannot be understood from the table title or body alone (e.g., definitions of abbreviations, copyright attribution, explanations of asterisks used to indicate *p* values). Include table notes only as needed.

See also [examples](https://apastyle.apa.org/style-grammar-guidelines/tables-figures/sample-tables).

### Appendices

Annexes are marked in capital letters in alphabetical order: Annex A, Annex B, Annex C, etc. If the annex contains tables, they shall be numbered Table A1, Table A2, etc. Even in the case of a single annex, the letter A is used in front of the table number to distinguish them from tables inserted in the text.

The pages of the appendices are not numbered and the table of contents indicates from which page appendices start and gives the titles of the appendices.

As part of the thesis (last, unnumbered page), the student submits an Author’s declaration and non-exclusive licence for the use of the thesis, the form is available on the [SNSH website](https://www.tlu.ee/opingud/dokumendid-esitluspohjad-ja-juhendid). As the Author’s declaration and non-exclusive licence for the use of the thesis are not directly part of the work, it is not included in the table of contents.

### References

References are bibliographical information about the articles, where the quotation or reference was taken from. APA style is used for [in-text citations](https://apastyle.apa.org/style-grammar-guidelines/citations) and [references](https://apastyle.apa.org/style-grammar-guidelines/references).

Each work cited must appear in the reference list, and each work in the reference list must be cited in the text (or in a table, figure, footnote, or appendix). Both [paraphrases](https://apastyle.apa.org/style-grammar-guidelines/citations/paraphrasing) and [quotations](https://apastyle.apa.org/style-grammar-guidelines/citations/quotations) require citations.

In case of conflicting referencing rules (APA rules could change over time) or in cases not regulated in the guide, the APA standard should be followed: see [brief summary](https://apastyle.apa.org/style-grammar-guidelines) (*Publication Manual of the American Psychological Association (2019),* 7ed., American Psychological Association).

**Author–Date Citation System**

APA Style uses the author–date citation system, in which a brief in-text citation directs readers to a full reference list entry. The in-text citation appears within the body of the paper (or in a table, figure, footnote, or appendix) and briefly identifies the cited work by its author and date of publication. This enables readers to locate the corresponding entry in the alphabetical reference list at the end of the paper. In-text citations may be [parenthetical or narrative](https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/parenthetical-versus-narrative).



In parenthetical citations, use an ampersand (&) between names for a work with two authors or before the last author when all names must be included to avoid ambiguity.

In narrative citations, always spell out the word “and.”

**Number of authors to include in in-text citations**

The format of the author element of the in-text citation changes depending on the number of authors and is abbreviated in some cases.

For a work with one or two authors, include the author’s name(s) in every citation.

For a work with three or more authors, include the name of only the first author plus “et al.” in every citation (even the first citation).

The following table shows the basic in-text citation styles:

|  |  |  |
| --- | --- | --- |
| **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 abbreviationFirst citation aSubsequent citations |  (National Institute of Mental Health [NIMH], 2020)(NIMH, 2020) |  National Institute of Mental Health (NIMH, 2020)NIMH (2020) |
| Group author without abbreviation | (Stanford University, 2020) | Stanford University (2020) |

a Define the abbreviation for a group author only once in the text, choosing either the parenthetical or the narrative format. Thereafter, use the [abbreviation](https://apastyle.apa.org/style-grammar-guidelines/abbreviations)  for all mentions of the group in the text.

**Exceptions to the basic in-text citation styles**

[When two works in a paper would both abbreviate to the same “et al.” form](https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/same-year-first-author)  spell out as many surnames as needed to disambiguate.

[When multiple works in a paper have an identical author (or authors) and publication year](https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/same-year-author) append letters to the years.

(Martin 2020a; Martin, 2020b).

[When the first authors of multiple references in a paper share the same surname but have different initials](https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/citing-authors-same-surname) use initials in the in-text citations.

**Dates in a citation**

The year in the in-text citation should match the year in the reference list entry.

Use only the year in the in-text citation, even if the reference list entry contains a more specific date (e.g., year, month, and day).

For works with no date, use “n.d.” in the in-text citation.

For works that have been accepted for publication but have not yet been published, use “in press.”

**Repeating a citation**

When repeating a citation, show the entire citation; do not, for example, include only a page number (the abbreviation “ibid.” is not used in APA Style). Instead, use the following guidelines:

* Include the author(s) and year for every parenthetical in-text citation.
* Do not repeat the year for narrative in-text citations the second and subsequent times they appear in a single paragraph.
* Follow this guideline with each new paragraph (i.e., include the year in the first narrative citation in a new paragraph).

However, if you cite multiple worksby the same author or authors, regardless of the publication years, include the date in every in-text citation to prevent ambiguity. For example, if you cite Mohammed and Mahfouz (2017) and Mohammed and Mahfouz (2019), include the year with every citation, even when one of the references is cited multiple times in a single paragraph.

The following are guidelines to follow when writing in-text citations:

* Ensure that the spelling of author names and the publication dates in reference list entries match those in the corresponding in-text citations.
* Cite only works that you have read and ideas that you have incorporated into your writing. The works you cite may provide key background information, support or dispute your thesis, or offer critical definitions and data.

Readers may find a long string of citationsdifficult to understand, especially if they are using assistive technology such as a screen reader; therefore, include only those citations needed to support your immediate point.

Cite primary sources when possible, and cite  [secondary sources](https://apastyle.apa.org/style-grammar-guidelines/citations/secondary-sources) sparingly.

Cite sources to document all facts and figures that you mention that are not common knowledge.

To cite a specific part of a source, provide an author–date citation for the work plus information about the specific part.

Even when sources cannot be retrieved (e.g., because they are [personal communications](https://apastyle.apa.org/style-grammar-guidelines/citations/personal-communications)), still credit them in the text (however, avoid using online sources that are no longer recoverable).

**Citing Multiple Works**

When citing multiple works parenthetically, place the citations in alphabetical order, separating them with semicolons.

(Adams et al., 2019; Shumway & Shulman, 2015; Westinghouse, 2017)

Arrange two or more works by the same authors by year of publication.

Place citations with no date first. Then, order works with dates in chronological order. Place in-press citations last. Give the authors’ surnames once; for each subsequent work, give only the date.

(Department of Veterans Affairs, n.d., 2017a, 2017b, 2019)

Zhou (n.d., 2000, 2016, in press)

To highlight the work(s) most directly relevant to your point in a given sentence, place those citations first within parentheses in alphabetical order and then insert a semicolon and a phrase, such as “see also,” before the first of the remaining citations, which should also be in alphabetical order. This strategy allows authors to emphasize, for example, the most recent or most important research on a topic, which would not be reflected by alphabetical order alone.

(Sampson & Hughes, 2020; see also Augustine, 2017; Melara et al., 2018; Pérez, 2014)

If multiple sources are cited within the narrative of a sentence, they can appear in any order.

Suliman (2018), Gutiérrez (2012, 2017), and Medina and Reyes (2019) examined . . .

**Secondary Sources**

In scholarly work, a *primary source* reports original content; a *secondary source* refers to content first reported in another source.

Cite secondary sources sparingly -for instance, when the original work is out of print, unavailable, or available only in a language that you do not understand.

If possible, as a matter of good scholarly practice, find the primary source, read it, and cite it directly rather than citing a secondary source. For example, rather than citing an instructor’s lecture or a textbook or encyclopedia that in turn cites original research, find, read, and cite the original research directly (unless an instructor has directed you to do otherwise).

Follow these directions when citing a secondary source:

* In the reference list, provide an entry for the secondary source that you used.
* In the text, identify the primary source and write “as cited in” the secondary source that you used.
* If the year of publication of the primary source is known, also include it in the text citation.

For example, if you read a work by Lyon et al. (2014) in which Rabbitt (1982) was cited, and you were unable to read Rabbitt’s work yourself, cite Rabbitt’s work as the original source, followed by Lyon et al.’s work as the secondary source. Only Lyon et al.’s work appears in the reference list.

(Rabbitt, 1982, as cited in Lyon et al., 2014)

If the year of the primary source is unknown, omit it from the in-text citation.

Allport’s diary (as cited in Nicholson, 2003)

**Citing Specific Parts of a Source**

When citing a work in the text, it is helpful to be specific about what part of the work contains the relevant information. Cite specific parts of a source -for example, page ranges, tables, or figures- in the text in APA Style by adding information about the part to a standard in-text citation and writing a standard reference list entry. It is possible to cite a specific part of a source whether you are [paraphrasing](https://apastyle.apa.org/style-grammar-guidelines/citations/paraphrasing) or [directly quoting](https://apastyle.apa.org/style-grammar-guidelines/citations/quotations).

Do not cite a specific part of a source in the reference list. Instead, cite the work that readers would retrieve to find the part. For example, if you cite data from a table in a government report, the government report is the source, and the table is the part. Write a reference list entry for the government report source; then, in the text, write a standard in-text citation for the report (which means providing the government author and year of publication) and add location information for the table to the in-text citation (e.g., provide the table number or a page number for the table).

The following table provides some of the most common examples of parts of a source, including page ranges, chapters of authored books, tables and figures, and video time stamps for audiovisual media such as YouTube videos or films. There are many other possibilities—customize the wording to the work you are citing.

|  |  |
| --- | --- |
| Part | Example |
| Page | (Stoddard et al., 2020, p. 47) |
| Page range | (World Health Organization, 2019, pp. 202–205) |
| Chapter | (Merenda, 2018, Chapter 14) |
| Paragraph | (Liu et al., 2020, para. 3) |
| Paragraph range | (Bassie & Meagher, 2020, paras. 4–5) |
| Footnote | (Garcia et al., 2020, Footnote 2) |
| Table | (National Institute of Mental Health, 2019, Table 3) |
| Figure | (Lazer, 2020, Figure 4) |
| Time stamp in an audiovisual work | (Patel & Gupta, 2019, 1:09:19) |
| Chapter and verse in a religious work | (*The Torah*, 1962/2015, Exodus 1:1–6:1) |
| Content ID or page ID from an academic research database | (Svendsen & Løber, 2020, c373) |

**Basic Principles of Reference List Entries**

A reference list entry generally has four elements: the author, date, title, and source. Each element answers a question:

**author:** *Who* is responsible for this work?

**date:** *When* was this work published?

**title:** *What* is this work called?

**source:** *Where* can I retrieve this work?

Answering these four questions will help you create a reference entry for any type of work, even if you do not see a specific example in the *Publication Manual* that matches it. Consistency in reference formatting allows readers to understand the types of works you consulted and the important reference elements with ease.

To learn more about content and format of the author, date, title, and source, [visit the](https://apastyle.apa.org/style-grammar-guidelines/references/elements-list-entry)  [page on reference elements](https://apastyle.apa.org/style-grammar-guidelines/references/elements-list-entry).

**Correspondence between source and reference list entry**

The following figure shows the first page of a journal article. The locations of the reference elements are highlighted with different colors and callouts, and the same colors are used in the reference list entry to show how the entry corresponds to the source.



Additionally, the in-text citation for a work corresponds to the reference list entry. For example, the in-text citation for the work in the example is Botto and Rochat (2018) or (Botto & Rochat, 2018).

**DOIs and URLs**

This page addresses when to include digital object identifiers (DOIs) and uniform resource locators (URLs) in APA Style references. The DOI or URL is the final component of a reference list entry. Because so much scholarship is available and/or retrieved online, most reference list entries end with either a DOI or a URL.

A **DOI** is a unique alphanumeric string that identifies content and provides a persistent link to its location on the internet. DOIs can be found in database records and the reference lists of published works.

A **URL** specifies the location of digital information on the internet and can be found in the address bar of your internet browser. URLs in references should link directly to the cited work when possible.

**When to include DOIs and URLs**

Follow these guidelines for including DOIs and URLs in references:

* Include a DOI for all works that have a DOI, regardless of whether you used the online version or the print version.
* If a print work does not have a DOI, do not include any DOI or URL in the reference.
* If an online work has both a DOI and a URL, include only the DOI.

If an online work has a URL but no DOI, include the URL in the reference as follows:

* + For works without DOIs from websites (not including academic research databases), provide a URL in the reference (as long as the URL will work for readers).
	+ For works without DOIs from most academic research databases, do not include a URL or database information in the reference because these works are widely available. The reference should be the same as the reference for a print version of the work.
	+ For works from databases that publish original, proprietary material available only in that database (such as the UpToDate database) or for works of limited circulation in databases (such as monographs in the ERIC database), include the name of the database or archive and the URL of the work.
	+ If the URL requires a login or is session-specific (meaning it will not resolve for readers), provide the URL of the database or archive home page or login page instead of the URL for the work. See the page on including [database information in references](https://apastyle.apa.org/style-grammar-guidelines/references/database-information)for more information.
	+ If the URL is no longer working or no longer provides readers access to the content you intend to cite, follow the [guidance for works with no source](https://apastyle.apa.org/style-grammar-guidelines/references/missing-information).

Other alphanumeric identifiers such as the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) are not included in APA Style references.

**Format of DOIs and URLs**

Follow these guidelines to format DOIs and URLs:

* Present both DOIs and URLs as hyperlinks (i.e., beginning with “http:” or “https:”).
* Because a hyperlink leads readers directly to the content, it is not necessary to include the words “Retrieved from” or “Accessed from” before a DOI or URL.
* It is acceptable to use either the default display settings for hyperlinks in your word-processing program (e.g., usually blue font, underlined) or plain text that is not underlined.
* Leave links live if the work is to be published or read online.
* Follow the current recommendations of the International DOI Foundation to format DOIs in the reference list, which as of this publication is as follows: https://doi.org/xxxxx
* The string “https://doi.org/” is a way of presenting a DOI as a link, and “xxxxx” refers to the DOI number.
* The preferred format of the DOI has changed over time. Although older works use previous formats (e.g., “http:/dx.doi.org/” or “doi:” or “DOI:” before the DOI number), in your reference list, standardize DOIs into the current preferred format for all entries. For example, use <https://doi.org/10.1037/a0040251> in your reference even though that article, published in 2016, presented the number in an older format.
* Copy and paste the DOI or URL from your web browser directly into your reference list to avoid transcription errors. Do not change the capitalization or punctuation of the DOI or URL.
* Do not add line breaks manually to the hyperlink; it is acceptable if your word-processing program automatically adds a break or moves the hyperlink to its own line.
* Do not add a period after the DOI or URL because this may interfere with link functionality.

**DOI and URL shorteners**

When a DOI or URL is long or complex, you may use shortDOIs or shortened URLs if desired.

* Use the [short DOI](http://shortdoi.org/) service provided by the International DOI Foundation to create shortDOIs.
* A work can have only one DOI and only one shortDOI; the shortDOI service will either produce a new shortDOI for a work that has never had one or retrieve an existing shortDOI.
* Some websites provide their own branded shortened URLs, and independent URL shortening services are available as well.
* Any shortened URL is acceptable in a reference as long as you check the link to ensure that it takes you to the correct location.

**Elements of Reference List Entries**

Reference list entries include the four elements of the author, date, title, and source.

This page describes each element in detail:

* the [author element](https://apastyle.apa.org/style-grammar-guidelines/references/elements-list-entry#author) including the format of individual author names and of group author names;
* the [date element](https://apastyle.apa.org/style-grammar-guidelines/references/elements-list-entry#date), including the format of the date and how to include retrieval dates;
* the title element, including the  format of the title and how to include [bracketed descriptions](https://apastyle.apa.org/style-grammar-guidelines/references/elements-list-entry#bracketed);
* the [source element](https://apastyle.apa.org/style-grammar-guidelines/references/elements-list-entry#source), including the [format of the source](https://apastyle.apa.org/style-grammar-guidelines/references/elements-list-entry#sourceformat) and how to include database information;

View the [reference examples](https://apastyle.apa.org/style-grammar-guidelines/references/examples) to see the elements of reference list entries in action.

Appendix A

Master’s Thesis Project form

Master’s Thesis Project: Well-being and helath Behaviour (recommended volume 2-4 pages)

|  |
| --- |
| **Name:** |
| **Title:**  |
| **Objectives:**  |
| **Brief description:**main theoretical points (with references), planned research method: description of the instruments used, planned sample, total hypotheses (approx. 2 pages) |
| **List of work phases, schedule:** |
| **References to the main scientific literature:**(To be completed according to the instructions for completing the Master's thesis) |
| Name and degree of supervisor:Supervisor's organization, telephone and e-mail: |
| Supervisor’s signature: | Date: |
| Master’s student signature | Date: |

**Appendix B Title Page**

THE EFFECT OF THE WORK ENVIRONMENT ON WORKPLACE WELLBEING

by

David G. Luthans

A THESIS

Presented to the School of

The Natural Sciences and Health at the University of Tallinn

In Partial Fulfillment of Requirements

For the Degree of Master of Arts

TSTM.LT: Wellbeing and Health Behaviour

Under the Supervision of Professor Ann D. Tversky

Approved: /*supercvisior’s signature*/

 2021

Tallinn

 **Kaitsmisele lubatud** *juhendaja allkiri*

**Tallinn 20…**

**Appendix C Format of Headings**

The following table demonstrates how to format headings in APA Style.

|  |  |
| --- | --- |
| **Level** | **Format** |
| 1 | **Centered, Bold, Title Case Heading**Text begins as a new paragraph.  |
| 2 | **Flush Left, Bold, Title Case Heading**Text begins as a new paragraph.  |
| 3 | ***Flush Left, Bold Italic, Title Case Heading***Text begins as a new paragraph.  |
| 4 | **Indented, Bold, Title Case Heading, Ending With a Period.** Text begins on the same line and continues as a regular paragraph.  |
| 5 | ***Indented, Bold Italic, Title Case Heading, Ending With a Period.*** Text begins on the same line and continues as a regular paragraph.  |

*Note.* [In title case, most words are capitalized](https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case). Note: Title case simply means that you should capitalize the first word, words with four or more letters, and all “major words” (nouns, verbs, adjectives, adverbs, and pronouns).

**Appendix D Examples of figures and tables**

Figure



Source: <https://apastyle.apa.org/style-grammar-guidelines/tables-figures/figures>

Table

**

Source: <https://apastyle.apa.org/style-grammar-guidelines/tables-figures/tables>