

Estonian Aviation Academy



Eesti Lennuakadeemia
Estonian Aviation Academy

**ESTONIAN AVIATION ACADEMY
GUIDELINES FOR FORMATTING
WRITTEN ASSIGNMENTS**

Tartu County 2023

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ABBREVIATIONS

EKI	Institute of the Estonian Language (Eesti Keele Instituut)
EVEA	Estonian Aviation Academy
ESTERM	Multilingual database of the Institute of the Estonian Language
EANS	Estonian Air Navigation Services
ILS	Instrumental Landing System
PDF	Portable Document Format
RT	<i>Riigi Teataja</i> , official online publication of the Republic of Estonia

INTRODUCTION

Written assignments of learners reflect their ability to apply acquired knowledge and skills in discussing practical and theoretical issues. Meeting the requirements for formatting is just as important than the content of the work.

The aim of the guidelines for formatting written assignments at the Estonian Aviation Academy (hereinafter the Academy) is to standardise the structure and format of the papers submitted by learners. All written assignments, including research papers and theses, should be prepared and formatted as instructed in these guidelines.

The guidelines also include examples provided in blue boxes. Technical instructions described herein are based on the assumption that the learner uses the word processing program MS Word and key words in italics refer to respective technical solutions of MS Word. Types of written assignments

For the purpose of these guidelines, written assignment are divided into longer (more than 3 pages) and shorter (1-3 pages) papers. **Longer papers** contain a title page, table of contents, introduction, chapters, summary and list of references. As provided for in the rules on organising activities related to the theses, the volume of the **content of the thesis** (introduction, chapters, summary) should be about 20-25 pages. The volume of the appendices is not restricted.

A research paper (incl. thesis) consists of the following parts:

- title page (see Appendix 1)
- declaration of the author and approval of the supervisor on allowing the thesis to defence (see Appendix 2),
- summary in English (see Appendix 3),
- table of contents,
- used abbreviations and symbols (not obligatory, but provided when more than 10 abbreviations or symbols have been used),
- introduction (description of the research problem, aim of the work, research questions or hypotheses),
- theoretical overview (based on at least 10 sources, at least three of them scientific articles),
- empirical part (description of methods, results and their analysis, conclusions, discussion),
- summary (the aim of the work, main results, answers to research questions, conclusions regarding the hypothesis, practical application of the work, ways for development),
- list of references,
- appendices (when needed),

- non-exclusive licence authorising the reproduction of the thesis and making it available to the public (see Appendix 4).

Shorter papers (1-3 pages) are submitted without a title page. For headings, unnumbered second level style (*Heading 2*) is used, which is aligned left. The name of the learner, the year of study, speciality and date of submission are provided in the right-hand corner of the header (see Appendix 5).

1 GENERAL REQUIREMENTS

Generally, papers are submitted as electronic files in PDF format A4 (210 x 297 mm). All pages have the top, bottom, left and right margins of 2 cm (*Layout* → *Margins* → *Custom* → *Margins*).

1.1 Style and language

Linguistic and stylistic accuracy of the work is essential. In papers, academic language and correct specialised terminology should be used. Throughout the work, the style and form of language must be consistent. The author should remain unbiased in reporting the views of different parties. Instead of first-person pronouns “I”, “we” (e.g., “we studied”, “I analysed”), the passive voice (“is discussed, analysed, studied, assessed”, “has been discussed, analysed”) should be used. The indicative mood is preferred over the extensive use of the conditional mood, which may give an impression that the writer is not convinced of the accuracy of the position expressed in the paper.

Correct terminology in Estonian can be found in the multilingual database of the Institute of the Estonian language (EKI) ESTERM, which mainly contains terminology used in the legal acts of the European Union and the Republic of Estonia. The database contains technical terms related to more than 50 fields of activity (incl. aviation) and can be accessed at the address <http://termin.eki.ee/esterm/>. ESTERM is supplemented and kept updated by the terminologists of EKI. (Eesti Keele Instituut, 2022)

If there is no adequate term in Estonian, a suitable equivalent should be suggested and the corresponding foreign language term added in parentheses. Words and phrases in foreign languages should be italicised (*Italic*).

1.2 Headings and table of contents

The major independent parts of the paper (table of contents, summary in a foreign language, introduction, chapters, list of references) start on a new page (*Insert* → *Page Break*).

The headings should not contain abbreviations and have no full stop at the end. The headings are aligned to the left side of the page (text alignment *Align Left*). The space between the heading and the text that follows (or precedes on the same page) is 12 points. The automated heading formatting system is used for headings (*Heading 1*, *Heading 2*, *Heading 3*), which is later necessary for formatting automatically the table of contents.

The heading are formatted as follows:

- *Heading 1*: Times New Roman, font colour: black, 16 points, bold (*Bold*), upper case. Each chapter starts on a new page (*Line and Page Breaks* → *Page break before*).

1. CHAPTER HEADING

- *Heading 2*: Times New Roman, font colour: black, 14 points, bold (*Bold*);

1.1. Chapter heading

- *Heading 3*: Times New Roman, font colour: black, 12 points, bold (*Bold*).

1.1.1. Chapter heading

1.3 Formatting the text

The font to be used for text is Times New Roman (incl. tables, figures, formulae) with the font size of 12 points. Paragraphs are aligned to both left and right (text alignment *Justified*). The text is divided into paragraphs with the amount of space of 12 points between paragraphs (*Page Layout* → *Spacing*), line spacing is 1.5 (*Line Spacing*) and paragraphs start without an indent. In order to avoid unjustified line breaks in the text, non-breaking spaces are used (combination <Ctrl> + <->).

All pages, except the title page, are numbered and page numbers are placed at the bottom centre of the page. The title page is counted, but no page number is added to it (*Insert* → *Page Numbers, Different First Page*).

2 REFERENCING

2.1 General principles

In academic papers, often the views or data are used as source materials that are known or have been published before. Under copyright law, citing the original author in written assignments is compulsory whenever the ideas of other authors, for example, or data gathered by someone else are used. Using the work of other authors without referencing is called plagiarism. Under the Study Regulations of the Academy, plagiarism or theft of intellectual property is deemed improper behaviour, academic misconduct and material breach of academic practices.

Using the work of other authors is only permitted when the original author is cited or referred to. A **direct quote** indicates material that is being reproduced word for word from a text written by some other author and must be set off by quotation marks with the citation right after the end of quotation marks. **Paraphrasing** means expressing the position of another author using different words. If the citation refers to only one sentence, it is placed before the full stop. If the citation refers to the whole paragraph, it comes after the full stop ending the last sentence of the paragraph.

2.2 Citation styles

There are different citation styles, but in one text only one of the systems is used. According to the guidelines for formatting academic papers, the following citation styles are permitted:

- **citation in the name-year system** ([APA style](#)) - widely used in the social sciences;
- **numeric citation** ([IEEE style](#)) - used mainly in papers on electronic and electrical engineering and computer science.

In the **APA style**, in-text citations include the author's name and publication date in parentheses. If the source has no author, the heading is used instead of the name and the year of publication is added. The list of references at the end of the work is alphabetised by the surnames of authors. In the **IEEE style**, in-text citations include numbers enclosed in square brackets. In the list of references at the end of the work, numbered sources are listed in the order of the appearance of in-text citations in the text.

2.3 Managing citations

There are several technical means for managing citations. For example, the function integrated in **MS Word** or some reference management software (e.g., **Mendeley**, **Zotero**) may be used.

MS Word includes an opportunity to use tools found under *References* → *Citations & Bibliography*. In order to add a citation, select *Insert Citation*, for managing reference entries, use *Manage Source*, and to add the list of references, select *Bibliography*. The list of reference at the end of any paper must include all sources cited in the work, and vice versa – every entry in the list of references must have a citation in the text.

Citation management programs are software packages that allow us to collect, arrange and use bibliographical references. Usually, they can be connected directly with a word processing software or web browsers. After the code linked to a certain citation is entered, the programs automatically create bibliographies formatted in accordance with specific requirements of a journal or style guide.

Mendeley (mendeley.com) is a reference manager software of Elsevier, an academic publishing company, which allows you to:

- create a collection of references that can be easily organised and managed;
- read, annotate and write notes and commentaries in the PDF files added to your references;
- insert in-text citations in the document easily and quickly while writing, and to create a reference list in just a click;
- communicate with others in your field of study (e.g., your supervisor), set up a research team or join other research teams. (Reference management tools, n.d.)

Mendeley guides in English are available at: <http://community.mendeley.com/guides>.

3 FORMATTING THE PARTS OF WRITTEN ASSIGNMENTS

3.1 Abbreviations

It is recommended to use abbreviations for long names and terms that are used repeatedly, but their meanings have to be explained in the text. If there are more than 10 abbreviations in the work, they should be listed separately along with their meanings (see the formatting in the list of abbreviations used herein). Generally known abbreviations (etc., e.g., i.e., mln, for example) are not included in the list because their meaning can easily be found (abbreviation used in Estonian are available at the [web page of EKI](#) (Erelt, Erelt, & Ross, 2007).

Instrument Landing System (hereinafter ILS) means a precision radio navigation system that provides short-range guidance to aircraft.

3.2 Lists

On each level, a list must contain at least two items. The use of different styles should be avoided and lists should be formatted in a similar way throughout the text. Starting and finishing a chapter with a list should be avoided. When using a list within a text, it should be considered how to link it to the text that precedes or follows it in a logical manner. The items in a list are marked with numbers, lower case letters or bullets. Line spacing should be 1.5 in lists and paragraph spacing 0. Lists should not be overused in a text. If a list consists of single words or short phrases, a comma is used to separate them.

To apply for a study place at the Academy:

- the candidate is required to hold at least the Certificate of General Secondary Education or equivalent certificate from a foreign state,
- the candidate must submit an application for admission,
- the candidate must meet the language proficiency requirements.

If any of the items includes a comma or any other punctuation mark(s), a semicolon is used to separate the items. The first letter of the first word of the item is lower-cased and letters or numbers followed by a round bracket are used to identify each item.

If any of the items consists of at least two sentences, the bracket after the item number is replaced by a full stop. If any of the items also includes a list, the items of the more general list are identified by numbers, the items in the subordinate list by letters.

3.3 Tables

All tables in papers are labelled (“Table”) and numbered sequentially throughout the work (which is recommended if there are more than 10 tables), or throughout separate chapters if the number of tables is greater. For example, “Table 1.” or “Table 3.4.”. The same system is recommended for labelling figures and formulae. For labelling and numbering the tables use *References* → *Insert Caption*, for formatting the captions that identify and describe tables, use the section *Caption*: font size 12 pt, line spacing 1.5, left aligned, 6 pt space between the caption and the table. For the text within a table, font size of 10 to 12 pt and line spacing 1 (*Single*) is used. The text in the table is in the language in which the paper is written (see Table 1).

Table 1. Average gross salary in 2011 – 2016, in euros (Statistikaamet, 2017)

	2011	2012	2013	2014	2015	2016
I quarter	792	847	900	966	1,010	1,091
II quarter	857	900	976	1,023	1082	1,163
III quarter	809	855	930	977	1045	1,119
IV quarter	865	916	986	1,039	1,105	1182

All data provided in tables must be linked to and discussed in the text (e.g., “Table 3 characterises...” or “See table 8”). For referencing use *References* → *Cross-reference*. The caption of a table should also include the source(s) of the data not created by the author of the paper.

It is recommended to fix in-text data tables to one page, i.e., breaking tables over two pages should be avoided. Large data tables are provided in appendices. If a table reaches over several pages, the header rows of the table are repeated (*Repeat header rows*).

3.4 Figures

Figures may be illustrations, diagrams, charts, graphs, maps, drawings, schemes, pictures or photographs. Each figure must have a captions below it (the content of the caption is not repeated in the figure). Similarly to tables, all figures are numbered. For labelling and numbering the figures use *References* → *Insert Caption*. The label “Figure” with its caption is aligned left. In captions, font size is 12 pt and line spacing 1,5. A space of 6 pt is left between the caption and the figure. The text in the figure is in the language in which the paper is written.

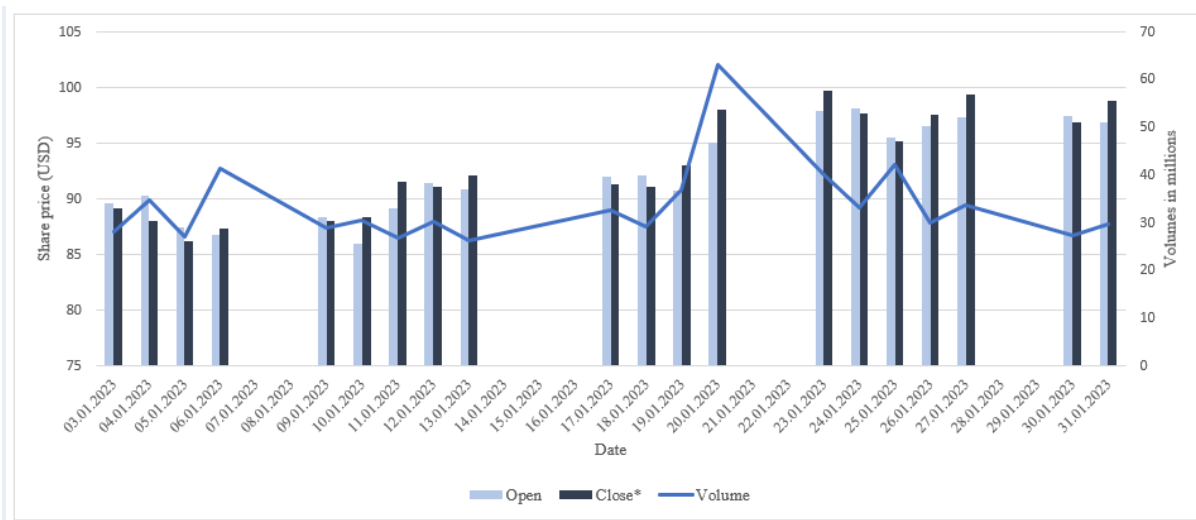


Figure 1. Share price of Google in January 2023 (Alphabet Inc. (GOOGL), 2023)

All figures should be referred to in the text. A figure is positioned in a suitable place after it has been referred to in the text. Similarly to tables, the source of data is cited, where necessary. Generally, figures created by the author of the paper are used.

3.5 Formulae

Formulae and symbols used in them are italicised (*Italic*) and the font size of 12 pt is used. For formatting, the formula editor is used (*Insert* → *Equation*). All formulae are numbered and the number is placed in parentheses on the same line with the formula (preferably aligned right). Measurement units are added not to the formulae, but to the explanations of symbols, using the upright style (i.e., non-italic). The explanations of formulae are started with the word “wherein” (without a colon following) and, for the sake of clarity, provided one below the other. Under each new formula, only the symbols occurring for the first time are explained.

The formula for calculating wavelength (λ) is as follows:

$$\lambda = \frac{c}{f}, \quad (1)$$

wherein

- λ (m) – wavelength,
- c (m/s) – light speed,
- f (Hz) – frequency.

3.6 Appendices

All numerical data and other materials that are either too voluminous or required to discuss a problem, but not necessarily needed in the text, are presented in appendices (e.g., supporting materials, questionnaires, tables, etc.).

All appendices are numbered in Arabic numerals in the order they are referred to in the text, in bold and aligned left (“**Appendix 1.** Title page format”), and followed by the caption of the appendix. There is no full stop after the last word of the caption. Each appendix starts on a new page. If the text, picture, table, etc. presented in the appendix is not created by the author of the paper, the source must be precisely cited.

The captions of the appendices are not listed in the table of contents. Before the first appendix, there is a page with the title “Appendices” and their list (see Appendices).

REFERENCES

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<https://finance.yahoo.com/quote/GOOGL/history?p=GOOGL>
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- Estonian Aviation Academy Study Regulation*. (2021). Retrieved 02 02, 2023, from Estonian Aviation Academy: <https://lennuakadeemia.ee/studies>
- Reference management tools*. (n.d.). Retrieved 02 02, 2023, from Tallinna Ülikool, Akadeemiline Raamatukogu: <https://www.tlulib.ee/en/research/citing/reference-management-tools/>
- Statistikaamet. (2017). Keskmise brutokuupalk. Retrieved 11 27, 2017, from <https://www.stat.ee/stat-keskmise-brutokuupalk>

APPENDICES

Appendix 1. Title page format

Appendix 2. Declaration of the author and approval of the supervisor for defence

Appendix 3. Summary in English

Appendix 4. Non-exclusive licence for the reproduction of the thesis and making it available to the public

Appendix 5. Example of formatting short papers

Appendix 1. Title page format

Estonian Aviation Academy
Curriculum of Aviation Management



First name Surname

TITLE OF THE PAPER

Thesis / Research paper / Review / Report

Supervisor: First name Surname

Consultant: First name Surname

Tartu County 2023

Appendix 2. Declaration of the author and approval of the supervisor for defence

Author's declaration

I declare that I have written the thesis independently. All works of other authors and their fundamental views used in the thesis, also data found in literature or other sources are accurately cited.

/signed digitally/

Author: First name Surname

Approval of the supervisor for defence

I confirm that the thesis meets the graduation thesis requirements of the Estonian Aviation Academy.

/signed digitally/

Supervisor: First name Surname

SUMMARY

Title of the thesis in English

Stating the goal of the thesis, providing background information, why important, the method, the number of chapters

The content of chapters (in the list format):

Chapter 1 describes / addresses / contains / covers / discusses / provides / presents / explores / examines etc.

Present the findings / results / most important facts

Make suggestions for further research, where the results can be used

Optional: Expressing gratitude / Acknowledgements.

¹ Impersonal – “The author”

Present tenses and passive used

To add more points: Also, What is more, Furthermore, In addition to this/that

To introduce contrasting viewpoints: On the other hand, However, Nevertheless, In spite of

To introduce examples: for example, for instance, such as

To conclude: To sum up, In conclusion, To conclude

Appendix 4. Non-exclusive licence for the reproduction of the thesis and making it available to the public

Non-exclusive licence for the reproduction of the thesis and making it available to the public

Date in digital signature

I, **First name and Surname**, hereby grant the Estonia Aviation Academy a free (non-exclusive) licence for my thesis

TITLE OF THESIS

supervised by First name and Surname,

- 1.1. to be reproduced for the purpose of preservation and making it available to the public, including to be entered in the digital archives Riksw eb of the Estonian Aviation Academy for the full term of copyright protection;
- 1.2. to be made available to registered users of the library of the Estonian Aviation Academy in the digital archives Riksw eb for the full term of copyright protection.
2. I am aware that the author retains the rights specified in clause 1.
3. I confirm that granting the non-exclusive licence does not infringe any other persons' intellectual property rights and the rights arising from the Republic of Estonia Personal Data Protection Act.

/signed digitally/

Author: First name Surname

Appendix 5. Example of formatting short papers

First name Surname
Year X
Curriculum (and speciality)
DD.MM.YYYY

Lorem ipsum

„ *Lorem ipsum is a pseudo-Latin text used in web design, typography, layout, and printing in place of English to emphasise design elements over content. It's also called placeholder (or filler) text.* “ [1]

...

... [2]

...

...

List of references

1. Lorem ipsum [<http://generator.lorem-ipsum.info/>] Accessed on: 27.11.13.
2. ...