LAB University of Applied Sciences

Thesis Guidebook (1 August 2026)

Bachelor’s Degree

LAB University of Applied Sciences

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1 Introduction

A bachelor's degree includes an independent thesis of 15 credits. Thesis can be done individually, in pairs or in groups of several students. The thesis guidelines of LAB University of Applied Sciences (LAB) are based on national quality recommendations and good practices.

The guidelines in this guidebook apply to bachelor's degrees. In addition to the guidelines stated here, each field of study may have its own and more detailed guidelines. Each field of study is responsible for any further instructions on thesis process and giving information about the instructions.

The guidelines were updated in August 2026 and are based on the degree regulations of LAB University of Applied Sciences, which entered into force on 1 August 2026.

2 Thesis and thesis objectives

2.1 UAS thesis and its objectives at LAB University of Applied Sciences

Thesis at LAB University of Applied Sciences is generally implemented in co-operation with a working life or project partner. LAB University of Applied Sciences may also act as a partner in thesis projects. All such thesis is based on a co-operation agreement concluded between the student and the partner organisation. Students may also complete their theses to promote their own business, or to build their artistic or professional identity.

Doing thesis allows students to gain versatile skills in working life related research, development work and innovation. It expands and deepens the student's professional competence. The thesis may be based on

- research
- practical experience
- a combination of the above.

According to the degree regulations of LAB University of Applied Sciences, the scope of the thesis is 15 credits. The thesis process always includes a written, published thesis report. In addition to the published thesis report, the new knowledge, service, or artwork created during the process can also be documented and published in other ways. The thesis can be written in Finnish or English, principally in the language of the degree programme. In double degree programmes, the thesis is completed according to the partner contract.

LAB University of Applied Sciences has the main responsibility for instructing and evaluating thesis. Working life or project partners give guidance according to their specific expertise and competence. The thesis evaluation criteria (available in eLAB) are made available to the student at the beginning of the thesis process.

2.2 Learning outcomes for thesis work

After completing thesis, the student can

- identify, define and conceptualise phenomena and development needs in working life
- apply principles of sustainable development in the field of study and to the thesis topic
- apply theoretical knowledge to questions and phenomena in working life
- describe the results or output of the thesis and its usability in working life

- report on the knowledge base or artistic competence of their field in accordance with the thesis instructions of LAB University of Applied Sciences
- report on their thesis orally and in writing
- work interactively, over the long term and systematically
- critically assess their own activities and develop them
- write a maturity test
- work in research, development, and planning tasks in the field and with partners
- consider sustainable development goals and practices in their own field.

While all areas of competence are strengthened comprehensively in writing the thesis report, working life and communication skills are emphasised. Communication skills include interaction skills, listening skills, oral and written communication skills and media literacy. The thesis process emphasises learning skills, problem-solving skills, analytical approach, organisation skills and time management. The thesis process aims to develop the student's ability to acquire information and skills independently and to apply these skills in problem solving and in identifying new opportunities.

Doing thesis strengthens the student's professional growth and expertise. Thesis topics are related to key development areas in the student's field of study. Thesis process requires that the student can make justified choices and produce reliable information.

2.3 Responsibilities and obligations of thesis actors

The thesis process includes several actors with responsibilities related to thesis process and guidance. The actors include the student, thesis supervisor, working life partner, possible peer reviewer, language instructor, and possible second reviewer. The responsibilities and obligations of the actors are described in Appendix 1.

3 Implementation of the thesis

3.1 Stages of the thesis process

At the beginning of the thesis process, the student familiarises themselves with LAB's general thesis guidelines, guidelines specific to the student's field of study, LAB's degree regulations and the act and decree on theses. The thesis process is divided into four courses (Table 1). *Thesis Planning* 4 credits come from the thesis plan and any potential thesis seminars. One credit comes from completing a *Thesis Writing* provided by the Language Centre. The thesis supervisor and writing mentor record credits in student information system when courses have been successfully completed.

Table 1. Courses and learning outcomes of the thesis process

Course	Learning outcomes
Thesis planning 4 ECTS credits Thesis writing 1 ECTS credits	The student can • describe the objectives and core contents of their thesis • plan and describe the stages of the thesis process • consider the possible research permit and copyright issues. • write a thesis report in line with linguistic and stylistic expectations.
Thesis research and writing 5 ECTS credits	The student can • implement the thesis according to an approved thesis plan.
Thesis publication 5 ECTS credits	The student can • present the results or output of their thesis • report on their thesis in writing in accordance with the thesis guidelines of LAB University of Applied Sciences • write a maturity test.

Figure 1 below describes what is included in each stage of the thesis process in practice. Each faculty at LAB has more detailed guidelines describing how the thesis process is implemented in the specific field of studies. Instructions and forms related to the different stages of the thesis process can be found on the eLAB website and on LAB's intranet.

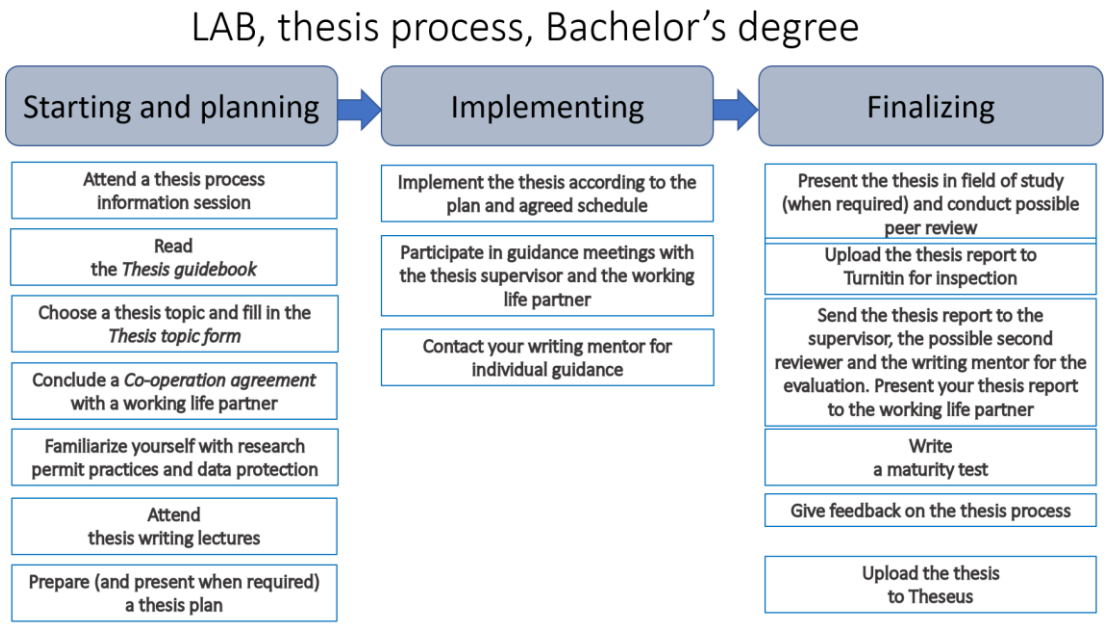

Figure 1. Stages of the thesis process

3.2 Starting and planning thesis process

Thesis process begins by brainstorming on a thesis topic. The student is given support for brainstorming in tutorial discussions and specialisation and research method studies. The topic of the thesis can be based on, for example, a traineeship, research or LAB's development or service activities, or it can be commissioned by working life of project partners.

Thesis process requires sufficient competence in research and development methods, or the ability to acquire such competence. The student participates in research and development method studies according to the specific degree programme. The student also participates in thesis writing lectures.

The student attends a thesis process information session and registers for the thesis process by returning the *Thesis topic form* according to the guidelines in the specific field of study. After the student's thesis topic has been approved and the student has been appointed a thesis supervisor, the student contacts the supervisor to start thesis process. The thesis supervisor and other instructors, for example the language instructor, give the student more information on thesis process guidelines and practices to be observed in the specific field of study.

If the student does thesis commissioned by a working life or project partner, the student enters into a co-operation agreement with the partner at the beginning of the thesis process.

The co-operation agreement is an agreement between the partner and the student on co-operation during the thesis process. The signed *Co-operation agreement* is sent to the thesis supervisor for information.

3.3 Implementing thesis process

The thesis can be implemented as individual, pair or group work. The implementation stage requires the student to commit to the thesis process and to individual or group guidance. The dialogue between students and supervisors is realised at its best in the guidance process. Guidance meetings are used to agree on guidance practices and schedule. The student follows the general thesis guidelines of LAB University of Applied Sciences and instructions specific to each field of study. During the implementation stage, the student applies research and development competence and conducts thesis process according to the agreed schedule.

3.4 Finalising thesis process

The student finalises and reports on the conducted thesis in accordance with the practices of the field of study. The final stage of the thesis process includes uploading the thesis report to Turnitin for plagiarism check, attending a seminar if required, conducting peer preview if required, writing a maturity test, providing feedback on the thesis process, and publishing the final thesis report on the Theseus online platform.

4 Openness, ethics and publication of theses

4.1 Openness and research permits

LAB University of Applied Sciences complies with the objectives and principles of the Open Science and Research Initiative (ATT). The purpose of the Initiative is to promote science and research by making them more open and to increase their social impact by improving the management and use of research-generated information. The goal is the smooth dissemination of information throughout society. (Vastuullinentiede.fi)

The objective of openness concerns the results and outputs of research, which should be disseminated as widely as possible. Openness also applies to research data and methods, which strengthens the transparency and reliability of research.

As regards theses completed at universities of applied sciences, the objective of openness is to make the knowledge and results produced in the theses widely visible and thus make it possible to utilise them as a basis for innovations and commercialisation. This is done in accordance with research ethics and legal requirements. In thesis work at LAB, openness means the following:

- Thesis reports are published on the Theseus online platform (published versions of theses including business secrets are also produced. See section 4.3 for further details).
- The key results of thesis can be published as an article in LAB's online channels.
- Students are encouraged to publish research articles based on their thesis in open access publications.

Good scientific practice

The task of the Finnish National Board on Research Integrity (TENK) is to initiate and promote discussion on research ethics and provide information on research activities in Finland.

The Finnish National Board on Research Integrity's guide, *Good scientific practice and handling of suspected violations in Finland*, promotes good scientific practice. It aims to ensure that suspected violations can be examined fairly and dealt with expertise and as quickly as possible. (Finnish National Board on Research Integrity 2023.)

The research ethics guidelines prepared by the Finnish National Board on Research Integrity aim to define good scientific practice and its violations from a multidisciplinary perspective. Their aim is to promote good scientific practice and to prevent scientific

dishonesty in all research organisations, such as universities, research institutes and universities of applied sciences. (Finnish National Board on Research Integrity 2023.)

Students are to abide by AI guidelines issued by LUT Group (LAB UAS). Should students make use of AI in their theses they must abide by good scientific practice and consider research ethics. Use of AI in the preparation of theses must be reported in accordance with the AI guidelines issued by LUT Group (LAB UAS). Thesis authors are responsible for the ethical use of AI.

Plagiarism, use of outside assistance, fabrication or falsification of results, freeloading in pair/group work, or acting in violation of the LUT Group's (LAB UAS) AI guidelines and misconduct in studies guidelines is prohibited in thesis process and may result in an official LAB misconduct investigation process.

Informing participants and their consent

When preparing the thesis and collecting the material, legislation related to the processing of personal data must be complied with. The most significant law on the processing of personal data is the EU's General Data Protection Regulation (EU 2016/679). Particular attention must be paid to the processing of personal data if the collected research material includes any personal data or Personally Identifiable Information (such as voice or photo, or when the material has been collected by interviews, surveys or observations, for example) or the student has access to databases storing personal data. (LAB 2020; Finnish Social Science Data Archive.)

All informants or other information providers must be informed in advance of the purpose of the thesis, the author, and the processing methods of the collected research material. Collecting any personal data always requires written consent from the informants or other information providers. If any personal data is collected, for example, through the Webropol system, the informants or other information providers may give their consent by checking the item indicating consent to collect the personal data. (LAB 2020.)

When collecting personal data, a data protection notice must always be drawn up and the notice must be communicated to the participants of the study (see the data protection notice template). The data protection notice must be presented when conducting interview surveys, or it must be attached to a questionnaire conducted through the Webropol system. (LAB 2020.)

Research permits for LAB students' thesis processes

For theses concerning LAB's personnel or students, the research permit is granted by the head of the faculty whose students or staff the thesis concerns. If the thesis concerns students or staff from more than one faculty, the research permit is granted by the head of the faculty where the thesis author is studying. LAB University of Applied Sciences does not disclose information on the personnel or students for research purposes, but it may forward the request to the persons in question. The author of the thesis must follow good scientific practices published by the Finnish National Board on Research Integrity. Thesis commissioned by working life and project partners external to LAB University of Applied Sciences must comply with the statutes and permit procedure of the organisation in question.

When the thesis concerns LAB personnel and/or students and is carried out at LAB, the student applies for a *thesis research permit.* A thesis plan, approved by the thesis supervisor and including any relevant attachments, must be attached. The decision on the research authorisation will be sent to the applicant for information.

A thesis may require advance ethical review statement if any of the following apply:

a) Participation in the research deviates from the principle of informed consent.

b) The research involves intervening in the physical integrity of research participants.

c) The focus of the research is on minors under the age of 15, without separate consent from a parent or carer or without informing a parent or carer in a way that would enable them to prevent the child's participation in the research.

d) The research exposes participants to exceptionally strong stimuli.

e) The research involves a risk of causing mental harm that exceeds the limits of normal daily life to the research participants or their family members or others closest to them.

f) Conducting the research could involve a threat to the safety of participants or researchers or their family members or others closest to them.

The ethical review will be conducted by the Human Sciences Ethics Committee of LUT Group. Further information on ethical reviews at LUT university is provided online on the university website for Research Integrity and Ethics.

4.2 Turnitin plagiarism check of a thesis report

LAB University of Applied Sciences uses the Turnitin system for checking the originality of thesis reports. The system may be used to support thesis writing throughout the writing process. Fields of study provide instructions on how to upload a completed thesis report to Turnitin.

The student and thesis supervisor receive an analysis report from Turnitin showing possible similarities between the uploaded thesis report and sources in the system's database.

4.3 Publishing and archiving a thesis report

The thesis is a part of a higher education degree that must be open to assessment. Approved theses are public, based on Act on the Openness of Government Activities (621/1999). Publishing thesis reports guarantees their objective and fair assessment.

In exceptional cases, certain types of content, such as business secrets, may render the thesis report partially confidential. If possible, the report will be published in its entirety without the name of the thesis partner, which will be referred to as Company/Client/Partner in the thesis report. In this case, the student must ensure that the thesis partner is not identifiable based on the content of the thesis report.

Confidential information can, if necessary, be presented in an appendix that is not published and is available only to the partner. In this case, the thesis report must be prepared in such a way that a version of the report that does not contain confidential information is published in Theseus, and the thesis report does not refer to the confidential appendices. Empty sections or orphan headings are not allowed in the thesis report in case the text in some sections must be deleted or included in a confidential appendix. In addition, the thesis report must not mention that something has been omitted, and no text can be covered, leaving blank spaces in the report text. The thesis supervisor and the student have a duty to respect the confidentiality of all confidential information regarding the thesis. The partner has the right to check the content of the thesis report before its publication.

Uploading a thesis report to Theseus

The student uploads an electronic version of their approved thesis, including the abstract (in PDF/A format, as required for long-term preservation) to the Theseus Open Repository, which is the joint publication channel of Finnish universities of applied sciences. When uploading, the student accepts the terms of service and online publication, describes the

work on the thesis submission form and may select a Creative Commons license. The maximum size of the thesis report file is 2 GB. One PDF/A file, containing any appendices, is uploaded to Theseus. It is also possible to save MP3 audio files or MP4 video files related to the thesis in Theseus together with the PDF/A (the technical specifications for the video can be found in the instructions for uploading on the Theseus website). Instructions for uploading the thesis can be found in the LUT Academic Library's guide and on the Theseus website.

The students' options for uploading to Theseus are

1. open collection, i.e., the thesis is freely available online
2. restricted collection, i.e., limited use only from the IP addresses specified by LAB University of Applied Sciences.

The restricted collection of LAB University of Applied Sciences can be accessed only on two computers in the LUT Academic Library: one in Lahti and the other in Lappeenranta. In both collections, the thesis metadata and the abstract are publicly available online. Note that a thesis is always a public document, available to all interested readers (Act on the Openness of Government Activities 21.5.1999/621). Universities must guarantee access to a thesis also from outside the university network, regardless of the thesis being stored in the restricted collection. In these cases, the thesis file will be emailed to the person who requests it.

If the thesis report has two or more authors, the form in the Open Repository Theseus system has a separate section for each author. The thesis report file is saved only once to the LAB Theseus collection. The student uploading the thesis must enter the names of all authors in the appropriate fields of the submission form in the same order as they appear on the title page. When looking for thesis reports in the system, the reports can be found by the name of each author.

A student of LAB University of Applied Sciences uploads the thesis report to Theseus also when the thesis work has been conducted in cooperation with a student from another university of applied sciences. In this case, the thesis report to be saved in the LAB Theseus collection always has a LAB title page. The title page features only the LAB logo, and the LAB student's information is listed first.

The author of the thesis is responsible for uploading a publishable PDF/A file to Theseus, abiding by the thesis guidelines. All theses published in Theseus must comply to the accessibility requirements. The LUT Academic Library checks the saved metadata and publishes the thesis in the Theseus Open Repository. The grade for the thesis will be entered in the student information system after the thesis has been uploaded to Theseus.

If the student does not give permission to upload their thesis to Theseus, the LUT Academic Library will instruct on the process. For instructions, please e-mail theseus@lab.fi. The thesis metadata (excluding the abstract) is saved in the library's information system, and it is available in the LAB and LUT Primo. The thesis file is archived in the archive data system of LAB University of Applied Sciences. On request, anyone can obtain the thesis from the archive for reading.

4.4 Copyright

A thesis is a written or artistic work referred to in the Copyright Act (404/1961) for which its author has copyright. If there are several authors of a thesis, the copyright belongs to all the authors of the thesis in question. Copyright gives the author of the thesis the right to decide on the use of the work by making copies of it and making it available to the public. When making a work available to the public, the author must always be stated in the manner required by good practice. The author has the right to agree on the use of the work and other copyright-related economic rights by a separate agreement.

The Theseus online platform allows students to choose which rights they will grant to readers of the electronic thesis report. The default is "All rights reserved". This means the rights conferred by normal copyright laws. The student may also distribute copyrights to the user of their thesis by selecting the Creative Commons licence. Information on copyright and CC licences can be found on the Theseus website.

4.5 Inventions based on the thesis process

While working on a thesis, an invention may be created that is eligible for protection by a patent or other industrial property right. The invention may be a new technical device or method, or an improvement on an existing one, considered to be of industrial or commercial significance.

All parties involved must discuss the innovation together (the student, the thesis supervisors, and the representatives of the client or other partner organisation). If the created invention is to be patented, the patent application must be left before the thesis is published. Otherwise, the thesis report must be written so that the invention is not revealed.

If the invention has ensued under an employment relationship, the Act on the Right in Employee Inventions (656/1967) applies to the company. If the employment relationship is between the student and a university or higher education institution, the act on the right in employee inventions at higher education institutions (369/2006) applies to the school. When patenting the invention, existing patenting legislation or other legislation on industrial

property rights applies unless otherwise agreed by the parties involved in the work (the client, university and student). Further information is available from the common research and innovation services of LAB University of Applied Sciences and Lappeenranta-Lahti University of Technology LUT (LUT University).

5 Thesis evaluation and maturity test

5.1 Thesis evaluation

Evaluating thesis is based on competence-based assessment. Criteria include the selection of objectives, the selection of the topic, the theoretical background and use of sources, implementation and methods, results and presentation of conclusions, expertise and the thesis process, as well as reporting and language. For theses completed together by two or more students, each individual student must be able to indicate his or her contribution to the thesis writing process and report. The student will only submit the thesis for assessment with the supervisor's permission. The version to be submitted is the final and complete thesis report. Assessment will be carried out according to the evaluation criteria, which are available in eLab. The final grade for the thesis is not the average of the parts of the assessment but the shared view of all assessors on the thesis report and the process and possible output of the thesis. The final grades for individual students who complete joint thesis may differ.

Each part of the assessment must achieve a minimum grade of 1. If any part of the assessment does not achieve the minimum grade, or the Turnitin report is dissatisfactory, it is determined that the thesis is unacceptable. The student will make changes/additions to the thesis as instructed by the supervisor. The student will then submit the thesis report for re-evaluation with the supervisor's permission.

The thesis supervisor, a possible second reviewer, and the language instructor evaluate the conducted work and the thesis report. The partner's representative may also give feedback on the thesis. The thesis supervisor is responsible for ensuring that the assessment of the thesis is recorded in the student information system and that the completed LAB University of Applied Sciences thesis assessment form is provided to the student.

5.2 Maturity test

The bachelor's thesis process includes a compulsory maturity test, which will be written based on the instructions given in eLAB.

By completing the maturity test, the student demonstrates mastery of the content of the thesis and the ability to write a linguistically high-quality presentation on it. The maturity test is completed individually also when the thesis was written in cooperation between two or more students.

The maturity test can be written once the thesis has been completed, and the thesis supervisor permits to write the maturity test. As a rule, the maturity test is written after the thesis has been submitted for assessment. The maturity test can be an essay, press release, article, or blog post. The student and the thesis supervisor agree on the type of the test.

The language and content are assessed in the maturity test. The maturity test will be evaluated on the scale of pass/fail. The student may retake a failed maturity test twice.

The organisation and evaluation of the maturity test at universities of applied sciences are defined by the following decree text:

> *For the degree, the student is to write a maturity test in the field of their thesis, demonstrating their knowledge of the field and skills in Finnish or Swedish. The university of applied sciences decides on the maturity test where the student is not required to have the language skills referred to in section 7(1).* (Government Decree on Universities of Applied Sciences 1129/2014.)

The following need to be considered with students eligible to receive individual testing accommodations when completing the maturity test:

- If necessary, students must present an expert's statement on their situation (e.g., a specialist doctor or a special needs teacher).
- Students may be allowed more time to write than others.
- Students may complement their performance orally. If a student has complemented their performance orally, this must be recorded on the certificate.

5.3 Appeal process on grading

A student who is dissatisfied with the evaluation of a thesis may request, orally or in writing, a revision of the grade from the thesis supervisor who completed the evaluation. By law, the request must be made within 14 days of the date on which the student has had the opportunity to be informed of the assessment and of the application of the assessment criteria. The thesis supervisor must provide the student a written response to the request for a grade appeal.

A student who is dissatisfied with the grade decision may apply an appeal from the degree board of the university of applied sciences within 14 days of being informed of the grade decision.

A decision made in the procedure may not be appealed.

6 Research-based text, visual representations, structure, and layout

6.1 Research-based text

The text of the thesis report must adhere to the characteristics of a research-based, or scientific, text, which include argumentation, objectivity, transparency, critical thinking, a coherent structure, and correct language usage. Argumentation means that nothing is presented as self-evident; rather, the aim is to convince the reader of the validity of the author's ideas through reasoning. Objectivity requires that the author's personal views do not influence the report; instead, the text must be impartial. Transparency is influenced, for instance, by careful and accurate referencing of sources, which allows the reader to distinguish between what is cited from sources and what is the author's interpretation or metatext. Such honesty is the writer's responsibility. The critical approach characteristic of academic writing is evident, for example, in the conclusion of a thesis, where the writer reflects on issues such as the reliability of the results obtained or the success of the final product in relation to the set objectives.

Thesis reports are written with care, using correct language and a factual style. The text must be illustrative, clear, easy to read, and coherent. Consistency must be taken into account in the headings and the structure of the text. Fluency in language also requires that the text is correct in its sentence and clause structures and well-connected. Colloquialisms do not belong in good academic writing. The use of professional terminology in one's own field is appropriate.

Writing a thesis report requires referencing skills, and citing source material is an essential part of academic writing. Summarising in one's own words demonstrates that the author has understood the content of the cited text. However, a thesis report is not merely a matter of citing sources, but also involves the independent production of information, analysis, and drawing conclusions.

6.2 Visual representations in the thesis report

Figures and tables can be used to improve readability and comprehensibility. Figures and tables are aligned on the left margin, similar to the body text. The style to use is LAB Figure. Figures and tables must be numbered consecutively and labelled. The labels (captions) of figures are positioned below them, and the style to use is LAB Figure Title. The labels for tables are positioned above them, and the style to use is LAB Table Title. The labels are not written as complete sentences. Figures and tables are referred to in the preceding text by their type and number in s (Figure 1).

Figure 1. Works by ceramic artist Susanna Koskimäki and painter Topi Ruotsalainen in an exhibition hall in 2024 (Photo: Tiina Sinkkonen)

Figures and tables can also be referred to in a sentence as follows: Figure 2 shows the number of summer cottages in Finland from 1970 to 2024.

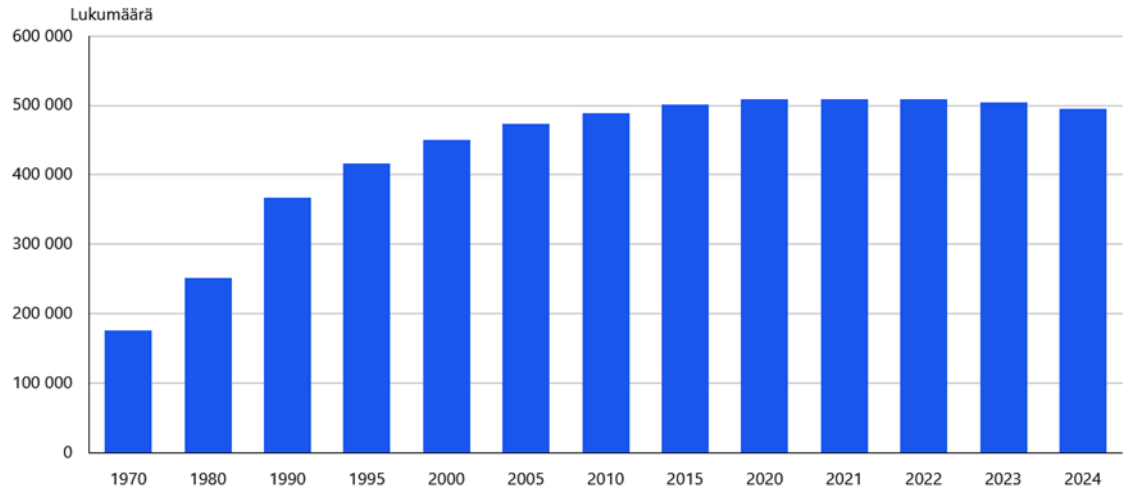

Figure 2. Summer cottages in Finland, 1970–2024 (Official Statistics of Finland 2026)

In a thesis report, figures and tables can be used according to Sections 22 and 25 of the Copyright Act when the source (original creator) is mentioned. An in-text reference is added at the end of the caption, as illustrated in the caption for Figure 2. When a figure or table is cited from a source where it was used according to the right to cite, the in-text reference is added in the same way as when referring to a secondary source in the text: (Smith 2008, according to Jones 2021, 34). When the writer cites the information content of a figure or table but modifies the layout, the in-text reference must be given, for example, in the following manner: (adapted from Nguyen 2018). The sources of figures and tables are included in the references list among all the other sources; no separate lists of references are prepared. The figures and tables created by the thesis writer themselves are not referenced (i.e., no in-text reference), and they are never included in the references list. However, if the writer wants to be credited, the name should be included in the caption, as shown in Figure 1.

Figures and tables are followed by text, using the template style LAB Normal and describing the essential information of the figure or table or drawing conclusions based on the information. Tables do not need to follow the layout instructions for the thesis report; for example, the font style, line spacing and spacing may be different, as shown in Table 1. A figure or table should fit on one page, together with the label text. Larger figures or tables are usually placed in appendices. Table 1 is an example of a table.

Table 1. Lubrication table

Lubrication point	Number of lubrication points	Lubrication method	Lubrication interval
Drum shaft bearings	2	grease lubrication	every two weeks
Feed bearing flange bearings	2	grease lubrication	every two weeks
Feed bearing articulation bearings	2	grease lubrication	every two weeks
Feed roller drive gear	1	oil filling	once a year

Formulas are numbered consecutively and referred to in the text in the same way as tables and figures (Formula 1). A formula editor is used for formulas. A formula is indented, and the number of the formula is placed on the right side of the formula.

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} \qquad (1)$$

Lists as part of text

A thesis report must consist of paragraphs with complete sentences. Where the use of lists is justified, the following rules apply.

A list consists of an introductory (partial) sentence and bullet points. Commas are not added after a bullet point. Each bullet point must be grammatically accurate to match the introductory (partial) sentence. An entire chapter cannot consist of lists only. The style to use in lists is LAB Bullet list, which is provided in the LAB thesis template.

ECG monitoring provides information on

- heart rhythm
- conduction path functions
- myocardium oxygen deficiency, its extent and location
- cardiomyopathy
- electrolytical balance
- structure of myocardium muscle wall (Ilola et al. 2014, 44-45).

According to Ilola et al. (2014, 44-45), ECG monitoring provides information on

- heart rhythm
- conduction path functions

- myocardium oxygen deficiency, its extent and location
- cardiomyopathy
- electrolytical balance
- structure of myocardium muscle wall.

If a list is introduced using a full sentence, the sentence is followed by a colon. A colon is added also when the introductory phrase does not include a predicate verb.

ECG monitoring provides information on the following:

- heart rhythm
- conduction path functions
- myocardium oxygen deficiency, its extent and location
- cardiomyopathy
- electrolytical balance
- structure of myocardium muscle wall (Ilola et al. 2014, 44-45).

ECG monitoring provides information on the following (Ilola et al. 2014, 44-45):

- heart rhythm
- conduction path functions
- myocardium oxygen deficiency, its extent and location
- cardiomyopathy
- electrolytical balance
- structure of myocardium muscle wall.

If the bullet points are not full sentences, as in the above examples, each bullet point starts with a lowercase letter. A full stop is added only after the last bullet point. If, on the contrary, the bullet points are full sentences, each bullet point begins with a capital letter and ends with a full stop. In this case, the bullet points can comprise more than one sentence.

The following stages take place in forming groups:

- First, group members who do not know each other are overly courteous.
- Next, there will be conflicts in the group and the group members will test each other.
- In the last stage, the situation will stabilise. Only then will the group be ready to work productively.

6.3 Thesis report structure

The thesis contains the following sections:

- title page
- AI statement
- abstract
- contents
- list of abbreviations/concepts/terms (only if applicable)
- introduction
- main body of the thesis (several chapters)
- summary and discussion
- references
- appendices (if necessary).

Title page

The title page is typed on the thesis report template that has the LAB University of Applied Sciences logo. The following information is entered on the title page:

- thesis title
- LAB University of Applied Sciences
- degree and field of study, e.g., Bachelor of Engineering, Mechanical Engineering; Bachelor of Culture and Arts, Packaging and Brand Design; Bachelor of Hospitality Management, Tourism and Hospitality Management; Bachelor of Health Care, Paramedic; Bachelor of Business Administration, International Business
- year of completion (e.g., 2026)
- author’s name (first = given name(s) and last = family name/surname).

Statement on the use of artificial intelligence

The use of AI applications must be reported in accordance with the template provided in the LAB thesis report template.

Abstract

The abstract is provided without a page number, before the table of contents. Its purpose is to explain the core content of the work. The abstract answers the following questions:

- What was done and why?
- How was it done and what kind of methods were used?

- What are the key findings and conclusions?

The abstract is one page long, written with single line spacing and using the LAB Abstract text style provided in the LAB thesis template. Special attention must be paid to produce grammatically accurate writing and to use correct terms. When describing the background and work done, the simple past tense should be used; for example: The thesis work studied the following - - -. Conclusions are written in the present tense, for example: The results indicate that - - -. Abstracts use impersonal language, for example, the passive voice or phrases such as 'The paper investigates' (not: we investigated). The abstract is an independent text and does not refer to the thesis report using the pronoun 'this' (do not write: In this work, - - -).

The essential keywords describing the work are indicated at the end of the abstract. There are three to seven keywords.

Contents

The table of contents is placed after the abstract. Its title is Contents. The table of contents is created automatically using the styles LAB Heading 1, LAB Heading 2, and LAB Heading 3 provided in the LAB thesis template.

The table of contents gives an idea of the structure of the thesis and the relationships between elements. If subsections are used, there must be at least two subsections on the same section level. For example, if there is subsection 3.1, subsection 3.2 is also required. In general, three levels of headings are sufficient for structuring (3, 3.1 and 3.1.1).

The appendices are listed below the table of contents field; for example: Appendix 1. Questionnaire.

List of abbreviations/Concepts/Terms (if applicable)

If the thesis report contains many abbreviations or terms in a special field, it is recommended to create a separate list of abbreviations or a glossary. This is included after the table of contents but before the actual text section. The glossary is sorted alphabetically. As a general rule, source references are not included.

Introduction

The introduction familiarises the reader with the topic of the work and arouses interest. The introduction of a research-based thesis gives background information on the topic and describes the objectives, delimitations, and research questions. The methods can be described in the Introduction chapter or in the research implementation section. The

introduction of a practice-based thesis describes the background, the commissioner (if any), the development or commission work task, and its objectives and delimitations. The past tense is generally appropriate for describing the background. Objectives, scope, methods, and the work task are written in the present tense—in other words, from the perspective that the thesis has not yet been completed.

Main body of the thesis (several chapters)

The first subheading of a specific section (for example 3.1) follows directly after the main heading (for example, 3). There is no text paragraph between the main heading and the first subheading/subsection. However, the heading of the second subsection (LAB Heading 2) must always be followed by at least one text paragraph before the third subheading/subsection heading (LAB Heading 3).

If necessary, text can additionally be subdivided inside chapters by using unnumbered subheadings. These are separated from the body text by adding an empty line above and below. Unnumbered subheadings are boldfaced, but they are not included in the table of contents. The style to use is LAB Non-numbered subtitle (bolded), which is provided in the LAB thesis template. This chapter 6.3 of the thesis guidebook shows examples of unnumbered subheadings: Title page, Abstract, Contents, and so on.

Summary and discussion

The summary and discussion chapter must be compatible with the introduction. In a research-based thesis, the objectives and results are outlined, the usability and reliability of the results and the ethics of the thesis are discussed, and suggestions for further research are made. A functional thesis recapitulates the objective of the thesis, evaluates the development or commissioning process and the output, and makes proposals for further development.

References

Instructions for compiling a references list are given in Chapter 7. The heading is References, and the style to use in the heading is LAB Non-numbered heading.

Appendices (if necessary)

All material that does not need to be included in the text but is referred to in the text is to be included in the appendices. These can, for example, include questionnaires and technical drawings. Appendices may also include material that the client does not want to be in the public domain. Such a confidential appendix is not included in or referred to in the published version of the thesis report. An appendix may include a full document separate from the

actual thesis report. For example, this can be an instructional manual or a plan created for the client. Such documents do not need to observe the style and layout of the thesis report. The page numbering in the report does not continue to the appendices, but each appendix has its own page numbering.

The appendices are numbered and labelled, for example, Appendix 1. The appendices are placed at the end of the thesis report, after the references list. All appendices must be referred to in an appropriate context in the report. The text refers to appendices using the appendix number in round brackets (Appendix 1) or in a sentence such as this one: The questionnaire is in Appendix 1.

As the page numbering of the thesis report does not continue in the appendices, the appendices are written below the table of contents field as follows:

Appendix 1. Title

Appendix 2. Title

6.4 Thesis report layout

The thesis report is written on the available template of LAB University of Applied Sciences, which includes, for example, margins, text styles and spacing. The thesis reports written by design and media students do not need to comply with the LAB thesis layout instructions if the visual content of the thesis so requires.

7 Information collection and referencing mechanics

7.1 Collecting background information for the thesis

A thesis must always give background information on the examined topic. Suitable sources of information for the thesis include scientific and professional books and articles, various statistics, standards, official publications, research and development project reports, doctoral dissertations, licentiate studies, and master's theses.

Looking for sources should be started by accessing the LAB Primo databases. Using LAB Primo allows the student to look for printed and digital materials. Tips for planning and implementing information collection, as well as locating, evaluating and using information, can be found in the information retrieval guide of the academic library. The student should study the guidelines of the study field to look for information sources most suitable for the specific field and thesis topic.

The student also receives personal guidance on key information materials in the field, assessment of information sources and, for example, citing sources. An appointment for personal guidance can be made using the online form on the home page of the academic library. Assistance with information collection can be obtained according to instructions on the library's website.

Remote service helps when the required material cannot be found in the academic library's own collection in Lahti or Lappeenranta. If necessary, three long-distance loans can be ordered for a thesis free of charge. The remote service request is made using an online form on the home page of the academic library.

7.2 Referencing

The text of the thesis report must clearly distinguish between the author's own text, analysis, or meta-text and the material originating from sources. The same applies when using tables or figures taken from sources. Interviews or other material collected for the purpose of gathering research data for the thesis are not treated as sources or listed in references.

LAB University of Applied Sciences uses a referencing system that includes a source reference in the text and corresponding publication details (i.e., bibliographic information) in the references list. Footnote or numeric citation systems are not used. If a student wishes to use the reference management program Zotero to assist with referencing, instructions on how to use Zotero and the LAB University of Applied Sciences referencing (citation) style can be found in the Zotero guide: https://libguides.lut.fi/zotero.

In-text references to sources are required both for direct quotations and paraphrases. Direct quotation should be avoided, but sometimes a short quotation—for example, from a law—is justified because the original wording cannot be altered for some reason. A direct quotation must be word for word, character by character in the same format as the original text. By using the style LAB Citation provided in the LAB thesis template, a direct quotation is entered as a separate paragraph, indented to the next tab stop, and typed in italics. A blank line is left before and after the direct quotation. The source is clearly mentioned either in the preceding text or immediately after the quotation. Below is an example of a direct quotation using the LAB Citation style.

> *Every person who is permanently resident in Finland is without discrimination entitled to health and medical care required by his state of health within the resources available to health care at the time in question* (Act on the Status and Rights of Patients 785/1992, Section 3).

A short direct quotation can also occur inside a sentence. In this case, too, the quoted text must be typographically highlighted from the rest of the sentence by typing it in italics, but without using the LAB Citation style. For example: The Act on the Status and Rights of Patients (785/1992, Section 3) provides that *every person who is permanently resident in Finland is without discrimination entitled to health and medical care required by his state of health.*

A quotation from a source that was written and published in a language other than the language of the thesis report is usually translated into the language of the thesis report, English. Such a translated quotation is not a direct quotation and it is not typed in italics. In this case, the in-text reference is given as follows: (Hang 2020, author's translation). However, generally the student cites non-English sources by summarising the information from the source and writing in English. Then no mention of the author's translation is included in the in-text reference.

7.3 In-text references

Parenthetical reference

A full stop after a parenthetical reference indicates the range of the reference. When an in-text reference covers only one sentence, the reference is placed inside the sentence. In other words, a full stop is placed outside the closing bracket.

Example: Good personnel management can help all employees demonstrate and develop their competence (Ekholm & Salmenkangas 2015, 35–36).

If an in-text reference covers several sentences, even an entire paragraph, the in-text reference is placed after the last sentence. In this case, the in-text reference is its own entity and a full stop must be entered inside the round brackets, before the closing bracket.

Example: Value-added tax included in representation costs is not deductible. Representation expenses are expenses that aim to create new business relationships, retain or improve existing ones or otherwise promote business. (Tuomi-Sorjonen 2013, 53.)

If an in-text reference includes two or more sources, the sources are listed in chronological order and separated by a semicolon.

Example: The tasks of the information officer in the company or organisation have been discussed in several works (Siukosaari 2015, 205; Ojanen 2016, 18; Kuutti 2017, 102).

Narrative reference

The name(s) of the cited author(s) can be made part of a sentence, for example as the subject of a sentence. This is called a narrative reference, which is placed in round brackets immediately after the author's name/authors' names and includes the publication year and cited page(s).

This method enhances fluency in the text and allows the source materials to engage in a dialogue. The following is an example of text that cites information from several sources, and the sources have been referred to using the narrative reference style:

According to Kauranen (2021, 706–709), in long-term pain syndromes, no organic or physical cause can be found for chronic pain, and the pain is often rooted in psychosocial or emotional problems. Alonso-Blanco et al. (2018) also note that chronic pain does not serve the same biological purpose as acute pain, which serves as a warning of illness or injury. In contrast, Pohjolainen (2023) states that the cause of chronic pain may be tissue or nerve damage.

In a narrative reference, the year and page number(s) are placed in parantheses after the author's name.

Examples:

Myers and Kassing (209, 72) note that the goal of managerial communication is clear: to raise awareness within one's own unit of everything related to performance, work, and the organization. Another goal is to foster a positive atmosphere within the unit and throughout the entire organization. The data in this thesis also supports Myers and Kassing's observations.

Examples:

Myers and Kassing's (2009, 72) study confirms that supervisors' communicative skills - - -

According to Myers and Kassing (2009, 72), supervisors' communication skills are a major factor - - -

Singh et al. (2020) emphasize that - - -

The very key legal provision is the provision in Section 6 of the Registered Designs Act (221/1971), which deals with - - -

If the text citing information from the source continues until the end of the paragraph, the narrative reference in the beginning is sufficient, and no parenthetical reference is needed at the end of the paragraph. If a paragraph does not conclude with the paraphrase, a parenthetical reference is included to indicate the end of the paraphrase.

Example: Picard's (1987) account of Romulan features differs from those recorded earlier. The V-shaped ridge on the forehead first appears in his notes. Romulan dress also changes significantly, which he attributes to fashion trends not unlike on Earth. (Picard 1987, 16.) This marks the first known observation of intergalactic fashion.

Since narrative references use the word "and" rather than the "&" symbol used in parenthetical references, the words "as well as" or "both … and …" may be used in narrative references when necessary to avoid repetition.

Examples:

Korhonen and Virtanen (2025) as well as Aaltonen and Mäkelä (2025) have studied - -.

Both Korhonen and Virtanen (2025) and Aaltonen and Mäkelä (2025) have studied - -.

Both referencing methods should be used to create variation in the thesis text.

Books, articles, online documents, web pages

When the source is a book, the in-text reference includes the author's surname, year of publication and page number(s). All examples that follow are parenthetical in-text references. It is assumed that more than one sentence has been written paraphrasing the source, so in the examples, the full stop is placed inside the round brackets.

Example: (Chang 2013, 23.)

When there are two authors, an ampersand (&) appears between the authors' surnames.

Example: (Chang & Nguyen 2011, 13.)

When there are three or more authors, only the name of the first-mentioned author and “et al.” are entered in the in-text reference.

Example: (Jones et al. 2009, 43–45.)

E-books and audiobooks are referenced the same as books.

Examples:

(Erikson 2018)

(Juujärvi et al. 2014)

With an e-book, instead of a page number, a chapter number may be given.

Example: (O’Neal, chapter 1.6.3.)

When referring to an article in a magazine, newspaper or compilation, the author of the article, the year of publication of the work and the page(s) must be entered in the in-text reference. The in-text reference looks the same as when referring to a book.

Example: (Myers 2016, 32.)

If a digital document has numbered pages, the referenced page number is included in the in-text reference.

Example: (Jordan & Bryant 1998, 13.)

If no author is found for the source, the title of the publication is used.

Example: (Travel Guide to the Galaxy 2012, 14.)

If a digital document or web page does not name an author, the reference includes the name of the publishing organization and year.

Example: (Posti Group Oyj 2016)

If no year is found, the year or its absence is not included.

Example: (Electric Sheep User Manual)

Publications by the same author from the same year are identified with lowercase letters in both the in-text reference and the references list.

Examples:

(Nguyen 2016a, 23; Nguyen 2016b, 35.)

(XKCD 2020a.)

(XKCD 2020b.)

If no year is found, lower-case identifiers are used thus:

Examples:

(Union of Concerned Academics a.)

(Union of Concerned Academics b.)

Oral sources

Oral sources (e.g., lectures, TV programmes and interviews conducted to obtain background information) are referenced by entering the name of the source and the year. No page number is used. Interviews conducted to gather the empirical research data are not referenced as sources.

Example: (Obama 2014.)

Acts, decrees, regulations, standards

When referring to acts, decrees, the name of the act, decree or regulation or its official abbreviation, the year, and the section(s) to which the information relates are entered in the in-text reference. When citing a standard, the number and year of the standard are listed, and more detailed information is included in the list of references.

Examples:

(Biobank Act 688/2012, Section 2.)

(Government decree on the control of narcotic substances 548/2008, Section 11.)

The yield strength of the material used is taken as 240 MPa and the ultimate tensile strength as 530 MPa (SFS-EN 10088-4 2009).

The consequence class is assumed to be CC1 in accordance with standard SFS-EN 1993-4 (2007), since the structure in question is essentially a water tank.

Secondary sources

As a rule, primary sources are used. If a primary source is not found, the author must indicate that the information originates from a secondary source:

Examples:

Robson (1995) divides traditional research strategies into three groups: tests, survey and case study (Hirsjärvi et al. 2009, 134).

Traditional research strategies are divided into three groups: tests, survey and case study (Robson 1995, according to Hirsjärvi et al. 2009, 134).

Only the secondary source is entered as the source in the references list. In the above example, that source is Hirsjärvi et al.

7.4 List of references

The list of references provides the necessary details on all sources used. Readers use in-text references to locate the corresponding entry in the list of references. The references must be in alphabetical order, A to Z. All sources used must be included in the references list. Each entry must correspond to a source used. Entries referring to unused sources are not permitted. The heading is References. The style to use is LAB Non-numbered heading, which is provided in the LAB thesis template.

The names of authors are given in the following order: surname, initial(s) of given name(s) ending with a full stop. In the case of a source with several authors, all the authors are given in the same order as they are provided in the source itself. All authors must be named. The use of 'et al.' is prohibited.

If any sources are cited in an appendix, they are not entered in the list of references of the thesis report. If necessary, a separate references list is made for the appendix.

7.4.1 Printed sources

For a **book**, the following information is entered in the list of references:

- author's name / names of all authors
- year of publication
- title of the book
- publication series if the work was published in a series
- place of publication (place of residence of the publisher)
- publisher.

> Brynjolfsson, E. & McAfee, A. 2014. The Second Machine Age: Work, Progress, And Prosperity in a Time of Brilliant Technologies. First Edition. New York: W. W. Norton.

Sources by one author are listed in the order in which they were published, the oldest first. When sources by one author from the same year are referenced, they are differentiated using lowercase letters (a, b, c, and so on).

Taylor, R. 2017a. Kielhofner's Model of Human Occupation. Philadelphia: Lippincott Williams and Wilkins.

Taylor, R. 2017b. The Intentional Relationship. Pennsylvania: F.A. Davis Company.

If a piece of information, for example the author's name, publication year or publisher's location, is not available, it is not included. Its absence is not highlighted either:

Posti Group Oyj. Welcome to Posti.

Magazine, journal and newspaper article:

- author's name / names of all authors
- year of publication
- title of the article
- name of the magazine, journal, or newspaper
- pages where the article appears.

Lepore, J. 2020. All the King's Data: Computer forecasting in the 1960 Presidential election. The New Yorker, August 3 & 10/2020, 18–24.

Pierik, J. 2020. Cricketers on notice for COVID protocols. Financial Times, 29 August 2020, 38.

Article in an edited compilation:

- author's name / names of all authors
- year of publication
- title of the article
- editor of the compilation
- title of the article compilation
- place of publication (place of residence of publisher)
- publisher
- pages.

Ashkanasy, N. M. 2009. The Australian Enigma. In Chhokar, J. S. & House, R. J. (Eds.). Culture and Leadership Across the World – The GLOBE Book of In-Depth Studies of 25 Societies. New York: Psychology Press, 299-334.

Acts, decrees, regulations and committee reports:

- name

- code number
- year.

Biobank Act 688/2012.

Government Decree on Narcotics Control 548/2008.

More details can be provided:

Government Decree on Narcotics Control 28 August 2008/548. Finlex. Retrieved on 2 April 2024. Available at https://www.finlex.fi/fi/laki/kaannokset/2008/en20080548.pdf

Standards:

- standard ID and number
- year of publication
- name
- place of publication
- publisher.

ISO 9001:2015. Quality Management Systems - Requirements. Geneva: International Organization for Standardization (ISO).

SFS-EN 10088-4. 2009. Stainless steels. Part 4: Technical delivery conditions for sheet/plate and strip of corrosion resisting steels for construction purposes. Helsinki: SFS Finnish Standards.

7.4.2 Digital sources

For digital sources, the date on which the source was consulted and the web address or permanent identifier are included. For permanent sources, no date is required.

Normally, the author and publication details of the source are indicated as follows:

- author / all authors
- year of publication (if not available, no year is mentioned)
- title
- publisher
- retrieval date
- availability and web address or permanent DOI link.

Zhivotov, D. & Tilinin, Y. 2020. Experimental studies of the strength of nodal joints of geodesic domes made of wood and fiberglass made on a 3D printer for the Arctic and Northern territories. Publication Series of LAB University of Applied Sciences, part 2. Retrieved on 10 July 2020. Available at https://www.theseus.fi/bitstream/handle/10024/335985/LAB_2020_02.pdf

If no author is found for a web page, the name of the organisation responsible for maintaining the website, or the page title, is used in the in-text reference and the list of references. In the following example, the website does not have a year of publication either:

Finnish Nurses Association. Professional Ethics and Collegiality. Retrieved on 12 August 2020. Available at https://sairaanhoitajat.fi/en/profession-and-skills/professional-ethics-and-collegiality/

If a webpage has only limited availability, such as only for registered users or for those who pay a fee, the phrase 'Limited availability' is added before the web address.

Financial Statement Report 2021. LAB intranet. Retrieved on 15 April 2022. Limited availability at https://lut.sharepoint.com/sites/intra-lab/SitePages/Tilin.asp

In the above example, 2021 is part of the name of the publication. The publication year has not been indicated in the source and thus cannot be included.

Links to digital materials can be provided as names instead of web addresses. For example:

Nonaka, I., Toyama, R. & Konno, N. 2000. SECI, Ba and Leadership: a Unified model of Dynamic Knowledge Creation. Long Range Planning 33 (2000), 5-34. Long Range Planning | Vol 33, Issue 1, Pages 1-170 (1 February 2000) | ScienceDirect.com by Elsevier

Online trade and professional journals:

- author / all authors
- year
- title of the article
- name of the journal
- journal issue or volume, page(s)
- date when the source was referenced
- availability and web address or permanent DOI link.

Nilsson, L. & Fifield, B. 2020. How hybrid events can be used to transfer limitations into inclusiveness. LAB Pro. Retrieved on 28 July 2020. Available at https://www.labopen.fi/en/lab-pro/how-hybrid-events-can-be-used-to-transfer-limitations-into-inclusiveness/

Loxton, M., Truskett, R., Scarf, B., Sindone, L., Baldry, G. & Zhao, Y. 2020. Consumer Behaviour during Crises: Preliminary Research on How Coronavirus Has Manifested Consumer Panic Buying, Herd Mentality, Changing Discretionary Spending and the Role of the Media in Influencing Behaviour. Journal of Risk and Financial Management, Vol. 13 (8). Available at DOI 10.3390/jrfm13080166

Online documents:

- author / all authors (if available)
- year of publication
- document name
- publisher
- type of communication medium (e.g., thesis, conference paper, blog, video, intranet, Instagram)
- date when retrieved
- availability and web address or permanent identifier.

Harjunpää, A. 2022. Yksintyöskentelyn tiedonhallinnan ja tietojohtamisen kehittäminen osaksi organisaation toimintastrategiaa. LAB University of Applied Sciences. Thesis (Master's degree). Retrieved on 2 May 2022. Available at https://urn.fi/URN:NBN:fi:amk-202204195388

Seimenis, I., Sakas, D. & Konstantopoulos, N. 2009. A Strategic Model for the Business Communication Field Training Decision in the Commercial Enterprises. AIP Conference Proceedings 8 (13), 897–900. Retrieved on 10 February 2022. Available at DOI 10.1063/1.3225463

Martikka, O. 2020. Problem with Construction and Demolition Waste Reject? Not for long! LAB Focus blog on 25 June 2020. Retrieved on 1 August 2022. Available at https://blogit.lab.fi/labfocus/en/problem-with-construction-and-demolition-waste-reject-not-for-long/

Gould, G. 2018. Piano Concerto No. 1 in D Minor, Op. 15: II. Adagio (Live). Youtube video. Retrieved on February 2022. Available at https://www.youtube.com/watch?v=5qtr9izO8xs

Financial Statement Release 2021. LAB Intranet. Retrieved on 15 April 2022. Limited availability at https://lut.sharepoint.com/sites/intra-lab/SitePages/Tilin.asp

Introducing Instagram Reels. 2020. Instagram. Retrieved on 13 February 2025. Available at Introducing Instagram Reels

Arene. 2024. Arene's Recommendations on the Use of Artificial Intelligence for Universities of Applied Sciences. PDF. Retrieved on 10 April 2026. Available at Arene's recommendations on the use of artificial intelligence for uni-versities of applied sciences 2024.pdf

Ebook and audiobook:

- author / all authors
- year of publication
- title of the book
- type of communication medium (e-book or audiobook)
- publisher
- trade venue (e.g., Elsevier), library search service (e.g., Primo) or a similar collection of materials.

Mann, M. E. 2021. The New Climate War: The Fight to Take Back Our Planet. Audiobook. PublicAffairs.

Marshall, T. 2021. The Power of Geography: Ten Maps that Reveal the Future of Our World. Audiobook. New York, USA: Simon & Schuster Audio.

Smith, A. 2008. The Wealth of Nations. E-book. Heritage Illustrated Publishing.

7.4.3 Other sources

The following information is to be entered for **interviews conducted for background research**:

- name of the interviewee
- year

- title or position of the interviewee
- organisation (in the case of an organisation representative)
- an indication that it is an interview and the date of the interview.

> Green, M. 2022. Managing Director. DuraPipes Ltd. Interview on 5 February 2022.

Interviews conducted to gather the empirical research data are not included in the references list. They are anonymous.

Lectures, radio and TV programmes, podcasts:

- author/reporter
- year
- title
- situation or programme name
- date.

> Connor, M. R. 2022. Image of the nurse. Lecture recording at Victoria University Science Day on 12 April 2022.
>
> Lynch, C. (reporter) 2020. US election 2020: Method Americans use to vote could become the story of the year. Sky News on 19 August 2022.
>
> The Shadow Club #12: The Elephant in the Room. 2021. Easy Stories in English podcast October 2021. Spotify. Retrieved on 9 June 2022. Available at https://open.spotify.com/episode/6mUyLCJKWNi6fbc8rruQ69

Unpublished works:

Enter the available information, for example, the following:

- author
- year (if known)
- name or title
- type of source.

> Lahden seutu – Lahti Region Oy. 2020. Lahti region. Brochure.
>
> Suomalainen, M. 2021. Thesis guidebook for your information. E-mail message. Recipient Popov, A. Sent on 27 February 2022.

Duodecim

Specific instructions for referencing Duodecim resources (e.g. Current Care Guidelines) are provided on Moodle for healthcare students.

The Building Information Foundation RTS

The Building Information Foundation RTS (Rakennustietosäätiö in Finnish) materials are referenced in the text and for figures, as well as included in the references list, as follows:

> RT/KH/LVI/Ratu/Infra XX-XXXXX or the author of the book; The title of the card or book; Copyright Rakennustietosäätiö RTS 20XX.
>
> Ratu C2-0454. Rakennustyömaan aluesuunnittelu. Copyright Rakennustietosäätiö 2017.

7.4.4 Figures and tables

Sources for figures, tables and other visualizations are listed in alphabetical order in the same reference list as the other sources, without specifying the visualization type. The reference format is therefore the same as for other sources. For example:

> Statistics Finland. 2022. Cultural participation dropped during the pandemic in 2020 to 2021. Retrieved on 10 April 2026. Available at Cultural participation dropped during the pandemic in 2020 to 2021 | Statistics Finland

In the degree programmes in design and fine arts, a list of illustrations follows the references list and corresponds to the image numbering. For example:

> **Illustrations**
>
> Figure 1. Similä, M. 2018. Näkymä Huvilakatua etelään (view of Huvilakatu looking south). Helsinki City Museum. Retrieved on 10 April 2026. Available at Näkymä Huvilakatua etelään | Helsinki City Museum | Finna.fi

References

Copyright Act 404/1961. Retrieved on 20 May 2022. Available at http://www.finlex.fi/fi/laki/ajantasa/1961/19610404?search%5Btype%5D=pika&search%5Bpika%5D=Te kij%C3%A4noikeuslaki%20

Finnish National Board on Research Integrity. 2012. Hyvä tieteellinen käytäntö ja sen loukkausepäilyjen käsitteleminen Suomessa. Retrieved on 23 May 2022. Available at https://tenk.fi/sites/tenk.fi/files/HTK_ohje_2012.pdf

Finnish Social Science Data Archive. Informointi henkilötietojen käsittelystä. Retrieved on 23 May 2022. Available at https://www.fsd.tuni.fi/fi/palvelut/aineistonhallinta/tutkittavien-informointi/

Government Decree on Universities of Applied Sciences 1129/2014. Retrieved on 19 May 2022. Available at http://www.finlex.fi/fi/laki/ajantasa/2014/20141129?search%5Btype%5D=pika&search%5Bpika%5D=Valtioneuvoston%20asetus%20ammattikorkeakouluista%20

LAB University of Applied Sciences (LAB). 2020. Tietosuojaohjeistus opiskelijoille. Retrieved on 1 April 2022. Available at https://elab.lab.fi/sites/default/files/category-page/2021-02/Tietosuojaohjeistus%20opiskelijoille.pdf

Ministry of Education and Culture. 2014. Tutkimuksen avoimuudella yllättäviä löytöjä ja luovaa oivaltamista. Avoimen tieteen ja tutkimuksen tiekartta 2014–2017. Retrieved on 23 May 2022. Available at http://urn.fi/URN:ISBN:978-952-263-317-0

Appendix 1. Responsibilities and obligations of thesis actors

Student

- familiarises themselves with the thesis instructions of the university of applied sciences and instructions specific to their own field of study
- selects the thesis topic and applies for topic approval
- draws up a co-operation agreement where necessary
- finds out about research permit and data protection issues that may be related to the thesis and does right by them
- participates in guidance and applies feedback
- keeps in regular contact with the supervisor and partner
- participates in potential seminars in accordance with the practices and schedule of their field of study
- discusses possible changes with thesis supervisors
- implements and documents the thesis work in accordance with the thesis and AI guidelines of LAB University of Applied Sciences
- finds out what to do if the thesis contains confidential material
- writes a maturity test
- submits the thesis report to Turnitin
- submits the thesis for final assessment after receiving permission to do from the supervisor
- uploads the thesis report to Theseus
- gives feedback on the thesis process as instructed

Thesis supervisor

- has familiarised themselves with the thesis instructions and principles guiding thesis work as well as the faculty's instructions of the university of applied sciences
- ensures that the topic and objectives of the thesis meet the criteria set for thesis
- makes use of Moodle in supervising theses
- approves the thesis plan and the completed thesis
- records completed credits
- commits to instructing the thesis, helps in problem areas and guides the student in ethical choices during the thesis process
- assesses the content and language of the maturity test

- assesses the thesis report
- reviews the Turnitin analysis report
- checks that the thesis report has been uploaded to the Theseus Open Repository before registering the thesis grade
- encourages the student to publish research articles based on the thesis in Open Access publications.

Partner

- signs the co-operation agreement
- participates in guidance as an expert on content
- may provide written feedback on the thesis.

Possible peer reviewer

- provides feedback on the thesis plan or the thesis report.

Language instructor

- instructs students how to write a thesis report and completes the teaching of writing a thesis report
- guides the student in writing the thesis report (text workshops or personal guidance)
- assesses the thesis report in the category of Reporting and language

Possible second reviewer

- if necessary, assesses the completed thesis report