



**MSc European Forestry**  
ERASMUS MUNDUS

**A two-year Erasmus Mundus Joint Master Programme (EMJM)**



**MASTER THESIS POLICY AND GUIDELINES HANDBOOK**

University of Eastern Finland

AgroParisTech, France

BOKU University, Austria

University of Lleida, Spain

University of Freiburg, Germany

Wageningen University, the Netherlands

Transilvania University of Braşov, Romania



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**AQAS**

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QUALITÄTSSICHERUNG DURCH  
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STUDIENGÄNGEN E.V.

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# 1 Objectives of these guidelines

These guidelines have been made to ensure equal treatment and procedures of the students regarding the organisation of the MSc thesis process in the MSc European Forestry programme. These guidelines are valid in all MSc European Forestry Full Partner universities. However, additional guidelines and specific regulations may be applied in some universities and in those cases, those should also be respected.

The Master thesis of the MSc European Forestry programme offers you the challenge of demonstrating your ability to set up and carry out a scientific research project in a self-responsible and independent manner. This challenge includes:

- to provide an adequate delineation and definition of the research topic and the problems addressed,
- to build a sound theoretical framework for the orientation of the research,
- to collect data and information in a systematic and verifiable manner,
- to analyse the data critically and correctly, and
- to present and discuss material, methods and results adequately and to draw appropriate conclusions.

# 2 Thesis preparation, supervision and evaluation

## 2.1 Thesis preparation

The preparation of your actual work on the thesis and the process of thesis supervision starts in the second-year university after the discussions with your local coordinator of MSc EF programme. Preliminary brainstorming and search for possible topics can be made with various teachers and researcher within MSc EF Consortium. A primary supervisor has to be defined in the second-year university according to the formal procedures of each university. In addition to the discussion with the local coordinator of your second-year host university, you can also find information on local points of contact for supervision at each full partner university in **Appendix A**. Please note that the provided list is not inclusive and there will be also several other possible supervisors available depending on the chosen topic.

## 2.2 Thesis supervision

Joint supervision is encouraged to promote collaboration between scientific communities. In case that you plan to work with a joint supervision concept, that needs to be considered already when the thesis is started (a recommendation: supervisors from two Full partner universities). All Full Partner universities are able to accept additional supervisors outside the hosting university. Typically, there is also an intention to write a scientific article jointly with the involved supervisors on the subject of thesis. You are supposed to take the initiative to start joint supervision by contacting potential supervisors.

The supervisors of the MSc thesis project are recommended to have regular meetings (a recommendation twice a month) with you to ensure that the thesis work is going smoothly and the possible challenges and/or problems you may have, can be dealt with. Also, these regular meetings ensure that you are aware of the individual regulations and guidelines that each second-

year university may have in addition to these guidelines and recommendations. Supervisor(s) should also take care that it is possible for you to finish your MSc thesis in time (the workload should be adjusted to 30–36\* ECTS, one semester, \*in WU). Please take also the initiative to contact the supervisors regularly in order to update them about the current stage of your work.

Criteria for qualifying as a thesis supervisor vary across partner universities.

Eligibility:

- Professors: Typically, the final responsibility for the thesis must lie with a professor.
- Associate Professors/Doctoral Candidates: Some universities accept Associate Professors or senior staff with a PhD as official supervisors, often requiring special permission.
- External Supervisors: Supervisors from external institutions (e.g., research institutes) require formal approval by the university examination office. In case of external supervision, there should always be one official supervisor from a Full Partner university as well.

Resources: To help students identify potential supervisors, the programme provides a list of local contacts from all universities who can direct students to the right experts. (See **Appendix A.**)

When problems will occur during thesis supervision process, you are advised to contact the local coordinator of the second-year host university first and if no solution is found the programme coordinator of the MSc E programme at the University of Eastern Finland. The programme coordinator and the local coordinator will then discuss about subject. All informed problems as well as the general feedback related to the thesis process are analysed in the annual consortium meetings.

## 2.3 Thesis evaluation

Thesis will be graded according to the regulations defined in the hosting second-year university.

The following requirements related to the evaluation of MSc thesis work are jointly followed in each MSc EF Partner university:

- In universities that have a second evaluator/evaluation committee or jury, this evaluation should be conducted independently, and the second evaluator/evaluation committee should generally not be part of the supervision process.
- Plagiarism is controlled using software that is provided or used in the partner University. Local coordinator of MSc EF programme will ensure that plagiarism is controlled.

University specific practices are described below and combined in **Appendix B**.

### *University of Freiburg, UFR*

Master thesis: The thesis can be started when in total 70 ECTS have been reached. The master thesis is evaluated by two teachers. At least one of the evaluators has to be permanently employed by the university. Presentation of the master thesis work in a seminar setting is not compulsory but recommended.

### *AgroParisTech, APT*

The thesis work is conducted during a full-time 5–6 months internship (that takes place in a host institution (research lab, professional organisation). The work is supervised by a supervisor in the host institution, with an academic tutor in AgroParisTech. It includes the formalisation of an innovative question and a scientific method (data collection and analysis) to solve it. Its duration is at least 20 weeks, taking place in one block during the second semester (as all courses take place during the first semester). This work is presented in a scientific report that serves as a Master thesis (and follow its principles). Master thesis is evaluated by a written appreciation from the supervisor (20%), a review of the written thesis by two reviewers (40%), an oral defence evaluated

by a jury of at least 3 experts (researchers, teachers), among them the responsible of the curriculum in AgroParisTech (40%). Master thesis defence is organised in the beginning of September.

*BOKU University, BOKU*

After the successful completion of all the courses and examinations required in the Master's Programme, the completed master's thesis, after it has been given a positive evaluation by the thesis supervisor, shall be publicly presented by the student and defended in the form of an academic discussion (defensio). The committee shall consist of a committee chair and two additional university teachers with a *venia docendi* or equivalent qualification. The student's total performance (thesis and defensio) will be assigned a comprehensive grade. Both thesis and defensio must receive a passing grade for the student to complete the programme. The written evaluations stating the rationale for the thesis grade and the defensio grade are included in calculating the comprehensive grade and are documented separately.

The comprehensive grade is calculated as follows:

- Master's thesis: 70%
- Defensio (incl. presentation): 30%

*University of Lleida, UdL*

Master thesis: The thesis can be started simultaneously with the second-year courses (September), but it is recommended to start after completing them, in January. The grading of master's theses must be done before 30<sup>th</sup> September. The thesis can be carried out at the university or an associated institution, but if the supervisor is external, an academic tutor (co-supervisor) is assigned by the programme coordinator at Lleida. Master's theses must be submitted in writing and defended in public session before an assessment committee of three members, not including the tutors. Tutors pre-evaluate the thesis (20% of grade), provide a report to the panel and give permission for defence. Students must obtain at least 5 points in the presentation and defence thereof before the assessment committee. A rubric is used for feedback and grading considering items related to general aspects (10%, workload, competences), content

(30%, objectives, methods, analysis), written document (20%, structure, writing, style, literature cited), oral defence performance (20%, presentation, answers). There are clear regulations in place for theses confidentiality, plagiarism, complaints, grade appeal, special needs and other eventualities.

*Transilvania University of Braşov, UNITBV*

Positive completion of the internship and master thesis worth a total of 30 ECTS credits. The internship that leads to the master thesis may take place in the research labs of the university or in a host institution (research institute, forest company) under the coordination of the supervisor of the MSc thesis. The internship lasts for at least 10 weeks. The MSc thesis is first evaluated by the supervisor, who decides on the approval and submission for the public defence. The oral defence is evaluated by a jury of three 3 experts (professors). The jury is nominated by the Faculty Council. Master thesis defence is organised in early July.

*Wageningen University, WU*

For the Wageningen University assessment, supervisors/examiners use the Wageningen University Thesis Assessment Form. The average grade for each category (performance, thesis project report, oral presentation (colloquium), oral defense) should be at least 5.5 for a pass. Please see Annex E. (Wageningen University Assessment Form) for more information.

\* The examiner will determine the final grading after a discussion with the supervisor/second assessor.

See also **Appendix C**.

# 3 Ethics of preparing a scientific work

## 3.1 Main principles

There are two main principles that you need to be kept in mind when working on your thesis:

1. The thesis must be based on honesty and truth, for example you cannot falsify or fabricate data.
2. You should give credit where it is due for example for an idea or data, which includes not plagiarising other people's work.
  - a) Every idea that is not your own must be credited. Otherwise, you are taking credit for another person's idea.
  - b) Every fact that you did not yourself establish must be credited. Otherwise, you are claiming direct knowledge that you do not have. This includes field or laboratory work actually done by others which you are reporting. [Taken from Rossiter International Institute for Geo-information Science & Earth Observation (ITC) Enschede (NL)]

## 3.2 Generative AI guidelines

### 3.2.1 Principles

Generative Artificial Intelligence (AI) is viewed as a supportive tool to aid learning and scientific writing. It is permitted for development, idea generation, and language improvement, but it must not replace the student's own academic work or critical thinking.

### 3.2.2 Permitted uses

You may use AI tools for:

- Brainstorming and Ideation: Generating initial ideas, outlining structural concepts, and summarizing topics.
- Language Support: Checking grammar, spelling, and improving textual flow.
- Data and Coding: Writing data processing scripts (coding) and transcribing interviews.
- Literature Research: Identifying relevant sources (subject to verification).

Warning: AI tools often generate incorrect or non-existent citations. You must verify the existence and content of every source suggested by AI. In any case, you should read a paper before including it in your thesis to properly cite it. Note that evaluators may ask questions about any paper cited in your thesis

### **3.2.3 Prohibited uses (Academic fraud)**

The following uses are strictly prohibited:

- Replacement of Work: Presenting AI-generated text, images, or data as one's own original work without attribution.
- Bypassing Learning: Using AI to perform the core academic tasks (active writing, designing, reflection).
- Uncritical Adoption: Presenting AI output without critical evaluation of its correctness or accuracy.
- Exam Usage: Using AI during evaluation activities (e.g., written maturity tests) without explicit authorization.

### **3.2.4 Integrity and verification**

- Transparency: you must be transparent about their use of AI.
- Declaration: A specific "Declaration on the use of generative AI tools" should be submitted with the thesis.

- Verification: Some universities' partners may check documents for plagiarism using software such as Original or Turnitin.

### **3.2.5 Consequences**

Any breach of these guidelines constitutes academic fraud. Consequences will be determined in accordance with the home university's disciplinary regulations, ranging from a failing grade for the thesis to expulsion from the programme.

See **Appendix D**.

## **4 Elements of the thesis**

### **4.1 Selection of a topic**

You are advised to contact your local coordinator at your second-year host university and discuss with him/her about the different options and the topics you would be interested in well before starting the thesis project during the autumn semester of the second-academic year (see **Appendix A**). You may also check by yourself the web pages of your second-year host university and contact directly the professor or other teaching staff for further information about the possible topics and projects that are going on. In case the other co-supervisor will be from the other university/organisation, you should also discuss about the topic with him/her.

### **4.2 What is a research proposal?**

The scientific standards that apply (and thus must be met) are the following:

- The thesis must be theory-based.
- The research must be verifiable.

- The research must be in principle replicable.

To make sure that your research is complying with these rules, you should start by making a research proposal attending to these standards. A proposal consists of the following parts:

- Problem statement: This gives the motivation for the selection of the topic and a clear description of the problem field, finally resulting in a concise problem statement. This part includes a review of the empirical literature, which is most relevant to the topic and ensures that the topic has not already been exhausted by other researchers and hypotheses.
- Research objective(s) and research questions: This clearly states the scientific objectives of the research and includes the formulation of the underlying scientific hypotheses. It is important that the objectives are strictly related to the research topic. Subsequently, these objectives should be translated into research questions that need to be answered in order to implement the research

Methodology:

- In this part of the proposal, it should be explained how the theory and research questions can be examined and answered. The function of the methodology part within the research proposal (and later in the thesis report) is to specify reliability, validity and replicability of the research.
- Identify the character of the thesis work. For instance: is it an explorative, or comparative, or experimental study?
- Design the data collection. This step requires arguing about, and providing an answer to, the following questions:
  - (1) What is seen as data and from which sources of information do you obtain these data?
  - (2) What are the criteria for determining and delineating the sources of information?

(3) What methods are employed to derive the data from the sources of information?

In the case of experimental work: what is the experimental design, which factors do you explicitly test for, how many replicates do you have, etc.?

- Design the data analysis: It should be pointed out that the description of the methods is necessary for data collection as well as for data analysis. How can the data be processed? Which statistical tests can be applied given the employed data collection methods or experimental design? Note that it is important to think about data analysis before you start to collect data. Certain analyses require certain data formats and experimental set-up.
- Working plan and time schedule: The research proposal finally should be completed by a comprehensive working plan, indicating the necessary steps in carrying out the research, important milestones as well as their logical order in time.
- In some cases, you need a financial plan. The general necessity of financial means to carry out the thesis work needs to be discussed and agreed between student, supervisor, and examiner before the actual thesis work starts.

### 4.3 Checklist for successful completion of MSc thesis work

Action	Who?
1. Preliminary brainstorming and search for possible topics for a Master thesis.	Student, local coordinator
2. Discuss about thesis topics and supervisors with the coordinator of your second-year host university.	Student, local coordinator, supervisor(s)
3. Consider potential of co-supervision concept (additional supervisor outside second-year host-university).	Student, local coordinator, supervisor(s)
4. Discuss with the supervisor(s) (and local coordinator) about the specific requirements and guidelines for the thesis project.	Student, supervisor (and local coordinator)
5. Write a research plan (a possibility to present it in a MSc EF online thesis seminar).	Student, supervisor
6. Thesis work – regular meetings with the supervisor(s) are recommended.	Student (supervisor)
7. Submit your thesis for evaluation according to the guidelines of the second-year host university.	Student
8. Present final thesis (a possibility to present it in a MSc EF online thesis seminar).	Student

Note: Some of the Full Partner universities stipulate that the thesis period lasts for a fixed length of time. You and the thesis supervisor should determine the deadline in accordance with the host university's guidelines.

## 5 Guidelines for writing your thesis

### 5.1 General

The research activities should finally result in a comprehensive, consistent and concise thesis. Most universities do not impose a fixed limit on the thesis size, with the exception of APT, which restricts the thesis to 25 pages to enforce conciseness. In general, a text is as long as is needed. While the thesis should generally not exceed 60 pages (excluding annexes), please note that at BOKU University, a length of more than 80 pages is quite likely. Ideally, you should write your thesis as if it were a scientific article ready to be published.

A good thesis should have three fundamental characteristics:

- (a) It should be clearly expressed and presented.
- (b) It should be concise.
- (c) It should be consistent in style.

### 5.2 Thesis structure

Each thesis will have their own chapter structure depending on the research topic, the theoretical background or the specific regulations at the second-year university. However, you can start to organize your work according to a general structure as follows:

- **Cover page:** Use the template of your host university. (See also **Appendix E**)

- **Abstract:** The abstract is an independent overview of the contents of the thesis. It may not contain any references to the actual text or uncommon abbreviations explained in the thesis etc. By reading the abstract the reader should get a comprehensive idea about the study.
- **Foreword:** The eventual foreword explains the motivations for the study and its connections with broader research. Additionally, the supervisors are mentioned in the foreword, and the author may give acknowledgements to persons and organisations who have contributed to the thesis. It should be stated either in the foreword or in some other appropriate place where the empirical data used in the study is saved or stored. The abstract and foreword are not included in the table of contents, because they are placed before the table of contents. The unnumbered heading pages shall be regarded as page 1 (not the hard cover).
- **Introduction:** This part includes the problem statement, the scientific objectives as well as the research questions that you have formulated in your proposal. You can also give a characterisation of the type of work and a short outline of the structure of the subsequent chapters can complete it. Note that during your research work you may have come up with additional questions. These should also be mentioned here, but it should be clear that these questions were not part of the original set-up. The introduction includes the **Theoretical Framework** where you provide a review of the theoretical and empirical literature and the reconstruction of the used theoretical concepts. The theoretical framework may be completed by a conceptual model, in which the relations of the relevant concepts of the applied theories are presented. Note that this framework may also be part of the introduction instead of being presented as a separate chapter.
- **Material and methods:** This part reports on the information sources used, as well as the applied methods and materials used for data collection and data analysis. In contrast to the research proposal -where this section is presenting the ambitions/ plan- you must present the situation as it has actually worked (incl. problems that occurred) in the final thesis report. In the case of fieldwork, you should describe the area and sites in which the research was carried out. In the case of laboratory work, you should describe the applied

laboratory analysis/measurement methods. When you have done experimental work, you should give all relevant details of the followed procedure (protocol). This enables others to evaluate your work, and to reproduce it if needed.

- **Results:** In this section the results should be presented in the most objective and comprehensive manner. Mixing results with subjective interpretation and discussion should be avoided. The challenge is to structure the results in such a way that the research questions are addressed as best. Where appropriate, the findings should be illustrated or summarised with tables and figures. In any case tables and figures must be drawn in such a way that they can be read on their own, independent from the surrounding text. Do not forget to include measurement units and an explanation of abbreviations. References to tables and figures should be made in the text (e.g., see table 1; cf. figure 2). Note that table captions are given above the table, whereas figure captions are placed below the figure.
- **Discussion:** The discussion section links your own findings, as presented in the result section, with those of others. What do your results mean and imply? The challenge here is to argue for and against the findings and the related theoretical concepts. Literature references are therefore again a requisite in this section. Furthermore, you must discuss your findings in the background of the scientific objective(s) and the research question(s), as well as in the light of the chosen theoretical framework. Last but not least, it should also not be forgotten to discuss to what extent the findings might have been influenced by the chosen methods. A recommended practice is to structure the discussion section by first discussing the results and comparing them to the literature to answer the research questions. This should be followed by a discussion of the limitations regarding data and methods. Finally, the section should outline perspectives for extending the research to new areas or methods, identifying new research questions, and discussing applications for management, unless these topics are addressed in the conclusion section.
- **Conclusions:** This section brings together the most important consequences of your research. These conclusions normally touch on three aspects: a.) the scientific objective and the research questions (results); b.) hints for future research on this topic (theoretical

framework and methods); c.) practical application of the results (consequences in management and policy).

- **References:** see below.
- **Annex/Appendix:** The annex should include information, which can be missed in the direct text body but is relevant for the understanding of the research or of important steps of it. This could mean for example: the inclusion of the original data, further detailed statistical analysis, etc. Note that also the annex pages should be numbered consistently with the general text.

Different types of research (e.g. historical research, a literature review) might require a slightly different chapter structure. Also, in case the thesis will be submitted to a specific scientific journal, those guidelines should be followed.

See also **Appendix F**.

### 5.3 Thesis format: Article-based theses

The option to submit a thesis in an article-style format is currently subject to the specific regulations of the student's home university.

- **Institutional Rules:** Some universities (e.g., in Spain) frequently allow this format, while others require explicit approval from the examination office.
- **Scope:** Students should be aware that standard journal articles may be too brief and lack the broader contextual discussion expected of a Master's thesis. If a home university permits this format, students may be required to provide an extended introduction and discussion section beyond the standard journal format to meet the academic requirements of the degree.

### Relationship between Section 3.4 and the 60-page limit

In Section 5.1, the guidelines state a general rule of thumb that the thesis size "should not exceed 60 pages." In contrast, Section 5.3 addresses article-based theses by noting that "standard journal articles may be too brief" and may lack the broader context expected of a Master's thesis.

The relationship between the two guidelines is one of sufficiency versus limitation:

- Section 5.1 sets a maximum length to ensure conciseness.
- Section 5.3 addresses a minimum depth/sufficiency issue; it implies that while a standard article might be shorter than the typical 60-page thesis, it cannot simply be submitted as-is. To meet the academic rigor implied by a Master's thesis (which generally falls within the scope described in 5.1), students using the article format are often required to provide "extended introduction and discussion sections" beyond the standard journal text to ensure the work is comprehensive enough for the degree.

## 6 MSc online thesis seminar

To enhance transparency, academic exchange, and presentation skills, the Curriculum of MSc EF programme includes a Joint Online Thesis Seminar:

- **Frequency and Structure:** This seminar will be organised twice a year. During the seminar, students present their thesis plans, interim progress, or final results.
- **Participation:** you are required to act as opponents or reviewers for their peers, fostering critical discussion. While supervisors are encouraged to attend and provide feedback, their participation cannot be made mandatory due to varying workloads and institutional constraints.
- **Objective:** This seminar serves as a harmonised element within the programme. It provides you with a platform for feedback and serves as an additional mechanism for the verification of authorship.

The Thesis Seminar deals with the different forestry topics that the MSc European Forestry students have chosen as subjects for their master's theses. The aims of the seminar are:

- to increase awareness of different master's theses carried out by the students of the MSc European Forestry programme
- to provide a platform for online viewing of the students' theses presentations
- to provide a forum for discussions on each of the topics
- to facilitate the distance interaction of students, graduates and staff of the MSc European Forestry programme

Further information and detailed instructions are available at:

<https://sites.uef.fi/europeanforestry/thesis/> and in Peppi: LM00CO26 MSc European Forestry thesis seminar and Maturity test, M.Sc. (Agr & For), 0 ECTS

## Appendix A. Local points of contact for supervision

University	APT	BOKU	UdL	UEF	UFR	UNITBV	WU
Local coordinator	Prof. Valentine Lafond <a href="mailto:valentine.lafond@agroparis-tech.fr">valentine.lafond@agroparis-tech.fr</a> Prof. Meriem Fournier, <a href="mailto:meriem.fournier@inrae.fr">meriem.fournier@inrae.fr</a>	Prof. Harald Vacik <a href="mailto:harald.vacik@boku.ac.at">harald.vacik@boku.ac.at</a>	Prof. Cristina Vega <a href="mailto:cristina.vega@udl.cat">cristina.vega@udl.cat</a>	Prof. Timo Tokola <a href="mailto:timo.tokola@uef.fi">timo.tokola@uef.fi</a>	Prof. Thomas Seifert, <a href="mailto:thomas.seifert@wwd.uni-freiburg.de">thomas.seifert@wwd.uni-freiburg.de</a>	Prof. Alexandru Lucian Curtu <a href="mailto:lucian.curtu@unitbv.ro">lucian.curtu@unitbv.ro</a>	Gijs Elkhuisen <a href="mailto:gijs.elkhuisen@wur.nl">gijs.elkhuisen@wur.nl</a>
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## Appendix B. Comparative overview of thesis guidelines and criteria

University	APT	BOKU	UdL	UEF	UFR	UNITBV	WU
<b>Thesis scope &amp; objectives</b>	Scientific master's thesis proving ability to set up and carry out research. Integrated into curriculum to acquire professional skills.	Demonstration of the ability to set up and carry out a scientific research project independently. Ideally prepared as a scientific article.	Completion of the Master's studies demonstrating acquired competencies.	The Master's thesis is usually the first scientific work that a student carries out independently.	Scientific thesis (M.Sc. in Environmental Sciences or Forest Sciences). Can be group work if individual contribution is identifiable.	Scientific work (Dissertation) dealing with problems in the field of study.	To individually and independently conduct a research project. Learning outcomes: developing a plan, collecting/processing data, analyzing, formulating answers, reporting, and compliance with conduct.
<b>Formatting &amp; language</b>	Max 25 pages (Font 12, single spacing) incl. figures/tables/references. Annexes limited to essential info only. English summary required.	Specific formatting not detailed; implies adherence to "Good Scientific Practice".	Paper format or Technical Report accepted.	<a href="https://studentuef.sharepoint.com/sites/forestsocietesstudycommunity/SitePages/Structure-and-format-of-a-written-work.aspx">https://studentuef.sharepoint.com/sites/forestsocietesstudycommunity/SitePages/Structure-and-format-of-a-written-work.aspx</a>	Bound form. Programme generally in German or English.	Standard academic structure: Cover, Title, TOC, Content, Bibliography, Annexes. Statutory Declaration of Originality mandatory.	Language: English. Formatting: General guidelines provided; specific requirements (recording research, report scope) provided by chair group.
<b>Defense format</b>	Defense is public unless non-disclosure is requested. Online defense allowed. 15 min presentation + 15 min Q&A + private deliberation.	<i>Public Defense (Defensio)</i> : Thesis must be publicly presented and defended. Committee consists of a chair and two university teachers with <i>venia docendi</i> (or equivalent).	Public defense under a committee of three external members. Online defence allowed. 20 min presentation and up to an hour Q&A.	The students get support to their thesis writing process in the form of seminars in which the participants present their work and comment on each other's thesis plans at various stages.	<i>Not compulsory but recommended</i> . "Presentation of the master thesis work in a seminar setting" is optional.	Single test: Presentation and defence of the dissertation (Art 2). Public/Committee based. Oral results cannot be contested (Art 18).	Oral Presentation (Colloquium): 5% grade. Oral Defence: 5% grade. Student places results in wider scientific context.
<b>Grading system &amp; pass criteria</b>	Based on 3 elements: 1. Supervisor evaluation, 2. Written Thesis, 3. Defense. Must meet academic standards.	Calculated as: Master's thesis (70%) + Defensio incl. presentation (30%). Both parts must receive a passing grade.	1 – 10 scale. Pass >= 5 (Standard). 80% grade from public defense, 20% from supervisor report.	Two examiners shall be appointed for theses. As a rule, the thesis supervisor should be one of them. Master's theses are graded by the head of the school. Master's degree theses are assessed using a 0–5 scale, which includes the following grades: 5 = excellent, 4 = very good, 3 = good, 2 = satisfactory, 1 = sufficient and 0 = fail. <a href="https://kamu.uef.fi/en/tietopankki/graduation/theses/">https://kamu.uef.fi/en/tietopankki/graduation/theses/</a>	2 evaluators. If grading difference > 1, an additional evaluator is nominated. Late submission is graded 'unsatisfactory' (5.0).	Evaluation of Scientific Content and Format (50%) and Oral presentation and Defence (50%). Grade 1-10.	Components: Performance (40%), Research Report (50%), Oral Presentation (5%), Oral Defence (5%). Pass Criteria: Average grade for each category must be at least 5.5.
<b>Plagiarism &amp; AI usage</b>	Submitted document checked for plagiarism. AI	Compliance with "Good Scientific Practice" mandatory.	<b>Instruction for Generative AI (IAG)</b> : Generating full texts/exams =	The originality of all theses is to be verified via <a href="#">the</a>	Student must declare work is independent. Plagiarism	Controlled via Turnitin. Similarity report generated by	Bound to Netherlands Code of Conduct. AI allowed for

	usage not mentioned.	Affidavit required. No specific AI policy mentioned.	Fraud. Disciplinary sanction applies. Regulations on use in place.	<a href="https://kamu.uef.fi/en/tietopankki/graduation/theses/">plagiarism detection system.</a> <a href="https://kamu.uef.fi/en/tietopankki/graduation/theses/">https://kamu.uef.fi/en/tietopankki/graduation/theses/</a>	controlled via software. No specific AI rules mentioned.	supervisor and included in student file. Cheating prohibited.	support (brainstorming, spelling, coding) but strictly prohibited from replacing skill development. AI usage must be documented.
<b>Registration &amp; submission</b>	Submit PDF by email to coordinators. Deadline example: Aug 25. Filename format: 2025_NAME_First name_M2FEN.pdf	Topic approved by chairperson.	Thesis submitted to supervisor for approval, then electronic submission to academic secretariat, which organises defence.	<a href="https://kamu.uef.fi/en/tietopankki/graduation/thesis-submission-and-evaluation/">https://kamu.uef.fi/en/tietopankki/graduation/thesis-submission-and-evaluation/</a>	Topic approved by chairperson. Submission requires 2 bound copies (1 to library, 1 to supervisor) + 1 digital version.	Electronic submission and upload on an electronic platform. Requires: App form, declaration.	Start OSIRIS process; fill out thesis learning agreement in OSIRIS. Submit thesis report to supervisor/examiner.
<b>IP, publication, embargo</b>	Dissemination agreement required from Supervisor, Trainee, and Jury. Theses diffused online by library unless NDA requested.	Knowledge should be made public available (online and/or library). Application to officially block the publication for restricted time period is possible.	Theses can be published with the student's permission in the Library's electronic publication system, if recommended by the evaluators, unless confidentiality or NDA applies.	Theses are public and they shall be published with the student's permission in the Library's electronic publication system. The University of Eastern Finland is committed to supporting the principles of open science and research, and strongly recommends Master's theses to be published with Open Access. <a href="https://kamu.uef.fi/en/tietopankki/graduation/theses/">https://kamu.uef.fi/en/tietopankki/graduation/theses/</a>	Thesis must not have been submitted for another examination. Data/Code may be requested for submission.	Theses are not institutionally archived (Art 19). It is encouraged to publish the results in scientific journals.	Student owns rights to Thesis. University has right to use/publish in e-depot. Student must keep University info/materials confidential for 5 years.
<b>Appeals &amp; resubmission</b>	Not specified in text.	Not mentioned.	Regulations for appeal in place. Academic misconduct sanctions.	<a href="#">Instructions for the appeal</a> are included alongside the grading decision. <a href="https://kamu.uef.fi/en/tietopankki/graduation/theses/">https://kamu.uef.fi/en/tietopankki/graduation/theses/</a>	Thesis can be withdrawn/returned once, within the first 2 months of processing time.	Oral defence results cannot be contested.	Resit: Only allowed for grades < 6.0. Delays: Can be planned (extended credits), due to force majeure, or insufficient result.
<b>Workload, ECTS</b>	Not explicitly specified (part of semester validation).	Corresponds to 6-month full-time workload (typically 30 ECTS).	30 ECTS	30 ECTS	The MSc EF programme workload is adjusted to 30-36 ECTS.	Additional 10 ECTS awarded for passing Master's exam (General rule).	30 - 39 EC (compulsory) or 24 - 33 EC (extra). Most programmes require min 36 credits (standard).
<b>Duration/timeline</b>	Minimum 20 weeks; maximum 6 months.	6 months full-time equivalent.	6 months full-time equivalent.	The workload corresponds that of 6 months.	6 months. Requires a minimum of 70 ECTS completed before starting.	Not explicitly stated (Defended in sessions: June/July, or Jan/Feb).	Nominal time based on ECTS (e.g., 36 ECTS = ~6 months full time).
<b>Supervisors</b>	Dual: Supervisor in host structure + Academic tutor from University/APT. Joint supervision possible.	Supervisor: Habilitated university teacher (formal supervisor). Co-supervisor: Optional (non-habilitated).	Compulsory supervisor/tutor form UdL (Standard). Joint supervision possible.	1-2 supervisors	Two examiners (Supervisor + Second Examiner/Korreferent). At least one must be permanently employed by the faculty.	Scientific supervisor ( <i>Cadrul didactic îndrumător</i> ). Thesis submitted with supervisor's assessment.	Actors: Thesis coordinator, Main & Administrative Supervisor, Second Supervisor (optional). External actors not primary supervisors but can be assessors.

## Appendix C. Assessment forms

### AgroParisTech (APT)

Not available.

### BOKU University (BOKU)

<b>Bewertungskriterien</b> <i>Assessment criteria</i>	<b>Kommentar<sup>2</sup></b> <i>Comments<sup>2</sup></i>	<b>Optionale Bewertungshilfe</b> <i>Optional assessment tools</i>
<b>Problemdefinition</b> <i>Problem definition</i> <ul style="list-style-type: none"> <li>• Relevante/zentrale Literatur zitiert <i>Relevant/significant literature cited</i></li> <li>• Hinführung zur Fragestellung <i>Introduction of research topic</i></li> </ul>		
<b>Fragestellung(en)</b> <i>Research topic(s)</i> <ul style="list-style-type: none"> <li>• Nachvollziehbare Herleitung aus Problemdefinition <i>Plausible deduction from problem definition</i></li> </ul>		
<b>Forschungsdesign</b> <i>Research design</i> <ul style="list-style-type: none"> <li>• Theoretisches Rahmenkonzept <i>Theoretical framework</i></li> <li>• Adäquate Untersuchungsmethoden <i>Adequate research methods</i></li> </ul>		
<b>Methodisches Vorgehen</b> <i>Methodology</i> <ul style="list-style-type: none"> <li>• Wissenschaftliches Niveau <i>Scientific level</i></li> <li>• Nachvollziehbarkeit <i>Plausibility</i></li> </ul>		
<b>Forschungsergebnisse</b> <i>Research findings</i> <ul style="list-style-type: none"> <li>• Formale Darstellung entspricht wissenschaftlichen Kriterien <i>Formal presentation according to scientific criteria</i></li> <li>• Inhaltlich adäquate Beschreibung <i>Adequate description of content</i></li> </ul>		
<b>Analyse/Interpretation/Diskussion/ Schlussfolgerung(en)</b> <i>Analysis/interpretation/discussion/conclusion(s)</i> <ul style="list-style-type: none"> <li>• Nachvollziehbar aus Ergebnissen abgeleitet <i>Plausibility deduced from research findings</i></li> <li>• Beantwortung der Fragestellung(en) <i>Response to the research problem(s)</i></li> <li>• Einbindung in aktuellen Wissensstand <i>Integration into current level of knowledge</i></li> <li>• Anwendbarkeit/fachliche Relevanz <i>Applicability/relevance for academic field</i></li> </ul>		
<b>Quellen-/Literaturverzeichnis</b> <i>Sources/ bibliography</i> <ul style="list-style-type: none"> <li>• Vollständigkeit in Hinblick auf relevante Literatur <i>Complete list of relevant literature</i></li> <li>• Formale Korrektheit <i>Formal correctness</i></li> </ul>		
<b>Qualität Formulierungen/sprachliche Darstellung</b> <i>Quality of phrasing/wording</i>		
<b>Gliederung der Arbeit</b> <i>Structure of work</i>		

<b>Weitere Kommentare</b> <i>Further comments</i>		
<b>Gesamtbewertung<sup>2</sup></b> <i>Final assessment<sup>2</sup></i>	<b>Begründung<sup>2</sup></b> <i>Reasons<sup>2</sup></i>	<b>Note<sup>2</sup></b> <i>Grade<sup>2</sup></i>

## University of Eastern Finland (UEF)

### Grading a Master's thesis

The following instructions are to be applied to theses submitted for evaluation after 22 October 2014. The instructions are given to the examiners of the thesis as well as the student before starting the work.

The main emphasis of the grading is placed on five (5) criteria: outlining the research problem [1]; the suitability of the theoretical framework and the methodology [2]; the clarity of the results [3]; the conclusions [4]; and the overall clarity and finishing of the thesis [5].

The requirements set for the material/data and the significance of the results are not as high as in scientific research in general. Evaluating the extent/scale of the thesis depends on the study field. In some cases, the discussion of the matter may require an extensive presentation, whereas in others, a concise presentation may be the most purposeful.

The grading of the thesis is built around nine criteria, each of which will be graded on the scale from 0 to 5 as follows:

- 0 = failed
- 1 = sufficient
- 2 = satisfactory
- 3 = good
- 4 = very good
- 5 = excellent

Each of the criteria is given a weight. For an approved thesis, a minimum of 1 point must be obtained for each criterion. The points for each criterion are calculated using the 20 x GRADE x WEIGHT formula. The total number of points is formed by the points awarded for each criterion. The maximum number of points is 100. The grade of the thesis is determined on the basis of the total points as follows:

Total points	Grade
84–100	5 (excellent)
68–83	4 (very good)
52–67	3 (good)
36–51	2 (satisfactory)
20–35	1 (sufficient)
< 20	0 (failed)

The evaluation criteria are presented below (weighting coefficient in parentheses):

### **1 Planning (15%)**

- How clearly and unambiguously have the research problem and the objectives of the study been defined? What is the significance of the topic and the objectives of the study?

### **2 Literature review (15%)**

- How well has the student become acquainted with previous research and literature, and how well-motivated is the research problem theoretically? Have the theoretical framework and the central concepts been defined? Are the references relevant to the study and do they support the problem setting?

### **3 Experimental part (35%)**

- Is the material/data sufficient for studying the problem? If not and the student cannot affect the material/data, this should be mentioned in the thesis. However, the student is always partially responsible for the quality and sufficiency of the material/data. The material/data and the measurements should be described in such detail that a replication of the study is possible.
- Is the material/data analysed with a method that is efficient, correct for the purpose, and in line with the question setting as well as the research approach? Can the study be replicated on the basis of the method description? The method may not be an end in itself, but it should be selected according to the research problem.
- Are the results presented consistently? Can the main results be read from the text without the help of the figures and tables, and vice versa?

### **4 Discussion (15%)**

- The conclusions must be based on the results. Are the results interpreted correctly? The discussion should indicate if the results support the hypotheses, and what kind of new problem settings should be investigated. Furthermore, the application of the results should be discussed, and the results should be compared to the results of previous studies.

### **5 Composition of the thesis, scientific presentation, and linguistic form (20%)**

- The language used in the thesis should be clear, correct, unambiguous, and simple. The figures and tables should be clear, informative, and easy to read, and references should be used correctly. The text should be well-structured throughout the thesis.
- Maturity refers to the impression that the thesis provides on the author's learnedness, to the maturity of the author in processing the problem, and to the confidence in his/her research approach.
- Although independent working is regarded as a merit, it will not make up for any deficiencies in the other criteria. The independence of the author refers to how many suggestions relating to the thesis the student has made, and how independently the student can solve technical problems relating to the modification or analysis of the material/data. All important decisions should be made in cooperation with the supervisor. If necessary, the examiners may consult the supervisors.

## University of Freiburg (UFR)

Grading System of the Faculty of Environment and Natural Resources,  
according to the Examination Regulations for the Degree Program Master of Science (M.Sc.), 2008.

1,0	100,0 – 90,0 %	outstanding	Achievement well above average
1,3	89,9 – 80,0 %	outstanding	s.a.
1,7	79,9 – 75,0 %	good	Achievement above average
2,0	74,9 – 70,0 %	good	s.a.
2,3	69,9 – 65,0 %	good	s.a.
2,7	64,9 – 62,0 %	satisfactory	Achievement meets the requirements
3,0	61,9 – 59,0 %	satisfactory	s.a.
3,3	58,9 – 56,0 %	satisfactory	s.a.
3,7	55,9 – 53,0 %	sufficient	Achievement meets the requirement despite flaws
4	52,9 – 50,0 %	sufficient	s.a.
5	< 50 %	unsatisfactory	Achievement does not meet the requirement due to substantial flaws

**Prof. Dr. ....**  
**Professur für ..... Albert-Ludwigs-Universität Freiburg**

### Evaluation of the Master's Thesis

**Name of the candidate**

**Topic**

**Supervisor and First Examiner**

**Second Examiner**

#### 1. Structure

**Structure, chapter organization, layout, length**

**Style, language, terminology, spelling**

**Tables and figures**

**Citation style, bibliography, diversity of sources**

## 2. Content

*Theoretical foundation,  
conceptual framework*

*Choice of appropriate  
methods & their correct  
application*

*Understanding of the current  
state of research*

*Logic of argumentation,  
justification of hypotheses*

...

## 3. Style

*Adequate use of technical  
and key terms*

*Clarity and comprehensibility  
of the text*

...

## 4. Final Overall Evaluation

*Summary assessment*

**GRADE**

Freiburg (Breisgau)

Signature

## University of Lleida (UdL)

Not available.

## Transilvania University of Braşov (UNITBV)

Not available.

## Wageningen University (WU)

A [rubric](#) is used for feedback and grading. Both assessors independently assess one or more aspects of your thesis work. Subsequently, the examiner, usually in consultation with both assessors, will determine the final grade for the different criteria. Apart from that, you will

generally have a final meeting in which your supervisor and/or examiner will provide you with feedback on the overall project (beyond just the assessment). In some groups, the oral defence and the final meeting may be combined in a single meeting.

The assessment, the final grade, as well as an underpinning of the grade will be registered in OSIRIS. After the examination, you will receive the reasoning behind your thesis grade, including specific feedback on all assessment categories.

The assessment strategy below shows the relation between the learning outcomes and the different parts of the assessment at the Wageningen University.

Weights	Description	Assessment categories			
		Performance	Research	Oral presentation	Oral defence
% of grade		40%	50%	5%	5%
Learning outcomes	1 Develop a research plan, including: a description of the research topic in relation to the wider scientific context; an identification of the knowledge gap; formulation of research questions and/or a hypothesis, aims and objectives; an explanation of how you intend to conduct the research (e.g. in terms of a design for the project, data-collection and -analysis methods, research tools).	x	x		x
	2 Collect, select and process data, using the design for the project, methods and tools described in the research plan.	x	x		x
	3 Analyse and synthesise the data in order to answer the research questions and/or test the hypothesis.	x	x	x	x
	4 Formulate answers to the research questions that are supported by the research outcomes; pay attention to potential limitations; critically discuss the outcomes in relation to the wider scientific and societal context.	x	x	x	x
	5 Report on the research, both in writing and in oral presentation.	x	x	x	
	6 Work in compliance with academic codes of conduct, and with proper management of time and resources.	x	x		
	7 Make use of input and feedback for executing the research project and provide feedback to others.	x			
Assessor	Assessor 1	x	x	x	
	Assessor 2	optional	x	optional	
	WU Examiner (grade)*	x	x	x	x

## Appendix D. Draft declaration form

"I hereby declare that I have authored the attached Master's Thesis independently. I have used Generative AI tools only in the following capacity (check all that apply):

- Brainstorming and Ideation
- Language Support (checking grammar, spelling, and textual flow)
- Data and Coding (writing data processing scripts, transcribing interviews)
- Literature Research (identifying relevant sources)

I have critically evaluated any AI-generated output to ensure its correctness and accuracy (including verifying that all citations actually exist and match the content). I have not used AI tools to replace my own active writing, designing, or reflection."

## Appendix E. Thesis cover page template (EU Forestry Format)

Information will be added [based on EU forestry format]

- **Programme Name:** (Master of Science in European Forestry)
- **Thesis Title:** (The full title of the Master's thesis)
- **Author:** (Student Name)
- **Supervisor(s):** (Name of the main supervisor and co-supervisor(s))
- **Home University:** (The university awarding the degree)
- **Date:** (Month and Year of submission)
- **Word Count:** (Optional, but common)

## Appendix F. Writing and formatting guidelines (UEF)

*Some universities have different formats for referencing, please check with your thesis supervisor.*

The following instructions related to the formatting and settings of written works come from the university's (UEF) accessibility guidelines, and apply to all mentioned written presentations. If the tradition of the scientific field requires it (e.g. master's degrees with a focus on forest law), these instructions can be deviated from by agreement together with the supervisors, however, taking accessibility into account.

### Language

English is the only language used in the international Master's degree programmes.

### MS Word settings

Microsoft Word has certain auto-correct features that will lead to errors in the written work. The most disturbing error is replacing a hyphen with a dash, which is a spelling mistake. A hyphen (-) is a punctuation mark that's used to join words or parts of words. It's not interchangeable with other types of dashes. A dash is longer than a hyphen and is commonly used to indicate a range or a pause. The most common types of dashes are the en dash (–) and the em dash (—).

Here is how to insert hyphens and dashes:

- Hyphen (-) Num- (Merriam-Webster's Dictionary)
- En dash (–) Ctrl+Num- (1–5, 1999–2002)
- Em dash (—) Alt+Ctrl+Num- (Rarely needed, but can be used, for example, when the same author appears repeatedly in the literature cited list.)

Non-breaking hyphens (Ctrl+Shift+-) prevent words or parts of words from shifting to a new line after a hyphen, if hyphenation is not preferred. To keep parts of a compound word together, the hyphen is bound to the latter part of the compound word, meaning it will move with the word to a new line. Non-breaking spaces (Ctrl+Shift+Space) are recommended to be used between a numerical value and a unit to prevent them from printing on different lines.

### Text

The official text type of the university is Open Sans, and it is also used in theses. The size of the letters is 11 points. The line spacing is 1.5 in the entire text, including figure and table texts, the summary and the bibliography. The same typeface as the body text is used in the figure and table descriptions and tables. The Open Sans font is also recommended for the texts in the images, but they can also use the so-called sans serif type fonts (for example Arial).

### Page layout

The page size of written works is always A4. Margins are 2 cm on the left, 1.5 cm on the right, 2 cm at the top and bottom.

## Headings

Headings are in bold. All headings are written in lowercase letters. The main headings and subheadings are numbered. The subheadings are numbered according to the standard 1.2 (not 12 and not 1.2.). Blank lines are not left before and after the main headings, but MS Word's paragraph-specific formatting styles are used instead.

The headings are marked from the style menu Heading 1–3 (Heading 1–3). The headings are in the same font as the body text. Heading 1 is point size 14, bold. Title 1 is started on its own page. Title 2 is point size 12, turquoise (RGB 7,125,158 and #077D9E). Heading 3 is point size 11, bold. An empty space (space) is defined after all headings.

Headings should be used from 1 onwards. A chapter can have subheadings if there are at least two chapters. Don't use the fourth subheading level anymore.

## Text alignment and paragraphs

The text is aligned only from the left. The first line of a paragraph is not indented. Paragraphs are separated by an extra line break. The text uses hyphenation. Bolding is used to enhance the text. Italics are used only in the case of scientific names, CAPITALS only in a special situation. The text should not be positioned using a table or text boxes.

If you copy text from another document, paste the text unformatted: Paste > Paste text only.

## Page numbers

The page number is placed in the middle of the top header of the page. The font of the page number is the same as the rest of the text. The cover page is page 1, but the page number is not displayed. The bibliography and table of contents pages and the introductory words page have page numbers. The page numbering continues for the attached pages as well.

## Figures, tables and formulas

Figures, tables and formulas are used to supplement and clarify the text, but their descriptions need to be detailed enough for them to be examined and understood individually. Every table and figure must be referred to in the text. Figures and tables are placed in the body of text – rather than presenting them under a separate section at the end of the work. The numbering follows the order in which the figures and tables are referred to in the text. Example: "The difference between juniper and bird cherry was notable and statistically significant ( $P=0,006$ ; Figure 4), but no differences were detected between juniper and pine (Figure 5)." and "Linear optimisation led to better results than non-linear optimisation (Table 7)." Whenever possible, figures and tables should be placed at the top or bottom of the page.

When creating diagrams, you must strive for a simple and illustrative way of presentation and take into account how the diagram is printed in black and white.

Unnecessary lines should be avoided in figures and tables. Picture frames in a word processor are usually useless and can be removed. Vertical lines are avoided in tables. The figure caption is placed below the figure and the table caption is placed above the table. Texts "Figure 1." or "Table 1." is bolded, but the text itself is not bolded. The official style of the university has its own style, which is used to format figure and table captions (see the template). Don't use Word's Caption feature.

To ensure accessibility, add alternative text, alt text, to figures by activating the figure and selecting Image formatting > Alternative description from Word's ribbon. Write the description as if you were telling the content of the figure to another person. If the figure is an example figure, you can say "Example figure, explained in more detail in the text" as an alternative description. If the figure is just a figure that is not recommended to be used in theses, it can be marked as decorative. If the caption says the same thing as the alternative description, you can mark the image as decorative.

The texts in the tables and figures are made in the same font type and size as the actual text, but in large tables the font size can be slightly reduced if necessary. In the texts in the figures, e.g. the explanatory texts of the axes, Arial type fonts can be used.

Formulas are created using a specific tool in the word-processing programme. The SI base or derived quantities are used in formulas. The placement of formulas is based on the left-hand alignment of the body of text, and the numbering follows the order in which the formulas are referred to in the text. Example: The exact concentration of the sodium hydroxide solution must be determined prior to titration (formula 1). Name all the quantities and the corresponding units used in the formulas.

### **Hyperlinks**

Hyperlinks to different websites can be used in the text: for example, "Finnish Forest Centre offers forest owners free information on forest resources on the [metsään.fi](http://metsään.fi) website". If a formal source reference is made to the website, it is made according to the example of electronic sources in section 1.3.11.

Possible links should be written descriptively. Add a link as link text by painting the text and specifying Insert > Hyperlink. The hyperlink is underlined, so the underline should not be used for any other purpose.

### **Binomial nomenclature**

The scientific name of a species must be given when a species is mentioned for the first time in the text. Binomial names composed of two parts, the genus and species, are written in Italics (the authority is not), except in the literature cited section. For example, *Pinus sylvestris* L.; the family of pine, Pinaceae, is not written in Italics (and neither are the order, class and division).

### **In-text citations**

Various reporting guidelines define when the scope of an in-text citation at the end of a sentence covers only that last sentence, a few preceding sentences, or the whole paragraph. In scientific writing, however, the common practice is to indicate the scope of the citation through the sentence structure. Referring to a whole paragraph is not desirable, but if the text of a paragraph nonetheless refers to a single source, the recommended citation style from the options presented below is number 2. Direct quotations are normally avoided, but if they are used, they need to be separated from the body of text by using quotation marks. The use of source literature means analysing information obtained from various sources in one's head and then using that

information to independently produce content for one's own written work. *It is not about piecing together other people's ideas and presenting them as one's own.* The reader must be able to differentiate the author's original text from the cited parts of the written work. As a rule, the publication guidelines of scientific series favour in-text citations.

There are two styles for citing original sources, of which the first one below is the recommended option (note the placement of the period in example 1):

1. Based on the travelling speed of a camel caravan, Eratosthenes estimated that the distance between Aswan and Alexandria was 5,000 stades (Watson 2012).
2. According to Kamppila (1980), the occurrence of *Pinus kesiyana* in the mountains of North Vietnam has not been fully established.

If there are two authors, the citation in example 1 is formed as follows: (Smith & Watson 2012). If there are more than two authors, the form of the citation is (Watson et al. 2012). If a citation covers more than one publication by more than one author, the literature cited is presented in chronological order. This practice is based on the assumption that the authors of more recent sources are familiar with the earlier literature. For example, "This has been noted in several studies (Smith 1996, Watson 2008, Haapala 2015)".

If a citation covers more than one publication by the same author, the placement of the citation is determined on the basis of the author's oldest publication. It is cited first, followed by the year of the more recent publications, separated with a comma (Harstela 1985, 1999). Citations covering more than one author are placed on the basis of the name of the first author and are therefore separate from single-author publications by the same author (Waters 2012, Waters & Sandgren 2015). Citations to more than one publication by the same author(s) published in the same year are distinguished by using lowercase letters (a, b, c, etc.). If the author or editor of a publication is not known, the citation is formed by using the first 2–3 words of the title of the publication and its year of publication as follows: "...and pine is grown in barren lands (Guidance letter to forest... 2013)".

There is no need to add 'see' in front of the citation. Nor is the use of the abbreviation 'cf.' recommended. In principle, it can only be used if the source contains information or ideas that conflict with what is presented in the written work. The preferred solution is to describe the conflict in the written work rather than use the cf. abbreviation and oblige the reader to compare several sources. It can be arduous, and frankly, it is the author's job.

### **Literature cited**

This literature cited section serves as an example on how a literature cited section should be formed. In the literature cited section, all source publications are listed in alphabetical order according to the name of the author(s). Publications by the same author(s) are listed in chronological order. Single-author publications take precedence over group publications in which the same name comes first in the list of authors; such works are listed according to the number of authors. If the author or editor of a publication is not known, the publication is listed according to its title. When citing a single article included in a collection of articles, the name of the author and

the title of the article are followed by the editor(s) (abbreviated 'ed./eds.' in English) and the title of the whole publication. The number of pages in the article, not the whole publication, is included in the citation entry. Below are some examples of how to list different source publications in a literature cited section.

If an article in electronic form has a doi address (document object identifier), the publication is permanent and there is no need to record the date of the reference when referring to it. When referring to other web sites, the date and url address must be displayed. If the articles are published only electronically, both the possible Article number and the doi number (which is presented as a hyperlink) are displayed. If the article has been published in print and has traditional page numbers, it is not necessary to display the doi number.

***An article published in a series or a periodical***

Mannerkoski, H. & Möttönen, V. 1990. Maan vesitalous ja ilmatila metsäaurausalueilla. [In Finnish] Summary: Soil water conditions and air-filled porosity on ploughed reforestation areas. *Silva Fennica* 24(3): 279-301.

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