

1. Appendix

1.1. Inner title page

TITLE OF THE MASTER'S THESIS

Master's thesis in partial fulfilment of the requirements for the degree of

"Master of Science"

Author: First name Last Name

Submitted to the Joint Master Programme on Human-Computer Interaction
Salzburg University of Applied Sciences
Paris-Lodron-University Salzburg

Assessed by:

Title First name Surname (supervisor)

Title First name Surname (second assessor)¹

Place, date of submission

¹ if thesis submitted at Salzburg University of Applied Sciences

<u>Page division</u>	<u>A4 format; top margin 2.5 cm; bottom margin 2.5 cm; left margin 2.5 cm; right margin 2.5 cm; gutter 0.5 cm</u>
<u>Page numbering</u>	<u>Top right, starting with 1 on the page following the title page</u>
<u>Line spacing</u>	<u>Generally 1.5 lines; exception: single spacing for literature references and programme text</u>
<u>Alignment</u>	<u>Ordinary paragraphs justified; everything else (lists, references, etc.) ragged</u>
<u>Header</u>	<u>Distance from top: 1.5 cm; section on the left, page number on the right</u>
<u>Footnotes</u>	<u>Superscript numbers in the text; footnote at the bottom of the page on which the reference is given; text must remain comprehensible even without the footnote; also used for product information (software, hardware)</u>
<u>Font</u>	<u>Arial, font size 12pt or Calibri, font size 12pt</u> <u>Main chapter headings in bold and font size 16pt</u> <u>Level 2 chapter headings in bold and font size 14pt</u> <u>Chapter headings at level 3 and any lower levels in bold and font size 12pt</u> <u>Programme segments in Courier New, 10pt; use tabs for indentations; it is recommended to indicate line numbers</u> <u>Emphasis is provided using italics and, in very rare cases, boldface; underlining is not allowed</u> <u>Footnotes, figure captions and table captions in font size 10pt</u>
<u>Spacing</u>	<u>There should be 6pt spacing between a heading and the text below.</u> <u>There should be 12pt spacing between a heading and a sub-heading (each heading should have more spacing from the preceding heading or text than from the following text or heading, so that there is also a visual connection with what follows)</u> <u>The first entry of an enumeration (e.g. bullet list) has 6pt additional spacing from the preceding text; the last entry of an enumeration has 6pt additional spacing from the following text; entries in between have normal line spacing</u>
<u>Illustrations and tables</u>	<u>Every image that is not self-made has a source reference</u> <u>Every table with external data has a source</u> <u>The text must be readable and comprehensible without illustrations</u> <u>Every figure or table must be referenced from within the text</u>
<u>Formulas</u>	<u>Formulas are to be consecutively numbered for each section separately with the number right-justified so that it can be referenced later in the work</u>

<u>Direct quotations (= verbatim adoption of a passage from a source)</u>	<u>Less than 3 lines: mark as quotation by inverted commas; cite source with page(s). More than 3 lines: indent with single line spacing and text in italics; cite source with page(s)</u>
<u>Indirect quotations (= giving the sense, non-verbatim adoption of a passage from a source)</u>	<u>To be identified at the end of the relevant paragraph before the full stop by citing the source without indicating page numbers</u>

Table 15 Rules for layout of a Master's thesis