



UNIVERSITÀ
DEGLI STUDI
FIRENZE

Scuola di
Economia e Management

BSc in Sustainable Business
for Societal Challenges

Title of your thesis
Please make it concise
And straight to the point
Max being 4 lines

Supervisor

Prof. Francesco Mazzi

Candidate

Your name

Academic Year 20XX-20XX

*Add your thoughts,
Dedication, etc.*

Preface

A preface is a book's preliminary statement, usually written by the author of a work, which states its origin, scope, purpose, plan, and intended audience, and which sometimes includes afterthoughts and acknowledgments of assistance.

The preface is distinct from the introduction, which deals with the subject of the work. Preface should not exceed 2 pages.

Place, month year

Firstname Surname

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Introduction

The Introduction is a fundamental part of the thesis. The key difference between a preface and an introduction lies in their focus: a preface introduces the book itself, while an introduction introduces the book's content.

Think of it this way: a preface tells the reader why the author wrote the book and provides background information, while an introduction sets the stage for the reader to understand the book's main themes and arguments. The following bullet points summarize the main features of a good introduction:

- Focus: Introduces the main topic, establishes context, and previews the key arguments or points that will be discussed in the book.
- Content: May include a hook to engage the reader, background information, and a thesis statement summarizing the main argument.
- Purpose: To prepare the reader for the main body of the book and help them understand the author's perspective and purpose.
- Structure: The introduction should include at the very end an explanation of the structure of the thesis.

Acronyms

AAA	American Accounting Association
AI	Artificial Intelligence
APA	American Psychological Association
COPE	Committee On Publication Ethics
EAA	Environmental, Social, and Governance
EU	European Union

Chapter 1

Code of Ethics

Abstract. This chapter outlines ethical guidelines for thesis candidates. Candidates must comply with ethical principles, following COPE and the European Code of Conduct for Research Integrity. The use of artificial intelligence is permitted but must adhere to ethical standards, including for grammar revision, suggesting titles, and drafting lengthy texts that must be reworked by the candidate. Regarding data, candidates must describe the sources, collection, and analysis methods transparently to ensure reproducibility, documenting the tools and code used. For proprietary data, candidates must explain the data-sharing agreement and limitations. Plagiarism and AI-generated content are monitored using software tools that assess the likelihood of misconduct. Candidates may be asked to revise their work if these tools detect high probability scores. Transparency and integrity are crucial to ensure thesis credibility.

1.1. Ethics

When a candidate submits a thesis request, they implicitly enter a social contract that entails full compliance with standard ethical principles throughout the research and writing process. The supervisor adheres to the core practices of the Committee on Publication Ethics (COPE) and manages any cases of research or publication misconduct in line with these principles¹.

¹ <https://publicationethics.org/core-practices>

To ensure proper conduct, candidates are strongly encouraged to consult the above-mentioned COPE guidelines, as well as *The European Code of Conduct for Research Integrity* promoted by the European Union (EU) (ALLEA, 2023). Additionally, candidates may refer to materials provided by the University of Florence, the American Accounting Association (AAA) and the European Accounting Association (EAA) for further guidance on good ethical practices in accounting research.

1.2. Use of Artificial Intelligence

The use of generative artificial intelligence or other forms of artificial intelligence is not prohibited in the thesis. However, its use must adhere to the strict ethical standards mentioned in the prior section.

Some areas where the use of artificial intelligence is permitted include the following:

- Grammatical, lexical, and syntactic revision of the thesis draft.
- English language revision.
- Suggestions for titles, chapters, and paragraphs.
- Initial drafting of exceedingly long texts, which must subsequently be substantially reworked by the candidate.
- Formatting of references.

1.3. Data and Code Sharing Policy

The authenticity, integrity, and correct handling of data are essential components of academic research, including thesis work. To promote transparency and facilitate understanding, candidates are required to clearly describe all data used in their analyses, including how the data were collected, processed, and analysed.

When empirical or data-driven analyses are conducted, the candidate must include:

- A detailed description of how the data were obtained or generated. This includes citing data sources, the specific date(s) of download or collection, and—when applicable—the tool, instrument, or methodology used.
- If the data were obtained from proprietary sources (e.g., a company, organization, or private database), the candidate must include a statement about the nature of the data-sharing agreement and any limitations on the use, publication, or dissemination of the results. Where possible, the name of the organization should be reported along with a general description of the agreement.

In case of datasets resulting from original empirical work (e.g., surveys, interviews, experiments), the thesis must include:

- A complete description of the procedures for data collection, including selection criteria for participants, instruments used (e.g., questionnaires), and any exclusion rules applied.
- The full set of materials (e.g., survey tools or interview guides) should be included as appendices or made available upon request.

Data processing should be carried out primarily using computer programs (e.g., Stata), ensuring that steps taken from raw data to final analysis are transparent and reproducible. Manual manipulation of data should be limited and, where necessary, clearly explained. The candidate is encouraged to:

- Document the code used to clean, prepare, and analyse the data.
- Briefly explain the logic of the code and procedures applied (e.g., treatment of missing data, definition of variables, filtering criteria).
- Share any identifiers or classification schemes used in the dataset (e.g., company codes, sector classifications), when relevant and possible.

Finally, it is recommended to maintain a log file or similar record of the data processing steps (when using statistical software), to demonstrate how the analysis was carried out. If some parts of the data or code are confidential or proprietary, a clear step-by-step description must still be provided to ensure the transparency and replicability of the results.

1.4. Plagiarism and Artificial Intelligence Detection

The supervisor uses software tools to detect plagiarism and the use of artificial intelligence. These tools generate probability scores ranging from 0% to 100%, indicating the likelihood of plagiarism or AI-generated content.

If the scores are deemed too high, the supervisor reserves the right to request substantial revisions from the candidate and, if necessary, to withhold approval for the thesis submission.

Chapter 2

Workflow

Abstract. The thesis assignment procedure begins with the candidate contacting the supervisor to request a colloquium, where possible thesis topics are discussed. After selecting a topic, the candidate presents their rationale and research approach in a second colloquium, solidifying their commitment to the topic. Following this, the candidate drafts a thesis project, which includes a table of contents, relevant literature, and descriptions for each chapter. This project serves as a roadmap for the thesis and may evolve over time. Regular ongoing assessments are conducted, with candidates sharing material via email and receiving feedback from the supervisor. The final thesis must meet quality standards and is subject to a point-based grading system, with final approval granted only once the project is deemed satisfactory.

2.1. Thesis Assignment Procedure

The thesis assignment procedure begins with the candidate reaching out to the supervisor to request a colloquium. In the first colloquium, the supervisor ensures that the candidate is familiar with the guidelines and expectations outlined in this document. The supervisor then proposes several possible thesis topics, unless the candidate has already identified specific areas of interest or topics to discuss.

After this initial meeting, the candidate selects a preferred topic and formally notifies the supervisor via email, requesting a second colloquium. During the second colloquium, the candidate presents the rationale behind their choice of topic and provides an overview of the potential thesis project, demonstrating their understanding of the subject matter and outlining how they plan to approach the research. This step solidifies the candidate's commitment to the topic and sets the foundation for the development of the thesis.

2.2. Thesis Project

After the second colloquium mentioned in the prior section, the candidate drafts a thesis project, which takes the form of a potential table of contents. The time devoted to drafting the thesis project is never wasted, as it plays a critical role in shaping the quality of the final thesis. It is important not to underestimate this phase and to allocate enough time for careful thinking and planning. A well-thought-out project lays a strong foundation for the writing process and ultimately leads to a more structured and impactful thesis.

The thesis project serves as a roadmap for the structure and writing of the thesis, though it is understood that it may evolve over time. The project is composed of chapter and sections, which should include core references to relevant literature and a brief five-line description outlining the potential content.

The draft is sent to the supervisor via email for review. The supervisor either accepts the thesis project as it stands or proposes amendments to enhance the structure and focus. Only once the thesis project has been finalized and agreed upon can the candidate begin the actual writing process of the thesis. This step ensures that the candidate's research is well-organized and aligned with academic standards before proceeding further.

2.3. Ongoing Assessment

A regular and constructive relationship with the supervisor is very important for achieving a good result and avoiding a waste of time. For this reason, it is strongly recommended that candidates share a Dropbox folder with the supervisor. This folder should include the literature referenced in the thesis, as well as any other data or materials relevant to the outcome.

Regarding the ongoing assessment, it is strongly advised that candidates follow these instructions for each chapter:

- Draft the chapter following the structure outlined in this document, including references, tables, figures, and any other materials cited in the chapter.
- Send the chapter to the supervisor, allowing 1-2 weeks for feedback.
- The supervisor will provide comments on the chapter.
- The candidate incorporates the comments using track changes mode.
- The final version of the chapter is then sent to the supervisor for final approval.

Depending on the quality of each chapter, the revision process may involve multiple rounds. Please note that starting a new thesis chapter before finalizing the previous one may expedite the process, but it may not be optimal. Comments on one chapter may influence and shape the following chapters. Therefore, starting a new chapter without finalizing the previous one is at the candidate's own risk.

2.4. Final Approval

Once all chapters have been approved by the supervisor, candidates must submit the final version of the thesis following the guidelines outlined in this document. Please allow 1-2 weeks prior to the deadline set by the School of Economics and Management for final approval.

Final approval is granted only if the thesis meets the required quality standards. Please note that the final thesis may receive between 1 and 3 points, according to the regulations of the BSc in Sustainable Business for Societal Challenges. Not all theses qualify for 3 points.

Chapter 3

Structure

Abstract. Each chapter should be preceded by an abstract (no more than 200 words) that summarizes the content. This chapter contains an example of the formatting required for section, subsection and sub-subsection heading.

3.1. Thesis Structure

The structural elements of the thesis are included in this template and are as follows:

- Title Page
- Preface
- Contents
- Introduction
- Acronyms
- Chapters
- References
- Concluding Remarks

Candidates may include a dedication in the space provided within the template. Appendices are not mandatory but should be included if relevant and necessary to support the thesis content.

For each essential element of the thesis, specific guidance is provided within this template.

3.2. Sections

All sections must be numbered using the chapter and section number (e.g., 2.1, 2.2, etc.). The title of each section must appear in bold, and should not be italicized or underlined. The first paragraph should not be indented, while subsequent paragraphs must be indented, as shown in this example.

It is recommended to avoid overly long sections. As a general rule, a section should not exceed 3-4 pages. If it does, the candidate should consider dividing the content into subsections.

3.2.1. Subsections

The thesis may include subsections. In this case, the same formatting rules applied to sections must also be followed, such as paragraph structure, indentation, and numbering. Subsection titles must be italicized and underlined but not bolded.

Similar to sections, it is recommended to avoid overly long subsections. As a general rule, a subsection should not exceed 3-4 pages. If it does, the candidate should consider dividing the content into sub-subsections or shrink the subsection.

3.2.1.1. Sub-subsections

Although not recommended, the thesis may include sub-subsections. In this case, the same formatting rules applied to sections must also be followed, such as paragraph structure, indentation, and numbering. Sub-subsection titles must be italicized but not bolded or underlined.

Similar to sections, it is recommended to avoid overly long subsections.

Chapter 4

Formatting

Abstract. Each chapter should be preceded by an abstract (no more than 200 words) that summarizes the content. This chapter contains an example of the formatting required for Tables, Figures, Citations, Footnote, and References.

4.1. Tables

Tables are a fundamental part of the thesis. They may contain data provided by third parties or data processed directly by the candidate. In the latter case, the candidate's processed data may result from a literature review or from empirical analysis (data processing).

Tab. 1 – Literature Review

Year	Authors	Journal	Subject Area
2017	Mazzi et al.	Accounting and Business Research	Pure accounting
2018	Baldini et al.	Journal of Business Ethics	Sustainability disclosure
2020	Dal Maso et al.	Contemporary Accounting Research	Sustainability assurance
2022	Mazzi et al.	Journal of Accounting and Public Policy	Pure accounting
2024	Dal Maso et al.	European Accounting Review	Disaster risk

Source: Own elaboration.

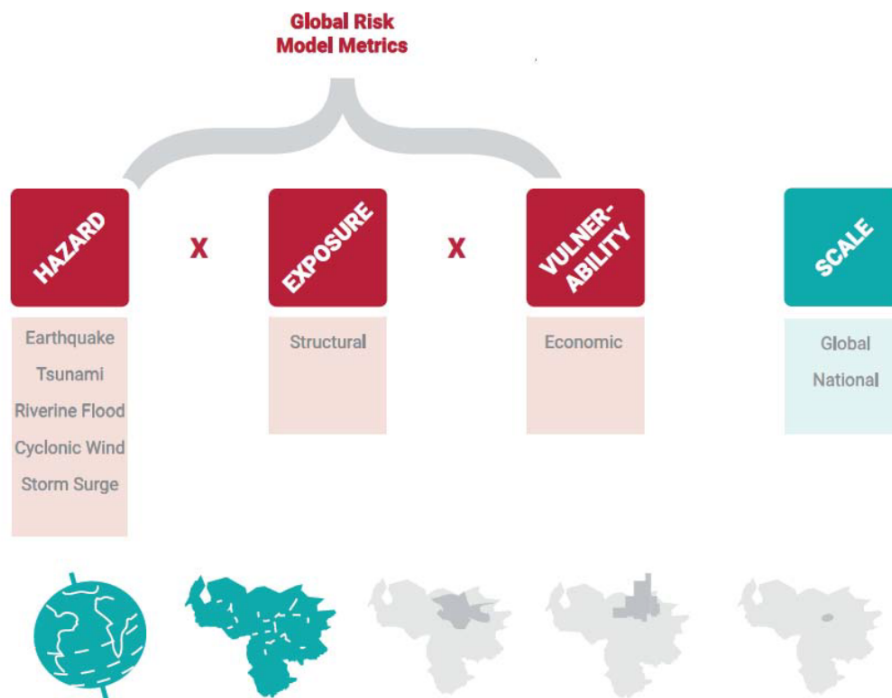
Tables must be embedded within the text, as shown in the example in Table 1. Each table should be preceded by its number and title. Below the table, the source must be indicated, including the full citation and the page number from which it was taken. If the

table has been produced through the candidate’s own processing or analysis, it is acceptable to indicate “own elaboration” as the source.

4.2. Figures

Figures may be included in the thesis. It is essential that all figures are inserted with adequate graphic quality to ensure they are perfectly legible both on screen and in print. It is therefore recommended to avoid using scans, screenshots, etc., and to always insert high-resolution images.

Fig. 1 – Elements of disaster risk considered by the Hyogo Framework



Source: Global Assessment Report on Disaster Risk Reduction (UNDRR, 2019, p. 64).

Figures must be embedded within the text, as shown in the example in Figure 1. Each figure should be preceded by its number and title. Below the figure, the source must be indicated, including the full citation and the page number from which it was taken. If the figure has been produced through the candidate’s own processing or analysis, it is acceptable to indicate “own elaboration” as the source.

4.3. Footnotes

The use of footnotes should be limited. Whenever possible, explanations should be incorporated directly into the main text. When footnotes are used, they should be concise and not excessively long.

Appropriate examples of footnote usage include:

- General links to websites that are not included in the reference list.
- Further clarification of concepts mentioned in the text that are not central to the discussion.
- Brief methodological notes that are not essential to the core analysis (important methodological considerations should be included in the main text).

4.4. Citations, Quotations, and References

In the thesis, candidates should adhere to the APA 7th edition reference style for citing sources and formatting reference entries. While the use of reference management software, such as EndNote, Mendeley, or similar tools, is not mandatory, it is strongly encouraged to help streamline the citation process. For further guidance on APA style, candidates can refer to the Publication Manual of the American Psychological Association².

The following subsections provide guidelines and examples on how to use and format citations, quotations, and references. For additional examples, please refer to Appendix A.

² <https://apastyle.apa.org/>

4.4.1. Citations

A citation is a way for the candidate to acknowledge the sources used in their work, indicating where the information or ideas presented were obtained. Citations can be made in two forms: narrative or parenthetical.

In a narrative citation, the author's surname(s) are incorporated into the sentence, with the publication year either placed in parentheses after the surname(s) or integrated into the sentence itself. For example,

Dargenidou et al. (2021) argue that, under IFRS, capitalisation comes with greater uncertainty regarding the realisation of future economic benefits associated with the development costs capitalised, which is resolved only in the long term

In a parenthetical citation, both the author surname(s) and publication year appear together in parentheses, separated by a comma, and are typically placed at the end of a sentence, just before the terminal punctuation. For instance,

This finding is not surprising as it takes time for the benefits of R&D investments to unravel (Lev and Sougiannis, 1996)

Multiple citations in the same parenthetical unit should be arranged alphabetically by author surname, with semicolons separating citations with different author lists. When citations share the same author list, the surname(s) are listed once, followed by the publication years in chronological order. For example,

The R&D literature under IFRS is dominated by archival studies (e.g., Dargenidou et al., 2021; Dinh et al., 2016; Kreß et al., 2019; Mazzi et al., 2019a, 2019b).

4.4.2. Quotations

A citation with a page number accompanies a quoted passage. Candidates should use single quotation marks for quotations, except when a quotation appears within another quotation, in

which case double quotation marks should be used. Long quotations should be indented without quotation marks.

When citing a quoted passage, a citation with a page number must accompany it. For shorter quoted passages, the parenthetical citation is placed outside the quotation marks. In the citation, a comma is inserted after the publication year, followed by “p.” and the page number if the passage is from a single page, or “pp.” and the page numbers if the passage spans multiple pages. For example,

Further, in the UK, the Financial Reporting Council (FRC) highlights ‘the limitations of the current reporting framework in capturing and presenting clearly the nature and value of intangibles’ and notes strong support from investors (FRC, 2021, p. 4)

4.4.3. References

The reference section appears at the end of the main text under the heading "References" and includes all works cited in the text. The entries are arranged according to the following rules:

- They are ordered alphabetically by the first author’s surname.
- References with the same author list are ordered chronologically by publication date.
- If references have the same author list and publication date, they are ordered alphabetically. In this case, lowercase alphabetical designators (“a”, “b”, “c”, etc.) are added to the publication year.

References

- ALLEA, All European Academies. (2023). The European Code of Conduct for Research Integrity – Revised Edition 2023. Berlin. <https://doi.org/10.26356/ECOC>
- Dargenidou, C., Jackson, R. H. G., Tsalavoutas, I., & Tsoligkas, F. (2021). Capitalisation of R&D and the informativeness of stock prices: Pre- and post-IFRS evidence. *British Accounting Review*, 100998. <https://doi.org/10.1016/j.bar.2021.100998>
- Dinh, T., Kang, H., & Schultze, W. (2016). Capitalizing research & development: Signaling or earnings management? *European Accounting Review*, 25(2), 373–401. <https://doi.org/10.1080/09638180.2015.1031149>
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- Lev, B., & Sougiannis, T. (1996). The capitalization, amortization, and value-relevance of R&D. *Journal of Accounting and Economics*, 21(1), 107–138. [https://doi.org/10.1016/0165-4101\(95\)00410-6](https://doi.org/10.1016/0165-4101(95)00410-6)
- Mazzi, F., Slack, R., Tsalavoutas, I., & Tsoligkas, F. (2019a). Country-level corruption and accounting choice: Research & development capitalization under IFRS. *British Accounting Review*, 51(5). <https://doi.org/10.1016/j.bar.2019.02.003>
- Mazzi, F., Slack, R., Tsalavoutas, I., & Tsoligkas, F. (2019b). The capitalisation debate: R&D expenditure, disclosure content and quantity, and stakeholder views. ACCA research monograph. <https://www.accaglobal.com/gb/en/professional-insights/global-profession/the-capitalisation-debate.html>

Appendices

Appendix A Models for Citations and References

Appendix A – Models for Citations and References

This appendix provides guidelines for formatting citations and references. It is organized according to the type of document being cited or referenced, as well as the number of authors. For additional examples and scenarios, please refer to the APA website³ or the author guidelines for journals published by the European Accounting Association (EAA)⁴.

Article Models

Journal article	
One Author	Reference format Author, A. A. (yyyy). Title of the journal article: Subtitle. Journal Title, ##(#), #####–#####. https://doi.org/DOI Reference example Binnall, J. M. (2019). Jury diversity in the age of mass incarceration: An exploratory mock jury experiment examining felon-jurors' potential impacts on deliberations. <i>Psychology, Crime & Law</i>, 25(4), 345–363. https://doi.org/10.1080/1068316X.2018.1528359 Citation examples Binnall (2019) [narrative]; (Binnall, 2019) [parenthetical]
Two Authors	Reference format Author, A. A., & Author, B. B. (yyyy). Title of the journal article: Subtitle. Journal Title, ##(#), #####–#####. https://doi.org/DOI Reference example Machado, M. M., & Swank, J. M. (2019). Therapeutic gardening: A counseling approach for bereavement from suicide. <i>Death Studies</i>, 43(10), 629–633. https://doi.org/10.1080/07481187.2018.1509908 Citation examples Machado and Swank (2019) [narrative]; (Machado & Swank, 2019) [parenthetical]
Three to 20 Authors	Reference format Author, A. A., Author, B. B., & Author, C. C. (yyyy). Title of the journal article: Subtitle. Journal Title, ##(#), #####–#####. https://doi.org/DOI Reference example

³ <https://apastyle.apa.org/>

⁴

https://files.taylorandfrancis.com/tf_APA.pdf?_ga=2.75567382.2075936188.1747235214-1110997110.1741599683&_gl=1*3kj8hb*_gcl_au*MTUyMTU3OTI2Ny4xNzQxNTk5Njg0*_ga*MTEyMDk5NzExMC4xNzQxNTk5Njg0*_ga_0HYE8YG0M6*czE3NDcyMzUyMTEkbzgkZzEkdDE3NDcyMzUyNjEkajEwJGwwJGgw

	Prinzle, P., Stams, G. J. J. M., Deković, M., Reijntjes, A. H. A., & Belsky, J. (2009). The relations between parents' Big Five personality factors and parenting: A meta-analytic review. <i>Journal of Personality and Social Psychology</i>, 97(2), 351–362. https://doi.org/10.1037/a0015823 Citation examples Prinzle et al. (2009) [narrative]; (Prinzle et al., 2009) [parenthetical]
In press article	
In press	Reference format Author, A. A., Author, B. B., & Author, C. C. (in press). Title of the journal article: Subtitle. Journal Title. Reference example Watermeyer, B., Hunt, X., Swartz, L., & Rohleder, P. (in press). Navigating the relational psychic economy of disability: The case of M. <i>Psychoanalytic Dialogues</i>. Citation examples Watermeyer et al. (in press) [narrative]; (Watermeyer et al., in press) [parenthetical]
Article with e-location	
Article with e-location	Reference format Author, A. A., Author, B. B., & Author, C. C. (yyyy). Title of the journal article: Subtitle. Journal Title, ##(#), Article #####. https://doi.org/DOI Reference example Björk, A., Rönngren, Y., Selander, J., Vinberg, S., Hellzen, O., & Olofsson, N. (2018). Health, lifestyle habits, and physical fitness among adults with ADHD compared with a random sample of a Swedish general population. <i>Society, Health & Vulnerability</i>, 9(1), Article 1553916. https://doi.org/10.1080/20021518.2018.1553916 Citation examples Björk et al. (2018) [narrative]; (Björk et al., 2018) [parenthetical]

Book Models

Book Models	
One Author	Reference format Author, A. A. (yyyy). Title of the book: Subtitle. Publisher Name. Reference example Gibson, J. J. (1966). <i>The senses considered as perceptual systems</i>. Houghton Mifflin. Citation examples Gibson (1966) [narrative]; (Gibson, 1966) [parenthetical]
Two Authors	Reference format Author, A. A., & Author, B. B. (yyyy). Title of the book: Subtitle. Publisher Name. Reference example Lindsey, B., & Teles, S. M. (2017). <i>The captured economy: How the powerful enrich themselves, slow down growth, and increase inequality</i>. Oxford University Press.

	Citation examples Lindsey and Teles (2017) [narrative]; (Lindsey & Teles, 2017) [parenthetical]
Three to 20 Authors	Reference format Author, A. A., Author, B. B., & Author, C. C. (yyyy). Title of the book: Subtitle. Publisher Name. Reference example Bale, T., Webb, P., & Poletti, M. (2020). Footsoldiers: Political party membership in the 21st century. Routledge. Citation examples Bale et al. (2020) [narrative]; (Bale et al., 2020) [parenthetical]
Edition included	
Edition included	Reference format Author, A. A., Author, B. B., & Author, C. C. (yyyy). Title of the book: Subtitle (# ed.). Publisher Name. Reference example Love, R. J., & Webb, W. G. (1992). Neurology for the speech-language pathologist (2nd ed.). Butterworth–Heinemann. Citation examples Love and Webb (1992) [narrative]; (Love & Webb, 1992

Book Chapter Models

Book Chapter Models	
One editor	Reference format Author, A. A., Author, B. B., & Author, C. C. (yyyy). Title of the book chapter: Subtitle. In A. A. Editor (Ed.), Title of the book: Subtitle (pp. #####–#####). Publisher Name. Reference example Saks Berman, J. (1995). From Chicago to Rainbow Bridge: In search of changing woman. In E. F. Williams (Ed.), Voices of feminist therapy (pp. 11–25). Harwood Academic Publishers. Citation examples Saks Berman (1995) [narrative]; (Saks Berman, 1995) [parenthetical]
Two editors	Reference format Author, A. A., Author, B. B., & Author, C. C. (yyyy). Title of the book chapter: Subtitle. In A. A. Editor & B. B. Editor (Eds.), Title of the book: Subtitle (pp. #####–#####). Publisher Name. Reference example Schwab, B., & Finocchiaro, S. (2018). “Don't fix it!”: The role of player empowerment in the prevention of match-fixing. In S. Steele & H. Opie (Eds.), Match-fixing in sport: Comparative studies from Australia, Japan, Korea, and beyond (pp. 135–150). Routledge. Citation examples Schwab and Finocchiaro (2018) [narrative]; (Schwab & Finocchiaro, 2018) [parenthetical]
Three to 20 editors	Reference format

	Author, A. A., Author, B. B., & Author, C. C. (yyyy). Title of the book chapter: Subtitle. In A. A. Editor, B. B. Editor, & C. C. Editor (Eds.), Title of the book: Subtitle (pp. ##### –#####). Publisher Name. Reference example Adams, Z., Füss, R., & Kaiser, D. G. (2008). Macroeconomic determinants of commodity futures returns. In F. J. Fabozzi, R. Füss, & D. G. Kaiser (Eds.), The handbook of commodity investing (pp. 87–112). Wiley. Citation examples Adams et al. (2008) [narrative]; (Adams et al., 2008) [parenthetical]
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Miscellaneous

Miscellaneous	
Report Models	Reference format Author, A. A., Author, B. B., & Author, C. C. (yyyy). Title of the report: Subtitle (Report No. Tech. Rep. No. Publication No. #####). Agency Name. Reference example Lempert, R. J., Norling, P., Pernin, C. G., Resetar, S. A., & Mahnovski, S. (2003). Next generation environmental technologies: Benefits and barriers (Report No. MR-1682- OSTP). RAND. Citation examples Lempert et al. (2003) [narrative]; (Lempert et al., 2003) [parenthetical]
Organizational authors	Reference format Organizational Author. (yyyy). Title of the report: Subtitle (Report No. Tech. Rep. No. Publication No. #####). Reference example Amnesty International. (2019). Fragmented and unequal: A justice system that fails survivors of intimate partner violence in Louisiana, USA (Report No. AMR 51/1160/2019). Citation examples Amnesty International (AI, 2019) [narrative]; (Amnesty International [AI], 2019) [parenthetical]
Online publication	Reference format Author, A. A., Author, B. B., & Author, C. C. (yyyy). Title of the report: Subtitle (Report No. Tech. Rep. No. Publication No. #####). Agency Name. https://URL Reference example Warner-Griffin, C., Liu, H., Tadler, C., Herget, D., & Dalton, B. (2017). Reading achievement of U.S. fourth-grade students in an international context: First look at the Progress in International Reading Literacy Study (PIRLS) and ePIRLS 2016 (NCES Report No. 2018-017). Institute of Education Sciences, National Center for Educational Statistics. https://nces.ed.gov/pubs2018/2018017.pdf Citation examples Warner-Griffin et al. (2018) [narrative]; (Warner-Griffin et al., 2018) [parenthetical]

Concluding Remarks

The conclusion is the final part of your thesis or dissertation. It serves to provide a clear summary of your findings and to answer your research question. It should be concise and engaging, offering a sense of closure for the reader. The following bullet points summarize the main features of a good introduction:

- **Answer the Research Question:** Begin by directly addressing the main question your research aimed at answering. Present your findings succinctly, without repeating the results from the discussion section. Your goal is to synthesize the key takeaways.
- **Summarize and Reflect on Your Research:** Briefly remind the reader of the approach you took, the expectations you had, and how the results matched those expectations. Mention any unexpected findings or new insights and consider the effectiveness of your research methodology.
- **Make Future Recommendations:** Elaborate on potential avenues for further research, building on your findings. Avoid exaggerating the applicability of your research; recommendations should be framed as suggestions rather than imperatives. Ensure your research stands on its own merits, even if future work could enhance it.
- **Emphasize Your Contributions:** Highlight how your work contributes to the field, addressing any gaps in knowledge and showing how your findings support or challenge existing theories. This reinforces the value of your research.
- **Wrap Up:** End with a final statement that provides closure. You may also want to review the entire thesis for clarity and correctness, ensuring the language is polished.

Concluding remarks should not introduce new data or interpretations. It should be shorter and more general than the discussion section. Depending on the length of your thesis, the conclusion should make up 2-3 pages. Avoid repeating details already discussed in earlier sections, and focus on synthesizing your main insights.

By following these guidelines, you can ensure that your conclusion effectively summarizes your research and leaves a lasting impression on your reader.