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**<Titel>**

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iimt

Chair of Management in ICT, international institute of management in technology, University of Fribourg

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# Acknowledgement

This document is a ‘ready-to-use’-template for academic theses. The iimt recommends inserting your text directly in this document. The thesis is formatted in accordance to the described formatting principles in this template. This document provides information regarding following points:

• Correct caption of figures/tables/equations

• Clarifies the insertion of references and literature-management software, and

• Describes general points on a thesis’ structure

Inform the research assistant timely if you have further questions, remarks, or corrections.

# Management Summary

Text, Text, Text

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Delete this text: Note that the thesis includes roman numbers for the general parts in the beginning as well as for the ending.

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# Abbreviations

|  |  |
| --- | --- |
| API | Application Programming Interfaces |
| ICT | Information and Communications Technology |
| SVO | Social Value Orientation |
|  |  |

# Introduction

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# Formatting

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Application Programming Interfaces (API) vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet: Social Value Orientation (SVO)

## Figures, Tables, Equations

Figures/Tables/Equations must be numbered and labelled consecutively in the text. For tables, the caption is above, for figures and mathematical formulas below (see examples in this chapter).

|  |
| --- |
| U:\My Documents\BEANS\Research\Dissertation\Texte\Research Methods\Bilder\Fribourg_quartiere.jpg. |

Figurer 1: Example ‘Figure’

Figures can be put in transparent tables in order to simplify their insertion into Word. The caption of figures/tables/equations have to be formatted as ‘Caption’ and not as ‘Text’ (like this continuous text). Figures and Tables which are not originated by the author need to be denoted as such and formatted as ‘Source’ (see also: Figure 2).

|  |
| --- |
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Figure 2: Example ‘Figure with Author’

Source: Geels et al. 2017, p.1244

Tables need to be designed, if possible, in a uniform manner. The titles within a table can be delimited from the table’s content. In general, font size of for tables (font size 10 for content, font size 11 for titles) should be smaller than in the text (font size 12).

Either tables (including their caption) that range over at least two pages should repeat their heading on the different pages, or should use the page break option (e.g. page break before Table 2).

Table 1: Example 'Table'

|  |  |  |
| --- | --- | --- |
| Criteria | Sample ‘A’ | Sample ‘B’ |
| Sample Size | 100 Units | 95 Units |
| Locality | ‘Pérolles’ | ‘Jura’ |
| Share of pensioners | 16.00% | 11.25% |

If figures/tables/formulas are reproduced in a modified form from a source, this must be mentioned (Table 2).

Table 2: Example 'Table with Source'

Source: adapted from Hertig 2019.

|  |  |  |
| --- | --- | --- |
| Criteria | Sample ‘1’ | Sample ‘2’ |
| Sample Size | 321 Units | 34 Units |
| Locality | ‘Fenettaz’ | ‘Kleinschönberg’ |
| Share of pensioners | 16.00% | 11.25% |
| Share of association members | 32.18% | 12% |
| Share of Children (< 18 years) | 25.87% | 14.19% |

Equations need to be inserted with the ‘Word’-paste option. Equations need to be inserted separately from the text:

Equation 1: Example 'mathematical equations'

If less than three figures/tables/equations/abbreviations are presented in the thesis, no list of such is needed.

## Quotes and References

Quotes and references need to be handled according to the ‘Harvard’- or ‘APA’-reference guidelines. Information regarding these guidelines can be found on academic websites, as well as in different books in the University library.

The insertion of references cannot be done manually. Either use the tools provided by ‘Word’, or use ‘Citavi’ and ‘Zotero’. Both literature-management software are free of charge for students at the University of Fribourg. If you use one of them, inform your assistant.

### Structure

The structure of your thesis allows only a 3-ary structure. Theses with 4-ary structures are not accepted, e.g. 2.2.1.1. If necessary, you can use ‘fake-headers’ to structure your chapters (see fake-headers 1-3).

**Fake-Header 1**

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**Fake-Header 2**

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**Fake-Header 3**

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### Structure, Part II

Another subchapter must follow each subchapter: on ‘subchapter 1.1’ must follow ‘subchapter 1.2’. Therefore, a single subchapter cannot structure a single chapter. A ‘chapter 1’-‘subchapter 1.1’-‘chapter 2’-structure is not allowed.

Finally, at the end of the chapter, use a page break to start the new chapter on a new page (e.g. see chapter 3). However, this does not apply to subchapters

# Name of the Chapter

# Name of the Chapter

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Figure 3: ideas@iimt-Logo

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# Name of the Chapter

# Conclusion

# Bibliography

# Appendix 1: xxx

# Appendix 2: Declaration that the project is the candidate`s own work

I hereby declare that I wrote this thesis on my own and followed the principles of scientific integrity.

I acknowledge that otherwise the department has, according to a decision of the Faculty Council of November 11th, 2004, the right to withdraw the title that I was conferred based on this thesis.

I confirm that this work or parts thereof have not been submitted in this form elsewhere for an examination, according to a decision of the Faculty Council of November 18th, 2013.

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(Signature)