## 3.2 Format the task text

Although it is the nature of the written work is most important, the format is not without significance. A good size with a red thread through each chapter makes your task more reader-friendly. It is important to create a template ( "template") at the beginning so that a consistent layout throughout the document. Word processing programs (such as Word) will help with this.

At NHS should tasks have the following format:

**margin:** 2.5 cm

**Line spacing:** 2.0

**Font Size:** 12 p.

**Font:** Times New Roman - Equal font for headlines

**Align Left:** Left margin should be straight

**Chapter-division:** Numbered chapter divisions - (eg. 1.0 to 1.1).

**Page Numbering:** Starting with the first text page and continue to the end of the task, including attachments. (I.e., page 1 is the first text page. Numbering for this to have separate numbering, with small Roman numerals (I, II, III, IV, etc.).

**Home:** Should be without page numbers, but included in the numbering.

**Headers and footers:** Are generally not used: Henvisninger in footnotes are not allowed

**Highlights in the text:** When using italics or bold, (not by underlining or CAPITALS)

**Size / scope:** The task should be approximately 8 000-10 000 words when delivered as an individual work (front, summary, table of contents, lists of tables and figures, reference list and charges. Attachments are additional). Keep in mind that a work with two or three authors shall have a workload that is greater than an individual work.

## 3.3 Elaboration of disposal

It is important to work well with the structure of the task and then you liked a good disposition help. You may want to create an outline early in the work process, often before starting the actual writing. To prepare a disposal means that you have to plan, collect, arrange and / or grouping relevant factors in a logical order to try to arrange them into a first draft outline. The outline should consist of both the main elements and the elements. Under torques shall justify, illustrate or explain the content of the main elements. So when the task is completed, the final disposition provide an overview of the task content and can therefore be used as a table of contents of the task, possibly with a few adjustments. The tasks may have somewhat different structures.

## 3.4 thesis structure

Here we present a proposal on how the structure of the task can be built up, cover, preface, summary, table of contents, roster, introduction, theory, methodology, results, discussion and conclusion, bibliography and appendices. Along the way, feel free to use the chapters to help you structure your mind, as for example. background for the thesis, research questions, the reasons for choosing particular method, data collection, data analysis, etc. Be sure to read through and revise the structure since the task takes shape.

### 3.4.1

The front page should contain only:

* Title of the thesis
* Author Name (if more: one under the other)
* University of Stavanger, centered in the lateral and vertical direction
* The thesis (20 credits)
* Institution name: Norwegian School of Hotel Management
* Course
* Month and year of filing

### 3.4.2 Title

Create a title that accurately reflects the task content. We recommend that you formulate the title as a question you want to answer. You can create a catchy title, but you must have an accurate subtitle as well. Repeat title in English in the form that you are living together with the task.

*3.4.3 Preface*

Short preface giving details of the scope of work (supervisor, if necessary. Financial support). Here you have to remember to thank those who helped you, such as the businesses you have contacted, coaches and others who have meant something that you got carried work. This is written at the very end of the process.

### 3.4.4 Summary

The maximum one to two pages and should describe topic, methodology and key results, we recommend that you write the summary at the very end of the process, when the task is almost finished.

### 3.4.5 Table of Contents

**It is recommended that the user numbering of the main and sub-chapters.**

*3.4.6 Tables and figures list*

It should be numbered lists of tables, illustrations, images and shapes that are part of the task - follow guidelines APA6.

### 3.4.7 Introduction

This chapter explains what the task is all about, why this is an important topic, and who it is important. Here are developed and defined the problem or research question as clearly and precisely as possible. Suggested length is 1-2 pages. Send this section to your supervisor and discuss it with him / her. This chapter is written first in the process, and you return to it and adjust it if necessary along the way.

### 3.4.8 Theory

This chapter is used to explain the theoretical background for the task, defining concepts and reviewing research and studies already done by others on the subject you want to investigate. Discuss chapter with your supervisor (this chapter type before you start collecting data and while you think of method you are using).

### 3.4.9 Method

Here explaining and justifying the method you have chosen to collect data for the task. The reasoning is important because you often have a choice of several methods. Discuss this thoroughly with your supervisor. Method The chapter is written as the task takes shape. At the beginning of the process you describe why you choose a particular method. Furthermore, working with the task to explain how you have collected your data, describe the range and selection procedure, describe data collection and account for data analysis.

### 3.4.10 Result

Here we present you clearly and logically results from your surveys. Main findings (what you find most interesting, surprising, sensational) presented first. Do not pull out anything in this chapter than your own findings. Discuss chapter with your supervisor.

### 3.4.11 Discussion and conclusion

Here you discuss the results for the following model: Reply primarily on the problem and research questions. Highlight what was the main result (the main results), who they are important and why they are important. Discuss briefly about your findings match or differ from previous studies, and if they are showing something new compared to previous studies, please comment on this. Formulate short and clear conclusions on the basis of this discussion. Then discuss what consequences your findings have for a) practical work in companies and b) for further investigation in this area (as a piece of advice for next year's students). Check that there is a good relationship from the introduction to the discussion, and discuss also this chapter with your supervisor before quitting process.

### 3.4.12 Bibliography

Here you leave with all the books, articles and Internet addresses referred to during the task (**follow APA6 for attribution by the NHS**).

### 3.4.13 Attachments

Material you would like to introduce, and which is relevant to the task content. This may be, for example questionnaires, observation sheets, interview guides and assignments or texts that are used in a data collection program. Ask the supervisor for advice if you are in doubt about what should be in the attachments.

## 3.5 Alternative structure for theoretical task?

It is also possible to write a theoretical task, such as a review and analysis of what various previous studies have shown about a site; or a discussion of two theories regarding the same subject. Such a task can follow the same structure as an empirical exercise (see above). Theoretical exercises can be very difficult to write. We therefore recommend that you always discuss with your supervisor whether you should choose theoretical task.