First name Last name

Title of the Thesis will be written using Style “Main\_Title”

Subtitle of the Thesis (not required)
using style “Sub\_Title”

Degree programme in XXX

20XX

ABSTRACT

Last name, First name: Thesis title and a possible subtitle

Bachelor’s thesis [or Master’s thesis]

Degree programme [can be checked from Loki]

Month Year [publication date of the thesis, e.g. June 2022]

Number of pages: xx [all pages including appendices]

Start the text of your abstract here. You can use this page as a model for the abstract. The style of the abstract is Abstract\_. Use font size 12, single spacing and margin justifications on both sides.

In the abstract, you answer the questions: What was the objective of your work? What did you do (steps and methods)? What results did you get? What are the conclusions?

The abstract describes the central content of the thesis. Do not include any figures, charts, tables, equations, formulas, quotations, or references in the abstract. Furthermore, do not highlight any part of the text by underlining, ital-ics, bold letters, etc. The length of the abstract is one page.

Use the past tense and passive when writing the abstract (e.g. “the study was conducted as a…”), except when you explain universally applicable results, in which case the present tense can be used. If your publication is written in English, the abstract is only in English.

Write the main keywords describing the content of your thesis below the abstract. They help those interested in the topic to find your work. Company and place names can also be used as keywords.

When saving your final thesis to Theseus, the upload form only allows [YSO](https://finto.fi/yso/en/) terms to be used as subject terms (YSO = General Finnish Ontology). Hence, you may not be able to upload all your keywords from the Keywords box to Theseus. However, all your keywords will be found by search engines. Information about keywords, YSO and subject terms can be found on the [library website](https://www.samk.fi/en/library/keywords-and-subject-headings/).

Keywords: A comma separated list of the main keywords describing the content of your thesis

preface

The thesis can include a foreword page before the Content page. The foreword section is brief, and the style and tone used are factual and positive. This is a possibility to acknowledge e.g. the commissioner or funder of the thesis.

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List of symbols and terms (Not compulsory)

Concepts, terms and symbols that are recurring and essential for understanding the thesis can be presented in a separate List of Symbols and Terms. It is often sufficient to open the terminology in the text when it is mentioned for the first time. The List of Symbols and Terms is placed on the page following the Contents page.

DO NOT DELETE THE SECTION BREAK BELOW THIS LINE.

# Chapter one/ introduction

This is a template that is used as a tool when writing a thesis at SAMK. The template corresponds to the guidelines for the basic design of a thesis.

Write plain text with the Normal (Normaali) style. The recommended font is Arial (the font in this template) or a font closely resembling it. The recommended and the correct way to change font style is to modify style Normal. It acts as a source to other styles and the font will be changed in all text areas except the ones in Cover page. The main heading style is Heading1 (Otsikko1). Subordinate headings are marked Heading2, Heading3. A maximum of three heading levels can be used. Line breaks are incorporated into the heading styles as spacing values. Please do NOT use a line feed before or after the heading. With main headings, you can also use a page break instead of predefined spacing before the heading. The correct way to define it is to modify Heading 1: Format | Paragraph opens a window shown below in Figure 1. Use the highlighted option.



Figure 1. The style Headline 1 can be edited if you want the main headings to start on a new page.

The use of the styles is obligatory to ensure the functioning of the automatic table of contents. How to update the table of contents: click the right mouse button on the table of contents and choose the menu option Update field. The headings that you have written in the body of the text using heading styles will then be shown up to date in the table of contents. If you notice a spelling or factual error in the table of contents, correct it in the body of the text, not in the table of contents.

All the styles can be found in the menu Home | Styles. The styles to be used in a thesis are listed in Appendix 1.

Page numbering is pre-set in the template base. Page numbering takes into account all pages starting from the cover, but the page number is only displayed starting from the first actual text page.

# Section brakes in this template

This template is divided to sections to use different settings in header, page numbering etc. To visualize these section breaks use  - icon from Home | Paragraph in Word ribbon. This option shows also other hidden symbols like space, page break, etc.

## Cover page (1st Section)

On cover page the values set for upper margin and Header differ from other pages. Therefore, the first section break is at the end of the cover page. Do not delete it. If the texts on the cover are so long that they move the year (year of publication of the thesis) to page two, remove the required number of line breaks above the name of the degree programme.

This template sometimes uses subchapters with only one paragraph in order to better serve as a manual for writing. However, your own subchapters should always have at least two paragraphs.

## Abstract, Foreword, Contents and List of Symbols and Terms (2nd Section)

The page numbering is not shown on Abstract, Foreword, Contents or List of Symbols and Terms. Therefore, List of Symbols and Terms ends to a section break. Do not delete it.

## Text pages, Bibliography and Appendices (3rd Section)

On the actual text pages, as well as in the bibliography (reference list) and possible appendices, the page numbers should appear in the top right-hand corner of the page.

## Using this template for other assignments

You can also use the thesis template for other assignments. In this case, remove the unnecessary pages from the template (Abstract, Foreword, List of Symbols and Terms). Do not remove the section break at the bottom of the cover page or the List of Symbols and Terms page to keep the page numbering correct.

# Other settings

## Structure in the body of the text

The order in the body of the text can vary. Discuss your solution with your supervisor.

## Visualising and illustrating text

### Tables and figures

Tables and figures may be used in the thesis and are numbered as their own series (Table 1, Table 2, etc.; Figure 1, Figure 2, etc.). A table or figure is always referred to in the preceding text by its number in one of the following ways:

* in a sentence: Table 1, in Figure 3 etc.
* at the end of a sentence: (Table 1), (Figure 3), etc.

Make tables and figures visually congruent. Example: There are big differences in the population of Finland's largest cities, as shown in Table 1.

Table 1. Largest cities in Finland 31.12.2010 (Statistics Finland, 2011)

|  |  |
| --- | --- |
| City | Population |
| Helsinki | 588 549 |
| Espoo | 247 970 |
| Tampere | 213 217 |
| Vantaa | 200 055 |
| Turku | 177 326 |

The title of the table is written above the table and named Table 1: Title of the table, Table 2: Title of the table, etc. The title of the figure is written below the figure and is named Figure 1: Title of the figure, Figure 2: Title of the figure, etc. Example: In 2011, interest bearing investments was by far the most common form of investment (Figure 2). Both table and figure titles (i.e. "captions") use the style Table\_Figure\_Heading. The headings are not separated from the table/figure by a blank line. If the title text is a complete sentence, a full stop is used at the end. With incomplete sentences, a full stop may or may not be used, as long as you act consistently throughout the work.

Figure 2. Distribution of Enterprise A’s investments by asset type in 2011

To keep the title numbering of tables and figures in sequential order, copy the corresponding titles in this document. For example, the title of Figure 2 is first copied from Figure 1 on page 6, then selected, and from the right-click menu, Update Field is selected (Figure 3). You can also update the field by pressing the F9 key on the keyboard.



Figure 3: By copying the titles of tables, figures and codes in the template, their sequential numbering is automatically applied.

Another option for sequential numbering is to choose References | Insert Caption in Word’s menu bar and select/create the appropriate Label. Remember to change the style of the caption to Table\_Figure\_Heading.

### Program codes and algorithms

Separate program codes and algorithms are written using the Code style. If a code or algorithm is referred to elsewhere in the work, it is given a numbered title in its own series (program 1, program 2, etc.). This is done below for program 1. The title uses the style Table\_Figure\_Heading. The reference in the text is made in the same way as above for figures.

<h1 id="thisParticularHeader">Main heading</h1>

<p class="introductionParagraph">First paragraph...</p>

Program 1. Attributes can be assigned to html elements.

Note again that the numbering of program titles can be kept sequential in the same way as above for tables and figures.

If you have added a code or algorithm as a screenshot, it will be handled as a figure (Figures 1, 2 and 3).

### Equations

Equations and other formulas are centred and numbered consecutively near the right margin. For example, the fundamental law of dynamics can be expressed by the formula

where *F* is the force, *m* is the mass and *a* is the acceleration.

The equations use common mathematical notation, i.e.

* symbols and variables are italicised
* vectors are bolded
* numbers, units, operators (e.g. +, <) and elementary/special functions (e.g. lim, sin) are not formatted.

Where appropriate, equations are referred to by their number. Equation (1) has been created using the Word Equation editor and the numbering has been done using the fields in Word. That way the numbering can be made automatically sequential. You can use this equation as a basis for your other equations as follows: copy the equation in the appropriate place, select it with the mouse and press the F9 key on the keyboard. This has been done for equation (2), and the numbering is sequential.

### Long direct quotes and quotes from interviewees

Long quotes are marked as block quotes using the Long\_quotation style as follows:

Long direct quotes of 40 words or more are marked as 1 cm indented block quotes without quotation marks. Similarly, quotations from interviewees and other examples of research data, even if they are less than 40 words in length, are also marked. The source is indicated after the block quote in the normal way. Quotations from interviewees in your research data are not referenced. (Doe, 2020, p. 10.)

## Accessibility

Make your work accessible following the Theseus guidelines: <https://submissions.theseus.fi/en/accessibility-guidelines.htm>.

References

Make the citations and bibliography according to [SAMK reference guide](https://samk.finna.fi/themes/custom/files/samkreferenceguide.pdf). Select Bibliography as the style for the bibliography. Consistently indicate web addresses either as active links or as plain text.

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Tampere University [@TampereUni]. (2020, September 1). On Monday 7 September we'll celebrate the opening of the academic year @TampereUni, this time online! Tampere Academic Symphony Orchestra [Tweet]. Twitter. <https://twitter.com/TampereUni/status/1300721686170476545>

Appendix 1: Styles used in this template

|  |  |
| --- | --- |
| Name of the style | Use and settings of the style |
| Name\_DegreeProgramme\_year | on the coverfont-size 14, Arial, uppercase, centered  |
| Main\_Title | main title of the thesis on the coverfont size 24, Arial, bold, centeredexclusion before 42, after 12 |
| Sub\_Title | a possible subtitle on the coverfont size 18, Arial, centered |
| Normal | body of the text, Arial,font-size 12, line spacing 1.5, both margins justified, spacing |
| Heading1 | main headingsfont size 14, uppercase, left margin justifiedline spacing 1, spacing before 60, after 36 |
| Heading2 | subheadings (level 2)font size 12, left edge justifiedline spacing 1, spacing before 30, after 24 |
| Heading3 | subheadings (level 3)font size 12, left edge justifiedline spacing 1, spacing before 30, after 24 |
| Abstract\_ | text in the abstractfont-size 12, line spacing 1, double-spacing, spacing in both margins |
| Foreword\_Contents\_Symbols\_Heading | foreword, table of contents, list of symbols titles,font-size 14, uppercase, page break before |
| Table\_Figure\_Heading | table title above the table and image/figure/figure/code title below, font size 12, line spacing 1, left margin justified |
| Code | codes and algorithms, font Courier New, line spacing 1, left margin justified |
| Bibliography | bibliographical references, font size 12, line spacing 1, left margin justified |
| Long\_quotation | in quotations of at least 40 words and in quotations from interviewees used as research material, left indentation 1 cm, line spacing 1 |
| References\_Appendix\_Heading | bibliography and appendices titles, formatted as in Title 1, but without the title number and starting on their own pages |

Number the appendices and refer to them in the text in the same way as you refer to tables and figures, for example, (Appendix 1) or in Appendix 1.

Read the thesis instructions on SAMK's website. Your thesis supervisor will advise you on the content and structure of the thesis. The library helps you with information retrieval. You can ask your thesis supervisor or your research communication or methods teacher about the layout of the thesis. Good luck with your thesis!

Remove the instructions on this and other pages from your thesis. If you are writing another assignment than thesis, also remove the Abstract, Foreword, and List of Symbols and Terms, if needed.