First name Last name

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

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

Degree programme in XXX

20XX

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# Chapter one/ introduction

This is a template that is used as a tool when writing an assignment 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 an assignment 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 BREAKS 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 completion of the assignment) 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.

## Contents (2nd Section)

The page numbering is not shown on Contents page. Therefore, it 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.

# Other settings

## Structure in the body of the text

The order in the body of the text can vary. Discuss your solution with your teacher if needed.

## Visualising and illustrating text

### Tables and figures

Tables and figures may be used in the assignment 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

If the assignment requires it, 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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Nummenmaa, L. (2006). Orienting of social attention [Doctoral dissertation, University of Turku].

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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 cover offont-size 14, Arial, uppercase, centered  |
| Main\_Title | main title 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 |
| Foreword\_Contents\_Symbols\_Heading | table of contents title,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.

You can ask your teacher about the layout of your assignment.

Remove the instructions on this and other pages from your assignment.