Bachelor thesis

Programme and credits

Title

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Major and credits

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Headlines for the front cover:

* Degree project - applies to a university degree 120 credits (two years) or for a vocational degree 180–330 credits (teacher, engineer, graduate economist, and specialist nurse).
* Bachelor's thesis - applies to a bachelor's thesis for economics, philosophy, or technology bachelor's degree. Nurses use this because the degree refers to the bachelor's and nurse's degrees.
* Master's thesis - applies to master's thesis (at an advanced level) for a master's degree 60 credits (one year full-time).
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Document template Degree thesis

Guidelines

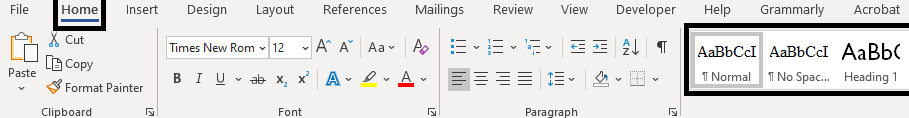
This document template is developed for scientific texts. The template has the basic settings: font, font size, headings, line spacing, and page margins. The template also has page breaks and paragraph breaks. Click the show/hide button in the toolbar to see the document’s formatting.

Font and font size

Times New Roman 12 points and line spacing 1.15 is used for all text (body text) except headline text. Use style sheet *<Normal>.*

Headings are indicated in another font, use heading format *<Heading 1> <Heading 2> <Heading 3>.* Between heading, subheading, and body text, line spacing is 1.5.

You can find the styles under the Home tab. Note that fonts and font sizes can be changed. Check with your supervisor what applies to you.



Disposition

The thesis’s disposition can differ between different disciplines, and it is important to follow the tradition that exists in your field of studies. The headings in this template are examples only and are subject to change. Follow the guidelines given to you by your supervisor.

Summary, abstract, and preface are usually placed before the table of contents. Check with your supervisor what applies to you. The page numbering is set to start on the page that is after the table of content.

Delete this introductory page when you have finished your work.

Summary

The summary should briefly reproduce the content of the thesis and usually comprises 150–200 words. It must be able to be read separately and must not contain references. Usually, the summary contains the aim, method, results, conclusion, and keywords.

Keyword:

Abstract

An abstract is written in English and usually consists of about 150–200 words. Like the summary, an abstract should briefly reproduce the content of the thesis.

Keywords:

Preface

The preface gives the authors the opportunity to thank supervisors or other people who have been helpful during the work of the thesis.

Table of contents

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**Instructions:**  
The table of contents is not updated automatically but must be done manually. Right-click on the table of contents and select “Update field”. Choose “Update entire table”. A prerequisite for this to work is that you use the style sheets Heading 1, Heading 2, Heading 3, and Heading 4 for your headings below.

The table of contents is just one example of what it might look like. You create your own table of contents based on your chosen headings.

# Heading 1

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# References

Use the reference system you have been instructed to use.

# Appendices