

## **How to use the template for the Degree Thesis and Master's Thesis**

In order to help our students format the Degree Thesis or Master's Thesis, Arcada has created a template. All students must use this template, which is made for Word 2007. Students who do not use Word must themselves make sure that the settings and structure of the Degree Thesis complies with the Arcada's thesis guide.

Students who are studying for a Bachelor's degree must use the template for Degree Thesis. Students who are studying for a Master's Degree (currently only students at the Swedish Degree Programme in Health Promotion) must use the template for Master's Thesis.

Margins, fonts and line spacing are set to conform to the thesis guide. Do not change them. The template is divided into sections so the page numbering will automatically be correct. You must provide the required information, but you must not add any information not included in the template.

### **The title page**

On the title page you must change these things:

- Title of Degree Thesis
- Possible subheading
- First name and Family name
- Degree Programme
- Year

You **MUST NOT** change anything else.

Arcada's English degree programmes are:

- Human Ageing and Elderly Service
- Industrial Management
- International Business
- Plastics Technology

You must not give any other name to your degree programme.

If your Degree Thesis is written in English you must delete the Swedish text. If your Degree Thesis is written in Swedish you must delete the English text. This you must naturally also do in the tables of contents, figures, tables, references and appendices.

### **The documentation pages**

The pages following the title page are called documentation page/presentationssida. In the template you will first find the Swedish presentationssida after which come the English documentation page and the Finnish version. All students who write in English must place the English documentation page first. If you are a student at an English degree programme and write your Degree Thesis in English, you do not have to include documentation pages in Swedish or English. You may delete them. The Finnish page is compulsory only for students who write their Degree Thesis in Finnish, in which case it must be placed first.

### **Foreword**

A foreword is not compulsory. You may delete the page if you do not have a foreword.