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Degree

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Thesis

Date

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# Introduction

Write the introduction of your thesis here. Use line spacing 1.5 throughout the paper. Balance both right and left margins and hyphenate the text. The last line of a paragraph can be left hanging, that is, it does not have to reach the right margin. Leave one blank line between paragraphs (press enter).

Begin a new paragraph at the left margin, that is, do not indent the first line.

# Chapter Heading

## Subheading

Label each figure and table appropriately. Provide a number, title and reference (if needed) below each figure and above each table. Integrate all figures and tables with the text: each figure and table must be explained in the text and referred to by its number (… as figure 1 illustrates. /as summarized in table 1.).

There must always be text or a new subheading below each heading. Do not place a figure or table below a heading with no text in between.

Figure 1. Virtual studies completed by Metropolia students in the academic year 2009-2010.

There must always be text between a figure or table and a new heading.

## Subheading

### Subheading

There must always be text or a new subheading below each heading. Do not place a figure or table below a heading with no text in between.

1. Table 1. Virtual studies completed by Metropolia students in the academic year 2009-2010.

|  |  |
| --- | --- |
| Field of study | Studies completed, ECTS |
| Culture | 131 |
| Technology, Communication and Transport | 552 |
| Health Care and Social Services | 175 |
| Business and Administration | 52 |
| Not bound to a field of study | 18 |
| Metropolia total | 928 |

There must always be text between a figure or table and a new figure or table or a new heading.

### Subheading

There must always be text or a new subheading below each heading.

If a direct quotation is several lines long, indent the quotation and use single (1.0) line spacing. No quotation marks are used then. Always provide a reference to the source. If the direct quotation is shorter than two lines, include it in the body of the text in quotation marks, and provide a reference to the source.

After an indented direct quotation, continue the text at the left margin using line spacing 1.5.

# References

Details of the references are given here. Use the referencing system required in your degree programme or as agreed with your supervisor. Leave one blank line between references.

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