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XXTitle

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**Faculty of XX**

**University of Iceland**

**20XX**

XXTitle

XXAuthor name

XX ECTS thesis submitted in partial fulfillment of a

*Magister Scientiarum* degree in XX

MS Committee

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Master’s Examiner

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Faculty of XX

School of Engineering and Natural Sciences

University of Iceland

Reykjavik, XXmonth 20XX

XXTitle

XXShort title (50 characters including spaces)

XX ECTS thesis submitted in partial fulfillment of a *Magister Scientiarum* degree in XX

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Abstract

Abstract in English. The maximum is 250 words. Attempt to fit the Abstract on one page. If two pages are necessary, the second page of the Abstract should begin on an odd-page (right side).

Útdráttur

Abstract in Icelandic. Hér kemur útdráttur á íslensku sem er að hámarki 250 orð. Reynið að koma útdráttum á eina blaðsíðu en ef tvær blaðsíður eru nauðsynlegar á seinni blaðsíða útdráttar að hefjast á oddatölusíðu (hægri síðu).

*Dedication*

*The dedication can be skipped, then this page must  
be skipped. Dedication must appear on an odd page number*

Preface

If a Preface is not used, this page should be removed. The Preface should begin on an odd-page. Use Section Break (Odd Page).

There shall be no page number on these first pages of the thesis, but the pages do count and affect the page numbers that appear in roman numerals in the Table of Contents.

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Abbreviations

In this Chapter can be lists of abbreviations and/or variable names. Give the Chapter a title that is appropriate for the contents, e.g. Abbreviations, Glossary, List of Variables. This Chapter can be removed if it is not needed.

Acknowledgements

This Chapter contains acknowledgements to those that have supported the research financially, with facilities, or labor. For example, research funds, companies, advisors, thesis committee members, and others that have in any way assisted with the project, including family and friends if appropriate. This Chapter should begin on an odd-page (right side).

# General Information

Heading 1 is a Chapter title. It should be Bold, 20 pt Verdana font. Use 54 pt space above. It should begin a new odd page (right side). Use 12 pt space below.

In place of the font Verdana, a comparable sans serif font can be used for all headings, but all headings must be written consistently with the same font.

The main text is written in Times New Roman, with font size 12 pt and single line spacing. Paragraphs shall be defined with 0 pt space above (since the space above will come from the Heading or previous paragraph) but with 12 pt space below.

Capitalization of the title of the thesis, Chapters and Subheadings shall be consistently done so that the first letter in a main word is capitalized and other letters are in lower case. Please see the examples in this template.

Perform a Search for XX as a part of a word (not as Whole Word) to find areas that you need to change.

In place of the font Times New Roman, a comparable serif font can be used for all text. All text must be written with the same font.

All text in the thesis shall be written in one color, black. Exceptions are allowed within Figures. Do not use “hyperlinks” in text, which makes it a different color, e.g. blue, and/or underlined.

Use a 2.5 cm top margin and for the outer side (not the side of the spine). At the spine add 0.5 cm gutter to create a total of 3.0 cm margin at the spine. At the bottom of a page there shall be 1.5 cm from the bottom of the text to the page number, and the total bottom margin shall be 3.0 cm.

The pages of the main text are numbered with Arabic numerals, starting with 1 on the first page of the first chapter. The page numbers appear at the outside edge, in the footer. References and Appendices are numbered consecutively and identically. The total number of pages in a thesis is taken as the page number appearing on the last printed page.

Begin Heading 1 at the top of a odd page (right side). After the heading it is possible to write a short introductory text before the first subheading, Heading 2, appears.

Use Italic style in moderation to draw attention to text. Use Bold style even more rarely. Do not use underlined text in the thesis.

Use footnotes sparingly. They shall be numbered and shall appear at the bottom of the page that first cites them or as soon thereafter as possible.

Number and cite equations and formulas based on conventions in your field of study.

You can choose to indent the first line of each paragraph by 1 cm instead of using 12 pt space between paragraphs. If this is done, you need to add 12 pts to the space above headings that appear below text, since the current style in the template assumes 12 pt space being provided by the paragraph. Do not use both indenting and space between paragraphs.

## Heading 2

Heading 2 is a subheading. It is Bold and in 16 pt Verdana. Use 30 pt space above Heading 2. Use 12 pt space below Heading 2.

### Heading 3

Heading 3 is the lowest level numbered subheading. It is Bold and in 12 pt Verdana with 18 pt space above.

#### Heading 4

Heading 4 shall not be numbered and it does not appear in the table of contents. Heading 4 is written in ordinary 12 pt Verdana and has 12 pt space above. Use 6 pt space below heading 4.

Do not use headings with a lower level than level 4.

## Title page, spine, and back page

Do not use the Logo of companies, collaborators, funding agents or others on the title page, back page, or elsewhere in the thesis. Do not place a photo on the title page or otherwise change its format and style.

In the text, it is necessary to acknowledge collaborators and supporters, That is done in the Acknowledgements chapter or in the Preface.

The seal of the University of Iceland on the title page shall be 4.2 cm across and it shall begin 4.2 cm below the top edge of the paper. From the lower edge of the seal, there shall be 3.0 cm to the top of the thesis Title.

A color ribbon (see color details below), spanning 7.7 cm vertically from the bottom of the page, covers the bottom part of the cover page, spine, and back side of the cover. The great part of the color ribbon spans 7.7 cm from the lower edge of the paper, the top of the University of Iceland graphic is slightly higher.

The space below the name of the author on the title page shall be 1 cm to the top of the highest point of the color ribbon, i.e. the symbol of the University of Iceland. The name of the author and the placement of the symbol of the University of Iceland in the color ribbon shall be centered horizontally on the title page.

On the back page it is allowed to place the name of the printing company. It shall then be centered, left to right on the page, and centered vertically within the colored ribbon at the bottom of the page. The name of the printer shall be written with at the largest 10 pt Verdana in ordinary but white colored letters.

The text on the spine shall be in Verdana and using size of either 12 pt, 11 pt, or 10 pt depending on the thickness of the spine. Write the name of the author in Bold, starting 2.0 cm from the top of the spine. Write a short version of the title (50 characters including spaces), non-bold, starting 11.5 cm from the top of the spine. There shall be at least 1 cm between the end of the author’s name and the title, and at least 1 cm between the end of the title and the beginning of the color ribbon. Centered within the color ribbon shall be the issue year of the thesis in white letters.

The color ribbon of MS theses is the orange color of the School of Engineering and Natural Sciences of the University of Iceland. Its color codes are: RGB: 235 : 113 : 37.

## Thesis Authoring

The quality of a thesis does not only reflect the quality of the research but also the quality of the authorship. For the latter, it is important to consider the organization and flow of ideas and results in the thesis, the presentation of ideas, prior research and results, the language style, and a thorough literature review. It is important for students to take these issues into account and explore how thesis writing is prepared and performed. Students must develop professional practice regarding references and citations. The style of references and citations should match the field of study and be internally consistent. This style should be chosen with the student’s advisor.

# Lists

#### Bullet list

Here is an example of an itemized bullet list. The list can be more densely spaced, e.g. with 0 pt space between items, but there shall always be 12 pt space between any surrounding text and the list.

* Item 1;
* Item 2;
* Item 3.

If the first line after a list is a continuation of the same paragraph as before the list, do not insert additional space between the list and the text, or if indenting is being used, do not indent the line.

# Figures and Tables

This Chapter shows examples of Figures and Tables and their references to them.

## Figures

Figure captions shall be placed below Figures and shall be written in Italic style in the same font and size as the main text. Select the style Caption Below.

Include one empty line above Figures.

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Figure 3.1 Example caption (below Figure).

It is important to specify Figures with “paragraph format”: “keep with next” to avoid breaking the link between a Figure and its caption. A Figure can be centered, and then the caption should also be centered. Text within a Figure shall use sans serif font, for example Verdana, no smaller than 10 pt. Ensure that text, symbols, and lines are clearly visible after printing.

It is possible to number Figures automatically by using Insert – Reference – Caption – Figure or Table. Avoid selecting “hyperlink”.

A Figure can be referred to by selecting Insert – Reference – Cross-Reference – Figure or Table. Avoid selecting “hyperlink” and select “Only Label and Number”. For example this reference to Figure 3.1 as an example.

## Tables

Tables can be numbered automatically, similarly to Figures. Use Italic font for the Table caption. Table captions shall be above tables and should stay with the table, i.e. not be left separate at the bottom of a page. Select the style Caption Above. Use single lines-pacing and no space before paragraphs within tables. The basic rule for tables is to keep them simple and use as few lines as possible. Limit especially the use of vertical lines, and avoid surrounding borders. Tables can be centered horizontally on the page, and the table caption should then begin at the left edge of the table.

Table 3.1 Example caption (above the table).

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A table footnote can be appropriate, it should be tight below the table and in the same font size as the table text.

Use one empty line after the table, or after a table footnote if used.

Generally, do not use space below text in a table, set it to 0 pt.

It is important to define table text with “format paragraph: keep with next” and “keep lines together” to hold the table together as much as possible at page breaks. If a table is very long, it can be split between pages. Then a (*Continued*) footnote is placed in an empty line immediately below the table, right adjusted to the right edge of the table. For the table caption of the continued table, use the same caption except add (*Continued*) before the final period of the caption.

Example of automatic reference to table, use “Only Label and Number”, do not select “hyperlink” and avoid included the caption text in the reference. For example, Table 3.1 shows an example table.

# Conclusions

# References

The main chapter heading, References, shall appear in the Table of Contents with the same format as a Heading 1 chapter, but it shall be without a Chapter number. Like other Heading 1 titles, the References should begin a new odd page (right side).

Use one consistent format for the list of references and your citations to your references. Use a format appropriate for your field of study, and select it in consultation with your advisor to ensure field specific conventions are satisfied.

Appendix A

#### Other Useful Information

* BS reports are printed in size A4.
* MS theses are printed in size A4.
* PhD dissertations are printed in size B5.
  + PhD dissertations are generally developed in A4 and then reduced during printing. It is therefore important to ensure that all text, including inside Figures and Tables, and in Appendices, is clearly visible after a reduction to B5 paper size. It is necessary to examine a B5 draft of a dissertation before it is printed in numerous copies.
* A thesis shall be printed on both sides of the page and all chapters shall begin on an odd page, that is, a right side page.
* If a thesis has few pages, which leads to the spine being too thin to support Verdana 10 pt text, a student may print the thesis on one side of the page to increase the number of pages and thereby the size of the spine. This may allow the inclusion of the information on the spine. If this is not possible, or desired, it is allowed to keep the spine blank.
* Contact a printing company for printing information and instructions for how to prepare the manuscript for printing before delivering the final manuscript. To deliver a thesis for printing, it may be necessary to deliver a high-quality PDF file with printing resolution (maximum dots per inch) and with fonts and graphics embedded. Note that color printing can be costlier than black and white printing.