First name Last name

**TITLE OF THESIS**

**TITLE OF THESIS**

First name Last name

Thesis

Term (e.g.Spring) year

Name of degree programme

Oulu University of Applied Sciences

abstract

Oulu University of Applied Sciences

Degree programme, option

Author(s):

Title of the bachelor’s thesis:

Supervisor(s):

Term and year of completion: Number of pages: x + x appendices

An abstract is a concise, independent presentation of the thesis. It is written when the thesis is finished. The abstract is always written with full sentences and with passive voice. The abstract introduces briefly the subject and objective of the thesis, methodology and the essential results.

The contents are usually divided into

1. The subject and objectives
2. The methodology, execution and progress
3. The results and conclusions.

The abstract should not be longer than a page written with line spacing 1.

Replace these instructions with your own text.

Keywords: x, x, x

(List 3–7 keywords that describe your thesis. Use, for example, keywords from the following controlled vocabulary thesauri:

MeSH <http://www.yso.fi/onto/mesh/conceptscheme>

Agriforest <http://www-db.helsinki.fi/agri/agrisanasto/Welcome_eng.html>

Helecon <http://helecon3.hkkk.fi/helevoc/?lang=eng&dbname=MIX>)

PREFACe

The preface tells, where and when the work has been done and who has ordered the work. It also introduces the role of the tutoring teacher and the client’s representative and the source of possible external help.

The thesis can include a preface, in which the customer, supervisors and other possible supporters and assistants are thanked. The preface can also include other thesis-related, interesting information, which would not otherwise be mentioned in the text. The preface is dated and signed.

Replace these instructions with your own text.

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VOCABULARY

If the same abbreviations or entries for quantities, units or drawings are repeated in the thesis, they are listed in a vocabulary with explanations. Depending on the needs, the heading can be, for example, ABBREVIATIONS, SYMBOLS or TERMS. The list is written in an alphabetical order. The SFS standard 4600 and SI system are used in alphabetising.

Remove this page if you do not need it.

# introduction

This model has been created to facilitate your thesis writing with Microsoft Word. The model also includes instructions for the structure of the thesis. Familiarise yourself with the Bachelor’s thesis instructions of Oulu UAS, too.

When using this model, replace the existing texts with your own. The easiest way is to select the text you wish to replace and type in your own.

Introduction is the first numbered chapter of the thesis. It explains shortly and interestingly the bases of the thesis. It also presents the exact objectives, describes the problems and outlines the tasks. Often it is also necessary to discuss the previous research. The company, for which the thesis is done, can be described in the introduction.

The information for the introduction is partly available in the memorandum of initial data (appendix 1). The introduction can be divided into independent chapters, but usually the division into paragraphs is enough.

# main chapter

Replace these texts with your own.

When using the Heading 1 style, each main chapter will always start a new page. The following normal text or a subheading is separated from the main heading with two empty lines (automatically included in the heading styles). A subheading within a main chapter is preceded and followed by one empty line (automatically included in the heading styles). The main heading will be capitalised (automatically included in the Heading 1 style).

## First subheading

If you use subheadings, use at least two: if the subheading is 1.1, you also have to have subheading 1.2. Separate the heading number and text with an empty space. Do not use a full stop after the last digit of the subheading. A heading text continuing to the next line is aligned to the first letter, not the number. Headings should be short and informative. Headings are not clauses or questions.

Texts in chapters are aligned to the left: all lines start from the place without any indentation. The chapters are separated with an empty line. It is also possible to use justified text. The text is hyphenated. Remember that a chapter is longer than just one sentence. One chapter always contains one subject. It is recommended to vary the length of the chapters.

## Second subheading

Three levels of headings are usually enough. The numbering of the decimal grouping will be marked as follows:

* 5 MAIN HEADING (Heading 1)
* 5.1 Subheading (Heading 2)
* 5.1.1 Subtitle (Heading 3).

### First subtitle

Text here

### Second subtitle

Text here

Heading without numbering

If necessary, it is possible to also use unnumbered subheadings. They are not included in the table of contents, and the font size is 12.

# main chapter

Replace also these texts with your own.

You can improve the intelligibility and readability of the text with tables, diagrams and appendices. The tables and diagrams are independent and self-explanatory, and the text describes the essentials or conclusions presented in them. If you have a lot of diagrams and tables, place some of them in appendices. Do not present the same facts both as a diagram and a table. Usually, it is not worth using a diagram or a table to present one or two facts. Leave an empty line before and after diagrams and tables. Also, leave an empty line between the title and the diagram or the table.

Number the diagrams and tables consecutively, both separately. All those, which are not tables, are diagrams. The term diagram is used, for instance, for photos, maps and drawings. Refer to each diagram or table in the preceding text. Use a leading text before the diagram or table, do not discuss them directly after the heading or title.

## Tables

The tables should be as clear and self-explanatory as possible. Use titles in rows and columns to organise the contents of the tables. Number the tables. The titles should clearly state the subject of the table. The title is placed over the table. The word *TABLE* is written in capital letters and in italic. The name of the table is also written in italics. You can use previously published tables, too. In this case, place the source at the end of the title (table 1). Align the title and the table similarly with the body text; the length should also be similar. Use borders and coloured shading with consideration in order to improve the clarity of the table and cells. If necessary, footnotes can be placed under the table.

TABLE 1. The thermal loss capacity of a heating system in outdoor temperatures of –25 ˚C…–10 ˚C (1, p. 23)

|  |  |
| --- | --- |
| **Section** | **Thermal loss capacity [W]** |
| Boiler | 3,000 |
| Piping | 6,198 |
| Accumulator | 5,717 |
|  |  |
| In total | 14,915 |

## Figures

Align the figure and its title with the body text. The title *FIGURE* is placed below and written in italics, as is the name of the figure. The source of a referenced figure is placed in brackets after the title. Avoid dark colours. Use coloured graphics when the colours are necessary in order to understand the diagram. (Figure 1.)



FIGURE 1. A flexible claw clutch (2, p. 368)

## Formulas

Formulas are numbered and the quantities presented in them are explained. The numbers of the formulas are aligned to the right on the same line as the formula itself. In text, they are referenced with a number. Variables and quantities are written in italics; measures are written in a normal style. (Formula 1.) Chemical formulas can be presented as figures, which are numbered and headlined normally.

The impulse of a torque is calculated with formula 1 (3, p. 93).

*K = Mt FORMULA 1*

*K* = impulse of torque (kgm2/s)

*M* = torque of strength (Nm)

*t* = time of influence of the torque (s)

# main chapter

Replace also these texts with your own.

This thesis model contains a table of contents with the correct formatting. When using this model, you can update the table of contents by placing the mouse cursor on the first line of the table on the left margin. Then press F9 to open a selection list. Select **Update the entire table** and click OK.

If the table of contents was not updated correctly, check that your titles and headings have the following styles:

* Main chapter Heading 1
* First subheading Heading 2
* Second subheading Heading 3.

# conclusion

Replace also these texts with your own.

The main purpose, the results and the acquired new knowledge are listed in the last numbered chapter of the thesis. The problems, results and conclusions are discussed. The results are compared to the objectives set in the memorandum of initial data and introduction. The circumstances influencing the results are discussed critically.

REFERENCES

Remove the instruction texts before the actual list of references.

In the text sources are indicated as in-text references. The purpose of in-text references is to inform the reader whose text or thoughts are referred to and to provide the reader with an opportunity to verify the authenticity of the references and sources. The Copyright Act states that sources must be acknowledged. All in-text references must be found in the list of references. In-text references help the reader to find in the list of references the book, article or other source which the author refers to. (See examples and more thorough information on how to make in-text references in chapter 5.5 In-text references, p. 34-40 in Bachelor’s thesis instructions of Oulu UAS.)

Every source referenced in the thesis must also be listed in a list of references at the end of the thesis. The sources are arranged either in an alphabetical order or according to the number reference system. More information and examples can be found in the Bachelor’s thesis instructions of Oulu UAS in chapter 5.6 References, p. 40-46.

Below you can see an example of the reference list using the number reference system:

1. Kulha, Antti 2010. The effect of insulating the thermal system of a heating plant into the consumption of fuel. Oulu: Oulu University of Applied Sciences, Degree Programme in Building Services. A thesis.
2. Airila, Mauri – Ekman, Kalevi – Hautala, Pekka – Kivioja, Seppo – Kleimola, Matti – Martikka, Heikki – Miettinen, Juha – Niemi, Erkki – Ranta, Aarno – Rinkinen, Jari – Salonen, Pekka – Verho, Arto – Vilenius, Matti – Välimaa, Veikko 1995. Designing machinery parts. Juva: WSOY.

Technical schemas. 2000. Tampere: Tammertekniikka Oy.

**APPENDICES**

Appendices are meant for data, which seems necessary, but is not suitable to be included in the text. The appendices must also contain appropriate source references if they originate from sources outside the thesis.

Appendices can include, for example, a memorandum of initial data, tables, data sheets, drawings, diagrams, programme code listings and other illustrative material. If the appendix is not referenced in the text, it is redundant.

If you have more than five appendices, they are listed after the sources. If you do not have more than five appendices, they are listed in the table of contents.

Below you will find a model for a list of appendices.

APPENDICES

Appendix 1 Thesis initiation document

Appendix 2 An example of a multi-page appendix

Appendix 3 Appendix heading

Appendix 4 Appendix heading

Appendix 5 Appendix heading

Appendix 6 Appendix heading

THESIS INITIATION DOCUMENT

Author

Customer

Customer’s contact person and information

Title

Description

Objectives

Target schedule

Date and signatures

An example of a multi-page appendix. The page numbering is placed automatically in the header, the number of the appendix has to be changed.

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