

Title

**Possible subheading**

First Name Last Name

Degree Programme

20XX

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# Chapter heading – Level 1

This document is the template for the degree thesis. Use this template for your work. Download the template, rename the document, delete the examples and start writing.

## Chapter heading – Level 2

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### Chapter heading – Level 3

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# Layout examples

This chapter provides examples of how to lay out the text.

## Tables

Tables are used to present numerical data or other facts in a concentrated and clear way. Tables should appear with a label in italics. In contrast to the figure caption, notice that the caption is placed above the table. Tables are numbered consecutively in their own series independent of other illustrations, i.e. the figures.

Tables can occasionally be too long to set into the body text. In this case, it is best to
include them separately as an appendix. A table set within the text is usually not split
across two pages.

Table 1. An example of a table

|  |  |  |  |
| --- | --- | --- | --- |
| Heading | Column | Column | Column |
| Result | 15 | 20 | 30 |

*Table 2. Bachelor diplomas at Arcada per degree programme 2021*

|  |  |
| --- | --- |
| **Degree Programme** | **Degree diplomas 2021** |
| Konst och kultur | **42** |
| Hälsa och välfärd | **228** |
| Ekonomi och tjänster | **140** |
| Teknik och ICT | **48** |

## Figures

The term figures is used to describe all types of visual material that can be found in a thesis – except for tables, which are treated slightly differently. A figure is often a diagram, but can also be a photograph, or a drawing that helps explain what is said in the text.

All figures are numbered and presented separately with their respective figure captions. Figure captions are placed below the figure, and should be both as informative and as concise as possible and set in italics, font-size 10 pt. The numbering is consecutive, beginning with the first figure that appears in the text up to and including the final chapter. In this way, the writer can refer in the text to a figure using its number.

You can use figures borrowed from other authors provided you quote your source in the figure caption. If you create your own figures, it is important to make them as clear as possible, which means, e.g. using the correct scale for diagrams or graphs. Figures should fulfil a purpose, i.e. to exemplify what is explained in the text. You should not use figures or illustrations to just brighten up the text.

*Figure 1. An example of a figure. (Adams & Benson, 2021)*



Figure 2. Photograph of the interior of Arcada. (Arcada, 2020)

## Block quotations

Block quotations consist of more than three text lines. The quotation is set off from the text in a more compact form (font-size 10 pt and single line spacing). Notice that no quotation marks should be used. Of course, you still write a proper citation parenthesis after the block quote. Use square brackets [...] to indicate that you have omitted certain parts of longer quotations.

The actual quotation is normally preceded by a colon and usually comprises one complete or several sentences [...] If the quotation is longer, the quotation marks can be replaced by another type of quotation marker: the text is in-dented and the line spacing reduced. We usually refer to this as block quotation. Notice that this marker must not be combined with the usual quotation marks. (Strömquist, 2010, pp. 205–207)

After the block quote, the main text continues as usual. By using block quotations, long quotes are visually easier to read.

## Margins

The pages should be formatted with a top and bottom margin of 2.5 cm. The left and right margins should both be 3 cm. If you prefer to have a straight right margin, then hyphenation should be used to avoid large spaces between words.

## Pagination

The pages should be numbered in Arabic numerals in the bottom center margin. The pages are counted from the Title Page but the page numbering begins on the first actual text page, i.e. the page following the Table of Contents. In an Arcada thesis, this means in practice that the first page of Chapter 1 is usually page 5 or 6. Pagination continues up to and including the List of References.

## Font, size and line spacing

The body of the text should be written using a suitable font that is appropriate to the style of text. We recommend using Times New Roman in 12-pt font size for the Arcada thesis. The line spacing should be 1.5. Paragraph Spacing 24 p should be used before a heading, and after a heading 12 p. Paragraph division is shown using one line space. A new paragraph or new chapter is preceded by an empty line space.

## Headings

The use of headings has two main purposes: to attract the reader’s attention and to provide a concise description of what the text contains. Therefore, the headings must be short and effective, but at the same time well formulated and logical. In practice, this means that articles are omitted (a, the) as well as other words that are not absolutely essential to the understanding of the heading. Consequently, the remaining words are often very compact and dense with information.

In choosing a title for the overall work, it is essential the title adequately covers the content and context. A meaningful title is useful to others writing on a similar topic because it can help to find your study and benefit from its results

**Points to remember:**

* No full stop after the heading.
* No end-of-line hyphenation (i.e. separation of words) in headings.
* Avoid using commas in headings – opt for a dash instead.
* The heading itself must not form part of the sentence of the subsequent text. The formulation of the heading can be repeated later, directly or with slight changes.

The headings are numbered using graphical means. Do not use more than three levels of numbered headings. In the text, however, you may use a fourth heading level. Use one font for the headings, and a different one for the body of the text.

## Examples of references

Use the Karolinska Institutet's reference guide for APA 7 when writing citations and the lists of references. The reference guide contains examples of all types of sources that may be used and answers to the most frequently asked questions. <https://kib.ki.se/en/write-cite/writing-references-apa-vancouver/reference-guides/reference-guide-apa-7>

Chapter 3 of this template is an example of a list of references. Note that it is in alphabetical order according to the author's surname, or other reference if there is no author. The references are written with line spacing 1. If the reference is longer than one line, indent from the second line. This way the alphabetical list is easy to read

The list of references is written on a separate page. The heading for the list is just References. The references on the following page is an example of what the list of references might look like, it is not the reference material for this template.

# References

Backman, J. (2008). *Rapporter och uppsatser* (2 uppl.).Studentlitteratur.

Ehrenberg-Sundin, B., Lundin, K., Wedin, Å., & Westman, M. (2008) *Att skriva bättre i jobbet : En basbok om brukstexter* (4 uppl.). Norstedts Juridik AB.

Ehrenberg-Sundin, B., Lundin, K., Wedin, Å., & Westman, M. (2008) *Att skriva bättre i jobbet : En basbok om brukstexter* (4 uppl.). Norstedts Juridik AB.

Engelmann, C. (2022). Who’s an Employee Now? Classifying Workers in the Age of the “Gig” Economy. *Fordham Urban Law Journal*, *49*(4), 959–1001. <https://ir.lawnet.fordham.edu/ulj/vol49/iss4/7>

Helakorpi, S., & Kivimäki, H. (2021). *Välbefinnandet bland barn och unga – Enkäten Hälsa i skolan 2021* (Statistikrapport 40/2021, 9.11.2021). Institutet för hälsa och välfärd. [https://urn.fi/URN:NBN:fi-fe2021110954501](https://urn.fi/URN%3ANBN%3Afi-fe2021110954501)

Strömquist, S. (2010). *Skrivboken : Skrivprocess, skrivråd och skrivstrategier*. (6 uppl.).
Gleerups Utbildning AB.