

New Word Document Template for Master's and Bachelor's Theses

The new template for Bachelor's and Master's theses is different in many ways from the previous one. In the old template, some of the sections in the document were strictly protected, and the user only could make choices in dropdown menus or fill in certain fields in the protected parts (cover and abstract page) of the document. The aim was to arrive at an end product that was as close as possible to the layout rules for Master's theses that were used in the faculty before the era of eTheses. In the end, document protection and incompatibilities with newer versions of Microsoft Word also resulted in a variety of problems.

The new template has no protection. The margin for the entire work is set at 2.5 cm at the top, bottom, left and right – so, no mirrored margins any more. After the abstract page, the Contents page is already in place. It should be left undisturbed – but when you work on your document, you can return to the Contents page every now and then to refresh the table of contents by right-clicking and choosing “Update”.

Page numbering starts from the cover page, but the first visible page number is on the second page of the Introductory chapter of the actual work. The cover and abstract pages are written by replacing the placeholder texts with corresponding information appropriate to your thesis. The template has a page for both a Finnish and an English abstract. Depending on the requirements set by your supervisor, you may need to delete one of the abstract pages – or provide the abstract in two languages. *See the appendix for the options you can choose between to replace the “degree programme” and “type of thesis” placeholders on the cover and abstract pages.*

So, the Contents page can be refreshed by right-clicking “Update field”, providing that the various levels of headings in your thesis have been tagged appropriately (Heading 1 – Heading 3). The lowest level headings (Heading 4) are not included in the table of contents.

At the bottom of the Contents page, there is the only section break to be found in the template. Be careful not to remove this section break, it is there to hide the page numbers in the preceding pages.

The first chapter is by default called “Introduction”, but you can of course change it to something else if necessary. When you are typing your thesis, you should never need to press [Enter] twice in a row to create space between paragraphs. The “Normal” style is designed to create a little extra space between paragraphs, so the space we need there is created automatically.

As the new template is not protected in any way, the user can inadvertently remove page breaks and other stuff that the template relies on. Therefore, if you find you did something undesirable, press Ctrl-Z (Undo) once or more to get back to when things were still all right.

NOTE: Save your work on a frequent basis and keep a backup on a USB drive, in a cloud etc.! I recommend that you save your document at least once every day with a new name, so you can return to a reasonably new version if you find that something unpleasant has happened to your file.

Paragraph Styles

Here is a list of the paragraph styles available in the document template. In Word, you can see (and hide) a full list of styles by pressing simultaneously Ctrl-Alt-Shift-S.

Normal: The style for a “standard” paragraph. Font size 12, line spacing 1.5, automatically adds spacing between paragraphs. (Shortcut Ctrl-Shift-N)

Normal after table: Recommended for use after tables, figures and direct quotations. Adds some more space than “Normal” above the paragraph.

Heading 0: Unnumbered heading. Use as a heading for appendices. Not included in the table of contents.

Heading 1: Top level heading. Automatically starts a new page, so no page break needed before it. Automatic numbering. Automatically keeps in the same page as the following paragraph. (Shortcut: Ctrl-Shift-1)

Heading 2 and Heading 3: Second and third level headings. Automatic numbering. Automatically keeps in the same page as the following paragraph. (Shortcuts: Ctrl-Shift-2 and Ctrl-Shift-3)

Heading 4: Fourth level heading. Not numbered, not included in the Contents table. Automatically keeps in the same page as the following paragraph. (Shortcut: Ctrl-Shift-4)

Quoted: For direct quotations. A little indented, with a line spacing that is a little smaller than “Normal”.

Source: For entries in the reference list. A “hanging” indent but no additional spacing between paragraphs.

Table title: Use in table captions. The caption should come *above* the table.

Figure caption: Use in figure captions. The caption should come *below* the figure.

List numbered: A numbered list.

List unnumbered: An unnumbered list.

Other Word Processing Programs

The template is not compatible with any word processing program other than a reasonably new version of Microsoft Word. Even though you can seemingly open the template into LibreOffice, for instance, lots of things break as soon as you start using it, such as the table of contents, and the automatic numbering of headings, tables, and figures does not work. If you do not have access to a reasonably new version of Word (2010 or newer), you can write the thesis in another programme, and finally import it into Word for the final touches such as tagging the paragraphs appropriately as headings, normal text, etc. For instance, doing the hard work of writing (possibly collaborating) in Google Docs, and then copying and pasting the text into Word, seems to work quite well.

Appendix. Alternatives for “degree programme” and “type of thesis” on the cover and abstract pages.

A preliminary list valid for autumn 2017

Degree programme:

Education and Globalization, Master’s Programme in Education

Learning, Education and Technology, Master’s Programme in Education

Intercultural Teacher Education, Degree Programme in Teaching and Education

Educational Sciences, Degree Programme in Teaching and Education

Primary Teacher Education. Degree Programme in Teaching and Education

Music Education. Degree Programme in Teaching and Education

Early Childhood Education. Degree Programme in Teaching and Education

Special Education, Degree Programme in Teaching and Education

Educational Sciences, Broadly-Based Master’s Programme in Educational Sciences

Master’s Programme for Primary Teacher Qualification, Master’s Programme in Primary Teacher Education

Special Kindergarten Teacher, Master’s Programme in Special Education

Primary Teacher Education, Master’s Programme in Primary Teacher Education

Special Education, Master’s Programme in Special Education

Type of thesis:

Master’s Thesis/Bachelor’s Thesis/Licentiate Thesis in Education

Master’s Thesis/Bachelor’s Thesis/Licentiate Thesis in Educational Psychology

Master’s Thesis/Bachelor’s Thesis/Licentiate Thesis in Music Education

Master’s Thesis/Bachelor’s Thesis/Licentiate Thesis in Special Education

Bachelor’s Thesis in Education, Especially Early Childhood Education