

**LAB University of
Applied Sciences**

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1 Introduction

Read the thesis guidelines used at LAB University of Applied Sciences. Regarding writing the thesis report, read especially chapter 6, Thesis Report's language, style, illustrations, structure and layout, and chapter 7, Data collection and referencing mechanics. Follow the guidelines carefully.

This is the template used for writing thesis reports at LAB. Good skills in using a word processor help in writing a thesis report and using the thesis template. Therefore, before you start the writing process, it is advisable to ensure that you have sufficient basic skills in editing long documents with a word processor. These skills include the use of the Styles tool and an understanding of document sections and automatic references. Using these tools when writing a thesis report will probably save more hours than studying them takes.

To understand how to use this thesis template, you need to have internalised the following basics regarding MS Word:

- No text is positioned, nor any layout done, by adding multiple consecutive spaces or line or paragraph breaks. If you need to press Enter or Space bar more than once in succession, you are probably doing something wrong. When starting a new paragraph, press Enter once at the end of the line, and the space between the paragraphs is added using styles.
- It is not advisable to produce any numbered data (paragraph numbers, page numbering, numbering of images/tables/figures/appendices) by manually entering the numbers. For all of these, Word provides powerful automated tools that keep numbering organised, even if you edit, add or delete data.
- Never add hyphens to words at the end of a line by manually typing them. In the thesis template, Word's automatic hyphenation is enabled. If you need to add hyphens yourself, you can use the optional hyphen tool in Word.

If you notice any errors in the thesis template, feel free to fix them.

2 Second main section

2.1 First subsection

The first subsection heading (e.g. here 2.1) must always be followed by text, i.e., there cannot be three consecutive headings. This is sample text for the first subsection. This is sample text for the first subsection. This is sample text for the first subsection. This is sample text for the first subsection. This is sample text for the first subsection.

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2.1.1 Subsection of first subsection

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2.1.2 Second subsection of first subsection

2.2 Second subsection

3 Third main section

3.1 First subsection

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3.1.1 Subsection of first subsection

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3.2 Second subsection

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References

Tyler, B. 2019. Example source name. Dublin: InfoPoint Publishing.

Virtanen, V. 2021. Example source title. Retrieved on 1 January 2022. Available at <http://example.fi>.