

Title

Thesis Template

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XXth of Month XX 20XX

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# List of Abbreviations

APA

American Psychological Association.

WHO

World Health Organisation.

# List of Figures

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# Abstract

This section is a short summary of your entire paper. It should briefly cover the most important aspects of your paper. After reading this section, the reader should have a good understanding of what the research question is, how you answered it and what the answer was. This section intentionally meant to be brief and no longer than half a page.

# Good Formatting Practices

This is an introduction to this document. There are many features that will make writing your thesis much easier. They are explained below (Word 2010).

## Creating headings

The table of contents can only work properly if you always use the style sheets for headings and subheadings, etc.

If you want to create a heading, write it in an empty line. Now highlight the entire heading and choose the appropriate template in the tab 'Home' under styles (depending on the type of heading this is 'Section-Heading', 'Subsection-Heading etc.).



Figure 1.1 Overview of Formatting Styles

The table of contents lists this new heading as soon as you update the directory (See: Updating all directories).

## Updating all directories

All lists (table of contents, list of figures, list of tables, list of abbreviations and bibliography) can be updated quickly.

Simply select the complete text (Ctrl+A/Mac: Cmd+A) and then press 'F9'. Now select 'Update entire table' in the windows that appear as shown and confirm with 'OK'.



Figure 1.2 Update Table of Contents Menu

## Inserting images

To insert an image from your computer, in the ‘Insert’ tab select the ‘Pictures’ button. Select ‘Picture from File…’ and browse your folders for the desired image and confirm with 'Insert'.

Now click on the image and centre it (Ctrl+E/Mac: Cmd+E).

In the tab 'References' select the button 'Insert Caption'.

First, select the following options as shown in the figure below and enter your own text after the figure number. If the caption option 'Figure' does not exist, you can create it yourself by pressing 'New Label...'.



Figure 1.3 Caption Menu (Figure)

Center the caption if necessary. After updating all references in the document (See: Updating all directories) the figure with the page number will appear in the list of figures.

Figure 1.4 Google Logo Example

## Inserting tables

To insert a table, in the 'Insert' tab select the 'Table' button. Create and edit your table as desired.

Now select the entire table (icon when moving the mouse over the upper left corner) and centre it (Ctrl+E/Mac: Cmd+E). In the ‘References’ tab, select the 'Insert Caption'.

First, select the following options as shown in the figure below and enter your own text after the Table number. If the caption option ‘Table’ does not exist, you can create it yourself by pressing ‘New Label...’. Additional formatting (e.g. Table 1.1) can be done with the ‘Format…’ button, checking the ‘Include chapter number’ checkbox and selecting the desired separator.



Figure 1.5 Caption Menu (Table)

Table 1 Table Example

|  |  |
| --- | --- |
| First Column | Second Column |
|  |  |

After updating all references in the document (See: Updating all directories), the table with the page number will appear in the table directory.

## Inserting a bibliography

Before you can insert a citation, you have to add sources to your bibliography. A literature management software such as Citavi or Mendeley is highly recommended. If you are using a literature management software, you can automatically get the full reference needed for the citation by adding the file to the software or by entering the article’s Digital Object Identifier (DOI). To add a reference using Microsoft Word’s referencing, under the ‘References’ tab, select the preferred citation style (we recommend APA style) and press the ‘Citations’ button to manually add the reference. In your References section, use the “Insert Bibliography” button to automatically add a bibliography.



Figure 1.6 Example of Mendeley

### Inserting a citation

Once your reference is in your literature management software or Microsoft Word, you can insert a citation under the 'References' tab with the button 'Insert citation'. The citation will be automatically formatted according to the selected style. For a more detailed look on how to cite your sources, please see the APA style guide in Appendix A.

Here are some examples of citations from different sources:

*Journal Article*

“…increase the level of reuse” (Becker, Koziolek, & Reussner, 2009).

*Book*

It was found that … (Lopez, Pedrotti, & Snyder, 2018).

*Website*

Museums across Europe reopened after extended periods of closure (Dowd, 2020).

## Inserting footnotes

If you want to insert a footnote, move the cursor to the desired text position. In the ‘References’ tab, select the option 'Insert footnote'. Now you can enter the text corresponding to the footnote below the document.

Footnotes are automatically numbered correctly and written on the right page.

Here is an example:

This is a footnote[[1]](#footnote-1).

## Adding abbreviations

If you want to use the list of abbreviations, the first time you use a new abbreviation, do the following:

Put the text cursor after the abbreviation and under the ‘References’ tab, press the ‘Mark Entry’ button. Under the ‘Main entry’ field, fill in the abbreviation and the full name in the ‘Subentry’ field. Select the options as shown here and press ‘Mark’ once, then ‘Close’. Under the ‘Home’ tab, press the ‘Hide the formatting marks’ button.



Figure 1.7 Mark Index Entry Menu



Figure 1.8 Button to ‘Show/Hide formatting marks’

As soon as you have updated all directories (See: Updating all directories), the abbreviation will appear in a clear arrangement in the list of abbreviations. Note that the list of abbreviations **cannot be used** on a document that uses literature management software like Mendeley.

Here are some examples:

APA

WHO

# Introduction

Motive the importance of your research without overselling it. Clearly state your research question. Depending on the discipline, you may summarize your results in this section.

## Section 1

Use sections to help structure your paper and make it easier for your reader to understand the main point of the section.

### Subsection 1

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

#### SubSubsection

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

#  Literature Research

Describe how you carried out the literature research such that it can be replicated.

## Methodology

…

## Results

…

# Theoretical Foundations

Also called "Related work" or similar – collate all relevant prior research.

…

## Section 1

…

## Section 2

…

…

#  Research Model

Develop your hypotheses, describe your mental model for the research question.

…

## Section 1

…

## Section 2

…

…

## Section 3

...

...

...

# Research Methodology

Describe how (and explain why) you decided to investigate your research question. Your methodology should be clear especially in the event where it needs to be replicated. It should cover what data is going to be collected, how it will be collected and how it will be analysed.

## Section 1

…

## Section 2

…

…

## Section 3

...

...

...

#  Results

What are the findings? Describe the results of your investigation (e.g. hypothesis rejection). Use appropriate visualization (e.g., tables, charts).

## Section 1

…

## Section 2

…

…

## Section 3

...

...

...

#  Discussion

What does it mean? Discuss the theoretical and practical implications of your findings as well as the limitations of your study.

## Theoretical Implications

…

## Practical Implications

…

…

## Limitations

...

...

...

# Conclusion

Repeat the problem and its relevance, as well as the contribution (plus quantitative results). Provide an outlook for further research steps.

# Appendix A

Link to APA Style Guide Examples

<https://apastyle.apa.org/style-grammar-guidelines/references/examples>

# References

Becker, S., Koziolek, H., & Reussner, R. (2009). The Palladio component model for modeldriven performance prediction. *Journal of Systems and Software, 82(1)*, 3-22.

Dowd, V. (2020, June 2). *How Europe's art world is welcoming back visitors*. Retrieved from BBC News: https://www.bbc.com/news/entertainment-arts-52881862

Lopez, S. J., Pedrotti, J. T., & Snyder, C. R. (2018). *Positive Psychology: The Scientific and Practical Explorations of Human Strengths.* SAGE Publications.

1. The numbering starts anew on each page. [↑](#footnote-ref-1)